



**STUDY SESSION
DISCUSSION ITEM
Agenda Item # 1**

AGENDA REPORT SUMMARY

Meeting Date: January 14, 2020

Subject: City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021

Prepared by: Jon Maginot, Deputy City Manager

Approved by: Chris Jordan, City Manager

Attachment(s): None

Initiated by:

Capital Improvement Project CD-01021

Previous Council Consideration:

February 27, 2018 and January 8, 2019

Fiscal Impact:

CIP Project CD-01021 is primarily funded through Public, Educational and Governmental (PEG) Funds. These funds can only be used for capital projects related to the broadcasting of public, educational and governmental programming such as Council and Planning Commission meetings. There is currently over \$1.2 million appropriated toward the project

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish direct staff to proceed with the final design of the Council Chambers AV Upgrade?

Summary:

- Proposed improvements will address needed technology upgrades and ADA improvements to the Council Chambers

Staff Recommendation:

Direct staff to finalize the design of the Council Chambers AV Upgrade Project and to proceed with soliciting bids for construction of the project

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



Subject: City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021

Purpose

To receive an update on the design of the Council Chambers AV Upgrade

Background

The City Council approved the creation of City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021 as part of the Fiscal Year 2017/18 Mid-year Budget Update. The project proposes to replace outdated and obsolete technology related to the recording and/or broadcasting of Council and Commission meetings held in the Council Chambers. The project triggers required ADA improvements to the Council Chambers.

On January 8, 2019, the City Council approved a contract with Shalleck Collaborative Inc. for design and construction support services for the Council Chambers Upgrade project.

Discussion/Analysis

Over the past months, staff has worked with Shalleck Collaborative Inc. on the design for the necessary upgrades to the Council Chambers. These upgrades will address outdated technology issues and elements identified in the City's ADA Self Evaluation and Transition Plan.

Based on input from users of the Council Chambers, including Council members, major improvements will include:

- Upgraded technology: Upgrades to the technology will include all equipment in the AV Room as well as that technology used by the public in the Council Chambers. New technology will include new microphones, an electronic voting system and large presentation screens (three in total: one large screen above the Council, one screen to side of the dais where the current screen is located and one above the doors to the lobby).
- Reimagined dais: One major accessibility issue identified surrounds the current Council Chambers dais. Currently, there are no alternative methods to access the dais other than the steps. In addition, the height and depth of the current dais causes issues for visibility both for audience members viewing those sitting on the dais and for those on the dais viewing staff and members of the audience. The new dais will be proportioned appropriately to allow better visibility as well as will be fully accessible.
- Minor ADA improvements: Other minor ADA improvements are planned for including changes to the restrooms, the exterior ramp on the east (parking lot) side of the building and the AV room. In addition, the unused, exterior door on the west (San Antonio Road) side of the building will be removed to allow for ADA access to the AV room.



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Once the design for the Council Chambers AV Upgrade is completed, the project will be sent out for bid. Award of the construction contract will then be presented to Council for approval.

Options

- 1) Direct staff to finalize the design of the Council Chambers AV Upgrade Project and to proceed with soliciting bids for construction of the project

Advantages: Allows the City to move forward with needed technological and associated ADA improvements to the Council Chambers; the project will be funded through restricted funds

Disadvantages: None identified

- 2) Provide additional input into the design of the Council Chambers AV Upgrade Project

Advantages: May provide for additional changes as desired by Council

Disadvantages: May delay bid solicitation for construction of the project

- 3) Do not proceed with bid solicitation for construction of the Council Chambers AV Upgrade

Advantages: None identified

Disadvantages: Needed technological and ADA improvements will not be completed. Additional equipment will fail, and the City may not be able to record and/or broadcast public meetings

Recommendation

The staff recommends Option 1.