

AGENDA
THE CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. STEVE WEBER, CHAIR
MONDAY, NOVEMBER 18, 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. Introduction to Placer.AI.
 - b. St. Charles Business Alliance 2024 Scarecrow Weekend overview.
 - c. St. Charles Arts Council presentation.
- 6. Finance Department**
 - a. Recommendation to approve the recommended 2024 Property Tax Levies for Special Services Areas.
- 7. Information Systems**
 - a. Recommendation to approve a **Resolution** authorizing a three-year agreement with MHC Software Holdings, Inc. for software maintenance, support and hosting services for \$77,724.
- 8. Fire Department**
 - a. Recommendation to approve a **Resolution** for the certificate of waiver/authorization of unmanned aircraft as a public aircraft operator for purposes of providing support to the City of St. Charles Emergency Services.
- 9. Public Comment**
- 10. Additional Items from Mayor, Council or Staff**


11. 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)


12. 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).

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item Number: 5a
	Title:	Scarecrow Weekend 2024	
	Presenter:	Jenna Sawicki, St. Chare Business Alliance	
Meeting: Government Operations Committee Date: November 18, 2024			
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
<p>The 2024 Scarecrow Weekend took place October 10th thru 13th and featured 120 handmade scarecrows displayed in Lincoln Park, First Street and Riverside Avenue in downtown St Charles. The event featured two zones, The Family Zone and The Activity Zone. Also featured were live music performances, Scarecrow-to-Go, face painters, Glowby the Bubbler, a magic show, ice cream eating contest, pumpkin painting, a giant corn maze, Autumn on the Fox Arts & Crafts Show, professional pumpkin carving, balloon twisting, dance performances and roaming entertainment throughout the weekend. Over 82,000 people attended Scarecrow Weekend. The Business Alliance will be presenting some highlights from the weekend, foot traffic data, and the scarecrow winners.</p>			
Attachments <i>(please list):</i> None			
Recommendation/Suggested Action <i>(briefly explain):</i> None			

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item Number: 5b
	Title:	Introduction to Placer.AI	
	Presenter:	Derek Conley, Economic Development Director	
Meeting: Government Operations Committee Date: November 18, 2024			
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
<p>In Summer 2024, the City and Business Alliance began using a program called Placer.AI. Placer.AI is a location analytics platform that uses geospatial data to provide data and insights into foot traffic patterns, consumer behavior, and market trends. The presentation will briefly cover the program capabilities and how the City and Business Alliance can use the program to make decisions and evaluate success of city events or initiatives.</p>			
Attachments <i>(please list):</i>			
Recommendation/Suggested Action <i>(briefly explain):</i> None			

 CITY OF ST. CHARLES ILLINOIS • 1834	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5c
	Title:	St. Charles Arts Council Presentation	
	Presenter:	Heather McGuire, City Administrator	
Meeting: Government Operations Committee		Date: November 18, 2024	
Proposed Cost:		Budgeted Amount:	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary: The St. Charles Arts Council will be presenting an overview of their programming, community events, past year's successes and their future plans.			
Attachments (please list):			
Recommendation/Suggested Action (briefly explain): St. Charles Arts Council Presentation			


 CITY OF ST. CHARLES ILLINOIS • 1834	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6a																																					
	Title:	Discussion Regarding the Recommended 2024 Property Tax Levies for Special Service Areas																																						
	Presenter:	Bill Hannah, Director of Finance																																						
Meeting: Government Operations Committee Date: November 18, 2024																																								
Proposed Cost: \$-0-		Budgeted Amount: \$ N/A		Not Budgeted: <input type="checkbox"/>																																				
TIF District: None																																								
Executive Summary (if not budgeted, please explain): <p>In addition to the City tax levy, the City levies property taxes on several Special Service Areas (SSA's). These SSA's are not applicable to all properties, but rather to small geographic areas within the City that receive the specific services provided by or funded through the City. These services consist of the maintenance of common storm water detention areas and mowing, parking garage maintenance and improvements, economic revitalization and business assistance within the City's downtown, and electric substation maintenance and improvements. The recommended levies for the eight active SSA's are as follows:</p> <table border="1"> <thead> <tr> <th><u>Special Service Area</u></th> <th><u>2023 Levy Amount</u></th> <th><u>2023 Tax Extension</u></th> <th><u>2024 Levy Amount</u></th> </tr> </thead> <tbody> <tr> <td>SSA 1A (Downtown Parking Maintenance)</td> <td>\$81,000</td> <td>\$81,000</td> <td>\$81,000</td> </tr> <tr> <td>SSA 1B (Downtown Support and Revitalization)</td> <td>\$272,000</td> <td>\$272,000</td> <td>\$272,000</td> </tr> <tr> <td>SSA 5 (CMD Common Area Maint)</td> <td>\$6,900</td> <td>\$6,900</td> <td>\$6,900</td> </tr> <tr> <td>SSA 6 (Cambridge East Common Area Maint)</td> <td>\$1,330</td> <td>\$1,330</td> <td>\$1,330</td> </tr> <tr> <td>SSA 7 (CMD Tyler Area Common Area Maint)</td> <td>\$8,900</td> <td>\$8,900</td> <td>\$8,900</td> </tr> <tr> <td>SSA 10 (Royal Fox I Common Area Maint)</td> <td>\$7,000</td> <td>\$7,000</td> <td>\$7,000</td> </tr> <tr> <td>SSA 13 (Red Gate Common Area Maint)</td> <td>\$13,000</td> <td>\$13,000</td> <td>\$13,000</td> </tr> <tr> <td>SSA 57 (Legacy Bus Park, Electric Substation Maint)</td> <td>\$35,000</td> <td>\$35,000</td> <td>\$35,000</td> </tr> </tbody> </table>					<u>Special Service Area</u>	<u>2023 Levy Amount</u>	<u>2023 Tax Extension</u>	<u>2024 Levy Amount</u>	SSA 1A (Downtown Parking Maintenance)	\$81,000	\$81,000	\$81,000	SSA 1B (Downtown Support and Revitalization)	\$272,000	\$272,000	\$272,000	SSA 5 (CMD Common Area Maint)	\$6,900	\$6,900	\$6,900	SSA 6 (Cambridge East Common Area Maint)	\$1,330	\$1,330	\$1,330	SSA 7 (CMD Tyler Area Common Area Maint)	\$8,900	\$8,900	\$8,900	SSA 10 (Royal Fox I Common Area Maint)	\$7,000	\$7,000	\$7,000	SSA 13 (Red Gate Common Area Maint)	\$13,000	\$13,000	\$13,000	SSA 57 (Legacy Bus Park, Electric Substation Maint)	\$35,000	\$35,000	\$35,000
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<u>Notes on Changes</u> <p>There are <u>no</u> changes recommended this year to any of the special service area levies. Last year there were several adjustments to the SSA's for various purposes, but no adjustments or changes are recommended for this year.</p> <p>A public hearing on the adoption of a special service area tax levy is necessary when first adopting a tax levy for an SSA, or if the proposed levy is more than 5% of the preceding year's extension (35ILCS 200/27-32). Since none of the proposed levies are changing from last year's extension by more than 5%, no public hearings will be necessary. The ordinances adopting the SSA levies as illustrated above are scheduled to be presented for approval at the December 2nd City Council meeting.</p>																																								

Attachments (please list):

None

Recommendation/Suggested Action (briefly explain):

Seeking a Motion to Approve the Recommended 2024 Property Tax Levies for Special Services Areas

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 7a
	Title:	Resolution authorizing a three-year agreement with MHC Software Holdings, Inc. for software maintenance, support and hosting services for \$77,724	
	Presenters:	Larry Gunderson, Director of Information Systems Bill Hannah, Director of Finance	
Meeting: Government Operations Committee Date: November 18, 2024			
Proposed Cost: \$25,908 (One year)		Budgeted Amount: \$9,900	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary: <p>The Finance Department utilizes MHC Software, in conjunction with the City's Infor Lawson Enterprise Resource Planning (ERP) system, to create financial, tax and payroll-related reports and documents. These documents include the following:</p> <ul style="list-style-type: none"> • Accounts Payable checks • Payroll checks • W-2 forms • 1099 forms • Accounts Receivable invoices <p>Currently, MHC Software is an on-premise application that runs on a server at the City. MHC Software is phasing out their on-premise software and replacing it with a cloud-based solution. Since the City's annual software maintenance is due, MHC is proposing to move the City's application to the cloud, as well as offering a three-year contract for software and hosting services. One-time implementation fees associated with this transition will be waived by MHC.</p> <p>The cost of the proposed three-year agreement is \$25,908 annually, for a total of \$77,724. For the additional cost the City is adding new services, including the processing of Automated Clearing House (ACH) transactions to replace paper checks. In addition, the City will gain increased security by processing and storing financial, tax and payroll-related reports and documents in the cloud.</p> <p>Since MHC Software is an exclusive business partner of Infor Lawson, this will be a sole source purchase. In order to meet the difference between the budgeted and actual cost, unused funds for other proposed expenditures will be used.</p>			
Attachments: Resolution, Bid Waiver Form			
Recommendation/Suggested Action: Recommend approval of a resolution authorizing a three-year agreement with MHC Software Holdings, Inc. for software maintenance, support and hosting services for \$77,724.			

City of St. Charles, Illinois
Resolution No.

A Resolution to Execute a Three-year Agreement with MHC Software Holdings, Inc. for software maintenance, support and hosting services in the submitted amount

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

WHEREAS, since 2010, MHC Software Holdings, Inc. has provided software to the City to create financial, tax and payroll reports and documents;

WHEREAS, MHC Software Holdings, Inc., as the owner and developer of the software, is the sole provider of financial, tax and payroll report and document creation software for Infor Lawson software applications;

WHEREAS, MHC Software Holdings, Inc. submitted pricing for software maintenance, support and hosting services for the period of three years, November 11, 2024 to November 10, 2027;

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 MHC Software Holdings, Inc. 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 Mayor of the City of St. Charles, Illinois, this ____ day of _____, 2024

Lora Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:


Absent:

Abstain:



Signature

ATTACH THIS FORM TO FORMAL COUNCIL RECOMMENDATION; OR SCAN TO A/P IN LIEU OF QUOTES

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 8a
	Title:	Recommendation to Approve a Resolution Authorizing the City of St. Charles to Apply for a Certificate of Waiver/Authorization of Unmanned Aircraft as a Public Aircraft Operator for Purposes of Providing Support to the City of St. Charles Emergency Services.	
	Presenter:	Anthony Cavallo, Deputy Fire Chief	
Meeting: Government Operations Committee Date: November 18, 2024			
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain): <p>The Fire Department purchased a Drone earlier this year with funds secured from the Foreign Fire Tax 2% Fund. The Drone that was purchased is a Sky-Dio X10 and is equipped with Night Sense, infrared, Spot-lite/Speaker Mic, & Multi-User Live Streaming cloud-based software applications, so it will not interfere or be a concern for the City's IT security. The X 10 also comes with Skydio Online Academy for continuing training purposes, content updates, recorded webinars and reporting.</p>			
Attachments (please list): <p>Resolution, Public Declaration Letter</p>			
Recommendation/Suggested Action (briefly explain): <p>Recommendation to approve a resolution for the certificate of waiver/authorization of unmanned aircraft as a public aircraft operator for purposes of providing support to the City of St. Charles Emergency Services.</p>			

City of St. Charles, Illinois
Resolution No. 2024- __

**AUTHORIZATION FOR THE CITY OF ST. CHARLES TO APPLY FOR A
CERTIFICATE OF WAIVER/AUTHORIZATION OF UNMANNED AIRCRAFT
AS A PUBLIC AIRCRAFT OPERATOR FOR PURPOSES OF PROVIDING
SUPPORT TO THE CITY OF ST. CHARLES EMERGENCY SERVICES**

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

WHEREAS, the City of St. Charles is constantly evaluating the best possible ways to assist its residents and surrounding communities and provide first in class emergency services; and

WHEREAS, the City Police and Fire Departments have determined that the operation of unmanned aircrafts will significantly enhance the City's ability to provide timely and effective emergency services; and

WHEREAS, Public Aircraft Operations (PAOs) are limited by the statute to certain government operations with U.S. airspace. Although these operations must continue to comply with certain general operating rules, including those applicable to all aircraft in the National Airspace System (NAS), other civil certification and safety oversight regulations do not apply to these operations; and

WHEREAS, Title 49 U.S.C. § 40102(a)(41) provides the definition of "public aircraft" and § 40125b provides the qualifications for public aircraft status. These statutory provisions provide the legal basis for operation of public aircraft in the United States; and

WHEREAS, in order to receive a Certificate of Waiver/Authorization of Unmanned Aircrafts as a Public Aircraft Operator, the City must submit a Public Declaration Letter that it is qualified to operate as a Public Aircraft Operator and that it is operating unmanned aircrafts for a noncommercial purpose and in compliance with the applicable statutes and regulations; and

WHEREAS, the City desires to submit a Public Declaration Letter to the Federal Aviation Administration to be recognized as a Public Aircraft Operator and receive an FAA Certificate of Waiver/Authorization.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Police and Fire Departments, in conjunction with the City Attorney, are authorized to submit a Public Declaration Letter to the Federal Aviation Administration in order to receive an FAA Certificate of Waiver/Authorization to operate as a Public Aircraft Operator to enhance the City's drone operations for emergency services; and

BE IT FURTHER RESOLVED, that the City officials are authorized to take such action as is necessary to effectuate the terms of this Resolution.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2024.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2024.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this ____ day of _____, 2024.

Lora A. Vitek, Mayor

Attest:

City Clerk

Voice Vote:

Ayes:

Nays:

Absent:

Abstain:

September _____, 2024

Unmanned Aircraft Systems (UAS) Program
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591

Federal Aviation Administration
Scott J. Gardner
Acting Air Traffic Manager
Unmanned Aircraft Tactical Operations, AJV-115
490 L'Enfant Plaza SW, Suite 7105
Washington, DC 20024

Re: Public Declaration Letter for the City of St. Charles, Illinois

Dear UAS Program:

This letter is intended as the required "public declaration letter" of the City of St. Charles ("City"), for the purposes of applying for a Certificate of Authorization to operate an unmanned aircraft.

As the City Attorney for the City of St. Charles, I hereby certify that the City, a municipal corporation, is a political subdivision of the State of Illinois, in accordance with 49 U.S.C. 40102(a)(41)(C) and 49 U.S.C. 40125(b). I further certify that the City does not intend to use the unmanned aircraft for any commercial purposes as defined in 49 U.S.C. 40125. The City understands that use of the City's aircraft for compensation or hire is beyond the scope of the permitted uses for public aircraft pursuant to 49 U.S.C. 40125. Thank you for your assistance with this matter. If you have any questions, please do not hesitate to contact me.

Very truly yours,

STORINO, RAMELLO & DURKIN

Nicholas S. Peppers
Email: npeppers@srd-law.com

cc: Heather McGuire, City Administrator
James Keegan, City Chief of Police
Scott Swanson, City Fire Chief