



City of Huntington Beach

File #: 19-659

MEETING DATE: 6/3/2019

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Lori Ann Farrell Harrison, Interim City Manager

PREPARED BY: Antonia Graham, Assistant to the City Manager

Subject:

Approve and Authorize Execution of Agreement with Tripepi Smith for Cablecasting Services

Statement of Issue:

This is a request for Council Action for the City Council to approve a two-year contract with Tripepi Smith to provide cablecasting services for the City Council and Planning Commission Meetings.

Financial Impact:

Funds are available in the FY 2019/20 Proposed Budget in account 24330101 for cablecasting services. The first year of the contract is \$71,840 comprised of ongoing costs of \$64,970 and one-time transition, training and preparation costs of \$6,870. The two year contract provides a not-to-exceed amount of \$150,000 providing flexibility as this is the first year of the City's new cablecasting program.

Recommended Action:

Approve and authorize the Mayor and City Clerk to execute a two-year contract with Tripepi Smith for Cablecasting Services in an amount not to exceed \$150,000.

Alternative Action(s):

Do not approve the contract and direct staff accordingly.

Analysis:

As part of the exit and transition plan out of PCTA, City staff issued a Request for Proposal for cablecasting services in March 2019. The City received three proposals from Tripepi Smith, NTT, and Matrix on April 25, 2019. The top two firms, Tripepi Smith and NTT, were invited to panel interviews with staff from the City Manager's Office, Finance, and Information Services. Tripepi Smith was deemed the most qualified to assist the City with the transition from the Joint Powers Authority PCTA to a City-run channel.

Tripepi Smith has a track record of working with public agencies throughout California. This work includes full-scale video production, evaluating existing communication platforms, developing

strategic messaging, developing and maintaining social media sites, and working to promote community involvement.

The team brings expertise in council meeting video production and non-meeting event and educational format video production. Examples of work include city council meeting recordings, community event recordings, State of the City videos, interview formats and community Public Service Announcements. Tripepi Smith currently provides similar services to the cities of Bellflower, Placentia, Villa Park, Culver City, and Indian Wells.

City staff and Tripepi Smith will work closely on the transition from PCTA to a City-run channel. This will happen by cross-training in the Audio Visual Room during City Council and Planning Commission Meetings beginning immediately after the award of this contract, with the goal that effective July 23, 2019, Tripepi Smith is the sole operator cablecasting the City Council and Planning Commission meetings.

Environmental Status:

Not Applicable.

Strategic Plan Goal:

Enhance and maintain high quality City services

Attachment(s):

1. Agreement between the City of Huntington Beach and Tripepi Smith