



AGENDA MEMORANDUM

Future Item for the City Council Meeting of January 19, 2016
Action Item for the City Council Meeting of January 26, 2016

DATE: January 12, 2016

TO: Ronald L. Olson, City Manager

FROM: Kim Womack, Director of Communication, Media, E-Government
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Purchase and installation of Studio Technology Equipment

CAPTION:

Resolution authorizing the City Manager, or designee, to execute all documents necessary with Media Rushworks, LLC, doing business as RUSHWORKS, for the purchase and installation of television studio equipment for a total of \$164,399.20. Funding is available in the Public, Education & Government Fund (PDG) FY 2015-2016.

PURPOSE:

This is a resolution to approve the purchase and the installation of technology for the renovated municipal television studio in order to integrate with the existing broadcast system from RUSHWORKS.

BACKGROUND AND FINDINGS:

The renovation and construction contract for the municipal television studio was approved with two readings on October 27, 2015. This item represents the technology piece of the studio renovation. RUSHWORKS originally installed and currently supports existing broadcast equipment located adjacent to City Council chambers in City Hall. It is essential that the broadcast system and new studio technology integrate to provide for efficient and effective television operations.

The City originally procured the RUSHWORKS system through a Request For Proposals (RFP) when technology in City Council chambers was updated. One of the primary reasons RUSHWORKS was chosen included the use of readily available components that are built and installed onsite. By incorporating the same technology including the proprietary software it will result in less staff training, higher productivity and a built-to-suit solution for the new studio.

The funds used for the technology will originate from the Public, Education and Government (PEG) channel cable franchise fees. These fees are dedicated by federal and state law for capital improvements for the PEG channel programming and cannot be used on other expenditures. The studio renovation including the technology qualifies as an approved use of the PEG funds.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City’s purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Communication
Municipal Information Systems

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

| Fiscal Year: 2015-2016 | Project to Date Expenditures (CIP only) | Current Year | Future Years | TOTALS |
|-------------------------------|--|---------------------|---------------------|----------------|
| Line Item Budget | | \$1,072,105.58 | \$0.00 | \$1,072,105.58 |
| Encumbered / Expended Amount | | \$630,020.00 | \$0.00 | \$630,020.00 |
| This item | | \$164,399.20 | \$0.00 | \$164,399.20 |
| BALANCE | | \$277,686.38 | | \$277,686.38 |

Fund(s): Public, Education & Government Fund (PEG)

Comments: PEG Funds are restricted capital funds.

RECOMMENDATION:

Staff recommends approval of the resolution as presented.

LIST OF SUPPORTING DOCUMENTS:

Resolution
Price Sheet