

AGENDA
THE CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. STEVE WEBER, CHAIR
MONDAY, JULY 1, 2024
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET

1. Call to Order

2. Roll Call

3. Administrative - None

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 amplification and the parking lot closure of City Lot B for the CF Cycle for Life Bicycle Event.
- b. Recommendation to approve a **Resolution** authorizing the purchase of a Spectrometer (NarcID) from Farrwest.
- c. Proposal for a **Resolution** for Main St (Route 64) closure for a MR25, LLC movie production.

6. Information Systems

- a. Recommendation to approve a **Resolution** authorizing a SmartGov software implementation and subscription from Granicus, LLC for a cost of \$63,010.

7. Public Comment

8. Additional Items from Mayor, Council or Staff


9. 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)

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: 5a
	Title:	Recommendation to approve amplification and the parking lot closure of City Lot B for the CF Cycle for Life Bicycle Event	
	Presenter:	Police Chief Keegan	
Meeting: Government Operations Committee		Date: July 1, 2024	
Proposed Cost: \$300 (PW)		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>Bicycle enthusiasts supporting the Cystic Fibrosis Foundation will be meeting and ending at City Parking Lot B for this fundraiser on Saturday, September 28, 2024.</p> <p>The event will kick-off at 9am and is expected to end around 2pm. Parking lot closure is requested from 6:30am – 3pm. Participants are invited to stay after they return from their bicycle ride and the group has partnered with Pollyanna for that portion of their event.</p> <p>Event organizers do wish to have this continue as an annual event.</p>			
Attachments (please list):			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve the City Lot B parking lot closure and amplification for CF Cycle for Life bicycle event.			

SPECIAL EVENT APPLICATION



\$50 Application Fee Cash Check No. _____ Date: _____

Event Information

Name of Event: CF Cycle for Life	
Date(s) of Event: 09-28-2024	Hours of Event: 6:30am-3pm (event is from 9am-2pm)
Type of Event: <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Walk/Run/Bike <input type="checkbox"/> Festival <input type="checkbox"/> Other	
Location(s) of Event: Parking lot of Pollyanna Brewing Company, 106 S. Riverside Ave, St. Charles, IL 60174	
Event Website: https://fightcf.cff.org/site/TR/Cycle/45_Greater_Illinois_Chicago?fr_id=10128&pg=entry	
Is this an annual event? <input checked="" type="radio"/> Yes <input type="radio"/> No	Estimated Attendance: 75
If yes, date(s) for next year: 09-27-2025	Last year's actual attendance: 75
Purpose of Event: Fully supported, non-profit cycling event benefitting the Cystic Fibrosis Foundation.	
Name(s) of Sponsoring Organization(s): Cystic Fibrosis Foundation	
Organization Type: <input type="checkbox"/> Government/D303 Entity <input type="checkbox"/> Private/For Profit <input checked="" type="checkbox"/> Not-for-Profit	

Contact Information

Contact Person: Naomi Ishihara	Cell Phone: 224-578-1225
Address (city/state/zip): 200 N. LaSalle St., Suite 2300, Chicago, IL 60601	
E-mail Address: nishihara@cff.org	
Secondary Contact: Hannah Willkomm	Cell Phone: 440-525-4511
Address (city/state/zip): 200 N. LaSalle St, Suite 2300 Chicago IL 60601	
E-mail Address: hwillkomm@cff.org	

Event Permits & Details

Will this event include any of the following – if yes, please refer to the Special Event Guide for the required documentation to support any of these event specifics:

Alcohol <input type="radio"/> Yes <input checked="" type="radio"/> No	Amplification <input checked="" type="radio"/> Yes <input type="radio"/> No	Tents <input type="radio"/> Yes <input checked="" type="radio"/> No	Electricity <input type="radio"/> Yes <input checked="" type="radio"/> No
Drone <input type="radio"/> Yes <input checked="" type="radio"/> No	Fireworks <input type="radio"/> Yes <input checked="" type="radio"/> No	Food Service <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No	
Raffle(s) <input type="radio"/> Yes <input checked="" type="radio"/> No	Retail Sales <input type="radio"/> Yes <input checked="" type="radio"/> No	Amusement Rides <input type="radio"/> Yes <input checked="" type="radio"/> No	
Closure of City-owned property (i.e. parking lots) <input checked="" type="radio"/> Yes <input type="radio"/> No		Police Services <input type="radio"/> Yes <input checked="" type="radio"/> No	
Closure of City-owned streets <input type="radio"/> Yes <input checked="" type="radio"/> No		EMS Services <input type="radio"/> Yes <input checked="" type="radio"/> No	

Emergency Phone Tree

Emergency Contact Information

Primary Contact: Naomi Ishihara	Secondary Contact: Hannah Willkomm
Title: Event Support Specialist	Title: Senior Development Director
Phone No.: 224-578-1225	Phone No.: 872-265-1009
Tertiary Contact: Meg Schneider	Operations Manager: Sarah Evans
Title: Executive Director	Title: Associate Executive Director
Phone No.: 872-265-1003	Phone No.: 872-265-1004

Site Managers and Miscellaneous Contacts

Location:	Location:
Date(s):	Date(s):
Name:	Name:
Phone No.:	Phone No.:
Location:	Location:
Date(s):	Date(s):
Name:	Name:
Phone No.:	Phone No.:
Location:	Location:
Date(s):	Date(s):
Name:	Name:
Phone No.:	Phone No.:

Emergency or Crisis Management Procedures

Please submit your Emergency Crisis Management Procedures for your event or use the provided example. If you need additional space, please attach a separate document.

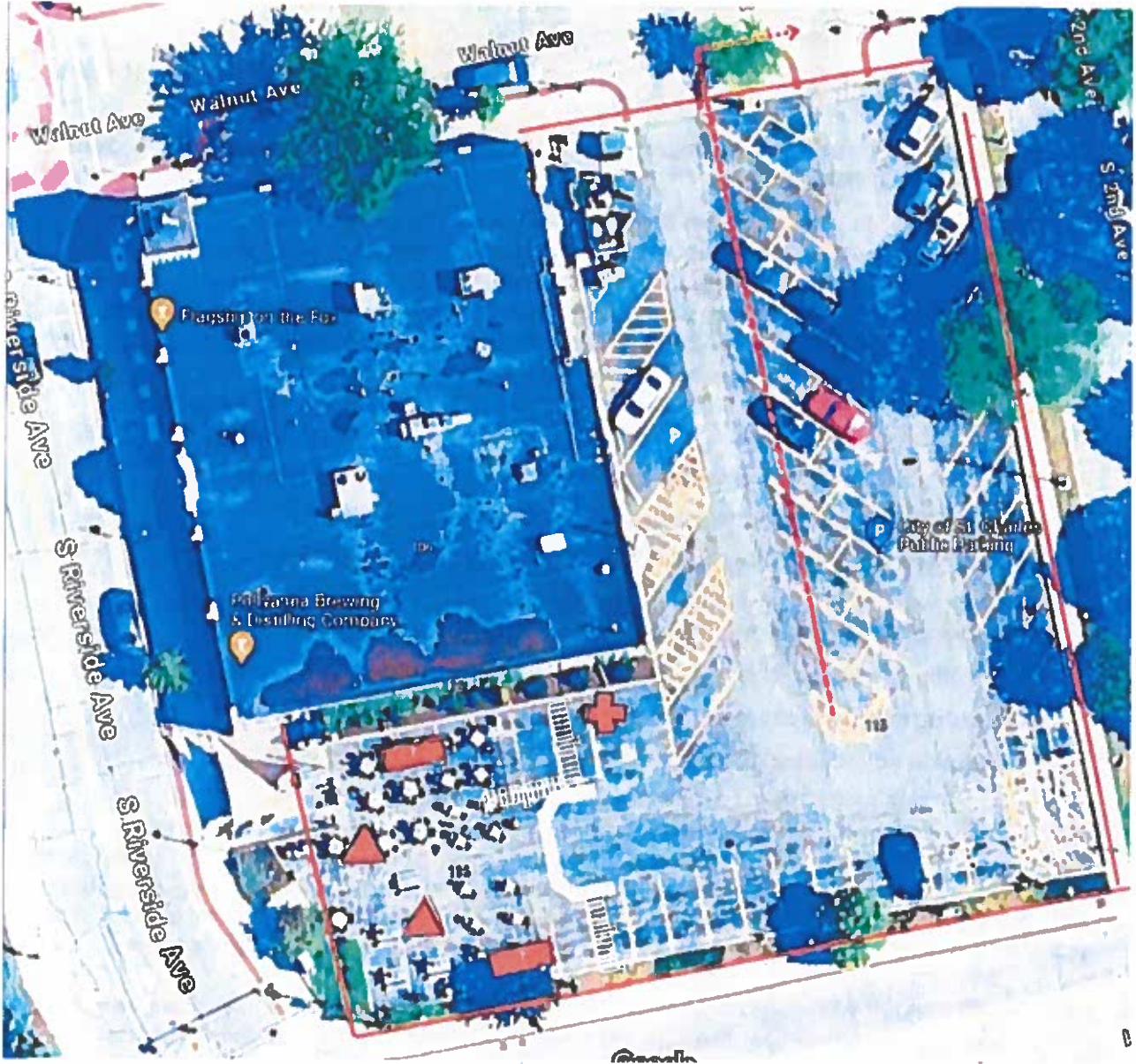
Emergency/Crisis Management Procedures

- In the case of any incident, accident or anything deemed "out of the ordinary" (including inclement weather and its potential effects on patrons, property and/or equipment).
Cystic Fibrosis Foundation has designated Meg Schneider with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of Cystic Fibrosis Foundation coordinate with local authorities for an action plan and to make any statements to the press (if applicable).

2. In the case of any incident, accident or anything deemed "out of the ordinary" (including inclement weather and its potential effects on patrons, property and/or equipment) ALL staff will be instructed to:
 - a. Act as quickly and professionally as possible;
 - b. To contact their immediate supervisor and/or the on-site management representative;
 - c. Have as much factual information available as possible - not to speculate as to the cause of the incident, accident, etc., unless requested by the CM;
 - d. Follow the directions of the immediate supervisor and/or the on-site management representative explicitly;
 - e. If applicable, recommend that people leave the area, seek shelter, or go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use the lower levels of the parking decks (West Side, Walnut St & 1st St), (East Side, Walnut Ave & 3rd Ave). In the event of Tornado Warnings on Saturday or Sunday, Park District staff will open the Pottawatomie Park Community Center so people can seek shelter there, if desired. If at a location with food, vendors and/or ride operators: turn off all power, gas and grills so unattended energy sources do not catch on fire.
3. These steps should be taken immediately following any incident/accident:
 - a. Get medical help to the parties involved (if applicable);
 - b. Call the police or other authorities and report any accident;
 - c. Work with sound/announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patrons' attention;
 - d. Identify witnesses to the incident(s) to obtain statements if necessary;
 - e. Contact a Site Manager for an Incident Report;
 - f. Resume scheduled activity as soon as possible (subject to #5 below).
4. The CM will communicate to all staff, volunteers, and other personnel that all communication with the press, police, or any other authority will be handled solely by the CM. Police may request information from event personnel and everyone will cooperate with the police department. We will not interfere with police investigations and/or action plans and we will provide the police with materials available upon their request.
5. The CM will consult with the local authorities. If it is determined conditions are so extreme the festival cannot continue, the CM will consult with the Police and Fire Departments to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated. No personnel or staff should offer any information to any media other than the provided statement. No media questions should be answered unless otherwise instructed.

Site Plan and/or Route Map

Please use the space provided to accurately outline the event's site plan. If requesting or using any of the resources shown, please indicate as such with the corresponding symbol below.



▲ Tent / Covered Structure	— Event Perimeter	R Restrooms Race / Walk Route
E Electric / Power Generation	T Tables	B Barricade	FV Food Vendor
⊕ Paramedics/Aid Station	xxx Liquor Sales/Consumption Area	→ FL Fire Lane	→ Directional
V volunteer	★ Security Checkpoint	G Garbage Can	D Dumpster
S Stage	WS Water Station	C Carnival / Midway Rides	

Indemnification / Hold Harmless

In consideration of the City of St. Charles permitting the Cystic Fibrosis Foundation
(name of organization)
("Organization") to conduct CF Cycle for Life
(name of event) ("Event"), the Organization

recognizes, acknowledges and assumes any and all risks arising from or in any way related to the Event.

To the fullest extent permitted by law, the Organization hereby agrees to defend, indemnify and hold harmless the City of St. Charles, its officers, officials, employees and agents from and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, cost, and expenses (including all attorney's fees and costs), arising from, or resulting from or in any way related, directly and/or indirectly to the Event, except that arising out of the sole legal cause of the City of St. Charles, its officers, officials, employees, and agents.

The Organization shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith, and, if any judgment shall be rendered against the City of St. Charles, its officers, officials, employees and/or agents, in any such action, the Organization at its own expense shall *satisfy and discharge same*.

The invalidity of any provision(s) of this INDEMNIFICATION/HOLD HARMLESS or unenforceability of any of its provisions shall not affect the validity or enforceability of the remainder of this INDEMNIFICATION/HOLD HARMLESS.

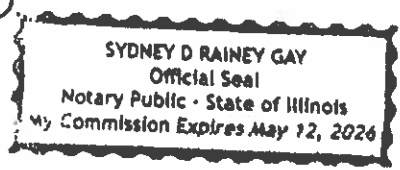
The Organization and the authorized signatory below warrant and represent that the authorized signatory below has full authority to execute and submit this application, including, but not by way of limitation, the INDEMNIFICATION/HOLD HARMLESS provisions contained herein.

The Organization and the authorized signatory below agree to inform the City of St. Charles of any changes in the application at least thirty (30) days prior to the event.

Cystic Fibrosis Foundation 5/3/24 by Moe Schneider
Name of Organization *Date* *Authorized Signatory Signature*

Signed and sworn to before me this 3 day of May, 2024

Sydney D Rainey Gay
Notary Public Signature




All applications must be signed and notarized.

After submitting all forms, your application will be reviewed by City staff. All departments that will be involved in providing services or permits for the event will be notified. **Please do not assume that all aspects of the event will be approved. You may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The City of St. Charles reserves the right to cancel any event at any time for reasons deemed necessary by the City Council and/or City Administrator.

Deliver all completed items to: St. Charles Police Department, Attn: Special Events, 1515 W. Main Street, St. Charles, IL 60174 or sicspecialevents@stcharlesil.gov.

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5b
	Title:	Recommendation to Approve the purchase of a Spectrometer (NarcID) from Farrwest	
	Presenter:	Police Chief Keegan	
Meeting: Government Operations Committee		Date: July 1, 2024	
Proposed Cost: \$ 27,037.40		Budgeted Amount: \$	Not Budgeted: <input checked="" type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>Staff is seeking approval to purchase a Spectrometer (NarcID) for the Police Department from Farrwest.</p> <p>Please see the attached memo from Chief Keegan outlining this need and request for the St. Charles Police Department.</p>			
Attachments (please list):			
Estimate; Memo; Resolution			
Recommendation/Suggested Action (briefly explain):			
Recommend approval of a resolution authorizing the purchase of a Spectrometer (NarcID) from Farrwest.			

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

**A Resolution to Waive the Formal Bid Procedure and Award the
Purchase of a Spectrometer (NarcID) to Farrwest.**

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

WHEREAS, the City needs to provide a means for police officers and evidence technicians in the field to safely process dangerous narcotics;

WHEREAS, currently, narcotics have to be field-tested prior to laboratory analysis using ampule technology inside a sealed container. Today's drugs are often laced with dangerous chemicals, such as fentanyl and other cutting agents, and contain substances made in make-shift laboratories that pose a significant threat to our first-responders. Testing equipment such as this Spectrometer (NarcID) allow officers and evidence technicians to safely handle the substances in question;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane, and DuPage Counties, Illinois, that the purchase of a Spectrometer (NarcID) be awarded to Farrwest.

PRESENTED to the City Council of the City of St. Charles, Illinois, on this __ day of _____ 2024.

PASSED by the City Council of the City of St. Charles, Illinois, on this __ day of _____ 2024.

APPROVED by the Mayor of the City of St. Charles, Illinois, on this __ day of _____ 2024.

Lora Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Resolution No. _____

Page 2

Abstain:



Memo

Date: 6/21/2024
To: Heather McGuire, City Administrator
From: James Keegan, Chief of Police
Re: Drug Analytical Device Purchase-CQL NarcID

The purpose of this memorandum is to outline a purchase request for our police officers and evidence technicians handling dangerous narcotics in the field.

Issue

Today's drugs are often laced with dangerous chemicals such as fentanyl, cutting agents and contain substances made in make-shift laboratories that pose a significant threat to our first-responders. Currently, narcotics have to be field-tested prior to laboratory analysis using ampule technology inside of a sealed container. This testing requires officers and evidence technicians to personally handle the substances in question.

Proposal

I am recommending the use of a hand-held device capable of scanning narcotics through packaging materials. The police department beta tested various technologies that allow our personnel to use an analyzer to read the substance in question using a device library and spectrometer, giving the officer an instantaneous reading w/out unnecessary handling and packaging.

Cost/Purchase

We are recommending the purchase of the NarcID through Farrwest at a cost of **\$27,037.40**. Software updates and support of the unit are covered for life (24 Hours a Day/365). A 2-year warranty is included as well as on-site training.

Funding

The cost of this unit will be adsorbed by fines collected from drug arrests and not from our operating budget.

Bids

Although we beta tested other units and received quotes, Farrwest/NarcID were both the lowest priced unit (publicly bided through the Houston-Galveston Area-Council Purchasing Cooperative EP11-20) and the unanimous choice of our selection team.

Bids collected include:

NarcID	Farrwest	\$27,037.40
TacticID	Metrohm	\$28,066.00
TruNarc	ThermoFischer	\$33,700.00

Recommendation

See the executive summary for further information as my recommendation is supported by the attached documentation.



FARRWEST

Estimate

Date	Estimate #
6/19/2024	18350

**108 Commercial Place
Schertz, TX 78154**

Ph: 210-566-1857
Fax 210-566-1897

**CITY OF ST. CHARLES - POLICE DEPARTMENT
ADAM CATT
1515 W. MAIN ST.
ST. CHARLES, IL 60174-1627**

P.O. No.	Rep	Project/Event
	MM	

Item	Description	Qty	Cost	Total
	<ul style="list-style-type: none"> • Fixed Nosecone Adapter • Universal Sample Holder - Monolithic • Vial Holder, Fixed Focus, Plastic • Tactical Ruggedized Carry Case with custom foam • Polystyrene Self Check Standard • Benzotrile Calibration Reference Standard • Rigaku hand strap • Protective Silicone Bumpers - Standard Color is Blue • Software Updates For Life Of Unit • Reachback Support for Life of Unit • 24-Month Limited Warranty 			
1026064	CQL SPARE LITHIUM ION BATTERY	1	257.40	257.40
10000	SHIPPING & HANDLING	1	50.00	50.00
	H-GAC PRICING - CONTRACT#EP11-20			

It's been a pleasure working with you!	Subtotal	\$27,037.40
	Sales Tax (0.0%)	\$0.00
	Total	\$27,037.40

Phone #	Fax #
210-566-1857	210-566-1897

Web Site
www.farrwest.com



FARRWEST

Estimate

Date	Estimate #
6/19/2024	18350

**108 Commercial Place
Schertz, TX 78154**

Ph: 210-566-1857
Fax 210-566-1897

**CITY OF ST. CHARLES - POLICE DEPARTMENT
ADAM CATT
1515 W. MAIN ST.
ST. CHARLES, IL 60174-1627**

P.O. No.	Rep	Project/Event
	MM	

Item	Description	Qty	Cost	Total
1032247	RIGAKU CQL NARC-ID 1064nm HANDHELD RAMAN Includes: <ul style="list-style-type: none"> • 1064nm excitation laser technology with adjustable 490mW (Max) laser • Touchscreen and softkey Graphical User Interface • Integrated 5MP Camera/Barcode Reader • 4C predictive software with onboard database of threat manufacturing recipes • Spectral Library Database of over 1,000 items. Included Libraries; Cutting Agent, Narcotic, Narcotic Precursor, Pharmaceutical, Solvent, Steroid • CQL Narc-ID Operating Software - Optimized for Safety & Security Screening Applications • Integrated Wi-Fi or Peer-to-Peer connectivity to view or download results remotely and immediately on cell phone or PC • Li-Ion Batteries (Qty: 1) • USB-C to USB-A Data Cable • USB-C to USB-C Power Cable (Includes USB-C Power Supply) • Narc-ID User Manual (PDF on Flash Drive) • Narc-ID Quick Start Guide 	1	26,730.00	26,730.00

It's been a pleasure working with you!

Subtotal

Sales Tax (0.0%)

Total

Phone #	Fax #
210-566-1857	210-566-1897

Web Site
www.farrwest.com

Quotation Number QUO-250232-B1G2F8-0

Line	Item no.	Description	Qty.	Unit Price	Discount	Total
1	BWT-84000994	BWS496PS-785N:TacticID-N Plus (See product list for full descriptions) Handheld Raman system embedded with spectral library of over 1000 narcotic, pharmaceutical drug, precursor and cutting agents	1	\$24,976.00	\$0.00	\$24,976.00
2	SER-RAMH1110	Standard Plus Installation for Handheld Raman - S&D Standard Plus S&D Installation for MIRA XTR DS, TacticID-N Plus, TacticID Mobile, TacticID-1064 ST Includes two years technical support, repairs, to/from shipping, unlimited reachback support, self-installed software/library updates, unlimited access to online user training, onsite user training for up to 6 users, and instrument certification at time of shipping.	1	\$3,090.00	\$0.00	\$3,090.00
3	Subtotal					\$28,066.00
4	BWT-840001195	BWS493TSII: TacticID Mobile (See product list for full descriptions) TacticID Mobile 1064nm Handheld Raman for field and lab testing and identification by police officers, hazardous material teams, bomb squads	1	\$32,900.00	\$0.00	\$32,900.00
5	SER-RAMH1110	Standard Plus Installation for Handheld Raman - S&D Standard Plus S&D Installation for MIRA XTR DS, TacticID-N Plus, TacticID Mobile, TacticID-1064 ST Includes two years technical support, repairs, to/from shipping, unlimited reachback support, self-installed software/library updates, unlimited access to online user training, onsite user training for up to 6 users, and instrument certification at time of shipping.	1	\$3,090.00	\$0.00	\$3,090.00
6	Subtotal					\$35,990.00
Total Discount						\$0.00
Total Amount						\$64,056.00

TO PLACE YOUR ORDER

Email: customersupport@metrohmusa.com

Metrohm USA, Inc.

9250 Camden Field Parkway, Riverview, FL 33578

Toll-free: 866-METROHM (638-7636) • Fax: 813-316-4900 • www.metrohm.com

Credit card payments incur a 3% surcharge *FOBD PrePay & Add

Hi Adam,



Great chatting with you before. As discussed, please see attached info and let me know if you want to see it in action with a virtual or in-person demo. Below is current 2024 pricing on the instrument with 1, 2, 3, 4 or 5 years of warranty. Also shown are the H-Kits, the consumable item that is used for addressing chemical fluorescence and low-dose concentrations. Please let me know if you would like an official quote once you review the options below.

TruNarc is a single test for over 500 controlled substances, precursors and cutting agents, including many new synthetic drugs like fentanyl, xylazine w-18, U47700 and dibutylone. I have attached the current library list. The library is updated free once/twice a year with new emerging substances to help with new drug threats.

Key Benefits:

- **Fast, accurate identification** – returns results in seconds. Based on lab-proven Raman spectroscopy
- **Easy to use** – intuitive menu-driven interface enables fast training and proficiency
- **Single test, multiple narcotics** – Conduct a single analysis to determine if a narcotic is present, saving time and money
- **Non-contact sampling** – in most cases, scan directly through plastic or glass to minimize contamination, reduce exposure and preserve evidence
- **Automated, tamper-proof records** – Captures all scan results including time and date stamp and self-check results to help expedite prosecution

Part Number	Name	Description	List Price
800-01041-01	TruNarc, Unlimited, Warranty - 1 Yr, Train-12	TruNarc Unlimited Model with 1 year of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument. Includes TruNarc on-site instructor led training for up to 12 students within the Continental United States (CONUS) - expires 9 months after date of purchase.	\$32,400.00
800-01042-01	TruNarc, Unlimited, Warranty - 2 Yrs, Train-12	TruNarc Unlimited Model with 2 years of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument. Includes TruNarc on-site instructor led training for up to 12 students within the Continental United States (CONUS) - expires 9 months after date of purchase.	\$33,700.00
800-01043-01	TruNarc, Unlimited, Warranty - 3 Yrs, Train-12	TruNarc Unlimited Model with 3 years of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument. Includes TruNarc on-site instructor led training for up to 12 students within the Continental United States (CONUS) - expires 9 months after date of purchase.	\$36,500.00

800-01044-01	TruNarc, Unlimited, Warranty - 4 Yrs, Train-12	TruNarc Unlimited Model with 4 years of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument. Includes TruNarc on-site instructor led training for up to 12 students within the Continental United States (CONUS) - expires 9 months after date of purchase.	\$37,900.00
800-01045-01	TruNarc, Unlimited, Warranty - 5 Yrs, Train-12	TruNarc Unlimited Model with 5 years of warranty. Includes factory repair, loaner units when available and 24/7 technical support. Companion PC TruNarc admin software, unlimited access to TruNarc eLearning course and free basic software updates to core narcotics library are provided for the life of the instrument. Includes TruNarc on-site instructor led training for up to 12 students within the Continental United States (CONUS) - expires 9 months after date of purchase.	\$40,300.00
810-01462-01	TruNarc Solution Kit (Type H) - 100, English	TruNarc Solution Kit (Type H) for identification of Heroin and other special narcotics. Kit includes 100 Test Sticks and 100 Solution Vials with Ethanol. Note that because of the Ethanol, this product ships as a Hazardous Goods shipment.	\$733.00

Best Regards,

Jayson Tornberg

Northeast Regional Sales Manager
Thermo Scientific Field & Safety Instruments
Chemical Analysis

Thermo Fisher Scientific
2 Radcliff Rd. | Tewksbury, MA 01876 USA

Mobile: (908) 310-7418

jayson.tornberg@thermofisher.com | www.thermoscientific.com/safety-chemID

Free Grant Assistance: <http://www.thermofisher.com/securitygrants>



CITY OF
ST. CHARLES
ILLINOIS • 1834

AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item Number: 5c

Title: Proposal for a Resolution for Main St (Route 64) closure for a MR25, LLC Movie Production

Presenter: Police Chief Keegan

Meeting: Government Operations Committee

Date: July 1, 2024

Proposed Cost: \$ 26,084.21 (PD)
\$ 13,487.50 (PW)
Total: \$39,571.21

Budgeted Amount: \$

Not Budgeted:

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

MR25, LLC has requested permission for a Main St. (IL Rt. 64) closure for a film production. This will take place Wednesday, October 16th, 2024. They have also requested a contingency date of Thursday, October 17th, 2024. Production will take place from 4pm to 5am on October 16th. In the event October 17th is needed, the same timeframe would apply.

The contingency closure is requested in the event of inclement weather or if the production team is unable to complete their planned filming in 1 day.

There are multiple other approvals that will be brought before city council for this production in the future. However, this approval will be needed immediately due to IDOT’s application requirements. Please see the attached document of closure requests as well as anticipated cost from the Police Department and Public Works.

The production company is planning to work with the Illinois Department of Transportation (IDOT) on requested road closures of Main Street between 2nd St. (IL Rt. 31) and 5th Ave (IL Rt. 25). This closure allows for north and southbound traffic on Rt. 31 and Rt. 25. The Police Department will staff various intersections throughout the closure as well as the detour route for pedestrian and traffic control. The sidewalks will remain accessible for pedestrians during the closure. Closures are subject to IDOT approval. Please see the attached document showing the Rt. 64 closure area and detour route requested

Public Works has advised that the signage and barricade request would be outsourced to a private company. Their estimate reflects the quote provided by the outside company.

The production company has no electric needs and will be providing their own generators.

Members of the production company will visit each business that may potentially be impacted by this production to inform them of the project. There are no requests to have any businesses closed during the filming.

The estimates above reflect the cost of a 1-day closure. Council members have asked MR25, LLC if they will reimburse the City for associated costs and they have confirmed this.

Attachments *(please list):*

Map of requested Rt. 64 closure, estimates from PD and PW for production closure request, Resolution

Recommendation/Suggested Action *(briefly explain):*

Seeking direction from council on resolution in order to forward to IDOT for approval

City of St. Charles, Illinois
Resolution No. _____

A Resolution Requesting the Closure of Route 64 for a Movie Production

Presented & Passed by the City Council on _____

WHEREAS, MR25, LLC is producing portions of a movie in the City of St. Charles, and;

WHEREAS, this production will require the temporary closure of Main Street (Route 64) 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 that permission to close Main Street (Route 64) between 2nd St. (Route 31) and 5th Ave. (Route 25) on Wednesday, October 16th, 2024 from 4pm to 5am. A rain date of Thursday October 17th, with the same timeframe is also 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 5th Avenue (Route 25) to Illinois Avenue, west to 2nd St Street (Route 31), north on 2nd St. to return to westbound Route 64.
For eastbound Route 64, 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.

Resolution No. _____

Page 2

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 _____ 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:

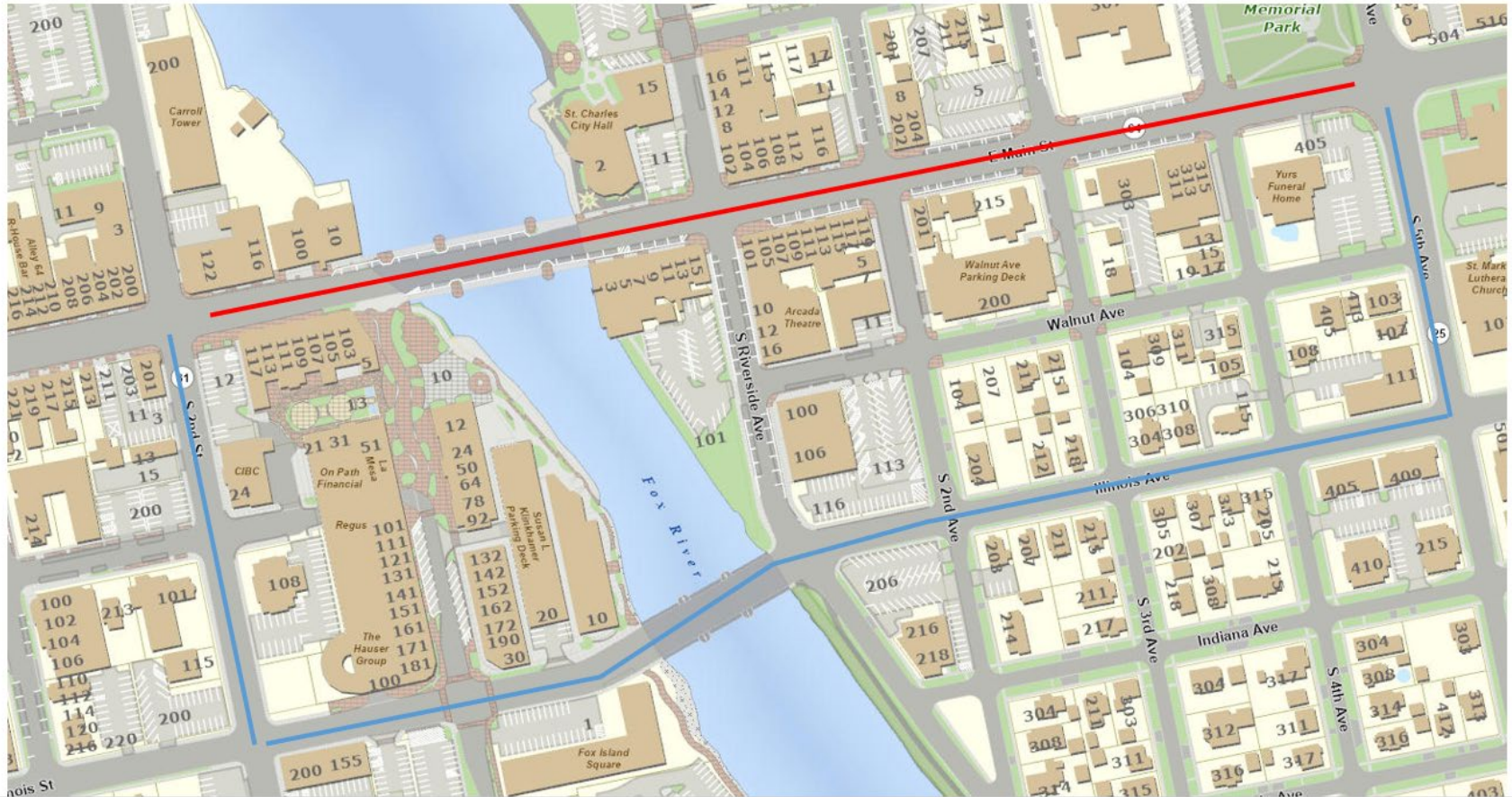
Ayes:

Nays:

Absent:

Abstain:

Route 64 Closure:
Wednesday, October 16th
Rt 31 to Rt 25, 4pm to 5am



Munger Road 2 Closure Request Estimates
Police Department Costs

Route 64 Closure:

- 16 Officers (13.5hrs) Needed for duration: \$20,813.76
 - 6 Officers (6.5hrs) Needed for 6.5hrs on detour: \$3,758.04
 - 1 Commander (13.5hrs): \$1,512.41
- 1 Day Total: \$26,084.21
2 Day Total: \$52,168.42

218 Park Ave:

- 4 Officers & 1 Commander (11.5hrs) needed for duration: \$5,720.91

3rd St. Closure:

- 3 Officers & 1 Commander (3.5hrs) needed for duration: \$1,403.89

Baker Memorial Church Closure:

- 3 Officers & 1 Commander (13.5hrs) needed for duration: \$5,414.99

Riverside Ave. Closure:

- 2 Officers & 1 Commander (6.5hrs) needed for duration: \$1,980.88

1st St./Plaza Closure:

- 3 Officers & 1 Commander (6.5hrs) needed for duration: \$2,607.22
- 2 Day Total: \$5,214.44

Police Department Filming:

- 1 Officer & 1 Commander (4hrs) needed for duration: \$806.56

Red Gate Bridge Closure:

- 4 Officers & 1 Commander (3.5hrs) needed for duration: \$1,741.15

Total for closure request of production: \$74,451.24

Total for closure request of production with 1 day of Rt. 64 closure: \$48,366.81.

Munger Road 2 Closure Request Estimates
Public Works Costs

Route 64 Closure:

- 1 Day Total: \$13,487.50
- 2 Day Total: \$26,975.00

218 Park Ave:

- \$1,500.00

3rd St. Closure:

- \$1,500.00

Baker Memorial Church Closure:

- \$1,500.00

Riverside Ave. Closure:

- \$1,500.00

1st St./Plaza Closure:

- \$3,000.00 (2 days)

Police Department Filming:

- No Public Works cost.

421 S. 4th St.:


- \$1,250.00

Red Gate Bridge:

- TBD

Total for closure request of production with 1 day of Rt. 64 closure: \$22,237.

Total for closure request of production with 1 day of Rt. 64 closure: \$35,724.

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6a
	Title:	Resolution authorizing a SmartGov software implementation and subscription from Granicus, LLC for a cost of \$63,010.	
	Presenter:	Larry Gunderson, Director of Information Systems	
Meeting: Government Operations Committee		Date: July 1, 2024	
Proposed Cost: \$63,010		Budgeted Amount: \$99,100 (FY 24)	Not Budgeted: <input checked="" type="checkbox"/>
TIF District: None			
<p>Executive Summary (if not budgeted, please explain):</p> <p>In support of the City’s Strategic Plan goal to increase accessibility, information sharing, and services online, staff budgeted for the purchase and implementation of software to simplify and automate the license application and renewal process. The types of licenses that are proposed to be available for an online application process, including payment of fees and license renewals, include the following:</p> <ul style="list-style-type: none"> • Liquor licenses • Cigarette/Tobacco License • Coin Operated Amusement license • Special Event permits • Massage license • Video Gaming license <p>In order to meet these requirements, software from two current City software providers was evaluated to determine which solution would best meet the needs of our licensees, as well as City staff that manage the license application process.</p> <p>Based on the software evaluations, references from other public sector organizations, and the lower relative cost, staff is recommending the purchase of a SmartGov software subscription from Granicus, LLC. Granicus is the City’s provider of public engagement platform software for website management, forms automation and content notifications. By implementing SmartGov license application management, the City will be enhancing its investment in Granicus public engagement platform software to increase its ability to engage citizens with online services.</p> <p>The costs for the project include \$33,470 for the software subscription and \$29,540 for the implementation, for a total of \$63,010. Since the costs for license application software were budgeted in FY 24 and not spent, staff will be requesting a budget addition for FY 25 to fund the project.</p>			
<p>Attachments (please list):</p> <p>Resolution, Bid Waiver Form</p>			
<p>Recommendation/Suggested Action (briefly explain):</p> <p>Recommend approval of a resolution authorizing a SmartGov software implementation and subscription from Granicus, LLC for a cost of \$63,010.</p>			

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

**A Resolution authorizing a SmartGov software implementation and
subscription with Granicus, LLC in the submitted amount**

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

WHEREAS, a strategic goal of the City's 2023-2027 Strategic Plan is to modernize the City's digital presence to increase accessibility, information sharing, and services online; and

WHEREAS, the City Council authorized an Agreement with Granicus, LLC for software subscriptions in May 2023; and

WHEREAS, Granicus, LLC software and services have enabled City staff to configure and implement application components utilizing their software subscriptions; and

WHEREAS, the City desires to continue to expand the usage of Granicus software by implementing SmartGov for online processing of license applications;

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 Granicus, LLC 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:



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: _____

