



Gaithersburg

A CHARACTER COUNTS!
CITY OF GAITHERSBURG

MINUTES OF A CITY COUNCIL WORK SESSION February 23, 2009

A work session of the Mayor and City Council was called to order at 7:30 p.m., Mayor Katz presiding. Council Members present: Ashman, Drzyzgula, Marraffa, Sesma, and Spiegel. Staff present: City Manager Jones, Assistant City Managers Felton and Tomasello, Information Technology Director Cottrell, Systems Support Manager Helms, Emergency Management Coordinator Lanham, and City Attorney Board.

I. TOPICS OF DISCUSSION

A. Metropolitan Washington Council of Governments Area Emergency Management Mutual Aid Operational Plan

City Attorney Board addressed the benefits to the City from a fiscal and liability perspective to be gained by approval of Metropolitan Washington Council of Governments Area Emergency Management Mutual Aid Operational Plan. The overall National Capitol Region Mutual Aid Plan was also mentioned and the mechanism for mutual aid operational plans to support public safety activities within the region was outlined.

Council members questioned the manner in which the plan was implemented and the impact on City resources if we were also facing a demand on services. Emergency Management Coordinator Skip Lanham briefly explained the process included within the plan and clarified the issue that we are not required to provide any resources and only provide them if it does not adversely impact services within the City.

The Mayor and Council were advised that the resolution to approve the Metropolitan Washington Council of Governments Area Emergency Management Mutual Aid Operational Plan was on their agenda for March 2, 2009. No further direction was given to City staff.

B. Computing Options and Costs for the Proposed Mayor and City Council Paperless Package System and Associated Physical Changes to the Council Chambers

This topic was begun at 7:40pm, after the completion of the first topic. Information Technology (IT) Director Cottrell first reviewed the issues discussed during the December 8th work session on the Paperless Package system and then presented a PowerPoint presentation which addressed the questions raised during that work session. Specific topics discussed included:

- Goals of the Paperless Package and Cable System Upgrade projects
- Feedback from the Planning Commission on their potential use of the Paperless Package system

- Physical construction of the dais and a proposed solution to provide power and network capability
- Network considerations
- Dais computing configuration options, and their costs

Staff detailed three computing options and costs, presented in order from least expensive to most expensive:

- Laptop computers on the dais, one ceiling monitor for presentations, and supporting dais modifications (Option 1)
- Laptop computers on the dais, per seat presentation monitors on the dais, and supporting dais modifications (Option 2)
- Desktop computers on the dais, per seat presentation monitors on the dais, and supporting dais modifications, with the ability to support personal laptops (Option 3)

Following the PowerPoint presentation, IT staff set up equipment for a demonstration to allow the Mayor and City Council to compare and contrast aspects of the computing options which had been presented. Two large flat-screen monitors were setup on tables at a distance equivalent to where they'd be hung from the ceiling, and a third monitor was placed onto the dais; then, a second PowerPoint presentation consisting of 6 slides with varying levels of detail was shown on all three monitors. One of the flat-screens displayed the presentation in lower-resolution broadcast quality, as is currently seen on the existing hanging monitors in the Chambers. The second flat-screen monitor displayed the presentation in high resolution, and represented the monitor choice in Option 1. The dais monitor was the same model and stand that would be used in Options 2 and 3. The PowerPoint slides were presented several times to allow all M&CC members a chance to see the slides on multiple screens.

Staff sought guidance as to which option and associated cost was acceptable to the Mayor and Council. After a lengthy discussion with varying concerns and points of view, a majority of the Mayor and Council selected Option 3.

II. ADJOURNMENT

There being no further business to come before this session of the City Council, the meeting was duly adjourned at 8:57 p.m.

Respectfully submitted,

Skip Lanham
Emergency Management Coordinator

Lynn Board
City Attorney

Peter Cottrell
Director, Information Technology