

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

**TUESDAY, SEPTEMBER 6, 2016
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**
Budget Revisions – April 2016
Budget Revisions – August 2016
- 4. Inventory Control Division**
 - a. Recommendation to approve an Ordinance Authorizing the Sale of Item of Personal Property Owned by the City of St. Charles.
- 5. Finance Department**
Recommendation to approve the funding request of the Downtown St Charles Partnership for FY 2016-2017 in the amount of \$214,129.00 for Operations and \$23,792.00 for the Branding Project Phase II.
- 6. Executive Session**
 - Personnel – 5 ILCS 120/2(c)(1)
 - Pending Litigation – 5 ILCS 120/2(c)(11)
 - Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
 - Property Acquisition – 5 ILCS 120/2(c)(5)
 - Collective Bargaining – 5 ILCS 120/2(c)(2)
 - Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)
- 7. Additional Items from Mayor, Council, Staff, or Citizens.**
- 8. Adjournment**

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	218	100	1000	2016	12	04/01/2016	200522	51300	734.00	For registration expenses
Budget Transfer	218	100	1000	2016	12	04/01/2016	200522	52807	(734.00)	For registration expenses
Budget Transfer	218	100	1000	2016	12	04/01/2016	100222	52001	570.00	For toner for printers
Budget Transfer	218	100	1000	2016	12	04/01/2016	100222	51300	(570.00)	For toner for printers
Budget Transfer	218	100	1000	2016	12	04/01/2016	100300	52305	20.00	For safety supplies
Budget Transfer	218	100	1000	2016	12	04/01/2016	100300	52400	(20.00)	For safety supplies
Budget Transfer	218	100	1000	2016	12	04/01/2016	100500	50101	900.00	Reclass to PT wages
Budget Transfer	218	100	1000	2016	12	04/01/2016	100500	50100	(900.00)	Reclass to PT wages
Budget Transfer	218	100	1000	2016	12	04/01/2016	100501	52001	475.00	For toner for printers
Budget Transfer	218	100	1000	2016	12	04/01/2016	100501	52000	(475.00)	For toner for printers
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	51601	901.00	Reclass from uniforms to safet
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	51600	(901.00)	Reclass from uniforms to safet
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	52100	50.00	For water supplies
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	52101	(50.00)	For water supplies
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	52305	500.00	For safety supplies
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	52302	(500.00)	For safety supplies
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	52311	400.00	Hardware supplies
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	52302	(400.00)	Hardware supplies
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	52314	700.00	Parts for Equipment
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	52313	(700.00)	Parts for Equipment
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	54014	200.00	For cable charges
Budget Transfer	218	100	1000	2016	12	04/01/2016	100510	54000	(200.00)	For cable charges
Budget Transfer	218	100	1000	2016	12	04/01/2016	220552	52101	40.00	For meals-business
Budget Transfer	218	100	1000	2016	12	04/01/2016	220552	51600	(40.00)	For meals-business
Budget Transfer	218	100	1000	2016	12	04/01/2016	220552	52304	400.00	For chemicals and sprays
Budget Transfer	218	100	1000	2016	12	04/01/2016	220552	52314	(400.00)	For chemicals and sprays
Budget Transfer	218	100	1000	2016	12	04/01/2016	801512	50101	500.00	Reclass PT wages from Reg Wage
Budget Transfer	218	100	1000	2016	12	04/01/2016	801512	50100	(500.00)	Reclass PT wages from Reg Wage
218 Total									-	
Budget Transfer	219	100	1000	2016	12	04/01/2016	100210	56004	500.00	For phone headsets
Budget Transfer	219	100	1000	2016	12	04/01/2016	100210	51300	(500.00)	For phone headsets
Budget Transfer	219	100	1000	2016	12	04/01/2016	100210	54000	300.00	For telephone service
Budget Transfer	219	100	1000	2016	12	04/01/2016	100210	54150	(300.00)	For telephone service
219 Total									-	
Roll Forward Budget for Non PO	220	100	1000	2016	12	04/01/2016	200521	56203	285,875.00	R/F Sub 9 Budget /was Pending
Roll Forward Budget for Non PO	220	100	1000	2016	12	04/01/2016	200521	59999	(285,875.00)	R/F Sub 9 Budget /was Pending
220 Total									-	
Budget Transfer	221	100	1000	2016	12	04/01/2016	220552	51300	250.00	For flagger training

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	221	100	1000	2016	12	04/01/2016	220552	51600	(250.00)	For flagger training
Budget Transfer	221	100	1000	2016	12	04/01/2016	100510	51300	750.00	For flagger training
Budget Transfer	221	100	1000	2016	12	04/01/2016	100510	51600	(750.00)	For flagger training
Budget Transfer	221	100	1000	2016	12	04/01/2016	200521	54491	10,000.00	For unexpected maint events
Budget Transfer	221	100	1000	2016	12	04/01/2016	200521	54490	(10,000.00)	For unexpected maint events
221 Total									-	
Budget Transfer	222	100	1000	2016	12	04/01/2016	100510	51600	(300.00)	For flagger training
Budget Transfer	222	100	1000	2016	12	04/01/2016	100510	51300	300.00	For flagger training
222 Total									-	
Budget Transfer	223	100	1000	2016	12	04/01/2016	210541	52311	200.00	For hardware supplies
Budget Transfer	223	100	1000	2016	12	04/01/2016	210541	52312	(200.00)	For hardware supplies
223 Total									-	
Budget Addition	224	100	1000	2016	11	04/04/2016	220552	55180	971.00	For surcharge damage-S 7th Ct
Budget Addition	224	100	1000	2016	11	04/04/2016	220900	31193	(971.00)	For surcharge damage-S 7th Ct
224 Total									-	
Budget Transfer	225	100	1000	2016	12	04/05/2016	210541	54371	3,000.00	EPA Water Quality lab testing
Budget Transfer	225	100	1000	2016	12	04/05/2016	210541	52310	(3,000.00)	EPA Water Quality lab testing
Budget Transfer	225	100	1000	2016	12	04/05/2016	210541	54371	2,500.00	EPA Water Quality lab testing
Budget Transfer	225	100	1000	2016	12	04/05/2016	210541	52312	(2,500.00)	EPA Water Quality lab testing
Budget Transfer	225	100	1000	2016	12	04/05/2016	210541	54467	3,500.00	Repl chemical feed pump
Budget Transfer	225	100	1000	2016	12	04/05/2016	210541	52312	(3,500.00)	Repl chemical feed pump
Budget Transfer	225	100	1000	2016	12	04/05/2016	100510	52308	1,000.00	For lumber supplies
Budget Transfer	225	100	1000	2016	12	04/05/2016	100510	52313	(1,000.00)	For lumber supplies
Budget Transfer	225	100	1000	2016	12	04/05/2016	100120	54000	100.00	Telephone Service-Mayor
Budget Transfer	225	100	1000	2016	12	04/05/2016	100120	54110	(100.00)	Telephone Service-Mayor
Budget Transfer	225	100	1000	2016	12	04/05/2016	100120	54001	400.00	Cellular service-Mayor
Budget Transfer	225	100	1000	2016	12	04/05/2016	100120	54110	(400.00)	Cellular service-Mayor
Budget Transfer	225	100	1000	2016	12	04/05/2016	100221	54531	400.00	Bid Notices
Budget Transfer	225	100	1000	2016	12	04/05/2016	100221	51400	(400.00)	Bid Notices
Budget Transfer	225	100	1000	2016	12	04/05/2016	100301	51600	600.00	For Police Ops Uniforms
Budget Transfer	225	100	1000	2016	12	04/05/2016	100301	52400	(600.00)	For Police Ops Uniforms
Budget Transfer	225	100	1000	2016	12	04/05/2016	200520	54402	500.00	For copier maintenance
Budget Transfer	225	100	1000	2016	12	04/05/2016	200520	54450	(500.00)	For copier maintenance
Budget Transfer	225	100	1000	2016	12	04/05/2016	200521	52001	300.00	For computer related supplies
Budget Transfer	225	100	1000	2016	12	04/05/2016	200521	51601	(300.00)	For computer related supplies
Budget Transfer	225	100	1000	2016	12	04/05/2016	200522	54402	300.00	For copier maintenance
Budget Transfer	225	100	1000	2016	12	04/05/2016	200522	54467	(300.00)	For copier maintenance
Budget Transfer	225	100	1000	2016	12	04/05/2016	220551	52310	200.00	For small tools & equipment

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Budget Transfer	225	100	1000	2016	12	04/05/2016	220551	52400	(200.00)	For small tools & equipment
Budget Transfer	225	100	1000	2016	12	04/05/2016	801512	52304	200.00	For chemicals & sprays
Budget Transfer	225	100	1000	2016	12	04/05/2016	801512	52310	(200.00)	For chemicals & sprays
225 Total									-	
Budget Entry Correction	226	100	1000	2016	5	04/05/2016	200521	56203	(6,635.05)	R/F PO 83719 PAID IN SEPT
Budget Entry Correction	226	100	1000	2016	5	04/05/2016	200521	56203	6,635.05	R/F PO 82211 PAID IN SEPT
226 Total									-	
Roll Forward Budget for Non PO	227	100	1000	2016	12	04/05/2016	200521	56203	2,173.00	Add'l R/F for Sub 9 Project
Roll Forward Budget for Non PO	227	100	1000	2016	12	04/05/2016	200900	31197	(2,173.00)	Add'l R/F for Sub 9 Project
227 Total									-	
Budget Transfer	228	100	1000	2016	12	04/05/2016	100650	54544	500.00	For Broker Tour in April
Budget Transfer	228	100	1000	2016	12	04/05/2016	100650	54543	(500.00)	For Broker Tour in April
228 Total									-	
Budget Transfer	229	100	1000	2016	12	04/05/2016	507663	56150	24,500.00	Trf budget from 503 to 507
Budget Transfer	229	100	1000	2016	12	04/05/2016	503661	56150	(24,500.00)	Trf budget from 503 to 507
Budget Transfer	229	100	1000	2016	12	04/05/2016	507663	56200	1,932,000.00	Trf budget from 503 to 507
Budget Transfer	229	100	1000	2016	12	04/05/2016	503661	56200	(1,932,000.00)	Trf budget from 503 to 507
229 Total									-	
Budget Addition	230	100	1000	2016	12	04/05/2016	507663	56200	177,216.00	1st St Phs 3-Trf frm Cap Imp
Budget Addition	230	100	1000	2016	12	04/05/2016	507900	31199	(177,216.00)	1st St Phs 3-Trf frm Cap Imp
230 Total									-	
Budget Transfer	231	100	1000	2016	12	04/05/2016	503800	49100	514,500.00	Trsf budget from 503 to 507
Budget Transfer	231	100	1000	2016	12	04/05/2016	507800	49100	(514,500.00)	Trsf budget from 503 to 507
231 Total									-	
Budget Transfer	232	100	1000	2016	12	04/05/2016	507663	54189	376,616.00	Tsfr fr 56200 to 54189 (Pro Sv
Budget Transfer	232	100	1000	2016	12	04/05/2016	507663	56200	(376,616.00)	Tsfr fr 56200 to 54189 (Pro Sv
232 Total									-	
Budget Transfer	233	100	1000	2016	12	04/06/2016	100800	57312	490,000.00	Recl TIF 7 trsf from Oper Trsf
Budget Transfer	233	100	1000	2016	12	04/06/2016	100800	57309	(490,000.00)	Recl TIF 7 trsf from Oper Trsf
Budget Transfer	233	100	1000	2016	12	04/06/2016	804530	54110	2,000.00	Legal svcs D303 IGA
Budget Transfer	233	100	1000	2016	12	04/06/2016	804530	54150	(2,000.00)	Legal svcs D303 IGA
233 Total									-	
Budget Reduction	234	100	1000	2016	11	04/06/2016	200521	56200	(119,597.00)	Cable Shed-Rebudgeted 16/17
Budget Reduction	234	100	1000	2016	11	04/06/2016	200900	31199	119,597.00	Cable Shed-Rebudgeted 16/17
234 Total									-	
Budget Addition	235	100	1000	2016	12	04/06/2016	507663	56200	12,204.00	Roll bk 16/17 TIF 7 Cap-CC app
Budget Addition	235	100	1000	2016	12	04/06/2016	507900	31199	(12,204.00)	Roll bk 16/17 TIF 7 Cap-CC app
Budget Addition	235	100	1000	2016	12	04/06/2016	507663	56101	18,989.00	RI bk 16/17 TIF7 Bldg 1 CC app

CITY OF ST. CHARLES

Budget Revision Listing

April 2016

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CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	245	100	1000	2016	12	04/18/2016	100604	54160	1,300.00	For WBK Engineering Assistance
Budget Transfer	245	100	1000	2016	12	04/18/2016	100604	54189	(1,300.00)	For WBK Engineering Assistance
Budget Transfer	245	100	1000	2016	12	04/18/2016	100650	56004	140.00	For monitor for Karla
Budget Transfer	245	100	1000	2016	12	04/18/2016	100650	54541	(140.00)	For monitor for Karla
Budget Transfer	245	100	1000	2016	12	04/18/2016	100400	51300	800.00	Paul Brooks invoice
Budget Transfer	245	100	1000	2016	12	04/18/2016	100400	51501	(800.00)	Paul Brooks invoice
Budget Transfer	245	100	1000	2016	12	04/18/2016	100402	52100	150.00	Supplies-meeting w/multi depts
Budget Transfer	245	100	1000	2016	12	04/18/2016	100402	51300	(150.00)	Supplies-meeting w/multi depts
Budget Transfer	245	100	1000	2016	12	04/18/2016	100400	54014	100.00	For cable bills
Budget Transfer	245	100	1000	2016	12	04/18/2016	100400	51501	(100.00)	For cable bills
Budget Transfer	245	100	1000	2016	12	04/18/2016	100401	52100	200.00	For refreshment supplies
Budget Transfer	245	100	1000	2016	12	04/18/2016	100400	51501	(200.00)	For refreshment supplies
Budget Transfer	245	100	1000	2016	12	04/18/2016	100210	52000	200.00	For employee ID cards
Budget Transfer	245	100	1000	2016	12	04/18/2016	100210	51300	(200.00)	For employee ID cards
Budget Transfer	245	100	1000	2016	12	04/18/2016	100110	52100	32.00	Refreshment supplies
Budget Transfer	245	100	1000	2016	12	04/18/2016	100110	52101	(32.00)	Refreshment supplies
Budget Transfer	245	100	1000	2016	12	04/18/2016	803500	55180	100.00	For liability claim payment
Budget Transfer	245	100	1000	2016	12	04/18/2016	803500	54110	(100.00)	For liability claim payment
245 Total									-	
Budget Transfer	246	100	1000	2016	12	04/19/2016	100600	56004	1,200.00	New Surface Pro Tablet for RT
Budget Transfer	246	100	1000	2016	12	04/19/2016	100600	54110	(1,200.00)	New Surface Pro Tablet for RT
Budget Transfer	246	100	1000	2016	12	04/19/2016	100510	54456	70,000.00	For paving of Annex Garage
Budget Transfer	246	100	1000	2016	12	04/19/2016	100510	52805	(70,000.00)	For paving of Annex Garage
Budget Transfer	246	100	1000	2016	12	04/19/2016	100120	52000	60.00	For Mayor's stationary
Budget Transfer	246	100	1000	2016	12	04/19/2016	100120	52101	(60.00)	For Mayor's stationary
Budget Transfer	246	100	1000	2016	12	04/19/2016	100200	54001	500.00	For IS cell service
Budget Transfer	246	100	1000	2016	12	04/19/2016	100200	54000	(500.00)	For IS cell service
Budget Transfer	246	100	1000	2016	12	04/19/2016	100200	54399	200.00	For Iron Mountain invoice
Budget Transfer	246	100	1000	2016	12	04/19/2016	100200	52001	(200.00)	For Iron Mountain invoice
Budget Transfer	246	100	1000	2016	12	04/19/2016	100400	51500	700.00	For new hire testing svcs
Budget Transfer	246	100	1000	2016	12	04/19/2016	100400	51501	(700.00)	For new hire testing svcs
Budget Transfer	246	100	1000	2016	12	04/19/2016	100600	54402	300.00	For copier monthly maintenance
Budget Transfer	246	100	1000	2016	12	04/19/2016	100600	54110	(300.00)	For copier monthly maintenance
Budget Transfer	246	100	1000	2016	12	04/19/2016	200520	54001	900.00	For Electric cell phone servic
Budget Transfer	246	100	1000	2016	12	04/19/2016	200520	54135	(900.00)	For Electric cell phone servic
Budget Transfer	246	100	1000	2016	12	04/19/2016	200522	52000	40.00	For office supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	200522	52001	(40.00)	For office supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	200522	54001	600.00	For cell phone service

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	246	100	1000	2016	12	04/19/2016	200522	54467	(600.00)	For cell phone service
Budget Transfer	246	100	1000	2016	12	04/19/2016	210540	54402	300.00	For copier maintenance
Budget Transfer	246	100	1000	2016	12	04/19/2016	210540	54251	(300.00)	For copier maintenance
Budget Transfer	246	100	1000	2016	12	04/19/2016	210541	51601	500.00	Reclass to safety uniforms
Budget Transfer	246	100	1000	2016	12	04/19/2016	210541	51600	(500.00)	Reclass to safety uniforms
Budget Transfer	246	100	1000	2016	12	04/19/2016	210542	55400	900.00	Reclass to inv carrying charge
Budget Transfer	246	100	1000	2016	12	04/19/2016	210542	55401	(900.00)	Reclass to inv carrying charge
Budget Transfer	246	100	1000	2016	12	04/19/2016	220551	52314	100.00	Parts for Equipment
Budget Transfer	246	100	1000	2016	12	04/19/2016	220551	52400	(100.00)	Parts for Equipment
Budget Transfer	246	100	1000	2016	12	04/19/2016	220551	52701	500.00	For lab supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	220551	54305	(500.00)	For lab supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	220551	54001	500.00	For cell phone service
Budget Transfer	246	100	1000	2016	12	04/19/2016	220551	54305	(500.00)	For cell phone service
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	52000	40.00	For office supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	51600	(40.00)	For office supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	52300	200.00	For janitorial supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	52314	(200.00)	For janitorial supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	52304	100.00	For chemicals and sprays
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	52314	(100.00)	For chemicals and sprays
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	52305	150.00	For safety supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	52314	(150.00)	For safety supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	52500	100.00	For electrical supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	52314	(100.00)	For electrical supplies
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	54001	800.00	For cellular service
Budget Transfer	246	100	1000	2016	12	04/19/2016	220552	54301	(800.00)	For cellular service
246 Total									-	
Budget Transfer	247	100	1000	2016	12	04/20/2016	100510	52804	15,000.00	Landscaping projects; planting
Budget Transfer	247	100	1000	2016	12	04/20/2016	100510	54303	(15,000.00)	Landscaping projects; planting
Budget Transfer	247	100	1000	2016	12	04/20/2016	100400	51304	100.00	Great Lakes Accred Mgrs member
Budget Transfer	247	100	1000	2016	12	04/20/2016	100400	51501	(100.00)	Great Lakes Accred Mgrs member
Budget Transfer	247	100	1000	2016	12	04/20/2016	100300	52319	3,486.00	Equip cabinet-fr equip escrow
Budget Transfer	247	100	1000	2016	12	04/20/2016	100999	45107	(3,486.00)	Equip cabinet-fr equip escrow
247 Total									-	
Budget Transfer	248	100	1000	2016	12	04/22/2016	100400	54014	70.00	For cable charges
Budget Transfer	248	100	1000	2016	12	04/22/2016	100400	51501	(70.00)	For cable charges
Budget Transfer	248	100	1000	2016	12	04/22/2016	100400	51300	100.00	EMT-P license reimbursement
Budget Transfer	248	100	1000	2016	12	04/22/2016	100400	51305	(100.00)	EMT-P license reimbursement
Budget Transfer	248	100	1000	2016	12	04/22/2016	100500	54110	400.00	For Hoscheit legal

CITY OF ST. CHARLES

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Budget Transfer	248	100	1000	2016	12	04/22/2016	100500	54399	(400.00)	For Hoscheit legal
Budget Transfer	248	100	1000	2016	12	04/22/2016	100220	54402	100.00	For copier maintenance
Budget Transfer	248	100	1000	2016	12	04/22/2016	100220	54251	(100.00)	For copier maintenance
Budget Transfer	248	100	1000	2016	12	04/22/2016	100510	52002	575.00	Correct previous transfer
Budget Transfer	248	100	1000	2016	12	04/22/2016	100510	52101	(575.00)	Correct previous transfer
Budget Transfer	248	100	1000	2016	12	04/22/2016	100510	52312	200.00	For paint supplies
Budget Transfer	248	100	1000	2016	12	04/22/2016	100510	52400	(200.00)	For paint supplies
Budget Transfer	248	100	1000	2016	12	04/22/2016	100510	52319	151.00	Correct previous transfer
Budget Transfer	248	100	1000	2016	12	04/22/2016	100510	52400	(151.00)	Correct previous transfer
Budget Transfer	248	100	1000	2016	12	04/22/2016	100510	52401	100.00	For vehicle fluids
Budget Transfer	248	100	1000	2016	12	04/22/2016	100510	52400	(100.00)	For vehicle fluids
Budget Transfer	248	100	1000	2016	12	04/22/2016	100510	52808	400.00	For construction supplies
Budget Transfer	248	100	1000	2016	12	04/22/2016	100510	52400	(400.00)	For construction supplies
Budget Transfer	248	100	1000	2016	12	04/22/2016	100603	54402	100.00	For copier maintenance
Budget Transfer	248	100	1000	2016	12	04/22/2016	100603	54305	(100.00)	For copier maintenance
Budget Transfer	248	100	1000	2016	12	04/22/2016	210540	54001	800.00	For cell service
Budget Transfer	248	100	1000	2016	12	04/22/2016	210540	54000	(800.00)	For cell service
Budget Transfer	248	100	1000	2016	12	04/22/2016	210541	51600	50.00	For uniforms
Budget Transfer	248	100	1000	2016	12	04/22/2016	210541	51601	(50.00)	For uniforms
Budget Transfer	248	100	1000	2016	12	04/22/2016	210541	52305	100.00	Safety supplies
Budget Transfer	248	100	1000	2016	12	04/22/2016	210541	52309	(100.00)	Safety supplies
Budget Transfer	248	100	1000	2016	12	04/22/2016	210541	54301	900.00	For hauling services
Budget Transfer	248	100	1000	2016	12	04/22/2016	210541	54308	(900.00)	For hauling services
Budget Transfer	248	100	1000	2016	12	04/22/2016	220551	52310	100.00	For small tools & equip
Budget Transfer	248	100	1000	2016	12	04/22/2016	220551	52400	(100.00)	For small tools & equip
	248 Total								-	
Budget Transfer	249	100	1000	2016	12	04/22/2016	100110	54110	2,000.00	For legal bills for City Admin
Budget Transfer	249	100	1000	2016	12	04/22/2016	100110	54150	(2,000.00)	For legal bills for City Admin
Budget Transfer	249	100	1000	2016	12	04/22/2016	210540	54110	2,800.00	Legal bills for J Wolff claim
Budget Transfer	249	100	1000	2016	12	04/22/2016	210540	54360	(2,800.00)	Legal bills for J Wolff claim
Budget Transfer	249	100	1000	2016	12	04/22/2016	210541	56209	8,000.00	Well #13 WA2021;Frm WA2014
Budget Transfer	249	100	1000	2016	12	04/22/2016	210541	56150	(8,000.00)	Well #13 WA2021;Frm WA2014
	249 Total								-	
Budget Transfer	250	100	1000	2016	12	04/25/2016	220551	51401	20.00	For lodging
Budget Transfer	250	100	1000	2016	12	04/25/2016	220551	51600	(20.00)	For lodging
Budget Transfer	250	100	1000	2016	12	04/25/2016	100602	54180	26.00	For transcript services
Budget Transfer	250	100	1000	2016	12	04/25/2016	100602	51300	(26.00)	For transcript services
	250 Total								-	

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Roll Forward Budget for Non PO	251	100	1000	2016	12	04/26/2016	220551	56001	130,000.00	R/F WW2005-Repl 1808
Roll Forward Budget for Non PO	251	100	1000	2016	12	04/26/2016	220551	59999	(130,000.00)	R/F WW2005-Repl 1808
251 Total									-	
Budget Transfer	252	100	1000	2016	12	04/27/2016	802210	55100	(10,000.00)	For Flex Spending Claims
Budget Transfer	252	100	1000	2016	12	04/27/2016	802210	55103	10,000.00	For Flex Spending Claims
252 Total									-	
Budget Transfer	253	100	1000	2016	12	04/27/2016	100120	54180	566.00	Transcript Svcs-Liquor Commiss
Budget Transfer	253	100	1000	2016	12	04/27/2016	100120	54110	(566.00)	Transcript Svcs-Liquor Commiss
Budget Transfer	253	100	1000	2016	12	04/27/2016	100210	52100	100.00	IAFF Negotiations
Budget Transfer	253	100	1000	2016	12	04/27/2016	100210	51402	(100.00)	IAFF Negotiations
Budget Transfer	253	100	1000	2016	12	04/27/2016	100401	52310	260.00	For Lowe's receipt
Budget Transfer	253	100	1000	2016	12	04/27/2016	100401	52308	(260.00)	For Lowe's receipt
253 Total									-	
Budget Transfer	254	100	1000	2016	12	04/29/2016	100510	52100	100.00	Refreshment supplies
Budget Transfer	254	100	1000	2016	12	04/29/2016	100510	52101	(100.00)	Refreshment supplies
Budget Transfer	254	100	1000	2016	12	04/29/2016	100510	52305	600.00	Safety Supplies
Budget Transfer	254	100	1000	2016	12	04/29/2016	100510	52313	(600.00)	Safety Supplies
Budget Transfer	254	100	1000	2016	12	04/29/2016	100510	52401	100.00	Vehicle Fluids
Budget Transfer	254	100	1000	2016	12	04/29/2016	100510	52400	(100.00)	Vehicle Fluids
Budget Transfer	254	100	1000	2016	12	04/29/2016	100510	54000	500.00	Telephone Service
Budget Transfer	254	100	1000	2016	12	04/29/2016	100510	54301	(500.00)	Telephone Service
Budget Transfer	254	100	1000	2016	12	04/29/2016	100510	54467	900.00	Repair & Maint-Other Equip
Budget Transfer	254	100	1000	2016	12	04/29/2016	100510	54450	(900.00)	Repair & Maint-Other Equip
Budget Transfer	254	100	1000	2016	12	04/29/2016	100400	50101	400.00	Move from Reg to PT Wages
Budget Transfer	254	100	1000	2016	12	04/29/2016	100400	50100	(400.00)	Move from Reg to PT Wages
Budget Transfer	254	100	1000	2016	12	04/29/2016	100400	51105	400.00	401A Budget short
Budget Transfer	254	100	1000	2016	12	04/29/2016	100400	50301	(400.00)	401A Budget short
Budget Transfer	254	100	1000	2016	12	04/29/2016	100401	51601	200.00	Move from uniforms to Safety
Budget Transfer	254	100	1000	2016	12	04/29/2016	100401	51600	(200.00)	Move from uniforms to Safety
254 Total									-	
Budget Transfer	255	100	1000	2016	12	05/02/2016	802210	55100	(10,000.00)	For Flex-Spending Claims
Budget Transfer	255	100	1000	2016	12	05/02/2016	802210	55103	10,000.00	For Flex-Spending Claims
255 Total									-	
Budget Transfer	256	100	1000	2016	12	05/06/2016	100604	54110	220.00	For legal invoice for April
Budget Transfer	256	100	1000	2016	12	05/06/2016	100604	54001	(220.00)	For legal invoice for April
Budget Transfer	256	100	1000	2016	12	05/06/2016	100650	54110	300.00	For legal invoice for April
Budget Transfer	256	100	1000	2016	12	05/06/2016	100650	54543	(300.00)	For legal invoice for April
Budget Transfer	256	100	1000	2016	12	05/06/2016	100650	51105	40.00	For 401A

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	256	100	1000	2016	12	05/06/2016	100650	51300	(40.00)	For 401A
Budget Transfer	256	100	1000	2016	12	05/06/2016	100650	51200	2.00	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100650	51105	(2.00)	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100604	55400	10.00	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	100604	55401	(10.00)	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	100604	50301	175.00	For cell phone allowance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100604	51103	(175.00)	For cell phone allowance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100604	51200	3.00	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100604	51105	(3.00)	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100604	52101	11.00	For business meals
Budget Transfer	256	100	1000	2016	12	05/06/2016	100604	52312	(11.00)	For business meals
Budget Transfer	256	100	1000	2016	12	05/06/2016	100110	51200	1.00	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100110	51300	(1.00)	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100200	50300	225.00	For director car allowance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100200	50102	(225.00)	For director car allowance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100200	50301	525.00	For cell phone allowance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100200	50102	(525.00)	For cell phone allowance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100220	50200	210.00	For overtime wages
Budget Transfer	256	100	1000	2016	12	05/06/2016	100220	50101	(210.00)	For overtime wages
Budget Transfer	256	100	1000	2016	12	05/06/2016	100220	51200	4.00	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100220	51104	(4.00)	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100220	51105	40.00	For 401A
Budget Transfer	256	100	1000	2016	12	05/06/2016	100220	50101	(40.00)	For 401A
Budget Transfer	256	100	1000	2016	12	05/06/2016	100220	52001	115.00	For computer related supplies
Budget Transfer	256	100	1000	2016	12	05/06/2016	100220	52000	(115.00)	For computer related supplies
Budget Transfer	256	100	1000	2016	12	05/06/2016	100220	55400	15.00	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	100220	55401	(15.00)	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	100221	51200	5.00	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100221	51400	(5.00)	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100222	51200	5.00	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100222	51300	(5.00)	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100300	52310	50.00	Small tools & equipment
Budget Transfer	256	100	1000	2016	12	05/06/2016	100300	52300	(50.00)	Small tools & equipment
Budget Transfer	256	100	1000	2016	12	05/06/2016	100300	54135	10.00	For collections service
Budget Transfer	256	100	1000	2016	12	05/06/2016	100300	54142	(10.00)	For collections service
Budget Transfer	256	100	1000	2016	12	05/06/2016	100301	55400	10.00	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	100301	55401	(10.00)	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	100400	55400	2.00	For inventory carrying charge

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	256	100	1000	2016	12	05/06/2016	100400	55401	(2.00)	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	100401	51200	3.00	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100401	51105	(3.00)	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100401	52100	40.00	For refreshment supplies
Budget Transfer	256	100	1000	2016	12	05/06/2016	100401	52300	(40.00)	For refreshment supplies
Budget Transfer	256	100	1000	2016	12	05/06/2016	100500	54001	145.00	For cellular service
Budget Transfer	256	100	1000	2016	12	05/06/2016	100500	54000	(145.00)	For cellular service
Budget Transfer	256	100	1000	2016	12	05/06/2016	100501	51200	5.00	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100501	51105	(5.00)	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100501	54480	900.00	For central garage services
Budget Transfer	256	100	1000	2016	12	05/06/2016	100501	54458	(900.00)	For central garage services
Budget Transfer	256	100	1000	2016	12	05/06/2016	100510	54467	200.00	Repair & Maintenance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100510	54459	(200.00)	Repair & Maintenance
Budget Transfer	256	100	1000	2016	12	05/06/2016	100510	55400	550.00	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	100510	55401	(550.00)	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	100510	56002	450.00	Account over budget
Budget Transfer	256	100	1000	2016	12	05/06/2016	100510	56004	(450.00)	Account over budget
Budget Transfer	256	100	1000	2016	12	05/06/2016	200520	50200	80.00	OT not budgeted
Budget Transfer	256	100	1000	2016	12	05/06/2016	200520	50301	(80.00)	OT not budgeted
Budget Transfer	256	100	1000	2016	12	05/06/2016	200521	51200	4.00	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	200521	51104	(4.00)	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	210541	51200	6.00	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	210541	51104	(6.00)	For health insurance
Budget Transfer	256	100	1000	2016	12	05/06/2016	200521	51600	70.00	For uniforms
Budget Transfer	256	100	1000	2016	12	05/06/2016	200521	51401	(70.00)	For uniforms
Budget Transfer	256	100	1000	2016	12	05/06/2016	210541	54160	105.00	For engineering services
Budget Transfer	256	100	1000	2016	12	05/06/2016	210541	54013	(105.00)	For engineering services
Budget Transfer	256	100	1000	2016	12	05/06/2016	210541	55401	900.00	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	210541	55400	(900.00)	For inventory carrying charge
Budget Transfer	256	100	1000	2016	12	05/06/2016	210542	50101	300.00	For part time wages
Budget Transfer	256	100	1000	2016	12	05/06/2016	210542	50200	(300.00)	For part time wages
Budget Transfer	256	100	1000	2016	12	05/06/2016	210542	51104	300.00	For medicare
Budget Transfer	256	100	1000	2016	12	05/06/2016	210542	50200	(300.00)	For medicare
Budget Transfer	256	100	1000	2016	12	05/06/2016	220551	50102	130.00	Stand by wages
Budget Transfer	256	100	1000	2016	12	05/06/2016	220551	50205	(130.00)	Stand by wages
256 Total									-	
Budget Transfer	257	100	1000	2016	12	05/10/2016	100200	52000	100.00	For misc petty cash reimbursem
Budget Transfer	257	100	1000	2016	12	05/10/2016	100200	51402	(100.00)	For misc petty cash reimbursem

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	257	100	1000	2016	12	05/10/2016	100222	50200	14.00	For Overtime for UB
Budget Transfer	257	100	1000	2016	12	05/10/2016	100222	51103	(14.00)	For Overtime for UB
	257 Total								-	
Budget Transfer	258	100	1000	2016	12	05/11/2016	802210	55100	(20,000.00)	For Prescription Claims
Budget Transfer	258	100	1000	2016	12	05/11/2016	802210	55102	20,000.00	For Prescription Claims
	258 Total								-	
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	54110	960.00	For legal invoices
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	54520	(960.00)	For legal invoices
Budget Transfer	259	100	1000	2016	12	05/11/2016	100110	55401	8.00	For inventory overhead
Budget Transfer	259	100	1000	2016	12	05/11/2016	100110	54500	(8.00)	For inventory overhead
Budget Transfer	259	100	1000	2016	12	05/11/2016	100111	51100	432.00	FICA-PT to FT
Budget Transfer	259	100	1000	2016	12	05/11/2016	100111	50101	(432.00)	FICA-PT to FT
Budget Transfer	259	100	1000	2016	12	05/11/2016	100111	51103	737.00	IMRF Short-PT to FT
Budget Transfer	259	100	1000	2016	12	05/11/2016	100111	50101	(737.00)	IMRF Short-PT to FT
Budget Transfer	259	100	1000	2016	12	05/11/2016	100111	51104	101.00	Medicare Short-PT to FT
Budget Transfer	259	100	1000	2016	12	05/11/2016	100111	50101	(101.00)	Medicare Short-PT to FT
Budget Transfer	259	100	1000	2016	12	05/11/2016	100120	50101	673.00	Mayor-27th Pay not budgeted
Budget Transfer	259	100	1000	2016	12	05/11/2016	100120	50100	(673.00)	Mayor-27th Pay not budgeted
Budget Transfer	259	100	1000	2016	12	05/11/2016	100120	50200	68.00	OT for Tina
Budget Transfer	259	100	1000	2016	12	05/11/2016	100120	50100	(68.00)	OT for Tina
Budget Transfer	259	100	1000	2016	12	05/11/2016	100121	50301	35.00	Budget Short
Budget Transfer	259	100	1000	2016	12	05/11/2016	100121	51300	(35.00)	Budget Short
Budget Transfer	259	100	1000	2016	12	05/11/2016	100121	51103	65.00	IMRF Budget Short
Budget Transfer	259	100	1000	2016	12	05/11/2016	100121	51300	(65.00)	IMRF Budget Short
Budget Transfer	259	100	1000	2016	12	05/11/2016	100121	51104	162.00	Medicare Budget Short
Budget Transfer	259	100	1000	2016	12	05/11/2016	100121	51300	(162.00)	Medicare Budget Short
Budget Transfer	259	100	1000	2016	12	05/11/2016	100121	51100	855.00	FICA Budget Short
Budget Transfer	259	100	1000	2016	12	05/11/2016	100121	51304	(855.00)	FICA Budget Short
Budget Transfer	259	100	1000	2016	12	05/11/2016	100122	50101	69.00	Treas Short-27th Pay Not Budge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100122	54530	(69.00)	Treas Short-27th Pay Not Budge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100122	51100	4.00	Treas Short-27th Pay Not Budge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100122	54530	(4.00)	Treas Short-27th Pay Not Budge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100122	51104	1.00	Treas Short-27th Pay Not Budge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100122	54530	(1.00)	Treas Short-27th Pay Not Budge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100123	50101	178.00	Clerk Short-27th Pay Not Budge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100123	51103	(178.00)	Clerk Short-27th Pay Not Budge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100123	51100	11.00	Clerk Short-27th Pay Not Budge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100123	51103	(11.00)	Clerk Short-27th Pay Not Budge

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	259	100	1000	2016	12	05/11/2016	100130	51400	166.00	Bd of PFC Transp Expense
Budget Transfer	259	100	1000	2016	12	05/11/2016	100130	50101	(166.00)	Bd of PFC Transp Expense
Budget Transfer	259	100	1000	2016	12	05/11/2016	100200	52000	52.00	For office supplies
Budget Transfer	259	100	1000	2016	12	05/11/2016	100200	52001	(52.00)	For office supplies
Budget Transfer	259	100	1000	2016	12	05/11/2016	100200	54001	312.00	For cellular service-IS
Budget Transfer	259	100	1000	2016	12	05/11/2016	100200	54253	(312.00)	For cellular service-IS
Budget Transfer	259	100	1000	2016	12	05/11/2016	100220	55400	20.00	For inventory carrying charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100220	55401	(20.00)	For inventory carrying charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100221	54531	700.00	Bid Notices-Move Fr Engineerin
Budget Transfer	259	100	1000	2016	12	05/11/2016	100501	54531	(700.00)	Bid Notices-Move Fr Engineerin
Budget Transfer	259	100	1000	2016	12	05/11/2016	100221	54531	240.00	For Bid Notices
Budget Transfer	259	100	1000	2016	12	05/11/2016	100221	55401	(240.00)	For Bid Notices
Budget Transfer	259	100	1000	2016	12	05/11/2016	100222	54000	57.00	Telephone Service-UB
Budget Transfer	259	100	1000	2016	12	05/11/2016	100222	54451	(57.00)	Telephone Service-UB
Budget Transfer	259	100	1000	2016	12	05/11/2016	100300	50101	15.00	Office in Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100300	50301	(15.00)	Office in Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100300	50104	185.00	Police Other Wages
Budget Transfer	259	100	1000	2016	12	05/11/2016	100300	50301	(185.00)	Police Other Wages
Budget Transfer	259	100	1000	2016	12	05/11/2016	100300	50201	683.00	Police Double Time
Budget Transfer	259	100	1000	2016	12	05/11/2016	100300	51100	(683.00)	Police Double Time
Budget Transfer	259	100	1000	2016	12	05/11/2016	100300	50204	500.00	Police Extra Duty-Ops to Admin
Budget Transfer	259	100	1000	2016	12	05/11/2016	100301	50204	(500.00)	Police Extra Duty-Ops to Admin
Budget Transfer	259	100	1000	2016	12	05/11/2016	100300	51104	783.00	Police Admin-Medicare
Budget Transfer	259	100	1000	2016	12	05/11/2016	100300	51100	(783.00)	Police Admin-Medicare
Budget Transfer	259	100	1000	2016	12	05/11/2016	100301	55400	2.00	Police Inv Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100301	55401	(2.00)	Police Inv Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100402	55400	20.00	EMA Inv Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100402	55401	(20.00)	EMA Inv Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100500	50200	78.00	PW Admin OT
Budget Transfer	259	100	1000	2016	12	05/11/2016	100500	50301	(78.00)	PW Admin OT
Budget Transfer	259	100	1000	2016	12	05/11/2016	100500	51104	191.00	PW Admin Medicare
Budget Transfer	259	100	1000	2016	12	05/11/2016	100500	50301	(191.00)	PW Admin Medicare
Budget Transfer	259	100	1000	2016	12	05/11/2016	100500	54001	153.00	PW Admin Cellular Service
Budget Transfer	259	100	1000	2016	12	05/11/2016	100500	54451	(153.00)	PW Admin Cellular Service
Budget Transfer	259	100	1000	2016	12	05/11/2016	100501	52000	300.00	PW Engineering Office Supplies
Budget Transfer	259	100	1000	2016	12	05/11/2016	100501	52002	(300.00)	PW Engineering Office Supplies
Budget Transfer	259	100	1000	2016	12	05/11/2016	100510	51300	165.00	Registration & fees
Budget Transfer	259	100	1000	2016	12	05/11/2016	100510	51304	(165.00)	Registration & fees

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	259	100	1000	2016	12	05/11/2016	100510	52001	11.00	Comp Related Supplies
Budget Transfer	259	100	1000	2016	12	05/11/2016	100510	52000	(11.00)	Comp Related Supplies
Budget Transfer	259	100	1000	2016	12	05/11/2016	100510	54001	801.00	Cellular Service for PS
Budget Transfer	259	100	1000	2016	12	05/11/2016	100510	54301	(801.00)	Cellular Service for PS
Budget Transfer	259	100	1000	2016	12	05/11/2016	100510	55400	711.00	PS Inv Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100510	55401	(711.00)	PS Inv Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100600	51104	480.00	Planning Dept Medicare
Budget Transfer	259	100	1000	2016	12	05/11/2016	100600	51300	(480.00)	Planning Dept Medicare
Budget Transfer	259	100	1000	2016	12	05/11/2016	100600	55400	1.00	Planning Dept Inv Carrying Chg
Budget Transfer	259	100	1000	2016	12	05/11/2016	100600	54520	(1.00)	Planning Dept Inv Carrying Chg
Budget Transfer	259	100	1000	2016	12	05/11/2016	100600	55401	31.00	Planning Dept Inv Overhead
Budget Transfer	259	100	1000	2016	12	05/11/2016	100600	54520	(31.00)	Planning Dept Inv Overhead
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	50200	750.00	B&CE Overtime
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	51300	(750.00)	B&CE Overtime
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	50201	114.00	B&CE Double Time
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	51300	(114.00)	B&CE Double Time
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	51200	2.00	B&CE Health Ins
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	51300	(2.00)	B&CE Health Ins
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	54001	208.00	B&CE Cellular Service
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	54305	(208.00)	B&CE Cellular Service
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	55400	6.00	B&CE Inv Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	55401	(6.00)	B&CE Inv Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	100603	56004	135.00	ED Computer Equipment
Budget Transfer	259	100	1000	2016	12	05/11/2016	100604	56004	(135.00)	ED Computer Equipment
Budget Transfer	259	100	1000	2016	12	05/11/2016	200520	54001	820.00	Elect Cellular Service
Budget Transfer	259	100	1000	2016	12	05/11/2016	200520	54135	(820.00)	Elect Cellular Service
Budget Transfer	259	100	1000	2016	12	05/11/2016	200521	51401	48.00	Elect Ops Lodging
Budget Transfer	259	100	1000	2016	12	05/11/2016	200521	51400	(48.00)	Elect Ops Lodging
Budget Transfer	259	100	1000	2016	12	05/11/2016	200521	54012	233.00	City Water
Budget Transfer	259	100	1000	2016	12	05/11/2016	200521	54001	(233.00)	City Water
Budget Transfer	259	100	1000	2016	12	05/11/2016	200521	54013	228.00	City Sewer
Budget Transfer	259	100	1000	2016	12	05/11/2016	200521	54001	(228.00)	City Sewer
Budget Transfer	259	100	1000	2016	12	05/11/2016	200521	56200	1.00	For Rounding
Budget Transfer	259	100	1000	2016	12	05/11/2016	200521	56203	(1.00)	For Rounding
Budget Transfer	259	100	1000	2016	12	05/11/2016	200522	51104	314.00	For Medicare
Budget Transfer	259	100	1000	2016	12	05/11/2016	200522	51105	(314.00)	For Medicare
Budget Transfer	259	100	1000	2016	12	05/11/2016	200522	54001	50.00	For cellular service
Budget Transfer	259	100	1000	2016	12	05/11/2016	200522	54251	(50.00)	For cellular service

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	259	100	1000	2016	12	05/11/2016	200522	54013	182.00	For City sewer
Budget Transfer	259	100	1000	2016	12	05/11/2016	200522	54012	(182.00)	For City sewer
Budget Transfer	259	100	1000	2016	12	05/11/2016	200522	54480	980.00	Central Garage Services
Budget Transfer	259	100	1000	2016	12	05/11/2016	200522	54399	(980.00)	Central Garage Services
Budget Transfer	259	100	1000	2016	12	05/11/2016	200522	55400	177.00	Inventory Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	200522	55401	(177.00)	Inventory Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	210540	50200	78.00	For Water Adm OT
Budget Transfer	259	100	1000	2016	12	05/11/2016	210540	50301	(78.00)	For Water Adm OT
Budget Transfer	259	100	1000	2016	12	05/11/2016	210541	51304	142.00	Membership & dues
Budget Transfer	259	100	1000	2016	12	05/11/2016	210541	51300	(142.00)	Membership & dues
Budget Transfer	259	100	1000	2016	12	05/11/2016	210541	51600	68.00	For Water Ops Uniforms
Budget Transfer	259	100	1000	2016	12	05/11/2016	210541	51401	(68.00)	For Water Ops Uniforms
Budget Transfer	259	100	1000	2016	12	05/11/2016	210542	54001	156.00	For Water Meter Cell Phone Ser
Budget Transfer	259	100	1000	2016	12	05/11/2016	210542	54467	(156.00)	For Water Meter Cell Phone Ser
Budget Transfer	259	100	1000	2016	12	05/11/2016	220551	51601	164.00	Reclass uniform budgets
Budget Transfer	259	100	1000	2016	12	05/11/2016	220551	51600	(164.00)	Reclass uniform budgets
Budget Transfer	259	100	1000	2016	12	05/11/2016	220551	52312	5.00	Paints, Supplies and Solvents
Budget Transfer	259	100	1000	2016	12	05/11/2016	220551	52311	(5.00)	Paints, Supplies and Solvents
Budget Transfer	259	100	1000	2016	12	05/11/2016	220551	54001	50.00	For cellular service
Budget Transfer	259	100	1000	2016	12	05/11/2016	220551	54305	(50.00)	For cellular service
Budget Transfer	259	100	1000	2016	12	05/11/2016	220551	55400	77.00	For inventory carrying charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	220551	55401	(77.00)	For inventory carrying charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	51200	6.00	Health Insurance Medical
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	51105	(6.00)	Health Insurance Medical
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	51601	300.00	Relcass from Uniforms to Safet
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	51600	(300.00)	Relcass from Uniforms to Safet
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	52305	300.00	For safety supplies
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	52400	(300.00)	For safety supplies
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	54000	70.00	For telephone service
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	54301	(70.00)	For telephone service
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	54001	264.00	For cellular service
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	54301	(264.00)	For cellular service
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	55400	257.00	For Inv Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	55401	(257.00)	For Inv Carrying Charge
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	56001	24.00	Budget short
Budget Transfer	259	100	1000	2016	12	05/11/2016	220552	56004	(24.00)	Budget short
Budget Transfer	259	100	1000	2016	12	05/11/2016	801512	50101	77.00	Reclass from FT to PT
Budget Transfer	259	100	1000	2016	12	05/11/2016	801512	50100	(77.00)	Reclass from FT to PT

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	259	100	1000	2016	12	05/11/2016	801512	51200	1.00	Rounding adjustment
Budget Transfer	259	100	1000	2016	12	05/11/2016	801512	51103	(1.00)	Rounding adjustment
Budget Transfer	259	100	1000	2016	12	05/11/2016	801512	51601	101.00	For safety uniforms
Budget Transfer	259	100	1000	2016	12	05/11/2016	801512	51400	(101.00)	For safety uniforms
Budget Transfer	259	100	1000	2016	12	05/11/2016	801512	52304	203.00	For chemicals and sprays
Budget Transfer	259	100	1000	2016	12	05/11/2016	801512	52305	(203.00)	For chemicals and sprays
Budget Transfer	259	100	1000	2016	12	05/11/2016	801512	52401	16.00	For vehicle fluids
Budget Transfer	259	100	1000	2016	12	05/11/2016	801512	52310	(16.00)	For vehicle fluids
259 Total									-	
Budget Addition	260	100	1000	2016	12	05/13/2016	210541	51205	1,225.00	Unemployment through 3/31/16
Budget Addition	260	100	1000	2016	12	05/13/2016	210900	31199	(1,225.00)	Unemployment through 3/31/16
Budget Addition	260	100	1000	2016	12	05/13/2016	100300	51205	2,393.00	Unemployment through 3/31/16
Budget Addition	260	100	1000	2016	12	05/13/2016	100900	31199	(2,393.00)	Unemployment through 3/31/16
260 Total									-	
Budget Transfer	261	100	1000	2016	12	05/16/2016	100110	50100	11,951.00	Rcls bgt-Tina frm Mayor to CA
Budget Transfer	261	100	1000	2016	12	05/16/2016	100120	50100	(11,951.00)	Rcls bgt-Tina frm Mayor to CA
Budget Transfer	261	100	1000	2016	12	05/16/2016	100210	50101	1,667.00	Reclass HR bdgt-FT to PT
Budget Transfer	261	100	1000	2016	12	05/16/2016	100210	50100	(1,667.00)	Reclass HR bdgt-FT to PT
Budget Transfer	261	100	1000	2016	12	05/16/2016	100300	54001	1,000.00	Rcls stipend to cell phone act
Budget Transfer	261	100	1000	2016	12	05/16/2016	100300	50301	(1,000.00)	Rcls stipend to cell phone act
Budget Transfer	261	100	1000	2016	12	05/16/2016	100510	52304	4,180.00	Trsf funds from gasoline
Budget Transfer	261	100	1000	2016	12	05/16/2016	100510	52400	(4,180.00)	Trsf funds from gasoline
Budget Transfer	261	100	1000	2016	12	05/16/2016	100600	50101	29,819.00	Recl C Sanchez from Dev Eng
Budget Transfer	261	100	1000	2016	12	05/16/2016	100604	50101	(29,819.00)	Recl C Sanchez to Planning
Budget Transfer	261	100	1000	2016	12	05/16/2016	200521	55400	7,324.00	Recl from Inv OH to Carry Chg
Budget Transfer	261	100	1000	2016	12	05/16/2016	200521	55401	(7,324.00)	Recl from Inv OH to Carry Chg
Budget Transfer	261	100	1000	2016	12	05/16/2016	220552	50101	3,300.00	Trsf from FT to PT Wages
Budget Transfer	261	100	1000	2016	12	05/16/2016	220552	50100	(3,300.00)	Trsf from FT to PT Wages
Budget Transfer	261	100	1000	2016	12	05/16/2016	801512	55400	703.00	Recl from Inv OH to Carry Chg
Budget Transfer	261	100	1000	2016	12	05/16/2016	801512	55401	(703.00)	Recl from Inv OH to Carry Chg
Budget Transfer	261	100	1000	2016	12	05/16/2016	803300	55152	81,203.00	WC Settlement Payment-Police
Budget Transfer	261	100	1000	2016	12	05/16/2016	803300	54110	(3,929.00)	WC Settlement Payment-Police
Budget Transfer	261	100	1000	2016	12	05/16/2016	803300	55150	(77,274.00)	WC Settlement Payment-Police
Budget Transfer	261	100	1000	2016	12	05/16/2016	803400	55152	62,063.00	WC Settlement Payment-Fire
Budget Transfer	261	100	1000	2016	12	05/16/2016	803400	55150	(62,063.00)	WC Settlement Payment-Fire
261 Total									-	
Budget Transfer	262	100	1000	2016	12	05/16/2016	100210	54110	2,055.00	Trsf fr Labor to Regular legal
Budget Transfer	262	100	1000	2016	12	05/16/2016	100210	54120	(2,055.00)	Trsf fr Labor to Regular legal

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	262	100	1000	2016	12	05/16/2016	100220	50100	22,583.00	Recl from PT to FT Wages
Budget Transfer	262	100	1000	2016	12	05/16/2016	100220	50101	(22,583.00)	Recl from PT to FT Wages
Budget Transfer	262	100	1000	2016	12	05/16/2016	100222	50101	1,093.00	Recl from FT to PT Wages
Budget Transfer	262	100	1000	2016	12	05/16/2016	100222	50100	(1,093.00)	Recl from FT to PT Wages
Budget Transfer	262	100	1000	2016	12	05/16/2016	100400	50203	1,942.00	Red from Ops to Admin
Budget Transfer	262	100	1000	2016	12	05/16/2016	100401	50203	(1,942.00)	Red from Ops to Admin
Budget Transfer	262	100	1000	2016	12	05/16/2016	100400	54399	6,610.00	For Fire monument
Budget Transfer	262	100	1000	2016	12	05/16/2016	100400	54120	(6,610.00)	For Fire monument
Budget Transfer	262	100	1000	2016	12	05/16/2016	100510	54189	4,500.00	For City property appraisal
Budget Transfer	262	100	1000	2016	12	05/16/2016	100510	54301	(4,500.00)	For City property appraisal
Budget Transfer	262	100	1000	2016	12	05/16/2016	100650	56004	135.00	For purchase of new monitors
Budget Transfer	262	100	1000	2016	12	05/16/2016	100650	54541	(135.00)	For purchase of new monitors
Budget Transfer	262	100	1000	2016	12	05/16/2016	200521	55150	1,660.00	For WC Medical Payments
Budget Transfer	262	100	1000	2016	12	05/16/2016	200521	54513	(1,660.00)	For WC Medical Payments
Budget Transfer	262	100	1000	2016	12	05/16/2016	200522	55150	454.00	For WC Medical Payments
Budget Transfer	262	100	1000	2016	12	05/16/2016	200522	54467	(454.00)	For WC Medical Payments
Budget Transfer	262	100	1000	2016	12	05/16/2016	210541	54321	5,692.00	For Hydrant Replace Program
Budget Transfer	262	100	1000	2016	12	05/16/2016	210541	54467	(5,692.00)	For Hydrant Replace Program
262 Total									-	
Budget Transfer	263	100	1000	2016	12	05/16/2016	210541	54463	2,268.00	For ATS invoices
Budget Transfer	263	100	1000	2016	12	05/16/2016	210541	54462	(2,268.00)	For ATS invoices
Budget Transfer	263	100	1000	2016	12	05/16/2016	220551	54306	8,000.00	For FY 15/16 sludge removal
Budget Transfer	263	100	1000	2016	12	05/16/2016	220551	54480	(8,000.00)	For FY 15/16 sludge removal
263 Total									-	
Budget Transfer	264	100	1000	2016	12	05/17/2016	100300	54110	1,700.00	For Police Legal
Budget Transfer	264	100	1000	2016	12	05/17/2016	100300	54402	(1,700.00)	For Police Legal
Budget Transfer	264	100	1000	2016	12	05/17/2016	100220	54110	300.00	For Finance Legal
Budget Transfer	264	100	1000	2016	12	05/17/2016	100220	54251	(300.00)	For Finance Legal
Budget Transfer	264	100	1000	2016	12	05/17/2016	210540	54110	670.00	For Water Admin Legal
Budget Transfer	264	100	1000	2016	12	05/17/2016	210540	54171	(670.00)	For Water Admin Legal
264 Total									-	
Budget Addition	265	100	1000	2016	12	05/17/2016	100110	54110	4,950.00	Legal - City Admin
Budget Addition	265	100	1000	2016	12	05/17/2016	100900	31199	(4,950.00)	Legal - City Admin
Budget Addition	265	100	1000	2016	12	05/17/2016	100500	54110	2,500.00	Legal - PW Admin
Budget Addition	265	100	1000	2016	12	05/17/2016	100900	31199	(2,500.00)	Legal - PW Admin
265 Total									-	
Budget Transfer	266	100	1000	2016	12	05/18/2016	100123	55203	445.00	For fence release form filing
Budget Transfer	266	100	1000	2016	12	05/18/2016	100122	54530	(445.00)	For fence release form filing

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	266	100	1000	2016	12	05/18/2016	100400	54399	15.00	For other contracted services
Budget Transfer	266	100	1000	2016	12	05/18/2016	100400	54402	(15.00)	For other contracted services
Budget Transfer	266	100	1000	2016	12	05/18/2016	100401	51601	100.00	Reclass uniforms & safety unif
Budget Transfer	266	100	1000	2016	12	05/18/2016	100401	51600	(100.00)	Reclass uniforms & safety unif
Budget Transfer	266	100	1000	2016	12	05/18/2016	210540	50301	(147.00)	Trsf to medicare
Budget Transfer	266	100	1000	2016	12	05/18/2016	210540	51104	147.00	Trsf to medicare
Budget Transfer	266	100	1000	2016	12	05/18/2016	210540	51501	305.00	For current employee testing
Budget Transfer	266	100	1000	2016	12	05/18/2016	210540	51300	(305.00)	For current employee testing
Budget Transfer	266	100	1000	2016	12	05/18/2016	210540	54110	30.00	For general legal
Budget Transfer	266	100	1000	2016	12	05/18/2016	210540	54171	(30.00)	For general legal
Budget Transfer	266	100	1000	2016	12	05/18/2016	210541	50201	900.00	For double time
Budget Transfer	266	100	1000	2016	12	05/18/2016	210541	51100	(900.00)	For double time
Budget Transfer	266	100	1000	2016	12	05/18/2016	210541	50205	600.00	For Foreman OT
Budget Transfer	266	100	1000	2016	12	05/18/2016	210541	51100	(600.00)	For Foreman OT
Budget Transfer	266	100	1000	2016	12	05/18/2016	210541	51205	30.00	For unemployment invoice
Budget Transfer	266	100	1000	2016	12	05/18/2016	210541	51103	(30.00)	For unemployment invoice
Budget Transfer	266	100	1000	2016	12	05/18/2016	804530	51105	500.00	For 401A
Budget Transfer	266	100	1000	2016	12	05/18/2016	804530	51103	(500.00)	For 401A
Budget Transfer	266	100	1000	2016	12	05/18/2016	804530	54405	900.00	For alarm maintenance
Budget Transfer	266	100	1000	2016	12	05/18/2016	804530	54150	(900.00)	For alarm maintenance
Budget Transfer	266	100	1000	2016	12	05/18/2016	800223	51600	10.00	For uniforms
Budget Transfer	266	100	1000	2016	12	05/18/2016	800223	51400	(10.00)	For uniforms
Budget Transfer	266	100	1000	2016	12	05/18/2016	800223	52001	100.00	For computer related supplies
Budget Transfer	266	100	1000	2016	12	05/18/2016	800223	52000	(100.00)	For computer related supplies
Budget Transfer	266	100	1000	2016	12	05/18/2016	800223	52314	70.00	For parts for equipment
Budget Transfer	266	100	1000	2016	12	05/18/2016	800223	52401	(70.00)	For parts for equipment
Budget Transfer	266	100	1000	2016	12	05/18/2016	800223	55202	5.00	For govt fees
Budget Transfer	266	100	1000	2016	12	05/18/2016	800223	54513	(5.00)	For govt fees
Budget Transfer	266	100	1000	2016	12	05/18/2016	800223	54501	250.00	For freight
Budget Transfer	266	100	1000	2016	12	05/18/2016	800223	54480	(250.00)	For freight
266 Total									-	
Budget Transfer	267	100	1000	2016	12	05/19/2016	100200	54399	550.00	For Iron Mountain final invoic
Budget Transfer	267	100	1000	2016	12	05/19/2016	100200	52001	(550.00)	For Iron Mountain final invoic
Budget Transfer	267	100	1000	2016	12	05/19/2016	210541	52700	4,100.00	For Water line repair material
Budget Transfer	267	100	1000	2016	12	05/19/2016	210541	52400	(4,100.00)	For Water line repair material
Budget Transfer	267	100	1000	2016	12	05/19/2016	210541	54301	3,200.00	For hauling services
Budget Transfer	267	100	1000	2016	12	05/19/2016	210541	54456	(3,200.00)	For hauling services
Budget Transfer	267	100	1000	2016	12	05/19/2016	210541	55401	(2,200.00)	Trs to Inv Carrying Chg

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	267	100	1000	2016	12	05/19/2016	210541	55400	2,200.00	From Inventory OH
	267 Total								-	
Budget Transfer	268	100	1000	2016	12	05/20/2016	513511	56200	15,000.00	Trasfer budget to proper accou
Budget Transfer	268	100	1000	2016	12	05/20/2016	513511	56150	(15,000.00)	Trasfer budget to proper accou
	268 Total								-	
Budget Transfer	269	100	1000	2016	12	05/24/2016	100210	52101	30.00	For business meals-IAFF
Budget Transfer	269	100	1000	2016	12	05/24/2016	100210	52000	(30.00)	For business meals-IAFF
Budget Transfer	269	100	1000	2016	12	05/24/2016	210541	55180	825.00	For liability claim payment-CC
Budget Transfer	269	100	1000	2016	12	05/24/2016	210541	54467	(825.00)	For liability claim payment-CC
	269 Total								-	
Budget Transfer	270	100	1000	2016	12	05/24/2016	100800	57307	75,974.00	Unbudgeted Engineer Projects
Budget Transfer	270	100	1000	2016	12	05/24/2016	100510	54160	(45,272.00)	Transfer to 513-Unbud Eng Proj
Budget Transfer	270	100	1000	2016	12	05/24/2016	100510	54458	(30,702.00)	Transfer to 513-Unbud Eng Proj
Budget Transfer	270	100	1000	2016	12	05/24/2016	513800	49100	(75,974.00)	Unbudgeted Engineer Projects
Budget Transfer	270	100	1000	2016	12	05/24/2016	513900	31199	75,974.00	Transfer to 513-Unbud Eng Proj
	270 Total								-	
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	54467	200.00	For tires for forklift
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	54500	(200.00)	For tires for forklift
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	52402	350.00	Seat covers for truck
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	54480	(350.00)	Seat covers for truck
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	52302	160.00	For bldg maint supplies
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	54480	(160.00)	For bldg maint supplies
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	52306	3.00	For signage/traffic controls
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	52305	(3.00)	For signage/traffic controls
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	52310	40.00	For small tools & equipment
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	52304	(40.00)	For small tools & equipment
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	51601	200.00	For safety boots
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	51300	(200.00)	For safety boots
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	51200	1.00	For health insurance premium
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	51105	(1.00)	For health insurance premium
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	52100	65.00	For refreshment supplies
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	52000	(65.00)	For refreshment supplies
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	54000	65.00	For telephone service
Budget Transfer	271	100	1000	2016	12	05/24/2016	800223	54399	(65.00)	For telephone service
	271 Total								-	
Budget Transfer	272	100	1000	2016	12	05/25/2016	100800	57307	102,333.00	IDOT Garage Annex Paving-Unbud
Budget Transfer	272	100	1000	2016	12	05/25/2016	100510	54456	(102,333.00)	Trsf to 513-IDOT Annex Paving
Budget Transfer	272	100	1000	2016	12	05/25/2016	513800	49100	(102,333.00)	IDOT Garage Annex Paving-Unbud

CITY OF ST. CHARLES

Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	272	100	1000	2016	12	05/25/2016	513900	31199	102,333.00	IDOT Garage Annex Paving-Unbud
	272 Total									
									-	
Budget Transfer	273	100	1000	2016	12	05/25/2016	210541	56002	30,000.00	Add'l for Media Repl @ Welll 13
Budget Transfer	273	100	1000	2016	12	05/25/2016	210541	56209	(30,000.00)	Add'l for Media Repl @ Welll 13
Budget Transfer	273	100	1000	2016	12	05/25/2016	210541	56002	20,000.00	Add'l for Media Repl @ Welll 13
Budget Transfer	273	100	1000	2016	12	05/25/2016	210541	56200	(20,000.00)	Add'l for Media Repl @ Welll 13
	273 Total									
									-	
Budget Adjustment	275	100	1000	2016	12	07/18/2016	100121	55260	19,879.00	Reduce Util Alloc-Actuals
Budget Adjustment	275	100	1000	2016	12	07/18/2016	100121	55261	6,937.00	Reduce Util Alloc-Actuals
Budget Adjustment	275	100	1000	2016	12	07/18/2016	100121	55262	9,754.00	Reduce Util Alloc-Actuals
Budget Adjustment	275	100	1000	2016	12	07/18/2016	200520	55279	(19,879.00)	Reduce Util Alloc-Actuals
Budget Adjustment	275	100	1000	2016	12	07/18/2016	210540	55279	(6,937.00)	Reduce Util Alloc-Actuals
Budget Adjustment	275	100	1000	2016	12	07/18/2016	220550	55279	(9,754.00)	Reduce Util Alloc-Actuals
Budget Adjustment	275	100	1000	2016	12	07/18/2016	520200	56003	7,222.00	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	520200	56004	100,000.00	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	520200	56301	30,000.00	Budget Adjustments-Year End
Budget Adjustment	275	100	1000	2016	12	07/18/2016	805200	56003	(7,222.00)	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	805200	56004	(100,000.00)	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	805200	56301	(30,000.00)	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	715700	55310	70,000.00	Add'l Principal Payment
Budget Adjustment	275	100	1000	2016	12	07/18/2016	715900	31199	(70,000.00)	Add'l Principal Payment
Budget Adjustment	275	100	1000	2016	12	07/18/2016	520999	47502	(121,328.00)	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	805999	47502	121,328.00	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	520999	47503	(32,674.00)	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	805999	47503	32,674.00	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	520999	47505	(17,342.00)	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	805999	47505	17,342.00	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	520999	47506	(15,700.00)	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	805999	47506	15,700.00	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	520999	47507	(42,677.00)	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	805999	47507	42,677.00	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	513999	48200	3,411,500.00	Adjust bond proceeds to -0-
Budget Adjustment	275	100	1000	2016	12	07/18/2016	513900	31199	(3,411,500.00)	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	513999	48800	640,000.00	Adjust inter-fund loan to -0-
Budget Adjustment	275	100	1000	2016	12	07/18/2016	513900	31199	(640,000.00)	Move budget fr 805 to 520
Budget Adjustment	275	100	1000	2016	12	07/18/2016	503999	47105	3,000.00	Adjust interest to -0-
Budget Adjustment	275	100	1000	2016	12	07/18/2016	503900	31199	(3,000.00)	Adjust interest to -0-
	275 Total									
									-	

CITY OF ST. CHARLES
Budget Revision Listing

April 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Addition	276	100	1000	2016	12	08/12/2016	100800	57307	1,000,000.00	Add'l Cap Trsf from GF
Budget Addition	276	100	1000	2016	12	08/12/2016	513800	49100	(1,000,000.00)	Add'l Cap Trsf from GF
276 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:

CITY OF ST. CHARLES

Budget Revision Listing

August 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Roll Forward of Budget for Enc	52	100	1000	2017	3	08/05/2016	100500	54319	(42,895.00)	Adjust R/F PO#85002 to Actual
Roll Forward of Budget for Enc	52	100	1000	2017	3	08/05/2016	100900	31198	42,895.00	Adjust R/F PO#85002 to Actual
52 Total									-	
Budget Transfer	53	100	1000	2017	4	08/08/2016	100220	51401	900.00	Lodging/GFOA/Infor Conf
Budget Transfer	53	100	1000	2017	4	08/08/2016	100220	54131	(900.00)	Lodging/GFOA/Infor Conf
Budget Transfer	53	100	1000	2017	4	08/08/2016	100510	52312	500.00	For painting supplies
Budget Transfer	53	100	1000	2017	4	08/08/2016	100510	52804	(500.00)	For painting supplies
Budget Transfer	53	100	1000	2017	4	08/08/2016	200522	52000	50.00	For office supplies
Budget Transfer	53	100	1000	2017	4	08/08/2016	200522	52001	(50.00)	For office supplies
Budget Transfer	53	100	1000	2017	4	08/08/2016	220551	52500	100.00	Electrical Supplies
Budget Transfer	53	100	1000	2017	4	08/08/2016	220551	52314	(100.00)	Electrical Supplies
Budget Transfer	53	100	1000	2017	4	08/08/2016	220551	52804	200.00	Landscaping Supplies
Budget Transfer	53	100	1000	2017	4	08/08/2016	220551	52314	(200.00)	Landscaping Supplies
Budget Transfer	53	100	1000	2017	4	08/08/2016	220552	52805	500.00	Street Repair Materials
Budget Transfer	53	100	1000	2017	4	08/08/2016	220552	52314	(500.00)	Street Repair Materials
Budget Transfer	53	100	1000	2017	4	08/08/2016	801512	52000	10.00	Items from Inventory Control
Budget Transfer	53	100	1000	2017	4	08/08/2016	801512	52310	(10.00)	Items from Inventory Control
Budget Transfer	53	100	1000	2017	4	08/08/2016	804530	55401	500.00	Inventory Overhead
Budget Transfer	53	100	1000	2017	4	08/08/2016	804530	55400	(500.00)	Inventory Overhead
Budget Transfer	53	100	1000	2017	4	08/08/2016	100222	52000	250.00	For UB Office Supplies
Budget Transfer	53	100	1000	2017	4	08/08/2016	100222	54520	(250.00)	For UB Office Supplies
53 Total									-	
Budget Entry Correction	54	100	1000	2017	4	08/08/2016	210541	56002	(50,000.00)	Correct FB JE #51; Wrong Acct
Budget Entry Correction	54	100	1000	2017	4	08/08/2016	210541	56200	50,000.00	Correct FB JE #51; Wrong Acct
54 Total									-	
Roll Forward Budget for Non PO	55	100	1000	2017	4	08/09/2016	100124	54621	7,131.00	For P/Y Unspent Cult Comm Disb
Roll Forward Budget for Non PO	55	100	1000	2017	4	08/09/2016	100900	31197	(7,131.00)	For P/Y Unspent Cult Comm Disb
55 Total									-	
Budget Addition	56	100	1000	2017	3	08/10/2016	210999	48300	(1,502,460.00)	P/Y IEPA Project-N 5th Waterli
Budget Addition	56	100	1000	2017	3	08/10/2016	210900	31198	1,502,460.00	P/Y IEPA Project-N 5th Waterli
Budget Addition	56	100	1000	2017	3	08/10/2016	210999	48300	(943,863.00)	P/Y IEPA Project-Water Tower
Budget Addition	56	100	1000	2017	3	08/10/2016	210900	31198	943,863.00	P/Y IEPA Project-Water Tower
56 Total									-	
Budget Addition	57	100	1000	2017	4	08/12/2016	100510	51205	6,545.00	For unemploment invoice
Budget Addition	57	100	1000	2017	4	08/12/2016	100900	31199	(6,545.00)	For unemploment invoice
57 Total									-	
Budget Addition	58	100	1000	2017	4	08/15/2016	220550	55300	(5,951.00)	Transf Bond \$ 220 to 513
Budget Addition	58	100	1000	2017	4	08/15/2016	220550	55310	(7,395.00)	Transf Bond \$ 220 to 513
Budget Addition	58	100	1000	2017	4	08/15/2016	723700	55300	5,951.00	Transf Bond \$ 220 to 513
Budget Addition	58	100	1000	2017	4	08/15/2016	723700	55310	7,395.00	Transf Bond \$ 220 to 513
Budget Addition	58	100	1000	2017	4	08/15/2016	100800	57106	13,346.00	Transf Bond \$ 220 to 513
Budget Addition	58	100	1000	2017	4	08/15/2016	723800	49100	(13,346.00)	Transf Bond \$ 220 to 513
58 Total									-	

CITY OF ST. CHARLES
Budget Revision Listing

August 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	59	100	1000	2017	4	08/15/2016	210542	54399	6,000.00	Test Meters/Mendel Repairs
Budget Transfer	59	100	1000	2017	4	08/15/2016	210542	52807	(6,000.00)	Test Meters/Mendel Repairs
	59 Total								-	
Budget Transfer	60	100	1000	2017	4	08/16/2016	210541	56160	247,647.00	Trsf frm Const to CE; N.5th WL
Budget Transfer	60	100	1000	2017	4	08/16/2016	210541	56101	(247,647.00)	Trsf frm Const to CE; N.5th WL
Budget Transfer	60	100	1000	2017	4	08/16/2016	100500	56004	818.00	For MS Surface vs iPad in budg
Budget Transfer	60	100	1000	2017	4	08/16/2016	100500	54150	(818.00)	For MS Surface vs iPad in budg
	60 Total								-	
Budget Addition	61	100	1000	2017	3	08/17/2016	210999	48300	(60,357.00)	N 5th Water-P/Y Remain Loan
Budget Addition	61	100	1000	2017	3	08/17/2016	210900	31199	60,357.00	N 5th Water-P/Y Remain Loan
	61 Total								-	
Budget Addition	62	100	1000	2017	4	08/17/2016	210541	56160	37,354.00	Trotter Change Order N. 5th WL
Budget Addition	62	100	1000	2017	4	08/17/2016	210900	31199	(37,354.00)	Trotter Change Order N. 5th WL
	62 Total								-	
Budget Transfer	63	100	1000	2017	4	08/17/2016	100401	52904	3,000.00	For CPR Training Supplies
Budget Transfer	63	100	1000	2017	4	08/17/2016	100401	52310	(3,000.00)	For CPR Training Supplies
Budget Transfer	63	100	1000	2017	4	08/17/2016	100510	52000	400.00	For Public Svcs Office Supplie
Budget Transfer	63	100	1000	2017	4	08/17/2016	100500	52000	(400.00)	For Public Svcs Office Supplie
Budget Transfer	63	100	1000	2017	4	08/17/2016	210540	51500	305.00	For new hire testing
Budget Transfer	63	100	1000	2017	4	08/17/2016	210540	54000	(305.00)	For new hire testing
Budget Transfer	63	100	1000	2017	4	08/17/2016	210541	52701	500.00	For lab supplies
Budget Transfer	63	100	1000	2017	4	08/17/2016	210541	52700	(500.00)	For lab supplies
	63 Total								-	
Budget Addition	64	100	1000	2017	4	08/17/2016	803500	54110	1,113.00	For payment of liability legal
Budget Addition	64	100	1000	2017	4	08/17/2016	803400	54110	2,845.00	For payment of liability legal
Budget Addition	64	100	1000	2017	4	08/17/2016	803110	54110	2,198.00	For payment of liability legal
Budget Addition	64	100	1000	2017	4	08/17/2016	803400	55180	2,916.00	For payment of liability exp
Budget Addition	64	100	1000	2017	4	08/17/2016	803900	31199	(9,072.00)	For payment of liability exp
	64 Total								-	
Budget Addition	65	100	1000	2017	4	08/18/2016	803110	54110	1,347.00	Add for liability case-legal
Budget Addition	65	100	1000	2017	4	08/18/2016	803900	31199	(1,347.00)	Add for liability case-legal
	65 Total								-	
Budget Transfer	66	100	1000	2017	4	08/18/2016	100300	52201	500.00	Purchase commendation medals
Budget Transfer	66	100	1000	2017	4	08/18/2016	100300	52319	(500.00)	Purchase commendation medals
	66 Total								-	
Roll Forward Budget for Non PO	67	100	1000	2017	4	08/19/2016	513200	56301	3,300.00	R/F Unspent MCCI PO 86871
Roll Forward Budget for Non PO	67	100	1000	2017	4	08/19/2016	513900	31197	(3,300.00)	R/F Unspent MCCI PO 86871
	67 Total								-	
Budget Transfer	68	100	1000	2017	4	08/22/2016	220551	56150	410,250.00	For Digester DE-All one year
Budget Transfer	68	100	1000	2017	4	08/22/2016	220551	56200	(410,250.00)	For Digester DE-All one year
	68 Total								-	
Budget Transfer	69	100	1000	2017	4	08/31/2016	100510	52000	400.00	For door hanger signs
Budget Transfer	69	100	1000	2017	4	08/31/2016	100510	52300	(400.00)	For door hanger signs

CITY OF ST. CHARLES
Budget Revision Listing

August 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	69	100	1000	2017	4	08/31/2016	220551	52300	500.00	For janitorial supplies
Budget Transfer	69	100	1000	2017	4	08/31/2016	220551	52304	(500.00)	For janitorial supplies
Budget Transfer	69	100	1000	2017	4	08/31/2016	200520	50101	(6,560.00)	Hired laborer vs intern
Budget Transfer	69	100	1000	2017	4	08/31/2016	200521	50101	6,560.00	Hired laborer vs intern
Budget Transfer	69	100	1000	2017	4	08/31/2016	801512	52001	10.00	For computer related supplies
Budget Transfer	69	100	1000	2017	4	08/31/2016	801512	52300	(10.00)	For computer related supplies
Budget Transfer	69	100	1000	2017	4	08/31/2016	801512	52306	50.00	For signage/safety supplies
Budget Transfer	69	100	1000	2017	4	08/31/2016	801512	52300	(50.00)	For signage/safety supplies
Budget Transfer	69	100	1000	2017	4	08/31/2016	804530	54454	500.00	For repair & maint-radios
Budget Transfer	69	100	1000	2017	4	08/31/2016	804530	54467	(500.00)	For repair & maint-radios
Budget Transfer	69	100	1000	2017	4	08/31/2016	802210	50510	2,000.00	For patient care payments
Budget Transfer	69	100	1000	2017	4	08/31/2016	802210	52201	(2,000.00)	For patient care payments
69 Total									-	
Budget Addition	70	100	1000	2017	4	08/31/2016	210541	55180	825.00	1150 N.5th Ave water damage
Budget Addition	70	100	1000	2017	4	08/31/2016	210900	31199	(825.00)	1150 N.5th Ave water damage
Budget Addition	70	100	1000	2017	4	08/31/2016	200521	55150	700.00	For WC medical payments
Budget Addition	70	100	1000	2017	4	08/31/2016	200900	31199	(700.00)	For WC medical payments
Budget Addition	70	100	1000	2017	4	08/31/2016	210541	54110	9,200.00	Legal-N. 5th Waterline Issues
Budget Addition	70	100	1000	2017	4	08/31/2016	210900	31199	(9,200.00)	Legal-N. 5th Waterline Issues
Budget Addition	70	100	1000	2017	4	08/31/2016	801512	54110	763.00	For WC Legal
Budget Addition	70	100	1000	2017	4	08/31/2016	801900	31199	(763.00)	For WC Legal
Budget Addition	70	100	1000	2017	4	08/31/2016	801512	55150	777.00	For WC Medical Payments
Budget Addition	70	100	1000	2017	4	08/31/2016	801900	31199	(777.00)	For WC Medical Payments
70 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:

**AGENDA ITEM EXECUTIVE SUMMARY**Agenda Item number: **4a**

Title:

Recommendation to Approve an Ordinance Authorizing the Sale of Item of Personal Property Owned by the City of St. Charles

Presenter:

Chris Minick

Meeting: Government Operations Committee

Date: September 6, 2016

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** (*if not budgeted please explain*):

We are asking for approval to sell the said obsolete item to the highest respective bidder:
Decommissioned Substation #6 34.4 KV Transformer.

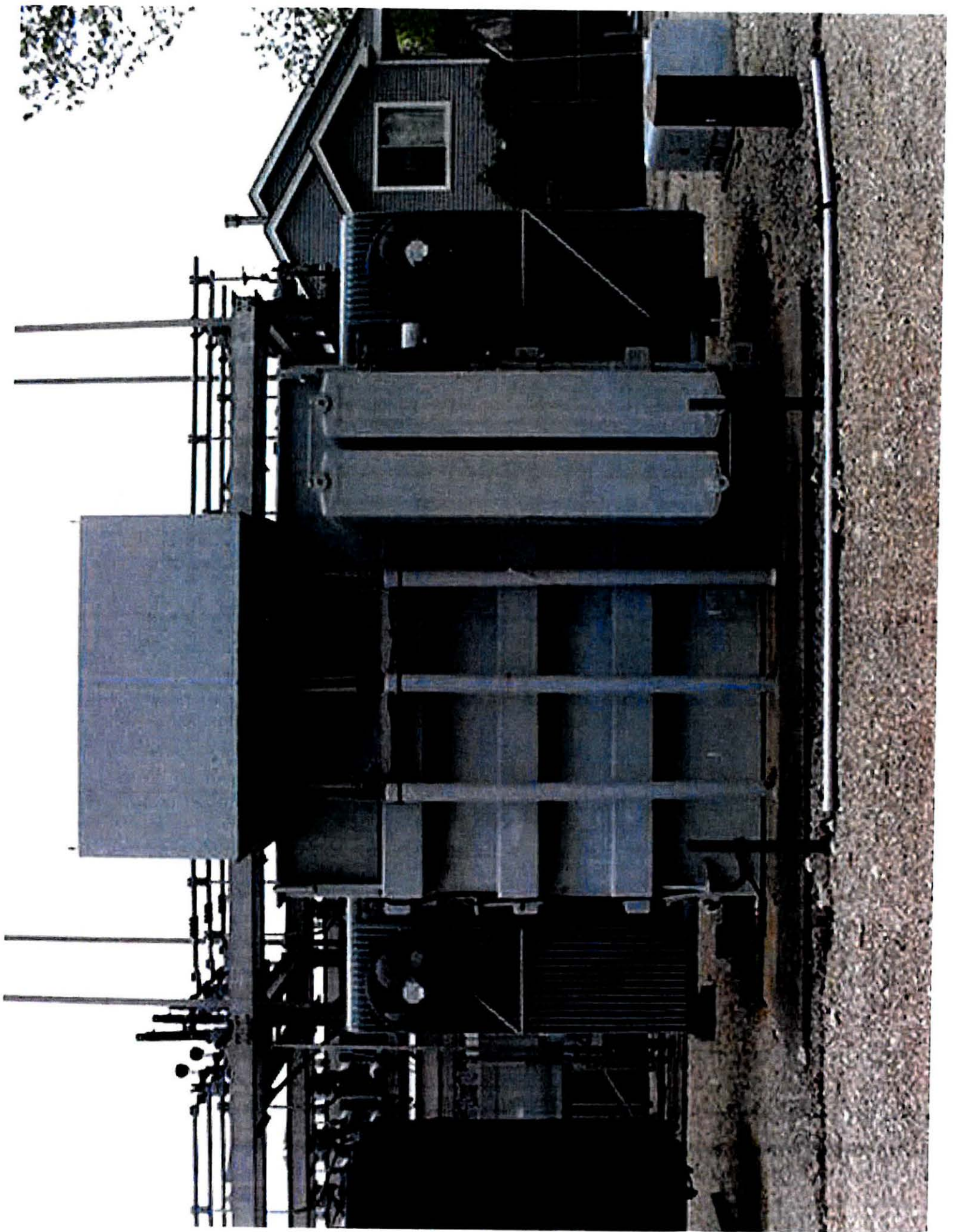
This unit, manufactured in 1979, is scheduled for replacement and no longer viable for City use.

Attachments (*please list*):

Conditions Assessment Summary Sheet
Ordinance

Recommendation/Suggested Action (*briefly explain*):

Recommendation to approve an Ordinance Authorizing the Sale of Item of Personal Property Owned by the City of St. Charles.



S/N: A5969
MFG.: Asea
MFG. Date: 1979

ID#: 6T1
Location: SUB 6
kV: 34.4 - 12.47/7.2
MVA: 10/12.5/15/16.8

Overall Health Summary:

Based on the oil and electrical test data the transformer is downgraded from a rank of 3 to a rank of 1 out of 5, with 1 being the worst and 5 the best. The ranking for the oil data was downgraded from a Code 3 to a Code 2 due to the high moisture content and subsequent low oil dielectric breakdown. The electrical test data of this transformer is assigned a code 3 out of 5 since the measured watts loss of the bushing hot collar tests for the X0, X1, X2 and X3 bushings are all above the recommended limit and should be investigated. It is recommended to clean and retest the bushings to verify the results. It is recommended to update the electrical test data in one year to enable a better assessment of the transformer's present condition.

Update 1:

The overall transformer code is downgraded to a Code 1 due to the reported lack of oil in the H1 bushing. The note from testing on 11/8/2014 states that the "H1 bushing appears to be empty, Center H2 bushing is about 1/2 full, & the south H3 bushing is about 1/2 full". This condition should be confirmed as soon as possible since this indicates a possible leaking bushing. Bushings can leak into the transformer, making it difficult to confirm a leaking bushing by looking for oil on the external surfaces of the bushing and transformer. If the oil level cannot be detected because it is too low to verify through the sight glass, it should be replaced as soon as possible since a low dielectric fluid in the bushing can result in a dielectric failure that can cause damage to the transformer or other equipment in the area.

If the H1 bushing lack of oil problem is resolved then the overall transformer code would be expected to be upgraded from a Code 1 to a Code 2 due to the verified high moisture content in the transformer. If then the problem of high moisture in the transformer is resolved the overall transformer code would be expected to be upgraded from a Code 2 to a Code 3 due to the LV bushing high watt loss problems.

Oil Test Data Summary Review:

Based on the oil data provided this transformer was assigned a code 3 due to the elevated moisture content. This should be verified with a sample taken in a ground glass syringe after flushing a gallon of oil through the valve. If possible the transformer should be sampled when the transformer has been operating at a temperature greater than 55 °C for several days to get an estimate of the moisture in the paper.

Update 1:

Based on data from 2014 the oil test data summary is assigned a code 2 as the high moisture is verified and the relative saturation of the oil is in excess of 20 % which indicates the insulation is wet. The dielectric breakdown strength of the oil was unacceptable and this is likely caused by the high moisture content.

Data from 2013 and 2014 was submitted for the LTC and the both sets of data were consistent with previous reports and no problems were indicated. The LTC code remains unchanged at 5.

1. Operational Health

DGA

The dissolved gas data indicates that the transformer is operating normally. The total combustible gas (TCG) content is stable over time. The main contributor is the carbon monoxide from minor overheating of the cellulosic insulation. All of the hydrocarbon gases are low so overheating of oil or arcing are not a concern.

Moisture

The moisture in oil is elevated on all of the recent samples with an average relative saturation of over 30%. Free water was noted in many of the recent samples. Care should be taken to flush enough oil when sampling to ensure the sample tested is representative of the bulk oil. An estimate of the moisture in paper cannot be made as the top oil temperature at time of sampling is not high enough. If the transformer runs above 55 °C for three consecutive days a reasonable estimate of the moisture content in paper can be made. From the available test data, it appears that the insulation is wet.

2. Paper Condition

Furans and carbon oxides

The carbon oxides are low and stable over time and suggest that overheating of the cellulosic insulation is not occurring. The furanic compounds are all low and stable. The most recent data is from 2010; this test should be run every three years.

3. Oil Quality

The oil is in excellent condition and is not aged. The dielectric breakdown is acceptable for in-service oil. The test method is not listed but if it is run by ASTM D877 this is not recommended for main tank oil as it is not sensitive enough to dissolved metals and particles.

4. LTC

DGA

Based on the dissolved gas in oil data, this ASEA/RTE 1979 type UZDRT load tap changer (s/n: B7905-03) is assigned a code 5.

Oil

The moisture and oil quality is acceptable for in-service LTC oil. It is clear from the data that the oil was replaced in 2007. Prior to this change, the moisture was high and the oil quality was poor. Since 2007 the moisture has remained low and the oil quality is very good.

Electrical Test Data Summary Review:

The electrical test summary rating of this transformer is assigned a code 3 out of 5 since the measured watts loss of the bushing hot collar tests for the X0, X1, X2 and X3 bushings are all above the recommended limit and should be investigated. It is recommended to clean and retest the bushings to verify the results. It is recommended to update the electrical test data in one year to enable a better assessment of the transformer's present condition. Exciting current, SFRA, Leakage Reactance, and surge arrestor tests should be included and should be performed on a routine basis to enable a more thorough assessment of the transformer's condition.

Overall Power Factor

The overall power factor test values are within the recommended limits.

Overall Capacitance

There were no benchmark values of capacitance provided for comparison purposes, therefore the standard analysis of capacitance test data is not possible. The most recent test results can be compared to factory test values or the earliest available field test values. The tested capacitance values can be used as a benchmark if no earlier test data is available.

Update 1:

Based on the test data from 11/8/2014, the overall capacitance values are within the recommended limits when compared to the 12/2/2010 results. However, this is a very limited comparison since the transformer was manufactured in 1979. A better analysis is to compare the capacitance values to the transformer factory test values or to the initial installation test values to determine if there have been any changes over the lifetime of the transformer.

Bushing Power Factor and Capacitance

The H1, H2 and H3 bushing C1 power factor and capacitance test values are within the recommended limits. The C2 power factor values are within the recommended limits, although there are no nameplate values for comparison purposes. There are no C2 capacitance nameplate values for comparison purposes so the standard analysis of the C2 capacitance is not possible.

Bushing Hot Collar

The grounded specimen test watts loss of the bushing hot collar tests for the X0, X1, X2 and X3 bushings are all above the Doble recommended limit of 0.1 watts. It is recommended to clean and retest the bushings to verify the results. The UST watts loss results are within recommended limits but the measured current indicates that the X0 bushing may have low liquid or compound level which should be verified. All of these tests should be repeated to challenge or confirm results.

Exciting Current and Loss

No data provided. It is recommended to conduct the exciting current test on a routine basis to assess the condition of the transformer.

Update 1:

The exciting current test results from 11/8/2014 follow the common high-low-high phase pattern and follow a recognized LTC tap range pattern.

Turns Ratio

No data provided. It is recommended to perform the turns ratio test on a routine basis to allow a more complete assessment of the transformer condition.

Leakage Reactance and Loss

No data provided. It is recommended to conduct the leakage reactance and loss test to establish a baseline that can be used to assess the condition of a transformer following a system event, after moving to a new location or any time the mechanical integrity of the transformer is in question.

SFRA

No data provided. It is recommended to conduct the SFRA test to establish a baseline that can be used to assess the condition of a transformer following a system event, after moving to a new location or any time the mechanical integrity of the transformer is in question.

Surge Arrester

No data provided. It is recommended to perform arrester insulation testing on a routine basis to allow a more complete assessment of the transformer condition.

Winding Resistance

No data provided.

Core Insulation Resistance

No data provided.

Winding Insulation Resistance

No data provided.

City of St. Charles, Illinois
Ordinance No. _____

**An Ordinance Authorizing the Sale of Items of Personal
Property Owned by the City of St. Charles**

WHEREAS, in the opinion of at least three-fourths of the Corporate authorities of the City of St. Charles, it is no longer necessary or useful to or for the best interest of the City of St. Charles to retain the personal property now owned by the City of St. Charles and hereinafter;

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

1. Pursuant to Illinois Compiled Statutes, 65ILCS 5/11-76-4, the City Council finds that the following personal property now owned by the City of St. Charles is no longer necessary or useful to the City of St. Charles and the best interests of the City of St. Charles will be served by its sale:

Transformer

2. Pursuant to said Section 65ILCS 5/11-76-4, the Purchasing and Inventory Control Division Manager be, and he is hereby authorized and directed to sell the foregoing described personal property now owned by the City of St. Charles to: the highest respective bidder.

Presented to the City Council of the City of St. Charles, Illinois, this _____ day of September, 2016.

Passed by the City Council of the City of St. Charles, Illinois, this _____ day of September, 2016.

Approved by the Mayor of the City of St. Charles, Illinois, this _____ day of September, 2016.

Raymond P. Rogina, Mayor

Attest:

Nancy Garrison, City Clerk

Council Vote:

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

**AGENDA ITEM EXECUTIVE SUMMARY**Agenda Item number: **5a**

Title:

Recommendation to Approve the Funding Request of the Downtown St Charles Partnership for FY 2016-2017 in the Amount of \$214,129.00 for Operations and \$23,792.00 for the Branding Project Phase II

Presenter:

Chris Minick, Finance Director

Meeting: Government Operations Committee

Date: September 6, 2016

Proposed Cost: \$237,921

Budgeted Amount: \$213,300

Not Budgeted: ☐**Executive Summary (if not budgeted please explain):**

Each year the City allocates funding from Special Service Area 1B to support the activities of the Downtown St. Charles Partnership (DSCP). Representatives of the DSCP will make a presentation of their anticipated activities for Fiscal Year 2016-2017 and provide a status update of activities undertaken during Fiscal Year 2015-2016.

The DSCP is requesting 90% of the collections from SSA 1B (\$214,129) for DSCP operations consistent with funding from FY 15-16. Additionally, the DSCP is requesting funding of \$23,792 for Phase II of the *Discover your City Side* branding initiative. The City participated in the funding of the initial phases of the Branding initiative with \$25,000 supplemental payments to the DSCP in FY's 14-15 and 15-16. DSCP Staff will outline the anticipated future Phase II Branding expenditures during the presentation at the meeting.

In addition to the allocations from the SSA that support general operations of the DSCP, the City also reimburses \$7,500 of the Holiday Advertising Campaign that the DSCP undertakes on an annual basis.

Special Service Area 1B was initiated to provide funding for downtown revitalization initiatives, projects, and programs. The activities of the DSCP are consistent with the activities outlined in the ordinance establishing SSA 1B. The decision to fund at 90% of SSA collections was made during FY 2015-2016 when funding allocations to all outside organizations were reduced by 10%.

City Staff was not aware of the request for funding for Phase II of the Branding initiative when the budget was prepared. The budgeted amount of \$213,300 represents 90% of the anticipated collections from the SSA when the budget was prepared. The exact amount of SSA 1B tax extensions was not known at that time. The tax extensions have been finalized in the interim. \$214,129 represents 90% of the anticipated SSA collections of \$237,921. The remaining \$23,792 for Phase II of the Branding initiative will be taken from reserves if approved.

Attachments (please list):

- Funding Request Letter
- 2016-2017 Summary of Work Goals and Objectives
- 2015-2016 Summary of Work Goals and Objectives updated with results
- 2016-2017 budget
- Funding Presentation
- Proposed FY 2016-2017 Funding and Service Agreement

Recommendation/Suggested Action (briefly explain):

Recommendation to approve the funding request of the Downtown St Charles Partnership for FY 2016-2017 in the amount of \$214,129.00 for Operations and \$23,792.00 for the Branding Project Phase II.

Date: August 26, 2016
To: Chris Minick, Dir of Finance City of St Charles, and City Administration
From: Paul Lencioni, Treasurer DSCP on behalf of DSCP
Subject: DSCP Funding for FY 16-17

This communication is to request funding at \$213,300, an amount equal to 90% of total SSA-1b funds. The DSCP requests funding at this amount to fund the planned operations which drive our purpose which includes:

- General brand development and growth
- Downtown event planning, coordination and execution
- Downtown community coordination and facilitation

DSCP operation and execution in these areas has been and is critical to our downtown business district.

Additionally the DSCP requests funds of \$23,800 for the purpose of Specific branding programs designed to effectively leverage brand messaging to inclusively coordinate community brand concepts and communicate visually and with great impact the brand ideals.

The programs of the past few years have been very effective and made material contributions to the growth and stability of our central business district. Funding at the levels requested is paramount to unique proven contributions of our organization.

Respectfully,

A handwritten signature in dark ink, appearing to read 'Paul D Lencioni', with a long horizontal flourish extending to the right.

Paul D Lencioni, Treasure of DSCP

Fiscal Year 2016-2017

Summary of Work

Goals and Objectives

The goal of the Downtown St. Charles Partnership is to provide quality programs and services that benefit our constituents: the City of St. Charles, downtown property and business owners, residents and local consumers.

As always, our goals and services for the coming year are based on furthering our mission, centered on Marketing & Promotions; Business Development and Education; Organizational Development; and Events. We value continuous improvement and collaboration, so we build our work plans to be supportive and complementary of the City's Economic Development efforts, as well as that of our community partners, building on previous successes and providing deliverables that offer the greatest impact with our available resources.

Marketing & Promotions

Goal: Increase brand engagement and adoption among our target market through continued brand messaging and integration.

Services:

- Continue brand messaging in all advertising, marketing and public relations activities
- Update the DSCP website to integrate brand and improve user experience
- Continue public relations efforts, and identify new opportunities for publicity of downtown St. Charles
- Distribute decals and other appropriate promotional items at downtown events
- Replace all parking kiosk panels with updated information and brand integration
- Continue and expand the summer T-shirt program
- Provide opportunities for the exchange of information between downtown businesses, the DSCP and other entities regarding the St. Charles market
- Integrate brand among all committee activities, i.e. volunteer recruitment and recognition, education, and promotions

Goal: Deliver advertising and marketing programs that reinforce the brand and increase consumer awareness and engagement.

Services:

- Develop and deliver a direct mail piece aimed at downtown summer events and activities
- Provide branded co-operative advertising opportunities for downtown businesses
- Continue partnership with the City of St. Charles ED Department on the annual Holiday advertising campaign, aimed at increasing economic activity during the holiday season
- Increase social media presence and engagement
- Provide continued advertising and promotions opportunities through the DSCP website and newsletters
-
- Drive program awareness through advertising, social media and cross-promotions
- Develop an Instagram contest to increase engagement among our younger demographic, create awareness for the activity, and increase our presence on that platform
- Drive brand messaging on-site through announcements, promotional materials, etc.
- Cross-promote other upcoming downtown events on-site

Goal: Organize promotional programs that increase foot traffic downtown

Services:

- Organize the fourth year of STC Live!, using the platform to reinforce the City Side brand and cross-promote downtown businesses and activities
- Organize the second year of Chair-ity, adding a Facebook contest to increase opportunities for exposure and community engagement
- Organize the fifth year of Jazz Weekend, utilizing 2015 survey results to further direct marketing and advertising activities.
- Plan and execute Movie in the Park in August of 2016, creating foot traffic and opportunities for business promotion

Business Development & Education

Goal: Continue to engage in regular communication with DSCP constituents to educate them about available DSCP programs and services and obtain feedback about their current needs

Services:

- Conduct regular business retention visits, partnering with the Economic Development Department, where practical
- Meet with new downtown business owners to engage them in downtown programs, services and activities
- Distribute the Business Newsletter every other week, providing information on marketing opportunities and support services, and links to relevant educational information

Goal: Provide outlets for business education, support and collaboration

Services:

- Organize regular Business Exchanges, providing opportunities for education and engagement among our constituents, modifying the format to allow for increased attendance and collaboration
- Continue the *Retail Minded* Partner Program, delivering the monthly electronic magazine with content targeted to independent business owners
- Continue to promote the Mentor Program among new and existing businesses

Goal: Support the City and property owners' efforts to attract new businesses downtown.

Services:

- Utilize window panels for vacant storefronts when appropriate
- Administer the Storefront Improvement Grant program
- Coordinate outreach to commercial brokers to: drive brand awareness among this group; and reinforce understanding of available DSCP business support services as an additional benefit to opening a business in downtown St. Charles
- Meet with prospective business owners, when appropriate, to share information on support services available through the Downtown St. Charles Partnership

Organizational Development

Goal: Expand community outreach to further engage various segments of the St. Charles population in DSCP activities

Services:

- Continue partnering with the high schools in order to strengthen and further engage the community youth in DSCP programs and activities
- Expand communications among residents in an effort to engage volunteers and reinforce brand messaging
- Provide continued recognition for DSCP volunteers to show appreciation for their community service
- Commemorate DSCP 25th Anniversary throughout organization communications in 2017

Goal: Review sponsorship program to ensure financial viability of events

Services:

- Annually assess sponsorship program to ensure we are providing value added services and benefits which align with sponsor goals
- Cultivate ongoing, mutually beneficial relationships with sponsors
- Continue to self-fund events for the benefit of downtown St. Charles

Goal: Ensure support of DSCP goals across the organization

Services:

- Continue communications among committees by sharing quarterly updates and action plans
- Facilitate collaborative action planning session with input from committees and cross-section of DSCP stakeholders.
- Chart DSCP activity based on action plans to visually represent each committee's body of work throughout the year, allowing us to appropriately allocate resources to each action item
- Provide opportunities for Committee Chairs to engage with other committees and Board members, as well as report to constituency

Events

Goal: Facilitate the Event Review process for new events proposed for downtown St. Charles

Services:

- Review application questions to ensure effective understanding and assessment of proposed event
- Educate event organizers about the City Side brand and, when applicable, work with them to better align the event with the brand
- Provide prospective event organizers feedback on how to most effectively work with downtown businesses to ensure a mutually beneficial experience

Goal: Produce events that support the City Side brand and promote economic activity for downtown St. Charles.

Services:

- Organize the Fine Art Show, Holiday Homecoming, and St. Patrick's Parade with funding from sponsorships and other related event fees
- Work with community partners to involve them in the events and cross-promote activities
- Provide business owners with ideas on how to best capitalize on foot traffic and increased exposure created by the events
- Facilitate partnerships between sponsors and businesses, where appropriate

Fiscal Year 2015-2016

Summary of Work

Goals and Objectives

The goal of the Downtown St. Charles Partnership is to provide quality programs and services that benefit our constituents: the City of St. Charles, downtown property and business owners, residents and local visitors. To be successful, we must understand what is most valuable to each of these groups. The branding exercise that was recently conducted provided valuable insight into not only what our downtown offers in the marketplace, but also what our constituents want and value about downtown St. Charles.

We have used this information to fine-tune our focus so that, in the coming year, we build on our past success and provide deliverables that offer the greatest impact with our available resources. In addition to continuous improvement, we value cooperation, so our goals are designed to complement and support the efforts of the city's Economic Development team, as well as other community partners, creating synergy through our combined efforts.

Our body of work is organized around the areas of Marketing and Promotions; Business Development and Education; Organizational Development; and Events.

Marketing & Promotions

Goal: Continue rollout of "Discover Your City Side" brand to create and reinforce awareness among our target market

Services:

- Continue collaboration with the city's Economic Development Department to ensure consistency in brand messaging and deliverables
I participate in regular meetings with the ED Department to ensure that we are communicating all important information and coordinating activities where it makes sense. The City Side streetlight banners were hung downtown in rotation throughout the year. In addition, Matt O'Rourke participates on the Marketing & Promotions Committee, which drives the branding initiatives.
- Integrate new brand messaging and visuals in all aspects of DSCP marketing initiatives
The City Side brand was integrated into all DSCP funded advertising. It was also incorporated into the Chair-ity and STC Live! marketing materials. DSCP social media and newsletters incorporated the new brand through visuals, hashtags and content. The brand was also reinforced through non-traditional marketing

methods, including a branded City Side Adirondack Chair, a Scarecrow Fest Entry including an interactive photo board, and a City Side Holiday float.

- Integrate brand messaging and visuals in all DSCP event materials
All DSCP event materials were updated to include the new brand, including posters, rack cards, streetlight banners, on-site banners and social media posts. The events that were updated in FY 15-16 include the Fine Art Show, Jazz Weekend, Holiday Homecoming and the St. Patrick's Parade.
- Work with downtown businesses to educate on, and assist with, brand integration for the business community as a whole, as well as for individual businesses

Our City Side brand messaging was reinforced through communication in our Business Newsletter, as well as through information presented at our Business Exchanges. A t-shirt promotion encouraged downtown businesses to co-brand t-shirts to include the City Side logo, in addition to their own business logo. A total of eleven downtown businesses participated in this each Friday during the summer of 2015, having their employees wear the co-branded t-shirts. Businesses were also encouraged to incorporate the City Side logo on their own websites. The DSCP assisted a business in facilitating the process for organizing a summer event in the Plaza, which supports the City Side brand and unites several downtown businesses for a common goal.

Goal: Deliver advertising and marketing programs that highlight the new brand and encourage consumers to explore their City Side in downtown St. Charles, providing additional exposure for our business community to their target market

Services:

- Partner with Economic Development on an advertising campaign aimed at increasing economic activity in downtown St. Charles during the holiday season
Collaborated with the City's ED Department on the Holiday Advertising Campaign in Nov. /Dec. The creative and messaging were updated to incorporate the City Side brand.
- Integrate the new brand into our e-newsletter, *What's Up Downtown*, to reinforce the brand visually and through content
The new logo and brand colors were incorporated into *What's Up Downtown*. Additionally, our content reinforces those activities available downtown that allow people to discover their city side.
- Integrate the brand into our social media outlets, and increase exposure for downtown through increased engagement on these networks
The DSCP Facebook and Instagram accounts were updated with the new logo. In addition, hashtags are used that reinforce the brand message and allow us to

better track engagement. Our social media presence has grown considerably the past year. For example, we implemented an Instagram Contest for Small Business Saturday as a way to engage people through that social media platform and, as a result, more than doubled our Instagram followers. We have seen a large increase in Facebook followers and engagement, increasing the number of Facebook followers by 125% from May 2015 to May 2016.

- Update both sides of the parking kiosks with current business information and brand integration

This project was started in FY 15-16 and was installed by Public Works in June.

Goal: Increase foot traffic downtown through promotional programs

Services:

- Organize Art Around the Corner, running Memorial Day weekend through the end of June 2015

In 2015, we organized and implemented Art Around the Corner, with 15 businesses and 18 artists participating. Program assessments from 2013 – 2015 indicated that, while businesses supported the program through participation, they did not see an increase in foot traffic as a result of this program. The decision was made to discontinue this program at the conclusion of 2015, as it does not support DSCP objectives as the program was intended to do.

- Organize the third year of STC Live, increasing the footprint of the program and incorporating themed nights for additional targeted business exposure

The third year of STC Live! created additional foot traffic, particularly on the 1st Street Plaza. This is supported by feedback from restaurants on and near the plaza which indicated their need to be fully staffed the night of the performances due to increased business. After exploring the idea of themed nights, it was found to be too exclusionary, and the decision was made to continue the program as is.

- Continue marketing efforts for the Chair-ity promotion, concluding Labor Day weekend 2015

Chair-ity 2015 had a total of 100 entries, and raised \$4,750. After working with the City to determine the best use of the funds, four Adirondack Chairs and a small side table were purchased and installed on the Municipal Plaza. Remaining funds are being held and will be combined with this year's proceeds to be used for a public improvement on the east side of 1st Street, once complete. The program was organized again for 2016, which kicked off this past Memorial Day weekend

- Organize the fourth annual Jazz Weekend in September 2015

Ten businesses hosted 15 acts during the four day weekend, with business survey results indicating that participating venues saw an increase in traffic and sales

during Jazz Weekend. In addition, we obtained a sampling of data from attendees, which will allow us to better target our marketing and advertising dollars for the coming year.

- Integrate the new brand into all marketing and advertising for the above
All marketing and advertising in support of events and promotions were updated to integrate the City Side brand.

Goal: Improve the image of downtown St. Charles through regular, positive communications about business openings, milestones, improvements; downtown promotions and activities; and other positive, newsworthy information.

Services:

- Distribute regular press releases to local media about local business openings, milestones, and accomplishments
Press releases were distributed to the media throughout the year on the following topics: new business openings; Small Business Saturday; Chair-ity; DSCP Mentorship Program; and Branding Anniversary Celebration; Downtown Update, providing a recap of new businesses for the 2015 year. Through this effort, we help increase exposure for individual businesses, as well as engaged the community in DSCP activities, like Chair-ity. An example of the reach the releases obtain includes a release about The Finery opening, which was picked up by 7 media outlets and providing broad exposure for the new restaurant, as well as for downtown St. Charles as a whole.
 - Provide press releases and story ideas to the media which highlight the strengths of downtown St. Charles in the marketplace
As mentioned above, the downtown update and branding anniversary celebration created opportunities for increased positive exposure for downtown St. Charles. In addition, this created additional dialogue about the City Side brand, which helps increase brand awareness adoption.
 - Deliver regular press releases regarding downtown events and promotions
We deliver a series of press releases for each event or promotion that we organize. This results in additional exposure for downtown St. Charles as well as for the event. In addition, we increased our presence on Facebook. As a result, the St. Patrick's and Holiday Homecoming Parades had record-breaking crowds, with 19,000 and 23,000 spectators, respectively.
-

Business Development & Education

Goal: Continue to engage in regular communication with DSCP constituents to educate them about available DSCP programs and services and obtain feedback about their current needs

Services:

- Conduct regular business retention visits, partnering with the Economic Development Department, where practical
DSCP staff meet with businesses on a regular basis, engaging them in downtown activities. These are both formal and informal visits to take the pulse of business needs and activity, in addition to sharing information on DSCP benefits and programs such as: Storefront Improvement Grant, Public Relations Support, Mentorship Program, Small Business Saturday, T-shirt co-op program, co-operative advertising, social media and marketing support, new business support, event information and engagement, and business surveys.
- Meet with new downtown business owners to engage them in downtown programs, services and activities
DSCP staff members regularly meet with new downtown business owners to provide them information on benefits and services available through the DSCP. Through this effort, we have been able to offer Storefront Improvement Grants, social media and public relations support, as well as information about downtown news and events that could have an impact on business.
- Distribute the Business Newsletter every other week, providing information on marketing opportunities and support services, and links to relevant educational information
The Business Newsletter was delivered every other Wednesday, and included information relevant to downtown business owners, such as 1st Street updates provided by the City's ED Department; information on available programs and services; event information; sponsorship opportunities; and links to Retail Minded and other resources relevant to that audience.

Goal: Provide outlets for business education, support and collaboration

Services:

- Organize regular Business Exchanges, providing opportunities for education and engagement among our constituents, modifying the format to allow for increased attendance and collaboration
Based on feedback and attendance observation, the Business Exchange format was modified. These programs were centered on a particular purpose, with most

offering a drop-in format to accommodate business owners' busy and often unpredictable schedules. Business Exchanges included: City Update, Meet the Mentors, Volunteer Appreciation, Cabin Fever, and Branding Anniversary and Update. These changes resulted in an overall increase in attendance, with an average of 40 attendees per event. The Branding event had a total of 75 attendees.

- Continue the *Retail Minded* Partner Program, delivering eight electronic magazines with content targeted to independent business owners
The Retail Minded program was continued in 2015 – 2016. The program changed to include 12 publications per year, delivered electronically to our downtown businesses through the Business Newsletter and a dedicated email.
- Roll out a mentoring program, providing easy access to information across a variety of professional subject matters
The DSCP Mentor Program rolled out in October 2015 and includes 12 Mentors, covering a wide range of expertise in a variety of business disciplines. The program and Mentors were introduced at a Business Exchange, and was further communicated and highlighted through a dedicated business email and in the Business Newsletter. The program is also communicated to new businesses.

Goal: Support the city and property owners' efforts to attract new businesses downtown.

Services:

- Update window panels for vacant storefronts to integrate the City Side brand
The vacant storefront panels were updated to incorporate the City Side brand. Staff and volunteers hung panels in the former George's Sporting Goods and former Amling's windows. Additional panels will be hung, as appropriate.
- Administer the Storefront Improvement Grant program, modifying the maximum dollar match to allow for an increased number of recipients
The Storefront Improvement Grant program was modified in 2015 – 2016. The 50/50 matching grant was changed from a \$2,500 maximum to a \$1,000 maximum. In looking at the average project cost and grant request, this amount still provided a significant benefit to businesses, while expanding the number of businesses that we can assist. \$5,000 was granted across six businesses last fiscal year, including: The Finery, Buttonman Printing & Shipping, Le Belle Donne, Karen Shap Design, Two Wild Seeds, and Gym Chic.
- Coordinate outreach to commercial brokers in order to drive an awareness and understanding of our brand messaging for downtown St. Charles, as well as available DSCP business support services
The DSCP hosted a Broker Coffee last year, at which we highlighted the new City Side brand and shared information about benefits and services provided by the

DSCP. The brand and benefit awareness are both possible selling points for a business looking to locate in downtown St. Charles.

- Meet with prospective business owners, when appropriate, to share information on support services available through the Downtown St. Charles Partnership. DSCP staff coordinates with the ED Department, where appropriate, to meet prospective business owners and share information about DSCP benefits and services. Not only is this a potential selling point, business owners that do locate in downtown St. Charles can take advantage of these services at the onset.

Organizational Development

Goal: Continue our organization's community relations efforts to further engage various segments of the St. Charles population with activities and events in downtown St. Charles.

Services:

- Continue partnering with the high schools in order to further engage the community youth in DSCP programs and activities

The DSCP has continued to work with the high school board representatives and their advisors to ensure the program continues to provide mutually beneficial communication between the DSCP and schools. We have also worked to ensure a smooth transition between representatives.

- Continue volunteer recruitment efforts to provide the business community and residents further opportunities for involvement in activities which promote the enhancement of downtown

The committee implemented a Volunteer Onboarding process in order to better engage people interested in volunteering. This has resulted in a better orientation and quicker engagement for new volunteers. We have also increased outreach through communications like *What's Up Downtown* to let people know of volunteer opportunities with the DSCP.

- Provide continued recognition for DSCP volunteers to show appreciation for their community service

The Organization Committee partnered with the Business Development & Education Committee to host a Volunteer Appreciation event as a part of the Business Exchange program. Volunteers are also recognized through City Council presentations for Event recaps, STC Live!, and Chair-ity.

Goal: Enhance the effectiveness of the organization through development of staff, as well as sponsorship and membership programs

Services:

- Assess DSCP membership program to ensure we are providing value added services and benefits which align with member goals

The DSCP continues to look for ways in which we can add value to our membership. In addition to our continued membership benefits and changes in the Storefront Improvement Grant, we have begun to provide new members with a boosted Facebook post, which has resulted in increased exposure and online engagement for the businesses.

- Continually assess sponsorship opportunities to ensure we are providing valued benefits to sponsors; cultivate mutually beneficial relationships with sponsors; and continue to self-fund events for the benefit of downtown St. Charles
Each year, we reassess the benefits associated with sponsorship for each of our events. As with member benefits, we have started to provide high level sponsors with a boosted Facebook post, which has provided a great deal of additional exposure for the sponsor, creating additional value with minimal cost to the DSCP. Our sponsorship was up, overall, across events this past year.
- Provide professional development of staff through mentoring and experiential training
DSCP staff receives ongoing coaching, as well as exposure to new programs and methodologies which provide a challenge, expand their knowledge and increase their skillset.

Events

Goal: Facilitate the Event Review process for new events proposed for downtown

Services:

- Add information and questions to the application to ensure that the proposed event concept and execution supports the downtown brand
The application was updated to include language in support of the City Side brand.
- Work with event organizers to better align the event with our brand, when necessary

The DSCP Event Review committee met with organizers of Brew Fest and Festival of the Fox. We provided feedback and suggestions which allowed each event to better align with the City Side brand and provide a better opportunity for overall success. In those situations where a proposed event is unrealistic due to logistics, we worked with organizers to understand the barriers, keeping a positive relationship in tact for possible future event opportunities.

- Provide prospective event organizers feedback on how to most effectively work with downtown businesses to ensure a mutually beneficial experience

The Committee also worked with the same groups to provide feedback and suggestions as to how to best work with and support the downtown business community. This information was based on overall feedback that we have received from businesses in past years. The goal is to help support the event organizers and businesses, allowing for a mutually beneficial experience.

Goal: Produce events that have a positive impact on the economics and/or image of downtown St. Charles.

Services:

- Organize the Fine Art Show, Holiday Homecoming, and St. Patrick's Parade with funding from sponsorships and other related event fees

The events were once again funded from sponsorship and events. The parades had a one-time increase in spending as we rebranded event banners and materials to support the City Side Brand.

- Provide business owners with ideas on how to best capitalize on foot traffic and increased exposure created by the events

Communication is disseminated prior to each event to let businesses know the activities, timing, and logistics for each event. This allows them to better plan their activity for that time period. In addition, any businesses directly impacted by street closures or high traffic activities receive a personal communication.

- Facilitate partnerships between sponsors and businesses, where appropriate
Whenever possible, we work with sponsors so that they may work with and complement downtown business efforts.

Downtown St Charles Partnership, Inc
Profit & Loss Budget Overview
May 1 through June 19, 2015

	0-General	1-FAS	2-Jazz Wknc	3-HH	4-SPP	TOTAL			
						16-17 budget	PY actual	\$ Change	% Change
Ordinary Income/Expense									
Income									
4000.00 · Operations Income									
4000 · SSA-1B Revenues	213,300					213,300	218,500	(5,200)	-2.4%
4005 · Investor Dues						-	-		
4005.05 · Diamond Fox	2,800					2,800	2,500		
4005.10 · Platinum Fox	1,200					1,200	1,200		
4005.15 · Gold Fox	5,400					5,400	4,800		
4005.20 · Silver Fox	4,200					4,200	3,900		
4005.25 · Bronze Fox	10,050					10,050	9,725		
4005.30 · Family	500					500	400		
4005.35 · Non- Profit	-					-	2,405	(2,405)	-100.0%
4005.40 · Investor Dues-Other	-					-			
4005 · Investor Dues - Other	-					-			
Total 4005 · Investor Dues	24,150					24,150	24,930		
4000.00 · Operations Income - Other	-					-			
Total 4000.00 · Operations Income	237,450					237,450	243,430	(5,980)	-2.5%
4100.00 · Committee Income							-		
4110 · Branding	-					-	25,000	(25,000)	-100.0%
4115 · Chair-ity Auction	3,500					3,500	5,264	(1,764)	-33.5%
4120 · City Advertising Reimbursement	7,000					7,000	6,861		
4130 · Sales	-					-	800		
4140 · Sponsorship-Other	500					500	565		
4150 · STC Live	5,500					5,500	511	4,989	976.3%
4100.00 · Committee Income - Other	-					-	3,700	(3,700)	-100.0%
Total 4100.00 · Committee Income	16,500					16,500	42,690	(26,190)	-61.3%
Total Income	253,950					253,950	286,131	(32,181)	-11.2%
Cost of Goods Sold									
9000 · COGS	-					-			
Total COGS	-					-	-		
Gross Profit	253,950					253,950	286,131	(32,181)	-11.2%
Expense									
5000 · Operations Expense							-		
5005 · Accounting Services	10,200					10,200	10,815		
5010 · Annual Meeting Expense	500					500	210		
5015 · Annual Report	60					60	54		
5020 · Bank Service Charges	550					550	536		
5024 · Depreciation Expense	-					-	1,530	(1,530)	-100.0%
5025.00 · Dues, Memberships							-		
5025.05 · Kiwanis	500					500	511		
5025.10 · Rotary	800					800	510		
5025.15 · STC Chamber	100					100	100		
5025.00 · Dues, Memberships - Other	-					-			
Total 5025.00 · Dues, Memberships	1,400					1,400	1,121		
5030 · Equipment Leasing & Rental	2,300					2,300	2,284		
5040 · Insurance & Bonding							-		

Downtown St Charles Partnership, Inc
Profit & Loss Budget Overview
May 1 through June 19, 2015

	0-General	1-FAS	2-Jazz Wknc	3-HH	4-SPP	TOTAL			
						16-17 budget	PY actual	\$ Change	% Change
5040.10 · General Liability	5,798					5,798	11,101	(5,303)	-47.8%
5040.20 · Workers Compensation Insurance	845					845	835		
5040.30 · Auto Insurance	195					195			
5040.40 · D&O	1,586					1,586	1,586		
5040.50 · Event Riders	-					-			
5040 · Insurance & Bonding - Other	-					-			
Total 5040 · Insurance & Bonding	8,424					8,424	13,522	(5,098)	-37.7%
5045 · Magazine, Newspapers, etc	275					275	238		
5050 · Office Supplies	2,000					2,000	1,998		
5055 · Program Participation Fees	1,200					1,200	855		
5060 · Personnel									
5060.10 · Salaries and Payroll Expense	193,900					193,900	182,443	11,457	6.3%
5060.20 · Contractor/IT	6,440					6,440	6,354		
5060.25 · Payroll Processing Fees	1,500					1,500	119	1,381	1159.4%
5060.30 · Payroll Tax Expense	19,200					19,200	17,034	2,166	12.7%
5060.35 · Payroll Temp	-					-	4,164	(4,164)	-100.0%
5060 · Personnel - Other	-					-			
Total 5060 · Personnel	221,040					221,040	210,113	10,927	5.2%
5065 · Postage	250					250	138		
5075 · Professional Developmt/Travel	1,200					1,200		1,200	#DIV/0!
5080 · Repairs & Maintenance	500					500	75		
5085 · Software/Technology Fees	2,250					2,250	2,869		
5000 · Operations Expense - Other	-					-			
Total 5000 · Operations Expense	252,149					252,149	246,358	5,791	2.4%
6000 · Committee Expenses							-		
6010 · Business Development/Education							-		
6010.10 · Retail Minded	1,500					1,500	1,500		
6010.20 · Signage/Awning Program	5,000					5,000	3,458	1,542	44.6%
6010.30 · Workshops & Training (Bus. Exc)	1,000					1,000			
6010 · Business Development/Education - Oth	-					-	443		
Total 6010 · Business Development/Education	7,500					7,500	5,401	2,099	38.9%
6020 · Marketing & Promotion									
6020.10 · Advertising	14,500					14,500	14,279		
6020.20 · Bike Map	1,800					1,800		1,800	#DIV/0!
6020.30 · Branding	12,500					12,500	4,128	8,372	202.8%
6020.33 · Bridge Flower Program	3,600					3,600	3,564		
6020.35 · Chair-ity	3,500					3,500	2,369	1,131	47.7%
6020.40 · Directories	-					-			
6020.50 · Kiosks	2,000					2,000	3	1,997	74249.4%
6020.50 · STC Live	-					-	100		
6020.60 · Photography	500					500	2,395	(1,895)	-79.1%
6020 · Marketing & Promotion - Other	-					-			
Total 6020 · Marketing & Promotion	38,400					38,400	26,838	11,562	43.1%
6030 · Organization							-		
6030.10 · Stakeholders Engagement	2,900					2,900	1,493	1,407	94.2%
6030.20 · Volunteer Appreciation	2,000					2,000	801	1,199	149.8%

1:27 PM
06/19/15
Cash Basis

Downtown St Charles Partnership, Inc
Profit & Loss Budget Overview
May 1 through June 19, 2015

	0-General	1-FAS	2-Jazz Wknc	3-HH	4-SPP	TOTAL			
						16-17 budget	PY actual	\$ Change	% Change
6030 · Organization - Other	-					-			
Total 6030 · Organization	4,900					4,900	2,294	2,606	113.6%
6040 · Public Art									
6040.10 · Art Around the Corner	-					-	1,666	(1,666)	-100.0%
Total 6040 · Public Art	-					-	500		
6000 · Committee Expenses - Other	-					-	2,166	(2,166)	-100.0%
Total 6000 · Committee Expenses	50,800					50,800	36,699	14,101	38.4%
Total Expense	302,949					302,949	283,057	19,892	7.0%
Net Ordinary Income	(48,999)					(48,999)	3,073	(52,072)	-1694.4%
Other Income									
7000 · Event Income									
7010 · Booth Fees		43,000	-	-	-	43,000	43,039		
7020 · Business Entry		-	-	2,750	2,250	5,000	6,250	(1,250)	-20.0%
7030 · Event Sponsorship		12,000	2,000	27,500	22,000	63,500	64,095		
7040 · Jury Fees		4,620	-	-	-	4,620	4,620		
7050 · Political Entry Fees		-	-	-	1,250	1,250		1,250	#DIV/0!
7000 · Event Income - Other		-	-	-	-	-			
Total 7000 · Event Income		59,620	2,000	30,250	25,500	117,370	118,004		
8010 · Interest Revenues		-	-	-	-	-			
Total Other Income		59,620	2,000	30,250	25,500	117,370	118,004		
Other Expense									
7500 · Event Expenses									
7505 · Advertising		17,000	2,000	3,300	2,000	24,300	24,441		
7510 · Artist's Awards		6,200	-	-	-	6,200	6,200		
7515 · Artist's Lunches		3,650	-	-	-	3,650	3,640		
7520 · Banners		1,000	1,200	3,225	2,000	7,425	6,977		
7525 · City Services		-	-	10,350	11,048	21,398	22,622	(1,224)	-5.4%
7530 · Float Awards		-	-	50	50	100			
7535 · Judges		600	-	-	-	600	635		
7540 · Logistics		-	-	2,500	1,300	3,800	3,509		
7545 · Marketing		900	1,200	500	500	3,100	2,481		
7550 · Miscellaneous		500	-	-	-	500	1,792	(1,292)	-72.1%
7555 · Music/Entertainment		2,000	500	-	-	2,500	1,650		
7560 · Outside Services		1,000	-	2,500	-	3,500	3,244		
7565 · Paid Elements		2,750	-	7,500	8,500	18,750	18,550		
7570 · Purchase Award Program		1,500	-	-	-	1,500	377	1,123	298.0%
7575 · Repairs & Maintenance		-	-	250	-	250	135		
7580 · Security		1,000	-	-	-	1,000	1,100		
7585 · Tents		4,000	-	750	2,750	7,500	8,595	(1,095)	-12.7%
7595 · Volunteer Expenses		500	-	600	150	1,250	466		
7600 · Video/Photography		1,500	550	1,075	800	3,925		3,925	#DIV/0!
7500 · Event Expenses - Other		-	-	-	-	-	2,205	(2,205)	-100.0%
Total 7500 · Event Expenses		44,100	5,450	32,600	29,098	111,248	108,619	2,629	2.4%
8000 · Gain/Loss on Disposal of Asset		-	-	-	-	-			
Total Other Expense		44,100	5,450	32,600	29,098	111,248	108,619	2,629	2.4%
Net Other Income		15,520	(3,450)	(2,350)	(3,598)	6,122	9,384	(3,262)	-34.8%
Net Income	(48,999)	15,520	(3,450)	(2,350)	(3,598)	(42,877)	12,458	(55,335)	-444.2%

Downtown St. Charles Partnership
Request for Funding
Fiscal Year 2016 - 2017



The mission of the Downtown St. Charles Partnership is to enhance the economic viability and preserve the character and beauty of Downtown St. Charles. To accomplish this, our work is centered on four areas of focus: marketing and promotions of downtown St. Charles; business support; business education; and events.



2015 EVENTS

Holiday Homecoming



Light Up
Your
City Side



Attendance up 24% to 23,000 Spectators

Sponsorship up 27% to more than \$31,500



2015 EVENTS

St. Patrick's Parade



Attendance up 4% to 19,250 spectators

Sponsorship up 14% to \$28,500



2015 EVENTS



Fine Art Show



Attendance up 76% to 30,000 attendees

Sponsorship up 9% to \$16,700

2015 EVENTS

Jazz Weekend



Number of Venues up 33% to 12

Sponsorship up 112% to \$4,250

2015 Events



STC Live!



Sponsorship up 30% to \$5,200

Over 100 Performances

2015 Events

Chair-ity



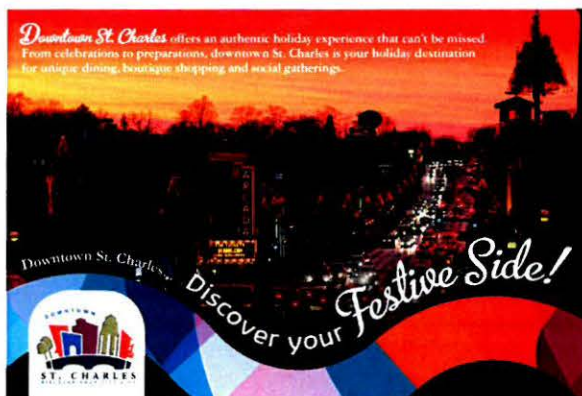
100 chairs in Downtown St. Charles
Total Net for Auction: \$4,400

Business Support and Education

- Branding
- Retention Visits
- In-Store Event Planning
- Individualized Press Releases
- Business Exchanges
- Retail Minded Publication
- Business Newsletter
- Storefront Improvement Grant
- Free Marketing
- Online Grand Openings
- Kiosk
- Vacant Store Front Panels
- :15 second videos



Holiday Advertising



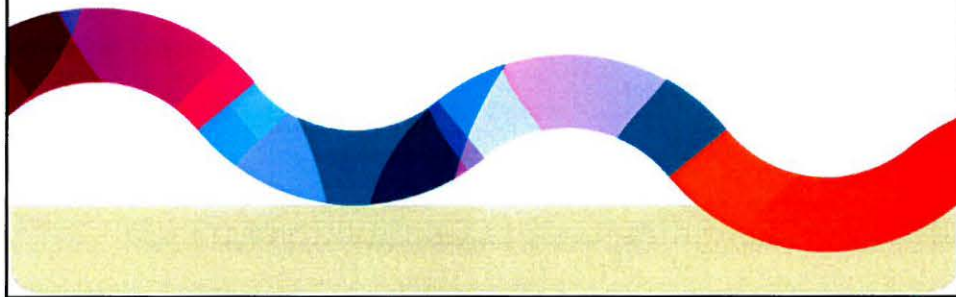
Online Impressions: 115,035

Print, Radio & Online Ads in:

- The River
- Daily Herald
- Kane County Chronicle
- West Suburban Living
- Glander Magazine
- Elburn Herald
- Chicago Tribune
- Facebook

Primary Goal of Branding:

Compel target markets to shop, dine and engage in downtown to increase economic activity.



“Branding is what people say about you when you are not in the room”

NORTH  STAR



We speak with one voice to create:

- Cohesive Community Identity
- Partnerships
- Social Spaces
- Marketing
- Advertising
- A Collective Community Conscience
- Cooperative Events



North Star Success Story



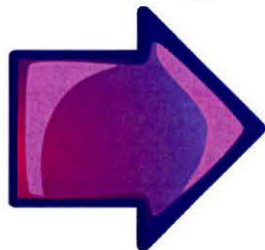
In 2011 Columbus experienced:

- a 19.2% growth in tour sales income
- Website had 172,799 visitors
- Columbus enjoyed a 18.5% increase in innkeeper's tax collections



- Branding
- Events
- Holiday Campaign
- Co-Op Advertising
- Summer Mailers
- Kiosk
- Chair-ity
- Vacant Store Front Panels
- Workshops
- One-on-one Marketing
- Press releases
- Business Mixers
- Store Front Improvement Grant
- Mentorship Program
- Retail minded
- Business Tools
- What's up Downtown
- Business Newsletter
- Social Media
- Peak-a-Boards
- Street Pole Banners
- :15 Second videos
- Advertising
- Website

How to push the brand forward, reinforce the positioning, assure brand growth and continue to push forward St. Charles's investment in branding.



Creating One Voice:

To compel target markets to shop,
dine and engage in downtown to
increase economic activity.



DSCP Brand Goals for 2016- 2017

Compelling 5 Minute Branded Video



Market Summit



One-on-One Campaign



Co-Op Branded Mailer



Future Brand Goals

- Continued Brand Integration
- Continued Market Research
- Branded Collateral Materials



Our Goal:

To make the City Side brand the guiding principle and universal voice for Downtown St. Charles.



Questions?



AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2016, by and between the City of St. Charles, Kane and DuPage Counties, Illinois, an Illinois municipal corporation (the "City"), and The Downtown St. Charles Partnership, Inc., an Illinois not-for-profit corporation (the "Partnership"; the City and the Partnership each known individually as a "Party" and collectively as the "Parties");

WITNESSETH

WHEREAS, the City is desirous of preserving and revitalizing its central business district through planning, development and redevelopment activities; and,

WHEREAS, pursuant to Ordinance No. 1993-M-63 (the "SSA Ordinance"), the City established Special Service Area No. 1B (Downtown Revitalization) ("SSA1B") to fund certain services specified therein, relating to economic development and promotional activities in the downtown area; and

WHEREAS, a map showing the current boundaries of SSA1B is attached hereto and incorporated herein as Exhibit "A"; and

WHEREAS, the SSA Ordinance provides for a maximum tax of 0.9% (\$0.90 per \$100) of the equalized assessed value of taxable property within the boundaries of SSA1B; and

WHEREAS, the City is a home rule unit as provided in the 1970 Illinois Constitution (Article VII, Section 6), and this Agreement is an exercise of its powers and performance of its functions pertaining to its government and affairs; and

WHEREAS, pursuant to the intergovernmental cooperation provisions of the Constitution of the State of Illinois (Article VII, Section 10), the City is authorized to contract or otherwise associate with individuals in any manner not prohibited by law or by ordinance; and

WHEREAS, the Partnership is interested in fostering the advancement of civic pride in the history and benefits of downtown St. Charles and is willing and able to provide the services authorized by the SSA Ordinance and desired by the City, pursuant to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals and the covenants and conditions hereinafter set forth, and for other good and valuable consideration, the adequacy and sufficiency of which the Parties hereby stipulate, the Parties hereby agree as follows:

Section 1. Services. The Partnership shall provide the services described in Exhibit “B” attached hereto and incorporated herein, and such other services as are requested by the City and authorized by the SSA Ordinance. Such services shall be provided within the boundaries of SSA1B, as such boundaries may be modified from time to time.

Section 2. SSA Tax. In consideration of the foregoing services provided by the Partnership, the City agrees to pay to the Partnership \$_____, during the term of this Agreement. One payment of \$18,208.33 (intended by the Parties to approximate the amount of May, 2016 disbursements to the Partnership) was advanced on or about August 4, 2016. One payment of \$_____ (representing five months’ payments + \$_____ reconciling the May, 2016 disbursement to the Partnership) shall be made on or about September 25, 2016. The remaining six (6) payments of \$_____ shall be made on a monthly basis starting on or about October 1, 2015.

Section 3. Indemnification. To the fullest extent permitted by law, the Partnership hereby agrees to defend, indemnify and hold harmless the City against all loss, damages, claims, suits, liabilities, judgments, costs and expenses which may in anyway accrue against the City, its officials, agents and employees, arising in whole or in part or in consequence of the performance

of this Agreement by the Partnership, its officials, agents and employees, except that arising out of the sole legal cause of the City, its officials, agents or employees, and the Partnership shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefor or incurred in connection therewith, and, if any judgment shall be rendered against the City, its officials, agents and employees, in any such action, the Partnership shall, at its own expense, satisfy and discharge the same.

Section 4. Mutual Cooperation. The Parties shall utilize their best efforts to share and communicate relevant information in a timely and effective/efficient manner, and work together to accomplish their common and mutual goals. The Parties shall do all things necessary or appropriate to carry out the terms and provisions of this Agreement and to aid and assist each other in furthering the objectives of this Agreement.

Section 5. Performance Measures. In furtherance of the common goals and mission of the City and the Partnership, the performance measures attached hereto and incorporated herein as Exhibit "B" shall be utilized by the Partnership and by the City in assessing the quality of the Partnership's performance under this Agreement. The Partnership shall report on the status of each of the measures in a presentation to the corporate authorities of the City during the spring/summer of 2017.

Section 6. Recordkeeping. The Partnership shall maintain records of all of its activities performed under this Agreement for a period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this Agreement and for a period of six years thereafter. This Section shall survive termination of this Agreement.

Section 7. Monthly Financial Report. The Partnership shall provide City with a monthly financial report including a profit and loss statement, along with an annual balance sheet. The current profit and loss statement, along with a summary of activities undertaken regarding the Partnership's services hereunder, shall be provided to the City within thirty (30) days after the end of the month for which the statement is prepared.

Section 8. Compliance with City's Policy. In addition to the requirements set forth in this Agreement, the Partnership shall comply with the provisions of the City's Policy Regarding Funding for External Agencies, as such policy is in effect from time to time.

Section 9. Return of Unused Funds. Upon termination of this Agreement, any funds paid to the Partnership hereunder and not used or otherwise subject to pending contract requirements of the Partnership shall be returned to the City.

Section 10. Relationship of the Parties. Nothing contained in this Agreement nor any act of the City or the Partnership shall be deemed or construed by any of the Parties, to create any relationship of principal or agent, or of limited or general partnership, or of joint venture, or of any association or relationship involving the City or the Partnership. The Partnership shall not enter into any relationship, contractual or otherwise, which will subject the City to any liability and shall have no authority to bind the City in any matter.

Section 11. No Third Party Rights. Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the Parties hereto and their respective permitted successors and assigns, nor is anything in this Agreement intended to incur or discharge the obligation or liability of any third person to any Party, nor shall any provision give any third person any right of subrogation or action over or against any Party to this Agreement.

Section 12. Amendment. This Agreement may be amended by mutual consent. Any such amendment shall be effective only if evidenced by a written instrument executed by the Parties.

Section 13. Notices. All notices hereunder shall be in writing and must be served either personally or by registered or certified mail to:

A. The City at:

City of St. Charles
2 East Main Street
St. Charles, IL 60174
Attention: City Administrator

B. The Partnership at:

Downtown St. Charles Partnership
2 E. Main Street
St. Charles, IL 60174
Attn: Executive Director

C. To such other person or place which either Party hereto, by its prior written notice, shall designate for notice to it from the other Party hereto.

Section 14. Integration. This Agreement together with all Exhibits and attachments thereto, constitute the entire understanding and agreement of the Parties. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the Parties with respect to all or any part of the subject matter hereof.

Section 15. Assignment. Neither of the Parties may assign its rights and privileges or its duties and obligations under this Agreement without the written consent of the other Party. This Agreement shall inure to the benefit of each Party and their respective successors and assigns.

Section 16. Governing Law. This Agreement and the application of the terms contained herein shall be governed by the laws of the State of Illinois.

Section 17. Remedies for Default. In addition to all other remedies that may be available under law, in the event of a default by either Party under this Agreement, the other Party may elect to terminate the Agreement by serving ten-day written notice upon the other Party.

Section 18. Non-Waiver. Any failure or delay by any Party in instituting or prosecuting any actions or proceedings or in otherwise exercising its rights hereunder shall not operate as a waiver of any such rights or to deprive it of or limit such rights in any way. No waiver in fact made by a Party with respect to any specific default by the other Party shall be considered or treated as a waiver of the rights of the waiving Party with respect to any other defaults by the defaulting Party or with respect to the particular default except to the extent specifically waived in writing.

Section 19. Headings. The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

Section 20. Invalidity. Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be valid under applicable law, but if any provision of this Agreement shall be held to be invalid or prohibited hereunder, such provision shall be ineffective to the extent of the prohibition or invalidation, but shall not invalidate the remainder of such provision or the remaining provisions of this Agreement.

Section 21. Term of Agreement. Unless sooner terminated by agreement of the Parties or otherwise pursuant to the provisions of this Agreement, this Agreement shall be effective upon the execution by both Parties thereto and shall continue in effect through April 30, 2017.

Section 22. Counterparts. This Agreement may be executed in multiple, identical counterparts and all said counterparts shall, taken together, constitute this integrated Agreement.

IN WITNESS WHEREOF, the undersigned have hereto set their hands and seals this ____ day of _____, 2016.

CITY OF ST. CHARLES

By: _____
City Administrator

ATTEST:

City Clerk

THE DOWNTOWN ST. CHARLES
PARTNERSHIP, INC.

By: _____

ATTEST:

EXHIBIT "A"
MAP OF SSA1B

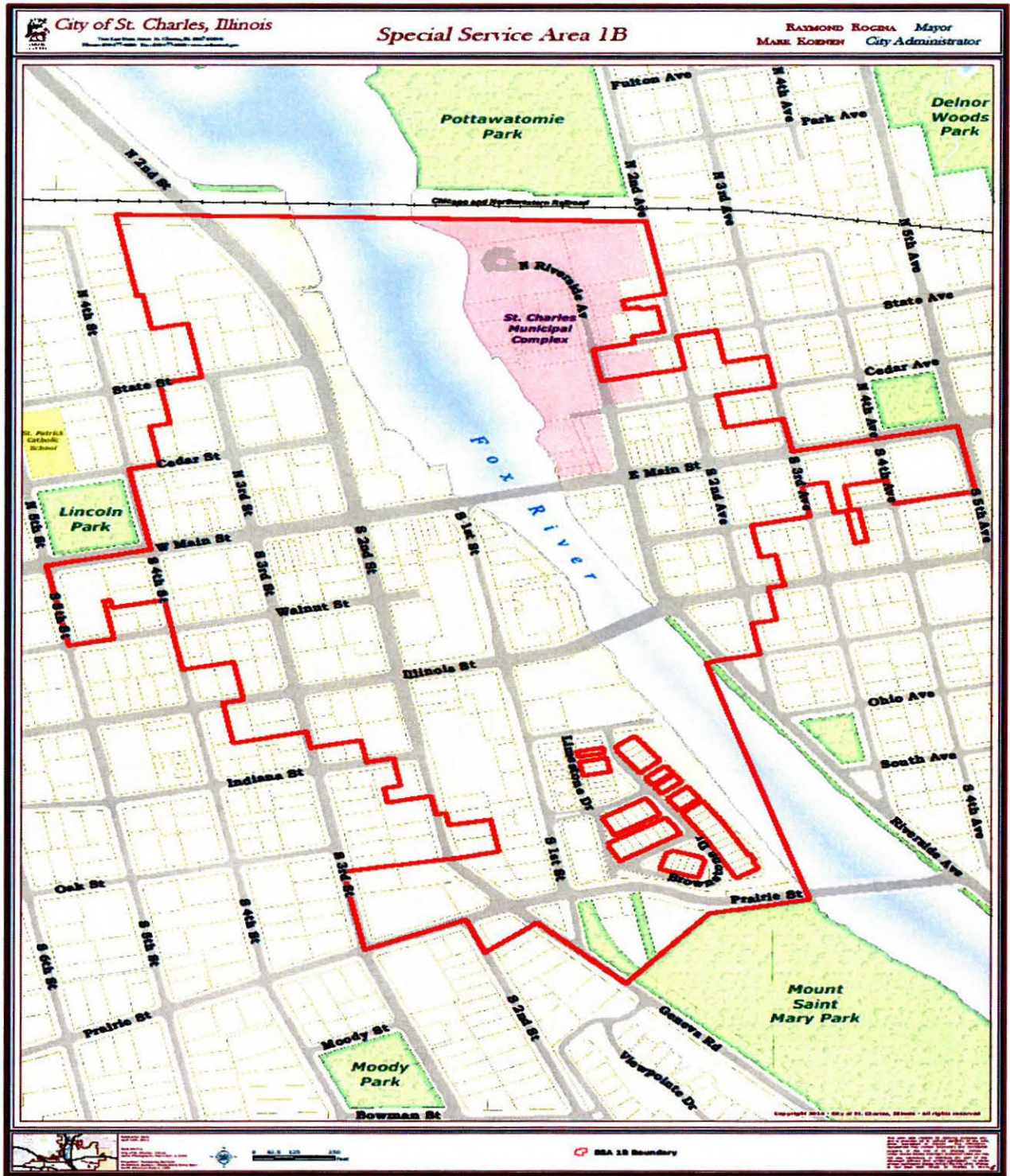


EXHIBIT “B”

Fiscal Year 2016-2017 Summary of Work Goals and Objectives

The goal of the Downtown St. Charles Partnership is to provide quality programs and services that benefit our constituents: the City of St. Charles, downtown property and business owners, residents and local consumers.

As always, our goals and services for the coming year are based on furthering our mission, centered on Marketing & Promotions; Business Development and Education; Organizational Development; and Events. We value continuous improvement and collaboration, so we build our work plans to be supportive and complementary of the City's Economic Development efforts, as well as that of our community partners, building on previous successes and providing deliverables that offer the greatest impact with our available resources.

Marketing & Promotions

Goal: Increase brand engagement and adoption among our target market through continued brand messaging and integration.

Services:

- Continue brand messaging in all advertising, marketing and public relations activities
- Update the DSCP website to integrate brand and improve user experience
- Continue public relations efforts, and identify new opportunities for publicity of downtown St. Charles
- Distribute decals and other appropriate promotional items at downtown events
- Replace all parking kiosk panels with updated information and brand integration
- Continue and expand the summer T-shirt program
- Provide opportunities for the exchange of information between downtown businesses, the DSCP and other entities regarding the St. Charles market
- Integrate brand among all committee activities, i.e. volunteer recruitment and recognition, education, and promotions

Goal: Deliver advertising and marketing programs that reinforce the brand and increase consumer awareness and engagement.

Services:

- Develop and deliver a direct mail piece aimed at downtown summer events and activities
- Provide branded co-operative advertising opportunities for downtown businesses
- Continue partnership with the City of St. Charles ED Department on the annual Holiday advertising campaign, aimed at increasing economic activity during the holiday season
- Increase social media presence and engagement
- Provide continued advertising and promotions opportunities through the DSCP website and newsletters
-
- Drive program awareness through advertising, social media and cross-promotions
- Develop an Instagram contest to increase engagement among our younger demographic, create awareness for the activity, and increase our presence on that platform
- Drive brand messaging on-site through announcements, promotional materials, etc.
- Cross-promote other upcoming downtown events on-site

Goal: Organize promotional programs that increase foot traffic downtown

Services:

- Organize the fourth year of STC Live!, using the platform to reinforce the City Side brand and cross-promote downtown businesses and activities
 - Organize the second year of Chair-ity, adding a Facebook contest to increase opportunities for exposure and community engagement
 - Organize the fifth year of Jazz Weekend, utilizing 2015 survey results to further direct marketing and advertising activities.
 - Plan and execute Movie in the Park in August of 2016, creating foot traffic and opportunities for business promotion
-

Business Development & Education

Goal: Continue to engage in regular communication with DSCP constituents to educate them about available DSCP programs and services and obtain feedback about their current needs

Services:

- Conduct regular business retention visits, partnering with the Economic Development Department, where practical
- Meet with new downtown business owners to engage them in downtown programs, services and activities
- Distribute the Business Newsletter every other week, providing information on marketing opportunities and support services, and links to relevant educational information

Goal: Provide outlets for business education, support and collaboration

Services:

- Organize regular Business Exchanges, providing opportunities for education and engagement among our constituents, modifying the format to allow for increased attendance and collaboration
- Continue the *Retail Minded* Partner Program, delivering the monthly electronic magazine with content targeted to independent business owners
- Continue to promote the Mentor Program among new and existing businesses

Goal: Support the City and property owners' efforts to attract new businesses downtown.

Services:

- Utilize window panels for vacant storefronts when appropriate
 - Administer the Storefront Improvement Grant program
 - Coordinate outreach to commercial brokers to: drive brand awareness among this group; and reinforce understanding of available DSCP business support services as an additional benefit to opening a business in downtown St. Charles
 - Meet with prospective business owners, when appropriate, to share information on support services available through the Downtown St. Charles Partnership
-

Organizational Development

Goal: Expand community outreach to further engage various segments of the St. Charles population in DSCP activities

Services:

- Continue partnering with the high schools in order to strengthen and further engage the community youth in DSCP programs and activities
- Expand communications among residents in an effort to engage volunteers and reinforce brand messaging
- Provide continued recognition for DSCP volunteers to show appreciation for their community service
- Commemorate DSCP 25th Anniversary throughout organization communications in 2017

Goal: Review sponsorship program to ensure financial viability of events

Services:

- Annually assess sponsorship program to ensure we are providing value added services and benefits which align with sponsor goals
- Cultivate ongoing, mutually beneficial relationships with sponsors
- Continue to self-fund events for the benefit of downtown St. Charles

Goal: Ensure support of DSCP goals across the organization

Services:

- Continue communications among committees by sharing quarterly updates and action plans
 - Facilitate collaborative action planning session with input from committees and cross-section of DSCP stakeholders.
 - Chart DSCP activity based on action plans to visually represent each committee's body of work throughout the year, allowing us to appropriately allocate resources to each action item
 - Provide opportunities for Committee Chairs to engage with other committees and Board members, as well as report to constituency
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Events

Goal: Facilitate the Event Review process for new events proposed for downtown St. Charles

Services:

- Review application questions to ensure effective understanding and assessment of proposed event
- Educate event organizers about the City Side brand and, when applicable, work with them to better align the event with the brand
- Provide prospective event organizers feedback on how to most effectively work with downtown businesses to ensure a mutually beneficial experience

Goal: Produce events that support the City Side brand and promote economic activity for downtown St. Charles.

Services:

- Organize the Fine Art Show, Holiday Homecoming, and St. Patrick's Parade with funding from sponsorships and other related event fees
 - Work with community partners to involve them in the events and cross-promote activities
 - Provide business owners with ideas on how to best capitalize on foot traffic and increased exposure created by the events
 - Facilitate partnerships between sponsors and businesses, where appropriate
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