

## Video Production



Municipal Producer, Trevor Scholl, completed five productions in March. The shows included two episodes of Mayor’s Minutes, a Centerstage Centerville business profile, and an introduction to Ham Lake’s new Fire Chief. 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.

▪ **March Completed Videos/Playing on City Cable Channels & Streaming**

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Centerville Mayor’s Minutes: Spring 2021	Trevor Scholl	00:05:08
Spring Lake Park Mayor’s Minutes: Spring 2021	Trevor Scholl	00:05:02
Centerstage Centerville: 180 Kettlebell Gym	Trevor Scholl	00:01:30
Walk for Animals	Trevor Scholl	00:03:12
Ham Lake Welcomes New Fire Chief	Trevor Scholl	00:04:30
NMTC Meeting (3/17/21)	T.J. Tronson	00:14:17
Anoka County Board Meeting (3/9/21)	T.J. Tronson	00:31:19
Anoka County Board Meeting (3/23/21)	T.J. Tronson	02:03:05

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

- Property marker video for Blaine
- Blaine STEM Academy profile
- Blaine PD hearing impaired relations
- Lino Lakes public works profile
- Wetland Sanctuary series
- Lino Lakes fire recruitment updates
- More Centerstage Centerville business profiles
- Circle Pines virtual tour
- Business profiles for all member cities

# Equipment Consulting/Technical Support

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## **Blaine**

- 3.9.21: Was notified of a bad mic in the chamber. Learned features of mic. Different than other ones in chamber, offering user more advanced features. Explained functions on mic and offered to change out with on/off only mic if desired.
- 3.12.21: Reprogrammed advanced mic to remove options. Now works like all the rest of the mics in the chamber.

## **Centerville**

- No assistance required.

## **Circle Pines**

- 3.1.21: Set up chamber for zoom hybrid broadcasts of meetings. Made SDI cable. Ran it out of mini-SDI to HDMI converter on record deck. Used the loop-through SDI connector that has audio embedded with the signal and ran that around the chamber to the dais and plugged it into the Magewell SDI Capture Device. Tested. Checked output of computer to verify video into the LCS and audio into the DSP and audio over the chamber speakers. Audio problems. Noticed loose wires on back of the DSP. Tightened. Noticed in the Symetrix SDP software problems with an input. Switched mic inputs around and got the system working.
- 3.9.21: Attended Council meeting to monitor system. No problems.

## **Ham Lake**

- 3.23.21: Went to City Hall to check out issues from previous night. Makito X was functioning well. Found problem with LCS master data file. It was corrupted. Went through lines of code to determine problem. Tweaked code, file opened up.

## **Lexington**

- No assistance required.

## **Lino Lakes**

- 3.23.21: Went to City Hall to check into transmission issues from previous night. Talked with recording staff so they know how to cycle power if it happens again. Also checked on camera issue regarding control when the system boots up. Put a shortcut for the Cambot program in a folder that is easy to access if problem recurs.

## **Spring Lake Park**

- 3.2.21: Freelancer Isaac had trouble turning off audio remotely for closed session of city council. Called Wanda. She said the remote function for turning off mics has never worked. Will check into.

## **All Cities**

- No assistance required.

## Channel Management

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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 March:

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine City Council Meeting (3/1/21)	T.J. Tronson	02:40:03
Blaine Traffic Commission Meeting (3/2/21)	T.J. Tronson	00:36:59
Blaine Planning Commission Meeting (3/9/21)	T.J. Tronson	01:30:00
Blaine City Council Meeting (3/15/21)	Trevor Scholl	02:26:09
Centerville Planning & Zoning Meeting (3/2/21)	Centerville Staff	01:32:35
Centerville City Council Meeting (3/10/21)	Centerville Staff	00:55:12
Centerville EDA Meeting (3/17/21)	Centerville Staff	02:13:16
Centerville City Council Meeting (3/24/21)	Centerville Staff	01:03:16
Circle Pines City Council Meeting (3/9/21)	Patrick Willson	00:34:18
Circle Pines Utility Commission Meeting (3/17/21)	Patrick Willson	00:43:15
Circle Pines City Council Meeting (3/23/21)	Patrick Willson	00:35:38
Ham Lake City Council Meeting (3/1/21)	Patrick Willson	00:08:36
Ham Lake Planning Commission Meeting (3/8/21)	Patrick Wilson	00:05:53
Ham Lake City Council Meeting (3/15/21)	Patrick Willson	00:07:52
Ham Lake Planning Commission Meeting (3/22/21)	Patrick Wilson	00:35:25
Lexington City Council Meeting (3/4/21)	Lexington Staff	00:13:09
Lexington City Council Meeting (3/18/21)	Lexington Staff	00:15:32
Lino Lakes City Council Meeting (3/8/21)	Anne Serwe	00:45:06
Lino Lakes Planning & Zoning Meeting (3/10/21)	Anne Serwe	02:17:16
Lino Lakes City Council Meeting (3/22/21)	Anne Serwe	00:26:52
Spring Lake Park City Council Meeting (3/1/21)	Isaac Quick	00:54:20
Spring Lake Park City Council Meeting (3/15/21)	Isaac Quick	00:30:37
Spring Lake Park Planning Commission Meeting (3/22/21)	Danika Peterson	00:36:11
<b>23 New Programs</b>		<b>21:45:30 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	181	346:28:49
Centerville	58	87:16:25
Circle Pines	150	107:35:05
Ham Lake	69	43:16:16
Lexington	105	52:30:19
Lino Lakes	77	63:40:59
Spring Lake Park	119	94:40:02
<b>Totals:</b>	<b>759 Program Playbacks</b>	<b>795:27:55 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 March:

**Blaine**

- Transcoded and uploaded 1 video to Carousel.

**Centerville**

- Transcoded and uploaded 3 videos to Carousel.

**Circle Pines**

- Transcoded and uploaded 1 video to Carousel.

**Ham Lake**

- Transcoded and uploaded 2 videos to Carousel.

**Lexington**

- Transcoded and uploaded 1 video to Carousel.
- Emailed copies of all slides currently running on Lexington Carousel.

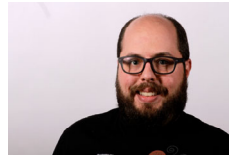
**Lino Lakes**

- Transcoded and uploaded 1 video to Carousel.

**Spring Lake Park**

- Transcoded and uploaded 2 videos to Carousel.
- Created 2 new data pages for Carousel.

## 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 March:

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

## Administrative



The issues dealt with in March included research into possible closed captioning solutions, activity regarding the FCC's 621 Order, and general housekeeping activities.

- **FCC 621 Order**
  - The FCC filed a Motion for Abeyance requesting that the Sixth Circuit put the appeal of the FCC's 621 Order regarding franchise fees on hold. Read motion.
  - The FCC wanted time to reconsider its position. It recognized that the makeup of the FCC Commissioners has changed and that a majority of the current Commissioners actually dissented from the report and order in question.
  - The FCC wanted time to allow a fifth Commissioner to be appointed and to determine its legal position on the report and order, under the new leadership.
  - The NCTA, representing cable companies, opposed the request. Read opposition.
  - We supported the request. Read comments
  - The Sixth Circuit Court denied the request. Read denial.
  - Oral arguments are still scheduled for April 15, 2021.
- **Closed Captioning**
  - Researched ways to introduce closed captioning to the system.
  - Worked with programming staff to determine possible options for hardware, software, and live captioning.
  - Considered costs related to capital expenditures for closed captioning, annual fees, and amount of staff involvement required per option.

**Miscellaneous**

- Checked with Operations Committee on how NMTV staff recording city meetings is going.
- Talked with News Team regarding adding Centerville meetings.
- Provided documents and information for annual audit of the Commission.
- Answered questions from Blaine Council Member Chris Massoglia regarding duties of Commission alternates.
- Set-up electronic signature with Julie Jeppson.
- Coordinated resolution of Blaine resident issue with Comcast. Forwarded resolution information to City of Blaine.
- Calculated COVID related expenses incurred since the CARES grant.
- Read industry articles.