



PUBLIC CABLE TELEVISION AUTHORITY

A Joint Powers Agency of the Cities of Fountain Valley, Stanton, and Westminster
7800 Katella Avenue, Stanton, CA 90680

REGULAR MEETING AGENDA

May 15, 2024

9:00 A.M.

MEETING LOCATION: Stanton City Hall, City Council Chambers
7800 Katella Avenue Stanton, CA 90680

IN ACCORDANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2, THIS AGENDA IS POSTED NOT LESS THAN 72 HOURS PRIOR TO THE MEETING DATE AND TIME ABOVE. ALL WRITTEN MATERIALS RELATING TO EACH AGENDA ITEM ARE AVAILABLE FOR PUBLIC INSPECTION IN THE OFFICE OF THE CITY CLERK OF EACH MEMBER CITY OF PCTA:

Fountain Valley City Hall, 10200 Slater Avenue, Fountain Valley, CA 92708
Stanton City Hall, 7800 Katella Avenue, Stanton, CA 90680
Westminster City Hall, 8200 Westminster Boulevard, Westminster, CA 92683

ALL AGENDAS, NOTICES, AND RELATED DOCUMENTS CAN BE ACCESSED ONLINE AT:
<https://www.fountainvalley.gov/599/Public-Cable-Television-Authority>.

IN THE EVENT ANY MATTER NOT LISTED ON THIS AGENDA IS PROPOSED TO BE SUBMITTED TO THE BOARD FOR DISCUSSION AND/OR ACTION, IT WILL BE DONE IN COMPLIANCE WITH BROWN ACT REQUIREMENTS.

ORDER OF BUSINESS:

1. Call to Order
2. Pledge of Allegiance & Roll Call
3. Public Comments: Persons wishing to address the Board on PCTA matters may as determined by the Chair; comments are limited to three minutes or deferred until the specific agenda item.
4. Consent Calendar: All matters listed under the Consent Calendar are considered to be routine and will be enacted on simultaneously with one motion without discussion, unless separate action and/or discussion is requested by a board member, staff, or a member of the public.
 - A. Minute Approval of April 24, 2024, Special Meeting: See backup to Item 4A.
 - B. Receive/File Register: None received at time of posting.
 - C. Receive/File Treasurer's/Administrative Expenditure Reports: None received at time of posting.

5. Reports:

- A. Report of Board
- B. Report of Treasurer
- C. Report of Attorney
- D. Report of Administration

6. New Business

A. Demand Letter to Former PCTA Staff

- i. Summary: Staff has issued a Demand Letter to former PCTA Staff, Louis Rocha, requesting reimbursement related to cleaning costs in the amount of \$480.00. Mr. Rocha has not responded to our requests. Staff has determined the cost to proceed with further action to recover the funds will exceed the amount owed by Mr. Rocha. (attached 6A)
- ii. Recommended Action: Provide direction to staff on how to proceed.

B. PCTA Programming and Video Production Policies

- i. Summary: The PCTA Board has requested to review and potentially update existing policies and procedures, as well as determine if new policies and procedures should be developed to provide more documented provisions to guide current and future PCTA operations. This request was originally generated by a discussion regarding a reimbursement request from the City of Fountain Valley for podcast production costs. Upon initial discussion, the PCTA Board realized a broader review was necessary.

Based upon Board direction, staff conducted a search of historical documents. Staff located a document entitled “Public Cable Television Authority Programming and Video Production Policies”, last approved and adopted in July 2015. This document should provide a starting point for the Board’s discussion on this topic. (attached 6B)

- ii. Recommended action: Provide direction to staff on how to proceed.

C. Approval to Reimburse City of Fountain Valley for Video Podcast Production Costs

- i. Summary: The City of Fountain Valley has partnered with Tripepi Smith, a third-party production company to produce a monthly video podcast called, A Nice Place to Podcast. This monthly video podcast production is designed to educate the public, and broadcasts daily on FV Channel 3. The City of Fountain Valley is requesting reimbursement from the PCTA PEG account for all prior and future production related costs. Reimbursement for prior costs is not-to-exceed \$6,916.60. Estimated ongoing costs for future productions is \$899.25 per month. (attached 6C)
- ii. Recommended action: Authorize payment of The City of Fountain Valley Invoice #17550 in the amount of \$5,161.60, and Tripepi Smith Invoice #12052 in the amount of \$1,755.00, as well as approve future reimbursement payments related to the ongoing production of the video podcast to The City of Fountain Valley and Tripepi Smith from the PCTA PEG account.

D. PCTA Credit Card

- i. Summary: PCTA does not currently have a credit card. Any purchases requiring a credit card are made through the Stanton City Manager's city credit card, then PCTA reimburses Stanton. In the past, it has been challenging to get a credit card through Citizens Business Bank because PCTA has not completed its 2021 and 2022 financial audits.
- ii. Recommended action: Receive and file. Once the financial audits are completed, staff will revisit procuring a PCTA credit card.

E. Interim PCTA Administrative Staff Support – No invoices submitted for April

- i. Summary: The PCTA is currently in a transitional period as the Board determines the appropriate level of administrative staff support. During this interim period, the Board has chosen to utilize the staff of the Cities of Fountain Valley, Stanton, and Westminster to provide interim PCTA administrative staff support.
- ii. Recommended action: Receive and file.

7. ADJOURNMENT TO June 19, 2024, at Stanton City Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.



MINUTES

Special Meeting of April 24, 2024

7800 Katella Avenue, Stanton, CA 92680

- 1. Call to Order:** Chair David J. Shawver called the meeting to order at 9:01 A.M.
- 2. Roll Call:**
 - Present: Director Ted Bui, City of Fountain Valley, Dir. NamQuan Nguyen, City of Westminster, Director Carol Warren, City of Stanton, Vice-Chair Kimberly Ho (arrived at 9:02am), City of Westminster, and Chair David J. Shawver, City of Stanton.
 - Absent: Director Glenn Grandis, City of Fountain Valley.
 - Excused: None.
- 3. Public Comments:** None.
- 4. Consent Calendar:**

Chair David Shawver motioned to approve the Consent Calendar, Seconded by Director Carol Warren

Motion carried by the following vote:

 - AYES: 5 (Bui, Nguyen, Ho, Shawver, Warren)
 - NOES: None
 - ABSTAIN: None
 - ABSENT: 1 (Grandis)

Motion unanimously carried 5-0

 - A.** Minutes Approved: Regular Meeting of March 20, 2024.
- 5. Reports:**
 - A.** Report of Board
 - i. None
 - B.** Report of Treasurer
 - i. None
 - C.** Report of Attorney
 - i. None
 - D.** Report of Administration
 - i. Audit update by interim staff, Stanton City Manager, Hannah Shin-Heydorn.

6. New Business

A. Selection of official PCTA letterhead

- i. Summary: The premise of this request is to develop a consistent and centralized publication standard for dissemination of information and/or general correspondence.
- ii. Recommended Action: Provide direction to staff on which letterhead template to utilize for dissemination of information and/or general correspondence.

Vice-Chair Ho made a motion to utilize Exhibit A. Director Warren seconded the motion.

Motion/Second: Ho/Warren

AYES: 5 (Bui, Nguyen, Shawver, Ho, Warren)
NOES: None
ABSTAIN: None
ABSENT: 1 (Grandis)

Motion unanimously carried 5-0

B. Approval to Reimburse City of Fountain Valley for Video Podcast Production Costs

- i. Summary: The City of Fountain Valley has partnered with Tripepi Smith, a third-party production company to produce a monthly video podcast called, A Nice Place to Podcast. This monthly video podcast production is designed to educate the public, and broadcasts daily on FV Channel 3. The City of Fountain Valley is requesting reimbursement from the PCTA PEG account for all prior and future production related costs. Reimbursement for prior costs is not-to-exceed \$6,916.60. Estimated ongoing costs for future productions is \$899.25 per month.
- ii. Recommended action: Authorize payment of The City of Fountain Valley Invoice #17550 in the amount of \$5,161.60, and Tripepi Smith Invoice #12052 in the amount of \$1,755.00, as well as approve future reimbursement payments related to the ongoing production of the video podcast to The City of Fountain Valley and Tripepi Smith from the PCTA PEG account.

Director Ted Bui made a motion to table this item to the next meeting for more review and discussion.

Motion/Second: Bui/Nguyen

AYES: 5 (Bui, Nguyen, Ho, Shawver, Warren)
NOES: None
ABSTAIN: None
ABSENT: 1 (Grandis)

Motion unanimously carried 5-0

C. PCTA Viewership Survey

- i. Summary: A survey to gauge city channel viewership has been completed and will be ready to launch, May 1-31. Each of the partner cities will advertise the survey link independently. A summary of responses will be brought back to the Board at a future meeting.
- ii. Recommended action: Receive and file.

Motion/Second: Warren/Ho

Motion carried by the following vote:

AYES: 5 (Bui, Nguyen, Ho, Shawver, Warren)
NOES: None
ABSTAIN: None
ABSENT: 1 (Grandis)

Motion unanimously carried 5-0

D. Interim PCTA Administrative Staff Support – No invoices submitted for March

- i. Summary: The PCTA is currently in a transitional period as the Board determines the appropriate level of administrative staff support. During this interim period, the Board has chosen to utilize the staff of the Cities of Fountain Valley, Stanton, and Westminster to provide interim PCTA administrative staff support.
- ii. Recommended action: Receive and file.

No invoices submitted for the month of March. No further action needed.

7. Adjournment: 9:39 A.M.

To the next regularly scheduled meeting, May 15, 2024, at 9:00 A.M. at Stanton City Hall, Council Chambers, 7800 Katella Avenue, Stanton, CA 90680.



7800 Katella Avenue
Stanton, CA 90680



P | (714) 379-9222
F | (714) 890-1443



stanton@ci.stanton.ca.us
www.ci.stanton.ca.us

Date:
March 6, 2024

Louis Rocha

RE: Demand for return of
\$480 to the PCTA

Dear Mr. Rocha,

This letter is to inform you that you have received three payments to your American Express card that should have been returned to the PCTA. These payments were originally intended to cover PayPal payments made to Master Janitorial Service, LLC for the monthly cleaning of the City's Dotson Park facility.

You received payments to your American Express Card in the amount of \$160 on each of the following dates:

- 08/04/2023
- 09/05/2023
- 10/02/2023

Please immediately submit payment of \$480 **payable to the PCTA** to the following address:

City of Stanton
Attention: City Manager
7800 Katella Avenue
Stanton, California 90680

If you have any questions or concerns, please contact me at (714) 890-4277 or email me at hshinheydorn@stantonca.gov.

Sincerely,

Hannah Shin-Heydorn
City Manager

Attachment to Item 6A

Public Cable Television Authority Programming and Video Production Policies



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Public Cable Television Authority Programming and Video Production Policies

PURPOSE OF PROGRAMMING POLICIES

The purpose of the programming policies is to ensure the proper use of the government access channels as programmed by the PCTA and the PCTA member cities.

OBJECTIVES OF MUNICIPAL PROGRAMMING

1. To make public proceedings and events more accessible to PCTA member city residents by providing coverage of City Council meetings and other public meetings via cable television and other video services.
2. To serve as an ongoing source of information for the citizens of the PCTA service area.
3. To increase citizen awareness of the functions and responsibilities of municipal government and the functions of the various departments and commissions.
4. To promote community events sponsored by PCTA member cities and civic organizations.
5. To provide more extensive information on selected topics and activities not fully covered by existing communications media.
6. To supplement public safety and disaster preparedness activities/information pertaining to the PCTA member cities and surrounding communities.
7. To offer presentation alternatives to the departments and divisions of PCTA member cities.
8. To improve local government services by enhancing and/or standardizing training of member city employees through the production of video training tapes.
9. To document and archive PCTA member city events and activities.

PROGRAMMING FORMATS

Local government access programming shall be established to provide direct, non-editorialized information to citizens of the PCTA member cities. Programming formats consist of the following:

City Council Coverage - Public meetings of city councils may be telecast on the municipal channels in accordance with the following editorial guidelines:

- Coverage of city council meetings shall be gavel-to-gavel excluding non-public agenda items, out-of-order communication, or as otherwise specifically authorized by the PCTA Board of Directors. There shall be a preference for “live” coverage of public meetings.

Public Cable Television Authority Programming and Video Production Policies

- Public meeting coverage shall not be edited or subject to editorial comment. Editing of technical difficulties is permitted.
- Coverage will be primarily focused on the officially recognized speaker, and on any visually displayed information that may be shown during an agenda item presentation. Reaction shots will not be considered appropriate for public meeting coverage.
- A character generated message should indicate the name of the officially recognized speaker and may include the identification of the matter(s) being considered by the council and the date of the discussion.
- Public meeting telecasts shall be recorded for rebroadcasting a minimum of one time.

Council Committees, Special or Ad Hoc Committees, Task Forces and Other Public Hearings – Public meetings of standing committees, special or ad-hoc committees, task forces, other events scheduled by member city elected officials, commissions and boards may be covered and telecast on the government access channels as deemed appropriate by each member city according to the following guidelines:

- Coverage will generally conform to all of the provisions for “live” video telecasting of city council meetings.
- Meetings not held in the individual member city council chambers may require special equipment and staffing and will be limited to staffing capabilities at hand. Requests for video coverage of committees, task forces, and other non-city council hearings require a prior written request for coverage at least 14 days in advance. Notwithstanding the foregoing, a member city and the PCTA General Manager may approve requests made less than 14 days in advance if coverage is deemed urgent. Acceptance of coverage will be subject to the approval of the PCTA General Manager and the PCTA Board of Directors.
- Video coverage of committees, task forces, and other non-city council hearings may not conflict with the recording or telecasting of city council meetings.

Public Meetings of Other Government Jurisdictions - Public meetings held in the PCTA member city council chambers by other governmental entities such as State or Federal agencies may be covered live, or video recorded and aired if approved by the PCTA member city and the PCTA Board of Directors in advance of the event. The PCTA Board of Directors maintains the right to request compensation for actual costs incurred for the coverage of other governmental jurisdiction meetings.

Public Cable Television Authority Programming and Video Production Policies

Recordings of public meetings of other governmental jurisdictions may be telecast on the government channels if approved in advance by the PCTA member city and the PCTA Board of Directors. The PCTA Board of Directors maintains the right to request compensation for actual costs incurred for the coverage of other governmental jurisdiction meetings.

Informational Programs – Any member city department or agency may produce, suggest or assist in the production of programming for the government access channels. All programming must be consistent with the objectives and goals of the PCTA programming policies and guidelines, and must meet the required technical specifications for broadcast. Member city agencies may submit program proposals or requests for production or telecast of programs which are appropriate. Acceptance of coverage will be subject to the approval of the PCTA member cities and the PCTA Board of Directors.

Outside Programming - Outside programming consistent with the objectives and goals of the PCTA programming policies and guidelines may be telecast on the government access channels. Outside programming must be acquired or sponsored by the PCTA Board of Directors and/or a member city department or agency. All outside programming is subject to approval by the PCTA member cities and the PCTA Board of Directors. Outside programming must be in a format acceptable to the specific member city and the PCTA, and meet the minimal technical specifications identified in these government channel policies. Outside programming shall adhere to the copyright requirements contained in the “Content Restrictions” section of these policies. Any programming prepared or provided by a member city department, agency, or producer may be modified or edited as appropriate for broadcast.

Public Service Announcements - Public Service Announcements ("PSAs") may be solicited and/or produced by the PCTA. PSA topics shall be consistent with the objectives of the local government programming policies and guidelines. All PSAs must be in a format acceptable to the member cities and the PCTA and must meet the minimal technical specifications identified in these local government channel policies. Public Service Announcements may be edited to provide clarity or to adhere to acceptable time standards. All Public Service Announcements are subject to approval by the PCTA member cities and the PCTA Board of Directors.

Promotional Spots - Subject to approval, all promotional announcements and “bumpers” for events sponsored by a member city department or agency are acceptable for broadcast. Promotional announcements for events, charities, or outside non-profit organizations in which the PCTA or its member cities have no official interest or sponsorship are subject to prior approval by the PCTA member cities and/or the PCTA Board of Directors.

Video Bulletin Board – PCTA and member city information for the video bulletin board shall be sponsored by the PCTA or a member city department, agency or elected official office. No private for-profit events or activities may be promoted, and all bulletin board requests must come

Public Cable Television Authority Programming and Video Production Policies

from PCTA member cities. Promotional announcements for events, charities, or outside non-profit organizations in which the PCTA or its member cities have no official interest or sponsorship are subject to the approval by the PCTA member cities and the PCTA Board of Directors. Video bulletin board information and announcements may be edited to provide clarity or to adhere to acceptable broadcast standards and are all subject to the approval as listed above.

Programming For Elected Officials - Due to the limited resources of the PCTA's production facilities, and in the interest of fairness, it shall be the policy of the PCTA to not provide production services or facilities for an elected official to host their own series programming. The PCTA may provide a program with a designated host that will be made available to all elected official offices, City Managers, or department head offices of the member cities. To afford the greatest diversity of opportunities for all elected officials, the PCTA may grant priority to new or infrequent elected official applicants in preference over repeat and frequent elected official users.

Elected official offices may produce and provide their own individually hosted programming to be telecast on the local government channels upon approval by the PCTA Board of Directors.

Requests for video coverage of any of the types of programming mentioned above shall generally require a prior written request for coverage a minimum of 14 days in advance of the shooting date.

OMISSIONS AND ERRORS

Should human or technical error result in the telecast of incorrect information over the government access channels, the PCTA, the PCTA member cities, and its officers and agents shall not be liable for the inaccuracy of the information.

CONTENT RESTRICTIONS

All content of the government access channels shall be under the sole responsibility of the PCTA and its member cities. All content on the channels shall be subject to approval by the PCTA member cities and/or the PCTA Board of Directors. The following content guidelines shall be adhered to:

Political Use of the Government Access Channels - The channels may not be utilized for the promotion or "use" of any elected official or candidate. Specific advertising messages on behalf of or opposing any political candidate or measure on a ballot shall not be permitted. Candidates for election or re-election to any office shall not be permitted to "use" the government access channels within 45 days of an election, except as part of a formal public meeting, press conference, or while acting in their capacity as a currently-seated elected official. The government access channels are exempt from providing equal opportunities to a candidate under Section 76.205 of the Rules and Regulations of the Federal Communications Commission (FCC)

Public Cable Television Authority Programming and Video Production Policies

for time incumbents spend on the channel when performing the routine duties of their position, including participation at regular and special sessions of their city councils, other public meetings and bona fide news events.

Position Advocacy - Any direct advocacy messages including specific promotional messages on behalf of or opposing any ballot initiative, measure proposed by a member city, or items under consideration of the member city councils or their commissions or advisory bodies shall generally not be permitted. Issues of controversy covered by the government access channels shall be presented in a fair, educational, and equitable manner.

Lotteries and For-Profit Advertising - Advertising or other information concerning any lottery, gift enterprise or similar promotion is prohibited.

Promotion of Religion - Programming which directly promotes or denounces religious beliefs or religious philosophies shall not be presented on the government access channels.

Defamatory Material - Subject matter which is defamatory, slanderous or libelous in nature shall not be presented on the government access channels.

Obscene Content - There shall be no presentation of programming content which, in the opinion of the PCTA Board of Directors, is obscene.

Acceptable Mature Programming - It shall be the policy of the government access channels to telecast acceptable and approved mature content programming, if at all, during FCC-specified "safe harbor hours" when children are less likely to constitute a significant portion of the viewing audience. When possible, acceptable mature programming will be preceded by verbal and/or text information stating that the programming content is intended for a mature audience.

Copyright Restrictions - Programs containing copyrighted materials will not be telecast without proper copyright authorization for each and/or all member city communities. Outside agencies submitting programming for telecast are responsible for obtaining all necessary copyright clearances and shall hold the PCTA, the PCTA Board of Directors, and its member cities harmless in any case of copyright infringement.

COMPLAINT PROCEDURES

Complaints regarding government access programming shall be submitted to the General Manager of the PCTA and are to be acted upon within 30 days. Complaint appeals shall be submitted in writing to the PCTA Board of Directors.

Public Cable Television Authority Programming and Video Production Policies

INTERDEPARTMENTAL PRODUCTION SERVICES

Departments of individual member cities are eligible to request video production services in accordance with the government access channel goals and objectives. The PCTA shall review all written requests for programming services and confer with the city cable liaison or other designee of the member city departments or agencies. Upon approval of production services, the PCTA shall develop an estimated production schedule and program completion date. The PCTA production schedule shall be subject to availability of personnel, facilities, equipment, and other commitments.

The PCTA Board of Directors may establish a charge-back schedule and user fees for such purposes.

The PCTA shall use reasonable discretion in determining the priority of use of personnel, equipment, or facilities in the event of conflicting requests.

NON-MEMBER CITY PRODUCTION SERVICES

Non-PCTA member agencies may request production assistance and use of the PCTA and/or member city facilities and equipment. Such requests shall be considered on the basis of availability of personnel, facilities, equipment and other programming commitments, and are subject to the approval of the PCTA Board of Directors. Non-member uses of the facilities and equipment must be consistent with the goals and objectives of the government access channel's policies and guidelines.

Upon approval of intergovernmental production services by the Board of Directors and the PCTA General Manager, an estimated production schedule and program completion date will be established. The PCTA may initiate a contract and establish a production fee agreement for such services. The agreement shall include the method and timetable of payment by the non-member government agency.

USE OF PCTA PROGRAMMING AND EQUIPMENT

All programming produced by the PCTA and its member cities is deemed property of the PCTA and its member cities. Programs produced by contract agents of the PCTA shall be the property of the PCTA and shall not be sold or commercially distributed without the written permission of the PCTA Board of Directors.

Use of PCTA or member city-owned equipment and related production facilities and equipment shall be restricted to the PCTA and its member cities. Loaning of equipment for personal use shall not be permitted. Outside agencies may request to utilize equipment, staffing and facilities as outlined in the Non-member City Production Services section listed above.

Member city departments and agencies may request production facilities and equipment including

Public Cable Television Authority Programming and Video Production Policies

field production equipment and equipment operators for activities which are not intended for telecasting on the government access channels. Such requests shall require sufficient advance notification to the PCTA and are subject to the availability of equipment and other prior commitments. The PCTA Board of Directors may establish a schedule of charge-back and user fees for such purposes.

PROGRAMMING ACQUISITION AND EXCHANGE

Liaison and exchange with other local governments involved in programming/telecasting shall be established and maintained. Cooperative arrangements and agreements with local educational programmers, broadcasters, video service providers and other production groups may be established for efficient operations and communications in the communities.

PROGRAM SPONSORSHIP

The PCTA, its Board of Directors, and each member city may accept sponsorship of programming which meets the desired goals and objectives of the government access channels. Any program sponsored (in full or in part) by a commercial, civic or private entity may carry a brief sponsorship statement at the beginning, end or beginning and end which states (in part) the following:

"This program is made possible through funding by _____"

Video footage during sponsorship acknowledgment may include a logo, name, and address of a sponsor. There shall be no "call to action" involved.

Acknowledgment (including in-program recognition) is permitted for entities providing or sponsoring segments of programs produced by the PCTA or its member cities.

PRODUCTION PERSONNEL POLICIES

PCTA production facilities and equipment shall be utilized only by qualified personnel. All PCTA equipment users are subject to approval by the PCTA General Manager and/or Video Production Manager.

PCTA and member city staff, interns, contract or freelance personnel shall maintain themselves in accordance with the conduct guidelines of the PCTA Board of Directors and appropriate member city rules.

The following abuse of privileges shall be included as grounds for disciplinary action(s) as outlined by the PCTA Board of Directors:

Public Cable Television Authority Programming and Video Production Policies

- Damage, abuse, or mishandling of video production equipment.
- Unauthorized use of video production equipment and facilities, particularly if used for private or commercial purposes.
- Use of video production equipment or facilities while under the influence of alcohol or illegal drugs.

TECHNICAL STANDARDS

All programs submitted or produced for telecast must meet the following technical standards:

1. Master telecast media and video data files shall be in the appropriate video format for telecast. Acceptable formats shall include:
 - DVCAM, HDCAM, or Mini-DV digital videocassette.
 - XDCAM digital videodisc.
 - Full resolution Apple Quicktime and MPEG2 data files.
 - DVD
 - Acceptable newly developed formats.
2. Program audio must be audible with minimal noise levels when amplified.
3. Programs with excessive "drop-outs" or other technical problems will not be accepted.
4. Programs submitted for telecast or produced by the PCTA shall be clearly labeled with the following information:
 - Title of program.
 - Name of producer.
 - Total running time ("TRT") in Minutes and Seconds from fade-up to fade-out.
 - Audio channel designation on Channel one, two or both channels.
 - Number of segments on each tape (if applicable).
 - Generation of analog dub if not telecast master.
 - Multiple sources for a single program shall be clearly labeled (ex. Title, Tape #1 of 3, Tape #2 of 3 etc.).
5. All programs (with exception of public meeting coverage) must begin with a title slate and time with color bars, followed by a 10 second countdown and 2 seconds of studio black.
6. Programs should have no less than 15 seconds of black at the end.

RETENTION OF VIDEOTAPED EVENTS AND PROGRAMS

Master copies of programs or video data files of PCTA productions shall be maintained by PCTA for a minimum of two years, and may thereafter be disposed of in accordance with all applicable laws. Unless instructed otherwise by a given member city, PCTA shall provide at least one duplicate copy

Public Cable Television Authority Programming and Video Production Policies

of each completed production, including taped meetings, to each relevant member city. Such duplicate copies shall become property of the respective member city, and, as such, shall be subject to any applicable retention policy of the member city.

Subject to the minimum two-year retention period set forth above, programming produced and telecast by the PCTA shall be kept as long as directed by the PCTA Board of Directors. Raw footage of events shall be maintained as directed by the PCTA Board of Directors.

Programming accepted for broadcast from other sources may be retained for repeat broadcast at the discretion of the PCTA or its member cities unless other arrangements are made in writing. Upon request, media will be returned to the owner/producer after the final telecast. Media not returned may be recycled by the PCTA for other programming.

VIDEOTAPE DUPLICATION GUIDELINES

Requests for duplication of programming from the PCTA office shall be submitted in a reasonable length of time prior to the requested completion date. At the option of the PCTA, a "Video Duplication Request Form" may be required.

All requests for duplication of programming shall be accompanied by appropriate media to be provided by the individual or organization requesting the copy, unless the media is provided by the PCTA at its discretion. To the maximum extent permitted by applicable law, the requesting individual or organization may be required to pay a fee equal to the costs of duplication.

USE OF GOVERNMENT ACCESS CHANNEL DURING EMERGENCIES

Government use of the government access channel during emergencies and disasters declared by the PCTA Board of Directors and/or its member cities has absolute priority over other programming. During such emergencies or disasters, the government access channel shall be permitted to accept live, pre-recorded, character-generated and audio information from other governmental or non-governmental entities when such announcements are deemed to provide important public information pertaining to the emergency or disaster or other conditions requiring protection of the public health, safety and welfare.

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City of Fountain Valley
 10200 Slater Avenue
 Fountain Valley, California 92708-4736

City of Fountain Valley Invoice

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
PUBLIC CABLE TELEVISION AUTHORITY	03/13/2024	17550	\$0.00	04/12/2024	\$5,161.60

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
ADMIN RECOVER OF EXPENSE (FUND100) PODBEAN SUBSCRIPTION	1.00	\$108.000000	EACH	\$108.00	\$0.00	\$0.00	\$108.00
ADMIN RECOVER OF EXPENSE (FUND100) NEON SIGN	1.00	\$196.040000	EACH	\$196.04	\$0.00	\$0.00	\$196.04
ADMIN RECOVER OF EXPENSE (FUND100) FURNITURE	1.00	\$68.500000	EACH	\$68.50	\$0.00	\$0.00	\$68.50
ADMIN RECOVER OF EXPENSE (FUND100) B&H PHOTO	1.00	\$264.750000	EACH	\$264.75	\$0.00	\$0.00	\$264.75
ADMIN RECOVER OF EXPENSE (FUND100) AMAZON	1.00	\$4524.310000	EACH	\$4,524.31	\$0.00	\$0.00	\$4,524.31
Invoice Total:							\$5,161.60

ACCOUNT	AMOUNT
REIMBURSEMENT FOR PODCAST STUDIO EQUIPMENT	

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



City of Fountain Valley
 10200 Slater Avenue
 Fountain Valley, California 92708-4736

City of Fountain Valley Invoice Remit Portion

Invoice Date	03/13/2024
Invoice Number	17550
Customer Number	103751
Amount Paid	
Due Date	04/12/2024
Invoice Total Due	\$5,161.60

PUBLIC CABLE TELEVISION
 AUTHORITY
 10200 SLATER AVENUE
 FOUNTAIN VALLEY, CA 92708

Attachment to Item 6C

Please write your Invoice Number on your check and
 enclose this portion of the bill with your payment.
Make checks payable to: City of Fountain Valley



TRIPEPI SMITH AND ASSOCIATES, INC.

PO Box 52152
Irvine, CA 92619 US
nicole@tripepismith.com

INVOICE

BILL TO

City of Fountain Valley
10200 Slater Avenue
Fountain Valley, CA 92708

INVOICE # 12052

DATE 03/31/2024

DUE DATE 04/30/2024

TERMS Net 30

DATE	ACTIVITY	QTY	RATE	AMOUNT
	03/13/2024			
03/13/2024	Podcast Production PROJECT: City of Fountain Valley - General Comms (T&M); TASK: Podcast Tech Support; NOTES: Podcast equipment support - Josh Hernandez	1:45	120.00	210.00
03/13/2024	Podcast Production PROJECT: City of Fountain Valley - General Comms (T&M); TASK: Podcast Tech Support; NOTES: Travel to Perris from Fountain valley - Josh Hernandez	1:45	60.00	105.00
	03/15/2024			
03/15/2024	Podcast Production PROJECT: City of Fountain Valley - General Comms (T&M); TASK: Podcast Tech Support; NOTES: podcast template v2, editing, video asset organization, file org - Audrin Baghaie	1:30	120.00	180.00
	03/18/2024			
03/18/2024	Podcast Production PROJECT: City of Fountain Valley - General Comms (T&M); TASK: Podcast Tech Support; NOTES: PDF instructions drafting - Audrin Baghaie	1:00	120.00	120.00
	03/21/2024			
03/21/2024	Podcast Production PROJECT: City of Fountain Valley - General Comms (T&M); TASK: Podcast Tech Support; NOTES: EP 3 AV drafting - Audrin Baghaie	1:30	120.00	180.00
	03/27/2024			
03/27/2024	Podcast Production PROJECT: City of Fountain Valley - General Comms (T&M); TASK: Podcast Tech Support; NOTES: ep. 3 AV editing/drafting - Audrin Baghaie	5:00	120.00	600.00
	03/28/2024			

Attachment to Item 6C

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/28/2024	Podcast Production PROJECT: City of Fountain Valley - General Comms (T&M); TASK: Podcast Tech Support; NOTES: ep. 3 editing/export/delivery/scheduling - Audrin Baghaie	3:00	120.00	360.00

BALANCE DUE

\$1,755.00

Receipt



Invoice number DCEC9F93-0001
Receipt number 2453-3313
Date paid January 30, 2024
Payment method Visa - 6094

Podbean
United States
+1 646-808-0268
contact@podbean.com

Bill to
fvproud@fountainvalley.gov

\$108.00 paid on January 30, 2024

Description	Qty	Unit price	Amount
Podbean Podcasting Solution Plan Year Jan 30, 2024 – Jan 30, 2025	10,800	\$0.01	\$108.00
Subtotal			\$108.00
Total excluding tax			\$108.00
Sales Tax (0% on \$108.00)			\$0.00
Total			\$108.00
Amount paid			\$108.00

Attachment to Item 6C

Etsy

Order #3161056031



Purchased from [HouseOfRounds](#) on Jan 2, 2024



Custom neon sign, neon Sign, neon Light , neon Light , neon Sign Bar ,Personalized Gifts, holiday gift, wedding gift, LED, wedding neon sign

Price

\$721.10

Width: 45" (Most Popular)

Personalization:

1. (2 lines) A Nice Place to Podcast
2. White
3. Stella

Transaction #3917560593

Quantity: 1

Exchanges accepted within 7 days of delivery

Payment Method

Visa ending in 5640

Paid on Jan 2, 2024

Your credit card information was not shared with this shop.

Applied Discounts

NEONN: 75% off

Item Total

\$721.10

Shop Discount

-\$540.83

Subtotal

\$180.27

Shipping

\$0.00

Sales Tax

\$15.77

Order Total

\$196.04

Order Notes



Note from House of Rounds

Hello! Thank you for ordering with us and supporting our small business!

Your shipment will be on the way soon. Please note: It is normal for on-time packages to go a few days without being scanned.

IMPORTANT INFO-

NEON SIGNS:

-If you did not add the color choice in the personalization box or order notes, it will be made in white by default.

-Unless specified, the layout of the listing that your order is placed through is how it will be designed.

WOOD NAME SIGNS:

-Any Family Name WOOD signs 42" and above or that exceeds our shipping restrictions will have "The" detached. Unless specified, the layout of the listing photo that your order is placed through is how it will be designed, even if not a family name.

-Any WOOD name signs outside our size restrictions will have to come with the first letter detached unless your letter amount allows it to be under our height restriction. If you have any questions regarding size and connection, please feel free to reach out.

Attachment to Item 6C

-42" Stacked WOOD bar style name signs will have the middle name detached due to our shipping restrictions.

ROUNDS & DOUBLE LAYERED SIGNS:

-Your orders will come as a solid singular piece base with the 3D lettering on top.

HANGING INSTRUCTIONS:

For NEON: Your orders will come with a hanging kit included both for hanging temporarily with chain supports or mounting screws if hanging for a more indefinite fixture.

For WOOD Name signs, Family Name signs, or Stacked Name Signs: This product does not come with a hanging kit, recommendations and suggestions to follow: For hanging on greenery walls, floral walls or from balloon arches, you can hang with a clear filament to create a suspended free floating appearance. For hanging on a wall or solid surface, you can use either nails to rest the sign on, or 3m Command Strips cut to size for the size font that you have received. Additionally, mounting putty by Gorilla brand has been shown to be helpful as well as a second non-damaging option.

For all ROUND and DOUBLE LAYERED name sign products: Your order will come with one or two hanging kits depending on the size that you order. We do recommend utilizing both the hanging kit(s) as well as additional supports such as 3m Command Velcro strips for added safety and security in areas with little ones such as above cribs/beds and in play areas. They are branded as damage free and come graded by weight limit. Since the weight of each sign varies, we suggest getting the highest grade and using more than the weight of the sign would call for.

The current processing time for orders is listed when you check out. Please note each item is handcrafted with attention to detail to the buyer's custom requests. Each piece is created in the order in which it was received.

Once a shipping email or notification is sent, it could take 2-3 days before any tracking updates.

Thank you again for your support of our shop and our team! We appreciate you!

Thank you,

House of Rounds



Your note to House of Rounds

You did not add a note



Invoice #4211619427

Last Updated: January 10, 2024 | 05:36 PM EST

From:
Wayfair LLC
Attn: Orders
4 Copley Place
Boston, MA 02116
United States
+1 844-977-0615
service@wayfair.com

Bill To:
Amanda McCall
City of Fountain Valley
10200 Slater Ave
Fountain Valley, CA
92708-4794
United States

Order Date	Jan 10, 2024
Order Total	\$68.50
Payments	\$0.00
Balance	\$68.50

Items to be Shipped

Ship To:
Amanda McCall
City of Fountain Valley
10200 Slater Ave
Fountain Valley, CA 92708-4794
United States

Item	Unit Price	Qty	Subtotal	Shipping & Delivery	Tax	Total
 Frame End Table W008904523	\$62.99	1	\$62.99	\$0.00	\$5.51	\$68.50
Total: \$68.50						

Payments

Payment Date	Payment Method	Status	Details	Amount
Jan 10, 2024	Credit Card - VISA ****8495 exp. 08/26	Pending	The amount has been authorized, but the transaction has not been completed yet.	(\$68.50)

Payment Terms

Payment Type: Credit Card
Currency: USD

Tax Terms

Tax Exempt: No
Order Country: United States
Order State: California

Invoice Summary

Subtotal	\$62.99
Shipping & Delivery	\$0.00
Tax	\$5.51
Order Total	\$68.50
Payments	\$0.00
Balance	\$68.50

Invoice summary reflects current payment and shipment status. Remaining balance will be charged to your credit card as items ship.

Attachment to Item 6C



My Account / My Orders / Order Details

Order Details

[Print](#)

January 2, 2024
Order #1103282998

Order Status: **New Order**
Packages in this order: 1
Total Items: 11

Ship To
Meghan Wishner
10200 Slater Ave
FOUNTAIN VALLEY, CA 92708-4794
714-593-4412

Payment Information
*****5640 \$264.75

Bill To
Meghan Wishner
10200 Slater Ave
FOUNTAIN VALLEY, CA 92708-4794
714-593-4412

Order Summary	
Subtotal	\$243.45
Shipping	FREE
Sales Tax	\$21.30
Total	\$264.75



Protection Plan
You still have 30 days to add a protection plan to your order.

Order Placed
5 products in this order
Expedited Delivery

Order Placed
Delivery Estimate: Jan 5, 2024

	STATUS	QTY	UNIT PRICE
Watson AC Power Extension Cord (14 AWG, Black, 25') BH# WAACE1425BU	New Order	2	\$21.95

PROTECTION PLANS



Protection Plans starting at **\$3.99** [See Options](#)

Watson AC Power Extension Cord (14 AWG, Black, 10') BH# WAACE1410BU	New Order	2	\$11.95
---	-----------	---	---------

PROTECTION PLANS



Protection Plans starting at **\$3.99** [See Options](#)

Rosco E-Colour #250 1/2 White Diffusion (21 x 24" Sheet) BH# ROE250S	New Order	2	\$7.95
--	-----------	---	--------

Kopul Studio Elite 4000 Series Neutrik XLR M to XLR F Microphone Cable (50', Black) BH# KOM4050	New Order	4	\$31.95
---	-----------	---	---------

[Chat](#)

Attachment to Item 6C



Furman Pro Plug 6-Outlet Power Block with Surge Protection
BH# FUSS6B

New Order

1

\$31.95

PROTECTION
PLANS



Protection Plans starting at **\$5.99**

[See Options](#)

Orders consisting of two or more types of items may be shipped from multiple locations.

All orders are subject to approval by our verification department. We will notify you by phone or email should your order be delayed.



Final Details for Order #111-1323269-3823404

Paid By: City of Fountain Valley
Placed By: Talia Aparicio
Order Placed: January 11, 2024
Amazon.com order number: 111-1323269-3823404
Order Total: \$90.02

Shipped on January 15, 2024

Table with 2 columns: Items Ordered, Price. Row 1: ISSUNTEX 10X20 ft Background Muslin Backdrop, Photo Studio, Collapsible High Density Screen for Video Photography and Television-Gray \$44.99. Row 2: ~~YAYOYA 10.23ft Black Backdrop Background for Photography, Black Backdrop Screen 8mm, Polyester Fabric Black Photo Backdrop, Large Seamless Black Screen Background for Photo Video Studio Television~~ RETURNED \$37.78.

Shipping Address: City of Fountain Valley - City Hall/Admin Office, 10200 SLATER AVE, FOUNTAIN VALLEY, CA 92708-4736, United States. Shipping Speed: FREE Prime Delivery. Item(s) Subtotal: \$82.77, Shipping & Handling: \$0.00, Total before tax: \$82.77, Sales Tax: \$7.25, Total for This Shipment: \$90.02.

Payment information

Payment Method: Pay by invoice. Item(s) Subtotal: \$82.77, Shipping & Handling: \$0.00, Total before tax: \$82.77, Estimated Tax: \$7.25, Grand Total: \$90.02.

To view the status of your order, return to Order Summary .

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Final Details for Order #111-8283091-9451419

Paid By: City of Fountain Valley
Placed By: Talia Aparicio
Order Placed: January 2, 2024
Amazon.com order number: 111-8283091-9451419
Seller's order number: 31774746
Order Total: \$651.41

Shipped on January 3, 2024	
Items Ordered	Price
1 of: RØDE RØDECaster Pro II All-in-One Production Solution for Podcasting, Streaming, Music Production and Content <i>Creation,Black</i> Sold by: Adorama (seller profile) Business Price Condition: New	\$599.00
Shipping Address: City of Fountain Valley - City Hall/Admin Office 10200 SLATER AVE FOUNTAIN VALLEY, CA 92708-4736 United States	Item(s) Subtotal: \$599.00 Shipping & Handling: \$0.00 ----- Total before tax: \$599.00 Sales Tax: \$52.41 -----
Shipping Speed: Local Express Shipping	Total for This Shipment: \$651.41 -----

Payment information	
Payment Method: Pay by invoice	Item(s) Subtotal: \$599.00 Shipping & Handling: \$0.00 ----- Total before tax: \$599.00 Estimated Tax: \$52.41 ----- Grand Total: \$651.41

To view the status of your order, return to [Order Summary](#) .

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Final Details for Order #112-0748371-8776225

Paid By: City of Fountain Valley
Placed By: Talia Aparicio
Order Placed: January 10, 2024
Amazon.com order number: 112-0748371-8776225
Order Total: \$206.61

Shipped on January 10, 2024	
Items Ordered	Price
1 of: <i>ABET Accent Chairs Set of 2, Velvet Armless Living Room Chairs with Tufted Wingback Thicken Cushion Gold Metal Legs, Comfy Upholstered Side Chairs Slipper Chairs Club Chairs for Bedroom, Blue</i> Sold by: ABET (seller profile) Condition: New	\$189.99
Shipping Address: City of Fountain Valley - City Hall/Admin Office 10200 SLATER AVE FOUNTAIN VALLEY, CA 92708-4736 United States	Item(s) Subtotal: \$189.99 Shipping & Handling: \$0.00 ----- Total before tax: \$189.99 Sales Tax: \$16.62 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$206.61 -----

Payment information	
Payment Method: Pay by invoice	Item(s) Subtotal: \$189.99 Shipping & Handling: \$0.00 ----- Total before tax: \$189.99 Estimated Tax: \$16.62 ----- Grand Total: \$206.61

To view the status of your order, return to [Order Summary](#) .

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Attachment to Item 6C



Final Details for Order #111-1909912-5658642

Paid By: City of Fountain Valley
Placed By: Talia Aparicio
Order Placed: January 2, 2024
Amazon.com order number: 111-1909912-5658642
Order Total: \$2,480.61

Table with 2 columns: Items Ordered, Price. Includes shipping address and totals for a shipment on January 3, 2024.

Table with 2 columns: Items Ordered, Price. Includes shipping address and totals for a shipment on January 3, 2024.

Table with 2 columns: Items Ordered, Price. Includes shipping address and totals for a shipment on January 3, 2024.

Attachment to Item 6C

2 of: <i>RODE PSA1 Swivel Mount Studio Microphone Boom Arm , Rode</i>	\$99.00
Sold by: Better Home NJ (seller profile)	
Condition: New	
Shipping Address:	Item(s) Subtotal: \$198.00
City of Fountain Valley - City Hall/Admin Office	Shipping & Handling: \$0.00
10200 SLATER AVE	-----
FOUNTAIN VALLEY, CA 92708-4736	Total before tax: \$198.00
United States	Sales Tax: \$17.32
Shipping Speed:	-----
FREE Prime Delivery	Total for This Shipment: \$215.32

Shipped on January 3, 2024	
Items Ordered	Price
1 of: <i>XLR-6c Colored Mic Cable Rings</i>	\$14.99
Sold by: Amazon.com	
Condition: New	
1 of: <i>ProTapes Pro Gaff Premium Matte Cloth Gaffer's Tape With Rubber Adhesive, 11 mils Thick, 55 yds Length, 3" Width, Black</i>	\$36.80
<i>(Pack of 1)</i>	
Sold by: Amazon.com	
Condition: New	
Shipping Address:	Item(s) Subtotal: \$51.79
City of Fountain Valley - City Hall/Admin Office	Shipping & Handling: \$0.00
10200 SLATER AVE	-----
FOUNTAIN VALLEY, CA 92708-4736	Total before tax: \$51.79
United States	Sales Tax: \$4.53
Shipping Speed:	-----
FREE Prime Delivery	Total for This Shipment: \$56.32

Shipped on January 4, 2024	
Items Ordered	Price
1 of: <i>Audio-Technica ATH-M30x Closed-Back Monitor Headphones (Black) + Slappa Full Sized HardBody PRO Headphone Case</i>	\$99.90
<i>(SL-HP-07) + Cable Ties + TheImagingWorld Cloth</i>	
Sold by: TheImagingWorld (seller profile)	
Condition: New	
Shipping Address:	Item(s) Subtotal: \$99.90
City of Fountain Valley - City Hall/Admin Office	Shipping & Handling: \$0.00
10200 SLATER AVE	-----
FOUNTAIN VALLEY, CA 92708-4736	Total before tax: \$99.90
United States	Sales Tax: \$8.74
Shipping Speed:	-----
FREE Prime Delivery	Total for This Shipment: \$108.64

Attachment to Item 6C

Shipped on January 4, 2024

Items Ordered

Price

1 of: *GVM RGB LED Video Light, 50W Video Lighting Kit with APP Control, 1200D Photography Lighting kit for YouTube Studio, 3 Packs Led Panel Light, 3200K-5600K, Aluminum Alloy Shell, CRI 97*

\$526.00

Sold by: Great Video Maker ([seller profile](#)) | Product question? ([Ask Seller](#))

Condition: New

Shipping Address:

City of Fountain Valley - City Hall/Admin Office
10200 SLATER AVE
FOUNTAIN VALLEY, CA 92708-4736
United States

Item(s) Subtotal: \$526.00

Shipping & Handling: \$0.00

Total before tax: \$526.00

Sales Tax: \$46.03

Shipping Speed:

FREE Prime Delivery

Total for This Shipment: \$572.03

Shipped on January 4, 2024

Items Ordered

Price

1 of: *GVM RGB LED Video Light, 50W Video Lighting Kit with APP Control, 1200D Photography Lighting kit for YouTube Studio, 3 Packs Led Panel Light, 3200K-5600K, Aluminum Alloy Shell, CRI 97*

\$526.00

Sold by: Great Video Maker ([seller profile](#)) | Product question? ([Ask Seller](#))

Condition: New

Shipping Address:

City of Fountain Valley - City Hall/Admin Office
10200 SLATER AVE
FOUNTAIN VALLEY, CA 92708-4736
United States

Item(s) Subtotal: \$526.00

Shipping & Handling: \$0.00

Total before tax: \$526.00

Sales Tax: \$46.03

Shipping Speed:

FREE Prime Delivery

Total for This Shipment: \$572.03

Shipped on January 5, 2024

Items Ordered

Price

1 of: *Manfrotto MVH502A,546BK-1 Professional Fluid Video System with Aluminum Legs and Mid Spreader (Black)*

\$699.00

Sold by: Savage Paper Specialties ([seller profile](#))

Condition: New

Shipping Address:

City of Fountain Valley - City Hall/Admin Office
10200 SLATER AVE
FOUNTAIN VALLEY, CA 92708-4736
United States

Item(s) Subtotal: \$699.00

Shipping & Handling: \$0.00

Total before tax: \$699.00

Sales Tax: \$61.16

Shipping Speed:

FREE Prime Delivery

Total for This Shipment: \$760.16

Shipped on January 5, 2024

Items Ordered

Price

1 of: SanDisk 128GB Extreme microSDXC UHS-I Memory Card with Adapter - Up to 160MB/s, C10, U3, V30, 4K, A2, Micro SD - SDSQXA1-128G-GN6MA

\$14.99

Sold by: G&W Online ([seller profile](#))

Business Price

Condition: New

Shipping Address:

City of Fountain Valley - City Hall/Admin Office
10200 SLATER AVE
FOUNTAIN VALLEY, CA 92708-4736
United States

Item(s) Subtotal: \$14.99

Shipping & Handling: \$0.00

Total before tax: \$14.99

Sales Tax: \$1.31

Shipping Speed:

FREE Prime Delivery

Total for This Shipment: \$16.30

Payment information

Payment Method:

Pay by invoice

Item(s) Subtotal: \$2,281.02

Shipping & Handling: \$0.00

Total before tax: \$2,281.02

Estimated Tax: \$199.59

Grand Total: \$2,480.61

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Final Details for Order #111-0225246-1611472

Paid By: City of Fountain Valley
Placed By: Talia Aparicio
Order Placed: January 2, 2024
Amazon.com order number: 111-0225246-1611472
Seller's order number: 9042901
Order Total: \$136.25

Shipped on January 3, 2024	
Items Ordered	Price
1 of: <i>Rode VideoMic GO II Ultracompact Analog/USB Camera-Mount Shotgun Microphone Bundle with Deluxe Windshield for VideoMic GO II</i>	\$125.29
Sold by: Kellards (seller profile) Product question? (Ask Seller)	
Condition: New	
Shipping Address: City of Fountain Valley - City Hall/Admin Office 10200 SLATER AVE FOUNTAIN VALLEY, CA 92708-4736 United States	Item(s) Subtotal: \$125.29 Shipping & Handling: \$0.00 ----- Total before tax: \$125.29 Sales Tax: \$10.96 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$136.25 -----

Payment information	
Payment Method: Pay by invoice	Item(s) Subtotal: \$125.29 Shipping & Handling: \$0.00 ----- Total before tax: \$125.29 Estimated Tax: \$10.96 ----- Grand Total: \$136.25

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Final Details for Order #111-4848756-3816219

Paid By: City of Fountain Valley
Placed By: Talia Aparicio
Order Placed: January 2, 2024
Amazon.com order number: 111-4848756-3816219
Order Total: \$997.19

Shipped on January 3, 2024	
Items Ordered	Price
2 of: <i>Shure SM7B Dynamic Vocal Microphone</i> Sold by: Amazon.com Condition: New	\$399.00
2 of: <i>SanDisk 128GB Extreme PRO SDXC UHS-I Memory Card - C10, U3, V30, 4K UHD, SD Card - SDCSDXXD-128G-GN4IN</i> Sold by: Amazon.com Condition: New	\$21.99
1 of: <i>Sony NPFZ100 Z-series Rechargeable Battery Pack for Alpha A7 III, A7R III, A9 Digital Cameras black , SONY</i> Sold by: Focus Camera LLC (seller profile) Product question? (Ask Seller) Business Price Condition: New	\$74.99
Shipping Address: City of Fountain Valley - City Hall/Admin Office 10200 SLATER AVE FOUNTAIN VALLEY, CA 92708-4736 United States	Item(s) Subtotal: \$916.97 Shipping & Handling: \$2.99 Free Shipping: -\$2.99 ----- Total before tax: \$916.97 Sales Tax: \$80.22 ----- Total for This Shipment: \$997.19 -----

Payment information	
Payment Method: Pay by invoice	Item(s) Subtotal: \$916.97 Shipping & Handling: \$2.99 Promotion applied: -\$2.99 ----- Total before tax: \$916.97 Estimated Tax: \$80.22 ----- Grand Total: \$997.19

To view the status of your order, return to [Order Summary](#) .

CITY OF FOUNTAIN VALLEY

Video Podcast Services

December 8, 2023

By: Jon Barilone, Principal
Cameron Grimm, Director





TABLE OF CONTENTS

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COVER LETTER

Dear Maggie Le and Meghan Wishner,

Thank you for the opportunity to propose video podcast services to the City of Fountain Valley. This proposal identifies Tripepi Smith’s qualifications to provide podcast technical support. Our team of video experts and creative professionals are well-equipped to help the City of Fountain Valley execute on this exciting new project.

As you know, Tripepi Smith has a strong record of working with public agencies throughout California since its incorporation in 2002. Our experience includes video production, AV expertise, directing and production; full-scale video production (including drone services); cablecasting and full-scale event video production for numerous clients.

Tripepi Smith has provided podcasting services to the Town of Yucca Valley and the California Association for Local Economic Development (CALED). We also produce our very own video podcast for [PublicCEO Report](#).

We look forward to continuing our partnership with the City of Fountain Valley in this capacity.

Regards,

Ryder Todd Smith, Co-Founder & President, Tripepi Smith

ryder@tripepismith.com • (626) 536-2173

PO Box 52152, Irvine, CA 92619

Ryder is the contact person throughout the proposal evaluation period.



COST ESTIMATE & SCOPE OF WORK

Tripepi Smith estimates a one-time cost of **\$3,179.00** for initial podcast set-up and training support. Following the initial set-up, Tripepi Smith estimates a monthly cost of **\$899.25/month** to provide monthly podcast services to the City of Fountain Valley.

The price includes the following:

Podcast Set-Up Support

- Kick-off meeting to discuss project roles and responsibilities.
- A detailed list of recommended equipment for the City to purchase.
- On-site visit for initial equipment set-up and up to two (2) hours of in-person equipment training (price includes travel costs).
- Set-up of RSS feed to enable distribution on multiple podcast platforms.
- Design of podcast graphics, including a thumbnail template and on-camera frame.
- Custom logo animation.

Monthly Podcast Services

- Post-production editing with up to two (2) rounds of client reviews.
 - Final video will include the full (or edited/cut) podcast recording.
 - Final video will include implementation of thumbnail and framing.
 - Final video will include additional graphics, presentation slides, etc., if requested.
- Uploading of podcast to up all desired streaming platforms.
- Overall streaming platform management, including tech support as needed.

Tripepi Smith proposes a time and materials engagement to provide flexibility to the City. For example: if the City requires minimal edits to the final video, the cost may decrease. Alternatively: if the City were to increase the amount podcasts to record, require numerous rounds of revisions or decide they would like Tripepi Smith videographers to travel on-site to record, the cost may increase.

The assumption is that City staff will record each podcast on a monthly basis and send the files to Tripepi Smith for editing. Should the City decide to want a Tripepi Smith videographer on-site to record each podcast, it is anticipated the cost will increase by \$360/month, which includes two (2) hours of on-site recording and accounts for travel time.



Ad Hoc Hourly Rates

	Hourly
Principal	\$350.00
Director	\$240.00
Art Director	\$240.00
Senior Business Analyst	\$190.00
Business Analyst	\$130.00
Junior Business Analyst	\$105.00
Senior Videographer/Animator	\$190.00
Senior Photographer	\$160.00
Photographer/Videographer	\$120.00
Senior Graphic Designer	\$175.00
Graphic Designer	\$120.00
Junior Graphic Designer	\$105.00
Web Developer	\$195.00
Drone Operator	\$195.00
Travel (Videographer)	\$60.00

Billing

Time at Tripepi Smith is billed in 15-minute increments – i.e. we invoice our time in the following examples: 1.25, 0.75, 4.0 or 6.5 hours.

Other Costs

Because Tripepi Smith offers a broad set of services, including extensive content production, we have some other content production-related fees that may come up during the course of our engagement that we want to tell you about.

Travel Costs

We will invoice for travel time at half rate of the resource’s Standard Hourly Rate. We do not anticipate any other travel costs needed (flights, hotels, car rentals).



Video Equipment Fees

Tripepi Smith offers some services that require equipment, such as drone operations and video production. As such, in those cases, the following rates apply:

	Half Day	Full Day
Video Equipment	\$400	\$600
Drone Equipment	N/A	\$500

Six-hundred dollars (\$600) for a full day of video equipment use (includes full set of video equipment). Full day is defined as a shoot lasting four (4) or more hours.

Four-hundred dollars (\$400) for a half day of video equipment use. Half day is defined as anything under four (4) hours of video production. All such expenses will be authorized by the organization prior to fee being assessed.

Five-hundred dollars (\$500) per day drone fee applies and is not inclusive of the drone operator time (Drone Operator rate).

Service Fees

	Client Pays Directly	Client Reimburses TS
Print costs, digital advertising, media placement, voiceover/captions	No Fees	10%

Typically, Tripepi Smith prefers to have service providers bill the client directly to avoid additional administrative costs and because we have no economic interest in the service provider selection. If Tripepi Smith is asked to pay the bill for the client, we will apply a ten percent (10%) agency fee to the reimbursement expense. Typical services include, but are not limited to:

Print Costs: Tripepi Smith is happy to use a printer of the client’s choosing for print production work, or to recommend a printer with whom we have experience.

Digital Advertising: Tripepi Smith is a Google Partner and Constant Contact Solution Provider and has Facebook Certified staff. We consider digital platforms to be a cornerstone element of any outreach strategy; often this comes with digital advertising fees.

Media Placement: Tripepi Smith can help liaise on behalf of the City for advertising space within various mediums, such as newspapers, magazine or websites.

Voiceover, Translation and Closed Caption Fees: Tripepi Smith occasionally uses third-party resources to record voiceovers for videos, generate closed captions for videos, and for non-English language translations.



SAMPLE PROJECTS

The **PublicCEO Report** is a video and podcast series hosted by PublicCEO Owner and Tripepi Smith President Ryder Todd Smith. In each Report, Ryder sits down with a thought leader to talk policy, current events, personal experiences and challenges facing local government. Tripepi Smith staff runs the podcast on Stitcher, Spotify, Apple Music and Amazon Music.



<https://www.publicceo.com/report/>

Ryder's podcast

Tripepi Smith recorded and edited four (4) video podcasts for **California Association for Local Economic Development (CALED)**.

https://www.youtube.com/@CALED_EconDev/videos

Helen Schaubmayer

Program Manager
Helen@caled.org
(916) 448-8252 ext. 16

Tripepi Smith provided pre-production and setup services for an audio podcast for the **Town of Yucca Valley**. Each episode, hosted by the mayor, was uploaded by Tripepi Smith to ProBean, Spotify and Apple Music.

Curtis Yakimow

Town Manager
(760) 369-7207 ext. 232
cyakimow@yucca-valley.org

Additional video work samples can be found at <https://vimeo.com/TripepiSmith>.



PROJECT TEAM STAFFING

Team Tripepi Smith

Ryder Todd Smith Co-founder & President		Nicole Smith Co-founder & CFO	
Creative Services		Jennifer Nentwig, APR Principal	Jon Barilone Principal
Kevin Bostwick Creative Director	Katherine Griffiths, APR Principal, Editorial Lead	Jennifer Vaughn Director	Amy Conrad Director
Kjerstin Wingert Sr. Designer, Photography	Cameron Grimm Director	Saara Lampwalla Sr. Business Analyst	Karen Villaseñor Sr. Business Analyst
Sara Madsen Sr. Analyst, Web, Design	Melanie James Sr. Analyst, Web, Design, Video	Sydni Overly Sr. Business Analyst	Kaitlyn Wu Sr. Business Analyst
Thomas Cummings Analyst, Design	Nolan Voge Bus. Analyst, Video, Photo	Allison Torres Business Analyst	Kaetlyn Hernandez Business Analyst
Alexis Mendez Jr. Analyst, Design	Jenni Wechsler Jr. Analyst, Design	Kevork Kurdoghlian Business Analyst	Charlie Mounts Business Analyst
Ethan De La Peña Jr. Analyst, Video	Daniel Ceruti Jr. Analyst, Video	Cailyn Thompson Business Analyst	Kalee Cummings Business Analyst
	Audrin Baghaie Jr. Analyst, Video	Kylie Sun Business Analyst	Melanie Moore Business Analyst
	Josh Hernandez Jr. Analyst, Video		
Skyler Addison Business Analyst	Peter Johnson Business Analyst	Kayla Cao Jr. Business Analyst	Amy Gallagher Jr. Business Analyst
Morgan Mock Jr. Business Analyst	Alyson Nichols Jr. Business Analyst	Madison Garra Jr. Business Analyst	Kendall Lowery Jr. Business Analyst
Maximilian Weirach Jr. Business Analyst	Noelle Feaster Jr. Business Analyst	Madeline Pettit Jr. Business Analyst	Mackenna Morrice Jr. Business Analyst
Mia Valenzuela Jr. Business Analyst	Abigail Wolf Jr. Business Analyst	Cole Williams Jr. Business Analyst	Devin Antonio Jr. Business Analyst
Sarah Klem Jr. Business Analyst	Olivia Rizzuto Jr. Business Analyst	Jacob Lyle Jr. Business Analyst	Kiran Kruse Jr. Business Analyst
Sydney Fitch Jr. Business Analyst	Liann So Jr. Business Analyst	Kara Cato Jr. Business Analyst	



Proposed Team



Cameron Grimm
Director



Kylie Sun
Business Analyst



Audrin Baghaie
Videographer

It is anticipated that Director **Cameron Grimm** will provide subject matter expertise throughout the course of podcast production. Business Analyst **Kylie Sun** will provide project management support. Videographer **Audrin Baghaie** will provide support for podcast set-up, recording, editing and delivery of the final files.

Resource assignments may be adjusted based on timing and schedules. The full Tripepi Smith team will also be available to provide specific support throughout the engagement as needed.

Bios

(See resumes in the appendix to learn more about the proposed team)

Cameron Grimm – Director

After a passion for storytelling compelled her to pursue a Bachelor of Arts degree in English at Scripps College, Cameron went on to study video editing and production at the Los Angeles Film School. This education led her to acquire more than 15 years of experience in video production and she later expanded her career into other areas of marketing communications. Her previous role as Director of Creative Services at Claremont McKenna College allowed her to manage print communication pieces and social media in addition to video work. Cameron’s background includes experience in a variety of industries including higher education, entertainment and the nonprofit sector. Her client work includes City of Indian Wells, City of La Cañada Flintridge, Town of Yucca Valley and City of Sunnyvale.



Kylie Sun – Business Analyst

Kylie Sun brings a diverse skillset to the team from her experience in several industries, such as litigation services, academic administration and music marketing. She graduated from Biola University with a Bachelor of Science in Business Administration with a concentration in Business Management. She has a strong background in social media strategy, website development, writing and scheduling and high-volume operations due to her experiences as Administrative Assistant at Biola University, Marketing Intern at Transparent Productions, Social Media Marketing Manager at TSE Worldwide Press and Operations Associate at TSG Reporting.

Kylie is a certified Hootsuite Social Marketing Professional. She is working closely with clients on communications related to municipal district formation and Senate Bill 1383. She also takes lead on recruitments for Tripepi Smith Talent Solutions. Her clients include City of Duarte, City of Fountain Valley, City of Orange, Town of Yucca Valley, City of Bell, City of Lomita, City of Menifee, City of Pasco and City of Morgan Hill.

Audrin Baghaie – Junior Business Analyst / Videographer

Audrin is an accomplished video editor with a wide variety of skills including marketing, content writing, production and more. He received a B.S. in Psychology and Statistics from the University of New Mexico and a B.A. in Audio Engineering from the Los Angeles Film School. Audrin is passionate about AV production, with a demonstrated history of creative media versatility in both the music and finance industry. He further pursued the field by editing for various outlets in social media and worked as a virtual conference operator by coordinating video and livestream production. Audrin has an extended international background, having lived abroad in both the Philippines and Singapore throughout his collegiate years.

Audrin is a certified Hootsuite Social Marketing Professional and has YouTube certifications in Content Ownership and Asset Management. His client work includes the City of Paramount and the City of Fullerton.



APPENDIX: RESUMES

CAMERON GRIMM

TRIPEPI SMITH – DIRECTOR

05/21 – PRESENT

- Generate client plans and approaches to crisis and other difficult situations
- Provide account oversight and project leadership on critical accounts
- Lead the video production practice at Tripepi Smith
- Provide overall quality assurance and timely deliverables on client engagements

TRIPEPI SMITH – SENIOR BUSINESS ANALYST

08/18 – 05/21

- Provide project management and account support for a variety of clients and one-time projects
- Script, produce and edit videos
- Write and distribute news releases, feature stories and opinion-editorials

CLAREMONT MCKENNA COLLEGE – DIRECTOR OF CREATIVE SERVICES

10/16 – 05/18

- Directed and planned Creative Services division
- Established production deadlines, oversaw design, managed internal approvals and supervised production of CMC Magazine
- Supervised in-house Graphic Designer and freelance photographers, video producers and designers to establish a creative vision for project requests and set production timelines

CLAREMONT MCKENNA COLLEGE – DIRECTOR OF VIDEO OPERATIONS

08/13 – 10/16

- Produced exceptional quality video programming and responsible for the full cycle of production: conceptualizing, scripting, producing, shooting, audio recording, editing, creating graphic elements, compressing and publishing
- Created and managed official College YouTube channel with viewership increase of 326% in a 6-month period

EDUCATION

- Bachelor of Arts / English – Scripps College – Claremont, CA
- Certificate / Essentials of Marketing Strategy – eCornell
- Certificate / Film Editing – Los Angeles Film School – Los Angeles, CA

PROFESSIONAL DEVELOPMENT

- Pepperdine School of Public Policy Professional Certificate in Leading Smart Communities 03/21
- UCI Public Policy Making Academy I 03/21

CERTIFICATIONS

- Constant Contact Certified Solutions Provider 01/21
- YouTube: Content Ownership, Channel Growth and Creative Essentials 08/19
- Hootsuite Social Marketing 09/18

SOFTWARE

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Adobe Premiere • Adobe After Effects • Adobe Photoshop | <ul style="list-style-type: none"> • Adobe Illustrator • Media Encoder • Constant Contact | <ul style="list-style-type: none"> • Hootsuite • Microsoft Office |
|--|--|---|



KYLIE SUN

TRIPEPI SMITH – BUSINESS ANALYST

06/21 – PRESENT

- Conduct market research to provide client insights
- Develop strategy to improve social media marketing efforts
- Write stories and press releases for the firm’s website and city clients

TSG REPORTING – OPERATIONS ASSOCIATE

11/20 – 04/21

- Consulted with worldwide law firms to provide them with proper litigation needs
- Managed the schedules of 300+ global reporters, videographers and digital operators
- Provided technical support to prepare all litigation staff for remote work
- Set up and monitored 50+ Zoom meetings daily to ensure logistical success

TSE WORLDWIDE PRESS – SOCIAL MEDIA MARKETING MANAGER

05/20 – 11/20

- Reconstructed and co-designed a new website for TSE Worldwide Press
- Initiated marketing and PR tactics to build the branding for entrepreneur Sarah Tse
- Implemented a social media marketing plan for the company and entrepreneur
- Redesigned the branding of the entrepreneur’s various social media platforms

BIOLA UNIVERSITY – ADMINISTRATIVE ASSISTANT

10/17 – 11/20

- Monitored daily and weekly schedules and monthly calendar obligations for Academic Advisor
- Built and tracked degree checklists for students before academic advising sessions
- Worked closely and diligently with faculty members to help them in achieving their goals
- Assisted with management and tracking of event information and ticketing
- Input travel documentation and expenses for speakers, faculty and event planning teams
- Liaison between the accounting, purchasing and cashier departments

EDUCATION

- Bachelor of Science in Business Administration - Management – Biola University – La Mirada, CA
 - Dean’s List Recipient

CERTIFICATIONS

- Hootsuite Social Marketing 06/21

SOFTWARE

- | | | |
|----------------|--------------------|---------|
| • Google Suite | • Microsoft Office | • Canva |
|----------------|--------------------|---------|



AUDRIN BAGHAIE

TRIPEPI SMITH – JUNIOR BUSINESS ANALYST

02/23 – PRESENT

- Conduct market research to provide client insights
- Manage social media and respond to public questions
- Write stories and press releases for the firm’s website and city clients

OPEN EXCHANGE – PRODUCTION SPECIALIST

09/20 – 09/22

- Produced and edited video content from live virtual conference operations
- Built online showcase for clients to attend and contribute to live virtual events
- Worked closely with US conference delivery team to identify client requirements, objectives and scope

CREATE MUSIC GROUP – PUBLISHING ADMINISTRATOR

09/18 – 03/20

- Onboarded, registered and archived clients to international publishing rights organizations
- Provided project management and account support for numerous clients
- Prepared metadata and publishing info in sync catalog; pitched clients for sync-licensing

UNM DAILY LOBO – RADIO HOST/REPORTER

01/17 – 05/18

- Broadcasted daily radio show; archived music content and ran board according to FCC protocol
- Reported on cultural events and broadcasted interviews for regularly scheduled programming
- Content editing/writing, researched and edited stories for multimedia publication

EDUCATION

- Bachelor of Science, Psychology and Statistics – University of New Mexico – Albuquerque,
- Bachelor of Arts, Audio Engineering – Los Angeles Film School – Los Angeles, CA

CERTIFICATIONS

- Hootsuite Social Marketing 02/23
- YouTube Certified: Content Ownership 04/20
- YouTube Certified: Asset Management 04/20

SOFTWARE

<ul style="list-style-type: none"> • Adobe Suite • WordPress • JavaScript 	<ul style="list-style-type: none"> • ProTools • Canva • Ableton Live 	<ul style="list-style-type: none"> • Microsoft Office • Logic Pro X • HTML
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