

Erdman, Ann

From: Erdman, Ann
Sent: Monday, February 23, 1998 10:43 AM
To: Person, Robert; Hawkey, Philip; Holden, Chris
Cc: Jacobs, Belinda; 'ned@earthlink.net'
Subject: Remote Meetings

This report is a follow-up to our conversation Feb. 11 about City Council meetings being conducted in each district. As we explained during that meeting, there are only five locations in Pasadena that are connected directly to the citywide cable system: Pasadena City Hall, Pasadena Center, KPAS, Pasadena Unified School District headquarters and Pasadena Presbyterian Church.

Assuming that these locations are not under consideration, there are two ways we can cablecast City Council meetings from remote locations:

1. MICROWAVE TRANSMISSION

This scenario is the only option that allows for remote meetings to be televised live. The requirements are a crew of eight to 10 KPAS contractors, the production truck, microphones and sound system, microwave transmission equipment and technical engineers. The microwave transmission equipment is only useful if certain conditions are met: (1) Availability of channel frequency on the days in question. The microwave company leases several microwave channel frequencies, and one of these frequencies must be available on each remote City Council meeting date. (2) Line of sight. The microwave transmission must travel in a straight line between a transmitter at the remote meeting location and a receiver at one of the five locations that are connected directly to the citywide cable system. There can be no buildings, trees, etc., interrupting the line of sight, and rain or fog make it virtually impossible.

2. LIVE TO TAPE FOR LATER CABLECAST

Under this scenario, the remote meetings would be videotaped, then televised beginning the next working day. The requirements are eight to 10 KPAS contractors, microphones and sound equipment, and the production truck. This would be a standard remote production, which we have done many times including state of the city addresses and community meetings.

Each scenario is also dependant on a couple of additional factors: (1) access to the remote location for set-up six to seven hours prior to the beginning of the City Council meeting; and (2) availability of the production truck.

Estimates are as follows:

1. MICROWAVE TRANSMISSION
\$5,500 to \$8,000 per meeting
2. LIVE TO TAPE
\$2,500 per meeting