



## BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB24-077**  
**July 22, 2024**  
**Committee Report**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	<b>AB24-077: Council Chambers Audio and Video Upgrade</b>	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Approve the contract between Pacific Office Automation for the purchase, installation, and training of new Audio Video Equipment for Council Chambers.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Fletcher Lacroix	Click or tap to enter a date.
	Finance	Janna Walker	7/8/2024
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	7/8/2024

<b>DEPARTMENT:</b>	Information Technology		
	<b>STAFF:</b> Fletcher Lacroix		
	<b>COMMITTEE:</b> Finance & Administration		<b>COMMITTEE DATE:</b> July 16, 2024
	<b>EXHIBITS:</b> 1. Pacific Office Automation Proposal 2. Memo to Finance re Sole Source 3. Reply Memo from Finance		

<b>AMOUNT OF EXPENDITURE</b>	\$ 72,495
<b>AMOUNT BUDGETED</b>	\$ 6,999,839
<b>APPROPRIATION REQUESTED</b>	\$ 0

### SUMMARY

#### INTRODUCTION

The purpose of this agenda bill is for Council to review and approve the audio-visual (AV) upgrade for Council Chambers.

#### LEGISLATIVE HISTORY

Discussions of the necessary AV upgrades to Council Chamber's has been ongoing since 2022. Presentations have been made during committee and Council meetings to gain feedback and understanding of the needs of Council and staff. Information and quotes have been gathered.

Funds were allocated and approved for this project in the 2023/2024 Budget.

#### BACKGROUND

The city's current council chambers were built over 15 years ago. The city's Council Chamber's AV system no longer meets the needs of the organization and will require an upgrade to continue to serve the needs of the City Council and General Org Business. The intended outcome of this project is to repair failing systems and enhance the capabilities of the space to natively support modernized hybrid meetings.

There have been minimal upgrades made to keep the equipment in good working order but the new challenges presented by hybrid meetings leaves the existing hardware unable to fulfill the function. This has led to ongoing audio, video, and technical quality issues during city meetings as well as an increased need for staff support during every Council, Council Committee, and some Commission meetings.

The intent of this upgrade is to implement a hybrid meeting space in Council Chambers that is easy to use, functions effectively for all staff and elected officials, and produces an accessible high-quality product to engage our residents.

The Information Technology Department has worked with affected stakeholders and several vendors to design a solution that fits the goals of the city.

### **ANALYSIS**

Staff have worked with Pacific Office Automation and their partner, Dimensional Communications Inc, who installed the AV at the Fire Station, to provide the city with an option that will meet the needs of the Council for the next 3 to 5 years and allow for future upgrades at minimal additional cost. It achieves the goal of creating a hybrid meeting space to support both Council and other city meetings. We chose not to go out to bid on this project due to the customized installation and the vendor's previous successful installation at the Fire Station.

### **BUDGET IMPACTS**

Administration recommends approving a contract with Pacific Office Automation in the amount of \$72,495 for Council Chambers AV upgrades. The 2023-24 amended budget appropriates \$6,999,839 for this and other IT expenditures. Currently, \$3,678,815 of this budget has been spent, with \$3,321,024 remaining. Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (IT #502) to fund the contract.

### **NEXT STEPS**

Review proposed recommendation determining if it meets the needs of the city.

Once the contract is signed and equipment received, work can commence on approximately, 9/24/2024 with an anticipated completion date of 10/4/2024 which would not impact any regularly scheduled Council or Committee meetings.

## **PROPOSED ACTION**

MOVE to approve the contract with Pacific Office Automation for the Council Chambers Audio Video Upgrade and authorize the Mayor to sign.