



# City of Huntington Beach

**File #:** 21-502

**MEETING DATE:** 7/6/2021

## REQUEST FOR CITY COUNCIL ACTION

**SUBMITTED TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Oliver Chi, City Manager

**PREPARED BY:** Travis K. Hopkins, Assistant City Manager

**Subject:**

**Approve and authorize execution of Amendment No. 1 to an Agreement with Tripepi Smith and Associates for Cablecasting Services for City Council and Planning Commission Meetings**

**Statement of Issue:**

Under a two-year agreement, Tripepi Smith and Associates provides cablecasting services to air live and recorded City Council and Planning Commission Meetings, and provide as-needed technical support to operate HBTB Channel 3. The City's agreement with Tripepi Smith is set to expire this month, and Amendment No. 1 would extend the agreement by an additional year for up to \$65,000.

**Financial Impact:**

Sufficient funds for this one-year extension (\$65,000) are available in the Fiscal Year 2021-2022 Operating Budget, using PEG funds in Business Unit 24330101. These funds will finance technical support and audio-visual staffing for both regular and special meetings of the City Council and Planning Commission. Should the Amendment be approved, the total not-to-exceed amount for this agreement will increase from \$150,000 (for the initial two-year contract) to \$215,000.

**Recommended Action:**

Approve and authorize the Mayor and City Clerk to execute, "Amendment No. 1 to Agreement Between the City of Huntington Beach and Tripepi Smith and Associates for City Council and Planning Commission Cablecasting Services."

**Alternative Action(s):**

Do not approve Amendment No. 1 and direct staff accordingly.

**Analysis:**

Following the City's transition from the joint Public Cable Television Authority (PCTA) to the City-run HBTB Channel 3, staff issued a Request for Proposal for cablecasting services in March 2019 and selected Tripepi Smith and Associates as the most qualified provider. Both parties entered into a two-year agreement for up to \$150,000 or approximately \$75,000 each year, which expired on June 2, 2021.

During this two-year period, Tripepi Smith provided services that included: replacement of aging audio-visual equipment, implementation of modernized TV programming software, troubleshooting broadcasting issues with Spectrum and Frontier, technical support to broadcast live and recorded video feed, and audio-visual (AV) staffing for regular and special meetings of the City Council and Planning Commission. Tripepi Smith currently provides similar services to the cities of Bellflower, Culver City, and Indian Wells.

Amendment No. 1 proposes to extend the agreement by an additional year at a cost of up to \$65,000. The cost of the extension is lower compared to the initial two years of service, as HBTB is entering its third year of operations, which requires less maintenance and initial investments than were overseen by Tripepi Smith.

**Environmental Status:**

Not applicable.

**Strategic Plan Goal:**

Community Engagement

**Attachment(s):**

1. Amendment No. 1 to Agreement with Tripepi Smith
2. Agreement with Tripepi Smith