


AGENDA
THE CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. STEVE WEBER, CHAIR
MONDAY, NOVEMBER 4, 2024
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET

1. **Call to Order**
2. **Roll Call**
3. **Administrative**
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. **City Administration**
 - a. Equity & Inclusion Commission Action Plan presentation.
6. **Information Systems**
 - *a. Recommendation to approval of a **Resolution** authorizing the purchase of desktop computers from Dell Marketing LP for \$64,931.
7. **Finance Department**
 - *a. Budget Revisions – October 2024
8. **Public Comment**
9. **Additional Items from Mayor, Council or Staff**
10. **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)
11. **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).

 CITY OF ST. CHARLES ILLINOIS • 1834	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5a
	Title:	Equity & Inclusion Commission Action Plan Presentation	
	Presenter:	Samantha Newman, Chair of Equity & Inclusion Commission	
Meeting: Government Operations Committee		Date: November 4, 2024	
Proposed Cost:		Budgeted Amount:	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary: Samantha Newman will be presenting on the progress of the Equity and Inclusion Commission.			
Attachments (please list): Equity & Inclusion Commission Action Plan			
Recommendation/Suggested Action (briefly explain): Equity & Inclusion Commission Action Plan Presentation			

Equity & Inclusion Commission Action Plan

2024-2025



CITY OF
ST. CHARLES
ILLINOIS • 1834

Subcommittee Group Owners

Subcommittees	Members
Culture and Religion	Lisa Macaione Erica Johnson
Physical Disability	Trudy Nichol Samantha Newman
Developmental Disability	Trudy Nichol Samantha Newman
Identifying Bias	Mike Castro
Mental Health	Susan Sanders Michael Castro
Immigrants	Susan Sanders Cris Anderson
LGBTQIA+	Samantha Newman Mary Kruse
Commission Improvements	Entire Commission

Culture & Religion

MISSION STATEMENT:

To identify and honor the cultures and religions within our community to strengthen the inclusivity of the city.

Tasks	Est. Date
Update the Juneteenth Proclamation	June 19, 2024
Identify cultural and religious holidays, history and heritage months for the calendar year and work with the City Communications department to plan inclusive social media and newsletter posts. <ul style="list-style-type: none">Met with Communications Director	Ongoing Sept. 2024
Establish connections with local organizations to identify current cultural programs/events and identify gaps for future representation. <ul style="list-style-type: none">Met with Library Director and communicated with Youth Services Director to create a Cultural Celebration Day.Arts Council, Park District, Kane County Forest Preserve, Business Alliance, Religious Leaders	Ongoing Aug. 2024 Ongoing
Craft a Land Recognition Statement to read at City Meetings	2025

Physical Disability

MISSION STATEMENT:

To make St. Charles more inclusive of and accessible to community members with physical disabilities.

Tasks	Est. Date
Recommendations: <ul style="list-style-type: none">• All elevators must remain unlocked when a meeting is planned.• Initiate program to financially assist local businesses with the cost of ADA doors• Install new hearing loop systems in public City meeting rooms• Install audible crosswalk signals along Main Street• When sidewalks are unavailable due to construction, require marked space for impaired pedestrians and wheelchair users• Install crosswalk at Kirk Rd. and Rt. 64	2025 and Ongoing

Developmental Disability

MISSION STATEMENT:

To make St. Charles more inclusive of and accessible to community members with developmental disabilities.

Tasks	Est. Date
Connect with local individuals and organizations in the developmental disability community to hear their stories and determine how we can better serve and include individuals and families	Ongoing
Partner with organizations like and including Rising Lights Project to co-host family inclusion game nights and other social events	Early 2025
Compile a list of local businesses that employ people with developmental disabilities, determine best way to disseminate this information	March 2025

Mental Health

MISSION STATEMENT:

To raise awareness of and access to the mental health services available in St. Charles.

Tasks	Est. Date
Suggest City of St Charles attaches the following Health Department links to their website they include multiple services for people needing mental health services in the area: <u>2023 AOK Resource Guide.pdf (kanehealth.com)</u> , <u>Resources (kanehealth.com)</u>	Sept. 2024
Continue working with 708 committee to better understand their role in the city, obtain list of recipients of grant money, and partner with them.	Ongoing
Recommend the St Charles Police Department look into additional social work services that would be available 24/7.	Oct. 2024
Meet with other municipalities to learn about their mental health related initiatives, programs, and offerings	Dec. 2024

Immigrants

MISSION STATEMENT:

To raise awareness of and access to the services available to immigrants in the city of St. Charles.

Tasks	Est. Date
Compile a list of immigrant-owned businesses in St. Charles and communicate with them and other immigrant citizens via personal conversations and a distributed questionnaire about the needs of their community to determine if there are actions the city could take to better support and include immigrant communities in St. Charles.	Started Jan. 2024 and ongoing
Begin partnerships with local Immigration related organizations	Ongoing
Suggest the City of St. Charles includes all possible language translation on their new website, not just English and Spanish.	Sept. 2024
Recommend the City of St. Charles attaches the following Health Department links to their website: <u>2023 AOK Resource Guide.pdf (kanehealth.com)</u> , <u>Resources (kanehealth.com)</u> .	Sept. 2024

LGBTQIA+


MISSION STATEMENT:

To welcome, include, and connect members of the LGBTQIA+ community in St.Charles.

Tasks	Est. Date
Continue Pride Flag proclamation, flag raising, speech, and banners	June 2025
Collaborate with local groups such as Belong Fox Valley, PFLAG, and local allies to add a mini "fest" with tables for vendors and food stations/trucks, to June flag raising event	June 2025
Partner with PFLAG Tri Cities and Dr. Jessica Lapinski to host basic LGBTQIA+ ally and education information session	Mid to late 2025
Host panel discussions, and social events to foster education, connection, and better determine the needs of the community	Long-term, ongoing

Commission Improvements

Commission Improvements	Est. Date
Record and track what we have accomplished	Ongoing
Institute quarterly City Council updates	Q4 2024
Publish resource lists on city website	Ongoing
Institute Inclusion training for City Council and Staff	2025
Collaborate with the Business Alliance and Chamber of Commerce to provide businesses who opt in to display "You Are Welcome Here" stickers in windows; print and distribute those stickers.	Jan. 2025
Research a convening of local non-profits to discuss needs of marginalized communities in St. Charles	2025
Develop additional subcommittees for Seniors and Economically Disadvantaged issues and concerns	Late 2025
Welcome an additional commission member	2025

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: *6a
	Title:	Resolution authorizing the purchase of desktop computers from Dell Marketing LP for \$64,931	
	Presenter:	Larry Gunderson, Director of Information Systems	
Meeting: Government Operations Committee Date: November 4, 2024			
Proposed Cost: \$64,931		Budgeted Amount: \$46,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary: <p>The Information Systems Department maintains a total of 300 desktop computers to meet the computing needs of City staff. To ensure that the City's desktop computers are protected under a hardware warranty and have sufficient computing capacity to support the business needs of City staff, they are replaced on a five-year cycle. Funding for replacement computers is budgeted annually in the Equipment Replacement Fund.</p> <p>Information Systems staff have standardized on Dell computers. This year 75 Dell desktop computers will be purchased through the replacement program, a number higher than expected year due to the need to replace computers in advance of the upgrade to the Windows 11 operating system. Reserve funds are maintained in the Equipment Replacement Fund for those years when a higher-than-average number of computers are replaced.</p> <p>Purchase of the desktop computers will be through OMNIA Partners (formerly known as the National Cooperative Purchasing Alliance) a national government purchasing cooperative that may be used by governmental units of the State of Illinois.</p>			
Attachments (please list): Bid Waiver Form, Resolution			
Recommendation/Suggested Action (briefly explain): Recommend approval of a resolution authorizing the purchase of desktop computers from Dell Marketing LP for \$64,931			

City of St. Charles, Illinois
Resolution No.

**A Resolution to Execute an Agreement with Dell Marketing LP for the
Purchase of Desktop Computers in the submitted amount**

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

WHEREAS, the Information Systems Department solicited a request for quote for Dell desktop computers;

WHEREAS, Dell Marketing LP of Round Rock, TX submitted contract pricing through OMNIA Partners (formerly known as the National Cooperative Purchasing Alliance), a national government purchasing cooperative that may be used by governmental units of the State of Illinois;

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 Dell Marketing LP in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of ____, 2024

PASSED by the City Council of the City of St. Charles, Illinois, this ____ day of ____, 2024

APPROVED by the City Council of the City of St. Charles, Illinois, this ____ day of ____, 2024

Lora Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.

2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____

CITY OF ST. CHARLES

Budget Revision Listing

October 2024

[illegible]

CITY OF ST. CHARLES
Budget Revision Listing

October 2024

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
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Chairman, Government Operations Committee

Date

Vice Chairman, Government Operations Committee

Date

Finance Director

Date

Exceptions: