

South Bay Cities Council of Governments

February 13, 2017

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director
Kim Fuentes, SBCCOG Deputy Executive Director

SUBJECT: Technology Upgrades for SBCCOG Office

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

SUMMARY

The SBCCOG office has 2 technological issues that need to be addressed: outdated cameras and Wi-Fi network configuration to provide better service to the Client Theater. First, SBCCOG staff has been using 2 cameras (Canon and Nikon models) that are over 15 years old. Most importantly, they do not capture quality photos needed to meet increasing demands for social media content or documenting events and the cameras are also not user-friendly. Second, the office's Wi-Fi access points are not optimally placed to achieve the best signal strength for the Client Theater as well as for the other conference rooms (where Wi-Fi is used the most).

To solve the issues described above, Computer Solutions Group (CSG), SBCCOG's I.T. consultant, and staff have proposed the following solutions:

1. New Camera

CSG and Wally Siembab (SBCCOG staff) agree that a new Canon PowerShot Compact Camera will meet staff's needs for taking high-magnification photos as well as high-definition (HD) video footage. This camera is also user-friendly for non-professional photographers looking to capture high quality content while allowing staff to wirelessly upload photos and videos to their computers.

2. Reconfiguration of Wi-Fi Network

CSG recommends their vendor, 3E Group, Inc. perform the reconfiguration of SBCCOG office's Wi-Fi network. This service involves installing additional cables that run above the ceiling from the front (small conference room) to the back (large conference room) of the office while also relocating the Wi-Fi access points. Wi-Fi signal strength will be stronger in both the Client Theater as well as the conference rooms as a result.

APPROVED BY EXECUTIVE DIRECTOR

Purchase of a Canon PowerShot SX530 HS Compact Camera in an amount not to exceed \$400.00 and payment of \$663.30 to 3E Group, Inc. for the reconfiguration of SBCCOG office's Wi-Fi network.

RECOMMENDATION

Receive and file

Prepared by Chandler Shields