



# County of Monterey

Item No.

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

Legistar File Number: A 24-350

July 16, 2024

Introduced: 7/1/2024

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a. Approve Amendment No. 1 to the Standard Agreement with Alex J. Vatsula dba Vatsula Visuals (Vatsula Visuals) to provide virtual meeting services and support for a term of three (3) years, with a retroactive start date of June 18, 2024 to June 30, 2027, in an amount not to exceed \$15,000; and
- b. Authorize the Contracts/Purchasing Officer or their designee to execute up to three (3) future amendments to this Agreement that do not significantly change the scope of services or where additional costs of each amendment do not exceed 10% (\$1,500) of the original contract amount of \$15,000, bringing the total maximum cumulative cost increase to \$4,500 and the potential overall Agreement aggregate to \$19,500, subject to review by County Counsel.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve Amendment No. 1 to the Standard Agreement with Alex J. Vatsula dba Vatsula Visuals (Vatsula Visuals) to provide virtual meeting services and support for a term of three (3) years, June 18, 2024 to June 30, 2027, in an amount not to exceed \$15,000; and
- b. Authorize the Contracts/Purchasing Officer or their designee to execute up to three (3) future amendments to this Agreement that do not significantly change the scope of services or where additional costs of each amendment do not exceed 10% (\$1,500) of the original contract amount of \$15,000, bringing the total maximum cumulative cost increase to \$4,500 and the potential overall Agreement aggregate to \$19,500, subject to review by County Counsel.

### SUMMARY/DISCUSSION:

A last-minute agreement with Vatsula Visuals was requested to provide comprehensive audio/visual support and live-streaming services on June 18, 2024, for a hybrid Big Sur Land Use Plan Community Meeting. This was deemed the best option for community participation due to the Highway 1 closures.

As a result of slow responses and approver delays, the Standard Agreement was not fully executed until June 21, 2024 (Attachment A). Amendment No. 1 to the Standard Agreement provides a retroactive start date of June 18, 2024 (Attachment B). The Housing and Community Development (HCD) Department requested and received approval to bypass the Budget Committee on June 25, 2024.

### OTHER AGENCY INVOLVEMENT:

The Offices of the County Counsel and Auditor-Controller have reviewed Amendment No. 1 as to form and fiscal provisions, respectively.

FINANCING:

Staff time to prepare this report is included in the FY2024-25 Adopted Budget for HCD Appropriation Unit HCD001, Unit 8542. There are appropriations available to cover the cost of these services in Appropriation Unit HCD002, Unit 8543 in FY2023-24 and FY2024-25.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The services provided by Vatsula Visuals support the Board of Supervisors' Administration initiative by offering opportunities for community participation in decisions affecting their well-being.

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

Prepared by: Kathy Nielsen, Management Analyst II, 755-4832

Reviewed by: Lori Woodle, Finance Manager I, 759-6682

Approved by: Craig W. Spencer, Director *CS*

The following attachments are on file with the Clerk of the Board:

Attachment A - Executed Standard Agreement

Attachment B - Amendment No. 1