



CITY COUNCIL STAFF REPORT

MEETING DATE: June 9, 2025

ITEM TITLE: Adopt a Resolution Appropriating \$14,135 From the Parks and Recreation Donation Restricted Fund to the Capital Improvement Program Project C2407 Budget; Authorizing the City Manager to Execute a Products and/or Services Agreement with McMillan Electric for a New Sound System at the Adult Community Center in the Amount of \$89,890; and Authorizing the Spending of a Contingency in the Amount of \$13,500 for a Not-To-Exceed Contract Amount of \$103,390.

RECOMMENDATION:

Staff recommend that the City Council adopt a Resolution appropriating \$14,135 from the Parks and Recreation Donation Restricted Fund to the Capital Improvement Program Project C2407 budget; authorizing the City Manager to execute a products and/or services agreement with McMillan Electric for a new sound system at the Adult Community Center in the amount of \$89,890; and authorizing the spending of a contingency in the amount of \$13,500 for a not-to-exceed contract amount of \$103,390.

FISCAL IMPLICATIONS:

Funding for the Adult Community Center (ACC) Sound System and Door Replacement Project (C2407) was allocated in the adopted fiscal year 2024-25 Capital Improvement Program Budget in the amount of \$150,000. The current remaining balance of the project budget is \$89,255. An additional appropriation of \$14,135 from the Parks and Recreation Donation Restricted fund is necessary to complete the project. The City has received generous donations from residents over the years that have been restricted for use in either the ACC or Youth Center.

In support of this project, the Friends of the ACC non-profit organization committed \$50,000 towards the project.

Project Costs:

Contract Amount	\$ 89,890
Contingency (~15%)	\$ 13,500
Total Contract Amount	\$103,390

Project Funding Sources:

Project C2407 Balance	\$ 89,255
Additional Funding (PR Donation Fund)	\$ 14,135
Total Project Funding	\$103,390
<i>Friends of the ACC Donation</i>	<i>\$ 50,000</i>
<i>Net Capital Project Costs</i>	<i>\$ 53,390</i>

BACKGROUND:

The ACC hosts a wide variety of programs, classes, and events, Monday through Friday, including group exercise classes, presentations, luncheons, and various social gatherings. The ACC averages over 125 daily visits across all programs. Additionally, on the weekends, the facility is available for private rentals that include weddings, birthday celebrations, family gatherings, and memorials.

The current sound system is projected into the large Parkview Room and is used regularly for the ACC's programs and events, making it an essential component of the facility's operations. Throughout the week, a wide range of users rely on the sound system, including class instructors, volunteers, guest speakers, staff, private renters, and the Friends of the Adult Community Center.

ANALYSIS:

The existing sound system is outdated, unreliable, and difficult to operate. The system lacks Bluetooth connectivity, forcing contract instructors to use outdated "boom boxes" to play music for classes. The volume and clarity of the sound system are inadequate for larger events, and there are no speakers in the back portion of the large gathering room, known as the Patio.

Staff recommends the new sound system extend into the Patio and Lounge areas, allowing staff to increase capacity and reduce waitlists for programs and events. Additionally, it will include assistive listening devices and ensure clear and balanced audio output throughout the facility spaces. Finally, the new system will be user-friendly and adaptable to evolving community needs, ensuring the ACC remains aligned with emerging technologies and programming trends.

Staff received three bids from qualified audio vendors for a new sound system. Parks and Recreation worked with IT to identify the scope of services and needs of the new sound system at the ACC. The proposals were reviewed by staff and rated based on the vendor's ability to meet the long-term needs of the ACC, cost proposal, and work in similar facilities.

Following the review of proposals, staff recommends executing an agreement with McMillan Electric as they demonstrated they can meet the long-term audio needs of the ACC facility and programs and recently completed the audio installation at the new Recreation Center in Burlingame. Should the Council adopt a resolution to execute the agreement, staff will begin working with McMillan Electric to purchase and install the new sound system this summer.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution appropriating \$14,135 from the Parks and Recreation Donation Restricted Fund to the Capital Improvement Program Project C2407 budget; authorizing the City Manager to execute a products and/or services agreement with McMillan Electric for a new sound system at the Adult Community Center in the amount of \$89,890; and authorizing the spending of a contingency in the amount of \$13,500 for a not-to-exceed contract amount of \$103,390; or
2. Do not adopt a Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Amy Newby, Parks & Recreation Director

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution
2. Sound System Proposal