



TO: Mayor and Councilmembers

FROM: Deborah Lopez, City Clerk

CONTACT: David Cutaia, Deputy City Clerk

SUBJECT: Amendment No.2 to Professional Services Agreement No. 2015-106 with the City of Santa Barbara for Videotaping Services

RECOMMENDATION:

- A. Approve and authorize the City Manager to execute Amendment No. 2 to Agreement No. 2015-106 with the City of Santa Barbara for Videotaping Services retroactive to July 1, 2018, for an additional year with a termination date to June 30, 2019, and increase the contract amount by \$21,000 for a new total not-to-exceed amount of \$87,000.
- B. Approve an appropriation of \$18,000 from General Fund Unassigned Fund Balance to account 101-5-1300-500.

BACKGROUND:

On October 26, 2015, the City Manager authorized an Agreement with the City of Santa Barbara for the videotaping of City Council meetings in an amount not to exceed \$29,500. On October 17, 2017, the City Council authorized Amendment No. 1 to Agreement 2015-106 amending the contract not to exceed \$66,000 with a term expiring June 30, 2018.

The City Clerk Division inadvertently missed the deadline to extend the term of the contract before June 30, 2018. Staff is requesting an amendment that will extend the term of the existing agreement from July 1, 2018 to June 30, 2019 and increase the total not-to-exceed amount to the contract.

DISCUSSION:

The City Clerk's office is the project lead for the Media videotaping services agreement with the City of Santa Barbara, therefore services related to videotaping of City Council, Planning Commission and Design Review Board are paid from Account 101-5-1300-500. Adequate funding for these services was not programmed in the FY 18/19 budget to accommodate this need, therefore staff is requesting an appropriation to account 101-5-1300-500 to cover the cost of all videotaping related services.

While the City of Goleta may wish to hire in-house staff to provide videotaping services in the future, the partnership with the City of Santa Barbara for these services has been very successful. For that reason, and because of the many years of satisfactory service the City has received from City TV staff, it is recommended that the City Council authorize an amendment to the agreement for videotaping services with the City of Santa Barbara for an amount not to exceed \$87,000 and authorize an appropriation of \$18,000 to the FY 18/19 Operating Budget to accommodate the proposed amendment if authorized by the City Council.

FISCAL IMPACTS:

Videotaping services costs related to City Council, Planning Commission, and Design Review Board is estimated to be \$26,000 for FY 18/19. The current FY 18/19 budget includes \$14,300 in account 101-5-1300-500 for professional services to support zoning ordinance codification, records retention and media archives. Staff is recommending that the City Council appropriate \$18,000 from General Fund Unassigned Fund Balance to the City Clerk's Professional Services Account (101-5-1300-500) to reflect the amended agreement with the City of Santa Barbara for videotaping services in an amount not to exceed \$87,000. The table below summarizes the current budget and recommended appropriation for videotaping services related to City Council, Planning Commission, and Design Review Board:

Fund	Account	FY 18/19 Budget	YTD + Encumbrance	Recommended Appropriation	Total Available Budget
General Fund	101-5-1300-500	\$14,300	\$(6,300)	\$18,000	\$26,000

Approximately \$2.6 million is available in projected General Fund Ending Unassigned Fund Balance to cover these additional costs.

ALTERNATIVES:

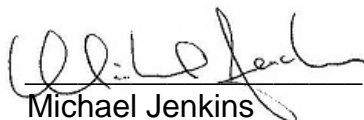
None identified at this time.

Reviewed By:



Carmen Nichols
Deputy City Manager

Legal Review By:



Michael Jenkins
City Attorney

Approved By:



Michelle Greene
City Manager

ATTACHMENTS:

1. Amendment No.2 to the Professional Services Agreement No. 2015-106 with the City of Santa Barbara for Videotaping Services
2. Agreement No. 2015-106 and 2015-106.1 City of Santa Barbara - Videography Services – Available online only

ATTACHMENT 2:

Amendment No.2 to the Professional Services Agreement No. 2015-106 with the City
of Santa Barbara for Videotaping Services

**AMENDMENT NO. 2
TO A PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF GOLETA
AND
CITY OF SANTA BARBARA**

This Amendment No. 2 ("Amendment") to a PROFESSIONAL SERVICES AGREEMENT is made this 21st day of August, 2018, between the **CITY OF GOLETA** (City) and **CITY OF SANTA BARBARA** (Consultant) dated October 26, 2015 ("Agreement").

RECITALS

WHEREAS, the Agreement between City and Consultant currently provides in Section 3 Subsection (a) for the total compensation amount not to exceed twenty nine thousand five hundred dollars (\$29,500); and

WHEREAS, on October 3, 2017, the Agreement was amended so as to provide for additional compensation in the amount of thirty six thousand five hundred dollars (\$36,500) for a total not to exceed amount of sixty six thousand dollars (\$66,000) and extended the termination date to June 30, 2018; and

WHEREAS, the parties desire to amend the Agreement so as to provide for additional compensation in the amount of twenty one thousand dollars (\$21,000); and

WHEREAS, the Agreement between City and Consultant currently provides in Section 6 for a termination date of June 30, 2018; and

WHEREAS, the parties desire to amend the Agreement so as to extend the termination of the agreement to June 30, 2019; and

WHEREAS, the City Council, on this 21st day of August, 2018, approved this AMENDMENT and authorized the City Manager to execute the AMENDMENT.

AMENDED TERMS

Now therefore City and Consultant agree as follows that the Agreement be, and hereby is, amended as follows:

1. **Section 3 Subsection (a). COMPENSATION AND PAYMENT** of the Agreement is amended to add an additional authorized amount of \$21,000 and to read in its entirety:

(a) Maximum and Rate. The total compensation payable to CONSULTANT by CITY for the services under this AGREEMENT **SHALL NOT**

EXCEED the sum of \$87,000.00 (herein "not to exceed amount"), and shall be earned as the work progresses.

2. **Section 6. TERM, PROGRESS AND COMPLETION** of the Agreement is amended to extend the term for an additional year to read in its entirety.

The term of this Agreement is from the date first written above to June 30, 2019, unless the term of this Agreement is extended or the Agreement is terminated as provided for herein.

CONSULTANT shall not commence work on the services to be performed until (i) CONSULTANT furnishes proof of insurance as required by Section 10 below, and (ii) CITY gives written authorization to proceed with the work provided by CITY's Project Manager. All services shall be completed within the term of this Agreement following the notice to proceed.

3. Except as otherwise specifically provided herein, all other provisions of the Agreement shall remain in full force and effect.

In concurrence and witness whereof, this Amendment No. 1 has been executed by the parties effective on the date and year first above written.

CITY OF GOLETA

CONSULTANT

Michelle Greene, City Manager

Paul Casey, City Administrator

ATTEST:

Deborah S. Lopez, City Clerk

Tony Ruggieri, Production Supervisor

APPROVED AS TO FORM

APPROVED AS TO FORM



Winnie Cai, Deputy City Attorney

Ariel Calonne, City Attorney