Appendix B: A/01539-40 Project Request Form

City of Cambridge: Capital Project Request Form			
Project ID/Title	A/01539-40 Bowman Room Technology Retrofit		
Year	2023	**Project Status**	Proposed
Project Type	Technology Upgrades	**Project Start Date**	10-Nov-23
Department	Corporate Services	**Project Completion Date**	1-Apr-24
Service Portfolio	Internal Support	**Department Reference #**	NA
Strategic Alignment		**Project Manager**	Technology Services
		PRIORITY RANKING SCORE:	730

Project Details

Project Description

This project is to retrofit the Bowman Room to create a hyrbird environment for committees of Council. The scope of work includes installation of video and audio equipment to support meetings, including recording. Opportunities to install facilites for live streaming will be explored.

Project Justification

Currently committee of Council meetings are being held only virtually because no insufficient technology is available for hybrid meetings. At present the meetings are held completely virtually. Also, the Mayor's Office is spending $3,500 per event to bring in external meeting equipment for Town Hall meetings. The equipment will allow for more versatile use of the room, including for public engagement and Open Houses.

Capital Project Budget

	Total	2023	2024	2025	2026	2027
Expenditures						
Professional Services	$100,000	$100,000				
Expenditures Total	**$100,000**	**$100,000**				
Funding						
Capital Levy	$100,000	$100,000				
Funding Total	**$100,000**	**$100,000**				