

**Proposal for the City of Carson, CA**  
**Budget proposal for annual support, on-site meetings, special**  
**meetings and ad-hoc projects for fiscal year 2021**  
**Presented to Kevin Kennedy, IT Manager**  
**Prepared by Leslie Clavey**

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

June 9th, 2020

1 of 3

**Proposal on-site and remote meetings starting July 2020 (Fiscal year 2021) for 180days (ending December 2021):**

- City staff will manage all other meetings other than the council meetings described below, including scheduling, live switching, post edits and all tasks associated with managing the meetings and subsequent content. Mediastar will not be required to have "remote meeting management" staff on-duty and will provide the technical support as per our support contract.
- The city will manage the schedule and edit content themselves.
- Due to the fluid nature of the communications requirement for the City currently and into the future, the City is putting an ad-hoc budget in place to accommodate any emergency changes in the system configuration or replace/repair any equipment that is no longer covered by warranty.

**180 day support contract (terms to be negotiated in separate contract) .....\$ 20,400**

The support contract will be negotiated and agreed between the City of Carson and Mediastar Inc. prior to July 2020. The proposed cost presented here are for support services only and do not include any replacement of equipment or any project labor beyond providing support resources for the site.

Due to the expected fiscal impact on the city post Covid19, Mediastar is offering these service contract using the 2019/2020 pricing schedule.

**Note: This support contract, as with the previous year, requires two site visits per month. These would be scheduled to coincide with the council meetings so that Mediastar staff are on-site for these specific meetings.**

**Mediastar staff will deliver training on-site during these two meetings. The city will ensure that these training sessions are compliant with CDC guidelines and that the city staff/interns are tested and free of Covid19 or are compliant with whatever "opening-up" safety standards the city will be applying to the city facilities and staff/interns and public.**

702 Mangrove Ave. #221 • Chico, California 95926-3948

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2 of 3

### Remotely managed meetings starting July 2020 (Fiscal year 2021) – 6 meetings:

During remote meetings, Mediastar staff will conduct a pre-meeting test of recording, audio and external source equipment (currently a Zoom capable PC in the new studio), Mediastar will notify the City staff if any equipment is not working as required prior to the meeting. During the meeting, the Mediastar staff 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.

**Note: Additional cabling needs to be run to allow remote management of the cameras until the Phase II cameras are installed. Mediastar staff will install these cables in the next 60 days.**

Remotely managed meetings (special, planning etc.) .....	\$ 4,500
<b>Mediastar services, proposal total.....</b>	<b>\$ 24,900</b>

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3 of 3

**Add hoc repair budget (not part of the Mediastar support contract or proposed services):**

Based on our experience, we would recommend a proposed budget for emergency repairs or equipment replacement after the end of the initial 1 year warranty of **\$50,000**.

**Rationale:**

The Mediastar blanket warranty is for 1 year from install date. Install was completed in November 2019, the warranty runs until November 2020. We therefore recommend, as with the previous contract with the previous vendor, that an amount is set-aside to be available for emergencies.

The system is a 70/30 mix of new equipment (70%) along with some legacy equipment (30%). The legacy equipment is identified as equipment that would be replaced in the Phase II chamber upgrade proposal. Therefore the overall risk to the city of having to face an expensive repair bill or equipment replacement cost, is significantly lower than prior to 2019. Although the previous ad hoc emergency funds budget was set at \$100,000 we feel that a budget of \$50,000 is more appropriate with the current configuration.

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