

AGENDA
THE CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. STEVE WEBER, CHAIR
MONDAY, FEBRUARY 5, 2024
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET

1. Call to Order

2. Roll Call

3. Administrative - None

4. Omnibus Vote

Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

5. Finance Department

- *a. Budget Revisions for January 2024.
- b. Presentation of a Funding Request from the St. Charles History Museum in the Amount of \$60,000 in the FY 2024-2025 City Budget.
- c. Presentation of a Funding Request from the Visitors Cultural Commission for Consideration in the FY 2024-2025 City Budget.
- d. Presentation of a Funding Request from the St. Charles Business Alliance in the Amount of \$798,600 for FY City Budget 2024-2025.
- e. Recommendation to approve an **Ordinance** Amending Title 13 “Public Utilities” Chapter 13.12 “Sewers,” of the St. Charles Municipal Code.
- f. Recommendation to approve an **Ordinance** Amending Title 13 “Public Utilities” Chapter 13.16 “Water,” of the St. Charles Municipal Code.

6. City Administration

- a. Recommendation to approve an **Ordinance** Amending Ordinance No. 2023-M-17 with Regard to the Deferred Imposition of a Municipal Push Tax on Plays of Video Gaming Terminals.
- b. Recommendation to approve a **Resolution** Creating a Task Force Regarding the Impact of the St. Charles Dam.

7. Police Department

- a. Recommendation to Approve a **Resolution** for a Lease License Agreement with the Kane County State’s Attorney’s Office for Digital Forensic Services and Use of the St. Charles Police Department’s Digital Laboratory and Associated Office Space.

8. Public Comment

9. Additional Items from Mayor, Council or Staff

10. Executive Session

- Personnel – 5 ILCS 120/2(c)(1)
- Pending, Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

11. Adjournment

ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

CITY OF ST. CHARLES
Budget Revision Listing

January 2024

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	63	100	1000	2024	9	01/03/2024	803110	54360	\$ 8,805.00	Cyber Insurance extension
Budget Transfer	63	100	1000	2024	9	01/03/2024	803110	54110	\$ (8,805.00)	Cyber Insurance extension
63 Total									\$ -	
Budget Adjustment	64	100	1000	2024	9	01/04/2024	210541	54463	\$ 50,000.00	Emergency WM breaks
Budget Adjustment	64	100	1000	2024	9	01/04/2024	210900	31199	\$ (50,000.00)	Emergency WM breaks
Budget Adjustment	64	100	1000	2024	9	01/04/2024	220551	52304	\$ (15,000.00)	Lab Supplies
Budget Adjustment	64	100	1000	2024	9	01/04/2024	220551	52701	\$ 15,000.00	Lab Supplies
Budget Adjustment	64	100	1000	2024	9	01/04/2024	220550	52002	\$ (100.00)	Business cards new employee
Budget Adjustment	64	100	1000	2024	9	01/04/2024	220550	52000	\$ 100.00	Business cards new employee
Budget Adjustment	64	100	1000	2024	9	01/04/2024	508667	56099	\$ 25,000.00	1st Street Plaza table purchase
Budget Adjustment	64	100	1000	2024	9	01/04/2024	508667	56160	\$ (25,000.00)	1st Street Plaza table purchase
64 Total									\$ -	
Budget Addition	65	100	1000	2024	9	01/08/2024	100604	54160	\$ 172,500.00	Outsourced CD reviews/inspect
Budget Addition	65	100	1000	2024	9	01/08/2024	100999	45102	\$ (172,500.00)	Outsourced CD reviews/inspect
65 Total									\$ -	
Budget Transfer	66	100	1000	2024	9	01/09/2024	100210	51304	\$ 500.00	NPERLRA dues
Budget Transfer	66	100	1000	2024	9	01/09/2024	100210	51300	\$ (500.00)	NPERLRA dues
Budget Transfer	66	100	1000	2024	9	01/09/2024	220550	52000	\$ 100.00	Supplies Replenishment
Budget Transfer	66	100	1000	2024	9	01/09/2024	220550	52002	\$ (100.00)	Supplies Replenishment
66 Total									\$ -	
Budget Addition	67	100	1000	2024	9	01/16/2024	100500	54458	\$ 3,588.00	Pre-emption signal repair
Budget Addition	67	100	1000	2024	9	01/16/2024	100900	31199	\$ (3,588.00)	Pre-emption signal repair
Budget Addition	67	100	1000	2024	9	01/16/2024	220552	56150	\$ 7,132.00	CMOM Program
Budget Addition	67	100	1000	2024	9	01/16/2024	220900	31199	\$ (7,132.00)	CMOM Program
67 Total									\$ -	
Budget Adjustment	68	100	1000	2024	9	01/18/2024	801512	52402	\$ 25,000.00	Motor vehicle parts
Budget Adjustment	68	100	1000	2024	9	01/18/2024	801512	54482	\$ (25,000.00)	Motor vehicle parts
Budget Adjustment	68	100	1000	2024	9	01/18/2024	210541	54301	\$ 20,000.00	Watermain break spoilage
Budget Adjustment	68	100	1000	2024	9	01/18/2024	210900	31199	\$ (20,000.00)	Watermain break spoilage
68 Total									\$ -	

CITY OF ST. CHARLES
Budget Revision Listing

January 2024

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Addition	69	100	1000	2024	9	01/19/2024	210541	52805	\$ 20,000.00	Add'l repairs due to WM breaks
Budget Addition	69	100	1000	2024	9	01/19/2024	210900	31199	\$ (20,000.00)	Add'l repairs due to WM breaks
Budget Addition	69	100	1000	2024	9	01/19/2024	100500	54160	\$ 8,000.00	7th Ave Creek monitoring
Budget Addition	69	100	1000	2024	9	01/19/2024	100900	31199	\$ (8,000.00)	7th Ave Creek monitoring
69 Total									\$ -	
Budget Addition	70	100	1000	2024	9	01/24/2024	220552	54513	\$ 2,500.00	Vactor rental
Budget Addition	70	100	1000	2024	9	01/24/2024	220900	31199	\$ (2,500.00)	Vactor rental
Budget Addition	70	100	1000	2024	9	01/24/2024	220552	56002	\$ 500.00	Trailer Camera purchase
Budget Addition	70	100	1000	2024	9	01/24/2024	220552	56001	\$ (500.00)	Trailer Camera purchase
70 Total									\$ -	
Budget Addition	71	100	1000	2024	9	01/29/2024	200521	55152	\$ 43,359.00	For IPRF/WC Claims
Budget Addition	71	100	1000	2024	9	01/29/2024	200522	55150	\$ 1,172.00	For IPRF/WC Claims
Budget Addition	71	100	1000	2024	9	01/29/2024	200900	31199	\$ (44,531.00)	For IPRF/WC Claims
Budget Addition	71	100	1000	2024	9	01/29/2024	210541	55150	\$ 4,679.00	For IPRF/WC Claims
Budget Addition	71	100	1000	2024	9	01/29/2024	210900	31199	\$ (4,679.00)	For IPRF/WC Claims
Budget Addition	71	100	1000	2024	9	01/29/2024	800223	55150	\$ 5,811.00	For IPRF/WC Claims
Budget Addition	71	100	1000	2024	9	01/29/2024	800900	31199	\$ (5,811.00)	For IPRF/WC Claims
71 Total									\$ -	
Budget Addition	72	100	1000	2024	9	01/29/2024	200522	52807	\$ 25,000.00	New services meter purchases
Budget Addition	72	100	1000	2024	9	01/29/2024	200900	31199	\$ (25,000.00)	New services meter purchases
Budget Addition	72	100	1000	2024	9	01/29/2024	100200	54402	\$ 300.00	Copier charges
Budget Addition	72	100	1000	2024	9	01/29/2024	100900	31199	\$ (300.00)	Copier charges
72 Total									\$ -	
Budget Addition	73	100	1000	2024	9	01/30/2024	801400	56001	\$ 43,450.00	Fire Dept. Tahoe purchase
Budget Addition	73	100	1000	2024	9	01/30/2024	801900	31199	\$ (43,450.00)	Fire Dept. Tahoe purchase
Budget Addition	73	100	1000	2024	9	01/30/2024	200520	51400	\$ 1,000.00	APPA Rally WA DC
Budget Addition	73	100	1000	2024	9	01/30/2024	200520	51402	\$ 500.00	APPA Rally WA DC
Budget Addition	73	100	1000	2024	9	01/30/2024	200520	51401	\$ 1,800.00	APPA Rally WA DC
Budget Addition	73	100	1000	2024	9	01/30/2024	200900	31199	\$ (3,300.00)	APPA Rally WA DC
Budget Addition	73	100	1000	2024	9	01/30/2024	100500	51300	\$ 1,000.00	APPA Rally WA DC
Budget Addition	73	100	1000	2024	9	01/30/2024	100900	31199	\$ (1,000.00)	APPA Rally WA DC
Budget Addition	73	100	1000	2024	9	01/30/2024	100510	54201	\$ 1,280.00	Fox Valley Fire Qtrly fees
Budget Addition	73	100	1000	2024	9	01/30/2024	100401	54201	\$ (1,000.00)	Fox Valley Fire Qtrly fees
Budget Addition	73	100	1000	2024	9	01/30/2024	100300	54201	\$ (280.00)	Fox Valley Fire Qtrly fees
73 Total									\$ -	

CITY OF ST. CHARLES
Budget Revision Listing

January 2024

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Addition	74	100	1000	2024	9	01/31/2024	100220	52101	\$ 200.00	Business meals
Budget Addition	74	100	1000	2024	9	01/31/2024	100900	31199	\$ (200.00)	Business meals
Budget Addition	74	100	1000	2024	9	01/31/2024	220551	54450	\$ 14,351.00	Air Handling Unit - WWTP
Budget Addition	74	100	1000	2024	9	01/31/2024	220900	31199	\$ (14,351.00)	Air Handling Unit - WWTP
Budget Addition	74	100	1000	2024	9	01/31/2024	210541	54463	\$ 186,050.00	Annual valve and leak surveys
Budget Addition	74	100	1000	2024	9	01/31/2024	210900	31199	\$ (186,050.00)	Annual valve and leak surveys
74 Total									\$ -	
Grand Total									\$ -	

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

Chairman, Government Operations Committee

Date


Vice Chairman, Government Operations Committee

Date

Finance Director

Date

Exceptions:

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5b
	Title:	Funding Request from the St Charles History Museum in the Amount of \$60,000 in the FY 2024-2025 City Budget.	
Presenter:	Bill Hannah, Director of Finance Alexander Cullum - St Charles History Museum Executive Director		
Meeting: Government Operations Committee		Date: February 5, 2024	
Proposed Cost: \$ 60,000		Budgeted Amount: N/A	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Representatives of the History Museum will appear before the Government Operations Committee and summarize activities over the past year and results of operations, and outline relevant activities planned for its upcoming year. Consistent with prior years, this presentation is being done prior to the finalization of next year’s budget.</p> <p>City funding for the History Museum recently increased gradually from \$44,000 in fiscal 2020 to \$50,000 in fiscal 2023. The current fiscal year 2024 funding for the History Museum remained the same in fiscal 2023 at \$50,000.</p> <p>The History Museum’s funding request from the City for FY 2024-2025 is \$60,000, an increase of \$10,000 from last year. Staff is seeking direction on the total amount of funding that should be included for the History Museum for next year so staff can move forward with completing the Draft Budget.</p>			
Attachments (please list):			
History Museum Funding Presentation			
Recommendation/Suggested Action (briefly explain):			
Seeking Direction on the amount of funding that should be allocated for the St Charles History Museum for the FY 2024-2025 city budget.			



St. CHARLES
HISTORY MUSEUM

COLLECT • PRESERVE • PRESENT

CITY PRESENTATION 2024

Presented by:

Alexander Cullum - Executive Director

Mary Lynn Swanson - Board President

February 5, 2024

Meet the Board and our Officers

2024 Officers

Mary Lynn Swanson, President

Pat Pretz, Vice President

Carol Patterson, Secretary

Tom Anderson, Treasurer

Steve Gibson, Past President

2023 Directors

Joyce Cregier

John Glenn

Brian Henry

Brian McNally (new in 2024)

Darlene Riebe

Kathy Brens, Member
Emeritus

Bob Matson, Member
Emeritus

City Liaison

Bryan Wirball

Our Mission

The mission of the St. Charles History Museum is to inspire curiosity about the past and its impact on the present by collecting, preserving, and presenting our unique local heritage.

Our Values

Heritage: The Museum is committed to preserving collections that contribute to the St. Charles story, as well as documenting the historic architecture and character of St. Charles.

Community: The Museum is committed to serving the community of St. Charles, its residents, and visitors by providing diverse historical perspectives.

Inclusivity: The Museum embraces inclusivity by honoring diverse narratives, fostering understanding, and celebrating the richness of all cultures.

Stewardship: The Museum is committed to excellence in museum policies and practices that will conserve its collections for generations and its financial resources to ensure sustainability.

Education: The Museum is committed to engaging residents and visitors in our collective past through exciting and interactive exhibits, events, and programs.

Research: The Museum is committed to providing resources for local historical research.

Thank you to all of our COMMITTEES!

2023 Committees

FUNDRAISING

DARLENE RIEBE – CHAIR
KATHY BRENS
MONICA CORBETT
STEVE GIBSON
BRIAN HENRY
DIANNA PURSCH

COLLECTIONS

PAT PRETZ – CHAIR
DIANE CONN
ADAM GIBBONS
BRIAN MCNALLY
ERIC KRUPA

MEMBERSHIP

MARY LYNN SWANSON – CHAIR
TOM ANDERSON
JOHN GLENN
JOYCE CREGIER
PAT PRETZ

Thank you to our volunteers & interns

- Peggy Dula – Current Volunteer
- Josh Hautzinger - Current Intern
- Jenny Lambrecht - Current Volunteer
- Laura Laudadio - Current Volunteer
- Grace Passaglia - Summer Archivist Intern
- Kelly Ryan - Summer Curatorial Intern

Thank you also to:

- **Library Liaison** - Emma Rothenfluh, Adult Services Librarian

Our 2023 accomplishments

- Replaced all staff PCs (first upgrade in at least 7 years)
- Replaced phone system with multi line business system to provide better customer service
- Introduced our new podcast – St. Charles History Chronicle – recording 10 new episodes this year
- Marked our 90th Anniversary year with many anniversary-themed events:
- Partnered with **Onesti Entertainment** for special event – **History Rocks**, live entertainment and full dinner with cash bar at the new **Rock ‘ N Ravioli**
- Participated in Jazz Weekend with Keys and Keepsakes: Live Jazz on our Patio

More...

Our 2023 accomplishments

- **Radical Souls: The Nineteenth Century Spiritualists of St. Charles** – introduced visitors to the radical souls of St. Charles who were pivotal to this “Great Awakening” of Spiritualism locally
- Partnered with the St. Charles Public Library to present **19th Century Spiritualism In America**, presented by Karen Hall, former Executive Director of the Glen Ellyn Historical Society
- Partnered with the St. Charles Public Library to sponsor a presentation by noted Chicago World’s Fair expert architect and art commentator **Joseph M. Madda**. The event sold out two full houses at the library!
- **[Almost] Another Century of Progress/St. Charles and the Chicago World’s Fair of 1933-1934**– Our latest exhibit, opened to rave reviews from the public in early summer

More...

Our 2023 accomplishments

- Added a new fundraising event at the **Hotel Baker – Vintage Vibe**, where we celebrated the history of the Hotel with light appetizers, live swing music, and tours of the Hotel Baker, all provided by the Hotel
- We celebrated **“It’s A Wonderful Life In St. Charles – Our 90th Anniversary”** at St. Charles Country Club on December 8. Attendance was up more than 10% from last year’s event and we exceeded our fundraising goals
- Honored as Grand Marshals of the Holiday Homecoming Parade in 2023

More...

Our 2023 accomplishments

- Partnered with the Kane County Master Gardeners and St. Charles Public Works to rehabilitate the landscaping around the Museum
- Hosted the ENTIRE student body of Lincoln Elementary School for two days of museum tours and scavenger hunts
- Doubled Museum open hours year-round, including Sundays and increased Museum attendance by **40%**
- And hired a new Executive Assistant, Melanie Henrikson, and Executive Director, Alexander Cullum

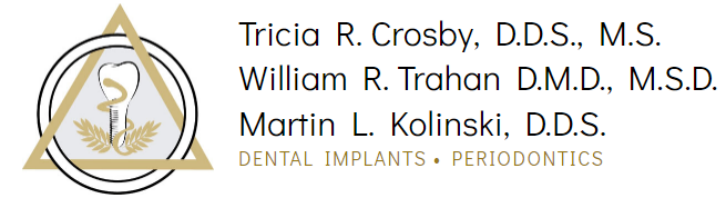
The Community Responds

- In accordance with our agreement with the City for our funding, we consider ourselves ambassadors of the City in everything we do. Our events are positive, family-oriented, open to all community members and represent the City of St. Charles in the best way
- We had 130 people attend our 3rd Annual Holiday Gala, up 10% from last year. 90 people attended our History Rock event at the Arcada Theatre, a SELL OUT. And more than 75 people attended our event at the Hotel Baker – another sell-out
- We had two programs at the Public Library. The first, on Spiritualism, as was a sell-out! The second, on the Chicago World's Fair of 1933, had such a tremendous response that the library added a second show!

Our Community Partners



Thank you to our business supporters!



HOLIDAY GALA FUNDRAISER

FRIDAY, DECEMBER 8TH AT ST CHARLES COUNTRY CLUB

- Total Raised: ~\$27,000
- 10% higher attendance than 2022



Sneak peak at 2024

New Guided Walking Tours
throughout summer 2024



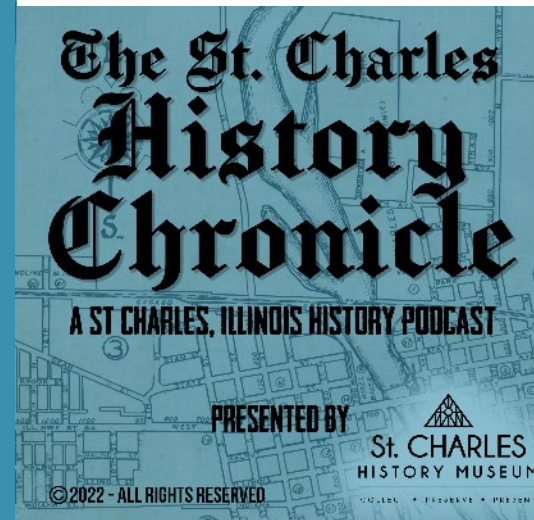
Music In St. Charles



History of DuKane/Operadio



St. Charles History
Chronicle Podcast

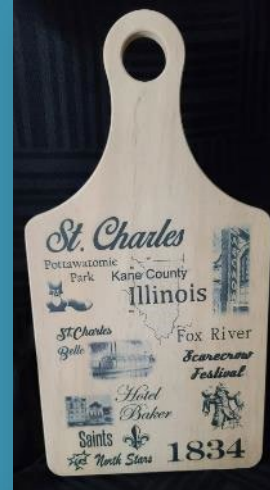


Grave Reminders Cemetery
Walk, NEW SCRIPTS!

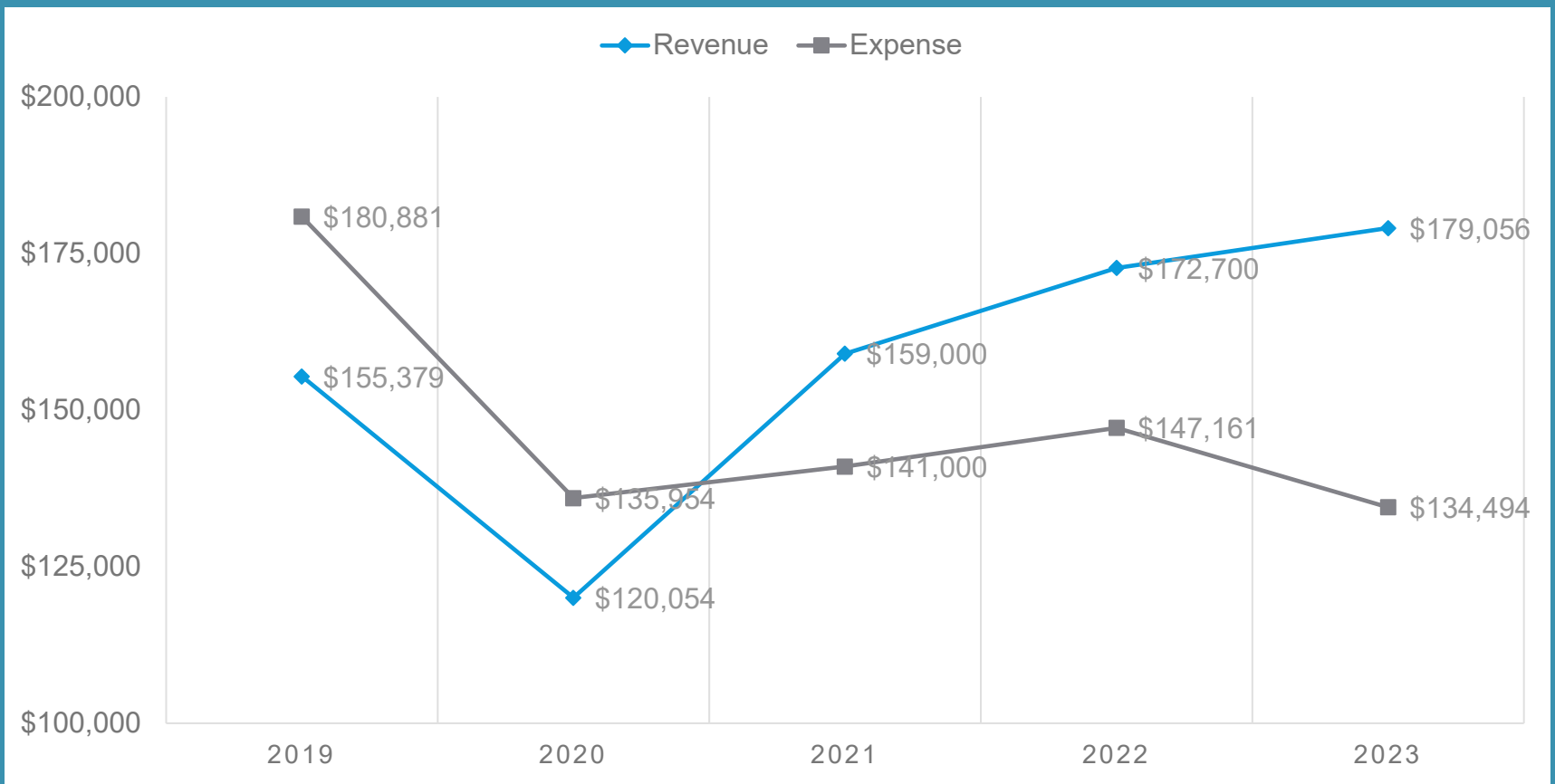


The Curious Fox Gift Shop

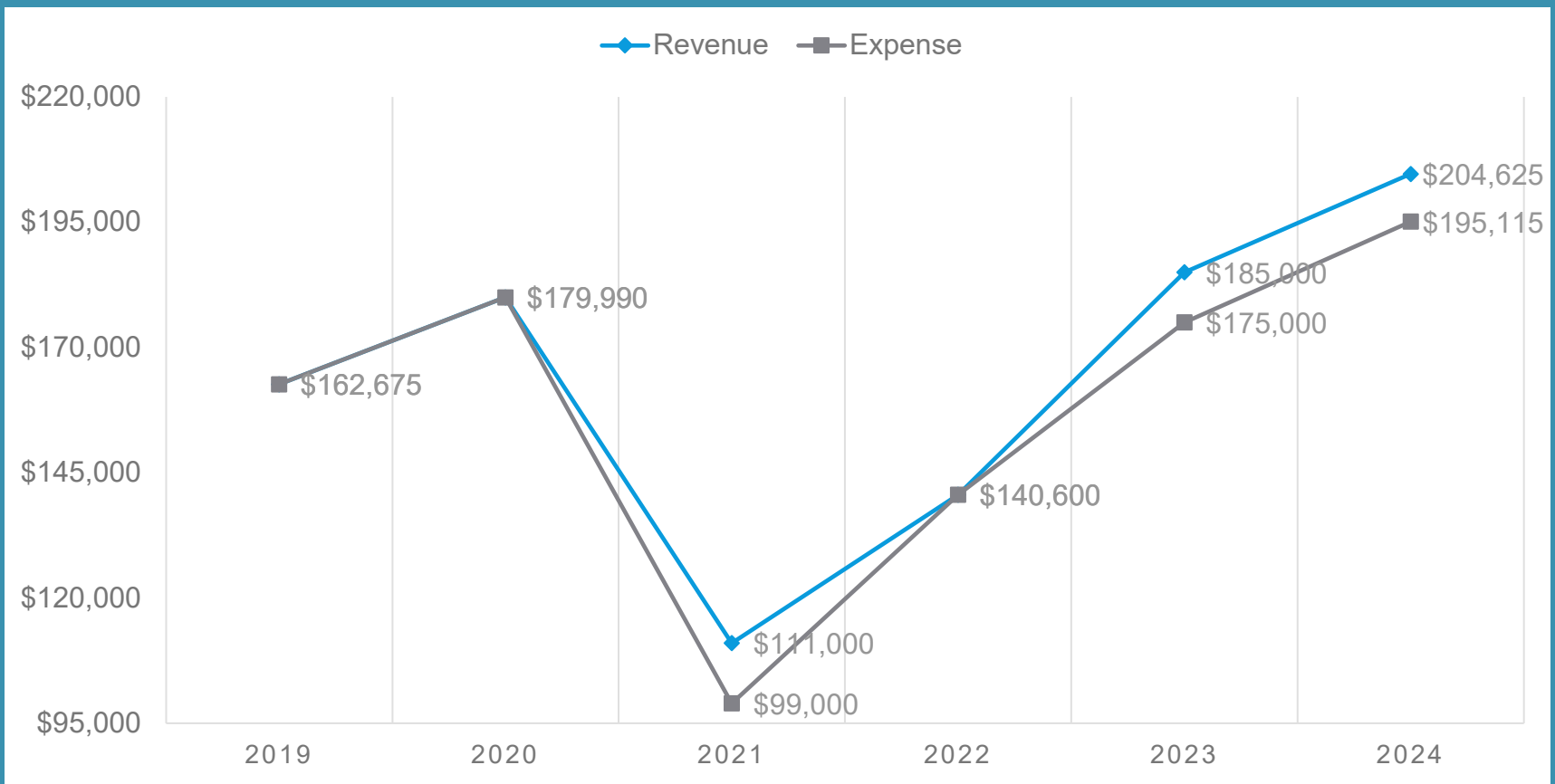
- 62% increase in sales revenue over 2022
- Many new items
- More open hours for store and museum



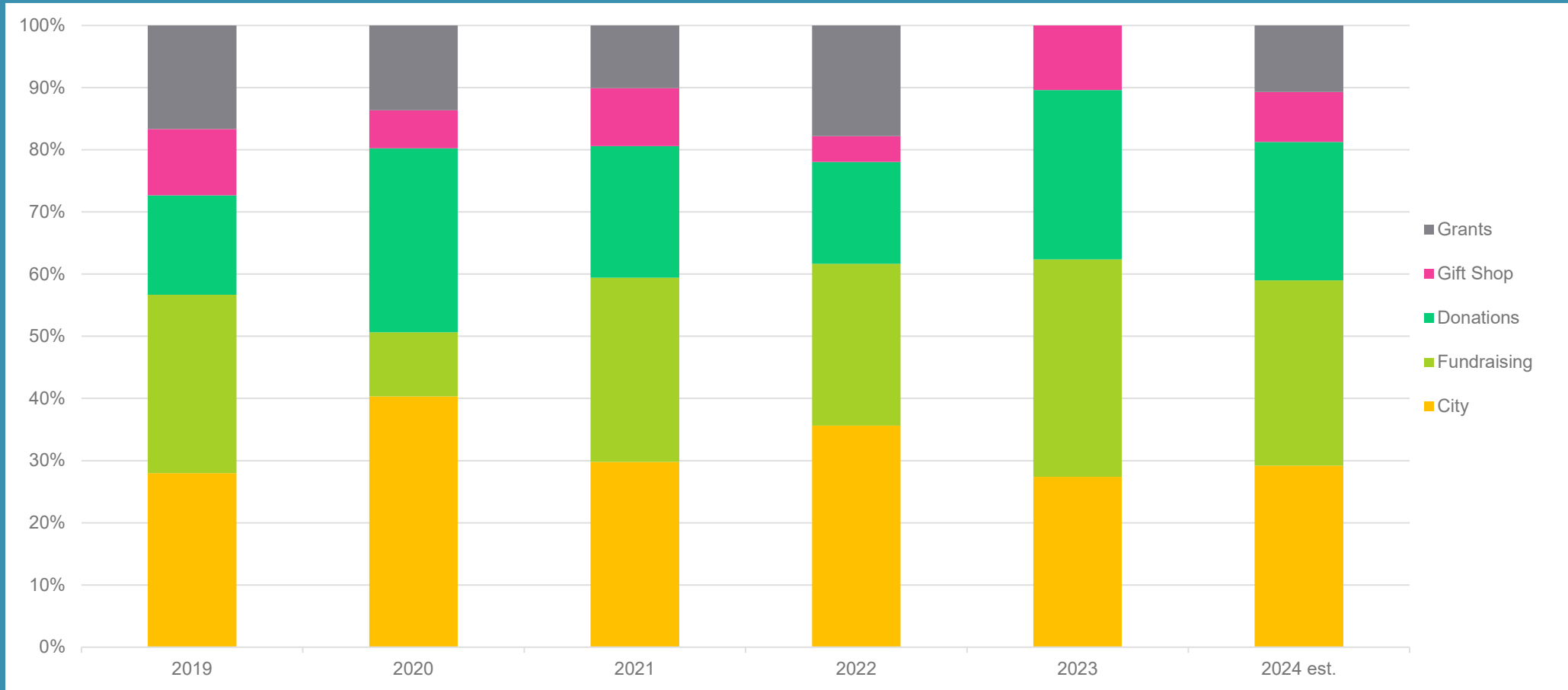
Actual Revenue vs. Expenses (2019 - 2023)



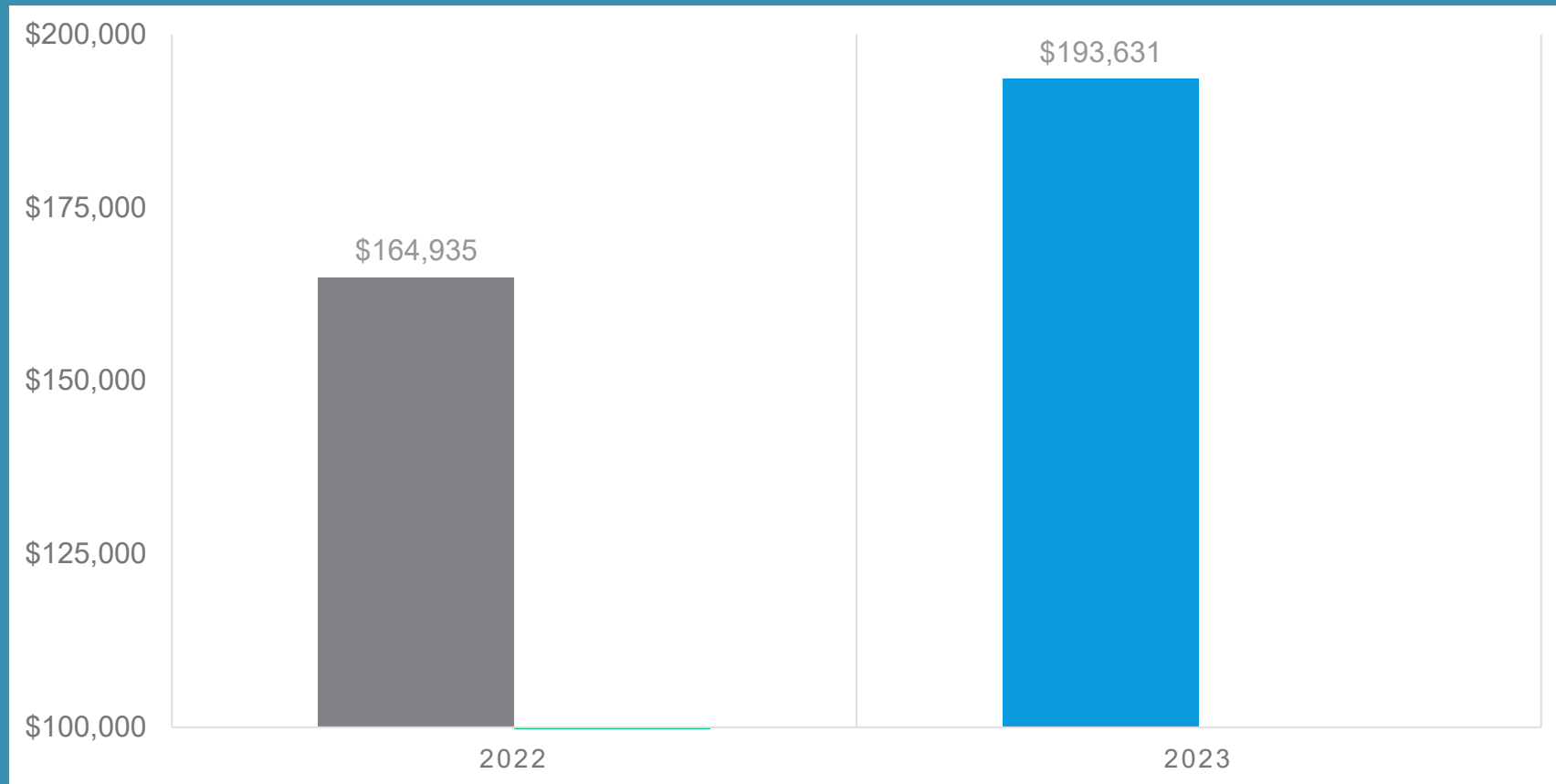
Budget Revenue vs. Expenses (2019 - 2024)



Revenue Sources (2019 - 2024)



Investment Balance (2022 - 2023)



Museum Staff

Staff at the beginning of 2023:

- Full Time Executive Director
- Part Time Collections Manager

Staff at the end of 2023:

- Full Time Executive Director
- Part Time Executive Assistant
- Part Time Collections Manager

2023 Payroll

Budget

\$96k

2023 Payroll

Actual

\$72k

Past President Steve Gibson worked as full-time Executive Director from January through July of this year pro bono

We are asking the City of St. Charles

The St. Charles History Museum is asking The City of St. Charles for \$60,000 for the 2024 Fiscal Year so that it can continue serving the community as it has for over 90 years

This amount of funding will help the Museum with its operating costs including, but not limited to:

- Maintaining current employment levels
- Increase marketing thru signage, brochures, updating and maintaining content on website and social media
- Seeking additional grants, leveling up its grant writing through webinars and engaging a grant writing professional, as needed

More...

We are asking the City of St. Charles

As a cultural institution that preserves and promotes the City of St. Charles and its history, additional funding will allow the Museum to:


- Develop and implement more interactive exhibits in the Museum and bring pop-up exhibits to community events
- Reestablish the Museum's Education Committee to provide educational programming to the school district, home-schooled children, children's clubs and reinstate the Junior Historical Society
- Provide more walking tours of the city and expand collaboration with the Park District, Public Library, Norris Cultural Arts Center, etc. to host events promoting St. Charles and all it has to offer the community and its visitors.



St. CHARLES
HISTORY MUSEUM

COLLECT • PRESERVE • PRESENT

THANK YOU!
QUESTIONS?

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5c
	Title:	Funding Request from the Visitors Cultural Commission for Consideration in the FY 2024-2025 City Budget	
	Presenter:	Bill Hannah, Director of Finance	
Meeting: Government Operations Committee		Date: February 5, 2024	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Attached is a funding request from the Visitors Cultural Commission (VCC) for fiscal year 2024-25. The request is for an increase in the funding amount of 10%-20% above the current FY 23-24 funding amount of \$90,000. This would be a request for additional funds in the amount of \$9,000 to \$18,000. The funding amount for the VCC of \$90,000 has remained the same for the last six years.</p> <p>The City annually budgets funds for the VCC from a portion of the City's hotel/motel tax revenue which they allocate to St. Charles-based nonprofit organizations providing programs that promote the arts and cultural events within the City.</p> <p>Organizations providing relevant programs within the community submit funding requests to the Visitors Cultural Commission in April, after the Budget is approved by the City. The VCC reviews applications from these groups and then recommends funding allocations based on established criteria using a scoring matrix.</p>			
Attachments (please list):			
Letter from Anne Becker, Visitors Cultural Commission Chairperson			
Recommendation/Suggested Action (briefly explain):			
Seeking direction on a request from the Visitors Cultural Commission to increase funding for the VCC by 10% to 20% over the current amount of \$90,000 for the City's next fiscal year budget.			

Heather McGuire, City Administrator
Bill Hannah, Finance Director
City of St. Charles

January 22, 2024

Dear Heather and Bill,

This is the mission statement that has been the guide for the Visitors Cultural Commission since its inception.

The Visitors Cultural Commission will encourage, support, and recommend organizations that will support and promote tourism, culture, history, and the arts in St. Charles.

The Commission will follow established guidelines, show fiscal responsible planning, and make recommendations to the Finance Committee within the boundaries of ordinance number 1995-50 and any successor ordinance.

Tourism: The grant recipients bring participants from many communities around St. Charles, as well as beyond our state borders. to band and choral concerts, art workshops, theater performances and community art activities.

Culture: Our community is culturally rich thanks to the support by the grant recipients as they provide various art, and aesthetically engaging experiences for our youth, our citizens, and our seniors.

History: The recipients have held true to their dedication to our citizens for several decades. They have weathered financial times with the city, as well as the turmoil we all experienced during COVID. They re-designed how they could serve our citizens and they continue to never falter in their dedication to expand their offerings to our community.


I am reaching out to request an increase in annual funding for the VCC for FY 2024-25 to add 10-20% more to our existing budgeted allocation. The current FY 23-24 funding allocated to the VCC is at \$90,000. This has been the same allocation amount for the last six years.

We appreciate the support the city continues to provide for us. We are unique and fortunate because of this support.

Many thanks,

Anne L. Becker, Ed.D.

Visitors Cultural Commission Chair

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5d
	Title:	Funding Request from the St Charles Business Alliance in the Amount of \$798,600 for Fiscal Year 2024-2025	
	Presenter:	Jenna Sawicki, St. Charles Business Alliance	
Meeting: Government Operations Committee		Date: February 5, 2024	
Proposed Cost: \$798,600		Budgeted Amount: TBD	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Attached is a funding request from the St Charles Business Alliance (SCBA) for fiscal year 2024-2025. The request totals \$798,600, drawing from two funding sources. Anticipated proceeds of \$272,000 from SSA 1B would contribute to the first portion, while the remaining \$526,600 would be sourced from Hotel Motel Tax revenue contributions. The funding requested is an increase from \$698,600 that was approved for the current FY 2023-24 funding cycle. The SCBA's has not requested an increase in funding since the organization was started in 2019. The requested increase is to offset rising costs and inflation over the past five years, which is crucial to continuing to provide marketing, business development and events to the downtown area and City.</p> <p>The 2024-2025 year represents the sixth year of the SCBA's existence. The combination of the former Downtown St Charles Partnership and the Greater St Charles Convention and Visitor's Bureau was completed in the summer of 2019.</p> <p>Representatives of the SCBA will be present at the Committee meeting to highlight the activities of the SCBA over the past year as well as outline upcoming events and initiatives for the upcoming fiscal year.</p> <p>Staff will be seeking feedback and direction from the Committee as to the amount of funding to include in the proposed 2024-2025 fiscal year budget draft.</p>			
Attachments (please list):			
Funding Request Memo SCBA 2024-2025 Fiscal Year Budget SCBA PowerPoint Presentation			
Recommendation/Suggested Action (briefly explain):			
Seeking Feedback and Direction Related to a Funding Request from the St Charles Business Alliance in the Amount of \$798,600 for Fiscal Year 2023-2024.			

Date: 01.30.2024
To: Heather McGuire, City Administrator & Bill Hannah, Dir of Finance to the City of St Charles
From: Jenna Sawicki, The St Charles Business Alliance Executive Director
Subject: St Charles Business Alliance Funding for FY 24-25

This communication is to request funding in the amount equal to 100% of total SSA-1b funds (projected to be \$272,000) and \$526,600 of the Hotel Motel Funds/ General Funds. The Alliance requests funding at this amount to fund the planned operations which drive our purpose which includes:

- Continuing work as the City's Destination Marketing organization (DMO)
- Event growth, expansion, and execution
- Hotel and tourism promotion
- St Charles Business community coordination and facilitation

The Alliance's total budget for fiscal year 2024-2025 is \$1,061,600 based on proposed request of all the SSA funds, projected at \$272,000 and a portion of the Hotel Motel/ General Funds tax of \$526,600.

Respectfully,

A handwritten signature in black ink that reads "Jenna Sawicki". The signature is written in a cursive, flowing style.

Jenna Sawicki
Executive Director
St Charles Business Alliance



S T . C H A R L E S
B U S I N E S S A L L I A N C E



Destination Marketing Organization (DMO)

We are an organization dedicated to promoting St. Charles with the cooperation and support of the City of St. Charles.

DMO's play a key role in the long-term development of a destination, by formulating an effective marketing and tourism strategy.

Mission

To drive economic growth to make the St. Charles community a destination where people, businesses, and tourism thrive.



Meet the Team



Jenna Sawicki
Director



Laura Purdy
Senior Manager of Tourism & Sales



Amy Curione
Events Manager



Jessica Hudec
Marketing Manager



Nate Wendt
Business Development & Tourism Specialist



Rachael Garland
Digital Marketing Strategist



Nick Lowe
Marketing Content Coordinator



Susan Stark
Events & Finance Admin

Board of Directors

Chris Woelffer
Kimberley Mercado
Holly Cabel
Joe Klein
John Hughes
Kim Lamansky
Amber Grove McKee
Steve Martin
Rowena Salas
Heather McGuire
Nick Smith
Drew Kotche
Ryan Bongard
Jill Card
Brian McNally
Sam Barakat
Doug Denz

Committee Organizations

Alliance Committees

- Board of Directors
- Marketing and Promotions
- Business Development and Sales
- Organization

Event Committees

- Fine Art Show
- Parade
 - Holiday Homecoming & St. Patrick's
- Scarecrow Weekend
- STC Live! & Jazz Weekend

Strategic Plan

Experiential → Immersive

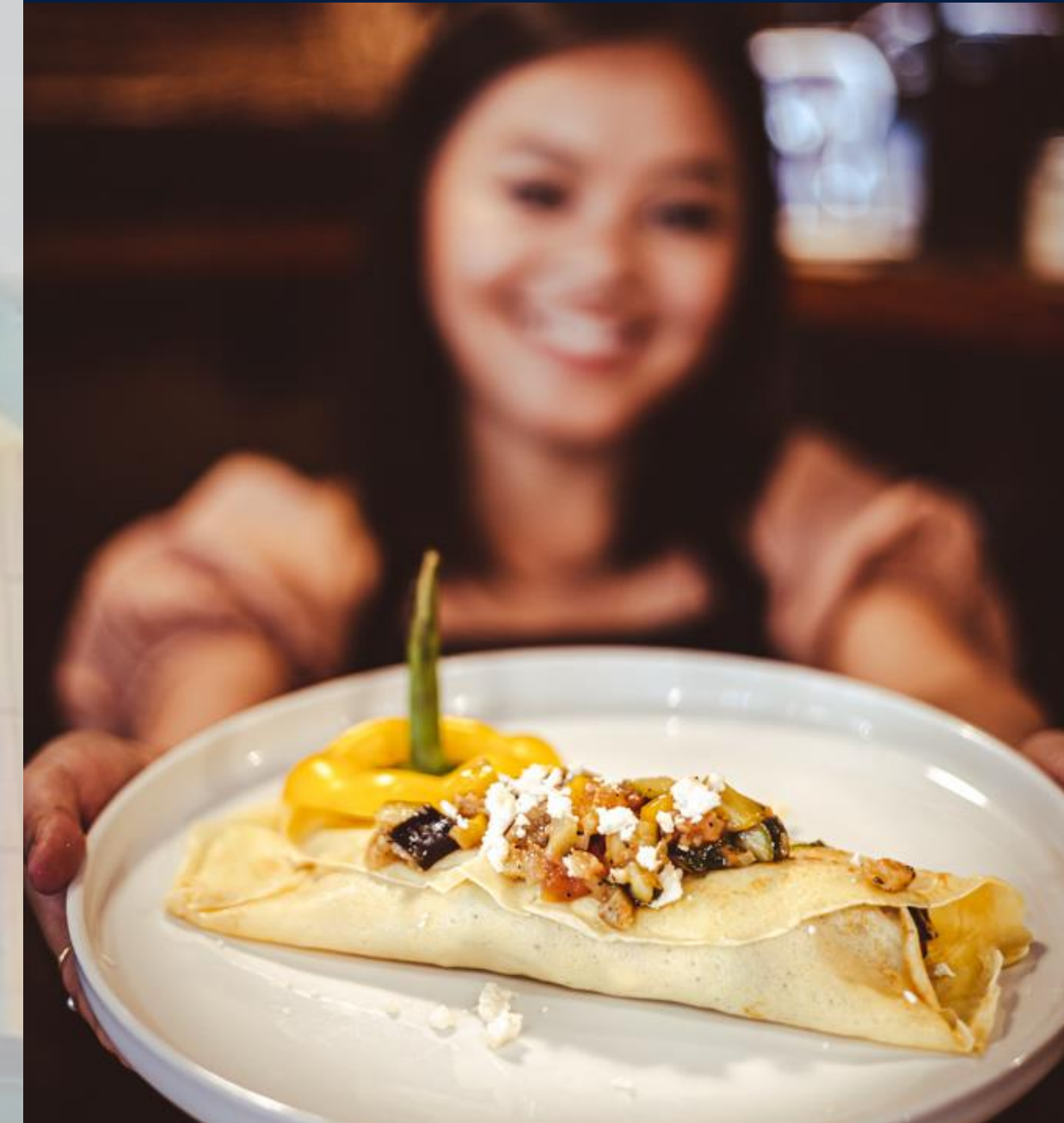
Ecotourism



Wellness Tourism



Immersion Tourism



Marketing and Promotions Achievements



Social Media

- Since the start of the year, we have reached 2,154,102 people organically
- 19% increase in engagements across all platformers
 - Connecting with our target audience
 - Exceeded Goal of 15%

Influencers

- Hosted 11 influencers in 2023
 - Exceeded Goal of 10
- Focused on hyper-local creators whose followers engage with content to drive tourism to St. Charles
- Prioritized influencers who exemplify our tourism initiatives: Ecotourism, Wellness Tourism, Immersion Tourism

 2000+



Marketing and Promotions Achievements

Newsletter

- 101,198 emails sent this year
 - Open rate of 41% which is about 20% higher than the average
- 764 new subscribers this year

Blog

- 33 blogs posts, highlighting 158 businesses
- Reached 5,985 people
- 30% increase in reads per blog post

Podcast

- 2,746+ listens
- Reached 54,900+ people on social media
- Saw a 974% increase in Spotify users, 95% of listeners discovered the podcast this past year.



PODCAST RECAP VIDEO

Podcast Recap 2023



2023



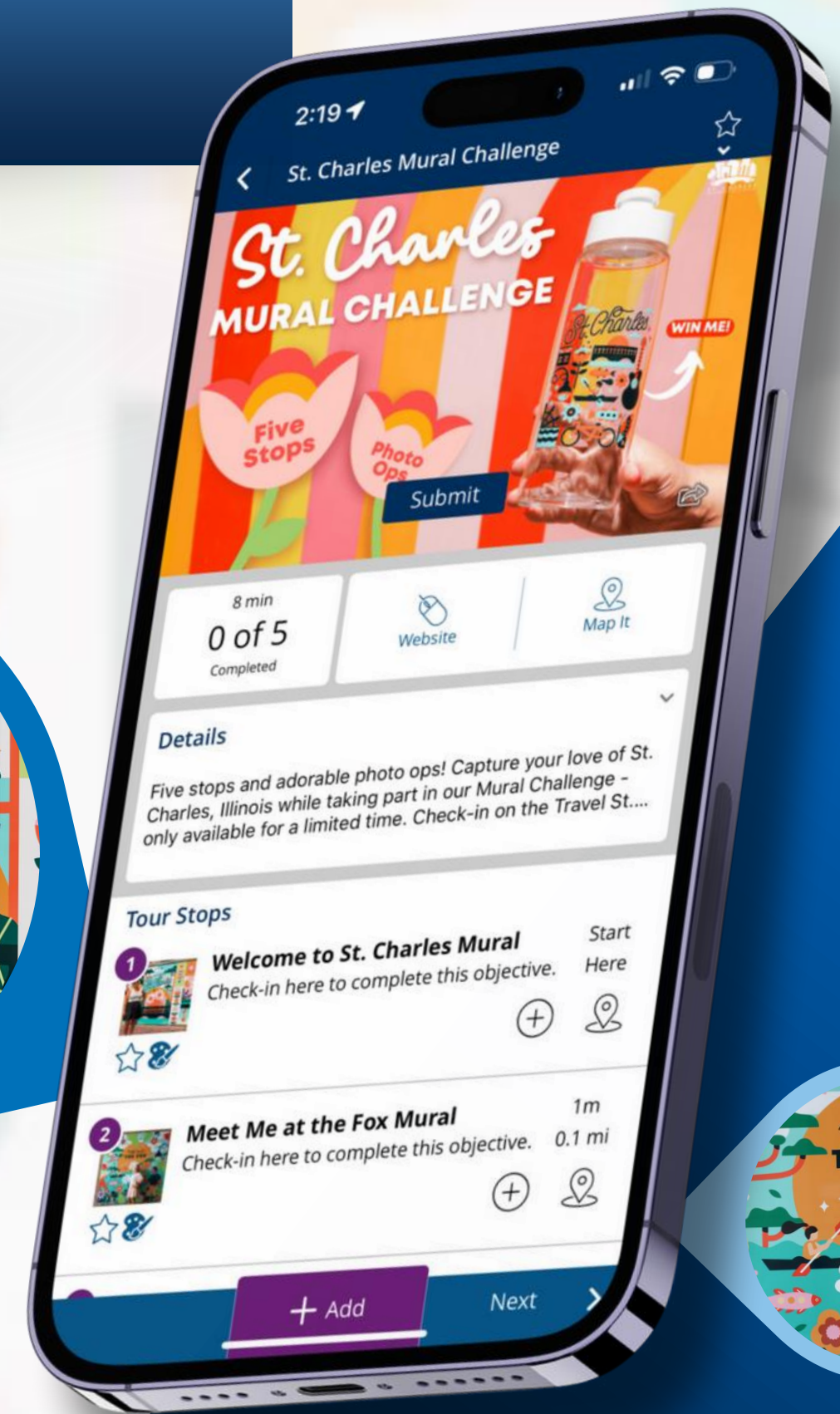
PODCAST



Marketing and Promotions Achievements

Travel St. Charles App/Widget

- The App has reached over 6,500 downloads
 - A 50% increase in downloads from last year
 - Exceeded our yearly goal of 6,000
- Integrated App for events and marketing campaigns including:
 - Restaurant Week Challenge
 - St. Patrick's Scavenger Hunt
 - Mural Challenge
 - Two new mural installations
 - Jazz Weekend Check-In Challenge
 - Scarecrow Weekend Online Voting
 - St. Charles Shop Crawl Raffle



Marketing and Promotions Achievements

Print Materials

- New Destination Guide:
 - 10,000 distributed through CTM over 270 hotels and attractions monthly
 - Digital version accessible on website with interactive hyperlinks to all businesses
- St. Charles Getaway Guide
 - Request from Hospitality businesses and retail
 - Highlights top attractions and dining options in the area along with a map
- Redesigned STC Brew Tour Rack Card



Marketing and Promotions Achievements

Website: stcalliance.org

- 58,700+ site sessions
 - 48% increase compared to this time last year
 - 94% of these users are new
 - Yearly goal reached of 10% increase
- 20 pages were updated and/or created
- Top 3 most visited pages:
 - Live Music
 - Happy Hour Hub
 - Restaurants



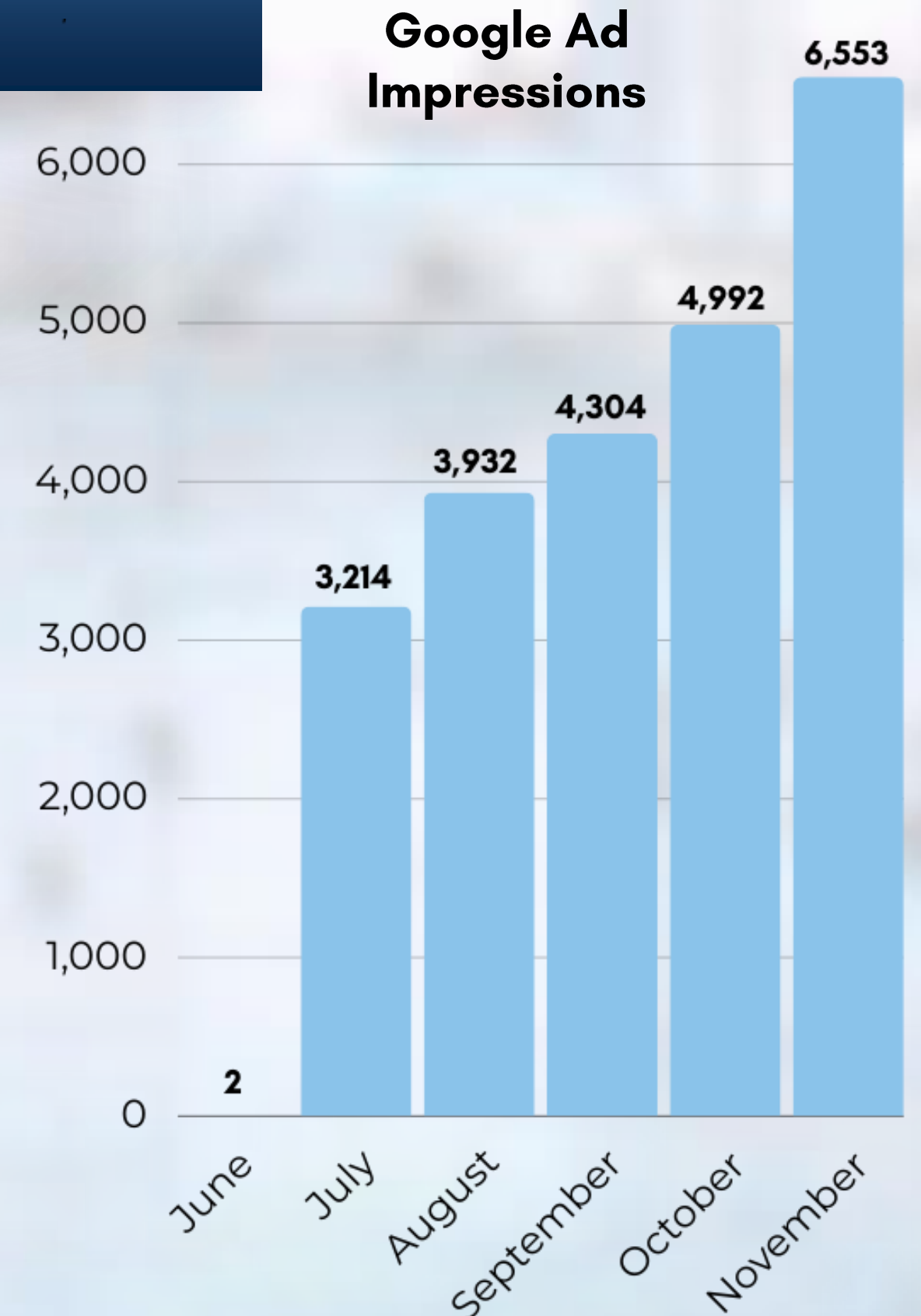
Marketing and Promotions Achievements

Search Engine Optimization (SEO)

- 15 keywords were improved and now land us on page one of Google
- Website went under a site-wide speed optimization to improve the experience of users and boost google rankings

Google Ads

- Since July – generated over 3,000 clicks and over 23,000 impressions with a click through rate of 12.8%
 - Hitting intended audience
 - 13 Facebook campaigns received:
 - Over 480,000 impressions
 - 12,015 direct link clicks
 - 27,400 click on our ads



Marketing and Promotions Achievements

Outdoor Activities Campaign Launch

- Launched in June of 2023
 - Collaborated with the St. Charles Park District
 - Three new website pages featuring local outdoor activities
- Gained 3,800 page views
- Generated over 114,900 impressions.
- On social media...
 - We had an 11.4% engagement rate
 - Ads were clicked on 810+ times



2024 OUTDOOR COMMERCIAL

St. Charles, IL Fox River Commercial





Marketing Goals for 2024/2025

- Promote the new 1st Street Plaza
 - Videos, ads, influencers, & more
- Launch Fox River Commercial and maintain focus on outdoor promotions
 - Broadcasting and streaming
- Organize the Shop Crawl event in Spring
- Advertise the new Digital Kiosks
- Travel St. Charles App
 - Introduce new challenges and tours
 - Increase app downloads
- Create and distribute new Dining Guide

Organization Committee

Programming:

- Volunteer Recruitment
- Volunteer Retention
- Business Engagement
- Sponsorship
- Employee Handbook
- Staff onboarding



Business Development and Sales Achievements

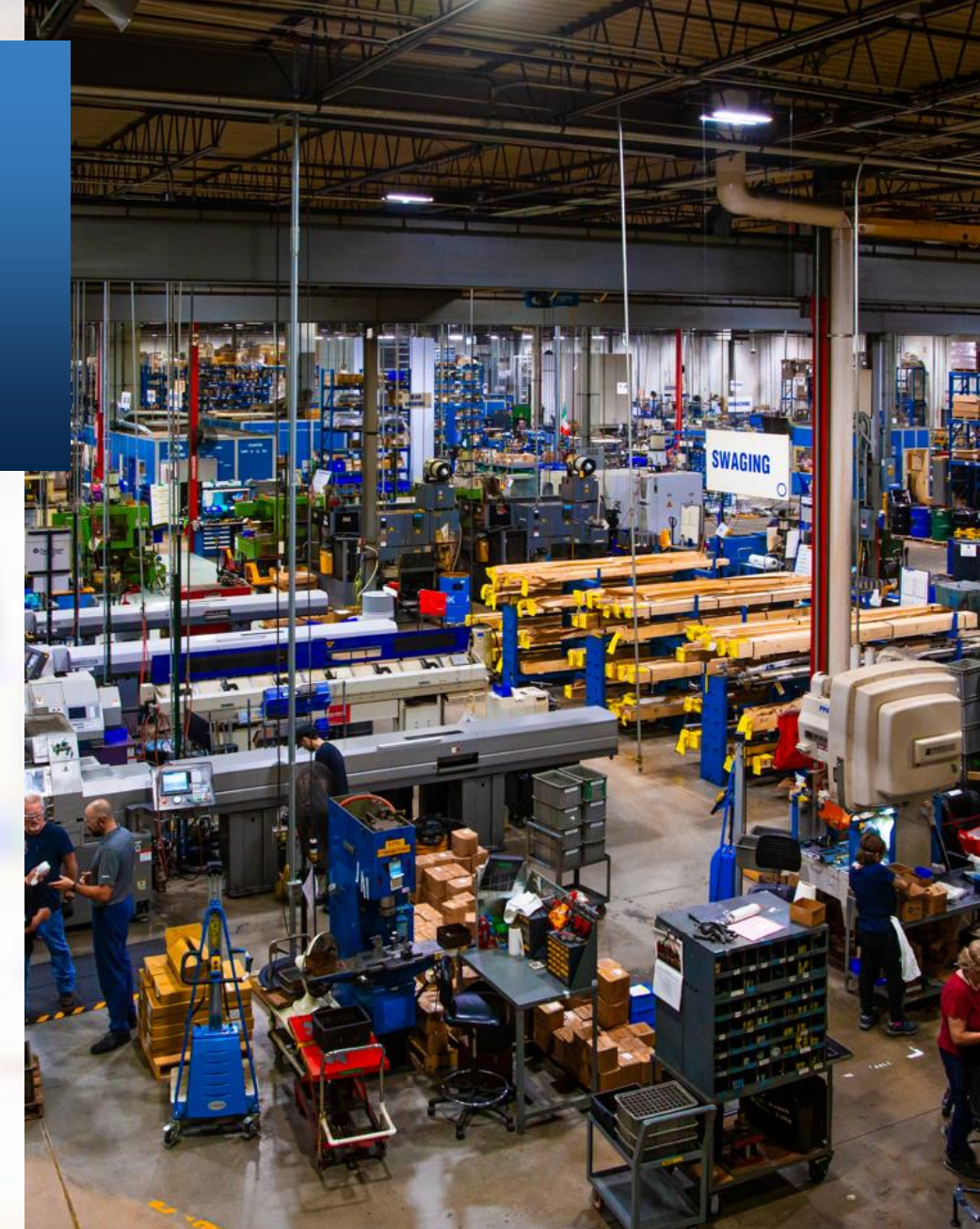
- Broker Coffee and Spring Broker program
- Gave out 6 Store Front Improvement Grants
- Outreach to major St. Charles employers/sales meeting planners
- Focus on Industrials and Manufacturing reach out/ retention visits
- New businesses engagement
- Nominations for Enjoy Illinois's "Illinois Made"



Business Development and Sales Achievements

Made in St. Charles Program

- Industrial and Manufacturing focus
- 2023 Award Winners:
 - Bison Gear & Engineering Corporation
 - Clarke Mosquito Control and Management
 - I.C.T. Power USA
 - Lighting Innovations
 - United Laboratories, Inc.
 - Warwick Publishing Company



Business Development and Sales Achievements

Local Work

- Solidified 438+ reservations and 250+ hotel reservations
- Hosted a Broker Breakfast and a Broker Tour
 - 40+ in attendance
- 187 retention visits to local businesses
- Collaborated with local groups on events:
 - Chicago Winter Bike swap
 - Chicagoland Tour De Cure
 - Fox River Kayaking and Canoeing events
 - Shamrockin' on the River 8K
 - Hops for Hope 5K & Brew Fest
 - Fox Valley Marathon



Business Development and Sales Achievements

National Hospitality Industry Shows

- Attended Connect Marketplace, Minneapolis, MN
 - Worked with Q center sales team to meet over 25 meeting planners
- Travel & Adventure Show, Rosemont, IL
 - Over 16,000 attendees
 - Showcased St Charles as a destination and collaborate with 93 Octane
- Wedding & Bridal Show, Rosemont, IL
 - Over 4,500 attendees
 - Collaborated with Hotel Baker
 - Showcased St Charles products for wedding favor ideas
 - Spotlighted hotels and event spaces



Marketplace

Connect Sports Marketplace Connect RTO Ma

Aug. 22-24, 2023 • Minneapolis

Business Development and Sales Achievements

Request for Proposals (RFPS)

- 203 total RFPs were sent out to local hotels
 - 43% increase
 - RFP Goal Achieved

Conference Servicing/Site Visits

- Hosted lunch/coffee meetings with each hotel using a face-to-face format
 - Stay in front of hotels
 - Meet new staff
 - Be a resource for staff
- Met with Q Center monthly to collaborate with their incoming groups.





Sales Goals for 2024/2025

- 12 visits and communication with hotels and stakeholders
- Meet with Q Center 12-15 times to stay in the know about upcoming groups
- Attend trade shows where appropriate and applicable
- Attend Wedding & Bridal Shows
- Create Water Bottle Program
 - Promote Wellness Tourism and Eco Tourism in hotels
- Add 6 new businesses to the Made in St. Charles program
- 10 engagement meetings with local commercial brokers
- Send out 4-6 communications with event planner database
- Continue with retention visits 3/week
- Meet with 5-10 industrial business community in St. Charles



Events

- Fine Art Show
- STC Live!
- Jazz Weekend
- Scarecrow Weekend
- Holiday Homecoming
- Restaurant Week, Feb. 5th–9th
- Still to come...
 - St. Patrick's Parade, March 9th



2023 Fine Art Show

- 30,000+ Attendees
- 100+ Artists – 10% more than previous year
- 60+ Volunteers
- 100+ took part in the Patron Program
- Added a Green Team
- New live muralist
- Enhanced eco-friendly elements
- Goals Achieved:
 - Grew Patron Program
 - Increased sponsorship by 10%
 - Included more local artists



2024 Fine Art Show Goals

- Expand marketing efforts by 10%
- Increase Business participation in promotion efforts highlighting local businesses events
- Work 1st street plaza into the flow of the event
- Work with social media art influencers
- Enhance eco-friendly elements



2023 STC Live!

- 28 total performances at 17 different St. Charles Venues.
- 2 new venues, 10 new musicians
 - Achieved goal
- Increase local business and community participation
 - Achieved goal
- Reached 59,000+ people through digital marketing efforts



2024 STC Live! Goals

- Keep sponsorship relationships
- Continue to collaborate with local businesses
- Expand footprint and participation event
- Continue to attract high quality performances that attract people to venues



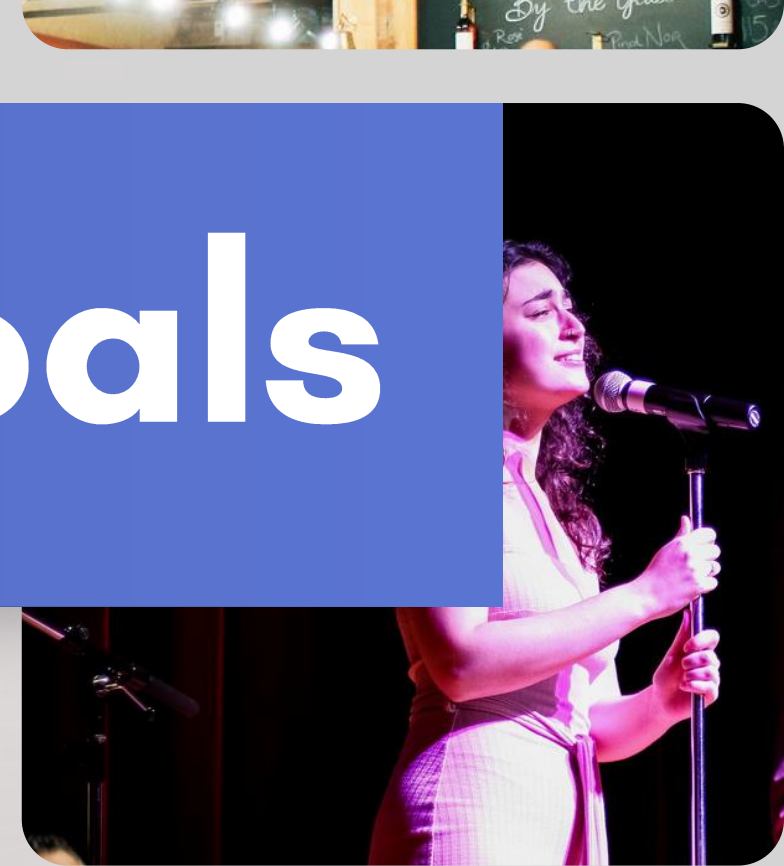
2023 Jazz Weekend

- 36 total performances at 21 different St Charles Venues
 - 33% increase
- Reached 165,000+ people through digital ads
- Had 10,000+ Jazz Weekend website sessions



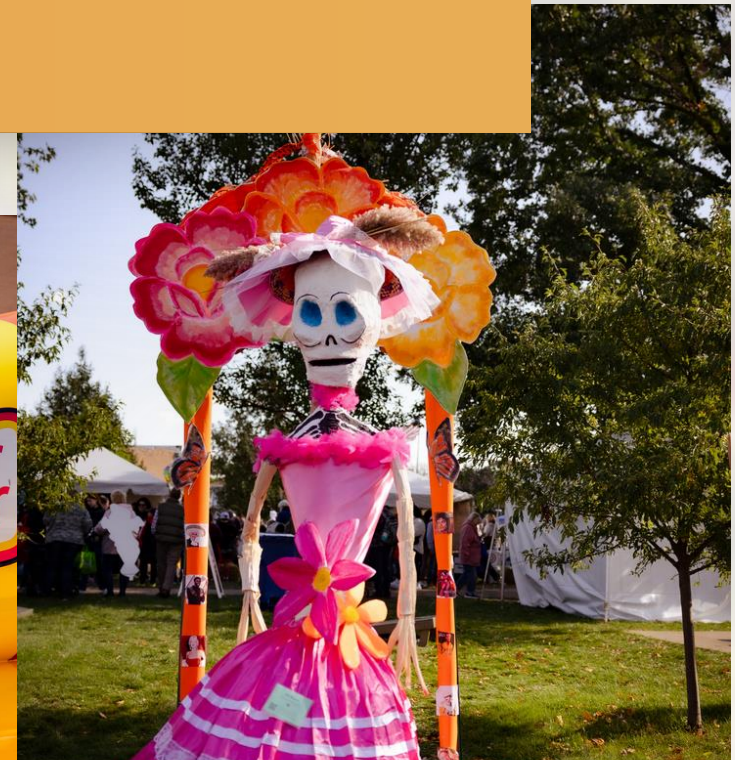
2024 Jazz Weekend Goals

- 1st Street plaza inclusion
- Collaborate with WDCB
- 23 venues
- 37 performances
- Promote event at all hotels with marketing materials



2023 Scarecrow Weekend

- 115+ community made scarecrows
 - 22% increase from last year
 - Achieved Goal
- 40+ specials, promotions, and food options from local businesses
- Partnered with local community groups and restaurants for food options
- 60,000 attendees
- 345 Downloads of the Travel St Charles App
- Enhanced then Activity Zone on Riverside Ave
- Increased Sponsorship by over 20%
 - Achieved Goal



2023 Scarecrow Weekend

- ***"This was the best one in the six years we have been here."** Said their store was packed and they did really well. Said things were crazy (in a good way). Would like a brochure to point to where people can go. They also had their biggest amount of entries in their contest than they've ever had. - Ghoulish Mortals*
- *"Scarecrow Weekend 2023 ended up being our best one yet. **Saturday was the best day we've ever had.** Despite the rain on Friday, we did great. The only complaints we have about this year is that the busy-ness throughout the day varied quite a bit. In years past, we made roughly the same amount per hour from 12pm to 6pm, but this year we had some hours doubled the revenue of the previous hour, making it hard to keep up. I don't know if there is any specific reason for this, just wanted to provide feedback. Thank you." - Rocket Fizz*
- ***"We have received many positive comments from the many guests we have encouraged to go.** We have guests from all over the world this week. What a wonderful event that certainly attributes to the promotion of St Charles as a destination and **certainly assists our meetings and events** THANK YOU. I hope you get to rest this weekend, Congratulations to the team WELL DONE to them."- Q Center*

2024 Scarecrow Weekend Goals

- Increase sponsorship by 10%
 - Year over Year
- Create a zero-waste station
- Maintain the number of Scarecrow Contest entries
- Include and highlight 1st Street in the flow of the event
- Partner with more community groups and businesses



2023 Holiday Homecoming

- Lighting of the lights had over 1,000 attendees
- 65 Entries for the parade
- 33,000 parade attendees
 - Record breaking
- 100's of Santa visits on the Plaza
- Hit capacity at the Arcada for movie
 - Record breaking
- Included 1st year of the Shop Crawl
- Reached 241,550+ people on Social Media



2024 Holiday Homecoming Goals

- Inclusion of 1st street plaza
- Find more musical entries for the parade
- Continue to promote holiday sales and specials from local businesses and encourage more business to submit themed specials for the event
- Collaborate weekend getaways with hotels



2023 Restaurant Week

- 8,700+ website sessions
- 47,170+ social media impressions
 - Additional 15,390+ through Facebook Event
- 15,000+ mailers sent locally
- 71,000+ people reached through digital ads
- 3 influencers promoted the event
 - Totaled 47,740+ impressions
- Featured on...
 - 95.9 The River
 - 94.9 EDKB
 - Multi-Dimensional Mom Podcast



2024 Restaurant Week

- February 5th-9th, 2024
- 48 participating restaurants
- 20% off your entire bill of \$25 or more
 - Excluding alcohol, gratuity, and tax
- \$25 gift card giveaway
 - Check-in to the participating restaurants that you dine at on the Travel St. Charles App
 - 6 winners will be chosen

20%
OFF



**Starts
Today!**

2024 St. Patrick's Parade

- March 9th, 2024
- Opening Ceremony
- Lucky Scavenger Hunt
- Photo Opportunity
- Local business promotions
- Parade





S.T. CHARLES
BUSINESS ALLIANCE

Thank you for
your support!

St. Charles Business Alliance
 Profit & Loss Budget Performance
 May through November 2019


	2023-2024 approved budget	2024-2025 working budget
Ordinary Income/Expense		
Income		
4000.00 - Operations Income		
4001 - Hotel	433,600	526,600
4002 - SSA-1B Revenues	265,000	272,000
4005 - Investor Contributions		
4005.40 - Investor Contributions-Other		
Total 4005 - Investor Contributions		
4500 - Interest Revenues	4,000	19,000
Total 4000.00 - Operations Income	702,600	817,600
4100.00 - Committee Income		
4600 - PPP		
4170 - Visitor's Guide		
Total 4100.00 - Committee Income		
Total Income	702,600	817,600
Gross Profit	702,600	817,600
Expense		
5000 - Operations Expense		
5005 - Accounting Services	17,400	18,000
5030 - Equipment Leasing & Rental	2,500	3,200
5040 - Insurance & Bonding		
5040.10 - General Liability	17,000	13,000
5040.20 - Workers Compensation Insurance		
5040.30 - Auto Insurance		
5040.40 - D&O		
Total 5040 - Insurance & Bonding	17,000	13,000
5041 - Interest Expense		
5042 - IT Support / Web Hosting	20,000	20,000
5043 - Legal and HR	6,000	2,500
5050 - Office Supplies	7,000	11,000
5053 - Outside Services		
5055 - Program Participation Fees	2,500	2,500
5060 - Personnel		
5060.10 - Salaries and Payroll Expense	529,033	553,332
5060.20 - Employee Benefits	42,000	42,000
5060.25 - Payroll Processing Fees		
5060.30 - Payroll Tax Expense	40,000	45,030
5060.35 - Temp Worker Expense	3,500	3,500
5060.99 - Payroll Allocation - Events	(163,500)	(194,250)
Total 5060 - Personnel	451,033	449,612
5075 - Professional Developmt/Travel		
5085 - Software/Technology Fees	16,000	22,000
5110 - Annual Meeting Expense	-	-
5115 - Annual Report		

St. Charles Business Alliance
Profit & Loss Budget Performance
May through November 2019

	2023-2024 approved budget	2024-2025 working budget
5120 · Bank Service Charges	400	200
5124 · Depreciation Expense	3,200	3,200
5125.00 · Dues, Memberships	300	150
5165 · Postage	300	300
5180 · Repairs & Maintenance	1,000	1,000
Total 5000 · Operations Expense	544,633	546,662
6000 · Committee Expenses		
6010 · Business Development/Education		
6010.10 · Booth Fees	15,000	16,000
6010.20 · Marketing Materials	11,000	11,000
6010.30 · Signage/Awning Program	8,000	8,000
6010.35 · Professional Development	8,000	8,000
6010.40 · Workshops & Training (Bus. Exc)	2,000	2,000
Total 6010 · Business Development/Education	44,000	45,000
6020 · Marketing & Promotion		
6020.10 · Advertising	40,000	43,000
6020.30 · Branding		
6020.50 · Kiosks	2,000	5,000
6020.60 · Photography	2,000	2,000
6020.53 · Marketing video influnecer	10,000	19,500
6020.90 · Visitors Guide/ Resturant guide	16,000	15,000
Total 6020 · Marketing & Promotion	70,000	84,500
6030 · Organization		
6030.10 · Stakeholders Engagement	2,000	2,500
6030.20 · Volunteer Appreciation	3,500	4,000
Total 6030 · Organization	5,500	6,500
Total 6000 · Committee Expenses	119,500	136,000
Total Expense	664,133	682,662
Net Ordinary Income	38,467	134,938
Other Income/Expense		
Other Income		
7000 · Event Income		
7010 · Booth Fees	53,000	66,000
7020 · Parade Entry Fees	19,000	20,000
7030 · Event Sponsorship	125,000	158,000
7040 · Jury Fees		
7051 · Ravenswood Sponsorship		
7060 · Carnival		
7070 · Food Vendor		
7080 · Merchant		
Total 7000 · Event Income	197,000	244,000
Total Other Income	197,000	244,000
Other Expense		
7500 · Event Expenses		

St. Charles Business Alliance
 Profit & Loss Budget Performance
 May through November 2019

	2023-2024 approved budget	2024-2025 working budget
7505 - Advertising	25,000	25,000
7510 - Artist's Awards	9,500	8,300
7515 - Artist's Lunches	3,000	4,500
7520 - Banners	8,500	8,500
7525 - City Services	38,000	52,000
7529 - Festival Fees		
7530 - Float Awards		
7535 - Judges	700	600
7540 - Logistics	4,000	2,000
7545 - Marketing	11,000	11,000
7550 - Miscellaneous	4,000	5,500
7555 - Music/Entertainment	15,000	19,000
7560 - Outside Services	18,000	26,000
7565 - Parade Paid Elements	20,000	29,000
7570 - Purchase Award Program		
7573 - Payroll Allocation	163,500	194,250
7574 - Ravenswood Management Fees		
7575 - Repairs & Maintenance		
7580 - Security	1,500	1,700
7582 - Tree Trail	-	-
7585 - Tents	11,000	12,000
7595 - Volunteer Expenses	1,500	1,400
7600 - Video/Photography	4,000	3,200
8100 Capital enhancement plan		
Total 7500 - Event Expenses	338,200	403,950
Total Other Expense	338,200	403,950
Net Other Income	(141,200)	(159,950)
Net Income	(102,733)	(25,012)

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5e
	Title:	Seeking Approval of an Ordinance Amending Title 13, “Public Utilities, Chapter 13.12 “Sewer” of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility	
	Presenter:	Bill Hannah, Director of Finance	
Meeting: Government Operations Committee		Date: February 5, 2024	
Proposed Cost: \$ <i>N/A</i>		Budgeted Amount: N/A	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>Executive Summary (if not budgeted, please explain):</p> <p>At the January 22, 2024 Winter Budget Workshop, a presentation was provided on the significant increasing cost of Water and Sewer Fund operations, annual debt service requirements due to new IEPA loans necessary to complete critical capital projects, and other capital project needs requiring funding.</p> <p>As conveyed at the Workshop, although a significant rate increase is needed to address the funding needs in the Water and Sewer Funds, staff recognizes that a significant increase may be difficult for many customers. Instead, staff proposed as one option a series of moderate, 5% water and sewer rate increases over a four-year period effective for bills issued after June 1st of 2024 and each June 1st through 2027. These increases would provide some of the funding needed for operations and annual debt service requirements, and provide some additional funds for capital improvements to the systems. As part of this plan, staff will also look into supplementing, if necessary, the Water and Sewer Funds with other City resources in order to ensure critical capital projects necessary for system capacity and replacement continue moving forward.</p> <p>Approval of multi-year rate increases allows the City to better plan for the funding of operations, debt service, and capital needs for the water and sewer funds.</p> <p>The City is currently working with consultants to complete a facility master plan for the electric, water and sewer utilities. It is anticipated that these studies will be completed in fiscal year 2025. The City then plans to evaluate options and proposals for a comprehensive utility rate study in order to develop rate options and structure for the future.</p> <p>No rate increases are recommended at this time for the electric utility. The last time the City increased electric rates was five (5) years ago in 2019. The financial impact of a 5% water and sewer rate increase on a typical utility bill with electric, water and sewer of \$270 is about \$7 per month, or an increase of about 2.8% overall on the monthly utility bill.</p>			

Attachments (please list):

Ordinance Amending Title 13, "Public Utilities, Chapter 13.12 "Sewer" of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility

Recommendation/Suggested Action (briefly explain):

Seeking Discussion and Approval of an Ordinance Amending Title 13, "Public Utilities, Chapter 13.12 "Sewer" of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility

City of St. Charles, Illinois
Ordinance No. 2024-M-_____

An Ordinance Amending Title 13, “Public Utilities,” Chapter 13.12, “Sewers,” Sections 13.12.830, “Charges for Residential Uses,” and 13.12.840, “User Charges for Metered Water Consumption and Nonresidential Use,” of the St. Charles Municipal Code

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, as follows:

Section 1. That Title 13, “Public Utilities,” Section 13.12.830, “Charges for Residential Users,” and Section 13.12.840, “User Charges for Metered Water Consumption and Nonresidential Use,” are hereby deleted in their entirety and in lieu thereof the following language shall be substituted:

“13.12.830 Charges for Residential Users

A. The residential sewer user charge shall be as follows:

1. The following rates shall be charged monthly for sewer service to all residential users of City sewers, based upon metered water consumption effective for bills issued subsequent to June 1 of the following years, with a maximum sewer charge not to exceed 130% of a residential user’s winter quarter water usage average. The residential user’s “winter quarter” water usage shall be defined as the water that is billed to the user in the months of January, February, and March. When the 130% calculation produces a fractional result, the customer maximum will be raised to the next whole number.

<u>Charge</u>	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Monthly Demand	\$23.01	\$24.16	\$25.37	\$26.64	\$27.97
Usage, per 1,000 gallons of water used	\$7.29	\$7.65	\$8.03	\$8.43	\$8.85

2. Residential users in a building with more than one dwelling unit and with each unit having a sewer connection but no city water meter shall be charged the existing residential sewer demand charge per month. Sewer usage charge shall be billed to the customer billed for the water service and shall be based on the water used at the existing residential sewer rate per one thousand gallons.
3. Residential users in a building with only one dwelling unit with sewer connection but no city water purchases shall be charged for

eight thousand gallons of usage at the existing residential rate per one thousand gallons plus the existing demand charge per month.

4. For new or recently constructed residential buildings or other customers which have a water meter and incomplete history of water consumption during a winter quarter, the existing residential rate per thousand gallons plus the existing demand charge per month shall be applied to their metered water consumption until the completion of a winter quarter.
5. A fee is hereby imposed upon all residential users of City sewers for the purpose of funding various projects required to comply with mandatory standards promulgated by the United States and the Illinois Environmental Protection Agencies. This fee, termed "EPA Mandate Fee," will be set at a flat rate of two dollars and seventy-five cents (\$2.75) per month."

"13.12.840 User Charges for Metered Water Consumption and Nonresidential Use

A. The non-residential sewer user charge shall be as follows:

1. The following rates shall be charged monthly for sewer service to all non-residential users of City sewers based upon metered water consumption effective for bills issued subsequent to June 1 of the following years:

<u>Charge</u>	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Monthly Demand	\$23.01	\$24.16	\$25.37	\$26.64	\$27.97
Usage, per 1,000 gallons of water used	\$7.29	\$7.65	\$8.03	\$8.43	\$8.85

2. The following rates shall be charged monthly for sewer service to all non-residential users of City sewers where water consumption does not reflect the actual quantity of wastewater tributary to the wastewater treatment works effective for bills issued subsequent to June 1 of the following years:

<u>Charge</u>	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Monthly Demand	\$23.01	\$24.16	\$25.37	\$26.64	\$27.97
Usage, per gallons of wastewater actually discharged into the sewer system	\$7.29	\$7.65	\$8.03	\$8.43	\$8.85

3. Non-residential users in a building with more than one non-residential unit and with each unit having a sewer connection but no city water meter shall be charged the existing non-residential sewer demand charge per month. Sewer usage charge shall be billed to the customer billed for the water service and shall be based on the water used at the existing non-residential sewer rate per one thousand gallons.
4. Non-residential users in a building with no water purchases and a sewer connection without flow measurement equipment shall be charged the existing non-residential sewer demand charge per month, plus a user charge equivalent to six thousand gallons of usage at the existing non-residential sewer use rate per one thousand gallons. Non-residential users may be required to install flow measurement equipment pursuant to the conditions set forth in Section 13.12.940B.
5. A fee is hereby imposed upon all non-residential users of City sewers for the purpose of funding various projects required to comply with mandatory standards promulgated by the United States and the Illinois Environmental Protection Agencies. This fee, termed "EPA Mandate Fee", will be set at a flat rate of two dollars and seventy-five cents (\$2.75) per month."

Section 2. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law; provided, however, that the rates set forth herein effective for 2024 and thereafter shall be effective for the first billing period subsequent to June 1, 2024.

Section 3. That after the adoption and approval hereof this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of February, 2024.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of February, 2024.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of February, 2024.

Lora Vitek, Mayor

ATTEST:


City Clerk

COUNCIL VOTE:

Ayes: _____

Nays: _____

Absent: _____

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5f
	Title:	Seeking Approval of an Ordinance Amending Title 13, “Public Utilities, Chapter 13.16 “Water” of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility	
	Presenter:	Bill Hannah, Director of Finance	
Meeting: Government Operations Committee		Date: February 5, 2024	
Proposed Cost: \$ <i>N/A</i>		Budgeted Amount: N/A	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>Executive Summary (if not budgeted, please explain):</p> <p>At the January 22, 2024 Winter Budget Workshop, a presentation was provided on the significant increasing cost of Water and Sewer Fund operations, annual debt service requirements due to new IEPA loans necessary to complete critical capital projects, and other capital project needs requiring funding.</p> <p>As conveyed at the Workshop, although a significant rate increase is needed to address the funding needs in the Water and Sewer Funds, staff recognizes that a significant increase may be difficult for many customers. Instead, staff proposed as one option a series of moderate, 5% water and sewer rate increases over a four-year period effective for bills issued after June 1st of 2024 and each June 1st through 2027. These increases would provide some of the funding needed for operations and annual debt service requirements, and provide some additional funds for capital improvements to the systems. As part of this plan, staff will also look into supplementing, if necessary, the Water and Sewer Funds with other City resources in order to ensure critical capital projects necessary for system capacity and replacement continue moving forward.</p> <p>Approval of multi-year rate increases allows the City to better plan for the funding of operations, debt service, and capital needs for the water and sewer funds.</p> <p>The City is currently working with consultants to complete a facility master plan for the electric, water and sewer utilities. It is anticipated that these studies will be completed in fiscal year 2025. The City then plans to evaluate options and proposals for a comprehensive utility rate study in order to develop rate options and structure for the future.</p> <p>No rate increases are recommended at this time for the electric utility. The last time the City increased electric rates was five (5) years ago in 2019. The financial impact of a 5% water and sewer rate increase on a typical utility bill with electric, water and sewer of \$270 is about \$7 per month, or an increase of about 2.8% overall on the monthly utility bill.</p>			

Attachments (please list):

Ordinance Amending Title 13, "Public Utilities, Chapter 13.16 "Water" of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility

Recommendation/Suggested Action (briefly explain):

Seeking Discussion and Approval of an Ordinance Amending Title 13, "Public Utilities, Chapter 13.16 "Water" of the St. Charles Municipal Code to Allow for Changes in the Rate Structure for the Water Utility

City of St. Charles, Illinois
Ordinance No. 2024-M-_____

**An Ordinance Amending Title 13, “Public Utilities,” Chapter 13.16, “Water,”
Section 13.16.190, “Net Charges for Property with Buildings Connected to
System,” of the St. Charles Municipal Code**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES,
KANE AND DUPAGE COUNTIES, ILLINOIS, as follows:

Section 1. That Title 13, “Public Utilities”, Chapter 13.16, “Water,” Section 13.16.190, “Net Charges for Property with Buildings Connected to System,” of the St. Charles Municipal Code, is hereby deleted in its entirety and in lieu thereof the following language shall be substituted:

“13.16.190 Net Charges for Property with Buildings Connected to System

All property upon which any building has been or may be hereafter erected having a connection with the water system shall pay the following charges:

1. Customer Charge. The following monthly customer charge is for all general service water customers effective for bills issued subsequent to June 1 of the following years:

<u>Meter Size</u>	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
3/4” and under	\$12.97	\$13.62	\$14.30	\$15.02	\$15.77
1”	\$16.72	\$17.56	\$18.44	\$19.36	\$20.33
1-1/4”	\$20.31	\$21.33	\$22.40	\$23.52	\$24.70
1-1/2”	\$23.38	\$24.55	\$25.78	\$27.07	\$28.42
2”	\$31.57	\$33.15	\$34.81	\$36.55	\$38.38
3”	\$50.17	\$52.68	\$55.31	\$58.08	\$60.96
4”	\$76.56	\$80.39	\$84.41	\$88.63	\$93.06
7-1/2”	\$206.38	\$216.70	\$227.54	\$238.92	\$250.87

2. Water Charge. The following monthly water rates apply to all customers effective for bills issued subsequent to June 1 of the following years:

<u>Water Charge</u>	<u>Current</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Base Rate per 1000 gallons	\$5.44	\$5.71	\$6.00	\$6.30	\$6.62
Excess Seasonal Rate per 1000 gallons*	\$9.30	\$9.77	\$10.26	\$10.77	\$11.31

*Excess Seasonal Water Rate applies to water use that is billed to the customer starting in the month of June and the next four succeeding months.

The excess seasonal water rate applies to water used during the above period which is greater than 130 percent of the monthly average of water used during the winter quarter and which is greater than 6,500 gallons per month usage. All other water is billed at the base rate. New customers who have no history of water consumption during the winter quarter will be billed on the basis of actual consumption at the base rate until a winter average is determined.

Section 2. That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval and publication in pamphlet form as provided by law; provided, however, that the rates set forth herein effective for 2024 and thereafter shall be effective for the first billing period subsequent to June 1, 2024.

Section 3. That after the adoption and approval hereof this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper with a general circulation within the City of St. Charles.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of February, 2024.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of February, 2024.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this _____ day of February, 2024.

Lora Vitek, Mayor

ATTEST:


City Clerk

COUNCIL VOTE:

Ayes: _____

Nays: _____

Absent: _____

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item Number: 6a
	Title:	Recommendation to approve an Ordinance Amending Ordinance No. 2023-M-17 with Regard to the Deferred Imposition of a Municipal Push Tax on Plays of Video Gaming Terminals	
	Presenter:	Heather McGuire, City Administrator	
Meeting: Government Operations Committee		Date: February 5, 2024	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
Executive Summary <i>(if not budgeted please explain):</i>			
<p>As a reminder, the information below was presented on May 1, 2023, to approve Ordinance 2023-M-17. The original effective date for imposition of the push tax was set as May 1, 2022. The effective date for imposition of the push tax was extended to May 1, 2023, by Ordinance No. 2022-M-42. It was extended again on May 1, 2023, to December 1, 2023, by Ordinance No. 2023-M-17 to allow appropriate time for some of these issues to develop before the tax is implemented. Since there continues to be a lack of regulatory guidance and pending litigation that creates uncertainty about how the tax may be imposed, this Ordinance defers the implementation of the tax to December 31, 2024.</p> <p>On October 27, 2021, the legislature amended SB 3136 (the “Bill”) to include limiting language regarding municipal “Push Taxes” for Video Gaming Terminals. The amendment stated that “Any home rule municipality that has adopted an ordinance imposing an amusement tax on persons who participate in the playing of video gaming terminals on or before November 1, 2021, may continue to impose such amusement tax pursuant to such ordinance but shall not increase, expand, or extend the tax or tax rate on such persons participating in playing video gaming terminals in excess of that tax or rate set forth in such ordinance and shall not otherwise impose any other tax upon any entity or person identified in subsection (c).” <u><i>As a result, we are required to pass an ordinance imposing such tax prior to November 1st in order to preserve our ability to do so.</i></u></p> <p>The Ordinance is drafted to reflect the intent of passing the tax through to the user of the terminal. It is not intended to be a tax on the Operator or impact the businesses who have Video Gaming Terminals. The Ordinance permits the Operators to determine how to collect the tax from the users. However, because of the condensed timeline with the amendment to and passage of the Bill, we anticipate modifications, rules, and regulations regarding the imposition, collection, and distribution of this tax in the coming months. We will monitor any changes and will bring any issues to City Council for discussion as necessary.</p> <p>In addition, there is a pending litigation challenging the “push tax” and its implementation. The outcome of any litigation may affect the City’s ability to implement and collect this tax in the future.</p>			
Attachments <i>(please list):</i>			
Ordinance Amending Ordinance No. 2023-M-17 with Regard to the Deferred Imposition of a Municipal Push Tax on Plays of Video Gaming Terminals			
Recommendation/Suggested Action <i>(briefly explain):</i>			
Recommendation to approve an Ordinance Amending Ordinance No. 2023-M-17 with Regard to the Deferred Imposition of a Municipal Push Tax on Plays of Video Gaming Terminals			

City of St. Charles, IL
Ordinance No. 2024-M -

An Ordinance Amending Ordinance No. 2023-M-17
with regard to the Deferred Imposition of a Municipal Push Tax
on Plays of Video Gaming Terminals

WHEREAS, the City of St. Charles, as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970, has the authority to exercise any power and perform any function pertaining to its government and affairs except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the Illinois Video Gaming Act, 230 ILCS 40/1 *et seq.*, as amended, regulates the operation, licensing, and administration of video gaming; and

WHEREAS, the City, in accordance with the Illinois Video Gaming Act, regulates video gaming activities within the City; and

WHEREAS, the City, pursuant to Ordinance No. 2021-M-45 (“Push Tax Ordinance”), imposed a tax upon the playing of Video Gaming Terminals within the City (“Municipal Push Tax”); and

WHEREAS, pursuant to the Push Tax Ordinance, due to a lack of regulatory guidance and pending litigation challenging the authority by municipalities to implement a Municipal Push Tax, the commencement of the imposition of the Municipal Push Tax was deferred until May 1, 2023, by Ordinance No. 2022-M-42 and was further deferred until December 1, 2023, by Ordinance No. 2023-M-17; and

WHEREAS, the litigation remains pending and unresolved; and

WHEREAS, the Mayor and Council of the City find and determine that it is in the best interest of the City to extend the deferral of the imposition of the Municipal Push Tax to and until December 31, 2024, to allow for additional time for the resolution of the uncertainty caused by the continued lack of regulatory guidance and pending litigation.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE, AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

Section 1. The recitals above shall be and are hereby incorporated in this Section 1 as if restated herein.

Section 2. The deferred imposition of the Municipal Push Tax, as defined and provided for in Chapter 3.64 of the St. Charles Municipal Code, entitled “Video Gaming Terminal Municipal Push Tax,” is hereby extended from December 1, 2023, to and until December 31, 2024.

Section 3. Each section, paragraph, clause and provision of this Ordinance is separable and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

Section 4. Except as to the Code provision set forth above in this Ordinance, all chapters and sections of the City Code of the City of St. Charles, as amended, shall remain in full force and effect.

Section 5. This Ordinance shall be in full force and effect after passage, approval and publication as required by law.

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

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

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

Lora A. Vitek, Mayor

ATTEST:

Nancy Garrison, City Clerk


COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6b
	Title:	A Resolution Creating a Task Force Regarding the Impact of the St. Charles Dam	
	Presenter:	City Administrator Heather McGuire	
Meeting: Government Operations Committee		Date: February 5, 2024	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>As presented at the January 22, 2024 City Council Winter Workshop, a task force was proposed for the Fox River St. Charles Dam. The United States Army Corp of Engineers released a draft study regarding removal of nine dams along the Fox River, including the St. Charles Dam. Before the City makes a determination regarding either support or opposition to removal of the Dam, the City must assess multiple factors, including gathering public input. The City believes the creation of a task force to solicit public input and analyze all the relevant information is the most prudent approach with the task force making final comments to the City in one year.</p>			
Attachments (please list):			
Resolution			
Recommendation/Suggested Action (briefly explain):			
Recommend to approve a Resolution Creating a Task Force Regarding the Impact of the St. Charles Dam			

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

**A Resolution Creating a Task Force Regarding
the Impact of the St. Charles Dam**

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

WHEREAS, the Fox River is a feature and utilized amenity in the City of St. Charles (“City”) for a variety of purposes; and

WHEREAS, in September 2023, the United States Army Corp of Engineers (“Army Corps”) released a draft study regarding removal of nine dams along the Fox River, including the St. Charles Dam (“Dam”); and

WHEREAS, the Dam is currently owned by the Illinois Department of Natural Resources (“IDNR”); and

WHEREAS, if the Army Corps final plan recommends removal of the Dam, IDNR will request concurrence from the City before commencing removal; and

WHEREAS, before the City makes a determination regarding removal of the Dam, the City must assess multiple factors, including gathering public input; and

WHEREAS, the City believes the creation of a task force to solicit public input and analyze all the relevant information is the most prudent approach.

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, as follows:

SECTION 1: TASK FORCE. A Fox River Dam Task Force is hereby created.

SECTION 2: MEMBERSHIP. The Task Force shall have nine (9) total members, all of which are residents of the City of St. Charles, with the Chair to be determined by the membership, allocated as follows:

- City of St. Charles: Five (5), including three (3) elected officials, to be appointed by the Mayor with consent of the City Council.
- St. Charles Park District: Three (3), including at least one (1) but not more than two (2) elected officials, to be appointed by the President
- River Corridor Foundation: One (1)

SECTION 3: OBJECTIVE. The Task Force shall assess and provide a written analysis of the impact of dam removal to the City and Park District on the following categories:

1. Environmental
2. Economic Development (including the impact on both commercial and residential property owners)
3. Recreational (including the impact on both commercial and residential property owners)
4. Any other categories deemed necessary by the Task Force

SECTION 4: PUBLIC INPUT. The Task Force shall engage the public and solicit input, through, at minimum, a website to engage public feedback, and in-person forums.

SECTION 5: RECOMMENDATIONS. The Task Force shall report back to Park District Board and City Council at least quarterly.

SECTION 6: COST SHARING. Expenditures shall be split by the City Council and Park District for any necessary consultants to evaluate technical aspects and produce summaries. Costs shall be approved by each board in advance of any expenditures according to their respective purchasing policies.

SECTION 6: TIMELINE. The Task Force shall endeavor to complete all evaluations and make final reports to the City Council and Park District no later than March 1, 2025 unless otherwise extended by the City Council and Park District.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ___ day of February, 2024

PASSED by the City Council of the City of St. Charles, Illinois, this ___ day of February, 2024

APPROVED by the Mayor of the City of St. Charles, Illinois, this ___ day of February, 2024

Lora Vitek, Mayor

ATTEST:

City Clerk


COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 7a
	Title:	Recommendation to Approve a Resolution for a Lease License Agreement with the Kane County State’s Attorney’s Office for Digital Forensic Services and Use of the St. Charles Police Department’s Digital Laboratory and Associated Office Space	
Presenter:	Police Chief Keegan		
Meeting: Government Operations Committee		Date: February 5, 2024	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
<p>Executive Summary (if not budgeted, please explain):</p> <p>The Police Department owns and operates a Forensic Recovery Evidence Device (FRED) within our digital forensic lab. As part of this lease license agreement, the Kane County State’s Attorney’s Office agrees to staff a member of their agency within this lab, along with associated equipment to assist in both internet-related crimes and technical support involving mobile device extraction.</p> <p>This lease agreement is substantially similar in nature to our on-going lease/license agreement with our police social workers and the Association for Individual Development (A.I.D.).</p> <p>This is of no cost to the City and outside of office space and the use of our digital server, all other equipment and personnel costs will be adsorbed by the Kane County State’s Attorney’s Office.</p>			
<p>Attachments (please list):</p> <p>Resolution Contract for Lease Exhibit A Exhibit B</p>			
<p>Recommendation/Suggested Action (briefly explain):</p> <p>Recommendation to approve a resolution for a Lease License Agreement with the Kane County State’s Attorney’s Office for Digital Forensic Services and use of the St. Charles Police Department’s digital laboratory and associated office space.</p>			

LICENSE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2024 (“Agreement”), by and between the City of St. Charles, Kane and DuPage Counties, Illinois, an Illinois municipal corporation (“Licensor” or “City”), and the County of Kane, Illinois, a unit of local government, and the Kane County State’s Attorney’s Office (“Licensee”);

WITNESSETH

WHEREAS, the Licensor is the owner of the St. Charles Police Station located at 1515 West Main Street, St. Charles, Illinois (the “Property”); and,

WHEREAS, there is certain vacant office space located on the Property that Licensor does not currently utilize, as more specifically described on Exhibit “A,” attached hereto and incorporated herein as (“Office Space”), as well as certain office equipment that the City does not currently utilize, as listed on Exhibit “B,” attached hereto and incorporated herein (“Equipment”); and,

WHEREAS, Licensee requires office space and equipment in order to conduct its activities; and,

WHEREAS, Licensor is desirous of granting a license to Licensee, and Licensee is desirous of being granted a license from Licensor, for Licensee to utilize the Office Space and Equipment, pursuant to the terms and conditions contained herein.

NOW THEREFORE, in consideration of the foregoing recitals and the terms and conditions hereinafter contained, the sum of One Dollar (\$1.00), and other good and valuable considerations, the adequacy and sufficiency of which the parties hereby acknowledge and agree, the parties agree as follows:

Section 1. Incorporation of Recitals. The preambles set forth hereinabove are incorporated herein as substantive provisions of this Agreement as if fully set out in this section.

Section 2. Grant. Licensor agrees to grant, and does hereby grant, to Licensee, an exclusive license to use the Office Space and Equipment for the term of this Agreement for the purpose of conducting its activities.

Section 3. Condition and Upkeep. Licensee has examined and knows the condition of the Office Space and Equipment and has received the same in good order and repair, and acknowledges that no representations as to the condition and repair thereof have been made by Licensor prior to all the execution of this Agreement that are not herein expressed; Licensee will keep the Office Space and Equipment in good repair, normal wear and tear excepted; and upon the termination of this Agreement, in any way, will yield up the Office Space and Equipment to Licensor, in good condition and repair, ordinary wear excepted and will deliver the keys therefor at the Property.

Licensee will not allow the Office Space or Equipment to be used for any purpose that will increase the rate of insurance thereon, nor for any purpose other than that hereinbefore specified, and will not permit the Office Space or Equipment for any unlawful purpose, or for any purpose that will increase the fire hazard of the Property. The Licensee will not permit any alteration of the Office Space except by written consent of the Licensor; all alterations to the Office Space shall remain for the benefit of the Licensor unless otherwise provided in said consent.

Section 4. Access. Licensee, its officers, contractors, agents, volunteers and/or employees, shall at all times have the right of access to the Office Space and such other areas of the Property as are necessary to access the Office Space, subject to any and all rules imposed by the City. The Licensee, its officers, contractors, agents, volunteers and/or employees shall also have access to other areas of the Property as follows: (a) conference and meeting rooms shall be available during normal business hours provided that said rooms are not in use by, or needed by, the City, and (b) use of conference and meeting rooms during non-business hours shall be available on the same basis as the City makes such rooms available to other non-City users, by scheduling in advance and pursuant to the City's policy.

Section 5. Assignment. Licensee shall not assign or otherwise transfer its right in whole or in part under this Agreement without the express written consent of Licensor, which consent may be withheld in the City's sole and absolute discretion.

Section 6. Insurance. Licensee shall procure and maintain at its sole and exclusive expense, comprehensive personal injury, workman's compensation and property damage insurance in such amounts as Licensee deems necessary and Licensor deems satisfactory to adequately cover all operation under the exercise of the privileges herein granted. Evidence of insurance shall be provided by Licensee to Licensor. The insurance policy shall be expressly endorsed to include the City as an additional insured. Such certification of insurance shall require the insurer(s) to provide not less than thirty (30) days advance written notice to the City in the event of any cancellation, non-renewal or change in the policy limits, terms or conditions which would cause them to fail to meet the foregoing requirements. Such insurance shall be fully maintained during the term of the License Agreement.

Section 7. Hold Harmless and Indemnification. To the fullest extent permitted by law, both parties shall indemnify and hold harmless the other party and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonably attorney and paralegal fees and court costs), arising from or in any way connected with (i) any act, omission, wrongful act or negligence of either party or any of its officers, agents, employees, volunteers, contractors, subcontractors, vendors, or of anyone acting on behalf of the other party; and (ii) any accident, injury, death or damage whatsoever occurring, growing out of, incidental to or resulting directly or indirectly from either party's use of the Office Space and Equipment. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. Either party's indemnity obligations hereunder shall not apply to any injuries, claims, demands, judgments, damages, losses, or expenses arising out of or resulting from the negligence, misconduct or breach of this section by the other party, its officials, officers, employees, agents, or representatives. In no event shall either party be entitled

to damages for lost profits, lost opportunity or lost income arising from either party's performance under this Agreement.

Section 8. Financial Responsibility/No Third-Party Beneficiaries. Licensor shall have no financial responsibility or obligation to Licensee or any third party as a result of Licensor's granting the privileges described herein to Licensee. This Agreement creates no rights, title or interest in any person or entity whatsoever (whether under a third party beneficiary theory or otherwise) other than the Licensee and the Licensor.

Section 9. No Lease or Easement. Licensee expressly acknowledges that nothing herein is intended to create a corporal or possessory interest of Licensee and, accordingly, this Agreement shall not be construed as a lease, easement or any other interest running with the land. Neither this Agreement nor any summary or memorandum thereof shall be recorded with any public authority.

Section 10. Relationship of the Parties. Under no circumstances shall this Agreement be construed to create a relationship of agency, partnership, joint venture, or employment between the Licensor and the Licensee.

Section 11. Term. Unless otherwise terminated pursuant to Section 12, this Agreement shall be effective as of the date set forth above and shall continue through December 31, 2024 ("Initial Term"), and thereafter continue on a month-to-month basis, at which time each party may cancel this Agreement upon thirty (30) days written notice to the other.

Section 12. Termination. If the Licensee breaches any of the provisions of this Agreement, or abandons or vacates the Office Space, the Licensor may declare this Agreement terminated upon five (5) days written notice to the Licensee. In addition, either party may, for any reason and in its sole discretion, declare this Agreement terminated upon one hundred twenty (120) days written notice to the other.

Section 13. Damage and Destruction. Licensor and its officers, contractors, agents, invitees and/or employees shall not be liable or responsible to Licensee for any loss or damage to any property or person occasioned by theft, fire, act of God, public enemy, injunction, riot, strike, insurrection, war, or court order, or for any damage or inconvenience which may arise from this Agreement, only to the extent that such loss or damage is a result of Licensor's negligence or misconduct

Section 14. Enforceability. If any term, covenant or condition of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

Section 15. Miscellaneous. This Agreement sets forth the entire understanding of the parties, and may only be amended, modified or terminated by a written instrument signed by the parties unless herein otherwise provided. Either party's waiver of any breach of failure to enforce

any of the terms or conditions of the Agreement, at any time, shall not in any way affect, limit or waive that party's right thereafter to enforce or compel strict compliance with every term and condition hereof.

Section 16. Effective Date. This Agreement shall become effective upon execution by both parties hereto.

Section 17. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.

Section 18. Notices. Any and all notices, requests, demands, or other communications hereunder shall be in writing and shall be deemed properly served (i) on the date sent if transmitted by personal delivery with receipt therefore, (ii) on the date sent if transmitted by electronic mail (with confirmation by hard copy to follow by first class mail), (iii) on day after notice if deposited with an overnight courier, or (iv) three (3) days after being sent by registered or certified mail, return receipt requested, first class postage prepaid, addressed as follows (or to such new address as the addressee of such a communication may have notified the sender thereof):

To the City: City of St. Charles
Attn: City Administrator
2 East Main Street
St. Charles, Illinois 60174
Email: hmcguire@stcharlesil.gov

With a copy to: Nicholas S. Peppers
Storino, Ramello & Durkin
9501 West Devon Avenue, Suite 800
Rosemont, Illinois 60018
Email: npeppers@srd-law.com

To Licensee: Kane County State's Attorney
37W377 Route 38, Suite 300
St. Charles, Illinois 60175

With a copy to: Kane County State's Attorney; Civil Division
100 South 3rd Street, 4th Floor
Geneva, Illinois 60134
Email: vargascaitlin@KaneCountyIL.gov

Section 19. Counterparts. This Agreement may be executed in multiple execution counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date first written.

CITY OF ST. CHARLES

By: _____
Mayor

Kane County State's Attorney's Office

By: _____

EXHIBIT A– DIGITAL FORENSICS SERVICES

The Kane County State’s Attorney’s Office (“KCSAO”) agrees to provide access to digital forensics services by authorized KCSAO Forensic Examiner(s) to the Criminal Investigations Division of the St. Charles Police Department (“SCPD”), per the terms below:

Mobile Device Forensics

KCSAO Forensic Examiner(s) will provide technical support assistance to SCPD investigators for any technical issues arising from the use of mobile device extraction tools licensed by SCPD.

In the event existing mobile device extraction tools licensed by SCPD are unable to provide an adequate mobile device extraction, KCSAO Forensic Examiner(s) will attempt to extract and return the data from the mobile device(s) using mobile device extraction tools licensed by KCSAO.

Alternatively, KCSAO Forensic Examiner(s) may liaison between SCPD and other law enforcement jurisdictions that license mobile device extraction tools and attempt to extract and return the data from the mobile device(s).

Alternatively, KCSAO Forensic Examiner(s) may provide St. Charles Police Department investigators physical custody and use of mobile device extraction tools licensed by KCSAO, such as Cellebrite Premium and/or GrayKey, at its discretion and subject to its availability.

KCSAO Forensic Examiner(s) will process phone extractions using forensic software tools (such as Cellebrite Physical Analyzer and Magnet AXIOM) into “portable” cases so that extracted artifacts may be opened and viewed by St. Charles Police Department investigators without needing specialized forensic software to be installed on St. Charles Police Department computers.

Computer Forensics

KCSAO Forensic Examiner(s) will provide preview and data acquisition (“imaging”) services for computer storage media, such as hard drives, flash drives, memory cards, and other storage media.

KCSAO Forensic Examiner(s) will process computer forensic images using forensic software tools (such as Magnet AXIOM) into “portable” cases so that extracted artifacts may be opened and viewed by St. Charles Police Department investigators without needing specialized forensic software to be installed on St. Charles Police Department computers.

Analysis of Extracted Data

In consideration of the intensive resources required for the analysis of digital data, KCSAO Forensic Examiner(s) may provide data analysis services in limited circumstances, depending on case triage and forensic examiner availability.

Search Warrant Operations

KCSAO Forensic Examiner(s) will provide on-scene digital forensics services for knock-and-talk and search warrant operations conducted by SCPD, subject to scheduling and forensic examiner availability.

Reports

KCSAO Forensic Examiner(s) will provide summary report(s) documenting data extractions and on-scene forensics assistance for law enforcement operations conducted for SCPD. KCSAO Forensic Examiner(s) will provide more detailed reports for cases involving data analysis.

Case Types

In consideration of KCSAO Forensic Examiner(s) membership to the Internet Crimes Against Children (“ICAC”) Task Force and assignment to the county’s Child Exploitation Unit – which is comprised of the partnership between the Kane County State’s Attorney’s Office and the Kane County Sheriff’s Office, along with the assistance of the St. Charles Police Department – digital forensics services involving cases of technology-facilitated sex crimes against children will generally be given priority in case triage. Priority exceptions may be made for major crime types (such as homicides, human trafficking, kidnappings, etc.), subject to forensic examiner availability.

Availability

In consideration of KCSAO Forensic Examiner(s) support for multiple law enforcement agencies within Kane County and occasionally in surrounding areas, the physical presence of the examiner at SCPD and availability of digital forensics services is subject to vary extensively. KCSAO Forensic Examiner(s) will nevertheless make themselves accessible by phone or e-mail, including 24/7 support in the event of exigent investigations. KCSAO Forensic Examiner(s) will keep St. Charles Police Department investigators apprised of any gaps in forensic examiner availability due to scheduled trainings or benefit time.

Risks of Data Extraction

The ability to successfully acquire data varies greatly based on a number of factors, and therefore, successful data extraction is not guaranteed. While data extractions are generally considered non-destructive, a minimal risk for data loss or data inaccessibility exists. Data loss or inaccessibility may occur as a result of remote wiping, software updates and/or errors, accidental damage, device security, etc.

Request Form

Individual requests for digital forensics services by SCPD to KCSAO will be made via a standardized Request for Digital Forensics Services form (Exhibit x) prior to services being performed for the purposes of efficient case management.

Evidence and Evidentiary Procedure

Any custodial exchanges of evidence between SCPD and KCSAO Forensic Examiner(s) (or other departments when KCSAO is acting as liaison) must adhere to accepted evidentiary procedures, including chain-of-custody and appropriate search authority.

SCPD agrees to provide KCSAO Forensic Examiner(s) the ability to store evidence within its evidence vault and/or temporary evidence storage lockers, and provide access to the services of its evidence custodian(s).

SCPD agrees to provide evidence item number designations for any evidence to be processed by KCSAO Forensic Examiner(s) for the purposes of efficient evidence management.

County Scope

The agreement for KCSAO to provide digital forensics services to SCPD includes its jurisdiction in both Kane and DuPage Counties.

Exhibit B – Computer/Phone Equipment

The following equipment is provided by the City of St. Charles, assigned to the ICAC office located within Investigations office of the St. Charles Police Department, and available for use by assigned KCSAO ICAC Investigator(s) and/or Forensic Examiner(s):

Computer Related Equipment:

- 10-Gigabit Ethernet LAN connection between the ICAC office and the Forensic Recovery of Evidence Device server (“FRED-C”) located in the digital forensics lab
- Volume storage space on the FRED-C server reserved to ICAC sensitive materials and segregated under an access-controlled folder accessible only with proper login authentication by authorized users
- Tape backup drive and archive magnetic tapes for scheduled backups of ICAC reserved volume storage space per City of St. Charles PD tape backup policy
- Internet connectivity via hard-wired and wireless access to the ICAC office

Access Control Related Equipment:

- Installed card reader to allow audited access control to the ICAC office within the Investigations Office of the St. Charles Police Department

Other Office Related Equipment:

- Access to Xerox AltaLink C8135 Printer/Copier/Fax in the common area of Investigations
- Cisco CP-7965G Phone

City of St. Charles, Illinois
Resolution No. _____

A Resolution to approve a Lease Agreement with the Kane County State's Attorney's Office for Digital Forensic Services

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

WHEREAS the lease agreement with the Kane County State's Attorney's Office for digital forensic services within the St. Charles Police Department has been established.

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane, and DuPage Counties, Illinois, that the Social Worker Agreement between the City of St. Charles and the Kane County State's Attorney's Office be executed.

Presented to the City Council of the City of St. Charles, Illinois this ____ day of February 2024.

Passed by the City Council of the City of St. Charles, Illinois this ____ day of February 2024.

Approved by the Mayor of the City of St. Charles, Illinois this ____ day of February 2024.

Mayor Lora Vitek

ATTEST:: _____
City Clerk

COUNCIL VOTE:

Ayes:
Nays:
Abstain:
Absent: