



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/18/2019
Agenda Placement: 600

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Jon Gjestvang - Chief Information Officer
Information Technology Services
REPORT BY: Shawn Smith, Supervising Staff Services Analyst - 707.259.8665
SUBJECT: Amend No. 4 to Agreement No. 170612B with Napa Public Access Cable Television

RECOMMENDATION

Chief Information Officer requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 170612B with Napa Public Access Cable Television increasing the amount by \$3,995 for a new maximum of \$79,720 for costs incurred to live stream public television, provide video backup for Board of Supervisors meeting, and improve audio quality for streaming public meetings.

EXECUTIVE SUMMARY

Napa Public Access Cable Television (NPACT) facilitates live cablecasting of all public meetings of the Napa County Board of Supervisors and Napa County Planning Commission. The current contract allows County staff and NPACT to determine funding levels for the next fiscal year based on NPACT's actual expenses and the estimated number of subscribers in the unincorporated areas of Napa County.

The agreement has been amended three times since first approved on August 16, 2011. On April 2, 2019, NPACT services were needed to rent backup audio/video equipment, backup drives, cables, and provide labor for system integration in the Board of Supervisors chambers to provide a third layer of video backup for the April 2, 2019 board meeting. The cost for these services is \$995. Other anticipated work to improve service includes up to \$2,500 for a solid state drive (SSD) storage unit and associated installation, plus up to \$500 in labor costs to change the switch location to improve audio quality for streaming of public meetings.

NPACT is a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Information Technology Services budget.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	These costs will continue to be included in the ITS budget and allocated to departments.
Consequences if not approved:	If not approved, ITS would not be authorized to pay Napa Public Access Cable Television (NPACT) for the equipment rental and labor costs.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The current contract allows County staff and Napa Public Access Cable Television (NPACT) to determine funding levels for the next fiscal year based on NPACT's actual expenses and the estimated number of subscribers in the unincorporated areas of Napa County. This formula allows for annual adjustments not to increase/decrease more than 17% of the total number of subscribers. Any adjustment beyond that requires a written amendment approved by the Board of Supervisors. According to the current formula, the funding level for Fiscal Year 2018-2019 is \$74,419.

The agreement has been amended three times since Agreement No. 7658 was approved on August 16, 2011. On June 23, 2015, the Board of Supervisor's approved an amendment to cover 2014 earthquake-related services. On June 20, 2017, a second amendment was approved to cover additional timer rental and production assistance costs incurred to ensure a third layer of video backup for select public meetings with high public interest and expected large attendance. On February 12, 2019, a third amendment was approved to update the funding level to \$74,419 for Fiscal Year 2018-2019 as well as \$1,205 in costs to replace timer equipment in the Board of Supervisors chambers.

On April 2, 2019, NPACT services were needed to rent backup audio/video equipment, backup drives, cables, and provide labor for system integration in the Board of Supervisors chambers to provide a third layer of video backup for the April 2, 2019 board meeting. The cost for these services is \$995. Other anticipated work to improve service includes up to \$2,500 for a solid state drive (SSD) storage unit and associated installation, plus up to \$500 in labor costs to change the switch location to improve audio quality for streaming of public meetings.

Today's requested action is for the approval of Amendment No. 4 to Agreement No. 170612B, increasing the amount by \$3,995 for a new maximum of \$79,720 for the costs to provide a third layer of video backup for the April 2, 2019 board meeting, and improve audio quality for streaming public meetings on Napa Valley TV's Channel 28.

NPACT is a local vendor. The organization's mission is to provide anyone living or working in Napa County the

opportunity to exercise their First Amendment right to expression through access to the cable television system.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi