



MEMORANDUM

TO: City Council

FROM: Nicole Valentine, Administrative Services Director

BY: Kevin Waddy, IT Manager

SUBJECT: Consideration of an Agreement with A-Town AV for the Council Chamber Audio/Video System Project Upgrade and Request to Approve a Budget Adjustment Request and Find the Action Exempt from CEQA

DATE: November 28, 2023

SUMMARY OF ACTION:

Approve an agreement in substantially final form to A-Town to upgrade the Audio/Video system in the Council Chambers building and approve one related budget adjustment and find the action exempt from CEQA.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

A-Town AV provided a proposal to upgrade the Council Chamber Audio/Video system totaling \$193,790.10. FY 2023-24 Public Access Television (PEG) special revenue fund included a budget for this project totaling \$180,000. PEG special revenue fund accounts for fees collected from Charter Communications that 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. The City Council is being asked to approve a budget adjustment from the PEG special revenue fund totaling \$13,800 for the remainder of the project cost.

RECOMMENDATION:

Approve an Agreement with A-Town AV for design and installation services for the Audio/Video system project upgrade and approve a budget adjustment request.

BACKGROUND:

At the [April 11, 2017](#), Council Meeting the Council Chamber Audio, Video, and Sound System Project installation was accepted. A construction contract was accepted which entailed a remodel of the Chamber building along with installation of a fully functional Audio/Video System for in-person meetings, and Channel 20 broadcasting. Public Zoom participation was added in 2020 during COVID restrictions.

Item 12.b.

City Council

Consideration of an Agreement with A-Town AV for the Council Chamber Audio/Video System Project Upgrade and Request to Approve a Budget Adjustment Request and Find the Action Exempt from CEQA

November 28, 2023

Page 2

During the Spring and Summer of 2023, Council and staff experienced frequent audio issues with the Council Chamber Audio/Video system. This is attributed to the various older technologies that handle analog to digital conversions. Multiple analog to digital converters can add complexity and delays in the sound quality and reliability. Upgrading to a network-based communication system makes audio and video streaming more easily managed and adds to the reliability of audio communications. During the FY 2023-24 budget process \$180,000 of PEG funds were included to update the Council Chamber Audio/Video Upgrade.

ANALYSIS OF ISSUES:

Council and staff have expressed dissatisfaction with the microphones on the dais and staff table, for example, muting and unmuting can be difficult. Also, it is difficult to determine if a microphone is unmuted. New microphones will resolve these issues and provide added functionality. The proposed upgraded microphones have micro speakers which can assist those needing extra audio at their station. A picture of the upgraded microphones can be found in Attachment 3.

Channel 20 broadcasting provides access to members of the public whose only access to meetings is public television. This broadcast is often interrupted because of outdated equipment that needs upgrading. For this purpose, City staff will be upgrading the City's out-of-warranty media streaming device. This media streaming device will provide higher quality/resolution for Channel 20 viewers. The need to broadcast to Channel 20 requires extra conversion equipment. This extra conversion needs to be streamlined with modern technology.

The three existing projectors include outdated technology, are out of warranty, and cannot take advantage of high video resolution. Brighter, high-resolution projectors will give the Council, staff and public a better and clearer visual experience during in-person and streaming/virtual meetings.

In the area of camera and video, City staff recommend a more automated system. A picture of the upgraded cameras and projectors can be found in Attachment 3. This provides the following functions:

- Automated camera switching based on who is speaking. This will minimize or eliminate the need for an onsite "Producer."
- Automatic capturing of names for display to the public. A keycard inserted into the microphone will display the identity.
- Enables vote-by-button-press should that be desired in the future.
- Enables automatic indexing of agenda items. This could reduce workload on the City Clerk during and after meetings.

On October 2, 2023, City staff posted a Request for Proposals (RFP) (Attachment 2) for

Item 12.b.

City Council

Consideration of an Agreement with A-Town AV for the Council Chamber Audio/Video System Project Upgrade and Request to Approve a Budget Adjustment Request and Find the Action Exempt from CEQA

November 28, 2023

Page 3

Council Chamber Audio/Video Upgrade. At the close of the RFP deadline on October 23, 2023, the City received proposals from the following two (2) firms:

- A-Town AV; and
- Pacific West Sound

After reviewing the proposals, A-Town AV was selected by the City team, and is recommended to the City Council as the preferred vendor. Pacific West Sound only submitted a design bid without installation included, as requested in the RFP. A-Town AV installed and, has been managing the current system and was the only responsive bidder for the upgrade. A Professional Services Agreement for design and installation services is attached (Attachment 1) for City Council's consideration and possible approval.

Budget Adjustment

PEG special revenue fund accounts for fees collected from Charter Communications that are restricted for support of public, education, and government access programming and equipment. The Council Chamber Audio/Video system qualifies PEG funding as a public and government access project. Staff identified the need to allocate an additional \$13,800 from PEG Funds fund balance to cover the total cost of the council Chamber Audio/Video System Project Upgrade.

Next steps:

Staff anticipate the project to take 3 weeks to complete once all equipment is received from the vendors. The anticipated 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 scheduled to begin on Wednesday, February 7th and is projected to continue through Monday, February 26th, 2024.

ALTERNATIVES:

1. Approve the Agreement with A-Town AV for design and installation services for the Audio/Video system project upgrade in substantially final form subject to any minor, technical or non-substantive changes approved by the City Manager in consultation with the City Attorney; approve a budget adjustment request from the PEG special revenue fund totaling \$13,800; and find the action exempt from CEQA;
2. Do not approve staff's recommendations and request further information; or
3. Provide direction to staff.

ADVANTAGES:

All equipment will be warrantied and supportable for the next 5 years. All communication technologies will be modern, updated, and supportable. All video and audio, including Channel 20 broadcasts will be higher resolution, enhancing the viewing and listening experience for the public and easier and more intuitive to operate for users.

Item 12.b.

City Council

**Consideration of an Agreement with A-Town AV for the Council Chamber
Audio/Video System Project Upgrade and Request to Approve a Budget
Adjustment Request and Find the Action Exempt from CEQA**

November 28, 2023

Page 4

DISADVANTAGES:

There are no disadvantages.

ENVIRONMENTAL DETERMINATION:

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 Professional Services Agreement
2. Request for Proposals for Council Chamber Audio/Video System Project Upgrade
3. Product Pictures