



# City of San Antonio

## Agenda Memorandum

**File Number:**20-6422

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**Agenda Item Number:** 6.

**Agenda Date:** 12/3/2020

**In Control:** City Council A Session

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**DEPARTMENT:** Finance

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

### **SUBJECT:**

Audio Video (AV) Installation in the Cliff Morton Development and Business Services Center (“One Stop”) Board Room

### **SUMMARY:**

An Ordinance authorizing a contract with Unicom Government, Inc. (UGI), in the estimated amount of \$99,975.82, to provide audio video equipment installations to support boards and commissions meetings broadcast on the City’s Public, Education, and Government (PEG) access television channels for the Development Services Department (DSD) and Department of Government and Public Affairs. Funding for this contract is available through the FY 2021 Public, Education and Government (PEG) Fund Budget.

UNICOM Government, Inc. will provide the installation of a new digital console, digital signal processor, and digital audio network with twenty-eight wireless conference style microphones configured into the existing audio system at the One Stop Board Room and adjacent Control Room. The following boards and commissions meet in the One Stop Board Room: Board of Adjustment (BOA), Building Standards Board (BSB), Building-Related and Fire Codes Appeals and Advisory Board (BRFCAAB), Historic and Design Review Commission (HDRC), Planning Commission & Technical Advisory Committee (PC and PC-TAC), and Zoning Commission (ZC). UGI staff will also configure the system and train City staff prior to roll-out. This purchase will support the City’s effort to enhance live web-streaming of public meetings from the One Stop Board Room.

### **BACKGROUND INFORMATION:**

The City continues to increase public participation and transparency by expanding operations to include live

televised or web-streaming of important City-wide events such as proceedings by City Council-appointed boards and commissions meetings held at the One Stop Board Room. In August 2019, Development Services and Government and Public Affairs began live-streaming board and commission meetings and it was noted that additional investments in the technology infrastructure at the One Stop facility were needed to better support these public meetings. In addition, configuration of the Board Room to support larger bodies like the BRFAACB and the PC-TAC with existing audio equipment proved to be burdensome on existing Development Services and Government and Public Affairs (GPA) resources. Although meetings were halted temporarily in March and April 2020 due to Covid-19, virtual boards and commission meetings resumed in May. As part of the City's reopening plan the departments are preparing for the eventual use of the Board Room for in-person meetings. This purchase will enhance and increase flexibility and capacity for the televising and web-streaming of public meetings held at the One Stop Board Room.

This contract utilizes U.S. Communities Contract #4400006645 with Unicom Government Inc. which allows other Participating Public Agencies in need of similar products and services to make purchases through an existing contract with U.S. Communities. Purchases authorized through this ordinance will be made in accordance with the U.S. Communities Cooperative Program authorized by Ordinance No. 98797, which provides for government procurement resources and solutions to local and state government agencies and nonprofits by ensuring all Participating Public Agencies have access to the same terms and conditions of an existing solicited contract.

#### **ISSUE:**

This contract will provide DSD and GPA with the purchase and installation of a new digital console, digital signal processor, digital audio network with twenty-eight wireless conference style microphones, and required services to produce live web-streamed public meetings and other City events for distribution over the Government Access channel and internet. The City will be able to distribute through television and web-stream live public meetings of City Council-appointed boards and commissions that meet at the One Stop Board Room.

This contract is within the scope of the SBEDA Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business (VOSB) Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

#### **ALTERNATIVES:**

Should this contract not be approved, live streaming of boards and commissions meetings will continue. The department will have to invest in additional resources to fully support larger bodies such as BRFAACB and PC-TAC (e.g. additional wired microphones, additional cabling) and devote a larger share of staff to prepare for these board meetings. Future expansion projects for the Board Room, such as electronic voting, will be impacted by the lack of support by the existing audio video infrastructure in the One Stop Board Room and Control Room.

#### **FISCAL IMPACT:**

This ordinance authorizes a contract with Unicom Government, Inc in the estimated amount of \$99,975.82 for the Development Services Department and Department of Government and Public Affairs. Funding for this contract is available through the FY 2021 Public Education and Government (PEG) Fund Budget.

**RECOMMENDATION:**

Staff recommends the approval of this contract with Unicom Government, Inc. in the estimated amount of \$99,975.82 to provide Audio Video installations in the One Stop Board Room for the Development Services Department and Department of Government and Public Affairs.

This contract is procured based on cooperative purchasing and a Contracts Disclosure Form is not required.