



# City of Oregon City

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## Staff Report

File Number: 17-332

**Agenda Date:** 6/7/2017

**Status:** Consent Agenda

**To:** City Commission

**Agenda #:** 8a.

**From:** City Recorder Kattie Riggs

**File Type:** Contract

### **SUBJECT:**

Personal Services Agreement with the Friends of Willamette Falls Media Center for a Community Media Center for Production and Channel Management

### **RECOMMENDED ACTION (Motion):**

Staff recommends approval of the Personal Services Agreement for a two-year period in the amount of \$149,900.

### **BACKGROUND:**

In April of this year the City solicited quotes for cable services and received two responses, but only one met all the necessary requirements. This was the quote from Friends of Willamette Falls Media Center (dba Willamette Falls Media Center (WFMC)). Willamette Falls Media Center was able to meet the requirements of the scope of work and more, including studio access for the public, cable broadcast of City meetings, readerboard services, government channel access, production services, and maintenance and consultation. The contract provides for all these services, plus videography of all City board and committee meetings and cable broadcasting of the Citizen Involvement Council, City Commission Work Sessions, and Urban Renewal Commission in addition to the City Commission and Planning Commission regular meetings.

Staff has been happy with Willamette Falls Media Center and asks the Commission to approve this new agreement and authorize the City Manager to execute the contract.

### **BUDGET IMPACT:**

Amount: \$149,900, \$74,950/per year

FY(s): 2017- 2019

Funding Source: General Fund