

PROFESSIONAL SERVICES CONTRACT BETWEEN  
THE CITY OF HUNTINGTON BEACH AND  
TRIPEPI SMITH AND ASSOCIATES, INC.  
FOR  
ON-CALL VIDEO PRODUCTION AND MEDIA SERVICES  
FOR HUNTINGTON BEACH CHANNEL 3 - HBTV

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Huntington Beach, a municipal corporation of the State of California, hereinafter referred to as "CITY," and TRIPEPI SMITH AND ASSOCIATES, INC., hereinafter referred to as "CONSULTANT."

WHEREAS, CITY desires to engage the services of a consultant to perform on-call video production and media services; and

Pursuant to documentation on file in the office of the City Clerk, the provisions of the Huntington Beach Municipal Code, Chapter 3.03, relating to procurement of professional service contracts have been complied with; and

CONSULTANT has been selected to perform these services,

NOW, THEREFORE, it is agreed by CITY and CONSULTANT as follows:

1. SCOPE OF SERVICES

CONSULTANT shall provide all services as described in **Exhibit "A,"** which is attached hereto and incorporated into this Agreement by this reference. These services shall sometimes hereinafter be referred to as the "PROJECT."

CONSULTANT hereby designates Ryder Todd Smith who shall represent it and be its sole contact and agent in all consultations with CITY during the performance of this Agreement.

2. CITY STAFF ASSISTANCE

CITY shall assign a staff coordinator to work directly with CONSULTANT in the performance of this Agreement.

3. TERM; TIME OF PERFORMANCE

Time is of the essence of this Agreement. The services of CONSULTANT are to commence on \_\_\_\_\_, 2026 (the "Commencement Date"). This Agreement shall automatically terminate three (3) years from the Commencement Date, unless extended or sooner terminated as provided herein. All tasks specified in **Exhibit "A"** shall be completed no later than three (3) years from the Commencement Date. The time for performance of the tasks identified in **Exhibit "A"** are generally to be shown in **Exhibit "A."** This schedule may be amended to benefit the PROJECT if mutually agreed to in writing by CITY and CONSULTANT.

In the event the Commencement Date precedes the Effective Date, CONSULTANT shall be bound by all terms and conditions as provided herein.

4. COMPENSATION

In consideration of the performance of the services described herein, CITY agrees to pay CONSULTANT on a time and materials basis at the rates specified in **Exhibit "B,"** which is attached hereto and incorporated by reference into this Agreement, a fee, including all costs and expenses, not to exceed Two Hundred Thousand Dollars (\$200,000).

5. EXTRA WORK

In the event CITY requires additional services not included in **Exhibit "A"** or changes in the scope of services described in **Exhibit "A,"** CONSULTANT will undertake such work only after receiving written authorization from CITY. Additional compensation for such extra work shall be allowed only if the prior written approval of CITY is obtained.

6. METHOD OF PAYMENT

CONSULTANT shall be paid pursuant to the terms of **Exhibit "B."**

7. DISPOSITION OF PLANS, ESTIMATES AND OTHER DOCUMENTS

CONSULTANT agrees that title to all materials prepared hereunder, including, without limitation, all original drawings, designs, reports, both field and office notices, calculations, computer code, language, data or programs, maps, memoranda, letters and other documents, shall belong to CITY, and CONSULTANT shall turn these materials over to CITY upon expiration or termination of this Agreement or upon PROJECT completion, whichever shall occur first. These materials may be used by CITY as it sees fit.

8. HOLD HARMLESS

A. CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY, its officers, elected or appointed officials, employees, agents and volunteers from and against any and all claims, damages, losses, expenses, judgments, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) arising out of or in connection with CONSULTANT's (or CONSULTANT's subcontractors, if any) negligent (or alleged negligent) performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement by CONSULTANT, its officers, agents or employees except such loss or damage which was caused by the sole negligence or willful misconduct of CITY. CONSULTANT will conduct all defense at its sole cost and expense and CITY shall approve selection of CONSULTANT's counsel. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as limitation upon the amount of indemnification to be provided by CONSULTANT.

B. To the extent that CONSULTANT performs "Design Professional Services" within the meaning of Civil Code Section 2782.8, then the following Hold Harmless provision applies in place of subsection A above:

“CONSULTANT hereby agrees to protect, defend, indemnify and hold harmless CITY and its officers, elected or appointed officials, employees, agents and volunteers, from and against any and all claims, damages, losses, expenses, demands and defense costs (including, without limitation, costs and fees of litigation of every nature or liability of any kind or nature) to the extent that the claims against CONSULTANT arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT. In no event shall the cost to defend charged to CONSULTANT exceed CONSULTANT’s proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more other defendants to the claims and/or litigation is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, CONSULTANT shall meet and confer with CITY and other defendants regarding unpaid defense costs. The duty to indemnify, including the duty and the cost to defend, is limited as provided in California Civil Code Section 2782.8.

C. Regardless of whether subparagraph A or B applies, CITY shall be reimbursed by CONSULTANT for all costs and attorney’s fees incurred by CITY in enforcing this obligation. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT.

9. PROFESSIONAL LIABILITY INSURANCE

CONSULTANT shall obtain and furnish to CITY a professional liability insurance policy covering the work performed by it hereunder. This policy shall provide coverage for CONSULTANT’s professional liability in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence and in the aggregate. The above-mentioned insurance shall not contain a self-insured retention without the express written consent of CITY; however an insurance

policy "deductible" of Ten Thousand Dollars (\$10,000.00) or less is permitted. A claims-made policy shall be acceptable if the policy further provides that:

- A. The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).
- B. CONSULTANT shall notify CITY of circumstances or incidents that might give rise to future claims.

CONSULTANT will make every effort to maintain similar insurance during the required extended period of coverage following PROJECT completion. If insurance is terminated for any reason, CONSULTANT agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this Agreement.

If CONSULTANT fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the CITY with required proof that insurance has been procured and is in force and paid for, the CITY shall have the right, at the CITY's election, to forthwith terminate this Agreement. Such termination shall not effect Consultant's right to be paid for its time and materials expended prior to notification of termination. CONSULTANT waives the right to receive compensation and agrees to indemnify the CITY for any work performed prior to approval of insurance by the CITY.

#### 10. CERTIFICATE OF INSURANCE

Prior to commencing performance of the work hereunder, CONSULTANT shall furnish to CITY a certificate of insurance subject to approval of the City Attorney evidencing the foregoing insurance coverage as required by this Agreement; the certificate shall:

- A. provide the name and policy number of each carrier and policy;
- B. state that the policy is currently in force; and

- C. shall promise that such policy shall not be suspended, voided or canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice; however, ten (10) days' prior written notice in the event of cancellation for nonpayment of premium.

CONSULTANT shall maintain the foregoing insurance coverage in force until the work under this Agreement is fully completed and accepted by CITY.

The requirement for carrying the foregoing insurance coverage shall not derogate from CONSULTANT's defense, hold harmless and indemnification obligations as set forth in this Agreement. CITY or its representative shall at all times have the right to demand the original or a copy of the policy of insurance. CONSULTANT shall pay, in a prompt and timely manner, the premiums on the insurance hereinabove required.

11. INDEPENDENT CONTRACTOR

CONSULTANT is, and shall be, acting at all times in the performance of this Agreement as an independent contractor herein and not as an employee of CITY. CONSULTANT shall secure at its own cost and expense, and be responsible for any and all payment of all taxes, social security, state disability insurance compensation, unemployment compensation and other payroll deductions for CONSULTANT and its officers, agents and employees and all business licenses, if any, in connection with the PROJECT and/or the services to be performed hereunder.

12. TERMINATION OF AGREEMENT

All work required hereunder shall be performed in a good and workmanlike manner. CITY may terminate CONSULTANT's services hereunder at any time with or without cause, and whether or not the PROJECT is fully complete. Any termination of this Agreement by CITY shall be made in writing, notice of which shall be delivered to CONSULTANT as provided herein. In the

event of termination, all finished and unfinished documents, exhibits, report, and evidence shall, at the option of CITY, become its property and shall be promptly delivered to it by CONSULTANT.

13. ASSIGNMENT AND DELEGATION

This Agreement is a personal service contract and the work hereunder shall not be assigned, delegated or subcontracted by CONSULTANT to any other person or entity without the prior express written consent of CITY. If an assignment, delegation or subcontract is approved, all approved assignees, delegates and subconsultants must satisfy the insurance requirements as set forth in Sections 9 and 10 hereinabove.

14. COPYRIGHTS/PATENTS

CITY shall own all rights to any patent or copyright on any work, item or material produced as a result of this Agreement.

15. CITY EMPLOYEES AND OFFICIALS

CONSULTANT shall employ no CITY official nor any regular CITY employee in the work performed pursuant to this Agreement. No officer or employee of CITY shall have any financial interest in this Agreement in violation of the applicable provisions of the California Government Code.

16. NOTICES

Any notices, certificates, or other communications hereunder shall be given either by personal delivery to CONSULTANT's agent (as designated in Section 1 hereinabove) or to CITY as the situation shall warrant, or by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, to the addresses specified below. CITY and CONSULTANT may designate different addresses to which subsequent notices, certificates or other communications will be sent by notifying the other party via personal delivery, a reputable overnight carrier or U. S. certified mail-return receipt requested:

TO CITY:

City of Huntington Beach  
ATTN: City Manger  
2000 Main Street  
Huntington Beach, CA 92648

TO CONSULTANT:

Tripepi Smith and Associates, Inc.  
ATTN: Ryder Todd Smith  
27702 Crown Valley Parkway, D4#139  
Ladera Ranch, CA 92694

17. CONSENT

When CITY's consent/approval is required under this Agreement, its consent/approval for one transaction or event shall not be deemed to be a consent/approval to any subsequent occurrence of the same or any other transaction or event.

18. MODIFICATION

No waiver or modification of any language in this Agreement shall be valid unless in writing and duly executed by both parties.

19. SECTION HEADINGS

The titles, captions, section, paragraph and subject headings, and descriptive phrases at the beginning of the various sections in this Agreement are merely descriptive and are included solely for convenience of reference only and are not representative of matters included or excluded from such provisions, and do not interpret, define, limit or describe, or construe the intent of the parties or affect the construction or interpretation of any provision of this Agreement.

20. INTERPRETATION OF THIS AGREEMENT

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the parties. If any provision of this Agreement is held by an arbitrator or court of competent jurisdiction to be unenforceable, void, illegal or invalid, such holding shall not invalidate or affect the remaining covenants and provisions of this Agreement. No covenant or provision shall be deemed dependent upon any other unless so expressly provided here. As used in this Agreement, the masculine or

neuter gender and singular or plural number shall be deemed to include the other whenever the context so indicates or requires. Nothing contained herein shall be construed so as to require the commission of any act contrary to law, and wherever there is any conflict between any provision contained herein and any present or future statute, law, ordinance or regulation contrary to which the parties have no right to contract, then the latter shall prevail, and the provision of this Agreement which is hereby affected shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law.

21. DUPLICATE ORIGINAL

The original of this Agreement and one or more copies hereto have been prepared and signed in counterparts as duplicate originals, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original. Each duplicate original shall be deemed an original instrument as against any party who has signed it.

22. IMMIGRATION

CONSULTANT shall be responsible for full compliance with the immigration and naturalization laws of the United States and shall, in particular, comply with the provisions of the United States Code regarding employment verification.

23. LEGAL SERVICES SUBCONTRACTING PROHIBITED

CONSULTANT and CITY agree that CITY is not liable for payment of any subcontractor work involving legal services, and that such legal services are expressly outside the scope of services contemplated hereunder. CONSULTANT understands that pursuant to *Huntington Beach City Charter* Section 309, the City Attorney is the exclusive legal counsel for CITY; and CITY shall not be liable for payment of any legal services expenses incurred by CONSULTANT.

24. ATTORNEY'S FEES

In the event suit is brought by either party to construe, interpret and/or enforce the terms and/or provisions of this Agreement or to secure the performance hereof, each party shall bear its own attorney's fees, such that the prevailing party shall not be entitled to recover its attorney's fees from the nonprevailing party.

25. SURVIVAL

Terms and conditions of this Agreement, which by their sense and context survive the expiration or termination of this Agreement, shall so survive.

26. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

27. SIGNATORIES

Each undersigned represents and warrants that its signature hereinbelow has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify CITY fully for any injuries or damages to CITY in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.

28. ENTIRETY

The parties acknowledge and agree that they are entering into this Agreement freely and voluntarily following extensive arm's length negotiation, and that each has had the opportunity to consult with legal counsel prior to executing this Agreement. The parties also acknowledge and agree that no representations, inducements, promises, agreements or warranties, oral or otherwise, have been made by that party or anyone acting on that party's behalf, which are not embodied in this Agreement, and that that party has not executed this Agreement in reliance on any representation, inducement, promise, agreement, warranty, fact or circumstance not expressly set forth in this

Agreement. This Agreement, and the attached exhibits, contain the entire agreement between the parties respecting the subject matter of this Agreement, and supersede all prior understandings and agreements whether oral or in writing between the parties respecting the subject matter hereof.

29. EFFECTIVE DATE

This Agreement shall be effective on the date of its approval by the City Council.

This Agreement shall expire when terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their authorized officers.

CONSULTANT,  
TRIPEPI SMITH AND ASSOCIATES, INC.

CITY OF HUNTINGTON BEACH, a  
municipal corporation of the State of  
California


By:   
\_\_\_\_\_  
PETER TODD SMITH  
print name

\_\_\_\_\_  
Mayor

ITS: (circle one) Chairman President Vice President

\_\_\_\_\_  
City Clerk

AND

By:   
\_\_\_\_\_  
Nicole D. Smith  
print name

INITIATED AND APPROVED:

\_\_\_\_\_  
City Manager

ITS: (circle one) Secretary Chief Financial Officer Asst.  
Secretary - Treasurer

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney

**EXHIBIT "A"**

A. STATEMENT OF WORK: (Narrative of work to be performed)

Provide On-Call Video Production and Media Services for Huntington Beach Channel 3 -HBTv

B. CONSULTANT'S DUTIES AND RESPONSIBILITIES:

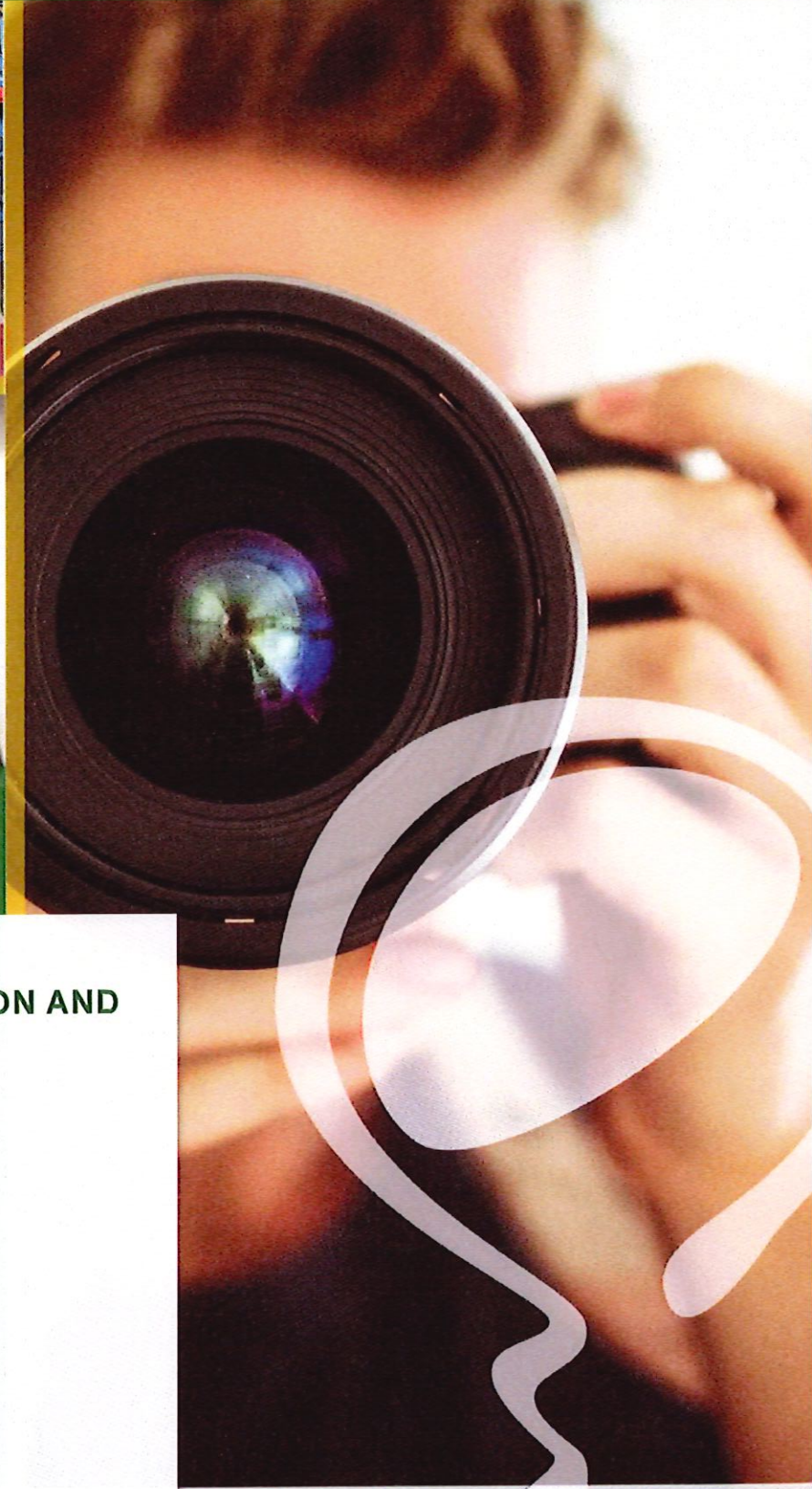
C. CITY'S DUTIES AND RESPONSIBILITIES:

D. WORK PROGRAM/PROJECT SCHEDULE:

## EXHIBIT A



### SINGLE SOURCE COMMUNICATIONS



### ON-CALL VIDEO PRODUCTION AND MEDIA SERVICES

City of Huntington Beach

March 5, 2026

By: Ryder Todd Smith  
Co-founder & Principal  
Tripepi Smith & Associates

## A. VENDOR APPLICATION FORM AND COVER LETTER

Thank you for the opportunity to present Tripepi Smith's offerings in response to the City of Huntington Beach's RFP for On-Call Video Production and Media Services. This proposal offers all requested information, including Tripepi Smith's understanding of your videography needs, our approach to addressing them and more.

Tripepi Smith has a deep understanding of the unique dynamics of local government. Over 250 agencies, primarily in California, have chosen us to support their communications needs. We don't just understand video; we understand the policy, transparency requirements and community nuances that local government communication offices navigate daily.

As the City's current partner for City Council and Planning Commission A/V services, we have a front-row seat to the stories unfolding in Surf City. Our team is already familiar with your council chambers, your technical infrastructure and the high standards of transparency. As the City continues its pursuit of top-tier communications, Tripepi Smith remains committed to adapting to the City's evolving needs, both in terms of deliverables and budget.

We also understand that PEG Channel 3 and digital platforms must be inclusive. Our workflow includes HD/UHD acquisition, closed captioning compliance and rights-managed music to ensure all work product aims to meet broadcast standards and legal requirements.

Our team is uniquely positioned to provide turnkey support across three categories identified in the RFP:

- **Live & Feature Production (Categories 1, 2 & 4):** With nearly 10 full-time videographers, we offer the quick response capability the City requires for evening events, weekend coverage and short-notice assignments. From high-production State of the City addresses and Mayor's Roundtables to quick-turn social media reels and event recaps, we match the right creative talent to the task.

Telling the City's story visually requires a blend of technical precision and creative innovation. Whether we are troubleshooting a signal router or interviewing residents at a community event, our goal is to be a seamless extension of your staff.

We are confident that our proven track record within your City Hall, combined with our technical knowledge of your existing systems, makes Tripepi Smith the most qualified partner to support HBTB and the City's digital platforms. We eagerly anticipate the chance to discuss our proposal in more detail.

## Contact Information

Email: [RFP@TripepiSmith.com](mailto:RFP@TripepiSmith.com)

Phone: (626) 536-2173

Mail: 27702 Crown Valley Parkway, D4#139, Ladera Ranch, CA, 92694

## Office Locations

Since early 2017, Tripepi Smith has operated in a completely virtual office environment. Being virtual enhances operational resilience and grants us access to a flexible and diverse workforce. The team — composed of policy wonks, creative message developers, broadcast specialists, videography experts, technology gurus and graphic artists — resides throughout Arizona, California, Idaho, Montana, New Mexico, North Carolina, Tennessee, Texas, Utah, Washington, with a majority based in California.

## Authorization

I affirm that I have the legal authorization to bind Tripepi Smith into agreements with the City of Huntington Beach and to make the statements below on behalf of the firm. I also affirm having received all addenda associated with your RFP for On-Call Video Production and Media Services. This proposal is valid for 180 days from the date of submission.

Regards,



Ryder Todd Smith

Co-Founder & President, Tripepi Smith & Associates, Inc.

[Ryder@TripepiSmith.com](mailto:Ryder@TripepiSmith.com) • (626) 536-2173 • 27702 Crown Valley Parkway, D4#139, Ladera Ranch, CA, 92694

**[RFP@TripepiSmith.com](mailto:RFP@TripepiSmith.com) is our preferred point of contact throughout the evaluation process.**

## B. BACKGROUND AND PROJECT SUMMARY

### City of Huntington Beach's Needs

The City of Huntington Beach is a premier coastal destination with a distinct identity defined by its "Surf City USA" branding, a highly engaged resident base and a commitment to transparency. The Office of Communications is tasked with a complex mission: providing clear, real-time information regarding City Council policy while simultaneously producing high-end, lifestyle-driven content that reflects the community's vibrant culture.

Tripepi Smith understands that Huntington Beach does not operate in a vacuum. Every broadcast on HBTB Channel 3 and every post on social media serves as a vital link between City Hall and the public. We recognize that the City requires a partner who is equally comfortable in the high-pressure environment of a live televised meeting as they are in the creative, fast-paced world of field production at a community event.

Based on our review of the Scope of Work, the work encompasses three distinct service categories in which Tripepi Smith can provide support:

1. **Live Program Direction and Switching:** Managing the technical switching, audio coordination, and direction of live-to-tape programming for government meetings and press conferences.
2. **Feature Content Generation:** Producing high-value feature content — such as The State of the City, Mayor's Roundtables, and original HBTB programming like Hidden Huntington Beach — that requires scriptwriting, multi-camera field production and post-production.
3. **Regular Event Coverage:** Providing on-call videography and on-site interviewing for community events with a focus on efficient, short-form delivery.

## C. METHODOLOGY

### General Qualifications

Our team brings a 'broadcast-first' mentality to every live assignment, ensuring that City Council meetings and special events are executed with redundant fail-safes and high-fidelity signal routing. We are well-versed in the unique requirements of PEG channel infrastructure, moving beyond simple web-streaming to provide multi-camera switching and live audio coordination that meets the professional standards of HBTB Channel 3.

Our workflows are designed to integrate seamlessly with existing City systems, providing a turn-key solution for both routine and large-scale live-to-tape productions. We recognize that accessibility is a core pillar of public-sector communication. Rather than treating closed captioning as an afterthought, our team integrates ADA-compliant captioning into the post-production phase of every project. We deliver final program files that meet all federal and local

accessibility standards, ensuring the City's messaging is inclusive and reaches all members of the Huntington Beach community across both broadcast and digital platforms. Our process includes rigorous quality control to ensure accuracy in specialized civic terminology and official names.

## Project Management

Tripepi Smith begins all engagements with a kickoff meeting with the client to introduce personnel to one another, define Key Performance Indicators (metrics, goals and timelines), review project management processes and ensure each stakeholder has a full understanding of their responsibilities. Tripepi Smith primarily uses the following tools to manage projects:

- Google Workspace for email, creating real-time collaborative documents and instant messaging
- Zoom or Google Meet for conference calls
- Sprout Social for social media management: posting and monitoring comments/messages
- Meltwater for media intelligence and media relations
- Kantata for project/task management, internal project status updates and time entry

These tools enable project managers to quickly determine a project's budget status, review the schedule of tasks, send rapid notifications to the whole team if issues arise and, generally, sustain momentum on our efforts.

## Availability and Response Expectations

While Tripepi Smith operates in a virtual office environment to recruit top-tier talent, our commitment to Huntington Beach is local. Many members of our team are based in Orange County, ensuring we can be on-site at City Hall or in the field at a moment's notice. We understand the "on-call" nature of this contract and maintain the staffing depth to handle overlapping requests without a dip in quality.

## Content Delivery, Formats and Work Product

Tripepi Smith employs a rigorous post-production workflow — including professional editing, audio mastering, and color correction — with a collaborative review phase to ensure every project aligns with the City's vision. We provide multi-format delivery as needed, including producing final .MP4 exports alongside optimized vertical and square versions for social media. We can also integrate stock footage or custom motion graphics as requested. To support Huntington Beach's transparency and accessibility goals, deliverables include closed captioning (.SRT) and are delivered via secure platforms for immediate distribution. We adhere to the City's branding guidelines and intellectual property provisions, providing raw footage and project files upon request to ensure the City maintains a comprehensive media library.

## City-Provided Support

To ensure every deliverable — from broadcasts to community-facing social media videos — aligns with the City's vision, we look to the City to:

- Designate a City staff member to be the point of contact for all communications with Tripepi Smith.
- Open Council chambers one hour prior to a recorded meeting or provide access keys to ensure staff can test and prepare for the meeting.
- Repair equipment in the Council chambers in a timely fashion to support the production activity, if needed. Tripepi Smith is not responsible for failed or broken equipment that prevents our ability to deliver on the scope of this engagement.
- Provide previews on agendas and as much reasonable notice as possible on any out-of-cycle meetings, special meetings and cancellations.
- Provide remote access, when possible, if Tripepi Smith requests for scheduling and playback of programming in the event that any changes or edits need to be made quickly.

## Service Categories

### Live Program Direction and Switching

Multiple municipalities keep Tripepi Smith A/V operators on tap to provide cablecast and recording services for their public meetings. Our team has worked with a variety of common (and uncommon) equipment and software, as well as under a variety of circumstances, which equips them to be a reliable resource for public meeting broadcasts. We organize our process into three phases:

1. **Pre-Meeting Prep:** A Tripepi Smith A/V operator will arrive up to one hour prior to meetings to set up and test all equipment, perform sound checks and prepare all systems, including Zoom. We also create relevant graphics, such as custom lower thirds and review meeting agendas for digital media or notable activities that we'll display during the meeting.
2. **Showtime:** Our team remains onsite for the entirety of each meeting, which allows them to troubleshoot any issues that may arise.
3. **Post-Meeting:** Once the meeting has adjourned, our team will prepare meeting recordings that can be rebroadcast to your cablecast system, designated streaming platform(s) and/or formatted to master DVDs.

### Meeting Staff Onsite Time:

For the City Council meetings, staff will be on-site every 1st and 3rd Tuesday per month, 1 hour prior to the start time, remain on-site for an average of 3-6 hours for the duration of the meeting and stay 30 minutes after for post-meeting tasks. For the Planning Commission meetings, staff will be on-site every 2nd and 4th Tuesday per month, 1 hour prior to the start time, remain on-site for an average of 1-2 hours for the duration of the meeting and stay 30 minutes after for post-meeting tasks.

## Feature Content Generation

Tripepi Smith prides itself on providing a variety of high-quality video production services to many satisfied clients. Animators, videographers, editors and drone operators form our robust, in-house video team, who share over decades worth of experience producing video products for both public and private agencies. No matter the client, their key messages or preferred style of video, we apply a consistent, reliable approach that ensures Team Tripepi Smith delivers on their unique visions. Tripepi Smith generally breaks down video production engagements into three phases:

1. **Pre-Production** focuses on identifying the key message and goal of the video. We set time guidelines, expectations, identify a shot list, establish equipment needs and work with your team to ensure shared vision on the final product. During this stage, we'll also define parameters, such as interviews, interview questions, language needs and other details that will culminate into the final video product(s).
2. **Production** revolves around executing the work on the day of our shoot. This includes fulfilling our shot list, capturing audio and configuring optimal camera angles and lighting. Our team will arrive one hour early to set up for interviews or stationary recording. If we are only filming b-roll, we will arrive 30 minutes early to scope out locations in advance of shooting windows.
3. **Post-Production** work primarily consists of editing video footage, audio clean-up and lighting and color correction. If stock footage or motion graphics are required, please note that an additional fee will be incurred. We then enter a review segment, during which you will get to review and provide edits on the video. Our team will then deliver the final video, complete with captions (as requested and decided upon during pre-production) in a format(s) best suited for the platforms through which you wish to share the video. Typically, we provide final videos in .MP4 formats as well as caption file(s) in .SRT formats via Dropbox.

## Regular Event Coverage

Our videographers serve as mobile production units, capable of navigating dynamic event environments to capture b-roll and candid community moments, as well as on-site interviewing. We can turn raw field footage into high-energy, short-form event recap videos. In addition, Tripepi Smith's videographers are well-equipped to provide day-of-event A/V support, which may include, but is not limited to, live presentations, PowerPoint slides, video and sound in synchrony with the event. Our team can also deliver video content through live means. This includes broadcasting to local PEG channels as well as web-based services such as Granicus, YouTube Live and Cablecast.

## EXHIBIT "B"

### Payment Schedule (Hourly Payment)

#### A. Hourly Rate

CONSULTANT'S fees for such services shall be based upon the following hourly rate and cost schedule:

**SEE ATTACHED EXHIBIT B**

#### B. Travel Charges for time during travel are not reimbursable.

#### C. Billing

1. All billing shall be done monthly in fifteen (15) minute increments and matched to an appropriate breakdown of the time that was taken to perform that work and who performed it.
2. Each month's bill should include a total to date. That total should provide, at a glance, the total fees and costs incurred to date for the project.
3. A copy of memoranda, letters, reports, calculations and other documentation prepared by CONSULTANT may be required to be submitted to CITY to demonstrate progress toward completion of tasks. In the event CITY rejects or has comments on any such product, CITY shall identify specific requirements for satisfactory completion.
4. CONSULTANT shall submit to CITY an invoice for each monthly payment due. Such invoice shall:
  - A) Reference this Agreement;
  - B) Describe the services performed;
  - C) Show the total amount of the payment due;
  - D) Include a certification by a principal member of CONSULTANT's firm that the work has been performed in accordance with the provisions of this Agreement; and
  - E) For all payments include an estimate of the percentage of work completed.

Upon submission of any such invoice, if CITY is satisfied that CONSULTANT is making satisfactory progress toward completion of tasks in accordance with this Agreement, CITY shall approve the invoice, in which event payment shall be made within thirty (30) days of receipt of the invoice by CITY. Such approval shall not be unreasonably withheld. If CITY does not approve an invoice, CITY shall notify CONSULTANT in writing of the reasons for non-approval and the schedule of performance set forth in **Exhibit "A"** may at the option of CITY be suspended until the parties agree that past performance by CONSULTANT is in, or has been brought into compliance, or until this Agreement has expired or is terminated as provided herein.

5. Any billings for extra work or additional services authorized in advance and in writing by CITY shall be invoiced separately to CITY. Such invoice shall contain all of the information required above, and in addition shall list the hours expended and hourly rate charged for such time. Such invoices shall be approved by CITY if the work performed is in accordance with the extra work or additional services requested, and if CITY is satisfied that the statement of hours worked and costs incurred is accurate. Such approval shall not be unreasonably withheld. Any dispute between the parties concerning payment of such an invoice shall be treated as separate and apart from the ongoing performance of the remainder of this Agreement.

## EXHIBIT B

### G. FEE/COST PROPOSAL

Tripepi Smith will continue to apply the current rates for the City of Huntington Beach as outlined below. Please note that, if on-site, we require a two-hour minimum. We recommend following a Time & Materials (T&M) model that allows you the flexibility to “ramp up” or “ramp down” efforts according to budget and priorities. Tripepi Smith is prepared to provide these services, as needed, at the following approximate costs.

2025-26 Hourly Rates	Standard	Huntington Beach Rates
Principal	\$380	\$355
Director	\$265	\$250
Art/Creative Director	\$265	\$250
Senior Business Analyst	\$205	\$194
Business Analyst	\$150	\$137
Junior Business Analyst	\$115	\$107
Senior Videographer/Animator	\$205	\$194
Videographer/Photographer	\$140	\$137
Junior Videographer	\$115	\$107
Senior Graphic Designer	\$195	\$171
Graphic Designer	\$140	\$137
Junior Graphic Designer	\$115	\$107
Web Developer	\$210	\$194
Drone Operator	\$205	\$164
Council Chamber A/V Operator	\$115	\$97
Senior A/V Technician		\$292

### Feature Content Generation

Service/Deliverable	Scope	Estimated Cost
Video Reel	Creation of 30sec-1min short-form video; not inclusive of capturing on-site video footage	\$770
Mayor’s Roundtable Discussion	Production of an up to 10-minute roundtable video; includes project management, equipment and two edit cycles (Draft/Final). Note: Unit costs are reduced when multiple discussions are filmed on the same date	\$4,100

Service/Deliverable	Scope	Estimated Cost
State of the City: Event Production	Inclusive of full-day event production and the post-production editing of a video of up to 5 minutes long (2 drafts: draft, final)	\$8,550 (includes drone footage) \$6,850 (excludes drone footage)

## Live Program Direction and Switching

Service/Deliverable	Scope	Estimated Cost
Council Chamber Production	Onsite for City Council and Planning Commission meetings (2 each per month), and coordination	
<b>Monthly Estimated Total:</b>		<b>\$3,520</b>

## Regular Event Coverage

Service/Deliverable	Scope	Estimated Cost
City Event Coverage: Half-Day Video	Half-day video shoot, project management, up to 1 minute recap video, post-production editing with 2 drafts (draft, final); inclusive of equipment fees; not inclusive of drone	\$1,400/event
City Event Coverage: Full-Day Video	Full-day video shoot, project management, up to 2 minute recap video, post-production editing with 2 drafts (draft, final); inclusive of equipment fees; not inclusive of drone	\$2,000/event

## Invoicing & Payment Terms

At Tripepi Smith, we bill on either a Retainer, Fixed Fee or Time & Materials basis, with each billing type following its own payment schedule. Regardless, terms are Net 30 days.

- Fixed Fee work is billed upon defined milestones.
- Time & Materials work is billed in 15-minute increments (i.e. 4.0, 1.25, 6.5 or 0.75 hours) at the end of the month in which work is done.
- Retainer work is billed on the 15th of each month.

## Other Cost Information



### Annual Increase

Tripepi Smith will increase the hourly rates and retainer fees for all resources by 5% or the national CPI index – whichever is higher – each year on the anniversary of the contract,

starting on the first anniversary of any contract when the contract duration is longer than one year. Otherwise, new rates will be negotiated with each new contract.

### Equipment Costs

Tripepi Smith offers some services that require equipment, such as drone operations and video production. As such, in those cases, the City of Huntington Beach’s rates will apply:

	Half Day (Under 4 Hours)	Full Day (4+ Hours)
 Video	\$450	\$650
 Drone	\$550 – Flat Fee	

Please note that A/V equipment fees are based on the amount and type of equipment required, with pricing tailored to the specifics of each event.

### Music and Video Licensing

Sometimes, the client will want Tripepi Smith to apply music or use stock imagery/video while producing video. In these cases, we will need to apply licensing fees of approximately \$100 per song and \$200 if we use stock video imagery. This will provide a license for the use of the music and video footage to Tripepi Smith and its clients.

### Meltwater Fee

Tripepi Smith offers a standard Meltwater package at a flat rate of \$525 per month. This package includes a newsletter digest (of any frequency), up to five queries, and a monthly dashboard. Custom Meltwater solutions are also available upon request.

### Website Hosting Fees

If website hosting services are required, Tripepi Smith will charge a \$630 website hosting fee and a \$30 Domain Registration and DNS service fee, unless otherwise specified in this proposal. Fees will be billed upon commencement of hosting services, and annually thereafter. Please note the website hosting package is limited to 10 Gigabytes of total storage. Additional storage for the site is available for a fee of \$1.70 per gig per month of 10 Gigabytes of storage.

### Service Fees

Tripepi Smith prefers that clients pay service providers directly to avoid unnecessary administrative costs. You should also know, however, that we have no economic interest in service providers, unless otherwise specified in this proposal. If a client asks Tripepi Smith to pay for a service provider bill, we will apply a 10% agency fee to the reimbursement expense. Typical service fees include, but are not limited to: print, mailing, digital advertising, media placements, voiceovers, translations and closed captions. No Service Fees will apply to the FM3 subcontractor engagement.

