

City of Hesperia STAFF REPORT



DATE: July 15, 2025

TO: Mayor and Council Members

FROM: Rachel Molina, City Manager

BY: Casey Brooksher, Assistant City Manager
Rita Perez, Deputy Human Resources/Risk Management Director
Justin Mansfield, Information Systems Specialist

SUBJECT: Three-Year Maintenance and Licensing Agreement with MCCi LLC

RECOMMENDED ACTION

It is recommended that the City Council authorize the City Manager to execute a three-year maintenance and licensing contract with MCCi, LLC for an amount not to exceed \$106,903 to provide maintenance and licensing for the Electronic Document Management System (Laserfiche).

BACKGROUND

The City utilizes MCCi, LLC, for various services. These services include maintaining and licensing Laserfiche, the City's electronic records system; scanning plans, documents, and microfilm; and creating online forms and automated workflows.

ISSUES/ANALYSIS

The City has used Laserfiche Software for electronic document management services since 2003. Laserfiche currently hosts historical documents related to the City's finances, personnel, and building plans. Considering another service provider would involve a lengthy and time-consuming effort to migrate from the existing platform. Establishing a new maintenance and licensing agreement will ensure product stability and support for a three-year term.

CITY GOAL SUPPORTED BY THIS ITEM

Organizational Health – Foster a high-performing organization that provides opportunities for professional growth.

FISCAL IMPACT

Funding for this agreement has been included in the Fiscal Year 2025-26 Operating Budget.

ALTERNATIVE(S)

1. Provide alternative direction to staff.

ATTACHMENT(S)

None.