



**SUPPLEMENTAL AGENDA REPORT**

**PROPOSED ACTION: Resolution:** Approve and Authorize the Executive Director to Waive Formal Competitive Procedures and Execute a Professional Services Agreement with Mark Latimer & Associates, Inc., dba Coda Technology Group to Refresh and Standardize all Conference Room Technology at the Port of Oakland for a Maximum Compensation Not to Exceed \$625,000 and Finding that the Proposed Action is Exempt Under the California Environmental Quality Act. **(Technology & Innovation)**

Submitted By: Kyle Mobley, Director of Technology & Innovation; Kristi McKenney, Executive Director

<u>Parties Involved:</u> Mark Latimer & Associates, Inc., dba Coda Technology Group, Petaluma, CA	<u>Amount:</u> \$625,000 (Capital Expense)
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**EXECUTIVE SUMMARY:** Much of the conference room technology currently in use across the Port of Oakland (Port) has reached end-of-life and is no longer meeting operational needs. To address this, the Technology and Innovation Division recommends leveraging an existing service provider to implement a standardized and modernized solution across all Port conference rooms. This approach offers the most efficient and cost-effective path to ensure consistent functionality, improved reliability, and enhanced user experience throughout all facilities.

**BACKGROUND & ANALYSIS**

The conference room technology currently in use at the Oakland San Francisco Bay Airport (OAK) was originally implemented in 2013 and has since become outdated. Other conference rooms across the Port's facilities are equipped with varying levels of technology, installed at different times, and tailored to the needs of each location at that time. This inconsistency has resulted in a fragmented user experience and increased support challenges. With the aging system at OAK now experiencing frequent failures and becoming a recurring pain point for Port Staff, the Technology & Innovation Division recommends a comprehensive replacement of all conference room technology across all Port facilities to implement a standardized and uniform solution.

Standardization will enhance operational efficiency, reduce maintenance complexity, and provide a consistent, modern user experience. It will also improve meeting reliability, support hybrid collaboration, and ensure compatibility with current and future digital platforms — ultimately aligning with the Port's broader strategic goals for innovation and service excellence.

Due to the diverse technologies currently deployed across Port conference rooms, Port Staff engaged Mark Latimer & Associates, Inc., doing business as Coda Technology

Group (CODA), to design a cost-effective, standardized solution. This solution has been successfully piloted in multiple rooms at OAK and at the downtown offices. CODA presently maintains the Crestron conference room system at OAK as well as the Boardroom technology downtown.

Port Staff recommends that the Board waive formal procurement procedures for this engagement, as CODA's familiarity with existing systems will accelerate both the final design and implementation. Furthermore, the proposed costs have been reviewed against comparable firms and deemed reasonable by Port Staff.

## **OTHER FINDINGS AND PROVISIONS**

### **ENVIRONMENTAL REVIEW**

The proposed action was analyzed under the California Environmental Quality Act (CEQA) and was found to be:

Categorically exempt under the following CEQA Guidelines Section:  
[15301 \(Existing Facilities\)](#)

"Common Sense" exemption under CEQA Guidelines Section 15061(b)(3).

Other/Notes:

### **BUDGET**

Administrative (No Impact to Operating, Non-Operating, or Capital Budgets); OR

Operating       Non-Operating       Capital

Analysis: Capital Expense: Staff budgeted \$300,000 to upgrade all conference room technology in FY 2026. Excess unbudgeted spend will be made up with lower spending from other FY 2026 CIP projects.

Portion of the overall cost is recoverable through airlines rates and charges.

### **STAFFING**

No Anticipated Staffing Impact.

Anticipated Change to Budgeted Headcount.

Reason:

Other Anticipated Staffing Impact (e.g., Temp Help).

Reason:

### **MARITIME AND AVIATION PROJECT LABOR AGREEMENT (MAPLA)**

Applies? No (Not Aviation or Maritime CIP Project) – proposed action is not covered work on Port's Capital Improvement Program in Aviation or Maritime areas above the threshold cost.

Additional Notes:

### **LIVING WAGE (City Charter § 728):**

Applies?

No (Not Covered Entity) – proposed action involves entity not covered by Living Wage requirements because it is not a covered service provider or tenant, does not employ at least 21 employees, or receive from or pay to Port at least \$50,000.

Additional Notes:

### **SUSTAINABLE OPPORTUNITIES**

Applies? Yes.

### **GENERAL PLAN (City Charter § 727):**

Conformity Determination:

<u>Reason:</u> All computer hardware will be donated/recycled, and newer hardware tend to be more energy efficient.	Not Required – conformity determination not required because proposed action does not change use of or make alterations to an existing facility, or create a new facility.
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**STRATEGIC PLAN.** The proposed action would help the Port achieve the following goal(s) in the Port's Strategic Plan:

- Capture Our Market and Grow the Economic Base
- Modernize and Upgrade Infrastructure
- Transition to Zero-Emissions and Build Climate Resilience
- Maximize Land Use Value and Revenues
- Workforce Training and Jobs Development
- Create Opportunities for Local Businesses and Community Economic Development