



STAFF REPORT

Meeting Type: City Council Meeting
Meeting Date: 10/19/2026
From: Gregory Brewster, IT Director
Subject: Follow Up Discussion: Council Chambers Audio/Visual Project

DECISION TO BE MADE:

Provide direction to staff and determine a path forward for upgrading the Council Chambers audio/visual system

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 was identified during the City Council Goal Setting that took place on February 1, 2025. Staff posted a request for information (RFI) in April 2026 and that RFI closed on May 1, 2026. Staff received four responses.

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

Follow Up from September 21, 2026 Meeting

Staff brought forward two quotes from CTI during the [September 21, 2026](#) City Council meeting and asked the Council to determine which quote would best resolve the issues related to monitors and presentations. It was determined that monitors on the dais were preferred.

Staff were also asked to come back with additional information:

- Staff were to separate the audio and video portions of the existing quote for AV upgrades
 - Revise the quote to reduce the number of monitors from nine to four

- Staff were to provide additional choices on room improvements and their estimated costs
 - Estimate costs to recess monitors into the existing dais
 - Estimate costs to replace the dais
 - Estimate costs to reconfigure the entire room, see *Exhibit B*

KEY CONSIDERATIONS / ANALYSIS:

A combination of technology and strategic equipment placement would be used to resolve the previously identified AV issues. Any physical room changes or upgrades would be independent from the AV project.

All AV considerations from the [September 21st staff report](#) remain unchanged with any room upgrades. AV costs would remain unchanged if any room improvements were to be implemented. Any room upgrades would also need to accommodate the other public meetings that take place in the room, such as Planning Commission and Municipal Court, and the need for the room to act as a secondary conference room.

Separated AV Quote

CTI has provided a revision to their existing quote that reduces the number of monitors from nine to four; includes a missing necessary item for the hearing accommodation that was previously discussed on September 21; and a breakout of the costs for the audio and visual sections of the project and their necessary control systems. The audio portion of the project is almost twice the cost of the video portion, largely because the backend controller can run both audio and visual systems but must be purchased and implemented for any audio upgrades. Given that audio upgrades are essential, the cost of the controller is allocated under the audio section of the quote.

	Materials	Labor and Implementation	Total
Audio System with Controller	\$23,890.02	\$18,872.97	\$42,762.99
Video System	\$10,866.26	\$11,837.81	\$22,704.07
<u>Totals</u>	<u>\$34,756.28</u>	<u>\$30,710.78</u>	<u>\$65,467.06</u>

Council Chambers Layout

Staff have consulted with a general contractor to identify cost estimates for three separate renovations. The following scope and costs are not official but are intended to provide the Council with a baseline for any of the proposed work.

Recess Monitors into Dais. Current estimates are around **\$5,000** to construct four 6” deep boxes into the existing dais to allow for the monitors to be recessed and visible for Councilors and not obstruct the Council’s view of the Audience or Staff.

Replacement of the Entire Dais. This option includes the removal and replacement of the existing dais. The cost to replace everything with a similar style wood veneer, recessed monitors and an open tray at the end of the countertop that runs the entire distance of the dais for cables, and other storage is estimated to be **\$25,000 to \$35,000**. Additional considerations for a dais include extending the steps up to the dais and creating arched support for the countertop, which will increase the amount of leg room for seats three and five.

Entire Room Redesign. This option includes an entire reconfiguration of the room, similar to the layout represented in *Exhibit B*. This option is the most expensive, estimated to be over **\$100,000** to complete. This would include at a minimum the replacement of the rooms floor, including the ramp leading to the audience; relocation of the dais and its raised floor; as well as the reconfiguration of the lights and other electrical circuits.

Other Considerations

- Minimizing wear and tear: In order to reduce any likelihood of tampering, or breaking of cables, ports or screens, staff recommend not placing dais monitors on a mounting arm or proposing a configuration that would require moving the dais monitors. Rather, staff favor recessing monitors into the dais or replacing monitors with a smaller size, but keeping them fixed in order to reduce movement.
- Costs to reconfigure in the future: Should the room layout change any time after the implementation of the AV project, the cost to reconfigure the AV equipment is estimated to be about half of the implementation costs for both the audio and video systems. This takes into account work or line items that would not be incurred for reconfiguration, such as freight, but includes costs for additional materials and the work needed to relocate items like microphones, cameras and wiring.
- Electrical work with room redesign: The electrical work that would be needed for each of the three room redesign options are included in their respected estimates.

BUDGET IMPACT:

The costs for AV installation and setup are broken down into their two smallest sections with a maximum cost of **\$65,467.08**, excluding any electrical work.

The cost to perform work to the room and layout range from **\$5,000** to over **\$100,000** depending on configuration, features and scope of work. Any of these options would likely include the costs to perform any necessary electrical work for the AV project.

RECOMMENDATION:

Staff respectfully request that Council review the options provided in this report and provide staff direction on which of the following options should be pursued:

AV Systems

- A. Upgrade only the audio system
- B. Upgrade both the audio and video systems

Dais Enhancements

- A. Recess monitors into the dais
- B. Replace the entire dais
- C. Leave the dais as-is

Renovation

- A. Pursue a full renovation/redesign of the room
- B. Do not renovate the full room at this time

SUGGESTED MOTION LANGUAGE:

N/A

LIST OF ATTACHMENTS / EXHIBITS:

- Exhibit A – CTI Proposal Revision 2A
- Exhibit B – Council Chambers Reconfiguration Concept Design