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Title: CONSIDERATION OF APPROVAL OF AMENDMENT NO. 2 TO SERVICES AGREEMENT WITH MEDIASTAR, INC. FOR AUDIO VIDEO (A/V) SERVICES FOR THE CITY COMMUNITY CENTER AND COUNCIL CHAMBERS (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Mediastar Amendment No. 2

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

Tuesday, October 18, 2022

Consent

SUBJECT:

CONSIDERATION OF APPROVAL OF AMENDMENT NO. 2 TO SERVICES AGREEMENT WITH MEDIASTAR, INC. FOR AUDIO VIDEO (A/V) SERVICES FOR THE CITY COMMUNITY CENTER AND COUNCIL CHAMBERS (CITY COUNCIL)

I. SUMMARY

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 and necessary, 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. The Mediastar, Inc. was selected and awarded a contract by the City Council 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 twice, once on August 3, 2021, increasing the not-to-exceed contract amount to \$230,291 and again on August 14, 2022 under City Contract Officer’s authority for extra work performed for an

additional \$22,740.

Staff is requesting for Council to approve Amendment No. 2 for additional upgrades to the broadcasting system to allow for public overflow to the Community Center due to an increased COVID surge and the need to ensure social distancing in the Council Chambers, increasing the contract sum by \$49,969. The additional services have already been performed and as such, the amendment would be made effective retroactive to the date the services were first performed. City Council approval of such amendment will increase the total not-to-exceed contract sum to \$303,000.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE Amendment No. 2 to the Mediastar, Inc. Agreement for Contract Services increasing the contract sum by \$49,969 bringing the new contract sum to \$303,000.
2. AUTHORIZE the Mayor to execute Amendment No. 2 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, followed by these amendments:

- Amendment No. 1 was entered into on August 3, 2021, increasing the not-to-exceed contract amount to \$230,291 (\$40,000 for additional meetings & \$59,891 for

AV update for Social Distancing).

- On August 14, 2022, under the City's Contract Officer authority, the Contract Officer authorized extra work for an additional \$22,740.

Now, staff is requesting for Council to approve Amendment No. 2 for additional upgrades to the broadcasting system to allow for public overflow to the Community Center due to an increased COVID surge and the need to ensure social distancing in the Council Chambers, increasing the contract sum by \$49,969. The additional services have already been performed and as such, the amendment would be made effective retroactive to the date the services were first performed. The adjusted contract sum would be increased to \$303,000.

V. FISCAL IMPACT

None. The additional \$49,969 was included in the FY 2022-23 budget in account no. 101-54-520-101-6004.

VI. EXHIBITS

1. Mediastar Amendment No. 2

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