



Legislation Details (With Text)

**File #:** 2022-942      **Version:** 1      **Name:**

**Type:** Consent      **Status:** Agenda Ready

**File created:** 11/9/2022      **In control:** City Council

**On agenda:** 12/6/2022      **Final action:**

**Title:** CONSIDERATION OF APPROVAL OF AMENDMENT NO. 3 TO SERVICES AGREEMENT WITH MEDIASTAR, INC. FOR AUDIO VIDEO (A/V) SERVICES FOR THE COUNCIL CHAMBERS (CITY COUNCIL)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Mediastar Amendment No. 3

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, December 06, 2022

Consent

**SUBJECT:**

**CONSIDERATION OF APPROVAL OF AMENDMENT NO. 3 TO SERVICES AGREEMENT WITH MEDIASTAR, INC. FOR AUDIO VIDEO (A/V) SERVICES FOR THE COUNCIL CHAMBERS (CITY COUNCIL)**

**I. SUMMARY**

Due to a number of unanticipated Special City Council meetings (e.g., EIFD, Planning, Mobile Home, and Redistricting) this past year that needed to be publicly broadcasted that were not accounted for in the original needs assessment and a few unexpected critical equipment failures that required immediate attention, staff desires to enter into Amendment 3 with the consultant to increase the Contract Sum by \$49,180 bringing the adjusted Contract Sum to \$352,180.

**II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE Amendment No. 3 to the Mediastar, Inc. Agreement for Contract Services increasing the contract sum by \$49,180 bringing the new contract sum to \$352,180.

2. AUTHORIZE the Mayor to execute Amendment No. 3 to the Mediastar, Inc. contract after approval as to form by the City Attorney.

### **III. ALTERNATIVES**

TAKE any other action the Council deems appropriate.

### **IV. BACKGROUND**

There have been significant upgrades this past year to the multimedia audio/video equipment in the City Council Chambers that allow for the broadcasting of City Council meetings and other City events on the local cable stations, social media, and internet. These meetings are a critical tool for the City to communicate with its residents, particularly during the pandemic where all meetings are being conducted virtually.

For purposes of public access and transparency, it is critical for the City to ensure City meetings can be held in person and broadcasted onto local cable channels as well as the internet. During times where social distancing is warranted, the Council Chambers has less seats that are made available for meetings because of the need to maximize the distance between people. The Community Center was chosen as the City's "overflow" arena when the Council Chambers is full where the public can safely attend City meetings at a safe distance from each other. Mediastar, Inc. was selected last year to ensure broadcasting was available at both locations.

The original two-year services agreement with Mediastar Inc. was entered into on April 1, 2021 in the amount not-to-exceed \$130,400, and has since been amended three times as follows: (1) once on August 3, 2021, increasing the not-to-exceed contract amount to \$230,291; (2) again on August 14, 2022 under City Contract Officer's authority for extra work performed for an additional \$22,740; and (3) for a third time though Amendment No. 2 to Agreement for Contract Services dated October 18, 2022 to add additional services for an amount of \$49,969 for a total not-to-exceed contract sum of \$303,000.

Now, due to additional Special City Council meetings that were not accounted for in the original needs assessment, additional remote meetings (e.g., EIFD, Planning, Mobile Home, and Redistricting) that needed to be broadcasted and were not accounted for in the original needs assessment, and few unexpected critical equipment failures that needed immediate attention, by entering into Amendment 3 of the agreement City and Mediastar Inc. desire to increase the Contract Sum by \$49,180 bringing the adjusted Contract Sum to \$352,180. The term of the Agreement will not change and is currently set to expire March 31, 2023.

### **V. FISCAL IMPACT**

Funds have been budgeted for these items in FY 2022/23 in account number 101-54-520-101-6004.

**VI. EXHIBITS**

1. Mediastar Amendment No. 3

Prepared by: Kevin Kennedy, Information Technology Manager