



# COUNTY of VENTURA

COUNTY EXECUTIVE OFFICE

**Sevet Johnson, PsyD**  
County Executive Officer

**Mike Pettit**  
Assistant County Executive Officer

**Scott Powers**  
County Chief Financial Officer

**Danielle Keys**  
County Human Resources Director  
Labor Relations

September 10, 2024

Board of Supervisors  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009

**SUBJECT:**

Approval of, and Authorization for the Purchasing Agent to Execute a Contract for Audio, Visual, and Broadcast Equipment and Software Procurement and Installation with Conference Technologies, Inc., in the Amount of \$1,209,703, Effective September 10, 2024, through December 31, 2024; and Authorization for the Purchasing Agent to Amend the Contract Provided That Such Amendments Do Not Increase the Total Contract Amount.

**(RECOMMENDATION NO. 3 REQUIRES 4/5THS VOTE)**

**RECOMMENDATIONS:**

1. Approve, and authorize the County Purchasing Agent to execute, Contract No. 9411 for audio, visual, and broadcasting equipment and software procurement and installation with Conference Technologies, Inc., for the term of September 10, 2024, through December 31, 2024, in an Amount of \$1,209,703; (Exhibit 1), for Board Room upgrades.
2. Authorize the Purchasing Agent to amend the contract subject to County Counsel review as to form and legal sufficiency, provided that such amendments do not increase the total contract amount.
3. Authorization for the Auditor-Controller to process the accounting transactions necessary to establish appropriations and adjust fund balance as follows for the Board Room Upgrade project (4/5ths Vote Required)

INCREASE	DIV 1060	Equipment (4601)	\$1,011,703
INCREASE	DIV 1060	Services & Supplies	\$ 198,000
DECREASE	General Fund – Fund Balance Assigned to	Program Mitigation	\$1,209,703

**FISCAL/MANDATES IMPACTS:**

**Fund G001 County Executive Office, Division 1060 – Capital Projects**

Mandatory: No  
 Source of Funding: General Fund – Fund Balance Assigned to Program Mitigation  
 Funding Match Required: No  
 Impact on Other Departments: None

<b>Summary of Revenues and Costs:</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>
Revenues:	\$ 0	\$ 0
Costs:		
Direct	\$1,209,703	\$ 0
Indirect-Dept	\$ 0	\$ 0
Indirect-County CAP	\$ 0	\$ 0
Total Cost	\$1,209,703	\$ 0
Net County Cost	\$1,209,703	\$ 0

<b>FY 2024-25 Budget Projection for CEO Capital Projects– Division 1060</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	\$559,512	\$559,512	\$559,512	\$0
Revenue	\$0	\$0	\$0	\$0
Net Cost	\$559,512	\$559,512	\$559,512	\$0

**STRATEGIC PLAN:**

In recognition of your Board's strategic priorities, this contract brought to you for approval is consistent with the priority of your Board's recently approved Five-Year Strategic Plan of Reliable Infrastructure and Sustainability: Provide robust infrastructure, facilities, technology, and land-use policies to enable vibrant and sustainable communities.

**DISCUSSION:**

Since the Board of Supervisors’ Hearing Room (Board Room) was constructed in the late 1970s, there have only been a couple of instances where some of the technology was updated; the most recent was in 2015. Since then, most of the technology has matured and outlived its useful and operational life. Most of the technology is no longer compatible with newer technology, which causes various issues during our meetings. The Clerk of the Board’s office has worked with consultant, Darren Doerschel of Doerschel and Associates, who assisted with the technological needs assessment and procurement process for the proposed contract, including distributing surveys to our boardroom stakeholders for input. On July 9, 2024, the County issued a Request for Proposal (RFP) seeking Audio Visual (AV) and Broadcast enhancements (Exhibit 2).

The primary goal of the AV & Broadcast Enhancement Project is to implement technology systems in the Board Room, and Control Room with modernized, state-of-the-art equipment and facilities that permit the Board of Supervisors and staff to communicate more efficiently with the public. The technical improvements will provide capabilities for sound reinforcement, presentation on large displays, desktop video conferencing participation, Broadcast Production recording and web-streaming with remote cameras, and local video monitoring for board members and staff. The lobby area is targeted for enhanced monitoring and with directional sound for the live broadcast of your Board of Supervisors meetings in the atrium. The focus of this project was on the following components:

- **Sound Reinforcement Technology**

The Sound Reinforcement System will be integrated with new system technology features allowing for high-quality sound reproduction and reliable sound system performance. Board Room system replacement will include microphones, automatic mixing, amplifiers, speakers, microphones, and various new connection and distribution points. With improved sound quality, our automated closed captioning will have a better accuracy rating. Additionally, the lobby speakers will be upgraded to provide directional sound to the atrium area.

- **Video Presentation System Technology**

The video presentation system will allow for the viewing of video playback, presentations, and general graphic content. PC hardware connections points will be installed around various locations in the room to allow video presentations to be displayed on the large video screens. The Board Room will be equipped with two large video monitors in addition to the existing projectors, and each dais member seat will be equipped with a video monitor that uses smart touchscreen interface technology to view various sources and presentations, allowing members of your Board to select your preferred view of the meeting live-broadcast, projector screens, lobby/atrium, or PC control.

- **Broadcast/TV Production/Graphics/Web Streaming Technology**

The Broadcast/TV Production system will be installed with at least 7 cameras and various control room technology features with automated controls and easy-to-use interfaces for recording to various formats and streaming to the internet. Hybrid meetings will be accommodated by equipment with special interconnection with the AV and Broadcast systems and allow for contemporary desktop video software and applications used for interactive communications with the public. A broadcasting graphic system will be featured to allow for the identification of agenda items, speakers, voting results, and various other graphic information necessary to effectively communicate with the public and allow for automated data entry to be handed off by other County software systems.

- **AV Control Systems**

A control and automation system will allow for programmed, preset operation and functionality. Several technology tools will be implemented and include Touch Screen Control Panels at several locations throughout the Board Room and over network interfaces. The goals for controlling the technology are to ensure multiple control points with simple, intuitive programming to allow non-technical staff to operate all systems.

- **Control Room**

The current control center is a small booth in the board room, which was not originally intended for its current use. It has steep and narrow stairs leading up to it, and its working area is very narrow. The new proposal will leave the booth filled with custom racks, and computer equipment, and an existing room adjacent to the board room will become the new Control Room, an accessible, safeguarded, and comfortable working environment for staff using the new computer software for controlling the meetings held in the board room.

In accordance with the award criteria stated in the RFP, the designated County evaluation panel selected Conference Technologies, Inc. (CTI) as the successful offeror.

CTI was established in 1988 and is a privately held company, with 37 offices that span around 24 different states, two of which are located here in California. CTI offers a wide range of audiovisual services related to professional audio, video communication applications, computer and video display systems, video projection, integrated control systems, acoustics, sound reinforcement, theatrical lighting, broadcast, and video conferencing (Exhibit 3). Under the proposed contract, CTI will provide Engineering, Design, and Shop Drawings. After careful review and approval, CTI will procure the equipment and begin the fabrication of custom Racks. After installation is complete, commissioning, testing, and final adjustments, CTI will ensure proper documentation and manuals. CTI will also provide training for system operators and personnel designated by the Clerk of the Board. Training will include system operation and basic troubleshooting procedures. The training is designed to provide system users with an in-depth introduction to the system and hands-on training to ensure good working knowledge. Staff will train and use technology for various County Boards, Commissions, and Committees, in preparation for the Board of Supervisors' January 2025 meetings.

This is a prevailing wage contract and is exempt from the Living Wage Ordinance requirements.

This letter has been reviewed by the County Executive Office, Auditor-Controller's Office, and County Counsel. If you have any questions, please contact Mia Martinez, at 805-654-2251.



Mia Martinez  
Deputy Executive Officer  
Chief Deputy Clerk of the Board



Sevet Johnson, PsyD  
County Executive Officer  
Clerk of the Board

**Attachments:**

- Exhibit 1 – Ventura County Contract No. 9411 with CTI
- Exhibit 2 – Request for Proposal
- Exhibit 3 – Proposal from Conference Technologies, Inc.