



City Council Staff Report

Subject: City Clerk Consulting Services - Contract Amendment

Date: September 24, 2024

Submitted By: Avinta Singh, City Clerk

Department: City Clerk's Office

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving Amendment No. 1 to the Contract for Services with DRB Consulting Services, LLC and Authorizing the City Manager to Execute Amendment No. 1.

Background:

In November 2023, the entered into an agreement with DRB Consulting Services, LLC under the City Manager's authority, for supplemental services while recruitments were underway to fill vacancies in the City Clerk's Office. The contract ceiling is \$40,000. All vacancies have been filled; however, there is still a need for supplemental services to support priority projects.

At this time, staff recommends amending the contract with DRB Consulting Services, LLC for the following additional professional services to leverage their experience and expertise in the area of records support:

- Assessment of current records program and recommendation for backfile conversion of paper records into a digital format
- Review and update of Records Retention Schedule
- Stakeholder outreach during the Records System RFP process

The amendment will extend the term of the agreement until June 30, 2025, and revise the total contract not-to-exceed amount to \$68,000.

Fiscal Impact:

Amendment No. 1 increases the contract ceiling to \$68,000. There are sufficient funds available in the Fiscal Year 2024/25 Operating Budget for this contract amendment.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - Amendment No. 1](#)
3. [Original Contract with DRB Consulting Services, LLC](#)