

South Bay Cities Council of Governments

September 23, 2021

TO: SBCCOG Board of Directors

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Videoconferencing Equipment for SBCCOG Office's Board Room

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

SUMMARY OF REQUEST

The ability to host video conferencing in the SBCCOG office's boardroom requires investments in equipment and installation that accommodates the room size and participant capacity.

BACKGROUND

Prior to moving into Park Del Amo's office space in 2020, SBCCOG budgeted and planned to recreate a board room space that was comparable to the Board meeting experience in the previous office. Specifically, this addressed displaying presentations for in-person meetings. As a result, SBCCOG invested in two 70-inch monitors that mirror the audiovisual (AV) presentation from a computer. These monitors were installed in March 2020 and were strategically mounted to accommodate the room's unique floor plan and support diverse meeting requests as well as allow for two meetings to be conducted simultaneously if the room were divided.

As a result of the need to conduct hybrid meetings due to the COVID-19 pandemic, there is now also a need to have the ability to provide video conferencing.

CITY FEEDBACK

SBCCOG reached out to its member cities to learn about AV accommodations for video conferencing City Council meetings. Rancho Palos Verdes, Torrance, Manhattan Beach, and Redondo Beach provided feedback. Main points communicated include:

- Redondo Beach recently hired a consultant to design and implement a new AV system at a cost of \$38,438.43 (see attachments for agreements)
- Torrance does not use videoconferencing (instead uses broadcast quality television production system cost \$300,000 in 2008)
- Manhattan Beach shared that "...it is important to note that the addition of a dedicated computer...is the key to providing Hybrid meetings"
- Noteworthy city comment - Multiple cameras and complementary AV equipment are operated by IT/AV staff (and in many cases implemented by consultants)
- Noteworthy city comment - To comfortably support City Council meetings, 2 technical staff are required

In addition, it is important to note that City Council meeting room configurations are different from those associated with SBCCOG's board room. City Council meetings have fewer elected

officials and larger audiences. In addition, many cities have dedicated audio visual technical staff to operate equipment at their meetings. The SBCCOG does not have the technical expertise, resources, or space to recreate City Council meeting environments in the SBCCOG's board room.

EXISTING VIDEOCONFERENCING EQUIPMENT

SBCCOG currently has an agreement with Southern California Association of Governments (SCAG) that allows for videoconferencing, specifically for participants to virtually attend SCAG meetings from SBCCOG's office. The equipment includes a screen, camera, and Polycom microphone/speaker hub, which are set up in SBCCOG office's small conference room, which has capacity for about 12 people. SCAG's videoconferencing equipment is designed to support a small audience and deliver adequate AV performance in a confined acoustic setting.

Repurposing SCAG's videoconferencing equipment for use in the board room is not viable because the equipment's capabilities are not adequate to accommodate the larger space and number of participants. Additionally, SCAG staff would likely be needed on-site to reconfigure the equipment's set-up in the new environment (and be on-hand to troubleshoot).

PROPOSED VIDEO CONFERENCING EQUIPMENT

SBCCOG staff worked with its I.T. Managed Services provider (SHARP), who previously installed the board room's monitors, to identify a videoconferencing solution for the board room (see attached for proposals). The proposed video conferencing equipment solutions are compatible with the existing board room monitors and multiple virtual meeting platforms (e.g. Zoom) while accounting for the AV demands required by the boardroom's size and the number of people participating.

Option 1 below was demo-ed for the Steering Committee in June, and it was determined not to be adequate to meet SBCCOG's needs. In addition to support for a camera and shotgun mic, options 2 and 3 recommend a more robust AV system that supports individual mics at the boardroom table (as requested via feedback from the Steering Committee). This accommodation enhances the audio quality for those listening virtually to individuals attending in-person. Finally, option 3 adds to option 2's amenities with a PC and a wireless keyboard and mouse, streamlining the administration of the hybrid meeting and ensuring a secure internet connection for the virtually-hosted environment. Having a dedicated PC and controls available to administrative staff is essential to carrying out these hybrid meetings as reliably as possible, making option 3 the best of the trio.

After receiving feedback from the Steering Committee, SBCCOG staff confirmed the following:

- The Logitech mics (option 3) are not handheld (i.e. flat disks that sit on the table) and have a large radius capable of capturing sound, mitigating user risk of transmitting germs, viruses, etc.
- Option 3 can accommodate additional mics (up to 7 total) and with the cost of \$440.20 per unit
- Logitech equipment cannot be demo-ed since SHARP does not have an in-house unit (as they did with option 1)

Option	Product	Description	Variation	Cost
1	Yamaha CS-700	Yamaha Video/Sound Bar and wall mount kit; USB & HDMI cables; installation, labor, training	Demoed at the Steering Committee on June 14, 2021.	\$ 2,737.50
2	Logitech Rally Plus Video Conferencing	Logitech Rally Plus Video Conferencing camera; 4 mics; 1 pod; HDMI cables; mounting kits; misc. cables & connectors; shipping, installation, labor, training	Provides individual microphones, which can be muted, at the meeting tables	\$ 7,538.72
3*	Logitech Rally Plus Video Conferencing (w/PC, Keyboard, & Mouse)	Logitech Rally Plus Video Conferencing camera; Bluetooth keyboard & mouse; PC; 4 mics; 1 pod; HDMI cables; mounting kits; misc. cables & connectors; shipping, installation, labor, training	Offers an additional PC, keyboard, and mouse to Option 2's amenities, which incorporates the feedback from Manhattan Beach's IT staff in regard to supporting hybrid meetings	\$ 8,188.42

*Additional mics cost \$440.20 per unit, which adds \$1,320.60 (for 3 more mics) to Option 3's cost.

The costs of additional mic units has been added to the recommendation below; however, SBCCOG staff will evaluate the number of mics needed by testing the equipment to determine the best number.

RECOMMENDATION

That the Board approve the purchase and installation of Option 3 videoconferencing equipment and associated labor costs not to exceed \$ 9,509.02 from remaining \$10,000 moving expenses budget to support board meetings in the SBCCOG office. Equipment in the amount of \$8188.42 will be purchased (option 3) and the additional microphones totalling \$1320.60 will be purchased if it is determined that they are needed.-

Prepared by Chandler Shields