



CONSENT CALENDAR

Agenda Item # 2

AGENDA REPORT SUMMARY

Meeting Date: January 28, 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; January 8, 2019 and January 14, 2020

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

JH

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 Project and to direct staff to proceed with solicitation of bids for construction of the project

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 The project proposes to replace outdated and obsolete technology related to the recording and/or broadcasting of Council and Commission meetings held in the Council Chambers.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 14, 2020, the Council received an update on the design of the project and requested additional information on potential adjustments to the design.

Discussion/Analysis

The following are those portions of the design that Council members requested additional information:

- **Video Conferencing capabilities**

The current design of the project has the capability for an individual to use a video-conferencing service to participate in a meeting.

- **Public benches under east and west windows**

The two benches under the windows on the east and west sides of the chambers are proposed to be removed and replaced with fully accessible benches. Council members questioned whether both benches need to be accessible or if one can remain the length it currently is. Staff and the consultant will continue to investigate whether both benches need to be fully accessible. If only one is required to have a companion seating area, then the bench along the east (parking lot) side will be shortened to provide that area and the other along the west (San Antonio Road) side will remain the length that it currently is. If both benches are required to have companion seating areas, the bid documents will include the current design for the benches.



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- **Dais door**

A Council member questioned whether the half-door to the dais could swing outward instead of inward. The door can swing either inward or outward and so the design will be adjusted to have the door swing away from the dais.

- **Accessible dais**

There are three options for making the dais fully accessible:

- 1) Place the dais level with the ground. This is what is currently proposed.
- 2) Install a ramp to the dais. A ramp could be installed which would allow the platform for the dais to be raised 4". This would necessitate removal of the storage closet next to the dais.
- 3) Install a lift system. A lift system could be installed which would allow the platform to remain at its current height. This would necessitate removal of the storage closet next to the dais.

In evaluating the three options, staff recommends the bid be structured as follows: the base bid will include the current design which removes the dais and builds a new one at ground-level. An add alternate will be included to install a lift system and to make minor modifications to the dais, such as installing electrical outlets above the desk and making it easier to see over the top of the dais.

Structuring the bid package in this way will allow the Council and staff to evaluate which of the two options is best suited for the Chambers based on cost and benefit. The proposed bid package does not include an option to install a ramp based on the fact that the additional cost would only net a rise of four inches.

A question was also raised regarding the need for the proposed monitor above the lobby doors facing the dais. It is recommended that this monitor remain as there are a number of Commission and other Committee meetings which are held using the moveable tables in front of the dais. Individuals at the table will not have access to the monitors on the dais and therefore would use the monitor in question. Cost for acquiring and installing the monitor is expected to be approximately \$2,000.

Proposed bid package

To summarize, the bid package is proposed to contain the following:



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- 1) Base bid
The base bid includes all proposed technology improvements, ADA modifications to the entry ramp along the east side of the building, ADA improvements to the restrooms and lobby area, other ADA improvements (relocation of doors to AV room, storage closet and City Hall; removal of the unused, west exterior door; replacement of benches), new energy-efficient lighting to aid in recording and broadcasting of meetings and construction of a new dais level with the ground.
- 2) Add Alternate No. 1
Add Alternate No. 1 includes replacing the acoustical materials on the walls of the Chambers.
- 3) Add Alternate No. 2
Add Alternate No. 2 includes removal of the storage closet and installation of a lift system. The current dais would remain, and minor modifications would be made (installation of electrical outlets above the desk; shortening of the front of the dais and shortening of the desk).

It is recommended that bids be solicited as soon as possible to finish construction by the end of 2020, particularly if Add Alternate No. 2 is ultimately selected. The chosen contractor will need several months to procure the necessary materials and equipment prior to construction.

Options

- 1) Direct staff to proceed with soliciting bids for construction of the project as proposed

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



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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.