

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: 8/4/2025

Topic:

Approve the expenditure of greater than \$50,000 with Data Projections, Inc. for technology upgrades to the Administration Building conference rooms for \$18,802, increasing the total not-to-exceed amount to \$68,740, approve the expenditure of funds thereof, and authorize the City Manager to execute any and all documents related to the purchase. This expenditure is included in the FY 2024-2025 Budget.

Background:

As part of the FY 2024-2025 Budget, Council approved upgrades to the technology components in the Training Room at the Administration Building located at 501 James Street. This room is often used for internal and external presentations, meetings, and classes, including community events. To meet the evolving needs of the space, staff recommended updating the audio/visual and presentation equipment.

Staff worked with various vendors to obtain quotes and design upgrades that would enhance the room's overall functionality. The selected improvements include decommissioning the existing overhead projector, installing a large presentation screen along with smaller screens throughout the room, expanding audio capabilities, and implementing a Microsoft Teams Room setup to allow for seamless integration of in-person and virtual meetings.

Staff identified a cost-effective solution for the Training Room upgrades, and there is surplus budget available within the project. Staff recommend using these remaining funds to upgrade the two conference rooms within the building with similar solutions. This will further streamline audio/visual technology throughout the facility, creating a more consistent and modern meeting experience across all key spaces.

To complete this project, staff recommend approving the proposed expenditure with Data Projections, Inc., a local audio/visual company. The proposed contract is available through the TIPS Cooperative contract (230105).

	Amount
Current FY 2024-2025 expenditures for Training Room upgrades	\$49,938
Additional projected spending for Conference Rooms upgrades	\$13,802
Contingency	\$5,000
Total Projected Annual Spend	\$68,740
FY 2024-2025 Approved Project Budget	\$75,000

Origination: Information Technology

Recommendation:

Staff recommends approving the expenditure of \$68,740 with Data Projections, Inc. for the Training Room and Conference Room technology upgrades, as appropriated in the FY 2024-2025 Budget.

Party(ies) responsible for placing this item on agenda: Ben Lato, Interim IT Director

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: If yes, specify Account Number: #100-117-6402

If no, funds will be transferred from account: # To Account: #

Signed:	<u>Ben Lato</u>	<u>7/22/2025</u>	Approved by:	<u> </u>
	Staff Member	Date		City Manager Date