

**To:** Mayor and Town Council  
**From:** Wade Carroll, Town Manager  
**CC:** Jill Lind, Director of Communications & Marketing  
Anita Otterson, Town Secretary

**Re:** Approve contract renewal with Five Stone Creative for Audio / Visual Meeting Management Services in the amount of \$27,000.

**Town Council Meeting, September 27<sup>th</sup>, 2022**

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**Agenda Item:**

Approve contract renewal with Five Stone Creative for Audio / Visual Meeting Management Services in the amount of \$27,000.

**Strategic Link:**

This item relates primarily to the following strategic priorities and goals of the Town's strategy map.

- Administrative & Financial Services: Deliver programs and services that increase citizens' quality of life.
- Administrative & Financial Services: Exercise fiscal discipline in all town operations.

**Background and Explanation:**

Staff is seeking the renewal of the attached contract with Five Stone Creative for the provision of personal video services including production, recording, and video streaming of all Town Council, Animal Shelter Advisory Board, Building Standards Commission, Charter Review Commission, Crime Control & Prevention District, Economic Development Corporation 4B, Ethics Review Commission, Parks & Recreation Board, Planning & Zoning Board, Tax Increment Reinvestment Zone 1 Board, and Zoning Board of Adjustments meetings. The contract also requires Five Stone to convert all recordings and post them to our Town's YouTube channel. Lastly, they are charged with managing the Council Chamber's technology including setting up all technology for Council, Boards and Commissions, and any other special meetings.

The new contract extends for a one-year period without a price increase from the previous year with an option to extend the contract for two additional years with an increase of no more than 15% each year. The contract is a retainer model in which the Town pays Five Stone each month and schedules them on an as-needed basis. Last year Five Stone managed and recorded 21 meetings for the Town.

**Financial Considerations:**

The full amount of this contract has been approved as part of the FY2022-2023 Town of Trophy Club, Town Manager's Outside Professional Services Budget for video services related to Town Meetings.

**Legal Review:**

This item is ready for Council

**Board/Commission/ or Committee Recommendation:**

Not applicable

**Staff Recommendation:**

Staff is seeking approval to renew the contract with Five Stone Creative for Audio / Visual Meeting Management Services in the amount of \$27,000

**Attachments:**

- Audio / Visual Meeting Management Services Extension Proposal

**Town Council Approval:**

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**Mayor Alicia Fleury or designee**