



MONROVIA OLD TOWN ADVISORY BOARD STAFF REPORT

AGENDA ITEM: AR-2

PREPARED BY: Angel Carrillo,
Management Assistant

MEETING DATE: November 10, 2014

SUBJECT: Family Festival Agreement Update and Appointment to RFP Committee

REQUEST: Appoint two MOTAB Board Members to the RFP Committee

BACKGROUND: On October 21, 2014, the City Council directed that Staff initiate a RFP process for the purpose of evaluating and selecting a contractor to coordinate the production of the Friday Night Family Festival in Old Town. Concurrently, the City Council also directed that staff work with the current service provider, Family Festival Productions, Inc. ("FFPI"), and attempt to negotiate a short term contract extension, given that the existing agreement expires on December 31, 2014. On November 4, 2014, the City Council approved a new 6-month agreement with FFPI to operate the event from January 1, 2015 through June 30, 2015 and directed Staff to begin the RFP process.

DISCUSSION/ANALYSIS: The City Council's action to move forward with an agreement with FFPI includes the formation of a Family Festival RFP Committee to be formed to assist with the RFP evaluation. The committee will be comprised of the following members:

- 2 members of City Council
- 2 members of MOTAB
- A representative from the City Manager's Office
- The Human Resources Manager
- A representative from the Public Works Department
- A representative from the Police Department

STAFF RECOMMENDATION: Staff recommends that the Board select two members to serve on the Family Festival RFP Committee.

MOTION: If the Board concurs the appropriate action is a motion to approve two members of the Board to serve on the Family Festival RFP Committee.