



Agenda Item No: 1.h

PLACENTIA CITY COUNCIL AGENDA REPORT

Meeting Date: July 21, 2026

Submitted by: Joe Lambert

From: Development Services

Subject:

AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT WITH METASOURCE FOR PROFESSIONAL DIGITAL SCANNING SERVICES OF PUBLIC RECORDS TO PROVIDE ON-CALL SCANNING SERVICES

Financial Impact:

Previously approved agreement:	\$285,000
Amendment No. 2:	\$150,000
Staff recommended contingency for Amendment No.2: +	<u>\$ 40,000</u>
(221-40000-6400)	\$475,000

Summary:

In December 2023, City Council approved Professional Services Agreement (PSA) with Metasource for professional digital scanning services of public records for a term of three years with an option for an additional two year term, in an amount not-to-exceed \$285,000. Amendment No. 1 to the PSA with Metasource to state the originally intended pricing table was executed by the City Administrator on July 8, 2024. The requested action would approve an amended PSA (Amendment No. 2) with Metasource in a total amount not to exceed \$475,000, including recommended contingency and funds already expended and would extend the terms of the PSA until June 30, 2028.

Recommended Action:

It is recommended that the City Council:

1. Approve Amendment No. 2 to the Professional Services Agreement (PSA) with Metasource for professional digital scanning services of public records, providing on-call scanning services in a total amount not to exceed \$475,000 with a term ending June 30, 2028; and
2. Approve Resolution No. R-2026-52, A Resolution of the City Council of the City of Placentia, California, authorizing a budget amendment in Fiscal Year 2026-27 in compliance with City Charter of the City of Placentia §§ 1206 and 1209 pertaining to appropriations for actual expenditures; and
3. Authorize the City Administrator or designee to execute the necessary documents, in a form approved by the City Attorney.

Strategic Plan Statement:

This Council action supports the implementation of Strategic Goal No. 5: Organizational

Excellence, as the scanning of documents including building permits, entitlement files and other documents citywide promotes efficient maintenance, retention, and disposition of City records, enhancing operational effectiveness and improving service delivery for the public and other customers.

Discussion:

City Council approved a PSA with Metasource for professional digital scanning services of public records on December 5, 2023. PSA Amendment No. 1, which stated the originally intended pricing table was executed by the City Administrator on July 8, 2024. The original PSA and Amendment No. 1 authorize a term of three years with an option for an additional two year term, in an amount not-to-exceed \$285,000. Since that time, approximately \$225,000 of the contract authority has been utilized, with the bulk of it spent digitizing Police Department records, to assist in the transition from offsite record retention to the utilization of the Public Safety Building. Development Services has utilized most of the remainder of the contract authority in initiating the digitization of department records.

Amendment No. 1 to the PSA with Metasource did not change any of the terms or timeframe related to the scope of work. Amendment No. 1 was executed to state the originally intended pricing table, and was executed by the City Administrator on July 8, 2024. The requested action would approve an amended PSA (Amendment No. 2) with Metasource in a total amount not to exceed \$475,000, including recommended contingency and funds already expended. As recommended, this Amendment No. 2 would also extend the terms of the PSA from December 5, 2026 to June 30, 2028. The PSA may also be extended for an additional two-year term by the City Administrator or designee based on the City's discretion and contractor performance.

This action will provide the City with available on-call services for all the digital scanning service needs related to public records for the foreseeable future. Development Services intends to finish scanning all existing building permits, entitlement files and miscellaneous documents as we transition to digital permit processing and workflows. Pursuant to the terms of the PSA and it's amendments, other departments may also utilize these services if they have a budget allocation for said services.

Financial Summary:

It should be noted that although Amendment No. 2 authorizes a total amount not to exceed \$475,000, staff does not anticipate using the full amount this fiscal year, however it is necessary to authorize up to approximately \$275,000, this fiscal year for the subject agreement. The requested amount will also allow the flexibility to utilize that amount if needed in the future. This amendment will allow Development Services to finish scanning all existing building permits, entitlement files and miscellaneous records to provide services at a level that is expected by our residents and the development community. This will also greatly reduce future staff time as it relates to fulfillment of Public Records Requests. A Budget Resolution is attached which would allocate \$150,000, of on-hand Technology Impact Fees (restricted funds) for FY 26-27.

Attachments

- [1.Amendment 2 - Metasource PSA.pdf](#)
- [1.a.Amendment 1 and Original PSA.pdf](#)
- [2.CC RES R-2026-52 - Budget Amend Metasource.docx](#)