Technology Standing Committee Meeting Minutes

Committee meetings are held in-person. As a courtesy, and in compliance with applicable state law, staff and members of the public may participate in the meeting in person at Town Hall or virtually via Zoom Video Conference.

To attend the meeting in person: Town Council Chambers, 26379 Fremont Road, Los Altos Hills, CA 94022

To provide Public Comment in person: Members of the public wishing to speak are requested to raise their hand during the time for public comment.

To participate via Zoom Video Conference, please use the meeting information below:

If you wish to submit a public comment during the meeting, please use the following information. Before speaking, please identify yourself by name and where you reside.

Members of the public may participate and provide public comments in person or online meetings as follows:

1. Roll Call; Committee Membership

    a. Members:

    Rajiv Bhateja, Chair, William Coughran, Vice Chair, Ameesh Divatia, Ron Haley, Annie Ju, George Lee, John Swan

    b. Associate Members: Andreas Bibl

    c. Council Liaison: Stan Mok

2. Welcome Members of the Public, Public Comment (up to 3 minutes each)

3. Nomination of Associate Member Lew Jamison

4. Approval of prior meeting minutes (10 min to here)

5. Re-assessment of bids submitted in response to IT Services RFP (30 min)

6. AV system upgrades (15 min)

7. Town Picnic Review (5 min)

8.   Adjourn

Staff contacted the IT Services vendors and asked for pricing for a 2-year contract.

The updated vendor bids can be found here:

   https://drive.google.com/drive/folders/13kQxDE7zqVfHNInGkf67B2RpnDRD33oj?usp=sharing

With the exception of Eaton, all vendors froze their prices for the 2nd year.

Sharp and Stepford also froze their prices for year 3.

Some waived the non-recurring transition cost in light of a multi-year contract.

Based on the updated information, I put together an updated cost comparison table here:

   https://docs.google.com/spreadsheets/d/1TqwGgh0TCa8LxNM2km6Gc5ltJ9hxco B3B7EHpzX9myE/e dit#gid=0

1. Roll Call
<u>Members present:</u>
- Rajiv Bhateja
- Ameesh Divatia (5:15 pm)
- Ron Haley
- John Swan
- Bill Coughran
- George Lee
- Annie Ju

Member of the public:
Council Liaison: Stan Mok
<u>Town Staff:</u> Deborah Padovan, Cody Einfalt

2. Approval of Minutes: 6/1/2023 Meeting

Motion	Approve minutes		
Moved by:	Ron		
Seconded:	John		
Roll Call:	Yes	No	Abstain
Ameesh	Absent		
Rajiv	X		
John	X		
Bill	X		
Ron	X		
George	X		
Annie	X		
Passes unanimously			

3. Approval of nomination of associate member: Lew Jamison
   Sam Wood would like to be an Associate Member but it needs to be agenda'ized

Motion	Approve minutes		
Moved by:	Bill		
Seconded:	John		
Roll Call:	Yes	No	Abstain
Ameesh	Absent		
Rajiv	X		
John	X		
Bill	X		
Ron	X		
George	X		
Annie	X		
Passes unanimously			

4. Discussion about IT reference check
   a. Rajiv discussed his reference checks about Stepford

b. Sarina commented that Stepford will require onsite hours so they may bill an additional amount. Rajiv responded that Stepford has agreed that they will not bill the Town.
c. Re-evaluate 2-year bids
Eaton and several others dropped their price
Stepford waived year 2 cost increase
We excluded All About IT – no local staff, no municipal clients
Rajiv did reference checks for Stepford, which he emailed
The reviews are all positive

Motion:

Motion	The Technology Committee resolves to recommend that the Town accept the Stepford proposal resulting in savings of $100,000 over two years to the Town for providing IT services.		
Moved by:	Rajiv		
Seconded:	John		
Roll Call:	Yes	No	Abstain
Ameesh	X		
Rajiv	X		
John	X		
Bill	X		
Ron	X		
George	X		
Passes unanimously			

5. Update for AV Upgrade project
   a. Ian Hunter, Shalleck Collaborative has provided an option to reduce the budget for the system by $250,000
   b. Rajiv asks if we can provide the City Council two options

Motion:

Motion	The Technology Committee has evaluated a lower cost option (savings of $235,000) for the A/V system and recommends that the entire system be upgraded (estimated at $460,000) because: 1. The broadcast system may fail 2. A multi-year project may cost more in the long run		
Moved by:	Rajiv		
Seconded:	John		
Roll Call:	Yes	No	Abstain
Ameesh	X		
Rajiv	X		
John	X		
Bill	X		
Ron	X		
Annie	X		
George	Absent		

Passes unanimously			

6. LAH Town Picnic review
    a. Rajiv provided an update on the picnic and thanked all the committee members for staffing the booth(Ron, John, George), preparing the banner(Annie), providing the giveaways(George) and preparing collateral for the handouts(Ameesh)
7. Adjourn