



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 17, 2022

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL RUSSO, COMMUNICATIONS DIRECTOR
TONY YIN, IT MANAGER
ARVIN PETROS, MEDIA SUPERVISOR

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT WITH TRITON TECHNOLOGY SOLUTIONS, INC. FOR INSTALLATION OF NEW EQUIPMENT FOR CTV/VIDEO MASTER CONTROL AND AUDIO-VISUAL EQUIPMENT IN CITY HALL COUNCIL CHAMBERS IN THE AMOUNT NOT TO EXCEED THREE HUNDRED SIXTY-SIX THOUSAND DOLLARS (\$366,000)

MEETING
DATE: OCTOBER 26, 2022

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve a Professional Services Agreement with Triton Technology, Inc., for installation of new equipment for the CTV/video master control and audio-visual equipment in Council Chambers in City Hall in the amount not to exceed three hundred sixty-six thousand dollars (\$366,000).

BACKGROUND:

In August 2022, the City released a Request for Proposals (RFP) for the project. A few days later, the City held a site visit so potential vendors could visit City Hall and tour the Council Chambers and the adjoining CTV master control area. Potential vendors were able to see the current electronic equipment in both areas and determine what modern equipment would be beneficial in meeting our technical and logistical requirements. When the RFP period ended four weeks later, the City received proposals from the following companies:

- Triton Technology Solutions, Inc.
- Artistic Resources Corporation

City staff reviewed the proposals and is recommending that the City enter into a professional services agreement with Triton Technology Solutions, Inc.

DISCUSSION/ANALYSIS:

Calabasas City Hall opened in 2008. The master control equipment running Calabasas TV Channel 3, and the audio-visual equipment in City Hall Council Chambers is original to the building. That means our technology is from 2007 and is long overdue to be replaced, and is increasingly unstable.

There have been several occasions where our broadcast signal has died during TV channel programming, and we have had to reboot the system. The new equipment will be modern, efficient, and much better able to handle the demands of today's 4K video environment. The new master control equipment will certainly have a smaller footprint in our cramped master control room and will greatly increase efficiency.

It is a similar story with the audio-visual equipment in the Council Chambers that Council members use in every meeting. It is a complex mix of technology to handle a meeting with nearly a dozen participants – each with his/her own microphone – plus, a live audience in Chambers, a television audience and, moving forward, a Zoom virtual audience. Some panelists, virtual or in person, may have a multimedia presentation. It may look seamless when it all comes together, but these many elements can put a real strain on A/V equipment. Using 2007 technology to handle the load is asking for trouble.

FISCAL IMPACT/SOURCE OF FUNDING:

The project will be funded utilizing ARPA (American Rescue Plan Act of 2021) funds that have already been set aside for funding this project in the FY 2021-2022 and 2022-2023 budgets and called for in the City's Capital Improvement Program.

REQUESTED ACTION:

Staff recommends that the City Council approve a Professional Services Agreement with Triton Technology, Inc., for installation of new equipment for the CTV/video master control and audio-visual equipment in Council Chambers in City Hall in the amount not to exceed three hundred sixty-six thousand dollars (\$366,000).

ATTACHMENTS:

Attachment A – Triton Technology Services, Inc. Proposal

Attachment B – Professional Services Agreement with Triton
Technology Services, Inc.