

**Please practice social distancing while attending this meeting.
If social distancing is not possible please wear a mask.**

**AGENDA
CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. RON SILKAITIS, CHAIR
MONDAY, MAY 17, 2021
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET
https://zoom.us/webinar/register/WN_S9a3X6vT3GlqH-Ht9loow**

1. Call to Order

2. Roll Call

3. Administrative

- a. Fuel Tax Receipts April, 2021 – Information Only

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. Police Department

- a. Recommendation to approve a Proposal for a D13 Liquor License Application for the St. Charles Public Library, located at One South Sixth Avenue, St. Charles.
- b. Recommendation to approve a Proposal for a B1 Liquor License Application for Moto iMoto, Located at 181 S. First St., St. Charles.
- c. Recommendation to approve a Proposal for a B3 Liquor License Application for Pomodoro E Mozzarella Pizzeria, Inc.
- d. Recommendation to approve a Proposal for an A6 Liquor License Application for 7-Eleven, Inc., dba 7-Eleven # 33831H.

6. Finance Department

- *a. Budget Revisions April, 2021.

7. Information Systems

- *a. Recommendation to authorize staff to award Harris Computer Systems the annual contract for CityView software support and maintenance for \$30,947.35.

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

9. 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)

10. 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: 3b

Title:

City of St. Charles Fuel Tax Receipts April 2021–
Information Only

Presenter:

Chris Minick, Director of Finance

Meeting: Government Operations Committee

Date: May 17, 2021

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Attachments *(please list):*

City of St. Charles Fuel Tax Receipts April, 2021–Information Only


Recommendation/Suggested Action *(briefly explain):*

None – For Information Only

**City of St. Charles
Local Fuel Tax Receipts
Fiscal Year 2020-2021**

LIABILITY PERIOD	PAYMENT RECEIVED	TOTAL REVENUE RECEIVED
May-20	June-20	\$ 27,659.79
June-20	July-20	\$ 36,576.69
July-20	August-20	\$ 39,361.18
August-20	September-20	\$ 39,209.55
September-20	October-20	\$ 35,045.64
October-20	November-20	\$ 38,813.39
November-20	December-20	\$ 34,193.39
December-20	January-21	\$ 37,155.43
January-21	February-21	\$ 33,659.97
February-21	March-21	\$ 32,114.85
March-21	April-21	\$ 36,298.25
April-21	May-21	\$ -
TOTALS		\$ 390,088.13

The local fuel tax rate is two cents per gallon (\$0.02/gallon) and applies to motor fuel retail purchases within the City of St. Charles.

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item Number: 5a
	Title:	Recommendation to Approve a Proposal for a D13 Liquor License Application for the St. Charles Public Library, located at One S. Sixth Avenue, St. Charles.	
	Presenter:	Police Chief James Keegan	
Meeting: Government Operations Committee Date: May 17, 2021			
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
Executive Summary <i>(if not budgeted please explain):</i>			
<p>The St. Charles Public Library, located at One South Sixth Avenue, St. Charles, is requesting approval for a D13 liquor license.</p> <p>Please see the attached documents supporting this request.</p> <p>Pursuant to this item being presented at the Government Operations Committee Meeting on May 17, 2021, to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 pm, the same day, to process and move it forward to this Committee. This item will then continue on to the City Council Meeting scheduled on June 7, 2021, for final approval</p>			
Attachments <i>(please list):</i>			
Memo, Background, License Application, Certificate of Insurance, Basset Training Information, Floor Plans			
Recommendation/Suggested Action <i>(briefly explain):</i>			
Recommendation to approve a Proposal for a D13 Liquor License application for the St. Charles Public Library, located at One S. Sixth Avenue, St. Charles.			



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 5b

Title:

Recommendation to approve a Proposal for a B1 Liquor License Application for Moto iMoto, Located at 181 S. First St., St. Charles.

Presenter:

Police Chief James Keegan

Meeting: Government Operations Committee **Date:** May 17, 2021

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Moto iMoto, located at 181 S. First St., is requesting approval for a B1 liquor license. This is the location of the former Wok N Fire. Please see the attached documents supporting this request.

Pursuant to this item being presented at the Government Operations Committee Meeting on May 17, 2021, to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 pm, the same day, to process and move it forward to this Committee. This item will then continue on to the City Council Meeting scheduled on June 7, 2021, for final approval

Attachments *(please list):*

Summary, Floor Plan, Liquor License

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a proposal for a B1 Liquor License application for Moto iMoto, located at 181 S. First St., St. Charles.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 5c

Title:

Recommendation to approve a Proposal for a B-3 Liquor License Application for Pomodoro e Mozzarella Pizzeria, Located at 1850 W. Main St., St. Charles

Presenter:

Police Chief James Keegan

Meeting: Government Operations Committee **Date:** May 17, 2021

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Pomodoro e Mozzarella Pizzeria, Inc., located at 1850 W. Main St., has requested a B-3 liquor license for their business.

Attachments *(please list):*

Memo, Background, Liquor License Application, Floor/Site Plan, COI, Bassett

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a proposal for a B-3 Liquor License application for Pomodoro e Mozzarella Pizzeria, Inc, located at 1850 W. Main St., St. Charles.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 5d

Title:

Recommendation to approve a Proposal for an A-6 Liquor License Application for 7-11, Located at 1705 W. Main St., St. Charles

Presenter:

Police Chief James Keegan

Meeting: Government Operations Committee **Date:** May 17, 2021

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The 7-11, located at 1705 W. Main St., has requested an A-6 liquor license for their business.

Pursuant to this item being presented at the Government Operations Committee Meeting on May 17, 2021, to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 pm, the same day, to process and move it forward to this Committee. This item will then continue on to the City Council Meeting scheduled on June 7, 2021, for final approval

Attachments *(please list):*

Memo, Background, Application, COI, Basset, Floor Plan, Menu

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a proposal for an A-6 Liquor License application for 7-11, located at 1705 W. Main St., St. Charles.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *6a

Title: Budget Revisions for the City of St. Charles April, 2021
Presenter: Chris Minick, Interim City Administrator

Meeting: Government Operations Committee Date: May 17, 2021

Proposed Cost: \$ -0- Budgeted Amount: Not Budgeted:

Executive Summary *(if not budgeted please explain):*

Budget revisions for April, 2021

Attachments *(please list):*
Budget Revisions – April, 2021

Recommendation/Suggested Action *(briefly explain)*

Budget Revisions for the City of St. Charles April, 2021

Budget Revision Listing - April 30, 2021

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Adjustment	128	100	1000	2021	12	04/29/2021	305800	57004	\$ (7,366.08)	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	305900	31199	\$ 7,366.08	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	308800	57004	\$ 7,366.08	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	308900	31199	\$ (7,366.08)	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	705800	49100	\$ (34,578.49)	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	705800	49300	\$ 41,839.32	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	100800	57003	\$ 34,578.49	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	100900	31199	\$ (34,578.49)	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	322800	57003	\$ (41,839.32)	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	322900	31199	\$ 41,839.32	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	710800	49100	\$ 14,624.36	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	710800	49300	\$ (14,624.36)	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	100800	57005	\$ (14,624.36)	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	100900	31199	\$ 14,624.36	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	306800	57005	\$ 14,624.36	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	306900	31199	\$ (14,624.36)	Adj D/S Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	100800	57309	\$ 5,614.80	Adj Escrow Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	100900	31199	\$ (5,614.80)	Adj Escrow Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	801800	49100	\$ (5,614.80)	Adj Escrow Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	801900	31199	\$ 5,614.80	Adj Escrow Transfer
Budget Adjustment	128	100	1000	2021	12	04/29/2021	705900	31199	\$ (7,260.83)	Adj D/S Transfer
128 Total									\$ -	
Grand Total									\$ -	

The revisions shown herewith have been approved by the City Council, except as noted below.

Chairman, Government Operations Committee

Date

Vice Chairman, Government Operations Committee

Date

Finance Director

Date

Exceptions:



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: *7a

Title:

Recommendation to authorize staff to award Harris Computer Systems the annual contract for CityView software support and maintenance for \$30,947.35.

Presenter:

Larry Gunderson, Director of Information Systems

Meeting: Government Operations Committee

Date: May 17, 2021

Proposed Cost: \$30,947.35

Budgeted Amount: \$41,100

Not Budgeted:

Executive Summary *(if not budgeted please explain):*

The City's community development tracking and permitting software system, CityView, has been in use since 2004. CityView software is used by the Community and Economic Development Department to track and manage the submittal, review and approval of development projects, the review and issuance of building permits, and the management of code enforcement violations. In addition, the software is used by the City Administrator's office and the Police Department for managing the liquor license application process.

This maintenance contract provides technical support and product upgrades for CityView software for the covered period of one year, July 1, 2021 to June 30, 2022. Since CityView software is only licensed and supported by Harris Computer Systems, Harris is the sole provider of these services.

Attachments *(please list):*

None

Recommendation/Suggested Action *(briefly explain):*

Authorize staff to award Harris Computer Systems the annual contract for CityView software support and maintenance for \$30,947.35.