



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Planning & Development
Department No.: 053
For Agenda Of: 08/23/2016
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5

TO: Board of Supervisors

FROM: Department Glenn Russell, Ph.D. (805)568-2085
Director(s)
Contact Info: Steve Mason (805)568-2070

SUBJECT: Approve Agreement with Anacomp, Inc. to Digitize Paper Records

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute an Agreement for the services of an Independent Contractor (Attachment A) with Anacomp, Inc. (not a local vendor) for the term of July 1, 2016 through June 30, 2018 with a total contract amount not to exceed \$150,000.00 to convert historical permit records from paper format to digital format;
- b) Approve and authorize the Director of Planning and Development or designee to approve up to a 10% contingency with Anacomp Inc in the amount not to exceed \$15,000.00 for additional efforts within the scope of work that may be required to complete digitizing historical permit records during the term of the Agreement (July 1, 2016 through June 30, 2018);
- c) Determine that the retention of historical paper permit records is no longer necessary or required for County purposes pursuant to Government Code sections 26202 and 26205 (4/5 vote);
- d) Authorize the Director of Planning and Development to destroy the paper records once the records have been successfully converted to digital format pursuant to Government Code sections 26202 and 26205 (4/5 vote); and
- e) Find that the proposed Agreement is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378(b)(2) in that the Agreement involves a

continuing administrative or maintenance activity, and CEQA Guideline section 15378(b)(5), in that the Agreement involves an organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment (Attachment B).

Summary Text:

Planning and Development previously executed a contract with Anacomp, Inc on August 19, 2014 (Board Contract number BC 15-066) to digitize historical microfiche records and to provide a searchable internet-based archive to host the digitized images for the County's customers. To date, Anacomp, Inc has provided above satisfactory work product and project management under that contract and Planning and Development would like to engage this same vendor to begin conversion of our existing paper permit records as well. A separate contract is necessary because converting paper permit records requires equipment, processes, and quality control measures that are substantially different than the equipment, processes, and quality control measures for converting microfiche records. A separate bid process is not necessary because contracts for services do not require bidding regardless of the dollar amount. Additionally, Anacomp, Inc was awarded the original service contract (Board Contract number BC 15-066) following a competitive bid process. Furthermore, the internet archive solution contracted for in Board Contract BC 15-066 will also be used to store the digitized historical permit records as part of this new contract.

Background:

Historical permit records are considered official records and must be retained permanently in accordance with the "Local Government Records Management Guidelines" established by the California Secretary of State (Government Code Section 12236). Planning and Development has traditionally converted these permit records to microfiche format. However, this practice ceased when microfiche became outdated and no longer cost effective to maintain and use. Storage space for the paper records is becoming increasingly scarce. Digitizing paper records is necessary due to physical storage constraints and will greatly increase the usefulness and accessibility of these historical records to the public via the internet.

The internet archive solution provided by Anacomp, Inc under Board Contract BC 15-066 will store the resulting digital images from this project so that all historical permit records (microfiche and paper) are stored in a single location for ease of access by internal staff and external customers.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Costs associated with this project are budgeted on page D-287 of the FY 2016-17 budget under the Administration and Support Budget Program. Funding for this project comes from a surcharge on permits that funds technology resources related to the permit process. No general funds are being expended for this contract.

Key Contract Risks:

A risk analysis was performed on the proposed contract and it was determined to be of low risk. This conclusion is based on several factors, including: the low complexity and non-controversial nature of the project; County's experience with the Contractor; Contractor's ability to perform good, system-generated performance reports; and Contractor's longevity, experience, and demonstrated financial stability.

Staffing Impacts:

None

Special Instructions:

Please provide a signed copy of the Agreement to Linda Liu, Planning & Development.

Attachments:

- A. Agreement for Services between Santa Barbara County and Anacomp Inc.
- B. CEQA Exemption

Authored by:

Linda Liu, Planning & Development

CC:

Glenn Russell, Director, P&D

Dianne Black, Assistant Director, P&D

Steve Mason, Administration and Operations Manager, P&D