



**Agenda Item B.1**  
**CONSENT CALENDAR**  
**Meeting Date: June 17, 2008**

---

**TO:** Mayor and Councilmembers

**FROM:** Daniel Singer, City Manager

**CONTACT:** Michelle Greene, Administrative Services Director  
Deborah Constantino, City Clerk

**SUBJECT:** Amendment No. 2 to the Agreement with the City of Santa Barbara for Videotaping Services

**RECOMMENDATION:**

Authorize the City Manager to execute Amendment No. 2 to the agreement with the City of Santa Barbara for videotaping services subject to the requirements of the contract documents.

**BACKGROUND:**

On July 5, 2005, the City Council authorized a one-year agreement with the City of Santa Barbara for videotaping services. On June 19, 2006, the City Council authorized Amendment No. 1 to extend the contract for two more years. Since that time, the City of Santa Barbara has continued to videotape City Council, Planning Agency, and Planning Commission meetings.

Initially our meetings were aired on Channel 21, the Santa Barbara Channels, a non-profit community access television provider. However, on June 5, 2006, the City of Goleta began broadcast directly on our own channel, Channel 19, the Goleta Channel.

**DISCUSSION:**

Until the City is able to hire its own staff, the City will continue to need to contract for videotaping services. For that reason, staff recommends that the contract with the City of Santa Barbara be extended for one additional year.

The scope of services in the Agreement for Videotaping Services includes the following:

- Videotaping meetings of the Goleta City Council and the Planning Commission gavel to gavel;
- Assigning one camera person to record and direct production of the meetings;

- Producing a meeting DVD following the completion of every meeting;
- Basing charges on actual time spent providing service (including travel time and production time); and
- Providing either party with an opportunity to cancel the contract with a 90 day advance notice.

In addition, the City of Santa Barbara staff will be available to help produce and broadcast public information programming to be aired between the coverage of Goleta meetings.

The current hourly rate of \$88.00 being charged for video production services is below Santa Barbara's cost recovery rate. Therefore the proposed hourly rate under the contract extension is being increased to \$91.50, the City of Santa Barbara's current cost recovery rate.

The contract amount is based on a schedule of two City Council meetings and one Planning Commission meeting per month. Additional services will be charged at the contract hourly rate.

Staff is appreciative of the quality of services provided by the City of Santa Barbara and recommends approval of both the contract term extension and the hourly rate adjustment.

**GOLETA STRATEGIC PLAN:**

The videotaping of Government meetings is consistent with the Goal in the Goleta Strategic Plan entitled, "Develop and Improve Communication to Community", and moves the City closer towards realizing its vision as defined within the City's Strategic Plan.

**FISCAL IMPACTS:**

The FY 2008-09 budget includes \$25,000 for videotaping City meetings. Staff believes this amount to be sufficient to cover the cost for all videotaping services.

**ALTERNATIVES:**

Council could choose to request staff to issue an RFP for services, however, doing so could most likely result in higher costs.

Submitted By:

Reviewed By:

Approved By:

\_\_\_\_\_  
Deborah Constantino  
City Clerk

\_\_\_\_\_  
Michelle Greene  
Administrative Services  
Director

\_\_\_\_\_  
Daniel Singer  
City Manager

**ATTACHMENTS:**

1. Amendment No. 2 to the Agreement for Videotaping Services

**AMENDMENT 2  
AGREEMENT FOR VIDEOTAPING SERVICES  
BETWEEN  
THE CITY OF GOLETA  
AND  
THE CITY OF SANTA BARBARA**

**WHEREAS**, an Agreement for Videotaping Services ("AGREEMENT"), was entered into the 5<sup>th</sup> day of July 2005, by and among the City of Goleta, a California municipal corporation ("GOLETA") and the City of Santa Barbara, a California municipal corporation, ("SANTA BARBARA"); and

**WHEREAS**, Section 13 (c) of said Agreement provides for amendment of the Agreement by an instrument in writing signed by the parties.

**NOW, THEREFORE, In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:**

**SECTION 1:**

AMENDMENT 2 The term of the Agreement between GOLETA and SANTA BARBARA shall be for the period of July 1, 2008 through July 1, 2009, and Exhibits A and B are also hereby amended in the form attached.

**SECTION 2:**

The current hourly rate of \$88 being charged for video production services is below Santa Barbara's cost recovery rate. Therefore the proposed hourly rate under the contract extension is being increased to \$91.50, the City of Santa Barbara's current cost recovery rate. All other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this AMENDMENT to be executed the day and year first above written.

CITY OF GOLETA

CITY OF SANTA BARBARA:

By \_\_\_\_\_  
Daniel Singer  
City Manager

By \_\_\_\_\_  
Tony Ruggieri  
City TV Production Supervisor

ATTEST:

APPROVED AS TO FORM:

By \_\_\_\_\_  
Deborah Constantino  
City Clerk

By \_\_\_\_\_  
Biran A. Pierik  
City Attorney

## **EXHIBIT "A"**

### **SCOPE OF SERVICES**

The City of Santa Barbara will:

The scope of services in the Agreement for Videotaping Services includes the following:

- Videotaping meetings of the Goleta City Council and the Planning Commission gavel to gavel;
- Assigning one camera person to staff to record and direct production of the meetings
- Producing a meeting DVD following the completion of every meeting;
- Basing charges on actual time spent providing service (including travel time and production time); and;
- Providing either party with an opportunity to cancel the contract with a 90 day advance notice.

The City of Goleta will:

- Supply blank DVD-R and jewel cases for duplication as necessary;
- Provide a 90 day advance notice to cancel services.

**EXHIBIT "B"**

**COMPENSATION**

Contractor shall receive compensation for work performed in accordance with the following:

\$91.50 per hour for a one person crew

Time and a half will be paid for any days over eight hours.