



Office of the City Manager

CONSENT CALENDAR

September 11, 2007

To: Honorable Mayor and Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Pamyla Means, City Clerk

Subject: Contract: Relocation of Citywide Records Center

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with Access Information Management for storage of Citywide Records, for the three-year period beginning October 1, 2007 through September 30, 2010, in an amount not to exceed \$40,000 per year.

FISCAL IMPACTS

Funds for the Citywide Records Center are allocated in the FY 2008 budget in the amount of \$78,000 (010-2003-410-5010). Records will be removed from the current San Pablo location no later than November 30, 2007. Lease payments for the San Pablo location for FY 2008 amount to \$12,290. Relocation of citywide records to the Access facility will be completed no later than December 1, 2007. Expenses for this new location/service for FY 2008 are estimated to be \$40,000.

CURRENT SITUATION AND ITS EFFECTS

The City currently leases approximately 8,000 square feet of space from the University of Berkeley Regents at 6901 San Pablo Avenue to house citywide records. UC notified the City in December 2006 that the San Pablo Avenue building had been sold and that the City would need to relocate its records.

Staff analyzed the costs and benefits of retaining current records storage operations vs. moving to a commercial records vendor. Currently, the City leases storage space at the San Pablo Avenue facility. 1 FTE in the City Clerk Department is 1005 dedicated to the records center, making daily trips either depositing records or retrieving records as requested by city departments. In addition to the 1 FTE, the Clerk Department assumes expenses related to maintaining a department owned van (gas, maintenance, parking). Costs to secure another location and continue under the present operation would be approximately \$72,000.

The City received and staff analyzed eight responses to a request for proposals from commercial records vendors for records storage and records services. Following review of the proposals, staff conducted site visits to three facilities to which are best able to accommodate Berkeley's records needs. It was determined that this option would reduce annual storage costs from what would be \$72,000 for a new location to approximately \$40,000.

In addition, the current 1 FTE position now 100% dedicated to overseeing the records center would be able to commit 75% to the new Records Online Program. Records Online is designed to provide access 24/7 to vital and permanent city records via the City's web page thereby reducing or eliminating the need to retrieve hard copy at the storage facility. Also, staff is currently evaluating the disposition of the department van and related expenses to reduce its use from 5 days per week to one.

It is recommended that Council authorize the City Manager to enter into a contract with Access Information Management.

### BACKGROUND

The City Clerk Department is responsible for administration of the citywide Records Management Program, which includes among many other functions, storage of records at an offsite Records Center. The function of the Records Management Program is to, manage, preserve and provide access to vital city information. This is accomplished by employing systematic methods for creation, maintenance, disposition, and retrieval of official city records.

Active files are those records that are currently useful in departments and divisions. Inactive records are those records that no longer are needed on a daily basis but must be retained pursuant to the City's Retention Schedule (adopted by Resolution No. 62,128–N.S.) and State law. Inactive records are generally housed in an offsite facility to free up valuable and costly office space.

The City is currently on a month-to-month rental option at the facility located at 2701 San Pablo Avenue at a cost of \$2,458 per month. The terms of the month to month arrangement provide that the records will be relocated no later than December 2007.

The current market rate to lease office space, at a minimum, is 75 cents per square foot. The cost to lease 8,000 square feet, at a minimum, would be approximately \$6,000 per month.

Staff has determined that the proposal submitted by Access Information Management meets the criteria established and offers the City of Berkeley the best value for its services. The Access facility meets a critical criterion in that the facility is seismically sound and climate controlled to protect the nature of records stored.

Access Information Management has been providing off-site records storage and retrieval services since 1989. Their records storage center has state-of-the art features that include:

- 36,000 square feet of space
- Seismic stability that exceeds current standards
- Customized in-rack sprinkler systems designed specifically to meet or exceed NFPA 13 standards for fire suppression
- Client web-based system
- Highly secured alarmed facilities monitored 24/7

Access Information Management will waive all initial costs associated with relocation of the records to their facility, storage fees for the first 3 months, and will also destroy any

records ready for destruction from the initial pickup at no charge. This represents an approximate savings of \$10,000 for leave and records destruction in addition to undetermined but significant moving expenses

As an added benefit, Access is located outside the San Francisco Bay Region earthquake fault and liquefaction zone. The City of Berkeley Planning and Development Department currently store records at this facility.

There are approximately 9,000 boxes in the current Records Center with an average of 100 new boxes added each month. As part of our overall work plan, the City Clerk Department will be working with departments to enter records into the records repository thereby providing electronic access to city records through "Records Online." This will significantly decrease the activity involved in retrieving records from the storage facility.

CONTACT PERSON

Pamyla Means, City Clerk, City Clerk Department, 981-6910

Attachments:

1: Resolution

RESOLUTION NO. –N.S.

CONTRACT: ACCESS INFORMATION MANAGEMENT FOR  
RECORDS CENTER SERVICES

WHEREAS, the current building that houses the City of Berkeley's records has been sold; and

WHEREAS, a Request for Proposals was issued on May 22, 2007, and Access Information Management has been selected as the preferred vendor; and

WHEREAS, funds are available in the current year budget in the General Fund, budget code 010-2003-410-50-10 and contract has been entered into the City contract database, and assigned CMS number GYZB5.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with Access Information Management for on-going Records Center Services, for the three-year period beginning October 1, 2007 through September 30, 2010, in an amount not to exceed \$40,000 per year. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.