



# AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING  
Meeting Date: April 2, 2019

Agenda Item 6th  
**Approvals:**  
City Manager [Signature]  
Dept. Head [Signature]  
Attorney [Signature]  
Finance [Signature]

**Department:** Community Development Department / Building Division  
**Prepared By:** Jack Holden, Building Official

**Subject:** *EIGHTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH MARIS IMAGING SOLUTIONS FOR ELECTRONIC DOCUMENT INDEXING SERVICES*

**Fiscal Impact:** Yes. This Amendment increases the total maximum compensation by \$20,000. Adequate funds are available in the approved fiscal year 2018-2019 budget. Funds for fiscal year 2019-2020 will be subject to approval through the annual budget process.

**Summary:** The Building Division contracts with Maris Imaging Solutions, LLC to provide supplemental staffing for on-going document preparation, indexing and quality control in connection with the document imaging process. Staff recommends that Council approve the proposed Eighth Amendment to the current contract with Maris Imaging Solutions, LLC increasing the maximum compensation from \$80,000 to \$100,000 and extending the term until February 18, 2020.

**Discussion:** The original Agreement entered into July 25, 2014 authorized total compensation of \$20,000 and the duration of the agreement extended until February 18, 2015. A First Amendment was executed on January 20, 2015 that extended the term of the agreement from February 18, 2015 until February 18, 2016. A Second Amendment was executed on September 15, 2015, that increased the maximum compensation from \$20,000 to \$35,000. A Third Amendment executed on December 1, 2015 extended the agreement from February 18, 2016 to February 18, 2017 with the option of four additional one-year extensions. A Fourth Amendment executed on November 1, 2016 increased the maximum compensation from \$35,000 to \$60,000. A Fifth Amendment executed on February 16, 2017 extended the agreement from February 18, 2017 to February 18, 2018. This represented the first of four one year contract amendments allowed per the Third Amendment. A Sixth Amendment executed on January 18, 2018 extended the agreement from February 18, 2018 to February 18, 2019. This represented the second of four one year contract amendments allowed per the Third Amendment. The Seventh Amendment increased the maximum compensation from \$60,000 to \$80,000.

This proposed Eighth Amendment extends the term of the Agreement to February 18, 2020 and increases the maximum compensation from \$80,000 to \$100,000. No additional fund appropriation is needed as the required funds are in the approved Building Division's fiscal year 2018-2019 approved budget. This Eight Amendment

represents the third of four one year contract amendments allowed per the Third Amendment.

***Recommended***

***Action:*** STAFF RECOMMENDS THAT the City Council

Approve and authorize the Mayor to execute the Eighth Amendment to Contract C14-56, by and between the City of San Clemente and Maris Imaging Solutions LLC increasing the maximum compensation from \$80,000 to \$100,000 and extending the term of the contract to February 18, 2020.

***Attachments:*** Eighth Amendment to Professional Services Agreement with Maris Imaging Solutions LLC.

***Notification:*** None