

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 12/13/10		Item Number: <u>C-6</u>	
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 2010/2011.			
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 (12/09/10); (E-Mail) Bosco Digital Inc (12/08/10)			
Department Approval: Jeff Muir: (12/08/10)		City Attorney Approval: Carol Schwab: (by H. Baker) (12/08/10)	
Chief Financial Officer Approval: Jeff Muir: (12/08/10)		City Manager Approval: John M. Nachbar: (12/09/10)	

RECOMMENDATION:

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 the fiscal year 2010/2011.

BACKGROUND:

Document Management is a system which provides a complete solution for the electronic digitization, storage, and retrieval of documents. The Finance Department maintains numerous types of financial documents. Many of these documents are maintained and stored in various formats, of which paper is the most prevalent.

On September 27, 2004, City Council authorized the purchase of Sire Document Management software (Sire). Sire has become the standard platform for City-wide document management, allowing staff to access documents on their computer and review them on-line or print them, rather than searching through manila file folders and making copies of the hard-copy documents. Some documents that are stored on Sire are now available for public access.

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21, 2006, after a competitive bidding process, the Redevelopment Agency awarded an agreement to Cynrede, Inc. for historical document digitizing.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 organize Agency documents in a format that could be directly uploaded into the Sire system. Subsequently, the Human Resources Department and Information Technology Department entered into an administratively approved agreement with Cynrede to provide the same services for certain historical files of the City.

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On May 11, 2009, City Council approved a \$25,000 amendment to the existing agreement with Cynrede, Inc. to digitize Finance Department documents. This agreement allowed Cynrede to perform a historical conversion of fiscal year 2008/2009 accounts payable documents, and then continue on a monthly basis going forward. It also allowed digitization of historical and current journal entries and cash receipts documents for fiscal year 2009/2010.

The Finance Department currently has an agreement for Fiscal Year 2010/2011 in the amount of \$45,000. This represents the amount required for specific document types, and did not include these documents that are now being proposed for scanning.

DISCUSSION:

On December 6, 2010, the Finance Department brought an agenda item for the destruction of certain records that have been maintained for all legally required retention periods. This item raised concerns by some members of the public and the City Council. The Finance Department does not have the capacity to continue to store outdated materials. Therefore, the recommendation is that the agreement with Bosco Digital Solutions be amended to include an additional \$20,000 so that these and other outdated items can be archived and the paper documents can be destroyed.

The City Attorney's Office has provided guidance in this regard to ensure that the City is in compliance with applicable law. Specifically, Government Code § 34090.5, authorizes the destruction of the physical records, without the approval of the City Council or consent of the City Attorney if certain conditions are met: 1) the record must be reproduced accurately and legibly on a medium that is a trusted system and that does not permit additions, deletions, or changes to the original document; 2) the reproduced records must be made as accessible to the public as the original records were; and 3) a true copy of archival quality of the reproduction shall be kept in a safe and separate place for security purposes. The process the Finance Department will use to digitize and maintain the records complies with these requirements.

FISCAL ANALYSIS:

Sufficient funding for this item is available due to salary savings in the Finance Department's Fiscal Year 2010-2011 budget.

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ATTACHMENTS:

Standard Form Contract with Bosco Digital Solutions for digitizing historical documents.

MOTION:

That the City Council:

1. Approve an amendment to the agreement with Bosco Digital Solutions to digitize historical Finance Department documents per the rates listed in the vendor's proposal on a pay by deliverable basis for an amount not to exceed \$65,000 (a \$20,000 increase); 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.