

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> April 25, 2016
	<b>Agenda Item No.</b> 45D <b>Roll Call No.</b> <u>16-703</u> <b>Communication No.</b> <u>16-224</u> <b>Submitted by:</b> Scott E. Sanders, City Manager

**AGENDA HEADING:**

Approving services to relocate the City Clerk’s Office voting system and audio system from the City Hall Council Chambers to the Municipal Service Center.

**SYNOPSIS:**

Recommend approval to order services to relocate the City Clerk’s Office voting system and audio system from the City Hall Council Chambers to the Municipal Service Center.

**FISCAL IMPACT:**

Amount: \$45,000

Funding Source: 2016-17 Operating Budget, Finance, Page 91, Org, ND405643, OP204, Unallocated General Fund

**ADDITIONAL INFORMATION:**

City staff has been directed to provide a Council meeting area at the Municipal Service Center building. Staff has also been directed to make provisions so the City Council meetings and other meetings can be recorded and broadcast on television, specifically Mediacom Channel 7. In coordination with the physical development of a new Dias, stage, and Council ready room, accommodations have been made to move the Public Information Office into an adjacent room to the new Council Chambers.

The City Clerk’s voting system and audio equipment is a proprietary product developed over 18 years ago by Triad Productions, Inc. We have determined it to be necessary to contract directly with Triad in order to maintain the existing service agreement to occasionally repair the technology. Another reason to contract directly with Triad is they developed the software used by the City Clerk’s equipment and it would be very difficult for another company to work on these specific systems. Therefore, staff recommendation is to contract directly with Triad Productions, Inc. to move the City Clerk’s voting system and audio system from City Hall to the MSC building.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D. Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to [cityclerk@dmgov.org](mailto:cityclerk@dmgov.org).