



Metro

Los Angeles County
Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

213.922.2000 Tel
metro.net

AUGUST 10, 2012

TO: BOARD OF DIRECTORS

THROUGH: ARTHUR T. LEAHY *AL*
CHIEF EXECUTIVE OFFICER

FROM: *Michelle Lopes Caldwell*
MICHELLE LOPEZ CALDWELL
CHIEF ADMINISTRATIVE SERVICES OFFICER

SUBJECT: BOARDROOM AUDIO/VIDEO/VOTING UPGRADE

ISSUE

The Audio Visual system in Metro's Boardroom is over 17 years old and needs to be upgraded to ensure reliability. Equipment failure rates are increasing and maintenance costs are rising. Spare parts are difficult to acquire. The system has multiple single points of failure and it has no built-in redundancy. Audio output levels are limited without generating feedback. Audio quality is poor at times, particularly when the room is full. This is due to limitations of the system as well as aging speakers and other components. Resolution on some of the Board Member monitors is poor. The voting system is obsolete and is no longer supported by the vendor.

DISCUSSION

Information Technology Services is preparing a Request for Proposals (RFP) to modernize the system. New equipment including monitors, microphones, audience, and Board Member position speakers will be procured. The new system will provide high quality sound and will help to eliminate increasing distractions caused by the aging existing system.

A second RFP will be generated to address the voting system and the modernization of software to streamline the work flow for the Board Secretary's office. The voting and software components will reduce paper and labor by eliminating most electronic cutting and pasting as well as reducing manual data entry. In addition, the software will improve record searching and archiving.

FINANCIAL IMPACT

The Boardroom AV project is an approved, budgeted capital project with an established life of project budget of \$1.3 million. The project is expected to be completed within budget.

Impact to Budget

The sources of funds for this project are enterprise funds such as fare revenues, Prop A and C bus and rail operating funds, Measure R capital funds, and state and federal grant revenues.

These funds are eligible for all bus and rail operating and capital projects and programs.

NEXT STEPS

The RFP for the audio visual portion is targeted to be issued by the end of August 2012 with a planned contract award and installation by the end of December 2012. A second RFP to address the voting system and Board Secretary work-flow support should follow by the end of September 2012 with a goal of installation in December 2012 or soon thereafter.