



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Seeking Direction Regarding a Supplemental Request for Funding Assistance from Riverfest for the 2015 Event
Presenter:	Chris Minick, Finance Director Representative(s) of Pride of the Fox

Please check appropriate box:

X	Government Operations (UPDATE 11/2/15)	Government Services
	Planning & Development	City Council
	Public Hearing	

Estimated Cost:	\$11,421.62	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Amount is not budgeted in FY15/16 if relief from payment of City invoice is granted. Amount would come from reserves or overages in other City revenue lines. If taken out of next year's funding amount, there would be a timing difference in FY15/16, but ultimately a \$0 impact to the City's budget after the 2016 event

Executive Summary:

UPDATE for 11/02/15 GOC: As the Committee discussed at the 9/8/15 meeting, the GOC wished to have representatives of Riverfest review the plans for the 2016 event before committing to any form of potential relief from the City's billing for services. Representatives of Riverfest will be available at the meeting on November 2 to address this request (see attached memo for more information).

Attachments: *(please list)*

- Memo
- Excerpt of 9/8/2015 minutes
- 09/08/2015 GOC Agenda Item Summary for background
- Riverfest Vendor Letter (8/21/15)
- Riverfest Request Letter (8/28/15)
- 2015 Event Invoice for City of St. Charles
- July 31, 2015 P&L for Riverfest
- 2015 Special Events Application
- 04/27/15 GSC Agenda Item Summary for Background

Recommendation / Suggested Action *(briefly explain):*

Seeking direction regarding a supplemental request for funding assistance from Riverfest for the 2015 event.

For office use only: *Agenda Item Number: 5a*

October 27, 2015

To: Chairman Stellato and the Government Operations Committee
Mayor Ray Rogina
City Administrator Koenen

From: Chris Minick, Finance Director

RE: Follow up from Riverfest Status of Vendor Payments

As the Committee will recall, at the discussion of the Riverfest request for financial relief from payment of the invoice for City services from the September 8, 2015 meeting, I was charged with following up on the status of payments to Riverfest's vendors for the 2015 event.

In accordance with the Committee's direction, I e-mailed a listing of questions to Julie Farris, Executive Director of Pride of the Fox, to inquire as to the status of payments that had been made for the 2015 event and the amounts that are still outstanding.

I have attached the listing of questions and responses (*red*) received:

- Did all Riverfest 2015 vendors receive partial 60% payment? When I reference vendors, I mean vendors other than the City of St Charles. Per our records we have not received any payment for the 2015 event as of today's date, as would be expected pending the outcome of the request before City Council. *We paid the majority of vendors including all vendors that had in the contract to be paid day of event.*
- Are all 2015 vendors now paid in full? *No.* If all are not paid in full, have all been paid 60% or have some been paid differing percentages, for example have some vendors been paid in full, others at 60%, and perhaps yet others at some rate(s) other than 100% or 60%? *As stated above, we paid vendors and charities that had in the agreement that payment was due day of event or groups that worked the weekend. After the event, our board decided to the following:*
 1. *To ask the city for financial assistance*
 2. *To pay all outstanding vendors as much as we could, which ultimately came out to 60%*
 3. *To freeze payments to JC Olson & Associates (accounting office), Julie Farris, Executive Director, and Kevin Call (Expense Reports)*
- Did any vendors agree to accept less than 100% payment as "payment in full" for their services rendered for the 2015 event? *We have not had that discussion with any of the vendors at this time.*
- If all have not been paid in full, what is the plan to assure that all outstanding invoices for the 2015 event are paid? *The Board is discussing and researching fundraisers along with becoming a 501c3 to request grants and donations.*
- What is the total dollar amount of items still outstanding for the 2015 event (excluding the \$11,421.62 owed to the City of St Charles pending the outcome of the request)? *\$45,015.40 (\$16,511.95 if you subtract the amounts from vendors owed in #3 above.*
- What is the plan to pay the City if the pending request for relief is denied? *See answer to Q4.*

My understanding is that representatives of Pride of the Fox will be available at the meeting on November 2 in case there are additional questions.

If I may provide any additional information, please so advise.

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT OPERATIONS COMMITTEE
TUESDAY, SEPTEMBER 8, 2015**

1. Opening of Meeting

The meeting was convened by Chairman Stellato at 7:42 p.m.

2. Roll Call

Members Present: Chair. Stellato, Ald. Silkaitis, Payleitner, Lemke, Turner, Bancroft, Krieger, Gaugel, Bessner, and Lewis

EXCERPT from September 8, 2015 Government Operations Committee Meeting Minutes

8. Finance Department

- a. Seeking direction regarding a supplemental request for funding assistance from Riverfest for the 2015 event.

Chrmm. Stellato: Please let the record reflect that Ald. Bessner is recusing himself from this discussion.

Chris Minick: Enclosed in your packet tonight is a request from Riverfest seeking relief from the invoice that was issued by the City for city services that were rendered in support of the 2015 Riverfest event that took place in June, 2015. As the Committee is aware it is very common for city departments to provide services in support of various special events that occur within the City of St. Charles mainly related to Police services, Fire services, and Public Work services. If you will further recall for a not-for-profit organization such as Pride of the Fox Riverfest the City turns around and bills out our costs for these services in the amount of 50% of the amount to provide those services. Due to the inclement weather that we had during June for the 2015 Riverfest event, the organizers at Riverfest are seeking relief from the invoice that was issued in the amount of \$11,421.62. The relief they are requesting could come in one of two forms: Forgiveness of the invoice for the 2015 event or they have proposed that the \$11,000.00 be taken from the normally provided funding for the 2016 event reducing the amount of direct support the City would incur for the 2016 event. We do have representatives from Riverfest here to answer questions. We're seeking direction on how the Committee would like to dispose of this item.

Ald. Krieger: If we were to grant this would we not be setting a precedent for future groups and anybody else that has a rain shower during their event?

Vanessa Bell-Lasota: Actually there is precedent for that when the former event planner produced Riverfest.

Ald. Krieger: I think that was a big mistake.

Vanessa Bell-Lasota: It's just a fact.

Ald. Krieger: We just spent all that money on new trucks. I can't see that the City can afford to continue to support these activities. I will vote no.

Ald. Turner: We're assuming you're going to have Riverfest in 2016 which could be in question after the last go round.

Vanessa Bell-Lasota: I'm aware of that. We have things in place to reduce the footprint of it going forward.

Ald. Turner: I'm going to agree with Jo. I really don't want to forgive anything. It probably was a big mistake. I don't remember when we did it. You're a for profit company aren't you?

Vanessa Bell-Lasota: No. We are not. We're volunteer based.

Ald. Turner: You're not a 501c?

Vanessa Bell-Lasota: We have an application in process for that. We have been doing the paperwork through the course of the year. With a volunteer board some of the information hasn't been turned in. But we have the application in process.

Ald. Turner: You're not a 501c at this point.

Vanessa Bell-Lasota: No

Ald. Payleitner: Your director takes a salary, correct?

Vanessa Bell-Lasota: She hasn't taken a salary in three years. She's folded the money back in to pay the debts. It should be -\$25,000.00, that's the figure in the P&L. There is no income being taken. We've had three weather events not just this one. Each year we try to reduce the footprint and cut costs. We try to have the most productive event we can.

Mike Frasier: Resident, taxpayer, I have owned the Wine Exchange for about ten years. Rule number one in retail, I've been in business for 40 years, if souls don't come blame the weather. This is a business entity, Pride of the Fox, Inc. Whether they are non-for-profit or not, if you look at the financials, the Executive Director has made \$37,700.00. If you take that off and a couple other financial items, I really don't know what they are, FMG I have no idea what that means and vendor management, you're a breakeven company and you can afford to pay the City the money they owe. I don't know of any business that would go to the City, request to get a contract to run an event, get 50% off of all the services rendered, and then come back to the City and say forgive the other \$11,000.00. If the City decides to dismiss that fee and allows \$11,000.00 not to come into the City confers, in essence, you have spent the taxpayer's money. If there is a line forming for that, I'd like to be number two in line. I run a business. I could use \$11,000.00. It's my tax dollars. I own a home in the Brownstones. I own

a business. There are many years where I didn't take a salary. Am I a not-for-profit, you bet, but I did pay my taxes. You billed me, I paid. If you forgive this, and I can't understand how you could, if you're not legally obligated to do so and I don't know if you are. Here's an individual or company that comes to you and says: Please give me the Riverfest, give me \$30,000.00, help sponsor it, and by the way I'll pay half of all the public services. Oh, I didn't do so well because of the weather. Had she not assessed that risk before she took on the contract? You're a business person in the Midwest and you're going to hold an outdoor event. Did you not take weather as a risk? If you failed that's your loss. I assume she took on this contract because she thought there might be a reward. Had she made money, would she have come to the City and say I'm going to pay that other \$11,000.00 dollars? I don't think so. Thank you for listening.

Vanessa Bell-Lasota: Pride of the Fox is a not-for-profit. It is not a 501c not-for-profit but it is not a for profit business. I've been volunteering with it from the side of both companies. I take exception to using the word "she". I am a member of the executive board and no one person makes decisions. We make it by executive board. Regarding your allegation that it's a business asking for forgiveness, we are very timely in paying all our bills and paying our debts and we have an over \$40,383.60 deficit. We have a lot of debt to FMG, they're a small contractor that provides our signage and constructs the larger things that need assemble. These are all small businesses and we want to support small businesses. They can't afford for us not to pay them. We have been paying the bills as best we can. We're just looking for solutions and to be able to work with the City and keep a good working relationship with the City. That's of paramount importance. This is a community event not a for-profit event. It's purely volunteer fueled. If it has a future, we'll see, we're prepared and the Board has been meeting to try to look at different plans and what might happen in the future. Above all we want to keep a good working relationship with the community and with the City.

Chrmn. Stellato: Thank you Vanessa. Chris, going forward, if the Committee were to make a motion it would either be approve as presented whether the money is paid now or in the future, deny it, or table it. Are you looking for some direction or a motion?

Chris: A motion is certainly direction. If it's the Committee's pleasure to make a motion I think that would be appropriate. However, if there are more questions or additional information that staff or the applicant can provide it would be appropriate to so direct us.

Ald. Lewis: I was wondering if you've asked the Park District for any relief. I see you owe them almost \$10,000.00.

Vanessa Bell-Lasota: Any question I can't adequately answer I'll get a very swift answer for you. Because the rest of the board is out of town, I can't say where are we on that? I apologize.

Ald. Lewis: You don't know if they have been asked?

Vanessa Bell-Lasota: No, we have not asked. This is our first step. As a board we talked about some other things. We're trying to look for ways we can continue to keep our relationships,

honor our commitments, and still bring the event to the community. I will get that answer for you Maureen and I'll copy all the Aldermen on that.

Ald. Turner: I'm going to make a motion to table this. I'd like to get some information on how you plan to handle this going forward. I'm not saying that you're not going to have it in 2016, but we're going to have some questions on that. Did I hear that you haven't broken even for the last three years?

Vanessa Bell-Lasota: Again, I can't speak to the P&L. That would be John Olson and our accounting company that does that support work for us. I don't want to make a miss-statement. I was addressing the idea of the Executive Director's income. That it was folded back in and no profit was taken from the event. Again, I'll get you whatever you need.

Ald. Turner: If they are going to do Riverfest in 2016, and it looks more reasonable, like it has a chance of breaking even then we can maybe take the money from next year. If we're going to go ahead on the path that they have been going on, and it seems to be thin-ice when it comes to breaking even, that's a different matter. That's why I'd like to see this tabled for more information.

Motion by Ald. Turner, second by Ald. Lemke to table the request for direction regarding a supplemental request for funding assistance from Riverfest for the 2015 event.

Roll Call: Ayes: Turner, Bancroft, Krieger, Gaugel, Lewis, Silkaitis, Payleitner, Lemke. Nays: None. Chrmn. Stellato did not vote as Chair. **Motion carried.**

Chrmn. Stellato: The motion has been tabled. I'm assuming you'll have further discussions as the next couple weeks go along.

Chris Minick: Is there a particular timeframe you'd like us to bring this back?

Chrmn. Stellato: Thirty days.

Ald. Silkaitis: Have we been paying the vendors? Do we owe them money?

Chrmn. Stellato: I would ask Chris to look into that. He wants to make sure the vendors have been payed. I'm getting a yes. Yes, they have been paid.

Please let the record reflect Ald. Bessner has rejoined our meeting. Are there any other items or is there a motion to adjourn?

7. **Executive Session**

- Personnel
- Pending Litigation
- Probable or Imminent Litigation
- Property Acquisition

- Collective Bargaining
- Review of Minutes of Executive Sessions

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

9. Adjournment

Motion by Ald. Turner, second by Payleitner to adjourn meeting at 8:30 p.m.

Voice Vote: Ayes: Unanimous; Nays: None. Chrmn. Stellato did not vote as Chairman. **Motion carried.**

:tc



AGENDA ITEM EXECUTIVE SUMMARY

Title: Seeking direction regarding a supplemental request for funding assistance from Riverfest for the 2015 event.

Presenter: Chris Minick, Finance Director
Representative(s) of Pride of the Fox

Please check appropriate box:

X	Government Operations (09/08/2015)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$11,421.62	Budgeted:	YES		NO	X
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If NO, please explain how item will be funded:

Amount is not budgeted in FY 15-16 if relief from payment of City invoice is granted. Amount would come from reserves or overages in other City revenue lines. If taken out of next year's funding amount, there would be a timing difference in FY 15-16, but ultimately a \$0 impact to the City's budget after the 2016 event.

Executive Summary:

We have received a request from Riverfest to grant relief of payment from the 2015 invoice for City services in the amount of \$11,421.62. In the event that relief from payment cannot be granted, the request is to apply \$11,421.62 to the current invoice from the 2016 allocation, lowering the City's direct financial support for the 2016 event by \$11,421.62.

The letter references that the inclement weather for the 2015 event resulted in a "...large deficit for Riverfest and we have used up all of the cash reserves available." The attached financial statements through July 31, 2015 reflect a deficit of approximately \$47,383.60. The invoice for City services for the 2015 event is also attached. The invoice reflects the City's policy to bill City services at 50% for Riverfest. The amount of the invoice is \$11,421.62.

In the event that the City cannot agree to forgive the payment of the 2015 invoice, Riverfest has requested that the \$11,421.62 be deducted from the City financial support for the 2016 event. If the City Council were to agree, the funding for the 2016 event would be \$15,578.38 calculated as follows:

2015 funding	\$30,000.00
Mandated 10 % Reduction	(\$3,000.00)
Gross Funding for 2016 event	\$27,000.00
Reduction for 2015 invoice relief	<u>\$11,421.62</u>
Net Funding for 2016 Riverfest	\$15,578.38

Staff is seeking direction on the request: grant relief from payment or allow "payment" in the form of a reduction in the funding provided for the 2016 event as illustrated.

Attachments: *(please list)*

Riverfest Request Letter
2015 Event Invoice for City of STC
July 31, 2015 P&L for Riverfest

Recommendation / Suggested Action *(briefly explain):*

Seeking direction regarding a supplemental request for funding assistance from Riverfest for the 2015 event.

<i>For office use only:</i>	<i>Agenda Item Number:</i>
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Pride of the Fox

P.O. Box 3005
Saint Charles, IL 60174
630.296.POTF (7683)
info@prideofthefox.com
www.Prideofthefox.com

Board President
Ed Bessner

Executive Director
Julie Farris

Directors
Vanessa Bell-LaSota
Kevin Call
Jon Olson
Jan Wilson

Ex. Officio Directors
Jeff Goodrich
St. Charles Park District

Erik Mahan
St Charles Police Dept.

Pride of the Fox, Inc. is a not-for-profit organization that provides residents and visitors with year-round family style entertainment, by producing and promoting free festivals and city-wide holiday celebrations.

Friday, August 21, 2015

Dear 2015 City of St Charles RiverFest Vendors,

As you are aware, the City of St Charles RiverFest encountered extremely adverse weather during the festival in June. Over the three day event, bad or unstable weather conditions occurred more than 50% of the time, adversely affecting attendance and sales, particularly in the beer and wine garden. With two of the three evenings have historically low attendance and sales, this has left RiverFest in the position of not bringing in enough revenue to offset the expenses.

Over the last three months, the Pride of the Fox board members have been meeting to review all invoices with the accounting office and to come up with a plan to pay all outstanding invoices to our vendors. At this time, we are mailing all of our vendors an initial payment of 60% of the outstanding invoices for RiverFest 2015. Remaining payments will be made to all vendors as funds become available as we very much want to work with you again in 2016.

Please accept my apologies on behalf of Pride of the Fox and its board members. We value the relationship with all of our event vendors and are very sorry to have put each of you in this situation. We hope to rectify this situation as soon as possible and ask for your understanding as we find the way through this difficult time.

If you have any questions, please contact Pride of the Fox at 630.296.7683 or info@prideofthefox.com.

Sincerely,

Julie Farris
Executive Director
Pride of the Fox, Inc.



Pride of the Fox

P.O. Box 3005
Saint Charles, IL 60174
630.296.POTF (7683)
info@prideofthefox.com
www.Prideofthefox.com

Board President
Ed Bessner

Executive Director
Julie Farris

Directors
Vanessa Bell-LaSota
Kevin Call
Jon Olson
Jan Wilson

Ex. Officio Directors
Jeff Goodrich
St. Charles Park District

Erik Mahan
St Charles Police Dept.

Pride of the Fox, Inc. is a not-for-profit organization that provides residents and visitors with year-round family style entertainment, by producing and promoting free festivals and city-wide holiday celebrations.

Friday, August 28, 2015

Chris Minick
Director of Finance
City of St Charles
2 E. Main Street
St Charles, IL 60174

Re: City of St Charles RiverFest

Via: email

Dear Chris,

I am writing you today requesting the City of St Charles to provide relief from the 2015 city services bill for the City of St Charles RiverFest. If that is not possible, our organization would like to request that the 2015 invoice of \$11,421.62 be deducted from the city's 2016 sponsorship funding of RiverFest.

As you may be aware, RiverFest experienced horrible weather during the three days. We have never experienced the constant barrage of storms in the history of RiverFest that we are aware of. It even rained on the two main evenings, causing us to have an extreme loss of revenues from the lack of beer sales.

The weather caused a large deficit for RiverFest and we have used up all of the cash reserves available.

Please contact me with any questions about the event or our request.

Thank you for considering our request.

Regards,

Julie M. Farris
Executive Director
Pride of the Fox, Inc.



City of St Charles

INVOICE

Page	1 of 1
Invoice Number:	IN2917
Due Date:	08/23/2015
Invoice Date:	07/24/2015
Customer Number:	2825
Amount Due:	\$11,421.62

Bill To:

PRIDE OF THE FOX, INC
P. O. BOX 3005
ATTN: JULIE FARRIS
ST CHARLES IL 60174

Amount Enclosed \$ _____

MAIL PAYMENT TO:
City of St Charles
2 E Main Street
St Charles IL 60174

PLEASE DETACH AND RETURN THIS PORTION WITH REMITTANCE

Description	Amount
SPEC EVENTS RIVERFEST - JUNE 12-14, 2015	11,421.62

MAIL PAYMENT TO:
City of St Charles
2 E Main Street
St Charles IL 60174
Attn: Accounts Receivable

Amount Due: \$11,421.62
Invoice Number: IN2917
Invoice Date: 07/24/2015
Payment Due Date: 08/23/2015
Customer Number: 2825

For questions about this invoice, please call 630-377-4456

City of St. Charles
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



RIVERFEST - INVOICE REQUEST

REVENUE ACCOUNT #: 100999-46206 DATE SENT: 7/24/15
 SERVICE DATE: June 12-14, 2015 INVOICE #: 2917

BILL TO :
 Customer # 2825
 Pride of the Fox Inc
 Attn: Julie Faris
 P O Box 3005
 St. Charles, IL 60174

Total Cost: \$ 11,421.62

Police Department				
Date	Description	Hour(s)	Rate/Fee	Total
June 12-14	Police Service & Staffing hours			11,937.46
Total				\$ 11,937.46

Fire Department				
Date	Description	Hour(s)	Rate/Fee	Total
June 12-14	EMA Service hours			432.00
Total				\$ 432.00

Public Works Department				
Date	Description	Hour(s)	Rate/Fee	Total
June 12-14	Labor & Equipment Cost			9,151.10
Total				\$ 9,151.10

Electric Department				
Date	Description	Hour(s)	Rate/Fee	Total
June 12-14	Labor & Equipment Cost			1,322.69
Total				\$ 1,322.69

Total Cost of City \$ 22,843.25

50% Bill to Pride of the Fox Riverfest \$ 11,421.62

Comments:

Invoice covering for outside Police, EMA & Public works services regards to Riverfest June 12-14, 2015
 50% of total cost will be bill out to Pride of the Fox Riverfest

3:05 PM
 08/06/15
 Accrual Basis

Pride of the Fox
 Profit & Loss - Riverfest Only
 January through July 2015

Jan - Jul 15

Ordinary Income/Expense	
Income	
Riverfest	
Carnival	12,879.20
Dragon Boats	10,975.00
Electric	75.00
Ice	75.00
Inflatibles	1,633.00
Main Stage	
Beverage Ticket Sales	20,427.00
Wristband Sales K of C	2,271.00
Total Main Stage	22,698.00
Sponsorship	9,832.00
Tips	308.00
Vendors	
Commercial	23,551.00
Crafters	7,885.00
Full Food	7,332.00
Non-Profit	1,505.00
Specialty Food	3,967.00
Vendors - Other	7,045.00
Total Vendors	51,285.00
Total Riverfest	140,431.20
Total Income	140,431.20
Expense	
Administration	
Accounting Fees	1,000.00
Bank Charges	1,698.53
Business	301.59
Food Coupons	265.50
Insurance	8,046.00
Office Supplies	232.60
Pagery	260.00
Park District	4,000.00
Permits and Fees	303.00
Police and Public Works	11,421.62
Postage & Delivery	49.00
Sales Tax	1,826.00
Security	5,596.50
Sign and Banners	684.86
Software	59.97
Sponsor Tent	3,251.92
Supplies	718.60
Telephone	100.00
Utilities	1,105.68
Volunteers - Other	124.19
Total Administration	41,045.56
Executive Director Expenses	676.97
Riverfest Event Expenses	
Charitable Contributions	
Beer Garden	1,838.25
Total Charitable Contributions	1,838.25
Entertainment	
Small Stage Musician	200.00
Entertainment - Other	753.55
Total Entertainment	953.55
Main Stage Expenses	
Beverages	5,524.04
Entertainment	15,550.00

No Assurance is Provided

3:05 PM
08/06/15
Accrual Basis

Pride of the Fox
Profit & Loss - Riverfest Only
January through July 2015

	Jan - Jul 15
Staging	15,720.00
Wristbands K of C Reimbursement	2,054.00
Total Main Stage Expenses	38,848.00
Municipal Center	
Sand Sculpture	4,000.00
Total Municipal Center	4,000.00
Operations	
Electrical	353.22
FMG	49.28
Marketing and Advertising	9,683.17
Tent Rental Expense	11,523.62
Vehicle Rental	1,277.43
Total Operations	32,986.74
Outside Services	
Executive Director	37,700.00
FMG	9,000.00
Hired Helpers	599.00
Service Sanitation	6,040.00
Vendor Managers	5,000.00
Total Outside Services	58,339.00
Pottawatomie Park Expenses	
Canine Care	1,165.00
Dragon Boats	5,961.69
Watershot	2,000.00
Total Pottawatomie Park Expenses	9,126.69
Total Riverfest Event Expenses	146,092.27
Total Expense	187,814.80
Net Ordinary Income	-47,383.60
Net Income	-47,383.60

No Assurance is Provided



Receipt

City of St Charles

City of St. Charles
Two East Main St
St. Charles, IL 60174
Phone: (630)
377-4406
Fax: (630) 443-4638

Receipt Date: 06/10/2015

Building Permit Application

PERMIT NUMBER: 15-20470
STATUS: Issued
PERMIT TYPE: Special Events
DATE APPLIED FOR: 03/13/2015

JOB LOCATION

ADDRESS: 2 E MAIN ST
SUBDIVISION:
BUSINESS NAME City of St Charles Riverfest 06/12-14/2015

APPLICANT

NAME: Pride of the Fox Inc. (Julie Farris)
WORK PHONE: (630) 809-7901
HOME PHONE: () -

FEES

FEE TYPE	FEE AMOUNT	ACCOUNT CODE	DATE ENTERED	ENTERED BY	INVOICE#
Loud Speaker	\$5.00	100999 42210	03/13/2015	Debbie Graffagna	
Liquor - Special Events	\$150.00	100999 42104	03/13/2015	Debbie Graffagna	3-days
Rides - Special Events	\$510.00	100999 42300	03/23/2015	Debbie Graffagna	17
Amusement Stands -Special Events	\$160.00	100999 42210	03/23/2015	Debbie Graffagna	8
Food Vendor - Special Events	\$40.00	100999 42210	03/23/2015	Debbie Graffagna	2

PAYMENTS

PAYMENT DATE	AMOUNT PAID	PAYMENT TYPE	RECEIVED BY	CHECK NUMBER	PAID BY
03/13/2015	\$155.00	Check	Debbie Graffagna	1646	Pride of the Fox
03/23/2015	\$710.00	Check	Debbie Graffagna	35161	Windy City

Totals

Total Fee \$865.00
Total Payment \$865.00
Balance Remaining \$0.00

**CITY OF ST CHARLES
SPECIAL EVENT APPLICATION
THIS FORM MUST BE COMPLETED IN
FULL & SUBMITTED 90 or 30 DAYS PRIOR TO THE EVENT**



Permit No. 15-20470 Date of Meeting: 3/24/2015 Revised date 01/28/2015

Name of the Event: City of St Charles RiverFest Date(s) of Event: June 12 - 14, 2015

Special Event Application – 90 Days

The Special Event Application is due to the City of St. Charles a minimum of ninety (90) days prior to the event if it requires closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted. The 90-day time period allows sufficient time to evaluate the request and provide a recommendation to the City Council for its consideration.

Special Event Application – 30 Days

The Special Event Application is due to the City of St. Charles, at a minimum, thirty (30) days prior to the event if it does not require closure of public streets, use of public parking lots, or the service of alcoholic beverages that requires a liquor license to be granted.

A copy of the Application and Funding of Special Events is attached for your information.

Special Event Submittal Check List

- **Special Event Application**
 - Section 1 – Task List and Due Dates –90 day or 30 day submittal
 - Section 2 – General Information
 - Section 3 – Permits
 - Section 4 – Site Plan and/or Route Map
 - Section 5– Emergency Phone Tree and Contact
 - Section 6 – Emergency Crisis Management Procedures
 - Section 7 – Retail Merchants
 - Section 8– Hold Harmless Agreement
 - Any outstanding funds owed to the City of St. Charles
- Application(s) for other permit(s) (See answers in Section 3)**
 - Outdoor Sales/Event Permit Application and Submittal Fee
 - \$65
 - Loudspeaker/Amplifier License Application and Submittal Fee
 - \$5 per day
 - Class E Liquor License Application and Submittal Fee
 - \$50 per day – E-1 (Not-for-Profit)
 - \$100 per day – E-2 (Special Civic Event)
 - Carnival License Application and Submittal Fee
 - \$30 each – Rides
 - \$20 each – Amusement Stands, Food Stands, Entertainment Shows, Other

Received: <u>3/12/2015</u>	Fee Paid: \$ <u>155</u>
Receipt #	Check # <u>1646</u>
Copies of application distributed to:	
Police: <u>3/13/2015</u>	Fire: <u>3/13/2015</u> PW: <u>3/13/2015</u>
Electric: <u>3/13/2015</u>	

SECTION 1 - TASK LIST AND DUE DATES

Use this form to determine the date each of these tasks needs to be completed. For tasks that do not apply, please mark "N/A" in the Due Date column. If the Due Date falls on a weekend or holiday, the Due Date becomes the next normal business day. However, this does not affect the other Due Dates, as they are only dependent on the date of the special event.

Task to be completed for Events that require <u>90 days</u> (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	6-12-15
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	
Submit Special Event Application	90 days	3-12-2015
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation A copy of 501(C)3 document is to be submitted with application.	At time of submittal	
Submit Class E Liquor License Application	90-days	3-12-2015
Submit Outdoor Sales Permit Application	90-days	3-12-2015
Submit Loudspeaker/Amplifier License Application	90-days	3-12-2015
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	N/A
Submit Carnival License Application	90 days	
Submit Fireworks Permit Application	60 days	N/A
Submit Original Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	3-12-15
Emergency /Crisis Management Procedures	At time of submittal	3-12-15
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/businesses of special event	14 days	

City Services Requested:			Comments
Police	Yes X	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes X	No	
Electric	Yes X	No	
Water	Yes X	No	
Other:	Yes	No	

SECTION 2 – GENERAL INFORMATION Permit No. 15-20470

Name of Event: City of St Charles RiverFest

Type of Event: Parade Walk/Run/Bike Festival Other

Location of Event: Various Venues in downtown (See attached map)

Date(s) of Event: 06/12/15 - 06/14/15 Hours of Event: 10a to 11p Estimated Attendance: 40,000

Event Website: www.prideofthefox.net

Purpose of the event: Community festival

Name of sponsoring organization(s): Pride of the Fox, Inc.

Please list the organization's legal status (i.e. NFP, Partnership, and Corporation) : **A copy of the 501(C)3 document is to be submitted with application.**

(Documentation will need to be submitted providing status)

Type of Entity	Check Box that Applies	City Supporting - Existing Event	City Support – New Event
Governmental Entity		100%	100%
Private/For Profit Entity		0%	0%
Non-Governmental/Non-Profit Entity	X	50%	0%

Contact person from sponsoring organization: Julie Farris

Organizer address: 103 N. 11th Avenue, Suite 110

City: St Charles State: IL Zip: 60174

Home Phone: N/a Cell Phone: 630.809.7901 E-mail: info@prideofthefox.com

Second contact person (emergency): Ed Bessner Phone: 630.802.8824

Is this an annual event? YES NO If yes, please provide event date(s) for next year: June 10 - 12, 2016

If the event is a recurring event, please state any problems and/or incidents that have occurred in past years, such as sound amplification, neighborhood parking complaints, etc.

The neighborhood surrounding the Main Stage was unhappy with the noise.

What, if anything, are you doing to rectify the problem(s)?

The Main Stage is moving back to the Riverside Avenue location which should appease the neighborhood.

SECTION 3 - PERMITS

Will you be having a fireworks display at your event? YES NO

If yes, you have to submit a **Fireworks Permit Application** sixty (60) days prior to the event. Please contact the St. Charles Fire Department to complete the application.

Does your event include the use of a tent? YES NO

If yes, you must submit an **Outdoor Sales Permit Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact Building and Code Enforcement to obtain an outdoor sale permit application.

Will you be using speakers and/or sound equipment at your event? YES NO

If yes, you must submit a **Loudspeaker/Amplifier License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact the Mayor's Office to obtain a loudspeaker/amplifier license application.

Are you holding a raffle at your event? YES NO

If yes, you may have to submit a **Raffle Permit Application**. For the raffle permit application for Kane County, please visit www.co.kane.il.us/COC, or contact the Kane County Clerk's Office at 630.232.5950. For the raffle permit application for DuPage County, please visit http://www.dupageco.org/countyclerk/generic.cfm?doc_id=631 or contact the DuPage County Clerk's Office at 630-407-5500.

Will you serve alcohol at your event? YES NO

If yes, you must submit **Class E Liquor License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov, or contact the Mayor's Office to obtain a Class E liquor license application.

Will there be amusement rides at the event? YES NO

If yes, you must submit **Carnival License Application** ninety (90) days prior to the event. Please visit www.stcharlesil.gov or contact the Mayor's Office to obtain a carnival license application.

Will you serve food at your event? YES NO

If yes, please indicate the number of vendors 20

Note: A list of food vendors must be submitted prior to the inspection of your event.

Are you requesting the use of any other city-owned property, i.e. parking lots, etc.? YES NO

If yes, please indicate the property that you are requesting to use.

See attached map

Would you like to request the closing of city streets? YES NO

If yes, please fill in the following information or submit a route map along with this application:

STREET	FROM	TO	DATES	TIMES
<u>See attached documents</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Does your event require the use of city sidewalks? YES NO

Does your event require temporary electric service? YES NO

- If yes, please indicate location(s) electric is needed on next sheet.

Does your event require temporary water/hydrant meter? YES NO

- If yes, please indicate locations(s) for hydrant meter(s) on next sheet.

Street & Parking Lot Closing Requests

City of St Charles RiverFest

June 12 – 14, 2015

EASTSIDE

MUNICIPAL BUILDING AREA:

- Checkerboard Lot: close from Wed. 4am, 6/10 – Tues 7am, 6/16
- Back Parking Lot (North side of building, 1st lot): close from Thu 6:30am, 6/11 – Mon 7am, 6/15

RIVERWALK AREA:

- Grassy areas and closed parking lot (west side of old Fire Station) between the Municipal Building and trestle bridge and use of the “overlooks”: Thu 6pm, 6/11 – Mon 7am 6/15
- Parking Circle between Police Station and trestle: Fri 4am, 6/12 – Sat 10am, 6/13

SOUTHEAST SECTION:

- Riverside Ave between Walnut and Illinois: Thur 4am, 6/11 – Mon 5pm, 6/15
- Parking Lot (Walnut & 2nd Avenues): Wed 5pm, 6/10 – Mon 5pm, 6/15
- * Riverside Ave between E. Main and Walnut: Thur 4am, 6/11 – Mon 7am 6/15
- * Walnut Ave between 1st & 2nd Ave: Thur 5:30pm, 6/11 – Mon 7am 6/15
 - * To meet Harris Bank’s need to have their parking lot accessible during business hours, we will situate fixed elements in the parking spaces so that Walnut Ave can be opened to traffic from 8am to 5:30pm weekdays and until 12:30pm on Saturday (while still maintaining no parking on both blocks)

WESTSIDE

OLD ST CHARLES AREA:

- River Plaza (Heritage Sq.) Parking Lot: Tues 4am, 6/9 – Mon 7am, 6/15
- 3rd Street between Cedar and State: Wed 4am, 6/10 – Mon 7am, 6/15
- No parking on Cedar Street from 2nd to 3rd Street for the duration of the event

1st STREET & PLAZA GREEN:

- 1st Street between Main and Illinois Streets.: Fri 4am, 6/12 – Sun 10pm, 6/14
- The north quadrant of Plaza Green: Thur 4am, 6/11 – Mon 7am, 6/15

THE PLAZA:

- Center area closed: Thur 5am, 6/11 – Mon 7am, 6/15

SIDEWALK SALES: We ask for approval for St. Charles merchants to bring their own merchandise and wares onto the sidewalks in front of their stores during festival activities.

OUTSIDE VENDORS: To maintain proper character of St. Charles, manage the festival and have appropriate income assessed to produce the festival and its free public events and attractions, we ask that requests for temporary sales locations by other merchants, street vendors, restaurants and not-for-profit groups be directed to us for approval and fee assessment.

SIGNS ON STREET PARKWAYS: We request permission to place RiverFest signage on the street parkways during festival weekend.

.....
SECTION 4 - SITE PLAN AND/OR ROUTE MAP
.....

Please use the space below to illustrate the layout for your event. If you need additional space, please attach a separate sheet.

See attached maps

See attached -

If applicable, the following must be included:

Location of food vendors (FV)
Location of beverage vendors (BV)
Location of garbage receptacles (G)
Location of toilets (T)
Location of hand washing sinks (HWS)
Location of retail merchants (RM)
Location of First Aid (FA)

Location and number of barricades (B)
Location of fire lane (FL)
Location of fire extinguishers (FE)
Public entrances and exits (PE)
Location of sound stages and amplified sound (S)
Location of residential streets surrounding events
Electric (E)
(Hydrant Meter (H20))



Building Permit Application

City of St Charles

City of St. Charles
Two East Main St
St. Charles, IL 60174
Phone: (630)
377-4406
Fax: (630) 443-4638

Special Events

15-20470

DATE APPLIED FOR: 03/13/2015

STATUS: Issued

DATE ISSUED: 06/10/2015

JOB LOCATION

SUBDIVISION:

BUSINESS NAME: City of St Charles Riverfest 06/12-14/2015

ADDRESS: 2 E MAIN ST

UNIT / SUITE:

BUILDING

SIGNS

CONSTRUCTION TYPE:

SIGN TYPE:

BUILDING USE:

LINEAL FEET OF BUILDING OR TENANT SPACE:

USE GROUP:

SQUARE FOOTAGE OF SIGN:

SQ. FEET OF CONST:

INSTALLATION DATE:

EST. COST OF CONST:

TEMPORARY SIGN REMOVAL DATE:

PROPOSED WORK: Special Event - City of St Charles Riverfest June 12-14, 2015

REMARKS:

BUILDING CODE EDITIONS

CERTIFICATES AND CONDITIONS

Type	CO ISSUED DATE	TCO ISSUED DATE	STATUS	CONDITION
APPROVED	ELECTRIC UTILITY	ENGINEERING	FIRE	PLANNING

CONTACTS

Applicant Pride of the Fox Inc. (Julie Farris)

ADDR: 103 N 11th Avenue Suite 110

PHONE: (630) 809-7901

CITY / ST / ZIP: St Charles IL

60174

Owner of Record ST CHARLES, CITY OF

ADDR: 2 E MAIN ST

PHONE: () -

CITY / ST / ZIP: ST CHARLES

60174-

DEMOLITION

PLAN REVIEW REQUIREMENTS

TYPE:

Building and Zoning

ANTICIPATED DEMOLITION DATE:

Electric Utility

PARTIAL DEMOLITION

Finance

CONTACT NAME	DATE CONTACTED
ELECTRONIC DEPARTMENT	
SBC	
WATER DEPARTMENT	
NICOR	
SEWER	
OTHER COMMUNICATIONS	

Fire Prevention

Historic Preservation Commission

Police Department

Public Works

INSPECTION REQUIREMENTS

- This is scheduled for the April 27 GS & May 4 CC for approvals. Final approval received at the 5.4.15 CC for this event.

Public Works

Andrew Reineking

(630) 377 - 4405

- Approval granted on 06/04.2015.



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Street Closings, Use of Amplification Equipment and Class E-1 Liquor License for the Annual Pride of the Fox Riverfest
Presenter:	Deputy Chief Kintz

Please check appropriate box:

<input type="checkbox"/> Government Operations	<input checked="" type="checkbox"/>	Government Services 04.27.15
<input type="checkbox"/> Planning & Development		City Council
<input type="checkbox"/> Public Hearing		

Estimated Cost:	\$30,644.28 (see breakdown below)	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	
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If NO, please explain how item will be funded:

Executive Summary:

The Pride of the Fox, Inc., sponsors of the 2015 River Fest event, are requesting a different layout for the main part of event this year. Noted from their complete detail are these items:

- 1st Street from W. Main St. to Illinois St. from Friday, June 12th at 4:00 a.m. until Sunday, June 14th at 10:00 p.m., or until everything is cleared, whichever is sooner.
- Pending construction, the north quadrant of "Plaza Green" from Thursday, June 11th at 4:00 a.m. until Monday, June 15th at 7:00 a.m., or until everything is cleared, whichever is sooner.
- Use of the 1st Street Plaza from Thursday, June 11th at 5:00 a.m. until Monday, June 15th at 7:00 a.m.
- Closure of the parking Lot "B" behind the River Rock House from Wednesday, June 10th at 5:00 p.m. until Monday, June 15th at 5:00 p.m., or until everything is cleared, whichever is sooner.
- Additional closure requests include: closure of Riverside Ave. from E. Main St. to Illinois Ave.; closure of Walnut Ave. from Riverside Ave. to S. 2nd Ave.; Checkerboard Lot; Back Parking Lot of Municipal Lot; City Hall municipal lot; back circle behind Police Dept.; Heritage Square lot for (carnival); 3rd St. closure from Cedar St. to State St.; no parking on Cedar St. from 2nd to 3rd St.
- A Class E-1 temporary liquor license. The alcohol service/main stage will be located on Riverside Avenue between Walnut Avenue and Illinois Avenue. This will be the licensed premises and will be laid out in a manner similar to the past. (Diagram attached).
- Alcohol service times requested are:
 - Friday, June 12, 2015 starting at 6:00 p.m., last call 10:30 p.m., area cleared by 11:00 p.m.
 - Saturday, June 13, 2015 starting at noon, last call 10:30 p.m., cleared by 11:00 p.m.
 - Sunday, June 14, 2015 starting at noon and ending by 9:00 p.m.
- Amplified music will end no later than 10:30 p.m. on Friday and Saturday, and 9:00 p.m. Sunday.
- Use of parkways along roadways for directional signs to the event.

Following are the estimated costs from each department:

Police Department	\$15,019.17
Public Works	\$14,785.11
EMA	\$ 840.00
TOTAL:	\$30,644.28

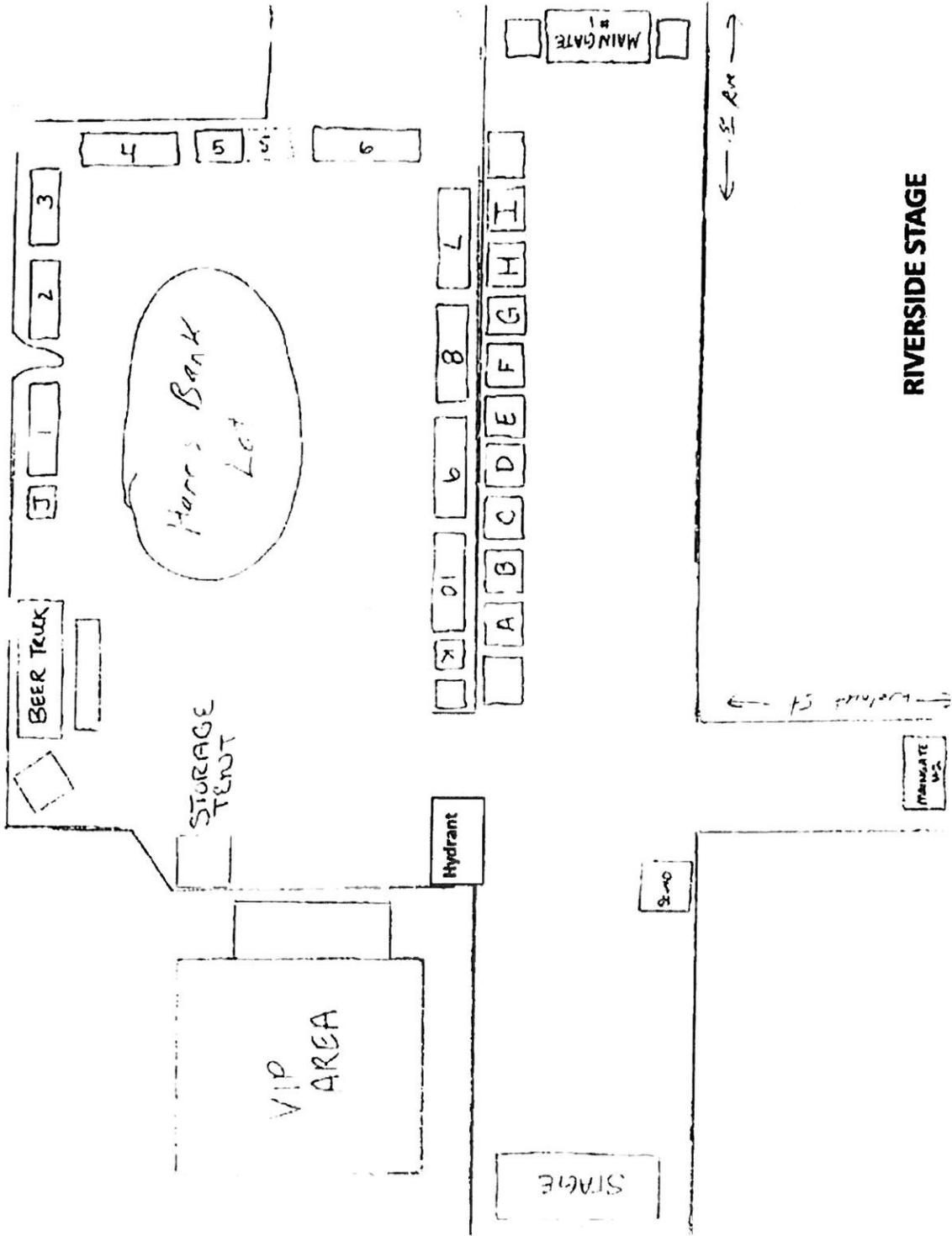
Attachments: *(please list)*

Event coordinator diagrams

Recommendation / Suggested Action *(briefly explain):*

The Police Department recommends approval of street closings, amplification, and Class E-1 Liquor License for the annual Pride of the Fox Riverfest.

For office use only: *Agenda Item Number: 6.c*

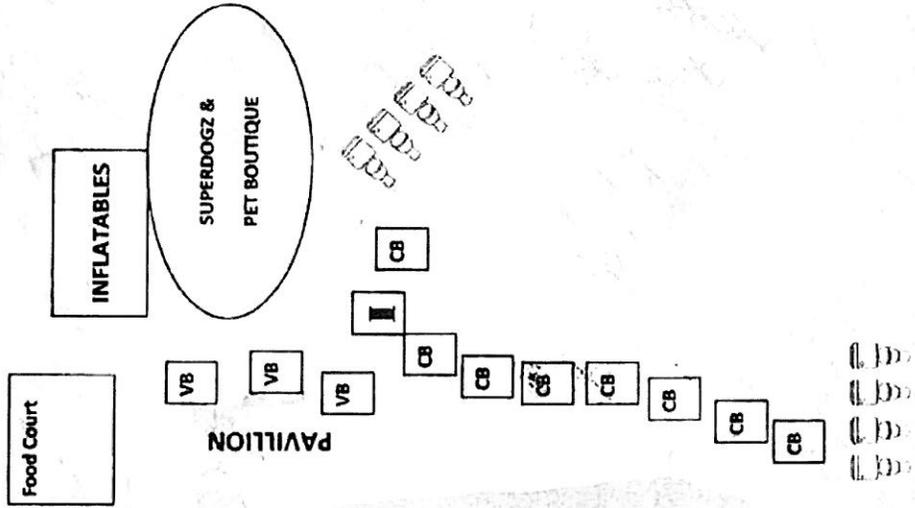


RIVERSIDE STAGE
RiverFest 2015

POTTAWATOMIE PARK

RIVERFEST 2015

Water & Generator



Municipal Center - Front Lot

RiverFest 2015



SB

VOL

Water on building

Sand Box

VB

Municipal Center

Generator

SB

SB

FB

FB

FB

FB

VB

VB

VB

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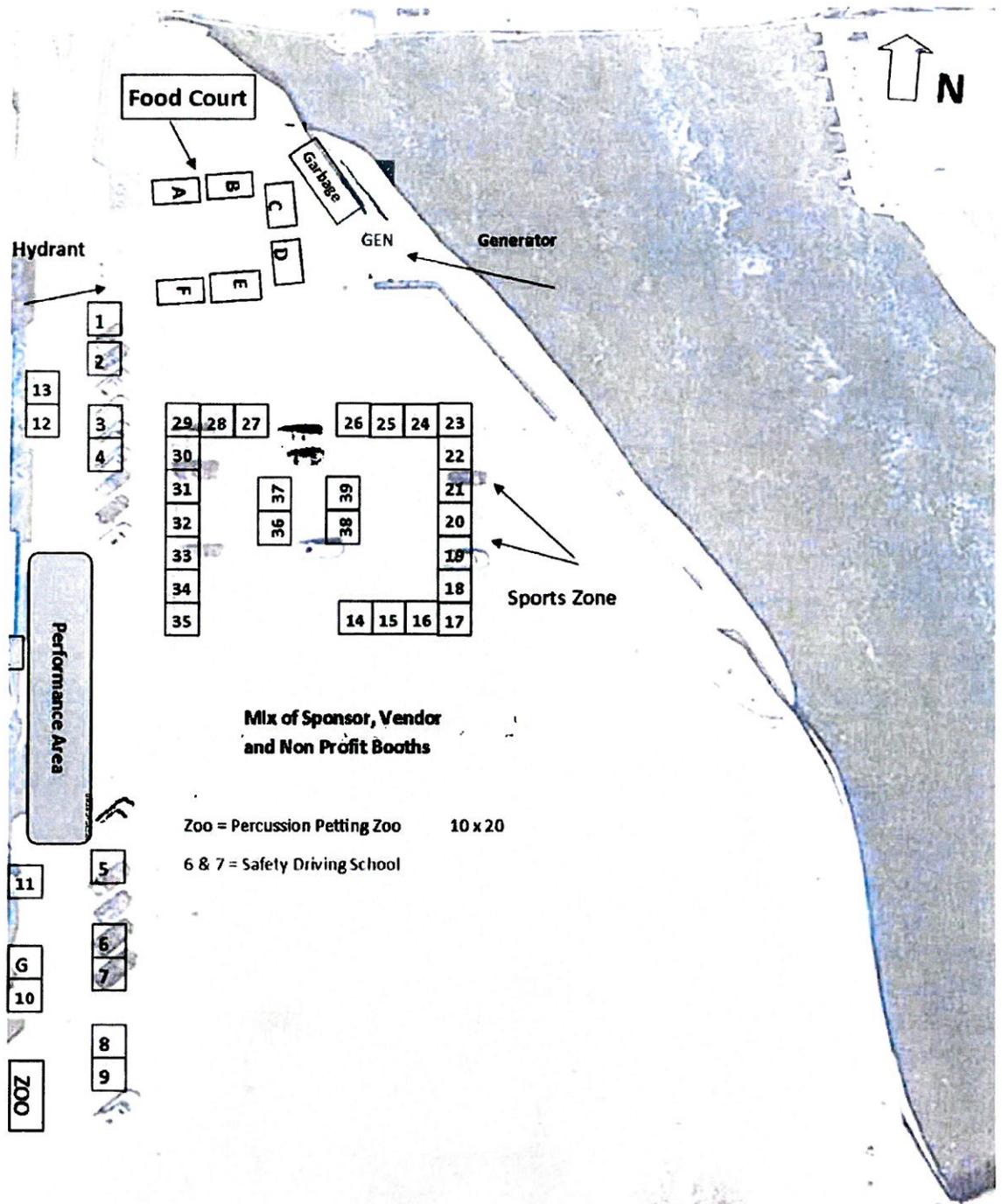
SB

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Sand Sculpture

Sand

Sculpture



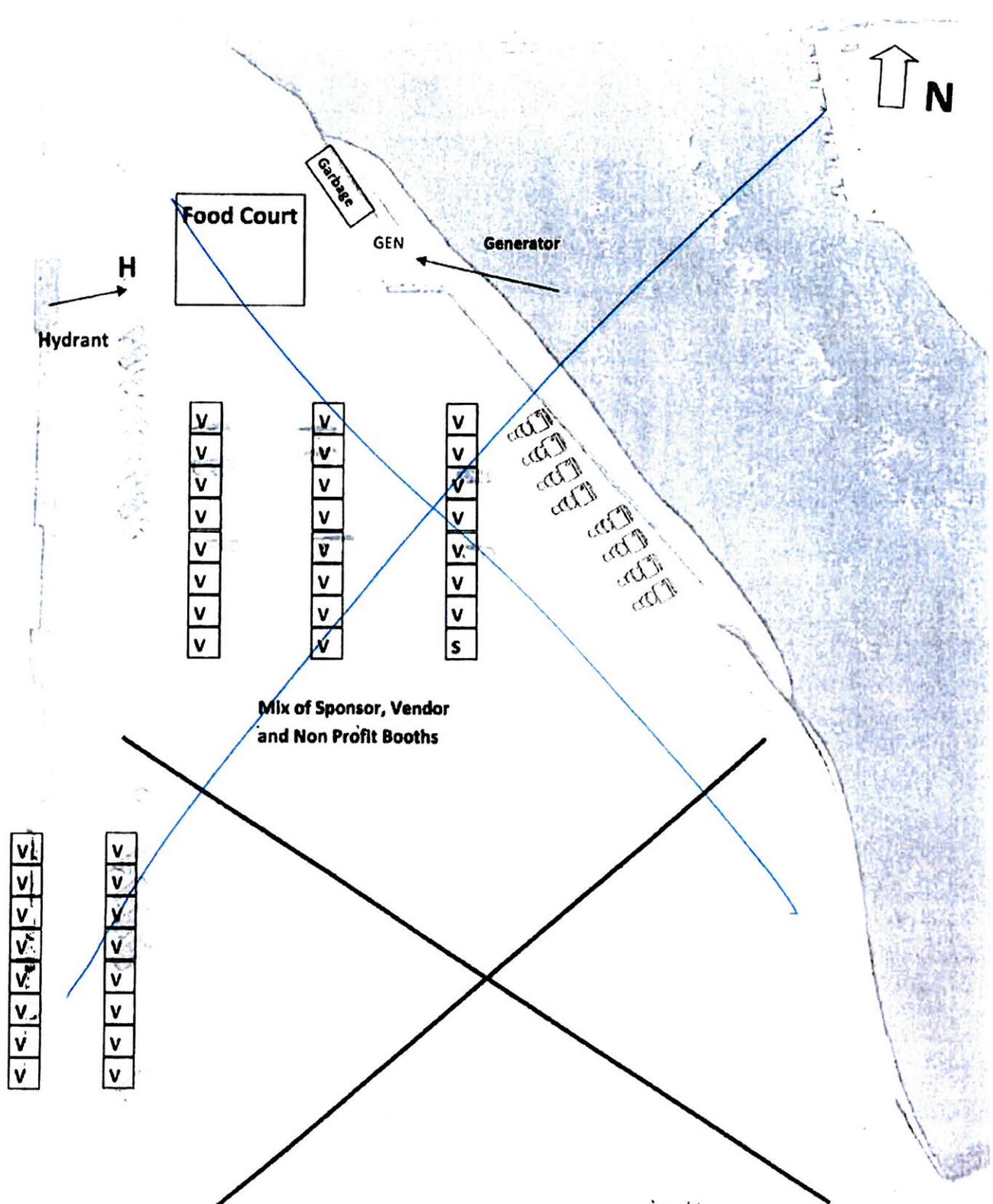
Plaza Green & 1st Street

RiverFest 2015

REVISED DRAWING

DATE: MAY 19 2015

*REVISED
5-19-15*



Hydrant
H

Food Court

Garbage

GEN

Generator

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Mix of Sponsor, Vendor
and Non Profit Booths

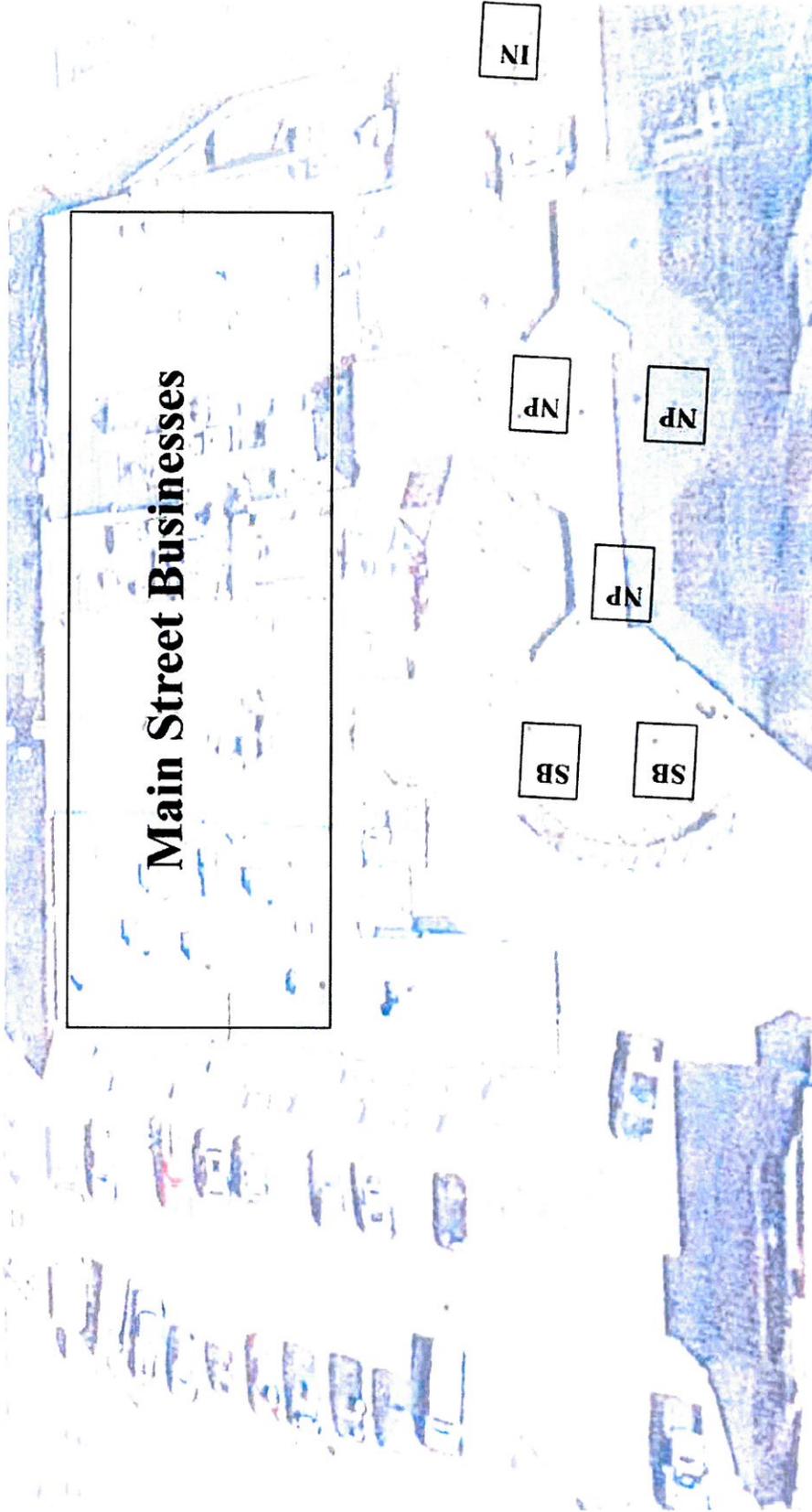
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Plaza Green & 1st Street

RiverFest 2015

**“The Plaza”
RiverFest 2015**

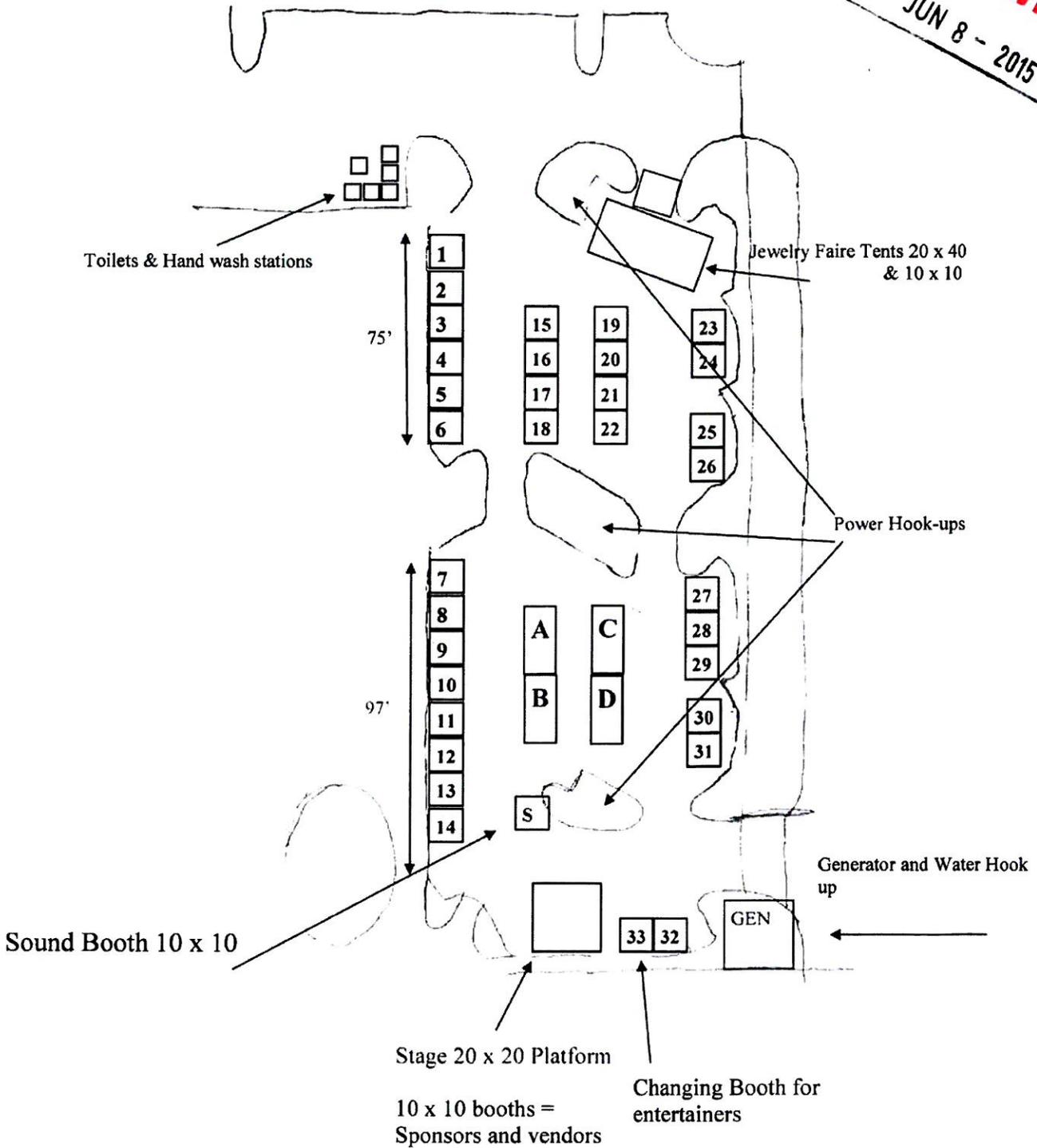


10' x 10' Tents
NP = Non Profit
SB - Sponsor Booth
IN = Info Booth

Back Lot of Municipal Center RiverFest 2015

REVISED DRAWING
DATE: JUN 8 - 2015

Police Department



1" = 40'

CITY HALL