



# staff report

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TO: Honorable Mayor and Members of the City Council

ATTENTION: Jeffrey L. Stewart, City Manager

FROM: P.J. Mellana, Director of Parks and Recreation

SUBJECT: Consideration and possible action to receive and file Amendment No. 1 to Agreement File No. 684 between the City of Bellflower and Tripepi Smith & Associates for additional marketing services and support to the Economic Development Department.

DATE: September 26, 2016

## **EXECUTIVE SUMMARY**

The Department of Economic Development has an immediate need for ongoing marketing services related to regular operations due to a temporary absence in the department. On October 1, 2015, the City entered into an agreement with Tripepi Smith & Associates, for video production, recording, editing, and support services. The purpose of this First Amendment to that contract is to add additional services being assigned by the Economic Development Department and to add an additional pay rate for said services.

This Amendment No. 1 to this Agreement was executed by the City Manager on September 15, 2016, pursuant to Bellflower Municipal Code § 2.40.050(C).

## **RECOMMENDATION TO CITY COUNCIL**

- 1) Receive and file Amendment No. 1 to Agreement File No. 684; or
- 2) Alternatively, discuss and take other action related to this item.

## **FISCAL IMPACT**

The temporary marketing services are estimated to cost \$1,500 through September 30, 2016 and are budgeted in the 2016-2017 Operating Budget in Account No. 135-42054-3610.

**DISCUSSION**

The services provided in the Agreement are essential for ongoing operations and to address the immediate need for marketing services in the Economic Development Department due to a temporary personnel absence.

**ATTACHMENT**

Amendment No. 1 to Agreement File No. 684..... 3

**AMENDMENT NO. 1 TO  
AGREEMENT FILE NO. 684 BETWEEN  
THE CITY OF BELLFLOWER AND  
TRIPEPI SMITH & ASSOCIATES  
FOR Video Production, Recording, Editing, and Support Services**

**THIS AMENDMENT** No. 1 ("Amendment") is made and entered into this 15<sup>th</sup> day of September 2016, by and between the CITY OF BELLFLOWER, a general law city and municipal corporation ("CITY"), and Tripepi Smith & Associates, a California corporation ("CONSULTANT").

1. Pursuant to Section 5(b) of Agreement File No. 684 ("Agreement"), the services and payment of the agreement pursuant to the agreement is amended to read as follows:

"2. SERVICES (a) Consultant must perform a variety of video production, recording, support and editing related tasks as described and set forth in the Request for Proposal Exhibit A, assigned to the Consultant by the Director of Parks and Recreation, Recreation Manager, or City Manager (the "Project"). Consultant will satisfactorily complete the Project, on an as-needed basis, for City Council meetings, special events, and other special assignments. (b) Consultant must temporarily perform a variety of marketing service related assignments assigned by the Director of Economic Development or City Manager including, without limitation, serve as City's webmaster; E-Citizen production and distribution; marketing list management; social media marketing and management; and develop promotional content, mailers, flyers, etc."

"5. PAYMENT City agrees to pay Consultant monthly, in accordance with the fee of Fifty-five Dollars (\$55) per hour worked on Video Production, Recording, Editing, and Support Services, and the fee of Fifty Dollars (\$50) per hour worked on marketing services assigned by the Economic Development Department, based upon actual time satisfactorily spent on the above tasks; provided, that such payment cannot exceed Thirty Thousand Two Hundred Fifty Dollars (\$30,250) for the total term of the Agreement unless additional payment is approved as provided in this Agreement."

2. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

3. Except as modified by this Amendment, all other terms and conditions of Agreement File No. 684 remain the same.

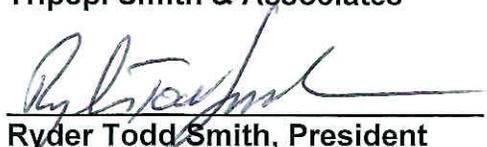
[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF BELLFLOWER

  
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Jeffrey L. Stewart, City Manager

Tripepi Smith & Associates

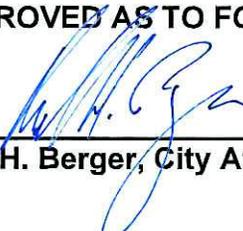
  
\_\_\_\_\_  
Ryder Todd Smith, President

  
\_\_\_\_\_  
Nicole Smith, Secretary

ATTEST:

\_\_\_\_\_  
Mayra Ochiqui, City Clerk

APPROVED AS TO FORM:

  
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Karl H. Berger, City Attorney