



MEMORANDUM

TO: City Council

FROM: Nicole Valentine, Administrative Services Director

BY: Kevin Waddy, Information Technology Manager

SUBJECT: Consideration of an Amendment to the Agreement with A-Town AV for the Council Chamber Audio/Video System Upgrade Project and Approval of a Budget Increase Request

DATE: April 9, 2024

SUMMARY OF ACTION:

Approve an Amendment to the Agreement with A-Town AV to upgrade the Audio/Video system in the Council Chamber, approve a budget adjustment, and find the action exempt from CEQA.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The current A-Town AV Agreement to upgrade the Council Chamber Audio/Video System is \$193,790.10. FY 2023-24 Public Access Television (PEG) special revenue fund has a budget for this project totaling \$193,800. The City Council is being asked to approve a budget adjustment from the PEG special revenue fund totaling \$58,800 for the remainder of the project cost.

RECOMMENDATION:

- 1) Approve an Amendment to the Agreement with A-Town AV for design and installation services for an automated Audio/Video system (Attachment 1);
- 2) Approve a budget adjustment request in the amount of \$58,800; and
- 3) Find the action exempt from the California Environmental Quality Act ("CEQA") under the Class 1 exemption, which applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing structures, facilities, mechanical equipment, or topographical features where the project involves negligible or no expansion of existing or former use (State CEQA Guidelines, § 15301), and that none of the exceptions to the Class 1 exemption apply.

BACKGROUND:

On November 28, 2023, the City Council approved the Council Chamber Audio/Video System Upgrade Project (Project) Agreement with A-Town AV for design and installation

Item 9.d.

City Council

Consideration of an Amendment to the Agreement with A-Town AV for the Council Chamber Audio/Video System Upgrade Project and Approval of a Budget Increase Request

April 9, 2024

Page 2

services (Attachment 2). The Project was assigned a total project budget of \$193,800 of PEG funds. The Project was designed with an operator assistant model. The operator assistant model is when an operator is in the audio-visual room monitoring each meeting and moving the camera angles as each person speaks during a meeting. Additionally, the Project built in the foundation to allow “full automation” to be added to the system at a future date. While working with A-Town AV to secure all parts for the Project, the need to move to a fully automated system continued to become more apparent. Staff requested a change order to update the project scope, cost, and timeline from A-Town AV. A-Town AV proposed the change order that is attached to Exhibit A of Attachment 1. The change order includes the additional cameras that are needed for “full automation”, as addressed in the Analysis of Issues below. In addition to extra cameras, more programming is required to accomplish “full automation”.

ANALYSIS OF ISSUES:

The change order includes the requested system upgrades including an automated video switching system. The upgraded cameras will allow the control system to automatically switch camera views based on who is speaking. Each camera location in the Chamber will have two cameras at that location to ensure that all positions are covered, and a moving camera will never be live. The upgraded system will not require video production staff to manage cameras but will require additional effort by staff during the meeting. Staff will be responsible to start, stop, and pause the meetings, change in room content, and select broadcast view. The City Clerk’s team will work with the IT Division to ensure smooth setup and functionality with the upgraded system.

Budget Adjustment

PEG special revenue fund accounts for fees collected from Charter Communications are restricted for support of public, education, and government access programming and equipment. The Council Chamber Audio/Video system qualifies for PEG funding as a public and government access project. Staff identified the need to allocate an additional \$58,800 from PEG Funds fund balance to cover the cost of the Council Chamber Audio/Video System Project Upgrade. The total Project cost including the proposed budget adjustment is \$252,600.

Next steps

The original timeline estimated 3 weeks to complete the Project once all equipment is received from the vendors. This estimation will be unchanged, however, A-Town AV will return and replace different equipment pieces identified in the Change Order. The new equipment pieces work more efficiently with the “automated” control system foundation. The lead time for the equipment is approximately 8 weeks. Staff and A-Town AV will coordinate with the City Clerk to avoid any meeting disruptions. Tentative install is expected to be completed before the July 23, 2024 City Council meeting.

Item 9.d.

City Council

Consideration of an Amendment to the Agreement with A-Town AV for the Council Chamber Audio/Video System Upgrade Project and Approval of a Budget Increase Request

April 9, 2024

Page 3

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve staff's recommendation;
2. Do not approve staff's recommendation and request further information; or
3. Provide other direction to staff.

ADVANTAGES:

Proceeding with the recommended action allows City staff to complete this project and fully automate the Council Chambers Audio/Video System. Full automation will reduce the need for an onsite operator at all City Council and Planning Commission meetings, thereby reducing support costs, and increasing video and audio quality.

DISADVANTAGES:

There are no disadvantages identified at this time.

ENVIRONMENTAL REVIEW:

The City finds the project, and the approval of the attached Professional Services Agreement in substantially final form, is categorically exempt from the California Environmental Quality Act ("CEQA") under the Class 1 exemption, which applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing structures, facilities, mechanical equipment, or topographical features where the project involves negligible or no expansion of existing or former use (State CEQA Guidelines, § 15301), and that none of the exceptions to the Class 1 exemption apply.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

ATTACHMENTS:

1. Proposed Amendment 1 to the Professional Services Agreement with A-Town AV, Inc.
2. A-Town AV, Inc. Professional Service Agreement