

RESOLUTION NO. 17-42

**CITY OF MILLBRAE, COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT
WITH KAIZEN INFOSOURCE LLC TO PROVIDE RECORDS AND
INFORMATION PROGRAM PROJECT SERVICES IN A NOT TO EXCEED
AMOUNT OF \$88,000**

WHEREAS, The City of Millbrae desires to update its Records and Information Program; and

WHEREAS, the City of Millbrae is committed to transparency and providing its residents with appropriate access to records and information and a comprehensive system for creation, retention, and destruction of records is more crucial than ever; and

WHEREAS, Kaizen InfoSource LLC submitted a proposal dated May 31, 2017 to provide Records and Information Program Project Services in a not-to-exceed amount of \$88,000.

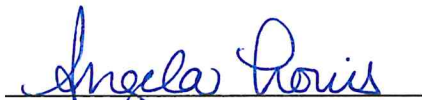
NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MILLBRAE authorizes the City Manager to execute an agreement with Kaizen InfoSource LLC to provide Records and Information Program Project Services effective September 12, 2017 through June 30, 2020 in a not-to-exceed amount of \$88,000.

REGULARLY PASSED AND ADOPTED this 12th day of September, 2017.



Mayor

ATTEST:



City Clerk

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 12th day of September 2017, by the following vote:

AYES:	COUNCILMEMBERS:	Holober, Papan, Schneider, Lee, and Oliva
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None


CITY CLERK