



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 4/23/2019

File #: 19-211, Version: 1

**SUBJECT: Staff Report
Audio Video Renovation Project
DEPARTMENT: Information Technology**

PRESENTER: Denise Jakan, IT Director

TIME ESTIMATE: 0 minutes

FISCAL INFORMATION: N/A

Cost as Recommended:
Balance Available:
Budget Line Item Number:
New Appropriation Required:

**STAFF RECOMMENDATION:
N/A**

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

In the 2019 budget funds were appropriated to renovate and upgrade the audio visual equipment in the Board Room and the AV Production Room. On March 12, 2019 the contract for this project was awarded to Peak Media and work is scheduled to begin on April 29th.

The Board Room has been reserved from Monday, April 29, 2019 through Monday, May 13, 2019. During that time Peak Media will remove and reinstall upgraded cameras, microphones, speakers, video switcher system, camera control system, video system equipment, including all connections, wiring and equipment from source through control room equipment, play system, and connection with cable system and web stream system.

To accommodate this project the Tuesday, May 7, 2019 Board of Trustee's Study Session will be held in the Community Room.

ATTACHMENTS: None