

**AGENDA  
CITY OF ST. CHARLES  
GOVERNMENT OPERATIONS COMMITTEE  
ALD. DAN STELLATO, CHAIR**

**MONDAY, APRIL 3, 2017  
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**
- 4. Administrative**
  - a. Video Gaming Statistics – Information Only
- 5. Police Department**
  - a. Recommendation to approve a Resolution Requesting the Closure of Routes 64 and 31 for the Memorial Day Parade.
- 6. Finance Department**
  - a. Recommendation to approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to Authorize the Mayor to Execute the Ride in Kane Service Agreement and Approve Fiscal Commitment to the Ride in Kane Program for FY2017/18.
  - b. Recommendation to approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (Scrap Transformer and Switchgear).
  - c. Recommendation to waive the bid procedure and approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles for FY2017/18 of Ordering Gasoline and Diesel Fuel (Bio-Diesel) on an As Needed Basis.
  - d. Recommendation to waive the bid procedure and approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Allow “Spot Buying” of Cable and Transformers on an As-Needed Basis for FY 2017/18.
  - e. Recommendation to waive the bid procedure and approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Accept the Blanket Switchgear Quote from Federal Pacific for Stock Switchgear for Fiscal Year 2017/18.
- 7. Executive Session**
  - Personnel – 5 ILCS 120/2(c)(1)
  - Pending Litigation – 5 ILCS 120/2(c)(11)
  - 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)

**8. Additional Items from Mayor, Council, Staff, or Citizens.**

**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](mailto: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: 4a

Title: Video Gaming Statistics – Information Only

Presenter: Chief Keegan

Meeting: Government Operations Committee

Date: January 3, 2017

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

Latest statistics on video gaming of what businesses have been approved by the state and city staff of the St. Charles Police Department, pending applications into the state for approval, and September 2015 – February 2017 report for St. Charles Video Gaming Revenue as of March 17, 2017.

**Attachments** (*please list*):

Table – Video Gaming Establishments/Pending Applicants

Illinois Gaming Board Video Gaming Report – September 2016 – February 2017

**Recommendation/Suggested Action** (*briefly explain*):

None – For Information Only

## Video Gaming Statistics as of March 17, 2017

Approved Establishments		
Name	# Machines	Address
A'Salute Lounge & Grill	5	2400 E Main Street, St. Charles
Alibi Bar & Grill Ltd.	5	12 N 3 <sup>rd</sup> Street, St. Charles
Alley 64	5	212 W Main Street, St. Charles
Beehive Tavern & Grill	5	204 W Main Street, St. Charles
Dawn's Beach Hut	2	8 N 3 <sup>rd</sup> Street, St. Charles
Kane County Rookies	5	1545 W Main Street, St. Charles
Riverside Pizza & Pub	3	102 E Main Street, St. Charles
St. Charles Moose	5	2250 W Rt. 38, St. Charles
The Evergreen Pub & Grill	5	1400 W Main Street, St. Charles
Gino's East	5	1590 E Main Street, St. Charles <b>CLOSED</b>
St. Charles Bowl	5	2520 W Main Street, St. Charles
Corfu Restaurant	5	2520 E Main Street, St. Charles

Pending Applicants		
Name	# Machines	Address
Alexander's Café 64 Inc.	?	W Main Street, St. Charles
Charleston on the Fox	?	1 W Illinois Street, St. Charles
Pub 222	?	222 W Main Street, St. Charles
Trattoria ZaZa	?	5 S 1 <sup>st</sup> Street, St. Charles
Spotted Fox Ale House	?	3615 E Main Street, St. Charles
Brown's Chicken	?	1910 Rt. 38, St. Charles

**ILLINOIS GAMING BOARD**  
**VIDEO GAMING REPORT**  
*St. Charles*

3/17/2017

5:33 pm

**September 2015 - February 2017**

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	NTI	NTI Tax Rate (30%)	State Share	Municipality Share
St. Charles	A'Salute' Inc.	160702452	5	\$675,622.89	\$628,630.93	\$46,991.96	\$193,899.00	\$146,906.79	\$46,992.21	\$14,097.95	\$11,748.30	\$2,349.65
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$81,016.88	\$76,283.88	\$4,733.00	\$31,403.00	\$26,670.00	\$4,733.00	\$1,419.92	\$1,183.26	\$236.66
St. Charles	Alley 64, INC.	160702383	5	\$1,633,504.50	\$1,499,820.31	\$133,684.19	\$623,176.00	\$489,491.81	\$133,684.19	\$40,105.50	\$33,421.25	\$6,684.25
St. Charles	BK & MM VENTURES LLC	160702415	5	\$1,589,936.20	\$1,472,807.52	\$117,128.68	\$500,582.00	\$383,453.32	\$117,128.68	\$35,138.77	\$29,282.32	\$5,856.45
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$100,129.43	\$89,629.88	\$10,499.55	\$29,324.00	\$18,824.37	\$10,499.63	\$3,149.98	\$2,624.99	\$524.99
St. Charles	KILLOUGH LLC	160702650	4	\$198,017.01	\$182,413.55	\$15,603.46	\$77,981.00	\$62,377.54	\$15,603.46	\$4,681.14	\$3,900.95	\$780.19
St. Charles	L. A. MANSON CORPORATION	160703156	5	\$33,928.22	\$30,515.38	\$3,412.84	\$12,718.00	\$9,305.16	\$3,412.84	\$1,023.89	\$853.24	\$170.65
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$902,511.52	\$821,629.24	\$80,882.28	\$283,858.00	\$202,975.67	\$80,882.33	\$24,264.83	\$20,220.71	\$4,044.12
St. Charles	Panman, LLC	160703257	5	\$15,664.18	\$13,606.69	\$2,057.49	\$5,665.00	\$3,607.51	\$2,057.49	\$617.32	\$514.43	\$102.89
St. Charles	Riverside Pizza, Inc.	160702553	3	\$385,476.16	\$354,386.57	\$31,089.59	\$125,505.00	\$94,415.33	\$31,089.67	\$9,327.04	\$7,772.54	\$1,554.50
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$55,321.44	\$51,331.77	\$3,989.67	\$20,988.00	\$16,998.33	\$3,989.67	\$1,196.93	\$997.44	\$199.49
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$688,614.26	\$632,164.36	\$56,449.90	\$221,320.00	\$164,870.10	\$56,449.90	\$16,935.14	\$14,112.62	\$2,822.52
<b>REPORT TOTAL:</b>		<b>12 Establishments</b>	<b>54</b>	<b>\$6,359,742.69</b>	<b>\$5,853,220.08</b>	<b>\$506,522.61</b>	<b>\$2,126,419.00</b>	<b>\$1,619,895.93</b>	<b>\$506,523.07</b>	<b>\$151,958.41</b>	<b>\$126,632.05</b>	<b>\$25,326.36</b>

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5a

Title:

Recommendation to Approve a Resolution Requesting the Closure of Routes 64 and 31 for the Memorial Day Parade

Presenter:

Chief Keegan

Meeting: Government Operations Committee

Date: April 3, 2017

Proposed Cost: \$N/A

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

The City of St. Charles is requesting to have a Memorial Day Parade on Monday, May 29, 2017 on Main Street between the hours of 9:45 a.m. and 11 a.m. The parade will begin at 10 a.m. and last approximately 30 minutes. The parade route will be eastbound from 6<sup>th</sup> Street to Riverside Avenue, then north on Riverside to the Freedom Shrine.

It is requested that Fire Station #1 be available again in the event of inclement weather for the ceremony immediately following the parade. Weather permitting; this ceremony will take place at the Freedom Shrine on the north side of the Police Department.

The special events application was submitted on February 28<sup>th</sup> and the Special Event Committee met on March 14<sup>th</sup> with the event coordinator. No changes to the time or event are requested from past Memorial Day parades.

The Police Department recommends approval of the closure of Main Street for the Memorial Day Parade.

**Attachments** (*please list*):

Resolution

**Recommendation/Suggested Action** (*briefly explain*):

Recommendation to approve a Resolution Requesting the Closure of Routes 64 and 31 for the Memorial Day Parade.

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

**A Resolution Requesting the Closure of Routes 64 and 31 for the  
Memorial Day Parade**

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

**WHEREAS**, the City of St. Charles is sponsoring a Memorial Day Parade in the City of St. Charles, and;

**WHEREAS**, this production will require the temporary closure of Main Street (Route 64) a state highway in the City of St. Charles, and;

**WHEREAS**, Section 4-408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of state highways for such public purposes or needs as parades and local celebrations;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that permission to close Main Street (Route 64) on Monday, May 29, 2017 from 9:45 a.m. to 11 a.m. is requested of the Department of Transportation;

**BE IT FURTHER RESOLVED** that if such permission is granted by the Department of Transportation, all highway traffic during the periods of time specified shall be detoured over the following routes:

For westbound on Route 64; south on 5<sup>th</sup> Avenue (Route 25) to Illinois Avenue, west to 7<sup>th</sup> Street, north to Route 64. For southbound on Route 31: west on State Street from Route 31 to 7<sup>th</sup> Street, south on 7<sup>th</sup> Street to Illinois Street, east on Illinois Street to Route 31. For eastbound Route 64 and northbound Route 31, use the reverse route.

**BE IT FURTHER RESOLVED** that if such permission is granted by the Department of Transportation, the City of St. Charles assumes full responsibility for the direction, protection and regulation of the traffic during the time the detour is in effect, and all liabilities for damages of any kind occasioned by the closing of the state highway, and it is further agreed that efficient all-weather detours will be maintained to the satisfaction of the Department and conspicuously marked for the benefit of traffic diverted from the state highway.

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the Department of Transportation to serve as a formal request for the permission sought in this resolution.

**Presented** to the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

**Passed** by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

**Approved** by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

Attest:

\_\_\_\_\_  
Nancy Garrison, City Clerk

**Council Vote:**

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6a

Title:

Recommendation to Approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to Authorize the Mayor to Execute the Ride in Kane Service Agreement and Approve Fiscal Commitment to the Ride in Kane Program for FY2017/18

Presenter:

Julie Herr, Assistant Finance Director

Meeting: Government Operations Committee

Date: April 3, 2017

Proposed Cost: \$82,750

Budgeted Amount: \$82,750

Not Budgeted: ☐

The Ride in Kane (RIK) program, through one of its sponsors, the Association for Individual Development (AID), will be applying for a federal grant which requires a signed service agreement from each of the RIK sponsors, including the City. This service agreement will cover the program through the projected service dates of October 2017 through October 2019 (Phase 10 through Phase 16 grant cycle). The agreement calls for the RIK sponsors to cover a portion of the local share required by this federal grant. This agreement also defines the contractual relationship with PACE (which provides all of the transportation services under the RIK program) as originally presented in April 2011.

Last year, the City pledged an annual amount of \$82,750. Pending budget approval, the same amount is requested for FY 17/18.

**Attachments** *(please list):*

Resolution and Ride in Kane Service Agreement

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to Authorize the Mayor to Execute the Ride in Kane Service Agreement and Approve Fiscal Commitment to the Ride in Kane Program for FY2017/18.

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

**A Resolution Authorizing the Mayor and City Clerk  
of the City of St. Charles to Authorize the Mayor to  
Execute the Ride in Kane Service Agreement and  
Approve Fiscal Commitment to the Ride in Kane  
Program for FY2017/18**

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

BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk be and the same are hereby authorized to execute that certain Ride in Kane Service Agreement and approve Fiscal Commitment to the Ride in Kane Program for FY2017/18 in substantially the form attached hereto and incorporated herein as Exhibit “A”, by and on behalf of the City of St. Charles.

Presented to the City Council of the City of St. Charles, Illinois this \_\_\_\_\_ day of November, 2017.

Passed by the City Council of the City of St. Charles, Illinois this \_\_\_\_\_ day of November, 2017.

Approved by the Mayor of the City of St. Charles, Illinois this \_\_\_\_\_ day of November, 2017.

\_\_\_\_\_  
Mayor Raymond P. Rogina

ATTEST:: \_\_\_\_\_  
City Clerk

**COUNCIL VOTE:**

Ayes:

Nays:

Abstain:

Absent:

**RIDE IN KANE**  
**NEW FREEDOM/JARC and 5310 SERVICE AGREEMENT**  
**Phase 10 through 16**  
**Projected Service dates: October 2017 through October 2019**

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and in between the Association for Individual Development (hereinafter referred to as "AID") and *City of St. Charles* (hereinafter referred to as "*the City*").

**"WHEREAS**, the Regional Transportation Authority, as designated recipient of federal New Freedom, 5310 and JARC funds has agreed to allow AID, as grantee, to apply for certain federal funds for the Ride in Kane Program, in accordance with the New Freedom, 5310 and JARC Program; the Technical Services Agreement between RTA and AID; and the application made to RTA by AID;"

**WHEREAS**, Ride in Kane Sponsors are Aurora Township, City of Elgin, Elgin Township, Association for Individual Development, Senior Services Association, Dundee Township, City of Geneva, City of St. Charles, St. Charles Township, City of Batavia, Batavia Township, Village, Village of South Elgin, Blackberry Township, Campton Township, Village of Campton Hills, Kane County, INC Board, NFP, Pace Suburban Bus, and Hesed House (collectively referred to as "Ride in Kane Sponsors").

**WHEREAS**, Ride in Kane Sponsors requested and AID has agreed to make application to the Federal Transit Administration for a Federal Fiscal Years **2017-2019** Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities and, which will fund the federal portion of Ride in Kane Service;

**WHEREAS**, under the New Freedom, 5310 and JARC the federal share of eligible capital/mobility management and planning costs may not exceed 80 percent of the net cost of the project and the federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the project;

**WHEREAS**, Ride in Kane Sponsors agree to fund the local share/non federal portion of the New Freedom, 5310 and JARC grants.

**WHEREAS**, the City of St. Charles agrees to satisfy a portion of the local share of the eligible mobility management costs of the project for its registered riders and a portion of the local share for the eligible operating costs of the project at no less than 50 percent of the net cost for its registered riders by committing funds in the amount of \$82,750 each fiscal year;

**WHEREAS**, AID as Grantee of New Freedom, 5310 and JARC Funding has agreed to enter into an Agreement with PACE in order for PACE to provide the services more specifically set forth herein;

**WHEREAS**, the Ride in Kane Sponsors agree to comply and cooperate with all applicable provisions of the New Freedom, 5310 and JARC Program Guidance and Application Instructions as set forth in Federal Transit Administration Circular C 9045.1 and Circular C 9050.1 which is incorporated by reference and made a part of this Agreement as though fully set forth thereto;

**NOW THEREFORE**, in consideration of the mutual promises hereinafter set forth, the parties agree as follows:

1. Description of Service: The Ride in Kane services are described in Exhibit A attached hereto and made a part hereof. PACE shall be responsible for providing all transportation services in connection with the Ride in Kane Program.

If to

Association for Individual Development  
309 West New Indian Trail Court  
Aurora, IL 60506-2494  
Attn: Lynn O'Shea, President

City of St. Charles  
2 E. Main St.  
St. Charles, IL 60174  
Attn: Julie Herr

10. Governing Law: This Agreement shall be construed in accordance with the laws of the State of Illinois.
11. The parties agree that the preamble and whereas clauses are terms of this Agreement as though fully set forth hereunder.
12. This Agreement has been duly authorized by the proper authorities of AID and City of St. Charles
13. Compliance with Policies and Procedures. City of St. Charles hereby agrees to adhere to all Ride in Kane Program policies and procedures as determined by AID, PACE, and the Regional Transportation Authority (the "RTA").
14. Miscellaneous.
  - A. City of St. Charles acknowledges that it if makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the United States or to the State of Illinois in connection with the Ride in Kane Program, they reserve the right to impose on the Sponsor the penalties of 18 USC 1001, 49 USC 5307, 31 USC 3801, and 49 CFR 31, as they may deem appropriate.
  - B. City of St. Charles acknowledges that federal and state governmental requirements may change and the changed requirements will apply to the Project as required. City of St. Charles acknowledges that a reference to a specific law in this Agreement is considered to be a reference to 1) such law as it may be amended, modified, or supplemented from time to time, 2) all regulations and rules pertaining to or promulgated pursuant to such law, 3) the successor to the law resulting from recodification or similar reorganizing of laws and 4) all future laws pertaining to the same or similar subject matter.

**IN WITNESS WHEREOF:** the parties hereto have caused the Agreement to be made effective as the date set forth above and executed by their duly authorized officials.

**ASSOCIATION FOR  
INDIVIDUAL DEVELOPMENT**

**CITY OF ST. CHARLES**

By: \_\_\_\_\_  
Lynn O'Shea, President

By: \_\_\_\_\_  
Raymond P. Rogina, Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Exhibit A – Ride in Kane TRANSPORTATION SERVICES**

### **ASSOCIATION FOR INDIVIDUAL DEVELOPMENT**

<b>TYPE OF SERVICE:</b>	Demand Response service. Service levels will not exceed limits dictated by funding levels stipulated in this agreement.
<b>SERVICE OPERATED BY:</b>	Contractors including: Private Paratransit providers, Taxi Cab Companies, Other Qualified Providers of Transportation services.
<b>MOBILITY MANAGEMENT:</b>	Private Contractor will provide a mobility management service. This includes operations of a central call center for service access by consumers, data management and trip management. Mobility management may include passenger assessments for the purpose of travel planning and passenger training.
<b>TRIP RESERVATION METHOD:</b>	<p>Reservations shall be accepted at the Pace central call center a maximum of seven (7) days in advance of the day service for an eligible trip request or as directed by Pace.</p> <p>Trips, which previously were provided as subscriptions, will continue to be provided as subscriptions, as defined and approved by Pace.</p> <p>Trips requested with <u>less</u> than one (1) day but more than four (4) hours advance notice from the desired pick up time may be honored to the extent that the request can be accommodated within the framework of the day's schedule. Trip requests having <u>over</u> one (1) day notice from the desired pick up time shall be accommodated.</p>
<b>SERVICE MODE:</b>	A transit vehicle, either a paratransit bus or taxi, will be deployed that is identified to be the most cost effective, efficient and appropriate to provide service.
<b>SERVICE AREA:</b>	Trips shall be provided within the Kane County area and surrounding counties as authorized by the AID.
<b>SERVICE HOURS:</b>	Twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year.
<b>FARE STRUCTURE:</b>	\$ <u>4.00</u> per one-way trip up to ten (10) miles; \$ <u>1.50</u> per 1 mile thereafter; Airport fares at the established discount fare, or as determined by the Sponsors.
<b>RIDER ELIGIBILITY:</b>	The Sponsor shall be responsible for determining and retaining records of rider eligibility in accordance with 5310, JARC and NEW FREEDOM funding eligibility requirements and provide the information on eligible riders to AID upon request.

## **Exhibit B – Ride in Kane REPORT(S) DESCRIPTION**

The following is a list and brief description of each category of reports which have been designed and are being produced to generate data for the Ride in Kane project.

1. **Detailed Funding Source (Sponsor) Report**

The intent of this report is to produce a detailed listing of one-way trips delivered for each Ride in Kane funding sources (sponsor) for a user specified period of time. The normal report period would be monthly, but the report is intended to have the flexibility to produce data for shorter or longer periods as specified by the user.

The report is intended to match the design and content, as closely as possible, of the Detailed Provider Report. Data provided for each trip will include associated trip data such as rider name, scheduled pick-up time, actual pick-up time, point of origin address, destination address, funding sources (sponsors), total cost of the trip, fare for the trip, distance of the trip, revenue hours (if applicable). The exact content of the report in its final form may vary depending on the feasibility of including the large amount of data specified in one report. It is possible that the report may be broken into one or more additional reports to make the data more manageable for the user.

Plans call for the report to be sorted by provider, funding source, rider, and fare type.

2. **Monthly Source (Sponsor) Invoice Report**

The intent of this report is to produce one or more summary reports of trips delivered for each funding sources (sponsor) for the purposes of generating an invoice type report which may be used to bill funding sources for transportation provided. The normal report period would be monthly, but the report is intended to have the flexibility to produce data for shorter or longer periods specified by the user.

Data provided for each trip will include associated trip data necessary to provide an accounting of the amount owed by each funding source for the specified period, such as the number of one-way trips by Fare Type, total cost of the trips, total expected fare, liquidated damages deducted, the total net reimbursement. The exact content of the report in its final form may vary depending on Pace and provider needs. The report may be broken into one or more additional reports if that design is more useful.

Plans call for the report to be sorted by provider, funding source, fare type, and rider.

3. **Missed Trip Report**

The Missed Trip Report is intended to produce a list of all trips picked up 61 or more minutes after the scheduled time; the Ride in Kane service guideline defining a missed trip. Sufficient detail will be provided to identify the trip within Trapeze and to give the report user the necessary information for review.

4. **On-Time Performance Report**

The On-Time Performance Report (late pickups) is intended to produce a list of all trips picked up 16 or more minutes late, the Ride in Kane service guideline defining a late trip. Sufficient detail will be provided to identify the trip within Trapeze and to give the report user the necessary information for review.

5. **Other Reports**

In addition to the reports described above, reports currently generated can also be made available. Reports currently available include:

**Ridership by Category Report** – A summary report by funding source indicating trips by fare type, late trips, missed trips, revenue hours, denials, and miles.

**Client Trip List Report** - A detailed listing alphabetically by rider last name of all trips provided during the specified period. Data included for each trip is rider name, pick-up address, drop-off address, fare type, and funding sources.

**Customer Feedback Report** – A summary of issues reported by consumers including sponsor, provider, issue, status.

**Ride in Kane Comparison** - A summary comparing prior two years data including trip count, registrations, gross cost per trip average, sponsor cost per trip average, trip mileage, and ADA trips.

**Future Needs** – Additionally reports may be designed as needed by Pace, Ride in Kane Sponsors, and with the input of the Kane County Paratransit Coordinating Council.

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6b

Title:

Recommendation to Approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (Scrap Transformers and Switchgear)

Presenter:

Julie Herr

Meeting: Government Operations Committee

Date: April 3, 2017

Proposed Cost: \$ N/A

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

We are asking for approval to sell to the highest respective bidder/quoter:

One lot scrap transformers and switchgear.

**Attachments** (*please list*):

Listing of Scrap Transformers and Ordinance

**Recommendation/Suggested Action** (*briefly explain*):

Recommendation to approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (Scrap Transformers and Switchgear).

## Scrap Transformers City of St. Charles

Number	Qty.	kva	Type
1	1	37.5	pole mount
2	1	25	pole mount
3	1	37.5	pole mount
4	1	50	pole mount
5	1	50	pole mount
6	1	50	pole mount
7	1	37.5	pole mount
8	1	50	pole mount
9	1	37.5	pole mount
10	1	25	pole mount
11	1	50	pole mount
12	1	50	pole mount
13	1	10	pole mount
14	1	50	pole mount
15	1	37.5	pole mount
16	1	37.5	pole mount
17	1	37.5	pole mount
18	1	50	pole mount
19	1	37.5	pole mount
20	1	50	pole mount
21	1	50	pole mount
22	1	50	pole mount
23	1	50	pole mount
24	1	25	pole mount
25	1	37.5	pole mount
26	1	50	pole mount
27	1	37.5	pole mount

Number	Qty.	kva	Type
28	1	50	pole mount
29	1	50	pole mount
30	1	37.5	pole mount
31	1	25	pole mount
32	1	37.5	pole mount
33	1	50	pole mount
34	1	25	pole mount
35	1	15	pole mount
36	1	37.5	pole mount
37	1	50	pole mount
38	1	25	pole mount
39	1	50	pole mount
40	1	50	pole mount
41	1	37.5	pole mount
42	1	50	pole mount
43	1	25	pole mount
44	1	50	pole mount
45	1	25	pole mount
46	1	50	pole mount
47	1	25	pole mount
48	1	50	pole mount
49	1	50	pole mount
50	1	50	pole mount
51	1	37.5	pole mount
52	1	37.5	pole mount
53	1	50	pole mount
54	1	15	pole mount

[illegible]

**City of St. Charles, Illinois**  
**Ordinance No. \_\_\_\_\_**

**An Ordinance Authorizing the Sale of Items of Personal  
Property Owned by the City of St. Charles**

**WHEREAS**, in the opinion of at least three-fourths of the Corporate authorities of the City of St. Charles, it is no longer necessary or useful to or for the best interest of the City of St. Charles to retain the personal property now owned by the City of St. Charles and hereinafter;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois as follows:

1. Pursuant to Illinois Compiled Statutes, 65ILCS 5/11-76-4, the City Council finds that the following personal property now owned by the City of St. Charles is no longer necessary or useful to the City of St. Charles and the best interests of the City of St. Charles will be served by its sale:

One lot scrap transformers and switchgear

2. Pursuant to said Section 65ILCS 5/11-76-4, the Purchasing and Inventory Control Division Manager be, and he is hereby authorized and directed to sell the foregoing described personal property now owned by the City of St. Charles to: the highest respective bidder.

**Presented** to the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of April, 2017.

**Passed** by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of April, 2017.

**Approved** by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of April, 2017.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

Attest:

\_\_\_\_\_  
Nancy Garrison, City Clerk

**Council Vote:**

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6c

Title:

Recommendation to Waive the Bid Procedure and Approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles for FY2017/18 of Ordering Gasoline and Diesel Fuel (Bio-Diesel) on an As Needed Basis

Presenter:

Julie Herr

Meeting: Government Operations Committee

Date: April 3, 2017

Proposed Cost: \$209,305

Budgeted Amount: \$209,305

Not Budgeted: ☐**Executive Summary** *(if not budgeted please explain):*

To take advantage of daily spot market pricing, we are asking for bids to be waived for ordering gasoline and diesel fuel transport truck shipments on an as needed basis. Fuel suppliers will be asked to quote prices by 9:00 a.m. for same day delivery. The lowest quotation is awarded the delivery for later that day.

Current list of vendors solicited include:

Al Warren Oil CO  
Buchanan Energy  
Feece Oil  
Parent Petroleum  
Texor Petroleum  
Gas Depot Oil Co.

New vendors may be added to the list as they become known.

**Attachments** *(please list):*

Bid Waiver Form and Resolution

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to waive the bid procedure and approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles for FY2017/18 of Ordering Gasoline and Diesel Fuel (Bio-Diesel) on an As Needed Basis.

## **REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Various fuel suppliers, including, but not limited to  
Feece Oil, Parent Petroleum, Texor Petroleum,  
Al Warren Oil Co, Buchanan Energy, Gas Depot

For the purchase of: Gasoline/Diesel (Bio) Fuel.

At a cost not to exceed: As spot purchases vary by quantity and price, total expected cost is not known. Total budget for gasoline per the FY 17/18 budget is \$209,305.

Reason for the request to waive the bid procedure: Spot buying allows the City to get the lowest quote available for that day as prices fluctuate daily.

Other Quotations Received: We solicit quotes from four (4) suppliers, when product is needed.

Date: 3/23/2017

Requested by: Michael Shortall

Department Director: Christopher Minick

Purchasing Manager: Michael Shortall

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**

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

**A Resolution Authorizing the Mayor and the City Clerk of the City of  
St. Charles for FY 2017/2018 of Ordering Gasoline and  
Diesel Fuel on an As Needed Basis**

**Presented & Passed by the  
City Council on \_\_\_\_\_, 2017**

BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk be and the same are hereby authorized to waive the bid procedure for FY 2017/2018 for ordering gasoline & diesel fuel (bio-diesel) on an as needed basis from various fuel suppliers.

PRESENTED to the City Council of the City of St. Charles, Illinois,  
this \_\_\_\_\_ day of April, 2017

PASSED by the City Council of the City of St. Charles, Illinois this \_\_\_\_\_ day of  
April, 2017

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of  
April, 2017

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6d

Title:

Recommendation to Waive the Bid Procedure and Approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Allow "Spot Buying" of Cable and Transformers on an As-Needed Basis for FY 2017/18

Presenter:

Julie Herr

Meeting: Government Operations Committee

Date: April 3, 2017

Proposed Cost: As Needed

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

We are asking to waive the bid procedure, and allow Purchasing to use quotes to "spot buy" purchases of cable and transformers for FY17/18 for inventory stock only. Spot buying still allows us the competitive comparison of cost. It is our practice to solicit pricing from at least five vendors/distributors allowing for a competitive price comparison.

**Attachments** (*please list*):

Bid Waiver Form and Resolution

**Recommendation/Suggested Action** (*briefly explain*):

Recommendation to waive the bid procedure and approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Allow "Spot Buying" of Cable and Transformers on an As-Needed Basis for FY 2017/18.

## **REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Anixter, EESCO, ASK, Border States, Universal Utility Supply,  
and RESCO.

For the purchase of: aluminum & copper cable and transformers for inventory stock

At a cost not to exceed: As needed

Reason for the request to waive the bid procedure: Annual spot buying allows us to quote for purchases for specific items as they are needed for inventory stock. We solicit quotes from at least five vendors/distributors in order to provide an adequate cost comparison.

Other Quotations Received:

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Date: 3-22-17

Requested by: Michael Shortall

Department Director: Christopher Minick

Purchasing Manager: Michael Shortall

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**

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

**A Resolution Authorizing the Mayor and the City Clerk of the City of  
St. Charles to Allow "Spot Buying" of Cable and Transformers  
on an As-Needed Basis for FY 2017/2018**

**Presented & Passed by the  
City Council on \_\_\_\_\_, 2017**

BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk, be and the same, are hereby authorized to waive the bid procedure and allow "Spot Buying" of cable & transformers on an as-needed basis for inventory stock for FY 2017/2018.

PRESENTED to the City Council of the City of St. Charles, Illinois,  
this \_\_\_\_\_ day of April, 2017

PASSED by the City Council of the City of St. Charles, Illinois this \_\_\_\_\_ day of  
April, 2017

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of  
April, 2017

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 6e

Title:

Recommendation to Waive the Bid Procedure and Approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Accept the Blanket Switchgear Quote from Federal Pacific for Stock Switchgear for Fiscal Year 2017/18

Presenter:

Julie Herr

Meeting: Government Operations Committee

Date: April 3, 2017

Proposed Cost: As Needed

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

We are asking to waive the bid procedure, and allow Purchasing to use quotes to “spot buy” purchases of switchgear for FY 17/18 for inventory stock only. Spot buying still allows us the competitive comparison of cost. It is our practice to solicit pricing from at least five vendors/distributors allowing for a competitive price comparison.

**Attachments** (*please list*):

Bid Waiver Form and Resolution

**Recommendation/Suggested Action** (*briefly explain*):

Recommendation to waive the bid procedure and approve a Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Accept the Blanket Switchgear Quote from Federal Pacific for Stock Switchgear for Fiscal Year 2017/18.

## **REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Federal Pacific

For the purchase of: Federal Pacific Switchgear for stock

At a cost not to exceed: Varies - dependent on operational needs of Electric Division

Reason for the request to waive the bid procedure: The Electric Division has chosen to use Federal Pacific for their switchgear. Federal Pacific has guaranteed to extend their 2016 pricing through to May 1, 2018.

Other Quotations Received: N/A

Date: 3-22-17

Requested by: Michael Shortall

Department Director: Christopher Minick

Purchasing Manager: Michael Shortall

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**

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

**A Resolution Authorizing the Mayor and the City Clerk of the City of St. Charles to Accept the Blanket Switchgear Quote from Federal Pacific for Stock Switchgear for Fiscal Year 2017/18**

**Presented & Passed by the  
City Council on \_\_\_\_\_, 2017**

BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk be and the same are hereby authorized to waive the bid procedure and accept the Blanket Switchgear quote from Federal Pacific for Stock Switchgear for Fiscal Year 2017/18.

PRESENTED to the City Council of the City of St. Charles, Illinois,  
this \_\_\_\_\_ day of April, 2017

PASSED by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of  
April, 2017

APPROVED by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of  
April, 2017

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain: