



Meeting Date: 09/14/10

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 *AP* Agenda Item No. I-10

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

DATE: August 10, 2010

TO: City Council

FROM: John Crombach, Chief of Police *[Signature]*

SUBJECT: Second Amendment to Agreement for Transcription Services

RECOMMENDATION

That City Council approve and authorize the Mayor to execute the Second Amendment to Agreement for Trade Services for a two year extension to the original agreement (3745-06-PO) for transcription services with Huntington Court Reporters and Transcription, Inc. in the amount of approximately \$100,000 per year, for a total amount of approximately \$300,000.

DISCUSSION

In 2009, the City Council approved the First Amendment to 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.

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 - Second Amendment to Agreement for Trade Services

SECOND AMENDMENT TO AGREEMENT FOR TRADE SERVICES

This Second Amendment ("Second Amendment") to the Agreement for Trade Services ("Agreement") is made and entered into in the County of Ventura, State of California, this 1st day of July, 2010, by and between the City of Oxnard, a municipal corporation ("City"), and Huntington Court Reporters and Transcription, Inc. ("Vendor"). This Second Amendment amends the Agreement entered into on July 1, 2007, by City and Vendor. The Agreement previously has been amended on May 15, 2009, by a First Amendment.

City and Vendor agree as follows:

1. Section 3a 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, 2012.
2. As so amended, the Agreement remains in full force and effect.

CITY OF OXNARD

VENDOR

Dr. Thomas E. Holden, Mayor

Ann Bonnette-Smith

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

APPROVED AS TO FORM:

APPROVED AS TO INSURANCE:

[Signature] for

Alan Holmberg, City Attorney 8-26-10

James Cameron

James Cameron, Risk Manager

APPROVED AS TO CONTENT:

ATTEST:

Sylvia Paniagua

Sylvia Paniagua, Project Manager

Daniel Martinez, City Clerk