

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 05/11/09		Item Number: <u>C-5</u>	
AGENDA ITEM: Approval of an Amendment to an Existing Agreement with Cynrede, Inc to Digitize Finance Department Documents in an Amount not-to-exceed \$25,000 (for a Total Contract Amount Not-to-Exceed \$35,000).			
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: Master E-Mail Notification List (05/06/09); Cynrede Inc (05/06/09)			
Department Approval: Jeff Muir (04/29/09)		City Attorney Approval: Carol Schwab (by H. Baker) (05/04/09)	
Chief Financial Officer Approval: Jeff Muir (04/29/09)		City Manager Approval:	

RECOMMENDATION:

Staff recommends the City Council approve an amendment to the existing agreement with Cynrede Inc. to digitize Finance Department documents in the amount of \$25,000 (for a total not-to-exceed contract of \$35,000).

BACKGROUND:

Document Management is a system which provides a complete solution for the electronic capture, storage, and retrieval of documents. The Finance Department maintains numerous types of financial documents; some are unique to the Department and others are common across the organization. These documents are maintained and stored in various formats. Most of the Department's historical documents and files are in paper format and are stored in filing cabinets or boxes. A significant number of documents have also been converted to microfiche for long-term storage. Additionally, many existing electronic documents have various storage locations from personal computers (local disk drives) to multiple network locations and storage media (e.g., CD's or diskettes). These electronic documents are not organized or stored in a manner that facilitates easy retrieval. Regardless of the document format, when retrieval is required there is often a manual search initiated to locate the document.

A significant amount of staff time is spent searching for documents. More importantly, in many instances it is necessary for staff to have historical, institutional knowledge as to whether a document on a particular subject might exist, and where it might be located. As staff inevitably "turns over", there is always a potential risk of lost institutional knowledge. The mission of the enterprise document management project is to implement and maintain a solution that supports document sharing,

City of Culver City, California
City Council Agenda Item Report

collaboration, storage, and retrieval of documents throughout the organization, and to provide staff and the public with software tools that will facilitate the accessibility of information stored in a central document repository.

On September 27, 2004, City Council authorized the purchase of SIRE Document Management Software. The SIRE software includes a document storage and retrieval module. A variety of documents have been digitized and uploaded into this system and are now available for easy retrieval by staff, and in some cases the public. The SIRE software is the standard platform for City-wide document management.

On August 21, 2006, after a competitive bidding process, the Redevelopment Agency awarded an agreement to Cynrede Inc for historical document digitizing. Under this agreement, Cynrede has provided services to scan and index Agency documents, and provided them to the IT Department in a format that could be directly uploaded into the SIRE system. Subsequently, the Human Resources Department entered into an administratively approved agreement with Cynrede to provide the same services for certain historical files of the City.

DISCUSSION:

The Finance Department started a pilot project to have accounts payable documents from 2007/08 scanned and indexed into the SIRE system. This has proven to be an invaluable tool in performing research and providing documentation to auditors and City staff. Cynrede is able to provide these services in a much more economical and efficient manner than staff based on their technology, equipment and production capacity. Additionally, there are no staff resources to perform this service on an on-going basis. Staff is proposing to have Cynrede perform a historical conversion of the 2008/09 accounts payable documents, and then continue on a monthly basis going forward. Staff is also recommending digitization of all journal entries from the Accounting Division, as well as on a monthly basis going forward. After completion of these projects, the Finance will begin analyzing other opportunities for digitization such as business tax files, sanitation customer files and payroll files.

FISCAL ANALYSIS:

Authorization to amend the existing City agreement with Cynrede would result in an expenditure that would not exceed \$25,000. Sufficient funding has been allocated in account 10114300.619700 - Micrographics.

City of Culver City, California
City Council Agenda Item Report

ATTACHMENTS:

1. Agreement with Cynrede Inc

MOTION:

That the City Council:

- 1) Authorize amending the existing agreement with Cynrede to digitize historical Finance Department documents per the rates listed in the vendor's proposal on a pay by deliverable basis for an additional amount not to exceed \$25,000 (total contract not-to-exceed amount of \$35,000);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.