



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Robert Fisher, Acting City Manager

**PREPARED BY:** David Newell, Community Development Director  
David A. Newell, Community Development Director

**MEETING DATE:** April 22, 2025

**SUBJECT:** Consideration of Resolution 2025-52, Approving Amendment No. 1 to Professional Services Agreement with UBEO Business Services LLC for Scanning and Indexing Services, including Appropriating Additional Funding of \$45,000 for Fiscal Year 2024/2025 with Options to Extend Annually for a Total Contract Amount Not to Exceed \$300,000.

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### **RECOMMENDATION:**

Adopt Resolution 2025-52.

### **BACKGROUND:**

On May 23, 2024, the City published a Request for Proposals (RFP) for Scanning and Indexing Services across multiple departments, due to the large volume of records in hardcopy that need to be digitized. Departments/Divisions choosing to participate in this RFP included Public Works (Engineering, Water/Wastewater) and Community Development (Building & Safety, Code Enforcement & Planning).

On October 8, 2024, the City Council adopted Resolution 2024-156 authorizing the City to enter into contract with UBEO Business Services, LLC ("UBEO"), which was the vendor recommended by the proposal review committee. Agreement 10824 was executed on October 11, 2024. Files were transported in December 2024 and January 2025 and the first phase of digitization was completed in February, including the following:

- 132,271 black & white images (11x17)
- 38,798 greyscale images (11x17)
- 8,398 large format sheets (larger than 11x17)
- 485 hours of metadata file indexing

The above included Building & Safety Department records in 73 boxes and 5 large-format boxes resulting in the digitization of 166,733 images and 12,734 plan images, respectively, with a total cost of \$54,212. With the current contract limited to no more than \$55,000, there is a need to continue work digitizing and indexing records for the Departments. UBEO has provided an estimate for the remaining work as follows:

- Community Development - Building. Scan, index and shred 7 boxes (large-format plans/drawings) for \$14,000.
- Community Development - Fire. Scan, index and shred 22 boxes (standard format) for \$6,000.
- Police - Code Enforcement. Scan, index and shred 37 boxes for \$10,000.
- Public Works - Engineering & Water/Waste Water. Scan, index and shred 174 rolls of plans for \$11,000.

For all Departments that have files with UBEO currently, the estimated cost is \$41,000 for completion of the project and staff recommends a buffer of \$4,000 for a total amount of \$45,000 needed during the

fiscal year 2024/2025. The project remains on hold until staff has authorization from Council and the additional funds allocated. Staff also recommends allowing this service be available for future scanning and indexing projects for all City Departments, should those needs arise in the future with the proposed Amendment No. 1 included as an attachment.

**JUSTIFICATION:**

Digitizing these records will allow staff to more quickly access documents and information they are seeking. In addition to just scanning the records, the documents will come with associated indexing of metadata. This will allow staff to more readily import documents into our existing records storage (e.g. in Laserfiche, to provide access to the public). With these files available to the public after scanned, indexed and uploaded to the City's online repository, it is anticipated that fewer public records requests would be submitted which reduces staff time researching, locating and retrieving files.

**FISCAL IMPACT:**

Approving the proposed amendment requires City Council authorize the appropriation of funding from the General Fund. The total impact would be increasing \$45,000 for fiscal year 2024/2025 and an additional \$50,000 per fiscal year thereafter, for a total amount not-to-exceed \$300,000 if authorized annually in accordance with the term authorized by Contract 01077.

**ALTERNATIVES:**

1. Direct staff to revise Amendment No. 1 to the Professional Services Agreement with UBEO and only proceed with scanning of the remaining files in an amount not to exceed \$45,000, resulting in a contract amount not-to-exceed \$100,000. This alternative would conclude the contract with UBEO after the files already transferred are completed and not allow future scanning/indexing by any departments if the need arises in the future.
2. Direct staff to not proceed with any further work. This alternative would result in the files being returned to the City without digitization of records from Building & Safety, Code Enforcement, Fire and Public Works, and require storage of the files on-site.

**BUDGETED?:**

No

**CONTRACT/AGREEMENT:**

Yes

**ATTACHMENTS:**

1. [Contract No C01077 - UBEO](#)
2. [10-8-24 City Council Report Approving PSA for UBEO](#)
3. [CC Resolution No. 2024-156](#)
4. [CC Resolution No. 2025-52 Amend No 1 to PSA UBEO](#)
5. [Attachment A C010177 - UBEO Amend No. 1 to PSA Citywide Scanning and Indexing Services](#)