



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: General Services
Department No.: 063
For Agenda Of: February 11, 2020
Placement: Administrative
Estimated Tme: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Janette Pell, Director (805-560-1011)
Contact Info: Patrick Zuroske, Assistant Director (805-568-3096)
SUBJECT: **Hearing Room Technology Refresh, Project #8798- Approve PSE, Permission to Bid, and Authorization to Award; 1st and 5th District**

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions: That the Board of Supervisors:

- A. Approve the plans and specifications to replace broadcast equipment involving minor construction in the hearing rooms located in Santa Barbara and Santa Maria. The estimated construction cost is \$1.2 million;
- B. Authorize the Director of General Services to advertise for bids for the Hearing Room Technology Refresh Project #8798; and
- C. Find that the proposed actions are *exempt* under the California Environmental Quality Act (CEQA) pursuant to sections 15300(1)(a) of the CEQA Guidelines, because the project will affect an existing facility with minor interior alterations and no exterior modifications.

Summary Text:

Approval of the requested actions will allow the County to advertise for construction bids, thus receive bids that will meet the integration schedule of upgrading the broadcast technology in each of the hearing rooms and the County television Master Control Room.

The bid package is organized to provide for a base bid of the BOS hearing rooms, adjacent conference rooms, the Master Control Room, and bid alternate. An alternate bid element will provide for the

technology refresh of the Santa Barbara Planning Commission Hearing Room based upon available project funding.

Background:

The equipment used to broadcast public meetings, such as the BOS, Planning Commission or others requires a complicated array of devices. These devices become obsolete or no longer supported by broadcast carriers, like Cox or Comcast within a short period. This requires the replacement of these devices every few years to remain compatible and retain the ability to provide public meeting content to the general view audience. Over the past few years, the broadcast world has steadily moved away from analog devices to all digital devices. Broadcasters and carriers continue to change to remain competitive in the market. The County broadcasting efforts are therefore required to keep pace with the broadcast carriers in order for the Channel 20 signal to be compatible with the broadcast carrier systems.

On April 9, 2018, the County released an RFQ for design consulting services to help the County with construction/integration drawings to replace or upgrade the broadcast equipment in each of the hearing rooms, associated conference rooms and the master control center. The County reviewed Statement of Qualifications (SOQ) on May 23, 2018 and selected the Sextant Group; entering into a purchase order agreement on August 6, 2018. The project team has been working through the details of the project since August 2018.

Hearing Room Refresh

Each hearing room will see the replacement of cameras, displays and lighting. Small touch screen panels will be provided at each seat for: Supervisors, CEO, County Counsel, and staff tables. The Clerk of the Board will have a master control panel from which to facilitate the meeting. The touch screen at the Chairs position will allow the management of the meeting, order of speakers and request to speak. Each decision-makers location will allow for touch screen voting, request to speak and presentation of speaker materials, agenda and other materials. Staff locations will allow request to speak, review of materials, agenda and presentation materials. Submission of speaker slips will be by a touch-panel monitor in the hearing room lobbies. Remote testimony will remain in the current locations with the potential to deploy additional locations easily. Finally, an electronic voting system will allow each decision maker to submit their vote, which then will be electronically tallied and displayed in the hearing room if desired.

Associated Conference Rooms

Each conference room that support the Board of Supervisor's meetings will be upgraded or refreshed to provide for close session meetings between hearing room locations, and recording of actions of the Board.

Master Control Room

Because of master planning efforts to reorganize the fourth floor of the Santa Barbara Administration Building, the broadcast Master Control Room will be relocated to the basement of the building. The Master Control Room does not require natural lighting. In addition, an area for "live to tape" segments will allow original channel content to be generated. The Master Control Room will be connected to each hearing room and conference room via the county network infrastructure and to the broadcast carriers via a fiber optic line. Additional archival storage and retrieval of hearings will allow access to more content via the county website.

Performance Measure: The Hearing Room Technology Refresh project will remove and replace obsolete broadcast technology, improve the broadcast quality of public hearings and enhance the digital storage and retrieval of recorded hearings. While this project has not been identified in the list of Renew22 projects, its implementation does meet a number of the initiative targets, including efficiency and effectiveness of service delivery, and cost reduction opportunities.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other: PEG Fees	\$ 1,500,000.00	\$ 250,000.00	\$ 1,500,000.00
Total	\$ 1,500,000.00	\$ 250,000.00	\$ 1,500,000.00

Narrative:

The initial project funding (\$1,500,000.00) is available in Dept. 063, Fund 0030, Program 1930, Account 8700, and Project 8798. The funding accumulated as the Public Education and Government Access (PEG) fees paid by broadcast carriers are deposited into the PEG Fund Account. The source of the County funding contribution is ongoing PEG Fees.

Staffing Impacts:

Legal Positions:
0

FTEs:
0

Special Instructions:

Please send one (1) copy of the minute order to Robert Ooley, FAIA, GS/Support Services Division.

Attachments:

1. Notice of Exemption
2. Drawings
3. Specifications

Authored by:

Robert L. Ooley, FAIA, County Architect (805) 568-3085