



# CITY COUNCIL

CITY OF LATHRUP VILLAGE  
27400 Southfield Road, Lathrup Village, Michigan 48076

## STUDY SESSION AGENDA

**MONDAY, DECEMBER 3, 2018**

Conference Room – Second Floor  
5:30 p.m. Council Dinner  
6:00 p.m. Study Session

---

### AGENDA ITEMS

1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
  - A. Discussion – Cable Station Contract
  - B. Discussion – City Administrator 6-month Evaluation
  - C. Discussion – Non-Vegetation Items in Right of Way Ordinance
3. **Mayor and Council Comments**
4. **Public Comments**
5. **Adjourn**

October 22,2018



## REQUEST FOR PROPOSAL – LVTV OPERATIONS MANAGER SERVICES

### O.M. SCOPE OF SERVICES

- Return LVTV Scheduling to include in-house informative, singular community-programming.
- Produce a recording of every City Council Meeting.
- Create the Bulletin Board.
- Create Still Photos – for Bulletin Board & Promotions.
- Create Diverse Programming Playback.
- Will Implement maintenance, new camera purchase, editor upgrade and repairs to all video equipment in-house.
- Maintain the continual connectivity of cable signals to Comcast/Wow/AT&T including pinging the T1 lines
- Personally implement the technical setups in the Community Room while simultaneously completing other projects concurrently for the TV Station.
- Seeks to control all Video Shoots
- Seeks the ability to edit of Video Shoots
- Implement the proposed In-Brief style Video Shoot created in-house.
- Oversee every video project
- Continue to offer custom Automatic Mixer System to eliminate all feedback in Community Room recordings.

### BENEFITS OF HAVING A DIRECT OPERATIONS MANAGER FOR LVTV

- Operations Manager will have the ability to affect the quality of all video production throughout the entire content of every shoot.
- Operations Manager will continue to produce City Council Meetings without current markups to the city
- Operations Manager will ensure continued-diverse content and decrease current redundancy

- Operations Manager will ensure the continued quality of CMN tv productions at a high standard and at a cost-effective basis when contracted
- Operations Manager will have full access to all remote-programming services which will save the City on hourly fees.
- The Operations Manager will report directly to the City Administrator and not to CMN tv
- The Operations Manager brings 18 years of experience in purchasing necessary cost-effective video equipment which continually helps the City save money on new-hardware.
- The Operations Manager will provide other programming as directed by City Administrator.

SUMMARY OF COMPENSATION:

- The Operations Manager seeks a compensation of \$25/hour (approximately 18-20 hour week)

FINANCIAL CHANGES:

- Eliminating CMNtv as the Direct Government Media Service as arranged by Matt Baumgarten in 2015 will save the City on fees, allow LVTv to shoot new programs and improve scheduling.
- The Operations Manager will save the city \$2,816.00 per year on the City Council Meetings by eliminating the current CMNtv markup. CV Studios will invoice Lathrup Village directly. Worker's Compensation Insurance will be provided.
- Empowering the Operations Manager to source outside video professionals or handle the shoots in-house for video snaps and news briefs will save the City on every shoot. CV Studios will invoice Lathrup Village directly for the individual shoots.
- Implementing the In-brief style video shoot in-house will save the City \$975 per shoot from the CMNtv's estimated \$1200.
- Purchasing necessary video products and services (camera purchase \$2500, editor upgrade \$640 and Equipment for Green Screen & Lighting for In-brief shoots \$700) will allow the City to make autonomous video productions. CV Studios will invoice Lathrup Village directly.
- CV Studios will consolidate all monthly expenses and provide one invoice.

Sincerely:

Jim Nelson  
CV Studios

