

## Video Production



Municipal Producer, Trevor Scholl, completed four productions in February, two of which are waiting for final approval before being posted. The shows include stories about the Anoka County Libraries Author Fair and the National Sports Center hiring event. Blaine had its first Facebook Town Hall in February and Trevor was there to direct the video content. He also fixed a problem with the Lexington Brightsign player. It was running a little loud so he created a new edit and re-loaded the data. Programs were also produced by T.J. Tronson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

### ▪ February Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Local Author Fair	Trevor Scholl	00:04:54
Ref Expo at the National Sports Center	Trevor Scholl	00:02:15
6 <sup>th</sup> Annual Guns N Hoses Charity Live Stream	T.J. Tronson	02:30:00
Anoka County Board Meeting (2/8/22)	T.J. Tronson	01:10:45
Anoka County Board Meeting (2/22/22)	T.J. Tronson	51:43

Some projects that Trevor is working on or is scheduled to produce include:

- Spring Mayor's minutes
- Kottke Bus Service Commercial
- Blaine Police: Senior Scam
- Blaine Police: Embedded Mental Health Professional
- Centerville Centerstage: Public Storage
- Forgotten Star Brewing feature
- Spring Lake Park Green Car Rental
- Blaine Facebook live town halls

# Equipment Consulting/Technical Support

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## **Blaine**

- No assistance required.

## **Centerville**

- 2.3.22: Received update from Newtek on Tricaster. They were able to confirm that the unit has a bad audio and sound card. They are being replaced, under warranty.
- 2.3.22: Talked to Z Systems regarding problems with Centerville system. Various converters sometimes need to be reset. Decided not to tear system apart quite yet, but keep an eye on how the system is functioning.
- 2.7.22: Newtek called to report the Tricaster is fixed.
- 2.10.22: Installed the Newtek Tricaster at City Hall. Ran tests. All the IP addresses had been changed so had to re-enter to get cameras back. Ran Xpression through the audio test. Turns out the same audio problem remains. Tricaster is going to send a test unit to see if the problem still happens with a new machine. Removed.
- 2.28.22: Tricaster re-installed, re-programmed and set up. Tested output audio issue. Determined temporary fix if issue reappears, until new unit test.

## **Circle Pines**

- 2.22.22: Recorded City Council meeting. Reviewed equipment set-up. All working well.

## **Ham Lake**

- No assistance required.

## **Lexington**

- No assistance required.

## **Lino Lakes**

- No assistance required.

## **Spring Lake Park**

- No assistance required.

## **All Cities**

- 2.11.22: Installed new Tightrope software for managing all channels. With the software upgrade we can now test the cablecast closed captioning service.
- 2.22.22: Worked with Tightrope to answer system questions for closed captioning tests. There seem to be issues with routers or converters.
- 2.24.22: Discovered issues with closed captioning and streaming servers.
- 2.25.22: Were able to get closed captioning to work. Ran wires directly from one of the units to the livestream server.

## Channel Management



Programming Coordinator, Michele Silvester, along with help from Eric Houston, and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and

then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in February:

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine City Council Meeting (2/7/22)	T.J. Tronson	00:58:42
Blaine Planning Commission Meeting (2/8/22)	T.J. Tronson	00:20:41
Blaine Natural Resources Conservation Board Meeting (2/15/22)	Trevor Scholl	01:15:15
Blaine Park Board Meeting (2/22/22)	Trevor Scholl	00:49:48
Blaine City Council Meeting (2/23/22)	Trevor Scholl	00:35:31
Centerville Planning & Zoning Meeting (2/1/22)	Centerville Staff, Zoom	01:31:43
Centerville Park & Rec Meeting (2/2/22)	Centerville Staff, Zoom	02:36:12
Centerville City Council Meeting (2/9/22)	Centerville Staff, Zoom	01:40:43
Centerville EDA Meeting (2/16/22)	Centerville Staff, Zoom	02:32:08
Centerville City Council Meeting (2/23/22)	Centerville Staff, Zoom	02:16:22
Circle Pines City Council Meeting (2/8/22)	Patrick Willson	00:20:43
Circle Pines Utility Commission Meeting (2/16/22)	Patrick Willson	00:23:26
Circle Pines City Council Meeting (2/22/22)	Matt Waldron	01:30:53
Ham Lake City Council Meeting (2/7/22)	Patrick Willson	00:37:34
Ham Lake City Council Meeting (2/22/22)	T.J. Tronson	00:36:20
Ham Lake Planning Commission Meeting (2/28/22)	Patrick Willson	00:08:57
Lexington City Council Meeting (2/3/22)	Lexington Staff	00:12:09
Lexington City Council Meeting (2/17/22)	Lexington Staff	00:18:33
Lino Lakes Park Board Meeting (2/2/22)	Anne Serwe	01:20:31
Lino Lakes Planning & Zoning Commission Meeting (2/9/22)	Anne Serwe	01:56:39
Lino Lakes City Council Meeting (2/14/22)	Anne Serwe	00:53:43
Lino Lakes Environmental Board Meeting (2/23/22)	Anne Serwe	00:44:43
Lino Lakes City Council Meeting (2/28/22)	Anne Serwe	00:27:56
Spring Lake Park City Council Meeting (2/7/22)	Emerson Rice	01:17:54
Spring Lake Park City Council Meeting (2/22/22)	Danika Peterson	00:42:55
<b>25 New Programs</b>		<b>26:10:01 New Hours</b>

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming, produced by NMTV staff, is also scheduled on the

channels. With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day. The table below outlines how many times a longer-length video program was entered into the Tightrope system, and played back on each City channel.

<b>City</b>	<b>Number of Times Programs Played</b>	<b>Hours Programmed on Channel</b>
Blaine	144	134:12:03
Centerville	56	115:50:53
Circle Pines	130	86:34:12
Ham Lake	57	35:37:41
Lexington	89	30:46:04
Lino Lakes	65	66:59:14
Spring Lake Park	84	92:02:54
<b>Totals:</b>	<b>625 Program Playbacks</b>	<b>562:03:01 Hours of Video Programming on Channels</b>

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. With the installation of the Carousel units, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with each City's representative to ensure that all requested data slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the data pages, the Cities maintain editorial control. In addition to the graphics pages, the Carousel units play video. Trevor Scholl is responsible for encoding any short videos that are displayed. The following work was done for City Carousel units in February:

**Blaine**

- Transcoded and uploaded 2 videos to Carousel.

**Centerville**

- Transcoded and uploaded 2 videos to Carousel.

**Circle Pines**

- Transcoded and uploaded 2 videos to Carousel.

**Ham Lake**

- Transcoded and uploaded 2 videos to Carousel.

**Lexington**

- Transcoded and uploaded 2 videos to Carousel.
- Re-edited and loaded Brightsign content to fix audio issue.

**Lino Lakes**

- Transcoded and uploaded 2 videos to Carousel.

**Spring Lake Park**

- Transcoded and uploaded 2 videos to Carousel.
- Created 3 new Carousel graphics page.

## Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities' meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and enter the corresponding line-item information. Next, the meeting is linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in February:

- **Blaine**
  - 5 meetings bookmarked and placed on VOD.
- **Centerville**
  - 5 meetings bookmarked and placed on VOD.
- **Circle Pines**
  - 3 meetings bookmarked and placed on VOD.
- **Ham Lake**
  - 3 meetings bookmarked and placed on VOD.
- **Lexington**
  - 2 meeting placed on VOD.
- **Lino Lakes**
  - 5 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
  - 2 meetings bookmarked and placed on VOD

## Administrative

Issues dealt with in February include processing PEG fee payments and corresponding reports for cities, closed captioning research and testing, and prep for first quarterly cable commission meetings.



- **PEG Fee Payment to Cities**
  - Determined PEG Fee payment amounts for Cities based upon Comcast 2021 gross revenue, city portion of Comcast gross revenue, and the budgeted payment amount.
  - Assembled documentation and created reports supporting PEG fee payments to Cities.
  - Emailed reports to Cities.
  - Checks were mailed to Cities.

- **Closed Captioning Research and Testing**
  - Worked with Programming Coordinator, Michele Silvester, to consider closed captioning options.
  - Spoke with Legal Counsel regarding any legal issues regarding inaccurate closed captioning.
  - Tested ENCO closed captioning system.

- Took steps necessary to test Tightrope closed captioning solution.
- Worked with staff to understand and solve routing and converting issues with Tightrope solution.
- Considered a hybrid solution to closed captioning that would incorporate both closed captioning solutions.
- Wrote memos explaining current options and variables for Operations Committee and Cable Commission meetings.

### **2022 Cable Commission, 1<sup>st</sup> Quarterly Meeting**

- Contacted Commission members to determine interest in the Executive Committee.
- Received confirmation from four Commission members regarding ability to serve on the Executive Committee.
- Created memos and compiled documents for first quarterly meetings.

### **Miscellaneous**

- Reviewed current NMTV job descriptions.
- Outlined information to be included in on-boarding documents for new Operations Committee and Cable Commission members.
- Registered for NATOA Closed Captioning Webinar.
- Provided additional signatures and documents for 2021 audit of Commission finances.
- Wrote minutes for Operations Committee.
- Received and documented monthly Comcast subscriber reports.
- Read February Legal Report and forwarded to Operations Committee and Cable Commission.
- Read industry articles.