



STAFF REPORT

AGENDA NO: 9e

MEETING DATE: April 6, 2026

To: Honorable Mayor and City Council

Date: April 6, 2026

From: Meaghan Hassel-Shearer, City Clerk – (650) 558-7203

Subject: Adoption of a Resolution Authorizing the City Manager to Enter into a Two-year Service Agreement with On-Camera Productions for Video Coverage of City Council, Planning Commission, and Traffic, Safety & Parking Commission Meetings in an Amount Not to Exceed \$70,000

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to enter into a two-year service agreement with On-Camera Productions for video coverage of City Council, Planning Commission, and Traffic, Safety & Parking Commission Meetings in an amount not to exceed \$70,000.

BACKGROUND

For several years, the City has utilized the services of On-Camera Productions to provide video coverage of City Council and Planning Commission meetings. Originally, the meetings were recorded with a single camera, and the tapings were aired on Wednesday nights on cable. Later, upon the Council's request to provide greater access to the public, On-Camera Productions began recording and airing the meetings live with the use of multiple cameras. On-Camera Productions was able to keep the same rates when they switched to the multi-camera live feed. In 2017, the City Council asked that the Traffic, Safety & Parking Commission meetings also be filmed and streamed live.

Video coverage of City Council, Planning Commission, and Traffic, Safety & Parking Commission meetings is important because it ensures transparency, provides access to the government, and assists in dispersing information. By entering into a new service agreement with On-Camera Productions, the City will be able to continue providing this service to the community.

During the pandemic, the City Council and Commissions met via Zoom. The meetings were accessible to members of the public via Zoom and YouTube. This proved to be successful, with members of the public being able to access and participate in City meetings from their own homes.

On February 28, 2023, Governor Newsom ended the State's COVID-19 State of Emergency. As a result of this termination, the City Council and Commissions returned to in-person meetings. However, to accommodate the public's desire to continue to participate in government meetings

remotely, staff installed technology in the Council Chambers to allow for hybrid meetings. A camera operator is still required.

The City Clerk conducted a survey of how neighboring cities provide coverage of their hybrid meetings and found that cities either provide video coverage of meetings in-house or contract with a few different companies in the area. After reviewing competitors' pricing, staff determined that On-Camera Productions provides the best offer with reliable service.

The service agreement does not have an annual cost. Instead, the agreement establishes the prices of services that the City may incur for the next two years. In Fiscal Year 2024-2025, the City paid On-Camera Productions \$30,535 for video coverage of meetings.

DISCUSSION

The proposed two-year service agreement will allow the City to continue providing live coverage of City Council, Planning Commission, and Traffic, Safety & Parking Commission meetings. Additionally, it allows for the coverage of special meetings that are held off-site and on weekends.

If approved, the contract will be effective through April 19, 2028.

FISCAL IMPACT

The fiscal impact of the two-year agreement is not precisely known as the City will incur costs based on what services it requests from On-Camera Productions. It can be estimated that the fiscal impact of the two-year agreement will be approximately \$70,000 based on the FY 2024-25 cost of \$30,535. There is sufficient funding in the current year's budget to cover the agreement for the remainder of the fiscal year. Funding for the rest of the agreement will be included in future budgets.

Exhibits:

- Resolution
- Agreement
- Scope of Services