



# Administrative Report

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H.12., File # 25-0473

Meeting Date: 4/15/2025

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**To:** MAYOR AND CITY COUNCIL

**From:** MIKE COOK, INFORMATION TECHNOLOGY DIRECTOR

## **TITLE**

APPROVE AN AGREEMENT WITH PEGASUS STUDIOS FOR AUDIO/VISUAL PROJECT SERVICES FOR THE LIVE BROADCASTING OF CITY COUNCIL, COMMISSION, AND SPECIAL MEETINGS THROUGH APRIL 16, 2026 FOR AN AMOUNT NOT TO EXCEED \$110,000

## **EXECUTIVE SUMMARY**

Recommended is approval of an agreement with Pegasus Studios to provide audio/visual project and video production services for the live broadcasting of all City Council, Commission, and Special Meetings hosted in the City Council Chambers and Redondo Beach Main Library.

## **BACKGROUND**

Following a market assessment in early 2024, Pegasus Studios was selected to complete a 90-day trial period for production services and subsequently, Council awarded the firm a one-year contract. The existing Agreement expires on April 15, 2024.

The City of Redondo Beach has used third parties to facilitate live video broadcasting of its public meetings for over 30 years. Following the retirement of the City's long-time video broadcasting partner in May, 2024, Pegasus Studios has provided exemplary service for all public meetings. Staff recommends a new one-year agreement with Pegasus Studios that would run through April 16, 2026.

This Agreement is being recommended as a sole source procurement, as Pegasus Studios possesses extensive, proprietary working knowledge of the City's audio/visual systems, which is necessary to deliver high-quality broadcast services for the City's public meetings, and because Pegasus has agreed to continue the same hourly pricing.

## **COORDINATION**

Information Technology staff coordinated directly with Pegasus Studios to structure and scope the Project Services Agreement, which was approved as to form by the City Attorney's Office.

## **FISCAL IMPACT**

Funding for the proposed amendment is available in the Information Technology Department's Internal Service Fund annual operating budget. The total not to exceed cost of the Agreement is \$110,000. Costs are based on the upper range of hours anticipated for the life of the Agreement and could be lower if fewer hours are needed to complete the assigned work. There is no year over year change to Pegasus' hourly rate for contract service.

<u>Funding</u>				<u>Expenditures</u>			
IT	Internal	Service	Fund	<u>\$110,000</u>	Professional	Services	<u>\$110,000</u>
		Total		\$110,000	Total	\$110,000	

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - Pegasus Studios
- Insurance - Pegasus Studios