



## AGENDA ITEM ANALYSIS

Project/Issue Name: 25-R-28 A Resolution of the City Council Authorizing Expenditures for the Information Technology Infrastructure of the New Administration Building.

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Date: July 15, 2025

### Issue Statement

As the City prepares to transition into the new City Hall facility, it is essential to ensure that core information technology infrastructure is in place prior to occupancy. This includes critical systems that support secure building access, internal and external communications, public transparency, and day-to-day staff operations. The following outlines the estimated costs and equipment needed to establish a fully functional and future-ready IT environment.

### Discussion and/or Analysis

The successful opening of the new City Hall is dependent on having critical IT infrastructure in place to support operations, public meetings, security, and connectivity. This proposal outlines the required systems and equipment categorized by deployment priority and functional area. It also identifies deferrable items and future large-scale projects that will require formal procurement processes.

#### **IT Systems Required for Move-In – \$241,300**

These items represent the minimum necessary to support daily operations, security, staff connectivity, and public engagement on day one:

##### **- Network Infrastructure**

- IT Closet Hardware – physical hardware to establish connectivity (rack, UPS, etc.) (\$4,000)
- Network Switching – core switches to distribute internet and internal network traffic (\$21,000)

##### **- Security and Access Systems**

- Door Access Control – electronic access system for staff entry and management (\$60,000)
- Security System – building alarm and monitoring services (\$30,000)
- Security Cameras – video coverage and licensing for critical areas (\$18,000)

##### **- Council Chambers and Meeting Spaces**

- Large Conference Room Displays – TVs for Council Chambers and large conference space (\$65,000)
- Small, Medium, and Admin Conference Room Setups – full AV and display installation (\$6,000, \$10,000, \$10,000)
- Wall-Mounted Room Scheduling Displays – iPad-style booking displays (\$3,000)



- IP Clocks – synchronized time systems for Council Chambers and shared meeting spaces (\$800)
- **Production and Streaming**
  - Production PC Setup – dedicated equipment for meeting streaming and video output (\$6,000)
- **Wireless Access**
  - Wi-Fi System – wireless access points and required licensing for building-wide coverage (\$7,500)

### **Deferrable to FY2026 – \$23,200**

The following items are not critical for initial occupancy but should be budgeted for future implementation:

- Council Chamber PCs – All-in-one workstations for council (\$16,000)
- Lobby Display or Signage – for digital information or static city branding (\$5,000)
- Additional IP Clocks – for smaller meeting rooms or staff areas (\$2,200)

### **Future Projects (To Be Bid via RFP) – \$300,000**

Larger-scale systems requiring vendor selection and formal bidding include:

- Cellular Antenna System – to boost mobile reception in both City Hall and adjacent buildings (\$90,000)  
RFP is being drafted
- Emergency Radio System – to ensure reliable communication for first responders and staff in emergencies (\$60,000)
- Council Chamber Audio-Visual System – a fully integrated AV package for Council meetings, presentations, and public broadcast (\$150,000) Currently RFP is in legal review and will be posted once it clears legal.

### **Total Estimated Investment: \$564,500**

This total includes required infrastructure, optional deferrals, and major future projects. The immediate \$241,300 request reflects the core technology components necessary for building occupancy and operational readiness.

### **Recommended Action**

Staff Recommends Approval