

**Proposal for the City of Carson, CA**  
**Funding for remote management of Special meetings**  
**Presented to Kevin Kennedy, IT Manager**  
**Prepared by Leslie Clavey**

**DRAFT PROPOSAL - NOT TO BE CIRCULATED OUTSIDE THE CITY**

April 1st, 2020

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**Adding contingency budget for remote special meetings (not the scheduled council meetings):**

Note: There are 19 possible dates (assuming 2 special meetings a week). Mediastar is reducing our contracted "special meeting" rate 50% given the current circumstances and in recognition that the meetings will not be on-site, but rather managed remotely. We budgeted for up to 20 meetings between April 1<sup>st</sup> and June 30<sup>th</sup> (when this contract would expire at the end of the fiscal year). These meetings are separate and above the existing published council meetings.

The work will involve pre-meeting setup of recording, audio and external source equipment (currently a Zoom capable PC in the new studio). During the meeting, the Mediastar operators will manage the video switching, muting and audio levels. Mediastar staff will also create lower 1/3 graphics to be overlaid on the meeting video and slides for the beginning of the meeting, end of the meeting and closed session, if needed. After the meeting, Mediastar will post-edit the meeting, trimming, fixing audio and video issues with the recording and re-encoding the meeting.

Mediastar staff will send the finished video to the video server and will modify the existing schedule to add this meeting to the existing schedule as directed by the IT Director.

**Remote meeting management** (two Mediastar staff, audio management & remote operation of control room)..\$ 11,250

**System total** .....\$ 11,250

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