



Meeting Date: 06/09/09

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Prepared By: Sylvia Paniagua, Police Records Manager *SP* Agenda Item No. I-12

Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Other (Specify) \_\_\_\_\_

**DATE:** May 15, 2009

**TO:** City Council

**FROM:** John Crombach, Chief of Police *Substituting for*

**SUBJECT:** First Amendment to Agreement for Transcription Services

**RECOMMENDATION**

That City Council approve and authorize the Mayor to execute the First Amendment to Agreement for Trade Services for a one year extension to the Agreement (3745-06-PO) for transcription services with Huntington Court Reporters and Transcription, Inc. in the amount of approximately \$100,000, with an option to exercise two additional one year extensions, for a total value of approximately \$300,000, to continue transcription services for the police department.

**DISCUSSION**

In 2007, the City Manager approved the trade services agreement with Huntington Court Reporters and Transcription, Inc. to provide transcription services to the police department. The assistance with transcription services provides officers the ability to spend more time in the community rather than in the station writing police reports. While we have our own transcribers within the police department, the combination of transcription services allows the overflow of work to be transcribed in a timelier manner which, in turn, allows police reports to be disseminated to the public in a timelier manner. This vendor was selected based upon the ability to download reports directly to them, which provides the police department the ability to control the workload within a given time period in order to meet anticipated deadlines.

The services provided by Huntington Court Reporters and Transcription, Inc. are primarily used to transcribe non-priority crime and incident reports. The in-house transcribers primarily process priority reports, which may cause a delay or backlog of non-priority reports. Processing of non-priority or "cold" reports is critical to quickly analyzing and identifying methods of operation and identifying possible suspects, addressing patterns of criminal activity, and working with specialized units to proactively address criminal activity which could lead to the identification and arrest of potential suspects.

First Amendment to Agreement for Transcription Services  
May 15, 2009  
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## **FINANCIAL IMPACT**

The projected cost of the Agreement is approximately \$100,000 annually. There are sufficient funds in account no. 101-2103-802-8209 to fund this request.

Attachment #1 - First Amendment to Agreement for Trade Services

**FIRST AMENDMENT TO AGREEMENT FOR TRADE SERVICES**

This First Amendment to Agreement for Trade Services ("First Amendment") is made and entered into in the County of Ventura, State of California, this 15<sup>th</sup> day of May 2009, by and between the City of Oxnard, a municipal corporation ("City"), and Huntington Court Reporters and Transcription, Inc. ("Vendor"). This First Amendment amends the Agreement for Trade Services ("Agreement") entered into on July 1, 2007, by City and Vendor.

City and Vendor agree as follows:

- 1. Section 3 of the Agreement is amended by deleting all text therein and replacing the text as follows:

- a. This Agreement shall begin on July 1, 2007 and shall end on June 30, 2010. City may, at its discretion, exercise an option to extend the Agreement until June 30, 2011, by sending written notice to Vendor at least 60 days prior to the expiration of the Agreement. If City chooses to extend the Agreement until June 30, 2011, City may, at its discretion, exercise a second option to extend the Agreement until June 30, 2012, by sending written notice to Vendor at least 60 days prior to the expiration of the Agreement.

- b. Either party may terminate this Agreement at any time, with or without cause, by giving 30 days written notice to the other party. Unless City asserts that Vendor breached the Agreement, City agrees to pay Vendor in full for all services satisfactorily performed as of the effective date of termination.

- 2. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD

VENDOR:

\_\_\_\_\_  
Dr. Thomas Holden, Mayor

\_\_\_\_\_  
Ann Bonnette-Smith, President  
Huntington Court Reporters &  
Transcription, Inc.

ATTEST:

APPROVED AS TO INSURANCE:

\_\_\_\_\_  
Daniel Martinez, City Clerk

\_\_\_\_\_  
James Cameron, Risk Manager

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Alan Holmberg, City Attorney  
for  
5-21-09

\_\_\_\_\_  
Sylvia Paniagua, Project Manager



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## IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

ATTACHMENT NO. 1  
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*[Handwritten signature]*  
*[Handwritten initials]*

**Police Department**  
John Crombach, Chief of Police

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Date: May 15, 2009  
To: Contract Compliance Review Committee  
From: Sylvia Paniagua, Police Records Manager  
Subject: Amendment of Huntington Transcription Services Contract

The police department is requesting to extend and amend the transcription services contract with Huntington Court Reporters & Transcription, Inc. The amendment would be for a 1-year extension with the option to extend until June 2012. Huntington Court Reporters and Transcription, Inc. have been providing transcription services to the police department on their overflow of police reports and we are satisfied with the performance from this vendor. The vendor was chosen because of their experience in law enforcement transcription and the police department's ability to control the amount of work that is sent to vendor. They are the only vendor who is able to receive downloaded information directly from our internal dictation system. The current agreement expires June 30, 2009.

ATTACHMENT NO. 1  
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