



City of Oregon City

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Staff Report

File Number: 19-289

Agenda Date: 6/5/2019

Status: Consent Agenda

To: City Commission

Agenda #: 8j.

From: City Recorder Kattie Riggs

File Type: Contract

SUBJECT:

First Amendment to a Personal Services Agreement with the Friends of Willamette Falls Media Center

RECOMMENDED ACTION (Motion):

Staff recommends approval of the first amendment to a Personal Services Agreement with the Friends of Willamette Falls Media Center in an amount not to exceed \$5,000 (increasing the overall contract to a limit not to exceed \$154,900).

BACKGROUND:

In June 2017, the City Commission approved a Personal Services Agreement with the Friends of Willamette Falls Media Center in the amount of \$149,900 for a two-year period. Due to additional filming requests that were not originally figured into the contract such as added meetings including City Commission, Planning Commission, Historic Review Board, and Enhancement Grant Committee, the contract is expected to exceed its limit of \$149,900. This is still within the budget, but just over the original contracted amount and the signing authority of the City Manager. Staff is requesting the Commission approve an amendment in the amount not to exceed \$5,000 (increasing the overall contract to a limit not to exceed \$154,900) to finish this contract agreement, which will end June 30, 2019.

Staff will be presenting a new contract to the City Commission in June for the fiscal year 2019-2021 to consider. Friends of the Willamette Falls Media Center (dba Willamette Falls Media Center (WFMC) provides 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.

BUDGET IMPACT:

Amount: \$5,000 (overall total not to exceed \$154,900)

FY(s): 2017-2018 and 2018-2019

Funding Source: City Recorder Service Contract - 100-130-6290