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**Title:** CONSIDERATION OF APPROVAL OF AMENDMENT TO CONTRACT SERVICES AGREEMENT WITH MEDIASTAR, INC. FOR AUDIO VIDEO (A/V) SERVICES FOR THE CITY COUNCIL CHAMBERS AND FOR UPGRADE OF COUNCIL CHAMBERS TO ALLOW SOCIAL DISTANCING IN LIGHT OF COVID-19 (CITY COUNCIL)

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

Tuesday, August 03, 2021

Consent

**SUBJECT:**

**CONSIDERATION OF APPROVAL OF AMENDMENT TO CONTRACT SERVICES AGREEMENT WITH MEDIASTAR, INC. FOR AUDIO VIDEO (A/V) SERVICES FOR THE CITY COUNCIL CHAMBERS AND FOR UPGRADE OF COUNCIL CHAMBERS TO ALLOW SOCIAL DISTANCING IN LIGHT OF COVID-19 (CITY COUNCIL)**

**I. SUMMARY**

On March 2, 2021, the City Council approved a two-year Contract Services Agreement with Mediastar, Inc. for audio/video services to allow smooth operation of live City Council meetings and other live broadcasted City meetings, and to deliver high quality content to the public access channel, social media, and Internet. The contract requires Mediastar, Inc. to provide onsite operational, maintenance, and on-call support services, provide on-call services for remote support of the City’s AV services for all broadcasted City meetings (if needed), and to address unforeseen repair issues that may be encountered during the contract period starting April 1, 2021.

Since April 1, 2021, the number of City meetings has exceeded expectations, and now staff is requesting City Council to increase the contract sum by an additional \$40,000 from the original contract sum of \$130,400. Additionally, the Council Chambers need to be upgraded

to accommodate social distancing needed for physical in-person meetings once City meetings go back to in-person meetings after September 30, 2021 per the Governor's Executive Order N-08-21 issued June 11, 2021. Per City Council Resolution No. 20-053, City's bidding requirements have been suspended as reasonably necessary to address effects of COVID-19, thereby permitting the additional scope of work to be awarded to Mediastar, Inc. The additional work, which will include such work as installing additional cameras, relocating monitors and voting buttons to new seating areas, audio upgrade work, wire repair, and relocating existing cameras to ensure all Council Members are seen during live broadcasts, will cost \$59,891, bringing the new contract sum to \$230,291.

## **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE Amendment to Contract Services Agreement with Mediastar, Inc. and
2. AUTHORIZE the Mayor to execute the same upon approval as to form by the City Attorney.

## **III. ALTERNATIVES**

If the City Council does not approve the Mediastar Inc. contract, for the reasons provided in this staff report, it would leave the City vulnerable to potential lengthy delays during live public meetings caused by unforeseen equipment breakdowns, and unable to make the necessary modifications to the Council Chamber that would allow social distancing due to COVID-19.

## **IV. BACKGROUND**

On March 2, 2021, the City Council awarded a contract to Mediastar Inc. for two (2) years for a total not to exceed \$130,400, primarily for support during regular City Council meetings and provision of scheduling services for airing meetings on the local cable channels, City website and City's social media. Of the \$130,400, \$86,400 was allotted to these services and \$40,000 was allotted for on-call services for Mediastar Inc. to provide remote AV services support for all other City meetings and to address any unforeseen repair issues City may encounter during the contract period.

Since April 1, 2021, the number of City meetings has exceeded expectations, and now staff is requesting City Council to increase the contract sum by an additional \$40,000 from the original contract sum of \$130,400. Additionally, the Council Chambers need to be upgraded to accommodate social distancing needed for physical in-person meetings once City meetings go back to in-person meetings after September 30, 2021 per the Governor's Executive Order N-08-21 issued June 11, 2021. Per City Council Resolution No. 20-053, City's bidding requirements have been suspended as reasonably necessary to address effects of COVID-19, thereby permitting the additional scope of work to be awarded to

Mediastar, Inc. The additional work, which will include such work as installing additional cameras and partitions between Council seats, will cost \$59,891, bringing the new contract sum to \$230,291.

## **V. FISCAL IMPACT**

There will be minimal Fiscal Impact to the General Fund for the additional funds needed as \$51,735 will be funded through the Public/Education/Government unallocated fees balance. The amount necessary to cover the rest of the costs (\$48,156) is budgeted and will come from FY 2021/2022 in account number 101-50-520-101-6004.

## **VI. EXHIBITS**

1. Amendment to Mediastar Contract. (pgs. 5 - 13)
2. City Council Resolution No. 20-053 (pgs. 14 - 20)

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