

**City of Culver City, California
Agenda Item Report**

Meeting Date: 01/30/12		Item Number: C-3	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Bosco Digital Solutions to Digitize Finance Department Documents in an Amount Not-To-Exceed \$20,000 for Fiscal Year 2011/2012.			
Contact Person/Dept.: Jeff Muir, Finance		Phone Number: (310)253-5865	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Public Notification: (E-Mail) Meetings and Agendas – City Council (01/27/12); (E-Mail) Bosco Digital Inc (01/26/12)			
Department Approval: Jeff Muir (01/23/12)		City Attorney Approval: Carol Schwab (by H. Baker) (01/25/12)	
Chief Financial Officer Approval: Jeff Muir (01/23/12)		City Manager Approval: John M. Nachbar (01/26/12)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with Bosco Digital Solutions to digitize Finance Department documents in an amount not-to-exceed \$20,000 for Fiscal Year 2011/2012. <u>BACKGROUND:</u> The Finance Department has utilized Bosco Digital Solutions over the past three fiscal years to scan and index documents including accounts payable checks and documentation, journal entries from the accounting division, and business tax renewals and applications. These documents are then uploaded into the City's document management system, where staff can access them electronically. This has proven to be an effective method of storing and accessing these documents. <u>DISCUSSION:</u> The current not-to-exceed balance of the agreement has been reached, and an amendment for \$20,000 is required to allow for scanning the remaining documents for Fiscal Year 2011/2012. This includes the large volume of business tax renewals that will be received in January and February.			

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FISCAL ANALYSIS:

Sufficient funding for this item is available in the Finance Department's appropriations included in the City Council Adopted Budget for Fiscal Year 2011/2012.

ATTACHMENTS:

None

MOTION:

That the City Council:

- 1) Approve an amendment to the existing professional services agreement with Bosco Digital Solutions to digitize Finance Department documents on a pay by deliverable basis in an amount not to exceed \$20,000 (for a total not-to-exceed contract amount of \$90,000); and,
- 2) Authorize the City Attorney to review/prepare the necessary documents; and
- 3) Authorize the City Manager to execute such documents on behalf of the City.