

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

**MONDAY, MARCH 7, 2016
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**
Budget Revisions – February 2016
- 4. Finance Department**
 - a. Mid-year presentation by St. Charles Convention and Visitor’s Bureau – updates to 2016 activities – information only.
 - b. Presentation update regarding City’s Financials for 3rd Quarter ending January 31, 2016 – information only.
- 5. Police Department**
 - a. Recommendation to approve Class B and C Late Night Permit requests (1:00 a.m. and 2:00 a.m.) for FY16/17 renewal period.
- 6. Executive Session**
 - Personnel 5 ILCS 120/2(c)(2), 5 ILCS 120/2(c)(5)
 - Pending Litigation 5 ILCS 120/2(c)(4)
 - Probable or Imminent Litigation 5 ILCS 120/2(c)(4)
 - Property Acquisition 5 ILCS 120/2(c)(3)
 - Collective Bargaining 5 ILCS 120/2(c)(1)
 - Review of Minutes of Executive Sessions 5 ILCS 120/2(c)(14)
- 7. Additional Items from Mayor, Council, Staff, or Citizens.**
- 8. Adjournment**

CITY OF ST. CHARLES
Budget Revision Listing

February 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	172	100	1000	2016	10	02/02/2016	100400	52000	1,000.00	To replace podium
Budget Transfer	172	100	1000	2016	10	02/02/2016	100400	54160	(1,000.00)	To replace podium
Budget Transfer	172	100	1000	2016	10	02/02/2016	100400	56004	1,000.00	For new iPad
Budget Transfer	172	100	1000	2016	10	02/02/2016	100400	54160	(1,000.00)	For new iPad
172 Total									-	
Budget Addition	173	100	1000	2016	10	02/02/2016	100603	54110	275.00	For Admin Adjudication hearing
Budget Addition	173	100	1000	2016	10	02/02/2016	100900	31199	(275.00)	For Admin Adjudication hearing
Budget Addition	173	100	1000	2016	10	02/02/2016	100600	55203	197.00	For recording fees-Reimb
Budget Addition	173	100	1000	2016	10	02/02/2016	100999	45100	(197.00)	For recording fees-Reimb
173 Total									-	
Budget Transfer	174	100	1000	2016	10	02/04/2016	100401	54014	130.00	For Fire Comcast charges
Budget Transfer	174	100	1000	2016	10	02/04/2016	100401	54371	(130.00)	For Fire Comcast charges
Budget Transfer	174	100	1000	2016	10	02/04/2016	230560	54135	104.00	For collection services-no bud
Budget Transfer	174	100	1000	2016	10	02/04/2016	230560	54302	(104.00)	For collection services-no bud
Budget Transfer	174	100	1000	2016	10	02/04/2016	100400	52300	150.00	Fire janitorial-not budgeted
Budget Transfer	174	100	1000	2016	10	02/04/2016	100400	52319	(150.00)	Fire janitorial-not budgeted
Budget Transfer	174	100	1000	2016	10	02/04/2016	100401	51601	900.00	Reclass fr uniform to safety
Budget Transfer	174	100	1000	2016	10	02/04/2016	100401	51600	(900.00)	Reclass fr uniform to safety
Budget Transfer	174	100	1000	2016	10	02/04/2016	100500	54402	600.00	Reclass budget-copier maintena
Budget Transfer	174	100	1000	2016	10	02/04/2016	100500	54451	(600.00)	Reclass budget-copier maintena
Budget Transfer	174	100	1000	2016	10	02/04/2016	100510	52312	950.00	For paints and solvents-reclas
Budget Transfer	174	100	1000	2016	10	02/04/2016	100510	52310	(950.00)	For paints and solvents-reclas
Budget Transfer	174	100	1000	2016	10	02/04/2016	100510	52402	200.00	For MV parts-from Inventory
Budget Transfer	174	100	1000	2016	10	02/04/2016	100510	52500	(200.00)	For MV parts-from Inventory
Budget Transfer	174	100	1000	2016	10	02/04/2016	100600	54402	300.00	For copier maintenance
Budget Transfer	174	100	1000	2016	10	02/04/2016	100600	54520	(300.00)	For copier maintenance
Budget Transfer	174	100	1000	2016	10	02/04/2016	100603	51601	200.00	Recl from uniforms to safety
Budget Transfer	174	100	1000	2016	10	02/04/2016	100603	51600	(200.00)	Recl from uniforms to safety
Budget Transfer	174	100	1000	2016	10	02/04/2016	100603	52101	46.00	For business related meals
Budget Transfer	174	100	1000	2016	10	02/04/2016	100603	52100	(46.00)	For business related meals
Budget Transfer	174	100	1000	2016	10	02/04/2016	100604	52101	33.00	For business related meals
Budget Transfer	174	100	1000	2016	10	02/04/2016	100604	52319	(33.00)	For business related meals
Budget Transfer	174	100	1000	2016	10	02/04/2016	200521	52001	104.00	For computer related supplies
Budget Transfer	174	100	1000	2016	10	02/04/2016	200521	51601	(104.00)	For computer related supplies
Budget Transfer	174	100	1000	2016	10	02/04/2016	200522	51601	400.00	Reclass fr uniform to safety
Budget Transfer	174	100	1000	2016	10	02/04/2016	200522	51600	(400.00)	Reclass fr uniform to safety
Budget Transfer	174	100	1000	2016	10	02/04/2016	210541	51601	400.00	Reclass fr uniform to safety
Budget Transfer	174	100	1000	2016	10	02/04/2016	210541	51600	(400.00)	Reclass fr uniform to safety

CITY OF ST. CHARLES
Budget Revision Listing

February 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	174	100	1000	2016	10	02/04/2016	220550	54402	600.00	Reclass budget-copier maintena
Budget Transfer	174	100	1000	2016	10	02/04/2016	220550	54251	(600.00)	Reclass budget-copier maintena
Budget Transfer	174	100	1000	2016	10	02/04/2016	220552	51601	400.00	Reclass fr uniform to safety
Budget Transfer	174	100	1000	2016	10	02/04/2016	220552	51600	(400.00)	Reclass fr uniform to safety
Budget Transfer	174	100	1000	2016	10	02/04/2016	220552	52101	38.00	For business related meals
Budget Transfer	174	100	1000	2016	10	02/04/2016	220552	52100	(38.00)	For business related meals
Budget Transfer	174	100	1000	2016	10	02/04/2016	220552	52305	400.00	For safety supplies
Budget Transfer	174	100	1000	2016	10	02/04/2016	220552	52314	(400.00)	For safety supplies
Budget Transfer	174	100	1000	2016	10	02/04/2016	801512	51601	261.00	Reclass fr uniform to safety
Budget Transfer	174	100	1000	2016	10	02/04/2016	801512	51600	(261.00)	Reclass fr uniform to safety
174 Total										
Budget Transfer	175	100	1000	2016	10	02/09/2016	200522	51601	1,400.00	For uniforms for new employees
Budget Transfer	175	100	1000	2016	10	02/09/2016	200522	52807	(1,400.00)	For uniforms for new employees
Budget Transfer	175	100	1000	2016	10	02/09/2016	100510	56002	24,000.00	Stabilizer legs for Veh 1966
Budget Transfer	175	100	1000	2016	10	02/09/2016	100510	52802	(24,000.00)	Stabilizer legs for Veh 1966
Budget Transfer	175	100	1000	2016	10	02/09/2016	100650	54110	249.00	For legal bill
Budget Transfer	175	100	1000	2016	10	02/09/2016	100650	54541	(249.00)	For legal bill
Budget Transfer	175	100	1000	2016	10	02/09/2016	100650	54189	4,000.00	For property appraisal
Budget Transfer	175	100	1000	2016	10	02/09/2016	100650	54691	(4,000.00)	For property appraisal
175 Total										
Budget Addition	176	100	1000	2016	10	02/11/2016	210541	51205	4,060.00	For quarterly unemployment inv
Budget Addition	176	100	1000	2016	10	02/11/2016	210900	31199	(4,060.00)	For quarterly unemployment inv
Budget Addition	176	100	1000	2016	10	02/11/2016	100300	51205	2,556.00	For quarterly unemployment inv
Budget Addition	176	100	1000	2016	10	02/11/2016	100900	31199	(2,556.00)	For quarterly unemployment inv
Budget Addition	176	100	1000	2016	10	02/11/2016	100301	51205	811.00	For quarterly unemployment inv
Budget Addition	176	100	1000	2016	10	02/11/2016	100900	31199	(811.00)	For quarterly unemployment inv
176 Total										
Budget Transfer	177	100	1000	2016	10	02/11/2016	100400	51300	12,750.00	For specialized training Fire
Budget Transfer	177	100	1000	2016	10	02/11/2016	100400	54160	(12,750.00)	For specialized training Fire
Budget Transfer	177	100	1000	2016	10	02/11/2016	100400	54250	2,500.00	FH inspector software license
Budget Transfer	177	100	1000	2016	10	02/11/2016	100400	51501	(2,500.00)	FH inspector software license
Budget Transfer	177	100	1000	2016	10	02/11/2016	220552	51300	70.00	For registration & fees
Budget Transfer	177	100	1000	2016	10	02/11/2016	220552	51600	(70.00)	For registration & fees
Budget Transfer	177	100	1000	2016	10	02/11/2016	100400	51402	230.00	Meals for training
Budget Transfer	177	100	1000	2016	10	02/11/2016	100400	51501	(230.00)	Meals for training
Budget Transfer	177	100	1000	2016	10	02/11/2016	100401	52000	30.00	For office supplies for Fire
Budget Transfer	177	100	1000	2016	10	02/11/2016	100401	52300	(30.00)	For office supplies for Fire
Budget Transfer	177	100	1000	2016	10	02/11/2016	100510	51601	160.00	Move uniforms to safety unifor

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Budget Transfer	177	100	1000	2016	10	02/11/2016	100510	51600	(160.00)	Move uniforms to safety unifor
Budget Transfer	177	100	1000	2016	10	02/11/2016	100510	52312	300.00	Paints, supplies & solvents IC
Budget Transfer	177	100	1000	2016	10	02/11/2016	100510	52310	(300.00)	Paints, supplies & solvents IC
Budget Transfer	177	100	1000	2016	10	02/11/2016	200521	52310	900.00	Small tools & equipment
Budget Transfer	177	100	1000	2016	10	02/11/2016	200521	52501	(900.00)	Small tools & equipment
Budget Transfer	177	100	1000	2016	10	02/11/2016	210542	52307	900.00	Plumbing supplies
Budget Transfer	177	100	1000	2016	10	02/11/2016	210542	52807	(900.00)	Plumbing supplies
Budget Transfer	177	100	1000	2016	10	02/11/2016	220550	54360	750.00	Risk Insurance Premiums
Budget Transfer	177	100	1000	2016	10	02/11/2016	220550	54361	(750.00)	Risk Insurance Premiums
Budget Transfer	177	100	1000	2016	10	02/11/2016	220552	56004	900.00	For iPad purchase
Budget Transfer	177	100	1000	2016	10	02/11/2016	220552	54456	(900.00)	For iPad purchase
Budget Transfer	177	100	1000	2016	10	02/11/2016	800223	52305	30.00	For safety supplies
Budget Transfer	177	100	1000	2016	10	02/11/2016	800223	52310	(30.00)	For safety supplies
Budget Transfer	177	100	1000	2016	10	02/11/2016	801512	52305	20.00	For signage
Budget Transfer	177	100	1000	2016	10	02/11/2016	801512	52310	(20.00)	For signage
Budget Transfer	177	100	1000	2016	10	02/11/2016	801512	52401	900.00	For vehicle fluids (IC)
Budget Transfer	177	100	1000	2016	10	02/11/2016	801512	52402	(900.00)	For vehicle fluids (IC)
	177 Total								-	
Roll Forward of Budget for Enc	178	100	1000	2016	9	02/11/2016	210541	56160	(26,704.40)	Correct R/F 82960 Duplicate
Roll Forward of Budget for Enc	178	100	1000	2016	9	02/11/2016	210900	31199	26,704.40	Correct R/F 82960 Duplicate
	178 Total								-	
Budget Addition	179	100	1000	2016	9	02/11/2016	210999	48300	173,230.00	IEPA Proceeds for N5th Wtr CE
Budget Addition	179	100	1000	2016	9	02/11/2016	210900	31199	(173,230.00)	IEPA Proceeds for N5th Wtr CE
	179 Total								-	
Budget Addition	180	100	1000	2016	10	02/12/2016	220550	55301	26,290.00	IEPA Int Paymnt-Budget Short
Budget Addition	180	100	1000	2016	10	02/12/2016	220900	31199	(26,290.00)	IEPA Int Paymnt-Budget Short
Budget Addition	180	100	1000	2016	10	02/12/2016	220550	55311	47,912.00	IEPA Princ Paymnt-Budget Short
Budget Addition	180	100	1000	2016	10	02/12/2016	220900	31199	(47,912.00)	IEPA Princ Paymnt-Budget Short
Budget Addition	180	100	1000	2016	10	02/12/2016	100800	57308	177,216.00	Cap Imp Levy Trns-TIF 7
Budget Addition	180	100	1000	2016	10	02/12/2016	100900	31199	(177,216.00)	Cap Imp Levy Trns-TIF 7
Budget Addition	180	100	1000	2016	10	02/12/2016	507800	49100	(177,216.00)	Cap Imp Levy Trns-TIF 7
Budget Addition	180	100	1000	2016	10	02/12/2016	507900	31199	177,216.00	Cap Imp Levy Trns-TIF 7
	180 Total								-	
Budget Transfer	181	100	1000	2016	11	02/12/2016	210541	54189	9,000.00	For DE and CE for VFD project
Budget Transfer	181	100	1000	2016	11	02/12/2016	210541	56200	(9,000.00)	For DE and CE for VFD project
	181 Total								-	
Budget Transfer	182	100	1000	2016	10	02/15/2016	220551	54306	5,010.00	For sludge removal
Budget Transfer	182	100	1000	2016	10	02/15/2016	220551	54305	(5,010.00)	For sludge removal

CITY OF ST. CHARLES
Budget Revision Listing

February 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	182	100	1000	2016	10	02/15/2016	100221	54531	300.00	For bid notice publication
Budget Transfer	182	100	1000	2016	10	02/15/2016	100221	52100	(300.00)	For bid notice publication
Budget Transfer	182	100	1000	2016	10	02/15/2016	100221	54531	200.00	For bid notice publication
Budget Transfer	182	100	1000	2016	10	02/15/2016	100221	54500	(200.00)	For bid notice publication
Budget Transfer	182	100	1000	2016	10	02/15/2016	100221	54531	100.00	For bid notice publication
Budget Transfer	182	100	1000	2016	10	02/15/2016	100221	54402	(100.00)	For bid notice publication
	182 Total								-	
Budget Transfer	183	100	1000	2016	10	02/16/2016	100402	52101	55.00	For business meals
Budget Transfer	183	100	1000	2016	10	02/16/2016	100402	52100	(55.00)	For business meals
Budget Transfer	183	100	1000	2016	10	02/16/2016	100110	52001	60.00	For computer related supplies
Budget Transfer	183	100	1000	2016	10	02/16/2016	100110	52101	(60.00)	For computer related supplies
Budget Transfer	183	100	1000	2016	10	02/16/2016	100510	51601	900.00	Recl uniforms to safety unifor
Budget Transfer	183	100	1000	2016	10	02/16/2016	100510	51600	(900.00)	Recl uniforms to safety unifor
Budget Transfer	183	100	1000	2016	10	02/16/2016	100510	52311	500.00	For hardware supplies (IC)
Budget Transfer	183	100	1000	2016	10	02/16/2016	100510	52310	(500.00)	For hardware supplies (IC)
Budget Transfer	183	100	1000	2016	10	02/16/2016	100603	51601	400.00	Recl uniforms to safety unifor
Budget Transfer	183	100	1000	2016	10	02/16/2016	100603	51600	(400.00)	Recl uniforms to safety unifor
Budget Transfer	183	100	1000	2016	10	02/16/2016	200522	54001	900.00	Cellular service-meter readers
Budget Transfer	183	100	1000	2016	10	02/16/2016	200522	52807	(900.00)	Cellular service-meter readers
Budget Transfer	183	100	1000	2016	10	02/16/2016	220552	52305	500.00	Safety Supplies
Budget Transfer	183	100	1000	2016	10	02/16/2016	220552	52314	(500.00)	Safety Supplies
Budget Transfer	183	100	1000	2016	10	02/16/2016	220552	52500	100.00	Electric Supplies
Budget Transfer	183	100	1000	2016	10	02/16/2016	220552	52314	(100.00)	Electric Supplies
Budget Transfer	183	100	1000	2016	10	02/16/2016	800223	52305	25.00	Safety Supplies
Budget Transfer	183	100	1000	2016	10	02/16/2016	800223	52302	(25.00)	Safety Supplies
Budget Transfer	183	100	1000	2016	10	02/16/2016	801512	52306	50.00	Signage Supplies
Budget Transfer	183	100	1000	2016	10	02/16/2016	801512	52305	(50.00)	Signage Supplies
	183 Total								-	
Budget Addition	184	100	1000	2016	10	02/17/2016	100603	54110	125.00	For legal fees-Skaar
Budget Addition	184	100	1000	2016	10	02/17/2016	100900	31199	(125.00)	For legal fees-Skaar
Budget Addition	184	100	1000	2016	10	02/17/2016	100603	54110	3,310.00	Legal Fees-McIlvaine case
Budget Addition	184	100	1000	2016	10	02/17/2016	100900	31199	(3,310.00)	Legal Fees-McIlvaine case
	184 Total								-	
Budget Addition	185	100	1000	2016	10	02/17/2016	100604	54160	573.00	Nat'l Flood Ins Prgm Fee-1st
Budget Addition	185	100	1000	2016	10	02/17/2016	100900	31199	(573.00)	Nat'l Flood Ins Prgm Fee-1st
	185 Total								-	
Budget Addition	186	100	1000	2016	10	02/18/2016	803500	55180	767.00	S. Murphy claim-Review Medical
Budget Addition	186	100	1000	2016	10	02/18/2016	803900	31199	(767.00)	S. Murphy claim-Review Medical

CITY OF ST. CHARLES
Budget Revision Listing

February 2016

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Budget Addition	186	100	1000	2016	10	02/18/2016	100200	54256	2,678.00	Comm Website Remain Funds
Budget Addition	186	100	1000	2016	10	02/18/2016	100999	45107	(2,678.00)	Comm Website Remain Funds
Budget Addition	186	100	1000	2016	10	02/18/2016	220551	54110	4,907.00	WC Legal Fees-CCMSI
Budget Addition	186	100	1000	2016	10	02/18/2016	220900	31199	(4,907.00)	WC Legal Fees-CCMSI
186 Total									-	
Budget Transfer	187	100	1000	2016	10	02/22/2016	100110	52100	30.00	For refreshment supplies
Budget Transfer	187	100	1000	2016	10	02/22/2016	100110	52101	(30.00)	For refreshment supplies
Budget Transfer	187	100	1000	2016	10	02/22/2016	100510	52402	200.00	For MV parts
Budget Transfer	187	100	1000	2016	10	02/22/2016	100510	52400	(200.00)	For MV parts
Budget Transfer	187	100	1000	2016	10	02/22/2016	100603	52101	45.00	For snow meals
Budget Transfer	187	100	1000	2016	10	02/22/2016	100603	52001	(45.00)	For snow meals
Budget Transfer	187	100	1000	2016	10	02/22/2016	220551	52101	45.00	For snow meals
Budget Transfer	187	100	1000	2016	10	02/22/2016	220551	52300	(45.00)	For snow meals
Budget Transfer	187	100	1000	2016	10	02/22/2016	220551	52314	900.00	For parts for equipment
Budget Transfer	187	100	1000	2016	10	02/22/2016	220551	52304	(900.00)	For parts for equipment
Budget Transfer	187	100	1000	2016	10	02/22/2016	800223	52101	11.00	For snow meals
Budget Transfer	187	100	1000	2016	10	02/22/2016	800223	52300	(11.00)	For snow meals
Budget Transfer	187	100	1000	2016	10	02/22/2016	801512	51601	150.00	For safety boots
Budget Transfer	187	100	1000	2016	10	02/22/2016	801512	51300	(150.00)	For safety boots
Budget Transfer	187	100	1000	2016	10	02/22/2016	801512	52101	33.00	For snow meals
Budget Transfer	187	100	1000	2016	10	02/22/2016	801512	52100	(33.00)	For snow meals
Budget Transfer	187	100	1000	2016	10	02/22/2016	801512	52401	900.00	For motor vehicle fluids
Budget Transfer	187	100	1000	2016	10	02/22/2016	801512	52402	(900.00)	For motor vehicle fluids
Budget Transfer	187	100	1000	2016	10	02/22/2016	100111	51300	580.00	For training for Lisa G.
Budget Transfer	187	100	1000	2016	10	02/22/2016	100111	54540	(580.00)	For training for Lisa G.
187 Total									-	
Budget Addition	188	100	1000	2016	10	02/25/2016	100600	55203	102.00	Recording Fees for CVS Plat
Budget Addition	188	100	1000	2016	10	02/25/2016	100999	45100	(102.00)	Recording Fees for CVS Plat
188 Total									-	
Budget Addition	189	100	1000	2016	10	02/25/2016	100800	57307	446,836.00	7th Ave Creek property-Reserve
Budget Addition	189	100	1000	2016	10	02/25/2016	100900	31199	(446,836.00)	7th Ave Creek property-Reserve
Budget Addition	189	100	1000	2016	10	02/25/2016	513800	49100	(446,836.00)	7th Creek property-GF Reserves
Budget Addition	189	100	1000	2016	10	02/25/2016	513900	31199	446,836.00	7th Creek property-GF Reserves
Budget Addition	189	100	1000	2016	10	02/25/2016	513501	56100	446,836.00	Unbudgeted 7th Ave Creek prope
Budget Addition	189	100	1000	2016	10	02/25/2016	513900	31199	(446,836.00)	Unbudgeted 7th Ave Creek prope
189 Total									-	
Budget Transfer	190	100	1000	2016	4	02/25/2016	513501	56100	(12,724.00)	Reverse Previous FB#65-7th Ave
Budget Transfer	190	100	1000	2016	4	02/25/2016	513501	56101	12,724.00	Reverse Previous FB#65-7th Ave

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Budget Transfer	190	100	1000	2016	4	02/25/2016	513501	56100	(102,000.00)	Reverse Previous FB#65-7th Ave
Budget Transfer	190	100	1000	2016	4	02/25/2016	513500	56101	102,000.00	Reverse Previous FB#65-7th Ave
190 Total									-	
Roll Forward of Budget for Enc	191	100	1000	2016	10	02/25/2016	513511	56200	50,582.00	R/F PO82785 from P/Y-PD Study
Roll Forward of Budget for Enc	191	100	1000	2016	10	02/25/2016	513900	31198	(50,582.00)	R/F PO82785 from P/Y-PD Study
191 Total									-	
Grand Total									-	

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

 Signature Date

 Signature Date

 Signature Date

Exceptions:



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Mid-Year Presentation by St. Charles Convention and Visitor's Bureau – Updates to 2016 Activities – Information Only
Presenter:	DeAnn Wagner, Associate Director St. Charles Convention and Visitor's Bureau

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (03/07/2016)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$ -0-	Budgeted:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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If NO, please explain how item will be funded:

Executive Summary:

Representatives of the Convention and Visitors Bureau (CVB) will make a presentation outlining and updating the progress on their activities for 2016.

Presentation by DeAnn Wagner of CVB.

Attachments:

Recommendation / Suggested Action (briefly explain):

Mid-Year Presentation by St. Charles Convention and Visitor's Bureau – Updates to 2016 Activities – Information Only.

<i>For office use only:</i>	<i>Agenda Item Number:</i> 4a
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ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Presentation Update Regarding City's Financial Results for 3 rd Quarter Ending January 31, 2016 – Information Only
Presenter:	Christopher A. Minick Finance Director

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (3/7/16)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:		Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

A brief summary of the financial results for 3rd quarter ending January 31, 2016 for the City's main operating funds will be presented. A comparison of actual amounts to budget amounts and major financial trends will be discussed.

Attachments: *(please list)*

Narrative Explanation
Summary Spreadsheets

Recommendation / Suggested Action *(briefly explain):*

Presentation update regarding City's Financial Results for 3rd Quarter ending January 31, 2016 – Information Only.

<i>For office use only:</i>	<i>Agenda Item Number: 4b</i>
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February 23, 2016

January 2016 Monthly Financial Results

In an effort to improve communications regarding the City's financial results, we have consolidated and simplified the various financial reports provided to City Council as well as City employees. It is our goal to provide meaningful financial data in a format that is easy to read and understand. This report will be prepared monthly and will be presented to City Council as well as made available to all City employees.

It is important to note that the results are presented on the cash basis of accounting (revenues are booked when cash is received and expenditures are booked when cash is disbursed). The City will convert results to a modified accrual basis of accounting (revenues are recognized when available and expenses are recognized as the liability is incurred) as required by generally accepted accounting principles. This conversion takes place during the fiscal year end audit process.

The report consists of 3 sections:

1. A brief narrative that summarizes the financial highlights for the quarter. The narrative follows the overview of the report format.
2. Charts and graphs that give a view of the financial performance of the City's General Fund, Electric Fund, Water Fund and Wastewater Fund.
3. Summary financial statements that document the status of the City's General Fund, Electric Fund, Water Fund, and Wastewater Fund.

Any questions regarding this report may be submitted to your department director, Chris Minick, or Mark Koenen.

Overview of the Report

Charts

The Charts section consists of information that was previously presented in the quarterly snapshot report. These charts are intended to give a quick, high-level summary of the financial performance of each of the major revenue and expenditure streams and the individual funds.

Chart #1 is a summary of Revenues for each of the 4 major operating funds: General Fund, Electric Fund, Water Fund and Wastewater Fund. Chart #1 compares the current year revised budgeted amount, the current year annual forecast amount, and the previous fiscal year's actual amount of revenue.

Chart #2 is a summary of Expenditures for each of the 4 major operating funds. It also compares the current year annual revised budget, the current year annual forecast amount, and the previous fiscal year's actual expenditures.

Chart #3 highlights the Top 7 Revenue Sources of the General Fund, the City's main operating fund. It includes the current year annual revised budget, the current year forecast amount, and the previous fiscal year's actual.

Charts #4-7 are a comparison of Revenues and Expenditures for each of the 4 major operating funds. It also compares the current year revised budget, the current year forecast, and the previous year's actual.

Reports

The reports reflect the monthly financial results for each of the City's four main operating funds. Each fund is represented on a separate page. These reports present the same information that had been contained in the employee financial report. These reports have been summarized somewhat for ease and convenience of use. Additionally, one-time revenue sources and expenditures are no longer segregated but appear in the proper revenue or expense category for ease of use and to present the information in a more understandable format.

The reports include a revenue section, an expenditure section, and a net surplus or (deficit). The revenue section is made up of the major revenue sources for that fund. Expenditures are broken down by Personal Services, Commodities, Contractual Services, Other Operating Expenses, Departmental Allocations, Capital, Debt Service, and Transfers Out.

The surplus or deficit is the net result of revenues over or under expenditures.

The columns are presented uniformly throughout the reports. Below is a description of each column:

Column 1 (Original Budget) represents the current fiscal year's original budget as passed in April.

Column 2 (Revised Budget) reflects the original budget and the impact of any budgetary transfers, additions, or deletions that have occurred since the beginning of the fiscal year. This is the budget as it stands as of the end of the month.

Column 3 (Year to Date (YTD) Actual) reflects the actual revenues received or expenses incurred for the current fiscal year through the end of the month. This column reflects the actual operating results of the fund for the fiscal year to date.

Column 4 (YTD Actual vs Budget %) calculates what percentage of the revised annual budget has been received or spent for the fiscal year to date. It is a percentage determined by Column 3 divided by Column 2.

Column 5 (Prior YTD Actual) reflects the revenues received or expenses incurred as of the same month from the prior fiscal year.

Column 6 (Inc/Dec from Prior Year %) calculates how our current YTD results compare with prior YTD results for the same period. Percentages greater than 100 indicate that we have received/spent more in the current fiscal year to date than in the prior fiscal year; whereas percentages below 100 indicate that we have received/spent less in the current year than in the previous year. It is a percentage determined by taking the difference between Column 3 and Column 5 and then dividing that amount by Column 5).

Column 7 (Fiscal Year Forecast) represents the forecasted financial results based on the year-to-date actual amounts reflected in Column 3 and the anticipated results of the remainder of the fiscal year. In other words, this column reflects our current projection of the financial results for each line item for the fiscal year. The City will place great importance on the numbers in this column to track and evaluate the anticipated results of operations for the fiscal year. The amounts in this column are tracked and analyzed to try to discern any trends that would require the City to take action during the fiscal year.

Column 8 (Forecast vs Revised Budget) is the difference between the forecasted amount and the revised budget. Positive differences indicate that we are projected to receive/spend more than the revised annual budget. Negative differences indicate that we are projected to receive/spend less than the revised annual budget for the fiscal year.

Column 9 (Forecast vs Budget %) reflects the same information as in Column 8, but in percentage format. Percentages greater than 100 indicate that we are projected to receive/spend more than the revised annual budget whereas percentages less than 100 indicate that we are projected to receive/spend less than the revised annual budget. It is a percentage determined by Column 8 divided by Column 2).

Column 10 (FY 14-15 Actual) represents the total amount of revenue received or expense incurred for the previous fiscal year for the line item indicated. It is possible that this number will change between the months of May through October as the results of the City's annual audit are finalized. The City will utilize audited numbers in this column as soon as they become available.

Discussion of January 2016 Results

General Fund

The General Fund is where the vast majority of City operations are accounted for. This includes almost all of the services provided by the City, as well as expenses needed to support most departments and employees.

Through January, General Fund revenues are forecasted to be slightly above the revised budget by 1.2%. The City's largest revenue stream, sales and use tax, is above last year's amount by 3.3%. It is also currently trending slightly above budget. Hotel tax revenues,

income tax disbursements from the State of Illinois and alcohol tax are also above prior year amounts as well as budget through the month of January. Electric franchise fees are above last year's collections, mainly due to electric rate increases, while telecommunications tax revenues are below last year's results; however, both revenue sources are performing below budget expectations. Property tax collections are slightly behind collections from last year and budgeted amounts. Property tax assessment challenges and non collections by the County are slightly impacting current revenue streams. We may see small collections from prior years trickle in over the next few months but it appears as though our property tax revenues will be lower than budgeted and projected.

Forecast expenditures through January are currently 4.0% below the revised budget. Personal services, commodities, contractual services and other operating expenses are all currently projected to be below the revised budget. The milder winter we have experienced through January is the primary reason for these positive results.

As of January 31, the General Fund is projected to end the year with a surplus of \$1,188,053. This compares to a projected deficit of \$484,336 when the budget was approved in April.

It is important to note that January results only reflect a portion of the "roll forward" of budgets for projects that were not completed during FY 14-15. These "roll forwards" will have a direct impact on the General Fund's projected surplus/deficit. In continuation of a new process implemented last fiscal year, roll forwards are being tracked and will be posted as necessary rather than automatically being rolled forward in May. The purpose of this process is to provide a more accurate level of anticipated expenditures and fiscal results during the entire year.

It is extremely important to bear in mind that continued vigilance in monitoring revenues and expenditures will be crucial to maintain the City's fiscal health.

Electric Fund

Through January, electric sales are ahead of FY 14-15 year-to-date sales by approximately 2.0% but are trending below the revised budget by 2.1% for the fiscal year. The increase from the prior year is due to a rate increase that took effect in June 2015. The drop below budget is due to the relatively mild summer we experienced, resulting in consumption levels below our budgeted expectations. As of January 31, total expenses are projected to be below budgeted amounts by 3.1% for the year. The Contractual Services expense category is projected to be below budget by roughly \$1.3 million. This is due to Wholesale Power costs coming in below budgeted amounts through January, again due to the milder than normal temperatures we experienced this summer resulting in lower than projected wholesale power purchases. Commodities and Other Operating Expenses are also projected to be under budget at this point in time whereas Personal Services is projected to be slightly over budget.

These preliminary results indicate a projected cash basis surplus of \$2,122,278 for the fiscal year. This compares to a projected surplus of \$1,645,057 at the time the budget was approved. However, it should be noted that January results do not reflect all of the budget “roll forwards” for uncompleted projects from FY 14-15. These “roll forwards” will have a direct impact on the Electric Fund’s operating results. Some of these project roll forwards will be funded with prior bond proceeds as well as an internal borrowing that took place in a prior year.

Over the last decade, the City’s electric consumption patterns have changed while costs for wholesale power have increased. The rate structure had not kept pace with both the rates that the City is charged for wholesale power as well as the cost increases that have occurred because of the manner in which customer consumption trends have changed. The City Council has directed staff to take a long term approach to rectify that situation and assure that the City’s rate structure is adequate to provide for operating and capital needs of the utility system. To that end, the rate structure for all City utilities was analyzed as part of the budget process for fiscal year 2011-2012. Staff recommended changes to the rate structure for that fiscal year which were essentially consistent with the rate study that was completed in April of 2011. These changes included increasing fixed monthly service charges for all classes of customer as well as changes to the non-summer rates.

These concepts have been incorporated into the City’s rates every year since 2011, including the rate adjustments that were approved in April of 2015 and were effective beginning with June 2015 billings. We will continue to monitor and evaluate the impact of these adjustments and consumption patterns on the operating results for the Electric Fund.

Water Fund

Water user charge revenue through the end of January is 8.1% higher than the same time frame last year, but is forecasted to be under budget by 5.3%, mainly due to the overall milder and wetter summer we experienced. Operating expenses are currently projected to be under budgeted amounts by 1.1%. It is currently projected that the Water Fund will end the year with a deficit of \$436,222, as compared to the original budgeted surplus of \$171,674. It should be noted that January results do not reflect all of the budget “roll forwards” for uncompleted projects from FY 14-15. These “roll forwards” will have a direct impact on the Water Fund’s operating results. Some of these project roll forwards will be funded with prior bond proceeds as well as an internal borrowing that took place in a prior year.

The water rate structure has also been adjusted as part of the rate study process that was completed during FY 11-12. The City wants to assure a rate structure adequate to allow for operating and capital cost recapture. Based on current costs, the unadjusted rate structure was not adequate to provide for operations and capital projects, including the construction of a third water tower as well as replacement of the North 5th Ave waterline. The rate adjustments approved in April of 2015 (effective with June billings) are

continuing the multi-year process of rate structure adjustments to bring the revenues in line with the costs of operating the system.

Wastewater Fund

User charge revenue in the Wastewater Fund is higher than prior year to date by 7.2%. Total Wastewater expenses are projected to be slightly below budgeted amounts. Currently, the Wastewater Fund is projected to end the year with a deficit of \$699,756. This compares to a budgeted deficit of \$276,118 at the time the budget was approved. The additional deficit is due to the “roll forward” of encumbrances for goods and services that were not received or completed in FY 14-15 as well as revenues trending below budget projections for the fiscal year.

As with the Water Fund, the rate structure is being changed over a multi-year period to assure that operating and anticipated future capital expenses can be recovered through the rates charged for services. The Wastewater Fund’s rate structure was again adjusted during April of 2015 (effective with June 2015 billings). Current results indicate that the rate structure is insufficient to meet these costs. Significant capital projects, like the reconstruction of the existing bio-solids building have recently been completed. Significant capital projects are also anticipated in future years as the City works toward compliance with new phosphorus discharge standards as promulgated by the Illinois Environmental Protection Agency. Additionally, significant maintenance and replacement projects are anticipated as various components of the wastewater treatment plant are nearing the ends of their operational lives. Staff will investigate various funding options for these necessary improvements as part of the 2016-2017 budget process.

City of St. Charles
Monthly Financial Report
January 31, 2016
General Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Incl/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Audited)
Revenues										
Property Taxes	\$ 12,534,572	\$ 12,499,081	\$ 12,352,793	98.8%	\$ 12,413,313	-0.5%	\$ 12,499,081	\$ -	0.0%	\$ 12,413,313
Sales and Use Taxes	16,056,851	16,056,851	12,361,201	77.0%	11,969,122	3.3%	16,355,041	298,190	1.9%	15,954,886
State Income Tax	3,264,426	3,264,426	2,632,578	80.6%	2,296,424	14.6%	3,575,597	311,171	9.5%	3,229,295
Electric Franchise Fee	3,144,460	3,144,460	2,174,315	69.1%	2,127,990	2.2%	2,929,631	(214,829)	-6.8%	2,800,742
Hotel Tax	1,727,627	1,727,627	1,633,975	94.6%	1,377,558	18.6%	1,987,975	260,348	15.1%	1,768,106
Telecommunication Tax	1,135,000	1,135,000	739,247	65.1%	803,317	-8.0%	1,014,905	(120,095)	-10.6%	1,037,563
Alcohol Tax	1,055,312	1,055,312	845,290	80.1%	816,220	3.6%	1,072,491	17,179	1.6%	1,062,211
Other	2,848,836	2,867,714	2,148,817	74.9%	2,079,616	3.3%	2,816,427	(51,287)	-1.8%	2,407,552
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Total Revenues	\$ 41,767,084	\$ 41,750,471	\$ 34,888,216	83.6%	\$ 33,883,560	3.0%	\$ 42,251,148	\$ 500,677	1.2%	\$ 40,673,768
Expenditures										
Personal Services	\$ 27,888,769	\$ 27,931,244	\$ 21,167,486	75.8%	\$ 20,919,611	1.2%	\$ 27,385,801	\$ (545,443)	-2.0%	\$ 26,152,602
Commodities	1,860,659	1,886,758	834,899	44.3%	1,383,172	-39.6%	1,592,736	(294,022)	-15.6%	1,697,211
Contractual	9,802,502	10,020,077	6,399,054	63.9%	6,762,710	-5.4%	9,168,266	(851,811)	-8.5%	9,337,868
Other Operating Expenses	1,405,758	1,414,219	1,344,783	95.1%	1,319,278	1.9%	1,384,790	(29,429)	-2.1%	1,422,697
Departmental Allocations	(4,863,926)	(4,863,926)	(3,647,943)	75.0%	(3,557,142)	2.6%	(4,863,926)	-	0.0%	(4,742,856)
Capital	141,245	177,299	74,422	42.0%	123,855	-39.9%	177,299	-	0.0%	186,100
Debt Service	4,586	4,586	3,439	75.0%	3,439	0.0%	4,586	-	0.0%	4,586
Transfers Out	6,011,827	6,213,543	4,826,303	77.7%	5,311,253	-9.1%	6,213,543	-	0.0%	5,766,617
Total Expenditures	\$ 42,251,420	\$ 42,783,800	\$ 31,002,443	72.5%	\$ 32,266,176	-3.9%	\$ 41,063,095	\$ (1,720,705)	-4.0%	\$ 39,824,825
Surplus (Deficit)	\$ (484,336)	\$ (1,033,329)	\$ 3,885,773		\$ 1,617,384		\$ 1,188,053	\$ 2,221,382		\$ 848,943

City of St. Charles
Monthly Financial Report
January 31, 2016
Electric Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Audited)
Revenues										
User Charges	\$ 60,782,843	\$ 60,782,843	\$ 45,576,357	75.0%	\$ 44,667,767	2.0%	\$ 59,526,017	\$ (1,256,826)	-2.1%	\$ 57,856,615
Connection Charges	54,500	54,500	85,847	157.5%	56,232	52.7%	96,671	42,171	77.4%	71,120
MV/Equip/WC Reserve	406,053	406,053	406,053	100.0%	409,113	-0.7%	406,053	-	0.0%	409,113
Reimbursement for Projects	220,000	516,000	278,573	54.0%	258,536	7.8%	515,913	(87)	0.0%	283,574
Other Operating Revenues	339,651	339,652	367,063	108.1%	270,979	35.5%	456,898	117,246	34.5%	443,602
Bond Proceeds	2,100,000	2,100,000	-	0.0%	-	0.0%	2,100,000	-	0.0%	-
Non-Operating Revenue	61,664	61,664	61,664	0.0%	1,501,240	0.0%	61,664	-	0.0%	1,439,576
Transfers In	223,500	223,500	-	0.0%	-	0.0%	223,500	-	0.0%	252,656
Total Revenues	\$ 64,188,211	\$ 64,484,212	\$ 46,775,557	72.5%	\$ 47,163,867	-0.8%	\$ 63,386,716	\$ (1,097,496)	-1.7%	\$ 60,756,256
Expenses										
Personal Services	\$ 3,795,651	\$ 3,820,116	\$ 2,910,641	76.2%	\$ 2,706,824	7.5%	\$ 3,849,408	\$ 29,292	0.8%	\$ 2,337,056
Commodities	330,922	307,944	157,420	51.1%	161,950	-2.8%	238,483	(69,461)	-22.6%	204,585
Contractual	43,880,237	43,995,695	32,613,628	74.1%	32,205,338	1.3%	42,696,385	(1,299,310)	-3.0%	41,449,328
Other Operating Expenses	6,262,767	6,262,767	3,950,564	63.1%	3,970,148	-0.5%	5,627,358	(635,409)	-10.1%	8,700,021
Departmental Allocations	1,925,471	1,925,471	1,444,104	75.0%	1,401,201	3.1%	1,925,471	-	0.0%	1,339,468
Capital	4,791,250	5,370,477	1,339,565	24.9%	1,819,029	-26.4%	5,370,477	-	0.0%	1
Debt Service	1,059,610	1,059,610	1,058,954	99.9%	1,078,007	-1.8%	1,059,610	-	0.0%	336,559
Transfers Out	497,246	497,246	501,318	100.8%	549,205	-8.7%	497,246	-	0.0%	444,994
Total Expenses	\$ 62,543,154	\$ 63,239,326	\$ 43,976,194	69.5%	\$ 43,892,202	0.2%	\$ 61,264,438	\$ (1,974,888)	-3.1%	\$ 54,812,012
Surplus (Deficit)	\$ 1,645,057	\$ 1,244,886	\$ 2,799,363		\$ 3,271,665		\$ 2,122,278	\$ 877,392		\$ 5,944,244

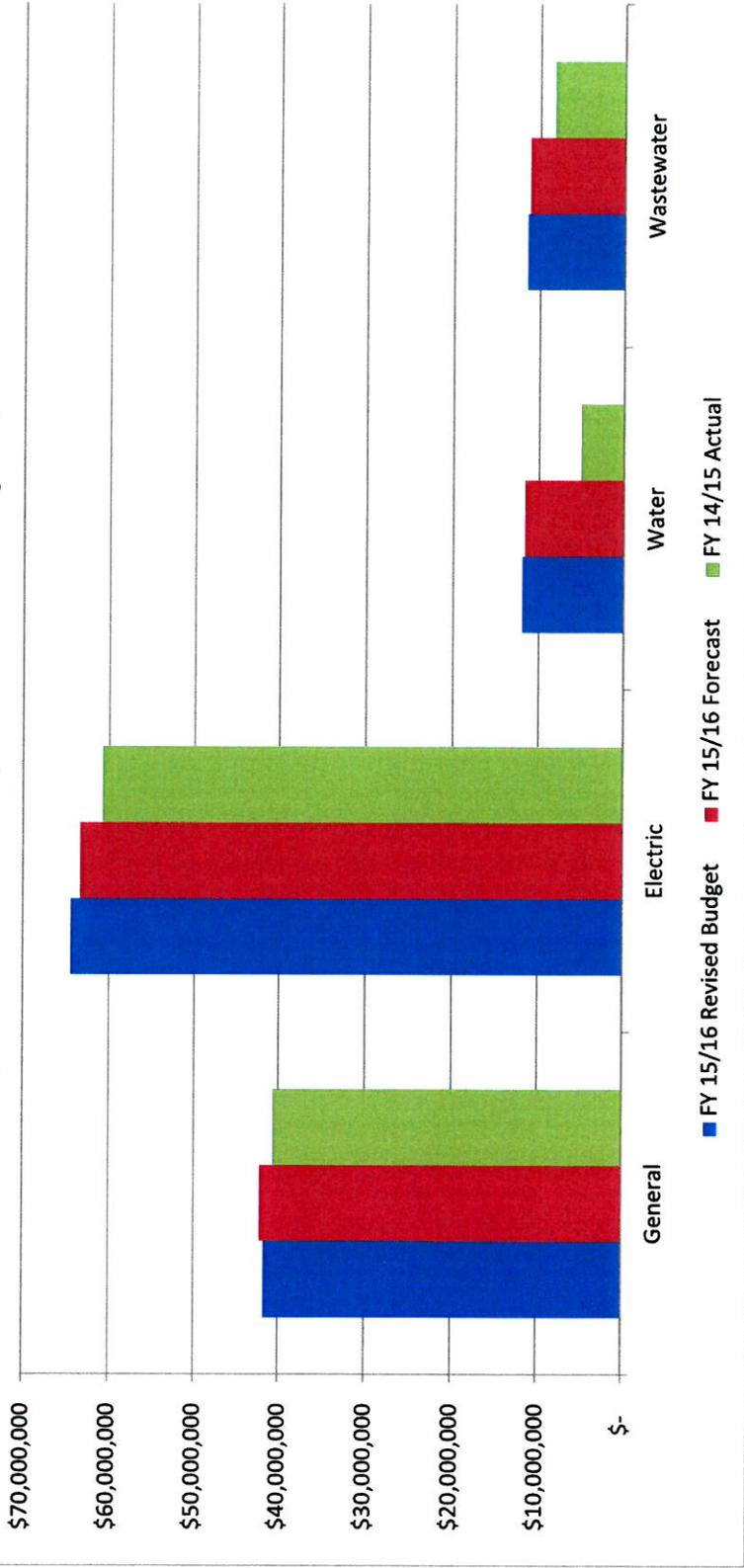
City of St. Charles
Monthly Financial Report
January 31, 2016
Water Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Audited)
Revenues										
User Charges	\$ 5,483,701	\$ 5,483,701	\$ 3,993,919	72.8%	\$ 3,695,738	8.1%	\$ 5,195,720	\$ (287,981)	-5.3%	\$ 4,766,012
Connection Charges	48,932	48,932	45,010	92.0%	20,450	120.1%	63,981	15,049	30.8%	33,400
MV/Equip/WC Reserve	134,206	134,206	134,206	100.0%	138,958	-3.4%	134,206	-	0.0%	138,958
Donations/Contributions	1,000	1,000	-	0.0%	-	0.0%	253	(747)	-74.7%	-
Bond Proceeds	798,000	6,066,394	2,748,044	45.3%	-	0.0%	6,066,394	-	0.0%	-
Other	182,882	182,882	181,288	99.1%	148,196	22.3%	222,542	39,660	21.7%	149,295
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Total Revenues	\$ 6,648,721	\$ 11,917,115	\$ 7,102,467	59.6%	\$ 4,003,342	77.4%	\$ 11,683,096	\$ (234,019)	-2.0%	\$ 5,087,665
Expenses										
Personal Services	\$ 1,447,063	\$ 1,454,867	\$ 1,057,455	72.7%	\$ 1,062,231	-0.4%	\$ 1,413,679	\$ (41,188)	-2.8%	\$ 1,349,699
Commodities	473,311	468,471	282,245	60.2%	299,165	-5.7%	404,890	(63,581)	-13.6%	437,054
Contractual	930,717	998,795	621,314	62.2%	518,519	19.8%	974,014	(24,781)	-2.5%	843,187
Other Operating Expenses	144,007	156,309	125,860	80.5%	144,893	-13.1%	146,489	(9,820)	-6.3%	1,388,207
Departmental Allocations	863,981	863,981	647,982	75.0%	628,659	3.1%	863,981	-	0.0%	838,212
Capital	1,521,850	7,220,147	4,020,389	55.7%	616,354	552.3%	7,220,147	-	0.0%	-
Debt Service	934,499	934,499	712,643	76.3%	668,413	6.6%	934,499	-	0.0%	241,029
Transfers Out	161,619	161,619	157,548	97.5%	171,640	-8.2%	161,619	-	0.0%	147,956
Total Expenses	\$ 6,477,047	\$ 12,258,688	\$ 7,625,436	62.2%	\$ 4,109,874	85.5%	\$ 12,119,318	\$ (139,370)	-1.1%	\$ 5,245,344
Surplus (Deficit)	\$ 171,674	\$ (341,573)	\$ (522,969)		\$ (106,532)		\$ (436,222)	\$ (94,649)		\$ (157,679)

City of St. Charles
Monthly Financial Report
January 31, 2016
Wastewater Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Audited)
Revenues										
User Charges	\$ 8,493,905	\$ 8,493,905	\$ 6,118,042	72.0%	\$ 5,708,036	7.2%	\$ 8,175,651	\$ (318,254)	-3.7%	\$ 7,584,505
Connection Charges	59,051	59,051	66,903	113.3%	22,746	194.1%	89,574	30,523	51.7%	50,446
MV/Equip/WC Reserve	325,756	339,034	339,034	100.0%	297,370	14.0%	339,034	-	0.0%	297,370
Bond/IEPA Loan Proceeds	2,520,000	2,520,000	-	0.0%	1,396,008	0.0%	2,520,000	-	0.0%	-
Other	57,270	57,270	39,865	69.6%	43,612	-8.6%	73,922	16,652	29.1%	163,592
Non-Operating Revenue	-	-	-	0.0%	-	0.0%	-	-	0.0%	179,400
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Total Revenues	\$ 11,455,982	\$ 11,469,260	\$ 6,563,844	57.2%	\$ 7,467,772	-12.1%	\$ 11,198,181	\$ (271,079)	-2.4%	\$ 8,275,313
Expenses										
Personal Services	\$ 2,037,182	\$ 2,037,002	\$ 1,619,831	79.5%	\$ 1,494,569	8.4%	\$ 2,103,151	\$ 66,149	3.2%	\$ 1,951,689
Commodities	279,406	289,058	168,106	58.2%	209,212	-19.6%	237,079	(51,979)	-18.0%	296,592
Contractual	2,337,421	2,333,286	1,815,400	77.8%	1,420,002	27.8%	2,209,581	(123,705)	-5.3%	1,905,813
Other Operating Expenses	266,235	279,513	265,951	95.1%	220,746	20.5%	275,837	(3,676)	-1.3%	2,019,556
Departmental Allocations	1,291,051	1,291,051	968,292	75.0%	942,957	2.7%	1,291,051	-	0.0%	1,257,276
Capital	3,128,450	3,314,681	305,147	9.2%	2,162,978	-85.9%	3,314,681	-	0.0%	12,221
Debt Service	2,087,920	2,162,122	1,855,015	85.8%	1,582,890	17.2%	2,162,122	-	0.0%	518,980
Transfers Out	304,435	304,435	304,434	100.0%	322,950	-5.7%	304,435	-	0.0%	270,845
Total Expenses	\$ 11,732,100	\$ 12,011,148	\$ 7,302,176	60.8%	\$ 8,356,304	-12.6%	\$ 11,897,937	\$ (113,211)	-0.9%	\$ 8,232,972
Surplus (Deficit)	\$ (276,118)	\$ (541,888)	\$ (738,332)		\$ (888,532)		\$ (699,756)	\$ (157,868)		\$ 42,341

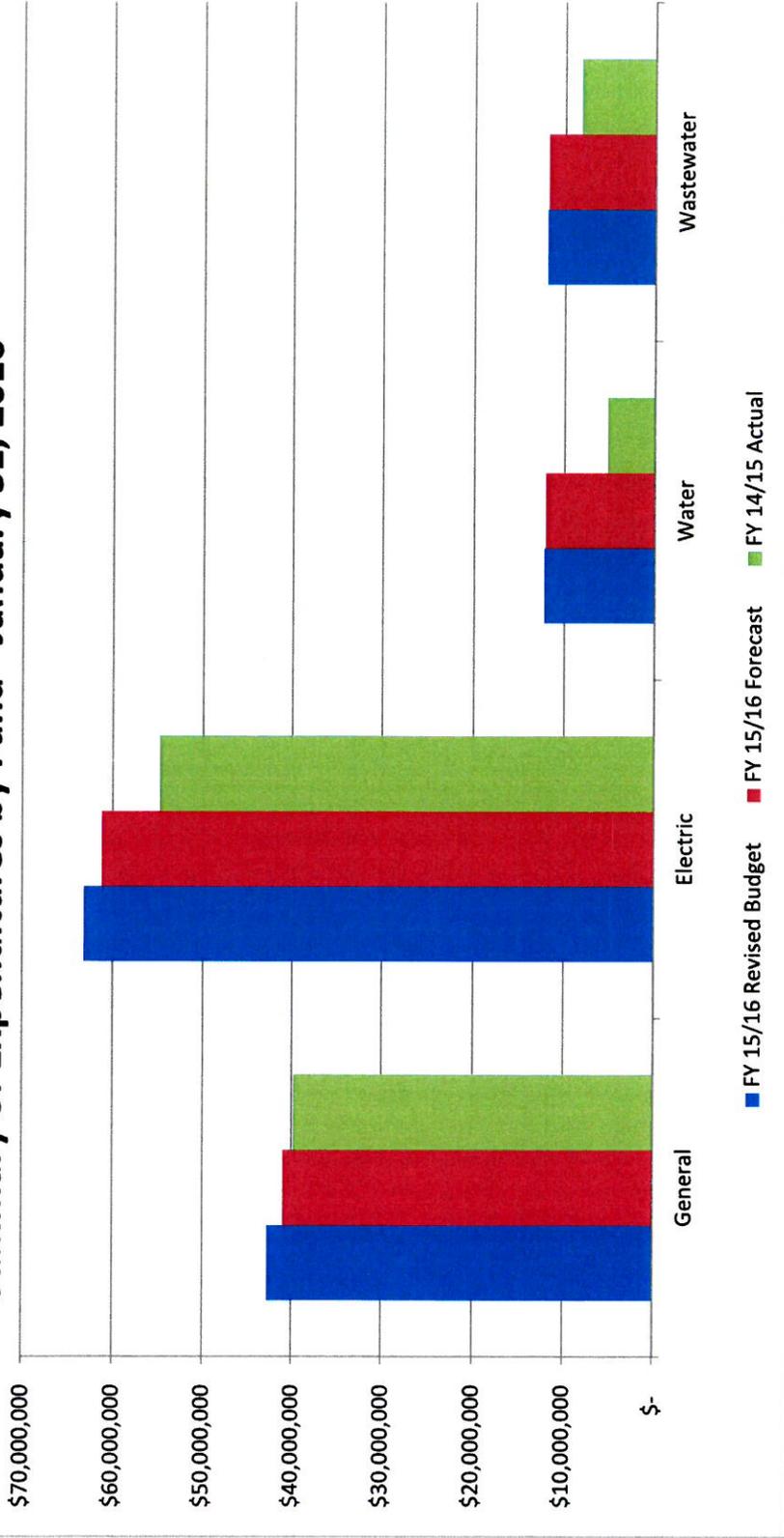
Summary of Revenues by Fund - January 31, 2016



Revenues

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
General	\$ 41,750,471	\$ 42,251,148	\$ 40,673,768
Electric	\$ 64,484,212	\$ 63,386,716	\$ 60,756,256
Water	\$ 11,917,115	\$ 11,683,096	\$ 5,087,665
Wastewater	\$ 11,469,260	\$ 11,198,181	\$ 8,275,313

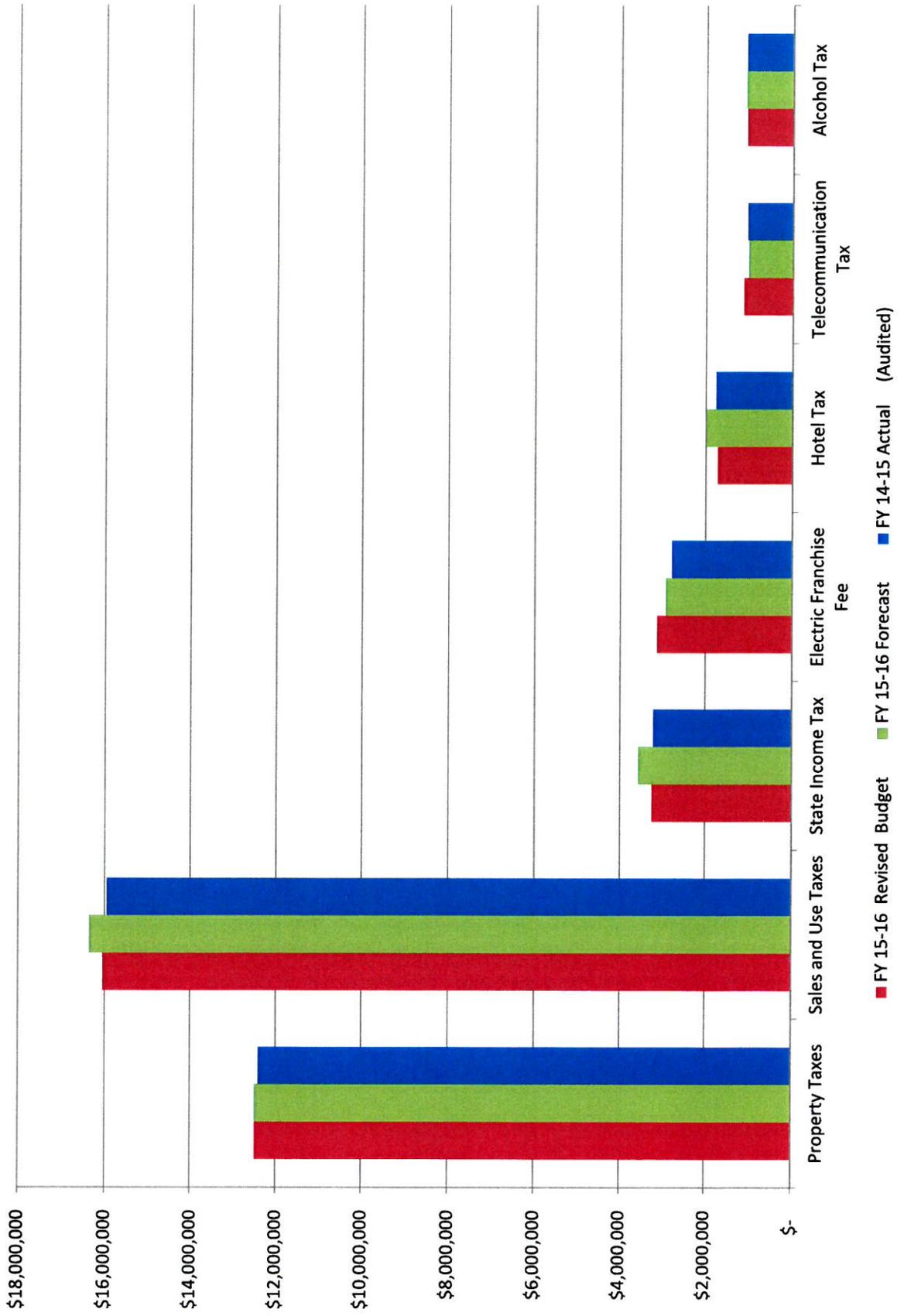
Summary of Expenditures by Fund - January 31, 2016



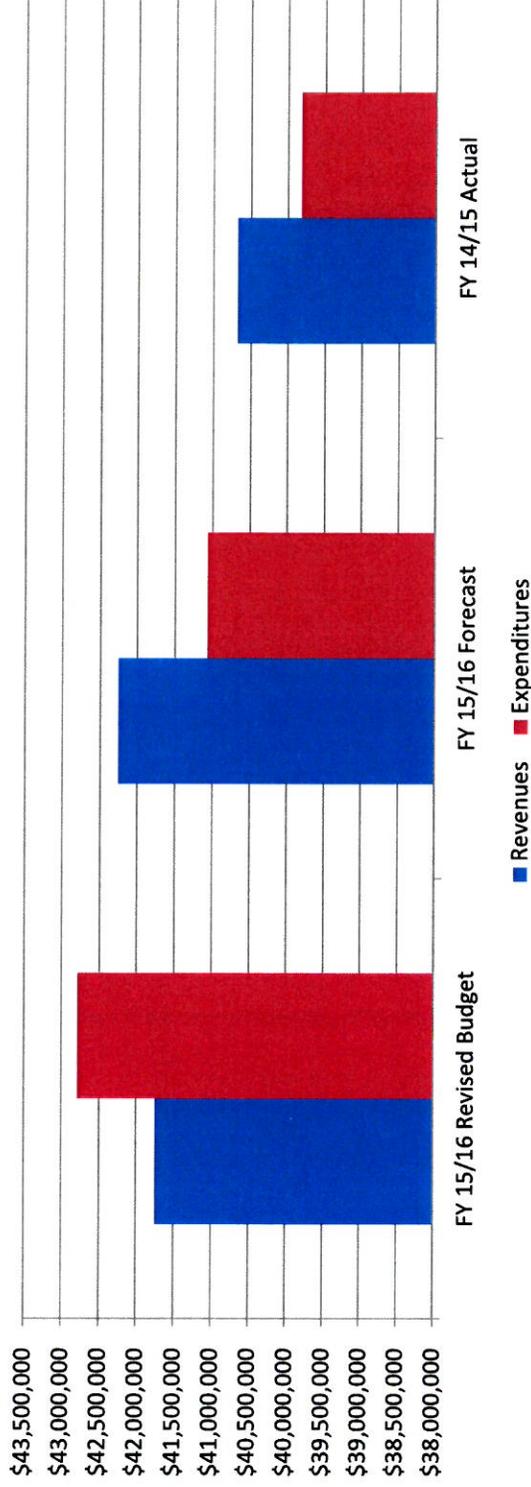
Expenditures

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
General	\$ 42,783,800	\$ 41,063,095	\$ 39,824,825
Electric	\$ 63,239,326	\$ 61,264,438	\$ 54,812,012
Water	\$ 12,258,688	\$ 12,119,318	\$ 5,245,344
Wastewater	\$ 12,011,148	\$ 11,897,937	\$ 8,232,972

General Fund Top 7 Revenue Sources - As of January 31, 2016



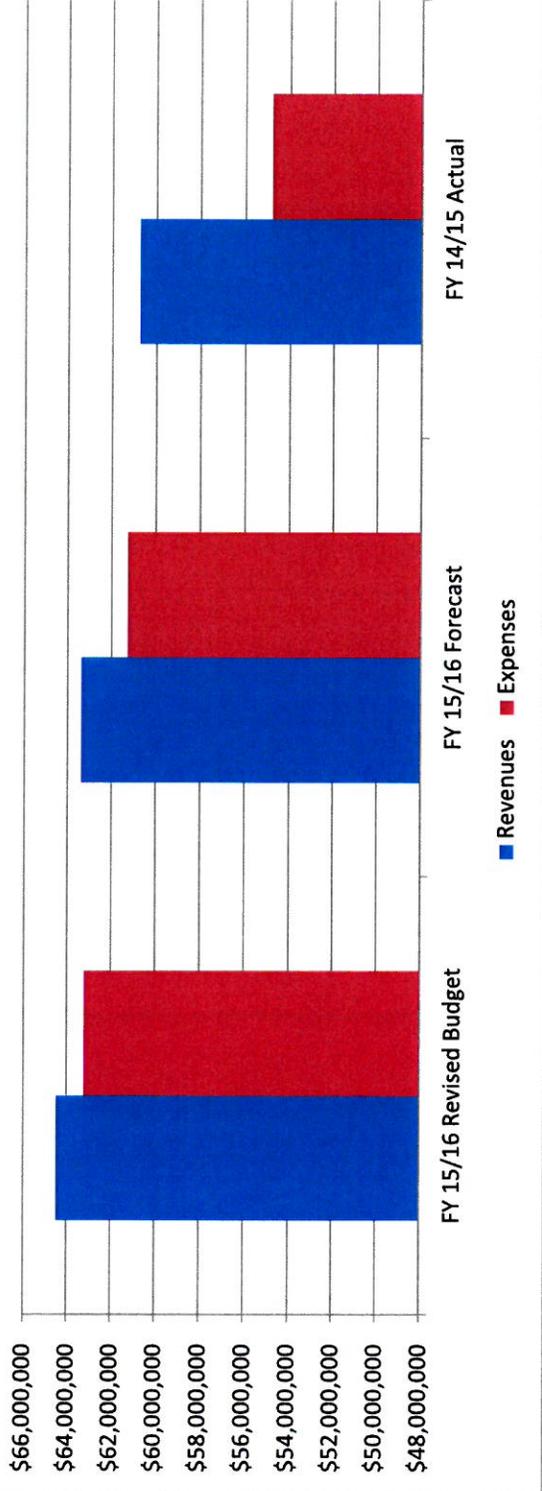
General Fund Revenues vs Expenditures - January 31, 2016



General Fund

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 41,750,471	\$ 42,251,148	\$ 40,673,768
Expenditures	\$ 42,783,800	\$ 41,063,095	\$ 39,824,825
Surplus/Deficit	\$ (1,033,329)	\$ 1,188,053	\$ 848,943

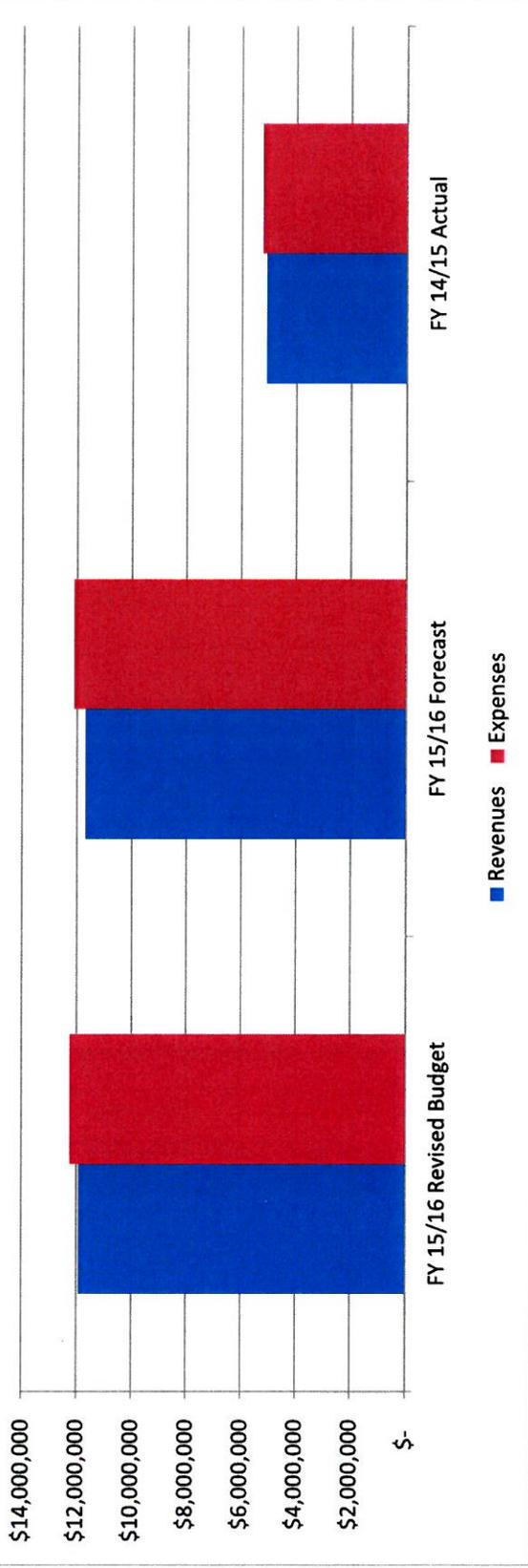
Electric Fund Revenues vs Expenses - January 31, 2016



Electric Fund

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 64,484,212	\$ 63,386,716	\$ 60,756,256
Expenses	<u>\$ 63,239,326</u>	<u>\$ 61,264,438</u>	<u>\$ 54,812,012</u>
Surplus/Deficit	\$ 1,244,886	\$ 2,122,278	\$ 5,944,244

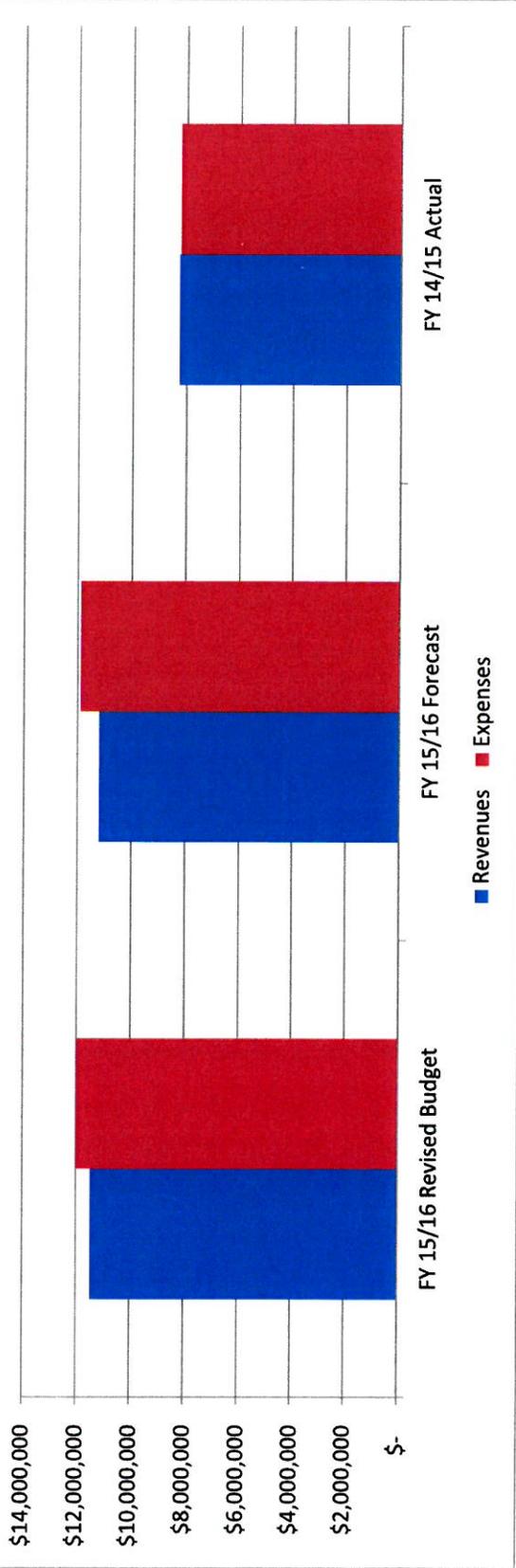
Water Fund Revenues vs Expenses - January 31, 2016



Water Fund

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 11,917,115	\$ 11,683,096	\$ 5,087,665
Expenses	\$ 12,258,688	\$ 12,119,318	\$ 5,245,344
Surplus/Deficit	\$ (341,573)	\$ (436,222)	\$ (157,679)

Wastewater Fund Revenues vs Expenses - January 31, 2016



Wastewater Fund

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 11,469,260	\$ 11,198,181	\$ 8,275,313
Expenses	<u>\$ 12,011,148</u>	<u>\$ 11,897,937</u>	<u>\$ 8,232,972</u>
Surplus/Deficit	\$ (541,888)	\$ (699,756)	\$ 42,341



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Class B and C Late Night Permit Requests (1:00 a.m. and 2:00 a.m.) for FY16/17 Renewal Period

Presenter: Chief Keegan

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (3/7/16)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Liquor Control Commission

Estimated Cost:		Budgeted:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

Ordinance 2014-M-4 amending Chapter 5.08 was approved at the January 21, 2014 City Council meeting to establish fees for Class B and C liquor licensees who would like to extend their operating hours pass the general 12:00 midnight closing time to 1:00 a.m. or 2:00 a.m. closing time.

Attached is a memo of explanation and list of current liquor license holders requesting late night permits that the Police Department recommending approval from this Commission to move forward committee/council approval for FY16/17.

This item was recommended by the Liquor Control Commission on February 15, 2016 with a vote of 4-0 in favor to carry this forward to this committee for recommendation of City Council approval.

Attachments: *(please list)*

Memo with list of Late Night Permit Requests

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve Class B and C Late Night Permit Requests (1:00 a.m. and 2:00 a.m.) for FY16/17 renewal period.

For office use only:

Agenda Item Number: 5a



Memo

To: Mayor Raymond Rogina, Liquor Commissioner
From: James Keegan, Chief of Police
Date: February 9, 2016
Re: Late night liquor license renewals

The following businesses have submitted renewals of their late night permits. Pursuant to guidelines established in the attached ordinance; I have summarized both police responses requiring written documentation and any action taken from the Liquor Control Commission during the last calendar year (2015). I have also included in this memorandum my recommendation for renewal.

City Ordinance/5.08.095 Late Night Permit

- C. Annually, the liquor license renewal process shall commence on the first city business day in February. Current license holders shall submit a renewal application and include any requested changes. For those license holders applying for a new or renewing a late night permit, they are required to specify whether they are applying for the 1:00 a.m. or the 2:00 a.m. permit. In addition, any new or renewal applications shall include a current business concept outlining the operations intended during the late night permit term of one year, in conjunction with the liquor license to be issued on May 1 of the same year. Failure to provide a timely renewal application or late night permit application may result in a delay in issuing said license and permit by May 1 of that year.
- D. Upon receipt of a new or renewal application, the Liquor Commissioner shall cause a review of the previous year license application to determine whether there have been any changes noted with regard to ownership, management or business concept. This application shall be forwarded to:
1. Chief of Police
 2. Fire Department
 3. Finance Department
 4. Community Development Department
- E. The city departments indicated in Section D will review any infractions of any city code, reflecting negatively on the license holder that should be taken into account by the Liquor Control Commission and City Council. That information shall be returned to the Liquor Commissioner for review. In addition, the Chief of Police shall cause a review of the police related activity which will support a



recommendation from the Chief of Police on whether the late night permit shall be issued and whether a 1:00 a.m. or 2:00 a.m. closing is recommended based on the permit application. The Chief of Police shall forward the recommendation to the Liquor Commissioner.

- F. Any application and recommendation for a new or renewal of a late night permit, shall be reviewed by the Liquor Control Commission. Based on this review the Local Liquor Commissioner shall make a recommendation on issuance to City Council. An applicant for a late night permit shall have the opportunity to be present and provide input on said application, prior to the Liquor Control Commission making a recommendation. Late night permits and renewals of late night permits shall be issued by the Liquor Commissioner with the advice and consent of the City Council.
- G. Any new liquor license application where a new late night permit is also applied for shall follow the same review process as outlined in paragraphs B, C, D, E and F of this Chapter.
- H. Notice of Violation Process-Late Night Permit. If during a liquor license year, May 1 through April 30, where a liquor license holder has been issued a late night permit and a notice of violation is issued by the Liquor Control Commissioner, the Liquor Control Commission shall hold a hearing on the matter. The liquor license with the late night permit shall be given notice of the purpose, date, time and location of the hearing in a similar manner to a liquor license violation. The matter will be heard before the Liquor Control Commission in the same manner as any license violation. The Liquor Control Commission shall provide advice and consent to the Local Liquor Control Commissioner, who shall make a final decision on the matter.
- I. Cause to Reduce Hours, Revoke Late Night Permit or Not Issue Late Night Permit. In the event that a liquor license holder, has applied for or been issued a late night permit, and has demonstrated circumstances giving reason to review whether that late night permit shall be issued, reduced in hours or revoked, the Liquor Control Commission shall receive input from these city departments:
 - 1. Finance Department as it relates to unpaid fees, utilities or city taxes;
 - 2. Fire Department as it relates to repetitive fire code violations affecting health and safety;
 - 3. Community Development Department, Building and Code Enforcement Division as it relates to building code violations;
 - 4. Police Department as it relates to repetitive calls for service that are indicative of underage patrons, over service of patrons, or liquor license violations affecting the safety of the general public where the licensee is not taking proactive measures to abate the problems;
 - 5. Other departments with applicable information.
- J. The license holder shall have the opportunity to respond to information in a public hearing prior to any action being taken, by the Liquor Control Commission before sending any recommendation to City Council.
- K. The Liquor Control Commission may recommend the issuance or denial of a requested late night permit for 1:00 a.m. or 2:00 a.m., or reduction in hours based on cause to the City Council for final decision.

2015 Activity by Establishment

Business	Number of Police incidents	Written Warnings from LCC	Arrests at or near the Business	Local Order Citations	Liquor Control Commission Violations	Recommendation for Renewal
Mark's Second Street Tavern	3					Yes / 2:00 a.m.
Alibi Bar and Grill	14		4	2		Yes / 2:00 a.m.
Alley 64	19	1	2	1		Yes / 2:00 a.m.
A'Salute	1				1	Yes / 2:00 a.m.
The Beehive	3	1		1		Yes / 2:00 a.m.
Dawns Beach Hut	0					Yes / 2:00 a.m.
Filling Station	5	1	2	1		Yes / 2:00 a.m.
Los Burritos	0					Yes / 1:00 a.m.
McNally's	0					Yes / 1:00 a.m.
Pizzeria Neo	2					Yes / 1:00 a.m.
Pub 222	7		2			Yes / 2:00 a.m.
Puebla	0					Yes / 1:00 a.m.
Ray's Evergreen	0					Yes / 2:00 a.m.
Riverside Pizza & Pub	1					Yes / 2:00 a.m.
Rookies	1					Yes / 2:00 a.m.
St. Charles Bowl	2					Yes / 1:00 a.m.
Shakou	0					Yes / 1:00 a.m.
Spotted Fox	0					Yes / 1:00 a.m.
Tap House	2					Yes / 1:00 a.m.
The House Pub	4	1			1	Yes / 2:00 a.m.
The Office	3					Yes / 2:00 a.m.

Please note that the decision to recommend renewal of the respective late night permit was not based solely on the number of incidents requiring police services, but rather a comprehensive review of the nature of the incidents combined with the willingness of the business to cooperate in abating the issues at their establishment and work with the police department to promote and insure an inviting social experience at their place of business. We in no way want to discourage a liquor establishment from contacting 911 whether they are being proactive in addressing an issue before it escalates or reacting to an issue that necessitated police intervention.

As always, I stand ready to discuss my recommendations with you at your convenience. Thank you for your cooperation in this matter.

Respectfully submitted,

Chief James Keegan