



STAFF REPORT

AGENDA NO: 9i

MEETING DATE: August 18, 2025

To: Honorable Mayor and City Council

Date: August 18, 2025

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

Subject: Adoption of a Resolution Authorizing the City Manager to Execute a One-Year Service Agreement with Conference Technologies, Inc. to Support and Service the Audio-Visual Equipment in the Council Chambers for an Amount Not to Exceed \$10,000

RECOMMENDATION

Staff recommends that the Council adopt the resolution authorizing the City Manager to execute a one-year service agreement with Conference Technologies, Inc. ("CTI") to support and service the audio-visual equipment in the Council Chambers for an amount not to exceed \$10,000.

BACKGROUND

At the October 18, 2021, City Council meeting, the City Council adopted Resolution Number 129-2021 authorizing the City Manager to execute an agreement with CTI for updates to the Council Chambers to allow for the implementation of hybrid meetings.

The audio-visual equipment that CTI installed allows the City Council, Planning Commission, and Traffic, Safety & Parking Commission to host hybrid meetings in the Chambers. Hybrid meetings generate greater public access, allow consultants to present remotely, and provide Commissioners and Councilmembers the ability to attend remotely when necessary.

The original contract included a four-year service plan. This service plan was well used as the City transitioned to hybrid meetings and dealt with power outages from the winter storms. The service plan, which also provided regular updates to the firmware, expires in September 2025.

DISCUSSION

Staff recommends entering into a one-year service agreement with CTI for the period covering September 1, 2025, through August 31, 2026. Under the one-year service agreement, CTI will cover:

- On-site assistance within 24 hours of initiated request
- Labor for parts repair and replacement
- Shipping/freight costs

The one-year service plan will provide the City with quick assistance in case equipment malfunctions or other issues arise.

FISCAL IMPACT

The fiscal impact of the agreement is \$5,907 for a one-year service agreement. Staff recommends setting aside additional funds in case after-hours service is needed at a cost of \$419 per hour. The total fiscal impact is not to exceed \$10,000. Adequate funds are available in the City Clerk's operating budget to cover the cost.

Exhibits:

- Resolution
- Proposed Agreement
- Original Agreement