



Administrative Report

H.7., File # 26-0655

Meeting Date: 6/2/2026

To: MAYOR AND CITY COUNCIL

From: MIKE COOK, INFORMATION TECHNOLOGY DIRECTOR

TITLE

APPROVE AN AMENDMENT TO THE THREE-YEAR SERVICES AGREEMENT WITH CASHEL CORPORATION, DBA INTEGRATED MEDIA SYSTEMS, FOR EQUIPMENT AND SUPPORT SERVICES NEEDED TO UPDATE THE CITY COUNCIL CHAMBER AUDIO VISUAL ENCODER INCREASING THE AGREEMENT'S NOT TO EXCEED AMOUNT FROM \$136,032 TO \$192,439

EXECUTIVE SUMMARY

Staff recommends approval of an amendment to the City's Agreement with Cashel Corporation, dba Integrated Media Systems (IMS), to replace the City's legacy and end-of-life/support Leightronix meeting broadcast encoder used to support City Council meeting production and distribution with the new Cablecast broadcast platform.

The previously approved Agreement includes maintenance and support services for the Council Chamber and Library audiovisual systems over a three-year period and includes contingency funding for unforeseen service needs. Replacement of the legacy Leightronix encoder is expected to cost \$54,260.49. The balance of the contract increase will cover ongoing support services.

BACKGROUND

The existing Leightronix encoder has reached end of life and is no longer supportable due to the manufacturer ceasing operations. This equipment serves as a critical component of the Council Chamber and Library audiovisual and meeting broadcast environment and represents a single point of failure for the City's ability to record, encode, stream and distribute City Council meetings to residents.

Replacement of this equipment is necessary to maintain continuity of public meeting broadcasting and to reduce operational risk. Staff recommends approval of replacement of the legacy encoder with the Cablecast platform and the associated integration services.

IMS originally designed and implemented the City's Council Chamber audiovisual environment and continues to maintain and support both the Council Chamber and Library audiovisual systems. Due to IMS's specialized knowledge of the existing architecture and ongoing support responsibilities, staff recommends this work be completed as a sole source amendment to the existing Agreement.

The project is funded through Public, Educational, and Government (PEG) access funds and will not impact the City's General Fund.

COORDINATION

The Information Technology Department worked in collaboration with the City's Audio-Visual operations partner, Pegasus Studios, and IMS to design the proposed solution and develop the amendment. The amendment has been approved as to form by the City Attorney's Office.

FISCAL IMPACT

The proposed amendment increases the total value of the Agreement with Integrated Media Systems to \$192,438.50.

Of this amount, \$54,260.49 is attributable to the replacement of the legacy Leightonix encoder and implementation of the new Cablecast broadcast platform. The remaining agreement value supports continued maintenance and support services for the City's Council Chamber and Library audiovisual systems over a three-year period and includes contingency funding for unforeseen service and support needs.

Funding for the amendment is fully available through the City's Public, Educational, and Government (PEG) access funds. No additional General Fund appropriation is required.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - First Amendment to the Agreement with Cashel Corporation, dba Integrated Media Systems Leightonix Replacement
- Agmt - Cashel Corporation, dba Integrated Media Systems for Annual Support Services, March 18, 2025