

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 9/11/06		Item Number: <u>A-5</u>	
AGENDA ITEM: Authorization to Enter into an Agreement with Ms. Beverly Sieker for Planning Records and Resource System Management Services.			
Contact Person/Dept.: Elaine Gerety Warner		Phone Number: 310.253.5777	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: City Master Notification List (09/07/06)			
Department Approval: Susan Evans (08/31/06)		City Manager Approval: Martin R. Cole for Jerry B. Fulwood (09/06/06)	
City Controller Approval: Marlee Chang (09/06/06)			

RECOMMENDATION:

Staff recommends the City Council authorize a contract with Ms. Beverly Sieker for Records and Resource System Management Services for the City's Planning Division.

BACKGROUND

In an effort to enhance customer service and efficiency, staff proposes that an updated records and file management system be implemented in the Planning Division. At this time a preliminary assessment of the organizational needs has been developed through an administration contract, however, the project will require a more detailed assessment with full implementation of the proposed system.

DISCUSSION:

Since December 2005, Ms. Sieker has been working with the Community Development Division on a variety of organizational and administrative issues related to resource management. She has assisted Cultural Affairs with file reorganization and has worked with Planning on purging outdated materials and establishing an electronic database to identify and locate files quickly. Her experience over the last fifteen years in two other municipal Community Development Departments, with six years specifically in Planning Divisions, has afforded Ms. Sieker an extensive knowledge of Planning requirements, records and file format/organization for enhanced customer service. Per staff's request, Ms. Sieker has submitted a proposal to assess and execute an updated records management system (Exhibit A) for the Culver City Planning Division.

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To verify reasonable compensation, staff has spoken with several other records management companies to determine interest and standard “industry” costs related to the scope of this project. Prices for such services range from \$35 to \$150 dollars an hour (Exhibit B). While some companies offer a full service assessment and implementation others provide on-site design consulting and staff training for execution. In evaluating this information, staff has verified that Ms. Sieker’s proposal includes all components desired for this project at a competitive hourly rate of \$35.

FISCAL ANALYSIS:

Ms. Sieker’s proposal would be based on an hourly wage of \$35 with a not-to-exceed total contract of \$40,000. Funds for this project have been budgeted in Program 10152100.619800 (Planning -Other Contractual Services) as an enhancement carried over from the 2005-2006 Fiscal Year. It is requested that work on this project begin immediately after contract authorization and approval. It is expected this project will be completed in Fiscal Year 2006/2007.

ATTACHMENTS:

Exhibit A – Records and Resource System Management proposal
Exhibit B – Matrix of Wage and Scope
Exhibit C – Agreement with Beverly Sieker

MOTION:

That the City Council:

1. Approve an Agreement with Ms. Beverly Sieker for Records and Resource System Management Services not to exceed \$40,000 from program 101521.619800; and,
2. Authorize the City Attorney to prepare the necessary documents and authorize the City Manager to execute same on behalf of the City.