



STAFF REPORT

Meeting Type: City Council Meeting
Meeting Date: September 21, 2026
From: Gregory Brewster, IT Director
Subject: Council Chambers Audio/Visual Improvements

DECISION TO BE MADE:

Review proposals and provide staff direction regarding upgrading the audio and visual systems within the Council Chambers

APPLICABLE COUNCIL GOAL:

- **Goal 9.2:** Improve the audio and visual technology in the Council Chambers

BACKGROUND / CONTEXT:

The goal to improve the audio and visual (AV) technology in the Council Chambers was identified during the City Council Goal Setting that took place on February 1, 2025.

The issues with the existing AV system include: microphone feedback; difficulty projecting audio among councilors and audience members; dissatisfaction with the existing monitors on the dais; and a lack of appropriate ADA accommodations for participants and audience.

Staff initially met with three vendors to evaluate the Council Chambers existing layout/setup and develop a solution that would resolve current or outstanding issues. Staff received back four quotes from three firms to complete the work.

KEY CONSIDERATIONS / ANALYSIS:

A combination of technology and strategic equipment placement would be used to resolve the previously identified AV issues.

To prevent microphone feedback, directional speakers would be installed above the dais and audience seating. Microphones will feed into a digital system that would broadcast only to those who are two or more seats away from the speaker and reduce, if not eliminate any feedback in the room or among a zoom participant. Introducing multiple speakers between the Council and audience would vastly improve the sound quality in the room.

For modified room configurations, a microphone array would be installed for large meetings, budget committee meetings and work sessions. A wireless microphone would be available as accommodation

during public comment. Additional accommodations would include a broadcast system for hearing impairment.

The only difference between the two quotes is the configuration for Council facing monitors. Aside from the cost of the quotes, any remaining differences between the two options would be related to utility or the preference of the Council.

Additional project information includes: the removal of the television on the west wall of the Council Chambers, and dedication of the television on the east wall to audience or participants; a small screen on the staff desk for the City Recorder to mute/unmute or change video/system inputs during a meeting; and to the replacement of existing video cameras with pan-tilt-zoom capable cameras for different meeting configurations.

Both of the quotes in this report consider the dynamic requirements for municipal court, planning commission meetings or any other presentation/public meetings that might take place inside the Council Chambers.

Council Feedback Needed: Presentation Monitors

Staff are seeking input on the layout of the Council-facing presentation monitors. Staff have identified a preferred vendor and provided two quotes in this report. The first quote, *Exhibit A* includes seven 16-inch monitors that would replace the existing 22-inch monitors on the dais, providing some additional space. *Exhibit B* includes a roll away television that would be placed in the middle of the Council Chambers facing the Council to observe. The cost of the quote for *Exhibit A* is \$67,531.02 and the cost of the quote in *Exhibit B* is \$58,586.72. It is \$8,944.3 more expensive to replace the existing monitors than to have a single monitor on a cart.

BUDGET IMPACT:

The quote under Exhibit A, including dais monitors, comes out to \$67,531.02; the quote under Exhibit B, including a single roll-away monitor, comes out to \$58,586.72. Any necessary electrical work would be contracted for separately.

If approved, the funds for this project would be transferred during a supplemental budget at a future date.

RECOMMENDATION:

Staff respectfully request that Council review both quotes and determine the best option for dais video presentation; and then authorize the City Manager to enter into an agreement with CTI to complete the work.

SUGGESTED MOTION LANGUAGE:

"I move to authorize the City Manager to enter into an agreement with CTI to upgrade the Council Chambers audio and visual systems, as defined in the proposal with [dais monitors] **OR** [a roll-away monitor]."

LIST OF ATTACHMENTS / EXHIBITS:

- Exhibit A – CTI Proposal with Dais Monitors
- Exhibit B – CTI Proposal with Roll-away Monitors