

Please practice social distancing **OR** wear a mask while attending this meeting.

AGENDA
CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. MAUREEN LEWIS, CHAIR
MONDAY, OCTOBER 5, 2020
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING

1. Call to Order

2. Roll Call

3. 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.

4. Information Systems

- a. Recommendation to approve an agreement with Advomatic for Website Support Services.

5. Public Works

- a. Recommendation to approve a Real Estate Purchase Agreement for 805 Walnut Avenue.

6. Finance Department

- a. Recommendation to accept the auditors reports for the fiscal year ending April 30, 2020, including the Comprehensive Annual Financial Report, Independent Auditor's Report Pursuant To Uniform Guidance, Management Letter, Pension Fund Reports, TIF Compliance Reports, and Sales Tax Revenue Bond Compliance Report.

FY 2019-2020 Audit Presentation: <https://youtu.be/INBEifTvBg>

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

8. 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)

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).



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 4a

Title:

Recommendation to approve an agreement with Advomatic for Website Support Services

Presenter:

Penny Lancor, Enterprise Applications Manager

Meeting: Government Operations Committee

Date: October 5, 2020

Proposed Cost: \$42,600

Budgeted Amount: \$32,000

Not Budgeted:

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

The City maintains several websites as part of its mission to provide services to the community. These websites convey important information to the public, deliver online services to residents and enable collaboration among City staff. There are three core websites that the City maintains: the main City website (www.stcharlesil.gov), the City codebook, and an intranet site.

Because of the importance of ensuring that the City has the resources required to maintain its websites, the Information Systems Department budgeted funds in the current fiscal year to contract with an outsourced technical services provider. This need has increased with the departure of an IS Department staff member that provided support for both the City’s website software and to City staff that maintain website content.

Beginning in November 2019, to meet the City’s needs for website technical support, the IS Department has contracted with a services provider. The support provided by the services provider, Advomatic, has met the City’s needs, and staff would like to continue with their scope of services.

The proposed scope of services that Advomatic will provide includes maintaining security updates to City website software, technical support to IS Department staff and support for staff that maintain content on the City’s websites. The proposed one-year agreement with Advomatic, which is at a reduced annual cost from the previous agreement, will conclude in October 2021. The unbudgeted portion of the cost will come from unspent funds from the IS Department staff salary account.

Attachments *(please list):*

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve an agreement with Advomatic for website support services for a not-to-exceed cost of \$42,600.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5a

Title:

Recommendation to Approve Real Estate Purchase Agreement for 805 Walnut Avenue

Presenter:

Ken Jay

Meeting: Government Operations Committee

Date: October 5, 2020

Proposed Cost: \$9,741.20

Budgeted Amount: \$15,000

Not Budgeted:

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

Recommendation to purchase the eastern 19.5' of land from 805 Walnut Avenue for the purpose of the 7th Avenue Creek Project. City ownership of this property would allow for the future construction improvements to the creek, as well as provide space to construct the multi-use path as part of the 7th Avenue Creek Flood Reduction and Water Quality Improvement Project.

The cost for the purchase of this property is \$9,741.20, not including closing costs.

Attachments *(please list):*

* Property Location Map

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve Real Estate Agreement for 805 Walnut Avenue to the City of St. Charles in the amount of \$9,741.20 with Tracey M Moran and Steven S Nowicki, with the Public Works Director authorized to execute all appropriate documents.

PLAT OF SURVEY

LEGAL DESCRIPTION

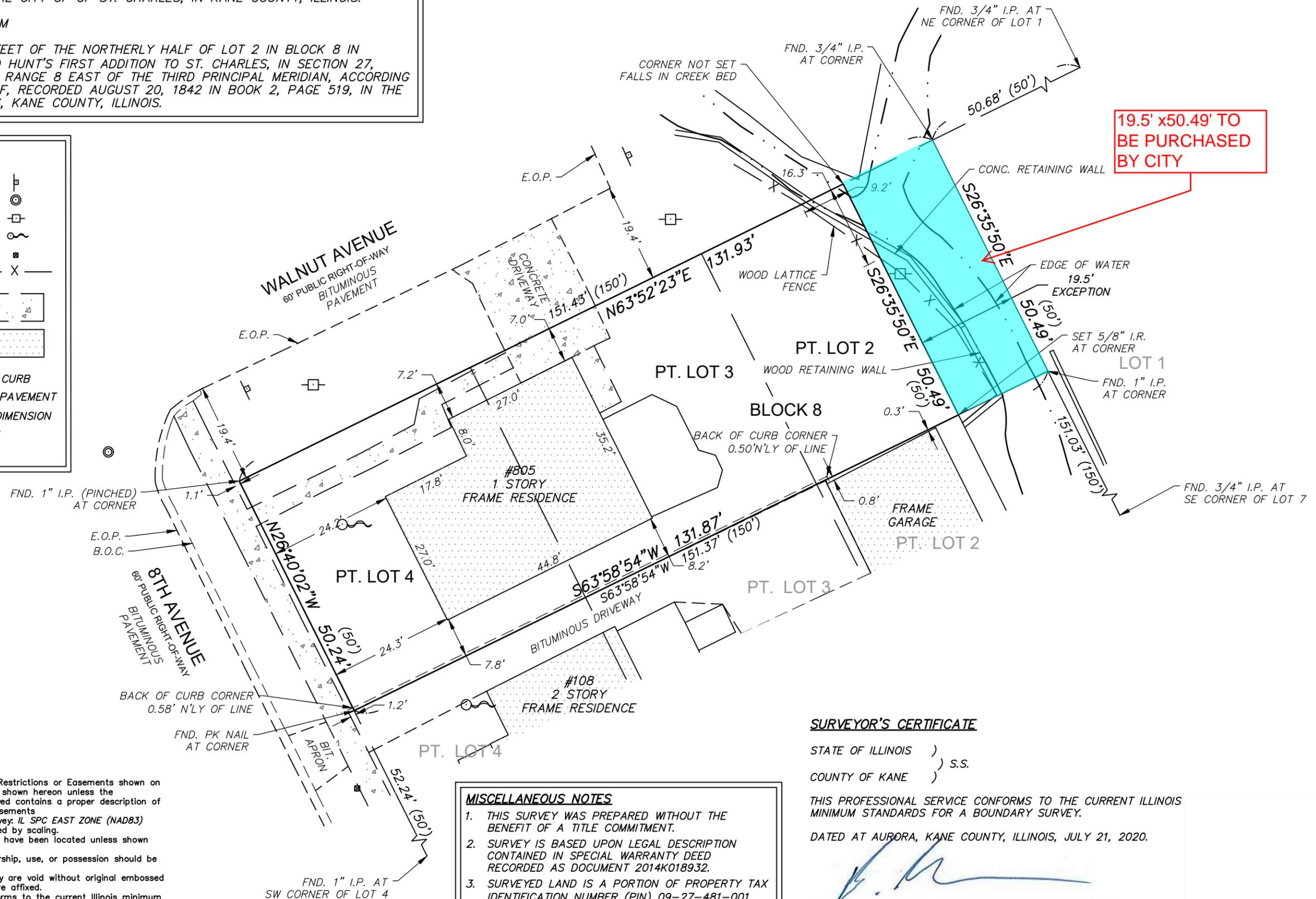
THE NORTH 1/2 OF LOTS 2, 3 AND 4 IN BLOCK 8 OF MINARD FERSON AND HUNT'S FIRST ADDITION TO THE CITY OF ST. CHARLES, IN KANE COUNTY, ILLINOIS.

EXCEPTING THEREFROM

THE EASTERLY 19.5 FEET OF THE NORTHERLY HALF OF LOT 2 IN BLOCK 8 IN MINARD, FERSON AND HUNT'S FIRST ADDITION TO ST. CHARLES, IN SECTION 27, TOWNSHIP 40 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF, RECORDED AUGUST 20, 1842 IN BOOK 2, PAGE 519, IN THE CITY OF ST. CHARLES, KANE COUNTY, ILLINOIS.

LEGEND

SIGN	
SANITARY MANHOLE	
UTILITY POLE	
FLAG POLE	
B-BOX	
WOOD FENCE	
CONCRETE	
BUILDING	
B.O.C.	= BACK OF CURB
E.O.P.	= EDGE OF PAVEMENT
(XXX.XX)	= RECORD DIMENSION
I.P.	= IRON PIPE
I.R.	= IRON ROD



NOTE: Only those Building Line Restrictions or Easements shown on a Recorded Subdivision Plat are shown hereon unless the description ordered to be surveyed contains a proper description of the required building lines or easements
 * Basis of bearings for this survey: IL SPC EAST ZONE (NAD83)
 * No distance should be assumed by scaling.
 * No underground improvements have been located unless shown and noted.
 * No representation as to ownership, use, or possession should be hereon implied.
 * This Survey and Plat of Survey are void without original embossed or red colored seal and signature affixed.
 * This professional service conforms to the current Illinois minimum standards for a boundary survey and was performed for:

CITY OF ST. CHARLES

Compare your description and site markings with this plat and AT ONCE report any discrepancies which you may find.

- ### MISCELLANEOUS NOTES
- THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.
 - SURVEY IS BASED UPON LEGAL DESCRIPTION CONTAINED IN SPECIAL WARRANTY DEED RECORDED AS DOCUMENT 2014K018932.
 - SURVEYED LAND IS A PORTION OF PROPERTY TAX IDENTIFICATION NUMBER (PIN) 09-27-481-001
 - SURVEYED LANDS CONTAIN:
6,621± SQ.FT. OR 0.152± ACRES.

SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS)
) S.S.
 COUNTY OF KANE)

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

DATED AT AURORA, KANE COUNTY, ILLINOIS, JULY 21, 2020.

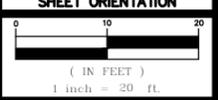
BERNARD J. BAUER, P.L.S. (bbauer@hrgreen.com)
 ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 3799
 LICENSE EXPIRATION DATE: 11/30/2020
 FIELDWORK COMPLETED: 03/03/2020

REVISIONS	DATE	BY	DESCRIPTION
1	07/21/20	BBJ	FER INTERNAL QA
2			
3			
4			
5			
6			
7			
8			
9			
10			

2363 Sequoia Drive, Suite 101,
 Aurora, Illinois 60506
 t. 630.553.7560 f. 630.553.7646
 www.hrgreen.com
 Illinois Professional Design Firm # 164-001322



PLAT OF SURVEY
 OF
 805 WALNUT AVENUE
 CITY OF ST. CHARLES
 KANE COUNTY, ILLINOIS



HORIZ. SCALE: 1" = 20'	DATE: 03/11/2020
VERT. SCALE: N/A	SUBMITTAL: MD
DWN. BY: BBJ	CHK. BY: MD
PROJECT NO. 170818	
SHEET NO. 1 OF 1	

Plotted By: bbauer, Plotted: Jul 21, 2020 - 11:56am
 Xrefs: 170818-Topo.dwg; 170818-Brdy_Calc.dwg; xc-1-dsgn.dwg
 Image: bbauer_slg_blue.jpg
 Comp. File: C:\2017\170818\01\Survey\Drawg\170818-F05.dwg, Layout Tab: 805 - Walnut.



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 6a

Title:

Recommendation to accept the auditors reports for the fiscal year ending April 30, 2020, including the Comprehensive Annual Financial Report, Independent Auditor’s Report Pursuant To Uniform Guidance, Board Communication, Pension Fund Reports, TIF Compliance Reports, and Sales Tax Revenue Bond Compliance Report.

Presenter:

Chris Minick, Finance Director
Fred Lantz, Partner, Sikich, LLP

Meeting: Government Operations Committee

Date: October 5, 2020

Proposed Cost: \$ N/A

Budgeted Amount: \$

Not Budgeted:

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

Representatives of the City’s independent auditing firm, Sikich, LLP, will be present to answer questions related to the 2019-2020 Comprehensive Annual Financial Report (CAFR), Independent Auditor’s Report Pursuant To Uniform Guidance, Board Communication, and results of operations for the fiscal year. Electronic copies of these reports were distributed previously. Hard copies of these documents will be on the dais for the meeting.

In addition to the basic audit reports highlighted in the previous paragraph, the City issues various other reports to supplement the information contained in the CAFR and to evidence compliance with various legal and bond requirements. Electronic copies of all the audit reports issued were made available electronically prior to the meeting. Hard copies of the Pension Fund reports, TIF Compliance reports, and the Sales Tax Revenue Bond Compliance Report will be distributed to the Committee at a later time.

A video presenting information related to the City’s FY 2019-2020 financial reports and audit process was posted online with the meeting agenda. The video was created by the auditors and they will be present on Monday evening to answer any questions that the Committee members may have.

State statutes require the City to have an audit performed by an independent CPA on an annual basis. The CAFR presents the financial statements and results of financial operations of the City. The auditor certifies that the financial statements are presented in accordance with generally accepted accounting principles (GAAP).

For FY 2019-2020, the City received an unmodified opinion on its financial statement presentation in the CAFR. This is the best audit opinion an entity can receive and it signifies that the City’s financial statements are fairly presented in all material respects in accordance with GAAP. Sikich will briefly review the relevant highlights of the CAFR for the Committee. Additional communications from the Auditors indicate that no material weaknesses or significant deficiencies in the City’s internal controls were noted during the course of the auditors’ testing, and there were no questioned costs related to the City’s expenditures of federal funds.

For the 2018-2019 fiscal year, the City again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) and GFOA’s Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR). FY 2018-2019 marked the City’s first issuance of a PAFR report. We will submit the 2019-2020 Comprehensive Annual Financial Report and Popular Annual Financial Report to GFOA for consideration of the same awards won last fiscal year.

FY 2019-2020 Audit Presentation: <https://youtu.be/INBEifTvBg>

Attachments *(please list):* * **Note electronic attachments** * **Hard copies to be distributed**

Comprehensive Annual Financial Report

Board Communication

Independent Auditor’s Report Pursuant To Uniform Guidance

Recommendation/Suggested Action (briefly explain):

Recommendation to accept the auditors reports for the fiscal year ending April 30, 2020, including the Comprehensive Annual Financial Report, Independent Auditor's Report Pursuant To Uniform Guidance, Board Communication, Pension Fund Reports, TIF Compliance Reports, and Sales Tax Revenue Bond Compliance Report.