

RESOLUTION NO. 111-2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH MCCi, LLC FOR THE CONTINUED USE OF LASERFICHE AS THE CITY'S ELECTRONIC RECORDS MANAGEMENT SYSTEM, USE OF LASERFICHE FORMS, AND MIGRATION OF THE CITY'S RECORDS TO THE LASERFICHE CLOUD, FOR A NOT-TO-EXCEED AMOUNT OF \$173,275.81 OVER A THREE-YEAR TERM

WHEREAS, in January 2018, the City entered into an agreement with ECS Imaging, Inc for the purchase and installation of Laserfiche (Resolution No. 018-2018); and

WHEREAS, over the past seven years, the Laserfiche repository has become the City's records repository where all permanent and semi-permanent records are stored; and

WHEREAS, staff has expanded the use of Laserfiche to include the Forms application which provides the public the opportunity to file the following requests online:

- Public records requests
- Tree removal permits
- Encroachment permits
- Parking permits
- Residential Utilities applications; and

WHEREAS, in May 2025, ECS Imaging, Inc. and MCCi, LLC merged under the name MCCi, LLC; and

WHEREAS, the City in preparation for natural emergencies has deemed it important for the government to be mobile and therefore seeks to move the City's records from a server located at City Hall to the Cloud; and

WHEREAS, staff worked with MCCi, LLC to review the process for migrating City records to the Laserfiche Cloud and has negotiated a proposed Professional Services Agreement for those services; and

WHEREAS, the total cost of the migration with three years of cloud service is not to exceed \$173,275.81; and

WHEREAS, the proposed Professional Services Agreement will expire in October 2028; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGAME DOES
RESOLVE AS FOLLOWS:**

The City Manager is hereby authorized to execute a three-year Professional Services Agreement, in the form attached hereto, with MCCi, LLC to provide for the continued use of Laserfiche as the City's Electronic Records Management System, use of Laserfiche Forms, and

migration of the City's records to the Laserfiche Cloud.

Peter Stevenson, Mayor

I, MEAGHAN HASSEL-SHEARER, City Clerk of the City of Burlingame, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on the 6th day of October, 2025, and was adopted thereafter by the following vote:

AYES:	COUNCILMEMBERS: Brownrigg, Colson, Pappajohn, Stevenson, Thayer
NOES:	COUNCILMEMBERS: None
ABSENT:	COUNCILMEMBERS: None

Meaghan Hassel-Shearer, City Clerk