



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Information Technology  
**Department No.:** 067  
**For Agenda Of:** June 25, 2024  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Chris Chirgwin, CIO, (805) 568-2608  
Director(s)  
Contact Info: Andre Monostori, Deputy CIO, (805) 568-2606

**SUBJECT:** Amendment No. 1 to the Agreement for Services of Independent Contractor with Pegasus Studios; All Districts

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

- a) Approve, ratify, and authorize the Chair to execute the Amendment No. 1 (Amendment) to the Agreement for Services of Independent Contractor (BC23207) with Pegasus Studios to increase the contract by \$60,000 for a new maximum contract amount of \$191,500 to provide on-going audio-visual (A/V) technical support services from December 2, 2023, through June 30, 2024; and
- b) Determine that the above recommended action is a government funding mechanism or other government fiscal activity, which does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment and is therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA Guidelines.

**Summary:**

This item is before the Board to approve the Amendment No. 1 to the Agreement with Pegasus Studios to increase the maximum contract amount to \$191,500, an increase of \$60,000, to account for unanticipated additional A/V technical support services for the remainder of FY 2023-24.

**Background:**

Since September 2021, Pegasus Studios has been an integral partner with the County in support of CSBTV operations, recording and broadcasting of meetings, off-site County events, and related CSBTV

production services. Pegasus Studios has sustained a high level of support and assumed responsibility for overseeing the health of the systems required to produce quality content. The service provided is a critical function for Board of Supervisors, LAFCO, SBCAG, and other meeting production and broadcasting. The requested funding of \$60,000 is to cover unanticipated, unbudgeted costs due to additional on-call services at the hourly rates specified in the Agreement.

**Fiscal and Facilities Impacts:**

Budgeted: Yes. The funding necessary for this contract amount increase is currently budgeted within the CSBTV program. Upon approval of this Amendment increasing the maximum contract amount to \$191,500, the total annual cost of the CSBTV program in FY 2023-24 is \$264,365.

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>FY 23/24 Total Cost</b>	
ITD General Fund Salary & Benefit Savings	\$	131,500.00
ITD General Fund Operating Budget	\$	60,000.00
<b>Total</b>	<b>\$</b>	<b>191,500.00</b>

Narrative: The Board approved contract # (BC23207) in the amount of \$131,500 on November 28, 2023. The Amendment No. 1 for \$60,000 will increase the not to exceed amount to \$191,500. The department is using Salary Savings from position vacancies to fund the total cost of the contract including the amendment of \$191,500. This vendor has contracts with the County that exceed an aggregate amount of \$200,000 and therefore requires Board approval.

**Key Contract Risks:**

The Amendment for the remainder of the current fiscal year is provided at a fixed cost, limiting any financial risk to the County. The services are being provided by Pegasus Studios, a company with a strong history and financial background, so the overall risk of this Agreement is considered low.

**Special Instructions:**

Clerk of the Board: Please return one (1) duplicate original of the executed contract plus the minute order of the action to the Information Technology Department, attention: Onelia Rodriguez, Finance Manager, Information Technology Department.

**Attachments:**

- Attachment A—Pegasus Studios Amendment No. 1
- Attachment B—Pegasus Studios Agreement

**Authored by:**

Jason Womack, Administrative Office Professional II, Information Technology Department