



staff report

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 authorize the City Manager to execute Amendment No. 2 to Agreement File No. 684, in a form approved by the City Attorney, with Tripepi Smith & Associates, to extend the term and increase the hourly rate of compensation for year two of the Agreement.

DATE: September 26, 2016

EXECUTIVE SUMMARY

On October 1, 2015, the City entered into an agreement with Tripepi Smith & Associates, for video production, recording, editing, and support services. Amendment No. 1 to this Agreement was authorized by the City Manager on September 15, 2016 to address the immediate need for temporary marketing services in the Economic Development department. The purpose of this Amendment No. 2 is to extend the contract through September 30, 2017, and to increase the hourly rate of compensation for the Video Production services from \$55.00 per hour to \$58.00 per hour. The increase in hourly compensation will continue to be below other production service providers that submitted proposals in 2015. The additional increase in the maximum amount of the contract is directly related to the aforementioned temporary marketing services.

RECOMMENDATION TO CITY COUNCIL

- 1) Authorize the City Manager to execute Amendment No. 2 to Agreement File No. 684 in a form approved by the City Attorney; or
- 2) Alternatively, discuss and take other action related to this item.

FISCAL IMPACT

Video production, recording, editing, and support services are budgeted in the City's Fiscal Year 2016-2017 Operating Budget in Account No. 010-41317-1010.

Marketing services assigned by the Economic Development Department are budgeted in the City's Fiscal Year 2016-2017 Operating Budget in Account No. 135-42054-3610.

DISCUSSION

The services provided in the Agreement are essential for recording City Council meetings and producing videos for special events and projects, in addition to addressing the immediate need for temporary staffing in the Economic Development Department. The initial contract was for 12 months as Tripepi Smith & Associates was a new service provider for the City. Since then, it has proven to be a good fit and essential to City operations in implementing a smooth transition from the previous service provider.

Services included in the agreement are the filming of events such as the City Council meetings, City promotional videos, BRAVO, Outgoing Mayor’s Ceremonies, grand openings, and various other special events and projects as needed including the aforementioned marketing services assigned by the Economic Development Department. Tripepi Smith & Associates have extensive experience with video production in the government sector, a clear understanding of the specific requirements of our video production needs, and they continue to have a competitive fee structure. This amendment would allow the continuation of the aforementioned services (without interruption), with a quality provider.

ATTACHMENT

Amendment No. 2 to Agreement File No. 684..... 3

**AMENDMENT NO. 2 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. 2 (“Amendment”) is made and entered into this 26th 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 term and payment of the agreement pursuant to the agreement is amended to read as follows:

“1. TERM “This Agreement commences on October 1, 2015, and remains and continues in effect until tasks described herein are completed, but in no event later than September 30, 2017, unless sooner terminated pursuant to the provisions of this Agreement.”

“5. PAYMENT (a) In year one of the Agreement, 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) in year one of the Agreement. In year two of the Agreement, City agrees to pay Consultant monthly, in accordance with the fee of Fifty-eight Dollars (\$58) 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 Forty-nine Thousand Four Hundred Dollars (\$49,400) in year two 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

Tripepi Smith & Associates

Jeffrey L. Stewart, City Manager

Ryder Todd Smith, President

ATTEST:

Nicole Smith, Secretary

Mayra Ochiqui, City Clerk

APPROVED AS TO FORM:

Karl H. Berger, City Attorney

Taxpayer ID No. enter no.