

AGENDA
THE CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. STEVE WEBER, CHAIR
MONDAY, DECEMBER 18, 2023
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET

1. Call to Order

2. Roll Call

3. Administrative - None

4. Omnibus Vote

Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

5. Information Systems

- *a. Recommendation to approve a **Resolution** Authorizing the Purchase of One Year of Laserfiche Software Support and Maintenance Services from MCC Innovations (MCCi).

6. Public Comment

7. Additional Items from Mayor, Council or Staff

8. Executive Session

- Personnel – 5 ILCS 120/2(c)(1)
- Pending, Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

9. Adjournment

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5A
	Title:	Recommendation to authorize staff to purchase one year of Laserfiche support and maintenance services from MCC Innovations (MCCi) for \$30,141.	
Presenter:	Larry Gunderson, Director of Information Systems		
Meeting: Government Operations Committee		Date: December 18, 2023	
Proposed Cost: \$30,141	Budgeted Amount: \$31,500	Not Budgeted: <input type="checkbox"/>	
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>Laserfiche is the Electronic Document Management System that was selected through the City’s procurement process and approved by City Council on December 1, 2014.</p> <p>Because the City originally purchased the software from MCCi, that company has become the provider for the continued ongoing software maintenance and support for Laserfiche. This maintenance contract provides technical support and product upgrades for the covered period of one year, February 20, 2024 to February 19, 2025.</p> <p>MCCi has provided service to the expected level set by both Laserfiche and the City. We have received above average response time for technical support for everyday support requests, as well as assistance with our custom workflows, and integration with other third-party applications. In addition, any new software released from Laserfiche is tested fully by MCCi for performance and functionality. Once complete, we are then advised by MCCi as to whether we should install the new upgrade and what issues the upgrade will solve.</p>			
Attachments (please list):			
MCCi Software Maintenance Agreement Resolution			
Recommendation/Suggested Action (briefly explain):			
Recommend approval of a resolution authorizing staff to purchase one year of Laserfiche support and maintenance services from MCC Innovations (MCCi) for \$30,141.			

**City of St. Charles, Illinois
Resolution No.**

**A Resolution Authorizing the Purchase of One Year of Laserfiche
Software Support and Maintenance Services from MCC Innovations
(MCCi) in the submitted amount**

**Presented & Passed by the
City Council on**

WHEREAS, since 2014, the City has utilized Laserfiche Document Management Software for electronic document archival, workflow processing, and electronic forms;

WHEREAS, MCC Innovations (MCCi), as the original implementer, has provided ongoing software maintenance and support services for the Laserfiche software application;

WHEREAS, MCC Innovations (MCCi) submitted pricing for Laserfiche software maintenance and support services for the period of one year, February 20, 2024 to February 19, 2025;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, an Agreement be approved with MCC Innovations (MCCi) in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of _____, 2023

PASSED by the City Council of the City of St. Charles, Illinois, this ____ day of _____, 2023

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of _____, 2023

Lora Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: