



DATE: June 15, 2021

TO: Mayor and City Council

FROM: CIO/Director of Information Technology

SUBJECT

Adopt a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with Avidex Industries LLC, to Retrofit the Council Chambers and City Hall Conference Room 2A Audio and Visual Systems to Allow for Hybrid Council and Commission Meetings

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute an agreement with Avidex Industries, LLC to retrofit the Council Chambers and City Hall Conference Room 2A audio and visual systems for a total cost of \$92,931.

SUMMARY

The City of Hayward City Council meetings are public meetings and are broadcast and recorded for the public from the Council Chambers at Hayward City Hall. The retrofit of the Council Chambers and City Hall Conference Room 2A audio/video systems will offer a solution to continue online meetings and reopening City Hall Council Chambers to the public, also known as, hybrid meetings.

BACKGROUND AND DISCUSSION

The City of Hayward City Council meetings are public meetings and are broadcast and recorded for the public from the Council Chambers at Hayward City Hall. The City Council Chambers and City Hall Conference Room 2A are also utilized by other government agencies, such as the Hayward Unified School District, for public meetings. The COVID-19 pandemic has forever changed the design of public meetings by moving them online to provide for safe social distancing. The Council and City staff have been able to participate remotely via Zoom and now, with COVID restrictions lifting, the Council and public participation in the Council Chambers will be returning to in person/remote hybrid meetings. The audio/video (A/V) technology currently in the City Hall Council Chambers is not equipped to handle these types of hybrid meetings. This retrofit to the Council Chambers will primarily address audio and video functionality to allow for participants to attend meetings from the Council Chambers as well as remote locations via Zoom through the installation of larger viewing screens for Council participants, and correct audio/video feed in pre-function area. City Hall Conference

Room 2A will be equipped with an additional camera to allow for overflow participants and to address audio issues with the wireless microphone system. These improvements are critical and necessary elements of the City Council's public meetings to achieve a hybrid public meeting model. Additionally, based on current trends, hybrid meetings are likely to be required with the recent introduction of multiple state bills requiring a higher level of accessibility to our meetings. An example is Assembly Bill 703 which states "that the public is allowed to observe the meeting and address the legislative body directly both in person and remotely via a call-in option or internet-based service option, and that a quorum of members participate in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the jurisdiction." (AB-703) Therefore, modifications to Council Chambers and its systems will be required and this project directly addressed these new expected requirements.

The retrofit of the Council Chambers and City Hall Conference Room 2A audio/video systems will offer a solution to continue online meetings and reopening City Hall Council Chambers to the public. Avidex is qualified to perform the work and has previously performed Council chamber modification work for the City. Avidex has an intimate knowledge of the infrastructure and current design of the Council Chambers. Their engineers originally designed and actively maintain the City's unique chamber design and no other vendor has historical knowledge of the City's design. Avidex can begin work immediately without significant additional training.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority of Improve Organizational Health by supporting the City's diversity, equity, and inclusion action plan.

FISCAL IMPACT

The cost of this service agreement with Avidex is not expected to exceed \$92,931 and will be funded initially from the IT CIP existing FY2021 budget with subsequent reimbursement from stimulus funding.

NEXT STEPS

If approved, staff will finalize the agreement and work with Avidex to begin the retrofit work and to prepare for hybrid meetings beginning in September 2021.

Prepared by: Maritza Vargas, IT Client Support

Recommended by: Adam Kostrzak, Chief Information Officer

Approved by:



Kelly McAdoo, City Manager