



# CITY OF LAKE FOREST PARK

## CITY COUNCIL

### AGENDA COVER SHEET

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<b>Meeting Date</b>	May 22, 2025
<b>Originating Department</b>	Municipal Services Department
<b>Contact Person</b>	Matt McLean, City Clerk
<b>Title</b>	Resolution 25-2017/Authorizing the Mayor to sign a contract with Canon, U.S.A., Inc. for the Laserfiche Document Solution

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#### Legislative History

- First Presentation 2025-2026 Biannual Budget
  - Second Presentation April 17, 2025 Budget and Finance Committee
  - Third Presentation May 22, 2025 Regular Meeting
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#### Attachments:

1. Resolution 25-2017
  2. Canon MSSA & Order Schedule
  3. Order Schedule Addendum
  4. Statement of Work
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#### Executive Summary

The proposed resolution authorizes the Mayor to execute the Master Sales and Services Agreement with Canon U.S.A., Inc., and related documents, to acquire and implement Laserfiche Cloud, a city-wide document and records-management solution. The contract establishes a 60-month subscription and includes professional services for implementation and data migration.

#### Background

The City's existing record-keeping practices rely on disparate network drives and paper archives, which complicates information retrieval and public-records-request processing. After evaluating multiple vendors, staff recommends Laserfiche Cloud for its compliance, workflow, and scalability features. The

contract pricing is based on the University of California cooperative agreement (UC Agreement 2020002755) and consists of a one-time implementation fee of \$18,615.60 and a first-year subscription of \$14,280, with subsequent annual increases capped at 5%.

### **Fiscal & Policy Implications**

Total first-biennium (2025-2026) cost is \$47,343. This license cost is currently budgeted in the Court's budget at \$41,000. There will be a need to do a budget amendment in the future to cover the additional difference. Annual subscription renewals will be budgeted in future biennia.

### **Alternatives**

<i><b>Options</b></i>	<i><b>Results</b></i>
<ul style="list-style-type: none"><li>• Approve the Resolution</li></ul>	Staff will work implementing the Laserfiche solution for all departments
<ul style="list-style-type: none"><li>• Decline or postpone approval</li></ul>	Staff will look for other solutions

### **Staff Recommendation**

Approve Resolution 25-2017 authorizing the Mayor to sign the contract with Canon, U.S.A., Inc. for the Laserfiche Document Solution system.