

RESOLUTION NO. RES-2022-171

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH ECS IMAGING, INC. TO IMPLEMENT A TRUSTED SYSTEM FOR DIGITIZED RECORDS

WHEREAS, Laserfiche is the City's software system used to store and archive records, and enable public-facing records access; and

WHEREAS, the City has tens-of-thousands of documents in the form of paper and microfiche dating back several decades, stored throughout City buildings and third-party document warehouses, needing to be digitized and stored in a "trusted system" that prevents deletion or changes to the records; and

WHEREAS, ECS Imaging, Inc. provides the needed hardware, software, and services to enhance the City's current Laserfiche digital content management system to make it a "trusted system" and enable the digitized documents to be searched and retrieved electronically and the original paper or microfiche documents to be destroyed; and

WHEREAS, on February 15, 2022, City Council approved the use of PG&E settlement funds in the amount of \$85,000 requested by the Information Technology department to "implement trusted system," as well as an additional \$900,000 of PG&E settlement funds requested by the Planning and Economic Development department relating to "public records management" to assist with scanning and digitization of documents.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa approves a Professional Services Agreement Number F002439 between the City of Santa Rosa and ECS Imaging, Inc., in substantially the same form as Exhibit A to the resolution, subject to approval as to form by the City Attorney, for a three year term and for a total not to exceed \$150,298.60.

IN COUNCIL DULY PASSED this 9th day of August, 2022.

AYES: (7) Mayor C. Rogers, Vice Mayor Alvarez, Council Members Fleming, MacDonald, N. Rogers, Sawyer, Schwedhelm

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

ATTEST: _____ APPROVED: _____
City Clerk Mayor

APPROVED AS TO FORM: _____
City Attorney

Exhibit A – Professional Services Agreement with ECS Imaging, Inc.