



**STAFF REPORT**  
**3/27/2024**

**TO:** Honorable Mayor and City Council Members

**FROM:** Jason Stevens, IT Manager

**SUBJECT:** Authorize the purchase and installation of a Digital Signage System from AVIR Technologies for the amount of 19,485.00.

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**STAFF RECOMMENDATION:**

Staff recommends that the City Council authorize the purchase of equipment and services to facilitate an installation of a Digital Signage System for the amount of \$19,485.00.

**BACKGROUND:**

Currently the primary city facilities such as the Council Chamber, Corporate Yard, Civic Center and others have a physical display case where agendas, notices and other publicly posted information is placed. This is done manually by printing out paper, traveling to each site and placing the papers in these display cases. This is inefficient as well as many residents not being able to read the smaller size 8x11 papers.

**DISCUSSION/ANALYSIS:**

Staff is recommending the installation of three digital signage systems at the Council Chamber, Corporate Yard and Civic Center locations as a start. This will allow staff to post content to these locations remotely and in real time. In addition to normal agenda's and notices, other information content can be added as either videos or pictures for all of the different city events. Live video content can also be displayed on these screens. In the event of an emergency, live updates and information can be displayed all centrally managed and controlled by staff without the need to physically go onsite. Content will be large and easier for residents and visitors to read.

**ALTERNATIVES:**

1. Not authorize this upgrade at this time.

**FISCAL IMPACT:**

Should the City Council approve the staff recommended system the funds would be allocated from the General Fund Unreserved fund balance totaling \$19,485.00 to increase the budget in account 101-11-161-90-741-000