



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 19-310

Agenda Date: 7/17/2019

Status: Consent Agenda

To: City Commission

Agenda #: 8f.

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 for an amount not to exceed \$170,000.

BACKGROUND:

In May 2019 the City solicited bids for management of the City's Government and Public Access including channel management. The invitation to bid was published on the City of Oregon City's website and in the May 20, 2019 edition of the Daily Journal of Commerce. There was only one bid proposals received as this is a specialized field and specific to locations. 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 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: not to exceed \$170,000, \$85,000/per year

FY(s): 2019- 2021

Funding Source: General Fund, City Recorder, Service Contract - 100-130-6290