

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the City Council:

SUBJECT: Recommendation for authorization to Furnish and Install Custom Modifications to the Council Chamber Dais and Desks, and Installation and Integration of LCD Video and Clock Panels, and Computers for the Council Voting System.

Anticipated Expenditure: \$141,669.00

Anticipated Annual Expenditure: \$ 6,763.00

RECOMMENDATION

The City Manager recommends that City Council: 1) appropriate \$128,482.00, plus 5% contingency \$6,424.00 to furnish and install Custom Modifications to the Council Chamber Dais and Desks and Installation and Integration of LCD Video and Clock Panels, and Computers for the Council Voting System; 2) appropriate \$6,763.00 annually for support and capital replacement of the 13 (thirteen) Council Voting System computers including 2 (two) servers.

Funding

Funding is available in Cable and Community Relations fund balance.

BACKGROUND

At the request of the Mayor and with the concurrence of the City Council, staff began research and design for an electronic voting system to be installed in the Torrance City Council Chambers for use during City Council meetings. The system would allow for automated logging, counting, and recording of all votes during meetings of the City Council and other legislated bodies as deemed appropriate by the Council.

ANALYSIS

Staff began the project by enlisting the assistance of various departments including: City Clerk, General Services, and Communications, Information and Technology. Staff received product demonstrations from three highly qualified vendors. Based on existing hardware and software integration with existing equipment and systems, future needs integration of an electronic agenda process and the performance requirements needed to substantially support the complexity of the existing Council meeting process and procedures, staff narrowed the selection to Granicus, Inc. Granicus is the current provider of the video streaming and archiving system, meeting minutes, and agenda display.

The City Council Voting System project has five phases:

COUNCIL VOTING SYSTEM

PHASE	DESCRIPTION	COST	ESTIMATED ANNUAL	TIMELINE
I	Design and Installation of the <u>Network and Communications</u> ;	\$ 20,240.03	\$ 8,000.00	2 weeks
II	Design and Modification of the <u>Council Dais Desks</u> ;	\$ 13,972.00	\$ -	2 weeks
III	Installation and Integration of <u>LCD Panels, Clocks, PC's & Server's</u> ;	\$ 114,510.00	\$ 6,763.00	4 weeks
IV	Selection and Installation of the <u>Voting System</u> ; and	\$ 37,432.00	\$ 10,200.00	2 days
V	Staff and City Council Training	\$ 3,200.00	\$ -	2 days
	GRAND TOTAL	\$ 189,354.03	\$ 24,963.00	

This item addresses the second and third phases of the project, design and modification of the Council Dais and staff desks; and installation and integration of the LCD video monitors, clock monitors, personal computers (PC), servers, and related equipment. Phase I was approved at the July 3, 2007 City Council meeting.

Phase II

In order to install the Voting System so that we maintain the most efficient use of work space, the dais and staff desks must be modified to accommodate the additional equipment. Each desk position on the dais will have a PC and screen installed. The monitor and computer processing unit (CPU) will be mounted under the existing counter to allow for the maximum work space; most staff will use existing laptops on the existing desktop. The existing microphone and speaker request buttons will be replaced, along with the removal of the main speaker request console at the Mayor's position. All speaker request functions will be included in the Voting System.

Phase III

In order for the audience and staff to see the legislative votes once they have been finalized, six 46" LCD (Liquid Crystal Display) monitors will be installed at strategic positions in the chambers along with all necessary accessories for the display. These monitors will be configured to display any content needed during a meeting or other use of the facility. In addition, a 10" LCD screen will be installed at the rear of the podium to display a speaker clock for staff viewing and a 4" LCD screen on the podium to display the clock for public speakers. To accommodate the entire system and to protect all hardware and software against power loss and surges, additional circuits and a power conditioner are being added.

The purchase includes 13 computers. 7 PC's for the Mayor and Council, 1 laptop each for the City Clerk, City Manager, Assistant City Manager, and City Attorney and 1 spare back-up. In addition, there are 2 servers, one running the voting system, and one for the display units.

The PC's will be included in the on-going capital replacement program supported and managed through the Communications and Information Technology Department at around \$6,763.00 per year.

Phase IV and V will be brought forward for City Council consideration at the August 14, 2007 meeting.

Respectfully submitted,

LeRoy J. Jackson
City Manager

By: 
Michael D. Smith
Cable & Community Relations Manager

CONCUR:


Sheryl Ballew
Director, General Services


Richard Shigaki
Director, Communications, Information and Technology Department

for 
LeRoy J. Jackson
City Manager