



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: BC 22-123, **Version:** 1

Authorize and direct the Auditor-Controller to amend the Fiscal Year 2022-23 Adopted Budget to increase appropriations in the Information Technology Department (ITD) 1930, Appropriation INF002 by \$2,271,000, where the financing source is PEG Fee Restricted Fund Balance (Fund 001, BSA 3042, Sub BSA 193-P), for funding of the Board Chamber Audio Visual and Broadcast System Upgrade (RFP 10776).

RECOMMENDATION:

It is recommended that the Budget Committee:

Authorize and direct the Auditor-Controller to amend the Fiscal Year 2022-23 Adopted Budget to increase appropriations in the Information Technology Department (ITD) 1930, Appropriation INF002 by \$2,271,000, where the financing source is PEG Fee Restricted Fund Balance (Fund 001, BSA 3042, Sub BSA 193-P), for funding of the Board Chamber Audio Visual and Broadcast System Upgrade (RFP 10776).

SUMMARY:

On March 1st, 2021, ITD released a Request for Proposal Board Chamber Audio Visual and Broadcast System Upgrade (RFP 10776) to solicit vendors to complete an audio visual and broadcast systems upgrade in the Board Chamber. Six vendor proposals were received, and based on the RFP scoring criteria, Spinitar was awarded. The project cost is estimated to be \$2.3 million.

ANALYSIS:

Background:

The current audio visual and broadcast system at County Board Chamber was introduced in 2004. Incremental improvements have been made over the years to adapt to user requests. The recent pandemic crisis pushed the system to its limit to allow remote attendance by integrating Zoom technology. The aged system became less reliable and cumbersome to manage. A comprehensive audio visual and broadcast systems upgrade is necessary to introduce more sustainable and easier to use technologies with high-definition (HD) broadcasting capabilities.

Project Description:

On March 1st, 2021, ITD released a Request for Proposal Board Chamber Audio Visual and Broadcast System Upgrade (RFP 10776) to solicit vendors to complete an audio visual and broadcast systems upgrade in the board chamber. Six vendor proposals were received, and based on the RFP scoring criteria, Spinitar was awarded. The project cost is estimated to be \$2.3 million.

The project scope includes a modern digital presentation system with HD broadcasting capabilities, retrofit of the Monterey Room to be an alternate Board Chamber location and meeting overflow, modifications to the dais, clerk station, lectern, and the retrofit of the Sea Cave room to be a County Press Conference location.

Estimated Project Cost:

Project cost is estimated to be approximately \$2.3 million, funded through the existing ITD restricted funds to support broadcast. Pursuant to Section 611 of the Communications Act, local franchising authorities may require cable operators to set aside channels for public, educational, or governmental ("PEG") use. The ITD annually receives funding for projects and costs associated with PEG fees. ITD sets aside these funds in restricted fund balance (BSA 3042, Sub BSA 193-P), with a current available balance of \$5,284,277.

Staffing Level Estimate:

No additional staff members are needed.

Departmental Challenges:

Challenges of this project include:

- 1) Minimize impact on County Board of Supervisor meetings during the project implementation in the Board Chamber
- 2) Educate users, including the Board of Supervisors and County staff, on the use of new technologies.

During the project implementation in Board Chamber, board meetings will be conducted remotely or relocated to the Monterey Room to mitigate the impact on County business.

Proposed Response Date:

ITD will provide updates to stakeholders, including Board, as the project progresses

OTHER AGENCY INVOLVEMENT:

The Information Technology Department is working closely with stakeholders, including the Clerk of the Board, Board of Supervisors, and Communications Director.

FINANCING:

Any required funding will utilize resources from Fund 001, BSA 3042 Restricted Fund -Balance - General, Sub BSA 193-P Restricted PEG Fee Fund Balance, which has a current available balance of \$5,284,277.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

A new state-of-the-art audio, visual and broadcasting system will foster improved public engagement during County Board meetings and encourage public participation. Future Board meetings will be live-streamed and open to public attendance remotely, pursuant to relevant rules and regulations. As such, the project will help improve the County's governance, administration and infrastructure with more transparent dissemination of information to the public.

☐ Economic Development
☒ Administration
☐ Health & Human Services
☒ Infrastructure
☐ Public Safety

Prepared by: Mike A. Perez, Information Technology Manager, 759-6908

Approved by:

Eric A. Chatham, Chief Information Officer, 759-6902

Attachments:

Board Chambers Upgrade - Budget Committee Presentation