

# City of Los Alamitos

## Agenda Report Consent Calendar

May 19, 2014  
Item No: 8E

**To:** Mayor Gerri L. Graham-Mejia & Members of the City Council  
**From:** Bret M. Plumlee, City Manager  
**Subject:** Payments Made to John Underwood for Services to LATV

**Summary:** The City Council has requested information regarding payments and/or reimbursements made to John Underwood for services related to LATV.

**Recommendation:** Receive and file.

### Background

At the City Council meeting of April 21, 2014, Council requested additional explanations for the payments made to Mr. Underwood.

### Discussion

The following payments to Mr. Underwood have been recently processed. All funds were utilized to pay for the labor involved to film and edit the segments for showing on LATV-3.

On January 2, 2014, the City Manager approved an invoice for \$450 for the production of The State of the City program.

On March 17, 2014, the City Manager approved an invoice for \$350 for filming the Police Officers Appreciation Lunch.

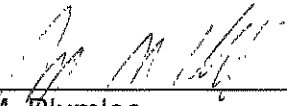
### Fiscal Impact

To date in 2014, a total of \$800 has been paid to Mr. Underwood for LATV programming.

LATV has an annual budget of \$36,700 which is utilized for labor, equipment and supplies for programming the station, maintaining the van and studio, and maintaining the video and audio equipment.

Prepared and Submitted By:

Fiscal Impact Reviewed By:



\_\_\_\_\_  
Bret M. Plumlee  
City Manager



\_\_\_\_\_  
Glenn L. Steinbrink  
Interim Administrative Services Director

- Attachments:*
- 1. Invoice and copy of check for \$450.00 for State of the City*
  - 2. Invoice and copy of check for \$350.00 for Police Officers Appreciation Lunch*



**CITY OF LOS ALAMITOS**  
 3191 Katella  
 Los Alamitos, CA 90720  
 (562) 431-3538

BANK OF AMERICA  
 LOS ALAMITOS, CA

Attachment 1

1220 090024

DATE: 01/27/2014 AMOUNT: \$\*\*\*\*\*450.00  
 VOID AFTER 90 DAYS

PAY ----- FOUR HUNDRED FIFTY & 00/100 DOLLARS -----

TO THE ORDER OF JOHN UNDERWOOD  
 11072 MIDWAY DRIVE  
 LOS ALAMITOS, CA 90720

*W. Underwood*  
 \_\_\_\_\_  
*T. [Signature]*  
 \_\_\_\_\_

⑈090024⑈ ⑆122000661⑆ 09457⑈80210⑈

PLEASE DETACH STUB BEFORE DEPOSITING

CITY OF ALAMITOS - 3191 Katella - Los Alamitos, CA 90720 - (562) 431-3538

090024

01-1427 JOHN UNDERWOOD

01/27/2014

DATE	I.D.	PO #	DESCRIPTION	AMOUNT
1/27/2014	01/27/14	28 -518-5260	G/L DISTRIBUTION JOHN UNDERWOOD FILM - STATE OF THE CITY	450.00
			FILMING - STATE OF THE CITY	

*John Underwood* 2/4/14

JOHN UNDERWOOD  
 11072 MIDWAY DRIVE  
 LOS ALAMITOS, CA 90720

CHECK TOTAL 450.00

WARRANT REQUEST

Date 1-2-14

Vendor# 127 Name John Linderwood  
 Check# \_\_\_\_\_ Address 11072 Meadow Dr.  
 Total \$ 450.00 City, St., Zip Los Alamitos ca 90726

Account # 27.578.5260 Amount \$ 450.00  
 Description Filming of state of Invoice # \_\_\_\_\_  
The city Amount \$ \_\_\_\_\_  
 Invoice # \_\_\_\_\_  
 Amount \$ \_\_\_\_\_  
 Invoice # \_\_\_\_\_  
 Amount \$ \_\_\_\_\_  
 Invoice # \_\_\_\_\_  
 Amount \$ \_\_\_\_\_  
 Invoice # \_\_\_\_\_

THIS PURCHASE AUTHORIZATION IS BY: Contract# \_\_\_\_\_

P.O.# \_\_\_\_\_ Ext. Credit \_\_\_\_\_ Maint. Contr. \_\_\_\_\_  
 Department Head [Signature]  
 Finance Officer \_\_\_\_\_  
 Dir. of Admin. Ser. [Signature]

Special instructions/comments  
Give to finance

## Janice Shore

---

**From:** Kim Engel  
**Sent:** Tuesday, January 21, 2014 8:25 AM  
**To:** Janice Shore  
**Cc:** Christine Grabiell  
**Subject:** FW: State of City production

Hi Janice,

Can you please print out this invoice and create a warrant request and get Bret's signature and then give it to Christine to process?

Thanks,

Kim

**From:** Bret Plumlee  
**Sent:** Tuesday, January 21, 2014 8:19 AM  
**To:** Kim Engel  
**Subject:** FW: State of City production

Kim,

I am forwarding you this invoice from John Underwood for the State of the City production. Please let me know if there is anything else we need from him. Thanks.

Bret

**From:** John Underwood [mailto:john@cccah.com]  
**Sent:** Monday, January 20, 2014 10:11 PM  
**To:** Bret Plumlee  
**Subject:** State of City production

1/20/14

**To:**  
Bret Plumlee  
Los Alamitos City Manager

**From:**  
John Underwood/LATV

re: Invoice for State of City Production

Bret,

State of the City coverage and post production packaging has been completed and delivered to server operations for scheduling.

The program has been running since the weekend and will run through January and into February on LATV. Public notice with a captioned picture will also be published in the

News Enterprise Wednesday edition along with the schedule of times when it will be airing.

Per our agreement I am billing the City for the above videographic services in the amount of \$450 due and payable at this time. Please note the check for the above amount should be made out to John Underwood, the producer, and can either be mailed to the below address or, as has been customary in the past Kim in finance notifies me when it is available and I pick it up.

Regards,

John Underwood



**Bret Plumlee**

---

**From:** Bret Plumlee  
**Sent:** Tuesday, January 14, 2014 10:08 AM  
**To:** John Underwood  
**Subject:** Re: State of the City coverage

Hi John.

Please confirm the cost and also confirm that your set up will not interfere with the audio of the setup for the State if the City power point.

We can then go forward with it.

Also let me know when you will set up. Thanks.

Bret

Sent from my iPhone

On Jan 13, 2014, at 5:34 PM, "John Underwood" <[REDACTED]> wrote:

**PROPOSAL**

1/13/14

To:  
Brett Plumlee  
City Manager  
City of Los Alamitos

From:  
John Underwood  
LATV Producer

re: Proposal for Coverage of State of the City

Mr. City Manager,

The following is a proposal for videographic coverage of the 2014 City of Los Alamitos State of the City event to be held on January 15, 2014 at the Eagles Nest Banquet Hall in Cypress, Ca.

As producer of the above event coverage it would be my intention to provide to the City three camera gavel to gavel coverage of the proceedings in its entirety, with possible post interview(s) with one or more featured speakers.

As the program producer it would be my responsibility to assemble all equipment and crew to provide three-camera coverage of the event and its packaging for presentation on LATV.

The program would be post-assembled and edited by me as an "LATV Special Event" and would be prepared and delivered to server operations for airtime scheduling within 5 working days of the event.

The cost of the above services provided to the City of Los Alamitos by John Underwood would be \$450 due and payable to John Underwood upon completion of the production and delivery to server operations for airtime scheduling.

A courtesy copy of the program will be made available to the city manager upon request.

Thank you for the opportunity to serve the City and to bring this signature municipal event to the attention of our broader viewing audience.

Regards,

John Underwood  
LATV Producer

~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~



## Bret Plumlee

---

**From:** Bret Plumlee  
**Sent:** Tuesday, January 14, 2014 11:33 AM  
**To:** John Underwood  
**Cc:** Johnnie Strohmeyer  
**Subject:** Re: State of the City coverage

Ok John thanks. We just want to make sure that the cameras and equipment you are using will not interfere with the setup since there will be many tables and people at the event. Please contact Johnnie to arrange time you will be setting up and do she is in the loop. Thanks.

Bret

Sent from my iPhone

On Jan 14, 2014, at 10:47 AM, "John Underwood" <[REDACTED]> wrote:

1/14/14  
re: State of the City event

Bret,

I believe at the Commission meeting I indicated \$350-400 is the minimum it takes to field the smallest compliment of cameras and equipment for a multi-camera shoot (2cameras-two crewmembers. FYI for even more involved events like Race on the Base or the 4th costs may range higher.

Typically however for a production like this three cameras is most often warranted, and makes for a more professional recording switch. It is possible to cover this type of event with two cameras and occasionally I have done so. The additional \$50-75 is simple the cost of an added camera person and materials (tape, SDHC card backup etc.)

For this event I normally arrive at approximately 8:45am giving my crew two hours-plus to set up. I do take a back up audio feed from facility PA, in addition to setting up my own wireless mics that do not interfere in any way with the house sound system.

I hope I've answered your questions. You can also call me if you have more detailed issues to discuss at 562 619-3222.

Can I assume we are a go?

John Underwood

-----Original Message-----

From: Bret Plumlee [mailto:[BPlumlee@cityoflosalamitos.org](mailto:BPlumlee@cityoflosalamitos.org)]  
Sent: Monday, January 13, 2014 8:54 PM  
To: John Underwood  
Subject: Re: State of the City coverage

Thanks John. You stated at the Cable Commission meeting the cost would be \$350.

Bret

Sent from my iPhone

On Jan 13, 2014, at 5:34 PM, "John Underwood"  
<[REDACTED]> wrote:

PROPOSAL

1/13/14

To:

Brett Plumlee

City Manager

City of Los Alamitos

From:

John Underwood

LATV Producer

re: Proposal for Coverage of State of the City

Mr. City Manager,

The following is a proposal for videographic coverage of the 2014 City of Los Alamitos State of the City event to be held on January 15, 2014 at the Eagles Nest Banquet Hall in Cypress, Ca.

As producer of the above event coverage it would be my intention to provide to the City three camera gavel to gavel coverage of the proceedings in its entirety, with possible post interview(s) with one or more featured speakers.

As the program producer it would be my responsibility to assemble all equipment and crew to provide three-camera coverage of the event and its packaging for presentation on LATV.

The program would be post-assembled and edited by me as an "LATV Special Event" and would be prepared and delivered to server operations for airtime scheduling within 5 working days of the event.

The cost of the above services provided to the City of Los Alamitos by John Underwood would be \$450 due and payable to John Underwood upon completion of the production and delivery to server operations for airtime scheduling.

A courtesy copy of the program will be made available to the city manager upon request.

Thank you for the opportunity to serve the City and to bring this signature municipal event to the attention of our broader viewing audience.

Regards,

John Underwood

LATV Producer

~~isuf@social.rr.com~~ <mailto:~~isuf@social.rr.com~~>

~~562-678-8888~~



CITY OF LOS ALAMITOS  
 3191 Katella  
 Los Alamitos, CA 90720  
 (562) 431-3538

BANK OF AMERICA  
 LOS ALAMITOS, CA

Attachment 2

1220

DATE  
 03/24/2014

AMOUNT  
 \$\*\*\*\*\*350.00  
 VOID AFTER 90 DAYS

PAY ----- THREE HUNDRED FIFTY & 00/100 DOLLARS -----

TO THE JOHN UNDERWOOD  
 ORDER 11072 MIDWAY DRIVE  
 OF LOS ALAMITOS, CA 90720

*W. [Signature]*  
 \_\_\_\_\_  
*T. [Signature]*  
 \_\_\_\_\_

⑈090436⑈ ⑆122000661⑆ 09457⑈80210⑈

PLEASE DETACH STUB BEFORE DEPOSITING

CITY OF ALAMITOS - 3191 Katella - Los Alamitos, CA 90720 - (562) 431-3538

090436

01-1427 JOHN UNDERWOOD

03/24/2014

DATE	I.D.	PO #	DESCRIPTION	AMOUNT
3/24/2014	3/17/14	28 -518-5260	G/L DISTRIBUTION JOHN UNDERWOOD FILMING - POLICE LUNCHEON	350.00
POLICE APPRECIATION LUNCHEON FILMING				

*John Underwood*  
*3/25/14*

JOHN UNDERWOOD  
 11072 MIDWAY DRIVE  
 LOS ALAMITOS, CA 90720

CHECK TOTAL 350.00

WARRANT REQUEST

Date 3-17-14

Vendor# 1227 Name John Underwood  
Check# \_\_\_\_\_ Address 17072 Midway St.  
Total \$ 350.00 City, St., Zip Los Alamitos, Ca 90720

Account # 28.518.5260 Amount \$ 350.00  
Description Police Appreciation Luncheon Invoice # 3/17/14

Account # Filming Amount \$ \_\_\_\_\_  
Description \_\_\_\_\_ Invoice # \_\_\_\_\_

Account # \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Description \_\_\_\_\_ Invoice # \_\_\_\_\_

Account # \_\_\_\_\_ Amount \$ \_\_\_\_\_  
Description \_\_\_\_\_ Invoice # \_\_\_\_\_

THIS PURCHASE AUTHORIZATION IS BY: Contract# \_\_\_\_\_

P.O.# \_\_\_\_\_ Ext. Credit \_\_\_\_\_ Maint.Contr. \_\_\_\_\_

Department Head \_\_\_\_\_

City Manager [Signature]

Finance Manager \_\_\_\_\_

Dir. of Admin. Ser. [Signature]

Special instructions/comments Hold for pick up

\_\_\_\_\_  
\_\_\_\_\_

**INVOICE**

**3/17/14**

**To: Bret Plumlee**

Los Alamitos City Manager

From: John Underwood

LATV producer

Re: Invoice for Police Appreciation Luncheon

The Police Appreciation Luncheon 2014 is ready for air on LATV. It was completed over the weekend and is just awaiting Doug Wood's availability to load it onto the server and schedule it for air.

As previously agreed, cost to the City for the production of this Special Event program amounts to \$350 payable at this time to John Underwood.

Thank you for the opportunity to provide the City and the viewers of LATV with this very special programming.

John Underwood/LATV-3