



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: October 9, 2023

Subject: IT Needs - City Hall Renovation

Staff is seeking authority to work with Computer Integrated Technologies (CIT) to prepare for the City Hall renovation.

The new IT room will require additional switches and hardware to accommodate the new CAT 5e wiring throughout the building. In addition, the building will need additional wireless access points to provide Wi-Fi throughout the building.

There is a 9 month lead time on the switches, requiring us to order those hardware components today.

The labor component of the quote will cover the technology transition for staff moving around the building during the phased construction.

Staff is recommending the City Council approve the quotation and allow staff to order the hardware components.

If you have any questions, please do not hesitate to contact me at 763-784-6491.