



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 25-941

Agenda Date: 8/20/2025

Agenda #: 7.

DATE: August 20, 2025

TO: Honorable Mayor and City Councilmembers

FROM: City Clerk's Office

TITLE: AMENDMENT 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH MCCi, LLC, EXTENDING THE TERM OF THE AGREEMENT FOR DOCUMENT MANAGEMENT SOFTWARE

RECOMMENDATION

Staff recommends that the City Council approve Amendment 1 to the Professional Services Agreement with MCCi, LLC, in an amount not to exceed \$54,500, for a revised contract amount of \$249,706 for Annual Citywide Document Management Software and Technical Support, extending the agreement term for one year from August 20, 2025, to August 19, 2026, and authorize the City Manager to execute the amendment.

BACKGROUND AND ANALYSIS

The City Clerk's Office manages the document imaging system for all City documents. On June 7, 2023, the City Council approved a Professional Services Agreement with ECS Imaging, Inc., in an amount not to exceed \$180,983 for Laserfiche, a new document management software to replace WebXtender that was no longer adequate to meet the City's needs. ECS Imaging, Inc. was to provide ongoing support to ensure that the software meets the City's needs and addresses any issues that may arise.

On May 1, 2025, ECS Imaging, Inc., and MCCi, LLC combined as a single entity, MCCi, LLC, assuming contractual rights and obligations under the agreement.

Change orders were administratively approved, in the amount of \$14,223, for additional user licenses, new scanners, and support hours.

Through this contract amendment, the City will receive additional services, including Laserfiche Cloud full and participant users, citywide repository for records, training services, and enhanced ECS Gold Priority Support. This support package provides 20 hours of on-line or on-site assistance, unlimited phone support, and a four-hour response time for most services, including Laserfiche technical support, installations, workflow and form configurations, and integration services.

FISCAL IMPACT

The one-year contract price of Amendment 1 is \$54,500 to be charged to Information Systems account 155010841.5355.0009 which has a current available balance of \$70,140; therefore, sufficient funds are available.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

Prepared by: Kayla Valdovinos, Records Manager

Reviewed by: Zeb Navarro, City Clerk

Submitted by: Jonathan Borrego, City Manager

ATTACHMENTS:

1. Staff Report
2. Amendment 1
3. Exhibit 1