



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 9/12/2017

Agenda Placement: 6Y

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Alice Hughey for Minh Tran - Interim County Executive Officer  
County Executive Office  
**REPORT BY:** Gladys Coil, Administrative Manager-Clerk of the Board - 253-4196  
**SUBJECT:** Transcription Services by Johnson Services

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### **RECOMMENDATION**

County Executive Officer requests approval of and authorization for the Chair to sign an agreement with Kathryn Johnson doing business as Johnson Services for a maximum of \$25,000 for the term July 1, 2017 through June 30, 2018 for transcription services.

### **EXECUTIVE SUMMARY**

Kathryn Johnson of Johnson Services has provided timely, accurate transcription services to Napa County for a decade. The existing contract has exceeded the three-year renewal period and can be considered expired. Approval of this agreement is requested to pay outstanding invoices that have been received.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	County Executive Office
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Clerk of the Board per County Code 2.88.090 requested services that have been satisfactorily performed and an invoice has been submitted for payment.
Is the general fund affected?	Yes

Future fiscal impact: The Clerk of the Board is conducting a Request for Proposal (RFP) for transcription services and will award the contract to the successful proposal.

Consequences if not approved: The Contractor will not be paid for services performed.

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 County Executive Office has contracted with Kathryn Johnson of Johnson Services for live meeting transcription services related to appeals to the Board of Supervisors and related meetings since 2009. Transcription of hearings electronically recorded or taken by a certified court reporter are required per Napa County Code 2.88.090-Hearing- Conduct and procedures-Decision, regarding appeals to the Board of Supervisors. Johnson Services has consistently provided accurate, timely submittals of requested hearings transcripts over many years.

This agreement is coming before the Board of Supervisors because it has exceeded the three-year renewal period and can be considered expired. The Clerk of the Board is currently conducting a Request for Proposals for transcription services (RFP) and upon completion will award the contract to the successful proposal submitter. However, transcription services and payment for these shall remain uninterrupted. This contract will allow for the orderly payment of existing invoices and cover any future invoices that may occur prior to the completion of the RFP process.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Carlos Solorio