



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: November 28, 2023
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

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

SUBJECT: Agreement for Services of Independent Contractor with Pegasus Studios; All Districts

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

- a) Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Pegasus Studios to provide audio-visual (A/V) technical support services from December 2nd, 2023, through June 30th, 2024, in the amount not to exceed \$131,500 (Agreement); and
- b) Approve and authorize the Chief Information Officer or their designee to order additional services under the Agreement in an amount not to exceed 5% of the Agreement amount, or \$6,575; and
- c) 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 Text:

This item is before the Board to approve the Agreement with Pegasus Studios for the procurement of audio-visual services in support of CSBTv and all related A/V production services for a six-month term ending June 30, 2024 in the amount not to exceed of \$131,500. The six-month term will allow the

contracting process to align with the County’s fiscal year. The Information Technology Department will work with Pegasus Studios on a new contract beginning July 1, 2024.

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 Supervisor, LAFCO, SBCAG, and other meeting production and broadcasting.

Fiscal and Facilities Impacts:

Budgeted: Yes. The funding necessary for this contract extension is currently budgeted within the CSBTV program. Upon approval of this six-month agreement of \$131,500, the total annual cost of these services for the program in FY 2023-24 is \$204,365.

Fiscal Analysis:

ITD General Fund Salary & Benefit Savings	\$	131,500.00
ITD General Fund Operating Budget	\$	72,865.00
Total	\$	204,365.00

Narrative: The above-referenced Agreement will be funded utilizing Salary Savings of \$131,500 as a result of a program position vacancy. The CSBTV program will continue to be outsourced for the remainder of the fiscal year 2023-24. This item requires Board approval because the Agreement will exceed the annual \$200,000 Countywide aggregate spend with this contractor.

Key Contract Risks:

The Agreement 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) copy of the executed agreement plus the minute order of the action to the Information Technology Department, attention: Andre Monostori, Deputy CIO, Information Technology Department.

Attachments:

Attachment A—Pegasus Studios Agreement

Authored by:

Jason Womack, Administrative Office Professional II

cc: