



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND**

**AB 6516
July 16, 2024
Consent Agenda**

AGENDA BILL INFORMATION

TITLE:	AB 6516: MICEC Room 104 Hybrid Meeting Capability Upgrade	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	Appropriate the required funds to upgrade MICEC Room 104 to provide hybrid meeting technology.	

DEPARTMENT:	City Manager
STAFF:	Ali Spietz, Chief of Administration Alfredo Moreno, IT Manager Andrea Larson, City Clerk
COUNCIL LIAISON:	n/a
EXHIBITS:	n/a
CITY COUNCIL PRIORITY:	n/a

AMOUNT OF EXPENDITURE	\$ 99,565
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUIRED	\$ 99,565

EXECUTIVE SUMMARY

The purpose of this agenda bill is to appropriate funds to install audio-visual and associated equipment in Meeting Room 104 at the Mercer Island Community and Event Center (MICEC) for hybrid (in-person and remote) meetings.

- To facilitate hybrid meetings in Meeting Room 104, certain audio/visual (A/V) upgrades and associated equipment are needed in the room.
- Once installed this room will be used for hybrid public meetings, staff meetings, Executive Sessions, the Emergency Operations Center, and the room will be available for rentals who wish to hold a hybrid meeting.
- Staff recommends the City Council appropriate \$99,565 of American Rescue Plan Act (ARPA) funds to proceed with the project.

BACKGROUND

Since the closure of City Hall in April 2023, there has been a lack of technology to run hybrid meetings in an efficient manner at MICEC. Currently, non-public hybrid meetings are run using OWL cameras which are inadequate for large hybrid meetings. Virtual meeting participants historically have difficulty fully participating in meetings due to poor A/V quality.

ISSUE/DISCUSSION

To facilitate the ability to run hybrid meetings, certain audio/visual upgrades and associated equipment are needed in Room 104 at the MICEC. This work will include the removal and installation of existing A/V equipment from the Mercer Island Municipal Court Room at City Hall and the installation of new A/V equipment, pendant speakers, a ceiling microphone for high quality audio during video conferencing, two new TV displays, and a control panel.

This upgrade will have both Zoom and Microsoft Teams capabilities that will allow the room to be used to hold hybrid meetings for public meetings, staff meetings, Executive Sessions, emergency operations, and room rentals. Room 104 will remain available to the public and will be available for rental. The room will also be available for City staff to reserve.

To proceed with the project, an appropriation of ARPA funds is needed. A breakdown of the estimated cost is summarized in the following table.

Room 104 Audio-Visual Upgrade Project	Total
Estimated A/V Contract with Morgan Sound	\$95,365
Networking Upgrade	\$4,200
Total Estimated Cost	\$99,565
Total Approved Project Budget (2023-2024)	\$0
Additional Funds Needed	\$99,565

ARPA Funds

At the beginning of 2024, a total of \$1.3 million in ARPA funds remained unappropriated by the City Council. A/V improvements fall within the general provision of government services as an eligible use of ARPA funds. Staff recommends the City Council appropriate \$99,565 of ARPA funds to proceed with the project.

NEXT STEPS

Following City Council appropriation of funding, City staff will commence work on the Room 104 project. Installation of the A/V and associated equipment will be completed by December 2024.

RECOMMENDED ACTION

Appropriate \$99,565 of ARPA funds to upgrade MICEC Room 104 audio-visual capabilities and purchase associated equipment for hybrid meetings.