

TOWN OF WOODSIDE

Report to Town Council

Agenda Item 6

From: Jackie Young, Planning Director

May 25, 2021

Approved By: Kevin Bryant, Town Manager

SUBJECT: RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT WITH CODA TECHNOLOGY GROUP FOR ADDITIONAL AUDIO-VISUAL EQUIPMENT TO ENABLE THE TOWN HALL CONFERENCE ROOM TO FUNCTION AS A ZOOM ROOM; AND, IN INDEPENDENCE HALL: TO REPLACE THE EXISTING PROJECTOR WITH A LASER PROJECTOR, TO ADD STREAMING/RECORDING EQUIPMENT, AND TO ADD OUTDOOR SPEAKERS IN AN AMOUNT NOT TO EXCEED \$43,000

RECOMMENDATION

It is recommended that the Town Council authorize the Town Manager to execute an agreement with Coda Technology Group for additional audio-visual equipment to enable the Town Hall Conference Room to function as a Zoom Room; and, in Independence Hall: to replace the existing projector with a laser projector, to add streaming/recording equipment, and to add outdoor speakers in an amount not to exceed \$43,000.

BACKGROUND AND DISCUSSION

Beginning in March 2020, the Town moved to Zoom hearings and meetings in response to restrictions imposed by the State and County of San Mateo in response to the COVID-19 pandemic. While the pandemic restricted in-person meetings and the benefits thereof, it also forced an immediate shift in the manner the Town conducted business - offering both continuity and increased flexibility. There is now the expectation on the part of our residents, customers and volunteers that this option continue - even when in-person meetings can once again be held. To this end, staff sought out a new audio-visual contractor to accomplish this task.

Staff found, though the San Mateo County Clerks' network, that Coda Technology Group has installed audio-visual systems for numerous Bay Area local governments, including: Redwood City, San Mateo, Santa Rosa, Novato, and Vallejo. After contacting Coda, staff found that many cities and towns likewise are rapidly adopting a hybrid meeting model; and that the Zoom Room is the current option of choice.

On April 13, 2021, the Town Council reviewed a proposal from Coda to supplement the existing equipment in Independence Hall to accomplish hybrid meetings. The Town Council approved this contract, which totaled \$40,000. This contract was thereafter immediately executed and Coda placed the order for the audio-visual equipment. It is anticipated that this work will be completed by July 2021. The Adopted 2020-21 Budget includes \$140,000 for IT equipment and building

improvements, of which \$44,000 remains. The approved equipment upgrades for Independence Hall were supported by these budgeted funds.

At the April 13th meeting, the Town Council asked if any additional audio-visual capabilities would be of benefit. Additional desirable capabilities which were identified included:

- **Town Hall Conference Room: Enable as a Zoom Room**
 - Convert the existing Town Hall Conference Room into a Zoom Room, with capability for wired and wireless presentations along with Zoom VC meeting capability.
- **Independence Hall: Projector Upgrade**
 - Replace the existing conventional bulb projector with a laser projector; advantages include: much higher brightness, contrast ratio, and resolution; zero recurring Opex costs, no lamp replacements; and, retention of brightness from hour 1 to hour 20,000, unlike lamps that lose brightness quickly with use.
- **Independence Hall: Add Streaming/Recording Encoder:**
 - Enable recordation of video and audio to a network drive or USB drive; and ability to stream RTMP to YouTube, Facebook, etc.
- **Independence Hall: Add Exterior Speakers** (on the wood stair rail porch posts):
 - Provide for overflow meetings and events outside and in front of Independence Hall; and wirelessly connect to the audio-visual system with a cell phone or tablet via Bluetooth for easy music playback.

The total cost for equipment, labor (including training), tax and freight by Coda to accomplish this additional scope is \$42,574.11 (**Attachment 2**, Coda Proposal). Additional costs related to converting the Town Hall Conference Room into a Zoom Room include: a dedicated Zoom PC (budget \$1,200), the Zoom Room license (currently \$49/month), and two hardwired ethernet ports in the equipment cabinet for the dedicated Zoom computer and the touch screen controller to ensure Zoom Room connection stability, and a new electrical outlet in the wall behind the LED Smart TV (TBD). The Adopted 2020-21 Budget includes \$60,000 for general office supplies in the Overhead Department. Due to COVID-19 and the by-appointment business model at Town Hall, office supply expenditures are projected to be at \$30,000 for the full fiscal year. This \$30,000 savings, in addition to a projected \$20,000 in budget surplus in Administration contractual services would cover the cost of additional Zoom Room expenses.

Woodside Municipal Code Section 34.13(D) (1) requires that the purchase of supplies, equipment, and services of \$20,001 or more be made by the Town Council through competitive bid, provided, however that the Council may elect to make any purchase in any amount upon a determination that competitive bids would cause unnecessary delay under the circumstances.

On April 6, 2021, Governor Newsom indicated that the state may fully reopen on June 15th. This announcement suggests that the Town may be holding in-person meetings soon thereafter. As mentioned above, staff believes there is a community expectation to maintain remote participation in meetings and that the Town should expeditiously pursue that capability. Coda Technology Group affords the Town the opportunity.

ADDITIONAL WORK IN INDEPENDENCE HALL

The Volunteerism Committee had previously identified desired interior improvements to Independence Hall. Town staff worked with Virginia Dare (served on the Ad Hoc Committee for Volunteerism and current Planning Commissioner) and Thalia Lubin (Volunteerism Committee member and Chair of the Woodside History Committee - Independence Hall is a historic building on the National Register) to accomplish these improvements prior to resuming in-person meetings, including:

- **Painting*/Restaining of Interior** (completed):
 - Changed from a very yellow off-white to a crisper white, which will help with lighting/camera functionality; and,
 - Restained the ceiling beams and interior of the exit doors, which were marred and scuffed.

*Note: The exterior of building was previously and recently repainted.
- **New Picture Rails** (received, awaiting installation):
 - Picture rails are period appropriate for the building and allow for changes to display without repeatedly puncturing or marring the walls.
- **New Window Roller Shades** (shades selected, measurements completed, reviewing contract specifications and installation technique):
 - Changed from a yellow off-white to a crisper white to match to the new interior paint; and specified bronze installation hardware and pull chains to match the door hardware.
- **New Lighting** (met with a lighting consultant to explore changing the lamps in the existing ceiling light fixtures to LED, lamps received, various lamps to be installed and reviewed with Committee)
 - a variety of LED lamp colors and wattages to view in Received Independence Hall, now repainted.
- **Floors***
 - Deep clean and reseal bathroom tile (scheduled); and,
 - Order new interior/exterior floor mats (to be ordered).

*Note: The wood floors were previously and recently refinished.

CONCLUSION

Staff recommends awarding the contract to Coda Technology Group based primarily on the experience Coda has working with local governments, and their recognition as an Audiovisual Provider of Excellence (APEX Company).

ATTACHMENTS

1. Resolution
 2. Additional Audio-Visual Proposal from Coda Technology Group, dated May 4, 2021
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