

AGENDA ITEM NO. **REGULAR #1**
MEETING DATE: **MAY 17, 2021**

**SOUTH SANTA CLARA VALLEY
MEMORIAL DISTRICT**

AGENDA REPORT

Date: May 17, 2021

To: South Santa Clara Valley Memorial District Board of Directors

From: Christine West, Executive Director

Subject: Authorize the Executive Director to Apply for Special District Technology Grant Through CSDA and Match Grant

RECOMMENDATION

Authorize the Executive Director to apply for Special District Technology Grant through CSDA for \$3,000 and match the grant with another \$3,000.

DISCUSSION

The Special District Leadership Foundation's mission is to promote and recognize excellence in the governance and management of special districts. With that in mind they are offering technology grants to special districts with operating budgets of \$1 million or less. The maximum grant award per agency is \$3,000. The grants are for technology to assist the District in the areas of public engagement and/or transparency. The grant deadline is June 15, 2021 or when all funds have been awarded, whichever comes first.

Staff recommends requesting the full amount allowable per agency, which is \$3,000 and matching it with the District's funds for a total of \$6,000. Committing matching funds will help increase the chances of being awarded the grant. The District currently has the funds to provide the matching funds if awarded the grant.

Staff recommends a proposal to include three areas of technology upgrades.

1. Improved WiFi – Currently internet coverage at the Memorial Building is spotty, strong near the office and bar, but weaker in the hall, dining room and backyard. With the installation of 6 access points throughout the building, WiFi coverage will be seamless

throughout the facility. This will allow guests to better access the internet and for an improved experience for public engagement during district meetings.

2. Conference Cam – Even though AB339, which would have required special districts to provide call-in and internet-based options to public meetings, didn't pass the legislature, it is still prudent to be prepared for the need for this type of technology. As a result, Staff recommends investing in this technology. A 360-degree conference cam will automatically show the person talking and sit in the middle of any meeting. It integrates with Zoom, Google Hangouts, Slack, GoToMeeting and others. It is portable and can be used in larger rooms and uses multiple microphones to pick up the sound from the current speaker. This will allow for interested parties to view and listen to District meetings remotely.
3. Security Cameras – The current security system has 14 cameras with the capacity to add 2 more cameras to the system. Staff has identified blind spots that could be alleviated with the addition of 2 more cameras. This will improve overall the security of the facility.

Hankins Information Technology, the consultants who installed the original security cameras, has submitted a proposal to provide installation and equipment for these three upgrades for \$6,000. Hankins will also provide user support and guarantee all work completed. Of course, the grant will have to be awarded prior to any contract with Hankins.