

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

**MONDAY, FEBRUARY 6, 2017
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**
 - a. Budget Revisions – December 2016 and January 2017
 - b. Recommendation to approve Funds Transfer Resolutions Authorizing Budgeted Transfers in the Aggregate Amount of \$5,811,380.64 for Debt Service Payments and Miscellaneous Transfers.
- 4. Administrative**
 - a. Video Gaming Statistics – Information Only
- 5. Police Department**
 - a. Recommendation to approve a proposal for a Class E1 Liquor License for St. Charles Breakfast Rotary Club to be held at Lincoln Park, St. Charles on June 24 12:00 noon to 5:00 p.m.
- 6. Economic & Community Development Department**
 - a. Recommendation to approve chair placement on public property for the DSCP Chair-ity promotion.
- 7. Information Systems Department**
 - a. Recommendation to approve a Microsoft Enterprise Agreement through CDW-G for a not-to-exceed cost of \$133,923.
- 8. Fire Department**
 - a. Recommendation to approve an Ordinance Authorizing the Disposal of Surplus Personal Property Owned by the City of St. Charles.
- 9. 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)

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

11. Adjournment

ADA Compliance

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

CITY OF ST. CHARLES

December 2016

Budget Revision Listing

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	133	100	1000	2017	8	12/02/2016	100220	54530	1,365.00	For tax levy pub-budget short
Budget Transfer	133	100	1000	2017	8	12/02/2016	100220	54189	(1,365.00)	For tax levy pub-budget short
Budget Transfer	133	100	1000	2017	8	12/02/2016	800223	54450	2,500.00	For emerg fuel system repair
Budget Transfer	133	100	1000	2017	8	12/02/2016	800223	54010	(2,500.00)	For emerg fuel system repair
133 Total										
Budget Transfer	134	100	1000	2017	7	12/07/2016	100220	52000	250.00	For 1099R Reporting Software
Budget Transfer	134	100	1000	2017	7	12/07/2016	100220	54131	(250.00)	For 1099R Reporting Software
Budget Transfer	134	100	1000	2017	7	12/07/2016	100400	54250	4,500.00	For new software license
Budget Transfer	134	100	1000	2017	7	12/07/2016	100400	54160	(4,500.00)	For new software license
Budget Transfer	134	100	1000	2017	7	12/07/2016	100300	54142	100.00	For background checks
Budget Transfer	134	100	1000	2017	7	12/07/2016	100300	54399	(100.00)	For background checks
134 Total										
Budget Addition	136	100	1000	2017	7	12/08/2016	210540	54110	6,850.00	Jean Wolff Claim Litigation
Budget Addition	136	100	1000	2017	7	12/08/2016	210900	31100	(6,850.00)	Jean Wolff Claim Litigation
136 Total										
Budget Transfer	138	100	1000	2017	8	12/09/2016	100210	52100	1,000.00	For Holiday employee lunch
Budget Transfer	138	100	1000	2017	8	12/09/2016	100121	52205	(1,000.00)	For Holiday employee lunch
Budget Transfer	138	100	1000	2017	8	12/09/2016	100603	52001	350.00	For vehicle laptop stands
Budget Transfer	138	100	1000	2017	8	12/09/2016	100603	52000	(350.00)	For vehicle laptop stands
Budget Transfer	138	100	1000	2017	8	12/09/2016	100200	54254	1,000.00	For hosting services
Budget Transfer	138	100	1000	2017	8	12/09/2016	100200	54253	(1,000.00)	For hosting services
Budget Transfer	138	100	1000	2017	8	12/09/2016	100300	52305	200.00	For safety supplies
Budget Transfer	138	100	1000	2017	8	12/09/2016	100300	52310	(200.00)	For safety supplies
Budget Transfer	138	100	1000	2017	8	12/09/2016	100402	55401	50.00	For inventory OH
Budget Transfer	138	100	1000	2017	8	12/09/2016	100402	54480	(50.00)	For inventory OH
Budget Transfer	138	100	1000	2017	8	12/09/2016	100500	52402	200.00	For motor vehicle parts
Budget Transfer	138	100	1000	2017	8	12/09/2016	100500	52500	(200.00)	For motor vehicle parts
Budget Transfer	138	100	1000	2017	8	12/09/2016	210541	54189	200.00	For other prof services
Budget Transfer	138	100	1000	2017	8	12/09/2016	210541	54308	(200.00)	For other prof services
Budget Transfer	138	100	1000	2017	8	12/09/2016	210542	52311	100.00	For hardware supplies
Budget Transfer	138	100	1000	2017	8	12/09/2016	210542	52807	(100.00)	For hardware supplies
Budget Transfer	138	100	1000	2017	8	12/09/2016	220551	52000	200.00	For office supplies
Budget Transfer	138	100	1000	2017	8	12/09/2016	220551	52304	(200.00)	For office supplies
Budget Transfer	138	100	1000	2017	8	12/09/2016	801512	54110	400.00	For legal bills
Budget Transfer	138	100	1000	2017	8	12/09/2016	801512	54300	(400.00)	For legal bills
138 Total										
Budget Transfer	139	100	1000	2017	8	12/14/2016	100604	51401	77.00	For lodging for C. Bong
Budget Transfer	139	100	1000	2017	8	12/14/2016	100604	51400	(77.00)	For lodging for C. Bong
Budget Transfer	139	100	1000	2017	8	12/14/2016	100210	54110	200.00	For HR legal bill
Budget Transfer	139	100	1000	2017	8	12/14/2016	100210	54120	(200.00)	For HR legal bill
Budget Transfer	139	100	1000	2017	8	12/14/2016	100400	54402	900.00	For maint agreement for copier
Budget Transfer	139	100	1000	2017	8	12/14/2016	100400	54160	(900.00)	For maint agreement for copier

CITY OF ST. CHARLES

December 2016

Budget Revision Listing

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	139	100	1000	2017	8	12/14/2016	100401	54467	500.00	For Repair & Maint-Other Equip
Budget Transfer	139	100	1000	2017	8	12/14/2016	100401	54450	(500.00)	For Repair & Maint-Other Equip
Budget Transfer	139	100	1000	2017	8	12/14/2016	100402	54001	150.00	For EMA Cell Phone service
Budget Transfer	139	100	1000	2017	8	12/14/2016	100402	54000	(150.00)	For EMA Cell Phone service
Budget Transfer	139	100	1000	2017	8	12/14/2016	100500	52500	200.00	Correct Previous Transfer
Budget Transfer	139	100	1000	2017	8	12/14/2016	100500	52319	(200.00)	Correct Previous Transfer
Budget Transfer	139	100	1000	2017	8	12/14/2016	100510	52402	300.00	For motor vehicle parts
Budget Transfer	139	100	1000	2017	8	12/14/2016	100510	52500	(300.00)	For motor vehicle parts
Budget Transfer	139	100	1000	2017	8	12/14/2016	100510	54001	900.00	For cell/gps service
Budget Transfer	139	100	1000	2017	8	12/14/2016	100510	54305	(900.00)	For cell/gps service
Budget Transfer	139	100	1000	2017	8	12/14/2016	100604	51601	80.00	For safety boots
Budget Transfer	139	100	1000	2017	8	12/14/2016	100604	52400	(80.00)	For safety boots
Budget Transfer	139	100	1000	2017	8	12/14/2016	210541	52701	500.00	For lab supplies
Budget Transfer	139	100	1000	2017	8	12/14/2016	210541	52314	(500.00)	For lab supplies
Budget Transfer	139	100	1000	2017	8	12/14/2016	801512	52500	200.00	For electrical supplies
Budget Transfer	139	100	1000	2017	8	12/14/2016	801512	52400	(200.00)	For electrical supplies
139 Total									-	
Budget Addition	140	100	1000	2017	8	12/20/2016	100200	54110	600.00	For legal for IS
Budget Addition	140	100	1000	2017	8	12/20/2016	100900	31199	(600.00)	For legal for IS
140 Total									-	
Budget Transfer	141	100	1000	2017	8	12/21/2016	100130	54141	225.00	For Fire Testing
Budget Transfer	141	100	1000	2017	8	12/21/2016	100130	54532	(225.00)	For Fire Testing
Budget Transfer	141	100	1000	2017	8	12/21/2016	100220	52300	125.00	For kitchen supplies
Budget Transfer	141	100	1000	2017	8	12/21/2016	100220	52100	(125.00)	For kitchen supplies
Budget Transfer	141	100	1000	2017	8	12/21/2016	220550	51500	305.00	For new hire testing
Budget Transfer	141	100	1000	2017	8	12/21/2016	220550	51304	(305.00)	For new hire testing
Budget Transfer	141	100	1000	2017	8	12/21/2016	220551	52701	900.00	For lab supplies
Budget Transfer	141	100	1000	2017	8	12/21/2016	220551	52314	(900.00)	For lab supplies
Budget Transfer	141	100	1000	2017	8	12/21/2016	220551	54000	400.00	For telephone service
Budget Transfer	141	100	1000	2017	8	12/21/2016	220551	54306	(400.00)	For telephone service
141 Total									-	
Budget Transfer	142	100	1000	2017	8	12/21/2016	200521	54494	10,000.00	For damaged street lights
Budget Transfer	142	100	1000	2017	8	12/21/2016	200521	56208	(10,000.00)	For damaged street lights
Budget Transfer	142	100	1000	2017	8	12/21/2016	100650	56004	81.00	For new 2nd monitor for Matt
Budget Transfer	142	100	1000	2017	8	12/21/2016	100650	52001	(81.00)	For new 2nd monitor for Matt
142 Total									-	
Budget Transfer	143	100	1000	2017	8	12/22/2016	100604	52310	30.00	For leveler for C Bong
Budget Transfer	143	100	1000	2017	8	12/22/2016	100604	52319	(30.00)	For leveler for C Bong
143 Total									-	
Budget Transfer	144	100	1000	2017	8	12/30/2016	100200	52300	100.00	For janitorial/kitchen supplie
Budget Transfer	144	100	1000	2017	8	12/30/2016	100200	52100	(100.00)	For janitorial/kitchen supplie
Budget Transfer	144	100	1000	2017	8	12/30/2016	100300	51500	50.00	For new hire testing

CITY OF ST. CHARLES

December 2016

Budget Revision Listing

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	144	100	1000	2017	8	12/30/2016	100300	51501	(50.00)	For new hire testing
Budget Transfer	144	100	1000	2017	8	12/30/2016	100300	52300	150.00	For janitorial/kitchen supplie
Budget Transfer	144	100	1000	2017	8	12/30/2016	100300	52400	(150.00)	For janitorial/kitchen supplie
Budget Transfer	144	100	1000	2017	8	12/30/2016	100510	52100	100.00	For refreshment supplies
Budget Transfer	144	100	1000	2017	8	12/30/2016	100510	52300	(100.00)	For refreshment supplies
Budget Transfer	144	100	1000	2017	8	12/30/2016	100510	52304	900.00	For chemicals and sprays
Budget Transfer	144	100	1000	2017	8	12/30/2016	100510	52313	(900.00)	For chemicals and sprays
Budget Transfer	144	100	1000	2017	8	12/30/2016	100510	52307	400.00	For plumbing supplies
Budget Transfer	144	100	1000	2017	8	12/30/2016	100510	52313	(400.00)	For plumbing supplies
Budget Transfer	144	100	1000	2017	8	12/30/2016	200520	51500	300.00	For new hire testing
Budget Transfer	144	100	1000	2017	8	12/30/2016	200520	51401	(300.00)	For new hire testing
Budget Transfer	144	100	1000	2017	8	12/30/2016	200521	52100	300.00	For refreshment supplies
Budget Transfer	144	100	1000	2017	8	12/30/2016	200521	52310	(300.00)	For refreshment supplies
Budget Transfer	144	100	1000	2017	8	12/30/2016	220552	52305	500.00	For safety supplies
Budget Transfer	144	100	1000	2017	8	12/30/2016	220552	52314	(500.00)	For safety supplies
Budget Transfer	144	100	1000	2017	8	12/30/2016	220552	52307	100.00	For plumbing supplies
Budget Transfer	144	100	1000	2017	8	12/30/2016	801512	52101	(100.00)	For OT Meals
Budget Transfer	144	100	1000	2017	8	12/30/2016	801512	52400	(100.00)	For OT Meals
Budget Transfer	144	100	1000	2017	8	12/30/2016	801512	52401	900.00	For vehicle fluids
Budget Transfer	144	100	1000	2017	8	12/30/2016	801512	52402	(900.00)	For vehicle fluids
Grand Total	144	100	1000	2017	8	12/30/2016	801512			

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

January 2017

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	145	100	1000	2017	9	01/04/2017	100400	54500	150.00	For postage
Budget Transfer	145	100	1000	2017	9	01/04/2017	100400	52319	(150.00)	For postage
Budget Transfer	145	100	1000	2017	9	01/04/2017	100222	52000	100.00	For office supply budget
Budget Transfer	145	100	1000	2017	9	01/04/2017	100222	54520	(100.00)	For office supply budget
Budget Transfer	145	100	1000	2017	9	01/04/2017	100510	52304	900.00	For chemicals and sprays
Budget Transfer	145	100	1000	2017	9	01/04/2017	100510	52306	(900.00)	For chemicals and sprays
Budget Transfer	145	100	1000	2017	9	01/04/2017	800223	52101	33.00	For emergency call ins
Budget Transfer	145	100	1000	2017	9	01/04/2017	800223	52100	(33.00)	For emergency call ins
Budget Transfer	145	100	1000	2017	9	01/04/2017	801512	52401	900.00	For vehicle fluids
Budget Transfer	145	100	1000	2017	9	01/04/2017	801512	52402	(900.00)	For vehicle fluids
145 Total										-
Budget Addition	146	100	1000	2017	8	01/04/2017	220552	54399	18,000.00	Borders-Sewer Backup Claim
Budget Addition	146	100	1000	2017	8	01/04/2017	220900	31199	(18,000.00)	Borders-Sewer Backup Claim
Budget Addition	146	100	1000	2017	8	01/04/2017	220552	54399	2,948.00	Studer-Sewer Backup Claim
Budget Addition	146	100	1000	2017	8	01/04/2017	220900	31199	(2,948.00)	Studer-Sewer Backup Claim
Budget Addition	146	100	1000	2017	8	01/04/2017	100220	54110	4,000.00	HRA-VEBA Legal Costs
Budget Addition	146	100	1000	2017	8	01/04/2017	100900	31199	(4,000.00)	HRA-VEBA Legal Costs
Budget Addition	146	100	1000	2017	8	01/04/2017	220552	54399	5,390.00	Homeowner Sewer Assist Policy
Budget Addition	146	100	1000	2017	8	01/04/2017	220900	31199	(5,390.00)	Homeowner Sewer Assist Policy
146 Total										-
Budget Transfer	147	100	1000	2017	9	01/04/2017	200521	56200	1,309.00	For gutters for cable shed
Budget Transfer	147	100	1000	2017	9	01/04/2017	200521	56002	(1,309.00)	For gutters for cable shed
147 Total										-
Budget Addition	148	100	1000	2017	9	01/05/2017	803300	55180	2,136.00	For police claim-dmg to vehicl
Budget Addition	148	100	1000	2017	9	01/05/2017	803900	31199	(2,136.00)	For police claim-dmg to vehicl
Budget Addition	148	100	1000	2017	9	01/05/2017	803400	55180	2,072.00	Consulting-Messner claim
Budget Addition	148	100	1000	2017	9	01/05/2017	803900	31199	(2,072.00)	Consulting-Messner claim
148 Total										-
Budget Transfer	149	100	1000	2017	9	01/06/2017	100500	56004	1,800.00	Funding for upgraded Eng PC's
Budget Transfer	149	100	1000	2017	9	01/06/2017	100500	52319	(1,800.00)	Funding for upgraded Eng PC's
149 Total										-
Budget Transfer	150	100	1000	2017	10	01/11/2017	100300	54142	300.00	For background checks
Budget Transfer	150	100	1000	2017	10	01/11/2017	100300	54305	(300.00)	For background checks
Budget Transfer	150	100	1000	2017	10	01/11/2017	100200	54110	900.00	For IS legal services
Budget Transfer	150	100	1000	2017	10	01/11/2017	100200	52001	(900.00)	For IS legal services
Budget Transfer	150	100	1000	2017	10	01/11/2017	100130	50200	500.00	For C. Murphy OT for BPFC
Budget Transfer	150	100	1000	2017	10	01/11/2017	100130	50101	(500.00)	For C. Murphy OT for BPFC
Budget Transfer	150	100	1000	2017	10	01/11/2017	100400	54402	600.00	For Fire copier expenses
Budget Transfer	150	100	1000	2017	10	01/11/2017	100400	54160	(600.00)	For Fire copier expenses
Budget Transfer	150	100	1000	2017	10	01/11/2017	100500	51601	258.00	For safety boots
Budget Transfer	150	100	1000	2017	10	01/11/2017	100500	52319	(258.00)	For safety boots
Budget Transfer	150	100	1000	2017	10	01/11/2017	100510	52401	500.00	For vehicle fluids

CITY OF ST. CHARLES
Budget Revision Listing

January 2017

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	150	100	1000	2017	10	01/11/2017	100510	52500	(500.00)	For vehicle fluids
Budget Transfer	150	100	1000	2017	10	01/11/2017	100510	54014	200.00	For cable charges
Budget Transfer	150	100	1000	2017	10	01/11/2017	100510	54303	(200.00)	For cable charges
Budget Transfer	150	100	1000	2017	10	01/11/2017	210541	50301	750.00	For cell phone allowance
Budget Transfer	150	100	1000	2017	10	01/11/2017	210541	50100	(750.00)	For cell phone allowance
Budget Transfer	150	100	1000	2017	10	01/11/2017	220551	52001	10.00	For computer related supplies
Budget Transfer	150	100	1000	2017	10	01/11/2017	220551	52304	(10.00)	For computer related supplies
Budget Transfer	150	100	1000	2017	10	01/11/2017	220551	52305	900.00	For safety supplies
Budget Transfer	150	100	1000	2017	10	01/11/2017	220551	52304	(900.00)	For safety supplies
Budget Transfer	150	100	1000	2017	10	01/11/2017	220552	52304	900.00	For chemicals & sprays
Budget Transfer	150	100	1000	2017	10	01/11/2017	220552	52314	(900.00)	For chemicals & sprays
	150 Total								-	
Budget Transfer	151	100	1000	2017	9	01/12/2017	100401	52303	1,500.00	For medical supplies
Budget Transfer	151	100	1000	2017	9	01/12/2017	100400	54160	(1,500.00)	For medical supplies
Budget Transfer	151	100	1000	2017	9	01/12/2017	100220	52000	300.00	For 1099R software
Budget Transfer	151	100	1000	2017	9	01/12/2017	100220	52000	(300.00)	For 1099R software
Budget Transfer	151	100	1000	2017	9	01/12/2017	100210	54110	3,500.00	For labor related legal
Budget Transfer	151	100	1000	2017	9	01/12/2017	100210	54120	(3,500.00)	For labor related legal
Budget Transfer	151	100	1000	2017	9	01/12/2017	200521	56200	8,250.00	Fire alarm system/cable shed
Budget Transfer	151	100	1000	2017	9	01/12/2017	200521	56206	(8,250.00)	Fire alarm system/cable shed
	151 Total								-	
Budget Transfer	152	100	1000	2017	9	01/19/2017	200521	51402	30.00	For G.Sittler travel
Budget Transfer	152	100	1000	2017	9	01/19/2017	200521	51300	(30.00)	For G.Sittler travel
Budget Transfer	152	100	1000	2017	9	01/19/2017	100110	54001	200.00	For cell phone service
Budget Transfer	152	100	1000	2017	9	01/19/2017	100110	51305	(200.00)	For cell phone service
Budget Transfer	152	100	1000	2017	9	01/19/2017	100110	50200	900.00	Reallocate OT for CA Sr Admin
Budget Transfer	152	100	1000	2017	9	01/19/2017	100120	50200	(900.00)	Reallocate OT for CA Sr Admin
Budget Transfer	152	100	1000	2017	9	01/19/2017	100210	54120	100.00	For legal bill
Budget Transfer	152	100	1000	2017	9	01/19/2017	100210	54532	(100.00)	For legal bill
Budget Transfer	152	100	1000	2017	9	01/19/2017	100220	52000	500.00	Office supplies for rest of yr
Budget Transfer	152	100	1000	2017	9	01/19/2017	100220	54131	(500.00)	Office supplies for rest of yr
Budget Transfer	152	100	1000	2017	9	01/19/2017	100221	52000	100.00	Office supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	100221	54000	(100.00)	Office supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	100300	51600	700.00	Police Taxable Uniform Allowan
Budget Transfer	152	100	1000	2017	9	01/19/2017	100300	51601	(700.00)	Police Taxable Uniform Allowan
Budget Transfer	152	100	1000	2017	9	01/19/2017	100400	54001	950.00	Cellular service-Fire
Budget Transfer	152	100	1000	2017	9	01/19/2017	100400	51501	(950.00)	Cellular service-Fire
Budget Transfer	152	100	1000	2017	9	01/19/2017	100500	51601	165.00	Safety boots-K. Jay
Budget Transfer	152	100	1000	2017	9	01/19/2017	100500	52319	(165.00)	Safety boots-K. Jay
Budget Transfer	152	100	1000	2017	9	01/19/2017	100500	54000	400.00	Phone service billing
Budget Transfer	152	100	1000	2017	9	01/19/2017	100500	54001	(400.00)	Phone service billing
Budget Transfer	152	100	1000	2017	9	01/19/2017	100510	54001	900.00	For cell phone service

CITY OF ST. CHARLES
Budget Revision Listing

January 2017

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	152	100	1000	2017	9	01/19/2017	100510	54305	(900.00)	For cell phone service
Budget Transfer	152	100	1000	2017	9	01/19/2017	200522	52000	150.00	For office supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	200522	52400	(150.00)	For office supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	210541	52000	150.00	For office supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	210541	52400	(150.00)	For office supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	210541	54463	950.00	For water line repairs
Budget Transfer	152	100	1000	2017	9	01/19/2017	210541	54467	(950.00)	For water line repairs
Budget Transfer	152	100	1000	2017	9	01/19/2017	220551	52000	100.00	For office supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	220551	52314	(100.00)	For office supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	220551	52701	900.00	For WWTP lab supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	220551	52314	(900.00)	For WWTP lab supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	220552	52305	500.00	For safety supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	220552	52314	(500.00)	For safety supplies
Budget Transfer	152	100	1000	2017	9	01/19/2017	220552	54399	500.00	For homeowner sewer assistance
Budget Transfer	152	100	1000	2017	9	01/19/2017	220552	54513	(500.00)	For homeowner sewer assistance
Budget Transfer	152	100	1000	2017	9	01/19/2017	800223	55202	200.00	For title fees
Budget Transfer	152	100	1000	2017	9	01/19/2017	800223	54501	(200.00)	For title fees
	152 Total								-	
Budget Transfer	153	100	1000	2017	9	01/23/2017	200521	56002	15,600.00	Purchase of 3 reel trailer
Budget Transfer	153	100	1000	2017	9	01/23/2017	200521	56206	(15,600.00)	Purchase of 3 reel trailer
Budget Transfer	153	100	1000	2017	9	01/23/2017	100600	54250	245.00	For Adobe upgrade for R. Colby
Budget Transfer	153	100	1000	2017	9	01/23/2017	100600	52000	(245.00)	For Adobe upgrade for R. Colby
	153 Total								-	
Budget Transfer	154	100	1000	2017	9	01/25/2017	100300	51600	990.00	Reclass budget for PD uniforms
Budget Transfer	154	100	1000	2017	9	01/25/2017	100300	51601	(990.00)	Reclass budget for PD uniforms
Budget Transfer	154	100	1000	2017	9	01/25/2017	100300	52300	200.00	Janitorial/Kitchen supplies
Budget Transfer	154	100	1000	2017	9	01/25/2017	100300	52310	(200.00)	Janitorial/Kitchen supplies
Budget Transfer	154	100	1000	2017	9	01/25/2017	210541	50201	900.00	Reclass OT1 to OT2
Budget Transfer	154	100	1000	2017	9	01/25/2017	210541	50200	(900.00)	Reclass OT1 to OT2
Budget Transfer	154	100	1000	2017	9	01/25/2017	801512	52314	500.00	Parts for Equipment
Budget Transfer	154	100	1000	2017	9	01/25/2017	801512	52402	(500.00)	Parts for Equipment
	154 Total								-	
Budget Addition	155	100	1000	2017	9	01/25/2017	100603	54110	1,000.00	For legal bills
Budget Addition	155	100	1000	2017	9	01/25/2017	100900	31199	(1,000.00)	For legal bills
	155 Total								-	
Budget Transfer	156	100	1000	2017	9	01/26/2017	210541	54189	23,300.00	Prairie Center Waterline Study
Budget Transfer	156	100	1000	2017	9	01/26/2017	210541	54456	(23,300.00)	Prairie Center Waterline Study
Budget Transfer	156	100	1000	2017	9	01/26/2017	210540	51304	6.00	For AWWA Membership-TimW
Budget Transfer	156	100	1000	2017	9	01/26/2017	210540	51300	(6.00)	For AWWA Membership-TimW
	156 Total								-	
Budget Transfer	157	100	1000	2017	9	01/31/2017	220550	51304	802.00	Fox River Study Group particip
Budget Transfer	157	100	1000	2017	9	01/31/2017	220550	54120	(802.00)	Fox River Study Group particip

CITY OF ST. CHARLES
Budget Revision Listing

January 2017

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	157	100	1000	2017	9	01/31/2017	220550	54110	98.00	For Legal
Budget Transfer	157	100	1000	2017	9	01/31/2017	220550	54120	(98.00)	For Legal
Budget Transfer	157	100	1000	2017	9	01/31/2017	100110	51300	200.00	For legislative meetings
Budget Transfer	157	100	1000	2017	9	01/31/2017	100110	52101	(200.00)	For legislative meetings
Budget Transfer	157	100	1000	2017	9	01/31/2017	200522	52305	50.00	Safety Supplies
Budget Transfer	157	100	1000	2017	9	01/31/2017	200522	52807	(50.00)	Safety Supplies
Budget Transfer	157	100	1000	2017	9	01/31/2017	220551	52100	100.00	Refreshment Supplies
Budget Transfer	157	100	1000	2017	9	01/31/2017	220551	52304	(100.00)	Refreshment Supplies
Budget Transfer	157	100	1000	2017	9	01/31/2017	220551	52701	900.00	Lab Supplies
Budget Transfer	157	100	1000	2017	9	01/31/2017	220551	52314	(900.00)	Lab Supplies
Budget Transfer	157	100	1000	2017	9	01/31/2017	220552	52304	900.00	Chemicals and sprays
Budget Transfer	157	100	1000	2017	9	01/31/2017	220552	52314	(900.00)	Chemicals and sprays
Budget Transfer	157	100	1000	2017	9	01/31/2017	800223	52001	100.00	Computer related supplies
Budget Transfer	157	100	1000	2017	9	01/31/2017	800223	52000	(100.00)	Computer related supplies
Budget Transfer	157	100	1000	2017	9	01/31/2017	801512	52310	500.00	Small tools & equipment
Budget Transfer	157	100	1000	2017	9	01/31/2017	801512	52402	(500.00)	Small tools & equipment
157 Total									-	
Budget Transfer	158	100	1000	2017	9	01/31/2017	802210	55100	(10,000.00)	For retiree dental claims
Budget Transfer	158	100	1000	2017	9	01/31/2017	802210	55105	10,000.00	For retiree dental claims
158 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: 3b

Title:	Recommendation to Approve Funds Transfer Resolutions Authorizing Budgeted Transfers in the Aggregate Amount of \$5,811,380.64 for Debt Service Payments and Miscellaneous Transfers
Presenter:	Christopher Minick

Meeting: Government Operations Committee Date: February 6, 2017

Proposed Cost: \$ Budgeted Amount: \$5,811,380.64 Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

During the fiscal year, inter-fund transfers are sometimes necessary to fund activities/transactions in other funds. Most City revenues are recorded into the General Fund and transfers are periodically made to fund debt service payments, subsidize the activities of other funds, or for a special use. Funds Transfer Requests:

Fiscal Year 16/17:

Transfer of funds to cover principal and interest payments for General Obligation Bonds: 2008A, 2008C, 2009, 2010C, 2011A, 2011B, 2011C, 2011D, 2012A, 2012B, 2012C, 2013A, 2013B, 2015A, 2016B GO Bonds.

Transfer of funds from the General Fund to the Capital Improvement Levy Fund (501) for levy funds collected.

Attachments *(please list):*

Funds Transfer Resolution Sheet

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve Funds Transfer Resolutions Authorizing Budgeted Transfers in the Aggregate Amount of \$5,811,380.64 for Debt Service Payments and Miscellaneous Transfers.

Funds Transfer Resolution

No. _____

BE IT RESOLVED that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the following transfers during FY 16/17 and as shown in the budget during that year:

<u>Amount</u>	<u>From Fund</u>	<u>To Fund</u>	<u>Purpose</u>
\$ 104,500.00	305-TIF 4 (First Street) Special Revenue Fund	713-TIF 4 (First Street) Debt Service Fund	2008A GO debt payment
\$ 753,559.50	100-General Fund	720-2008C GO Debt Service Fund	2008C GO debt payment
\$ 323,162.50	320-TIF 2 (Moline) Special Revenue Fund	709-TIF 2 (Moline) Debt Service Fund	2009 GO refunding debt payment
\$ 97,616.54	100-General Fund	705-TIF 3 (Mall) Debt Service Fund	2010C GO refunding debt payment
\$ 95,908.46	322-TIF 3 (Mall) Special Revenue Fund	705-TIF 3 (Mall) Debt Service Fund	2010C GO refunding debt payment
\$ 195,639.73	100-General Fund	723-2011A GO Debt Service Fund	2011A GO debt payment
\$ 17,053.16	200-Electric Fund	723-2011A GO Debt Service Fund	2011A GO debt payment
\$ 11,368.77	210-Water Fund	723-2011A GO Debt Service Fund	2011A GO debt payment
\$ 11,368.77	220-Sewer Fund	723-2011A GO Debt Service Fund	2011A GO debt payment
\$ 25,368.06	100-General Fund	725-2011B GO Refunding Debt Service Fund	2011B GO refunding debt payment
\$ 52,662.50	100-General Fund	726-2011C GO Refunding Debt Service Fund	2011C GO refunding debt payment
\$ 130,436.07	100-General Fund	710-TIF 5 (STC Mfg) Debt Service Fund	2011D GO refunding debt payment
\$ 150,001.43	306-TIF 5 (STC Mfg) Special Revenue Fund	710-TIF 5 (STC Mfg) Debt Service Fund	2011D GO refunding debt payment
\$ 271,700.00	100-General Fund	721-2012A GO Debt Service Fund (EAB Project)	2012A GO debt payment
\$ 287,576.13	501-Capital Improvement Levy Fund	721-2012A GO Debt Service Fund (RG Bridge)	2012A GO debt payment
\$ 693,202.35	100-General Fund	727-2012B GO Refunding Debt Service Fund	2012B GO refunding debt payment

<u>Amount</u>	<u>From Fund</u>	<u>To Fund</u>	<u>Purpose</u>
\$ 324,562.95	200-Electric Fund	727-2012B GO Refunding Debt Service Fund	2012B GO refunding debt payment
\$ 109,523.30	210-Water Fund	727-2012B GO Refunding Debt Service Fund	2012B GO refunding debt payment
\$ 208,361.40	220-Sewer Fund	727-2012B GO Refunding Debt Service Fund	2012B GO refunding debt payment
\$ 145,157.00	100-General Fund	706-TIF 1 (Hotel Baker) Debt Service Fund	2012C GO refunding debt payment
\$ 267,405.50	304-TIF 1 (Hotel Baker) Special Revenue Fund	706-TIF 1 (Hotel Baker) Debt Service Fund	2012C GO refunding debt payment
\$ 152,285.00	100-General Fund	713-TIF 4 (First Street) Debt Service Fund	2013A GO refunding debt payment
\$ 294,815.00	305-TIF 4 (First Street) Special Revenue Fund	713-TIF 4 (First Street) Debt Service Fund	2013A GO refunding debt payment
\$ 20,752.80	100-General Fund	728-2013B GO Debt Service Fund (Capital Projects)	2013B GO debt payment
\$ 186,774.98	501-Capital Improvement Levy Fund	728-2013B GO Debt Service Fund (Capital Projects)	2013B GO debt payment
\$ 81,997.90	100-General Fund	729-2015A GO Debt Service Fund (Capital Improv)	2015A GO debt payment
\$ 38,521.71	305-TIF 4 (First Street) Special Revenue Fund	713-TIF 4 (First Street) Debt Service Fund	2016B GO debt service escrow
\$ 98,885.80	100-General Fund	731-2016B GO Refunding Debt Service Fund	2016B GO debt service escrow
\$ 661,213.33	100-General Fund	501-Capital Improvement Levy Fund	Transfer levy funds collected
TOTAL: \$5,811,380.64			

THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the _____ day of _____, 2017.

 Nancy L. Garrison, City Clerk

(SEAL)



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 4a

Title: Video Gaming Statistics – Information Only

Presenter: Chief Keegan

Meeting: Government Operations Committee

Date: February 6, 2017

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

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

Latest statistics on video gaming of what businesses have been approved by the state and city staff of the St. Charles Police Department, pending applications into the state for approval, and September-December 2016 report for St. Charles video gaming revenue as of January 17, 2017.

Attachments *(please list):*

Table – Video Gaming Establishments/Pending Applicants
Illinois Gaming Board Video Gaming Report – September-December 2016

Recommendation/Suggested Action *(briefly explain):*

None – For Information Only

Video Gaming Statistics as of December 16, 2016

Approved Establishments		
Name	# Machines	Address
A'Salute Lounge & Grill	5	2400 E Main Street, St. Charles
Alibi Bar & Grill Ltd.	5	12 N 3 rd Street, St. Charles
Alley 64	5	212 W Main Street, St. Charles
Beehive Tavern & Grill	5	204 W Main Street, St. Charles
Dawn's Beach Hut	2	8 N 3 rd Street, St. Charles
Kane County Rookies	5	1545 W Main Street, St. Charles
Riverside Pizza & Pub	3	102 E Main Street, St. Charles
St. Charles Moose	5	2250 W Rt. 38, St. Charles
The Evergreen Pub & Grill	5	1400 W Main Street, St. Charles
Gino's East	5	1590 E Main Street, St. Charles

Pending Applicants		
Name	# Machines	Address
Alexander's Café 64 Inc.	?	W Main Street, St. Charles
Charleston on the Fox	?	1 W Illinois Street, St. Charles
Corfu Restaurant	?	2520 E Main Street, St. Charles
Pub 222	?	222 W Main Street, St. Charles
St. Charles Bowl	?	2520 W Main Street, St. Charles
Trattoria ZaZa	?	5 S 1 st Street, St. Charles
Spotted Fox Ale House	?	3615 E Main Street, St. Charles
Brown's Chicken	?	1910 Rt. 38, St. Charles

**ILLINOIS GAMING BOARD
VIDEO GAMING REPORT**

1/17/2017

5:27 pm

St. Charles

September 2016 - December 2016

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	NTI	NTI Tax Rate (30%)	State Share	Municipality Share
St. Charles	A'Salute' Inc.	160702452	5	\$414,421.45	\$385,207.16	\$29,214.29	\$117,201.00	\$87,986.71	\$29,214.29	\$8,764.43	\$7,303.69	\$1,460.74
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$47,919.28	\$44,666.56	\$3,252.72	\$19,143.00	\$15,869.28	\$3,273.72	\$982.14	\$818.45	\$163.69
St. Charles	Alley 64, INC.	160702383	5	\$807,017.57	\$739,795.69	\$67,221.88	\$313,660.00	\$246,438.08	\$67,221.92	\$20,166.66	\$16,805.55	\$3,361.11
St. Charles	BK & MM VENTURES LLC	160702415	5	\$894,078.46	\$826,941.91	\$67,136.55	\$284,945.00	\$217,808.45	\$67,136.55	\$20,141.05	\$16,784.21	\$3,356.84
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$58,021.12	\$52,505.28	\$5,515.84	\$18,942.00	\$13,426.16	\$5,515.84	\$1,654.77	\$1,378.98	\$275.79
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$310,985.66	\$282,476.38	\$28,509.28	\$103,101.00	\$74,590.47	\$28,510.53	\$8,553.22	\$7,127.69	\$1,425.53
St. Charles	Panman, LLC	160703257	5	\$393.15	\$277.78	\$115.37	\$177.00	\$61.63	\$115.37	\$34.61	\$28.84	\$5.77
St. Charles	Riverside Pizza, Inc.	160702553	3	\$190,575.25	\$176,020.12	\$14,555.13	\$61,368.00	\$46,812.87	\$14,555.13	\$4,366.59	\$3,638.83	\$727.76
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$396,112.73	\$362,002.67	\$34,110.06	\$119,203.00	\$85,092.94	\$34,110.06	\$10,233.09	\$8,527.58	\$1,705.51
REPORT TOTAL:												
		9 Establishments	40	\$3,119,524.67	\$2,869,893.55	\$249,631.12	\$1,037,740.00	\$788,086.59	\$249,653.41	\$74,896.56	\$62,413.82	\$12,482.74



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 5a

Title: Recommendation to Approve a Proposal for a Class E1 Liquor License for St. Charles Breakfast Rotary Club to be held at Lincoln Park, St. Charles on June 24 12:00 noon to 5:00 p.m.

Presenter: Chief Keegan, Police Chief

Meeting: Government Operations Committee

Date: February 6, 2017

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

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

The St. Charles Breakfast Rotary Club is requesting to host their second annual Tri-Cities Craft Brew Fest in Lincoln Park on June 24th, 2016, from 12:00 to 5:00 p.m. and obtain an E-1 License (Non-for profit). The event sponsor is currently working with a 3rd party event company to facilitate this event and has experience in dealing with non-for-profit organizations in the western suburbs. Brew Avenue Events managed this event last year. An amplification license is also being requested for this event.

In addition to the aforementioned liquor license request, the event sponsor has been in contact with the Park District and secured the date in question for the event. The Park District is holding off on permitting the applicants request until the City issues the appropriate liquor license. Any street closures, the use of barricades, City electric or City personnel will be absorbed by the Event sponsor. The sponsor has been instructed to be in contact with all the affected businesses in the immediate area as well as area residents. No street closures are being requested for this event.

The Police Department conducted a background investigation and site visit of the event sponsor/event company. Pending City Council approval, the police department found no evidence of derogatory behavior.

Sale of a "punch pass", credentialing the service of alcohol using a regulator (18 3-oz portions are allowed per punch pass) will be employed again this year. A small souvenir type cup will be distributed with the sale of the "punch pass." This is an over age-21 event, expected to draw an adult crowd which should be dispersed well in advance of our evening dinner rush within the downtown area.

At the time of the posting to this Government Operations Committee agenda, the Liquor Commission meeting is scheduled at 4:30 p.m. February 6, 2017 (same day) to process application and to move it forward before this committee to seek approval of said application so it can go before the February 21, 2017 City Council for final approval.

Attachments *(please list):*

- E-1 Liquor Application
- Special Events Application
- Amplification Application

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a proposal for a Class E1 Liquor License for St. Charles Breakfast Rotary Club to be held at Lincoln Park, St. Charles on June 24 12:00 noon to 5:00 p.m.

NON-REFUNDABLE

CITY OF ST. CHARLES

TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



For Office Use
Received: 1-17-2017
Fee Paid: \$ 500
Receipt #

CITY LIQUOR DEALER LICENSE APPLICATION
CLASS E1 - NOT-FOR-PROFIT LICENSE
CLASS E3 - KANE COUNTY FAIR

Pursuant to the provisions of Chapter 5.08, Alcoholic Beverages, of the City of St. Charles Municipal Code regulating the sale of alcoholic liquors in the City of St. Charles, State of Illinois and all amendments thereto now in force and effect.

The undersigned hereby makes application for a Liquor Dealer License, Class E1 - Not-For-Profit License or E3 - Kane County Fair
Commencing SAT, JUNE 24 and ending SAT, JUNE 24
Time Starting NOON and ending 5:00 PM
Location of Event LINCOLN PARK 400 W Main Street

Name of Business ST. CHARLES BREAKFAST ROTARY CLUB
Address of Business 218 ILLINOIS AVE, STC (BARRETT HOME ADDRESS) Business Phone (630) 330-2260
Is the Applicant a Not-For-Profit Organization: YES REGISTERED SOI (C) 3
Authorized Agent CURT BARRETT Title EVENT COORDINATOR
Has Applicant had a Class E1 License in the previous 365 days? YES If YES, on what date: 6/25/16
Does Applicant have Dram Show Insurance? YES If YES, attach evidence of insurance.

Requirements of a Class E1 / E3 - Not-For-Profit License

- 1. The Class E1 license fee is \$50.00 per day.
2. A minimum of three (3) liquor supervisors shall monitor liquor service during all times of operation. Please provide a list of all supervisors with this application.
3. Liquor supervisors shall be members of the organization holding the license.
4. Beer and/or Wine are the only alcoholic beverages to be sold.
5. Hours are restricted to 12 noon to 11:00 p.m.
6. Licensee must rope/fence off the licensed premises.
7. Are children/minors permitted in the licensed premises? Y/N
8. Each patron must wear a wristband after having identification checked for legal alcohol consumption age.
9. A sign limited beer and/or wine consumption to the roped off area must be conspicuously displayed at all times.
10. Each server of alcohol must be BASSET certified - need copy of BASSET certification.
11. A copy of site plan diagram to include roped area shall accompany this application.
12. All security/police resources needed shall be attached to this application with approval of the Chief of Police before final issuance by Liquor Commissioner.

CURT BARRETT
ANGELA BRAVO
ANNA KOEHLER

Affidavit

State of Illinois)
County of Kane)

I/We, the undersigned, being first duly sworn, say that I/we have read the foregoing application and that the statements therein are true, complete, and correct and are upon my/our personal knowledge and information and are made for the purpose of inducing the City of St. Charles to issue the Liquor Dealer License, Class E1 to me/us for the location hereinbefore indicated; that I/we will not violate any of the laws of the United States, the State of Illinois or the City Ordinances of the City of St. Charles.

Signed: [Signature] Signed: [Signature]
Sworn to before me this 17th day of January, 2017.
Notary Public [Signature]



ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONER

Approved: _____ Date: _____ Chief of Police: _____
Approved: _____ Date: _____ Liquor Commissioner: _____

RECEIVED
 JAN 17 2017
 Building & Code Enforcement
 St. Charles, IL

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



Permit No. 1724831 Date of Meeting: 1/26/2017 Revised date 01/28/2015
9:45 AM

Name of the Event: TRI-CITY CRAFT BREW FEST Date(s) of Event: JUNE 24 2017

Special Event Application – 90 Days

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

Special Event Application – 30 Days

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

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

Special Event Submittal Check List

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

Received: 1-17-2017 Fee Paid: \$ 55

Receipt # 275001 Check # _____

Copies of application distributed to:

Police: _____ Fire: _____ PW: _____

Electric: _____

SECTION 1 - TASK LIST AND DUE DATES

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

Task to be completed for Events that require <u>90 days</u> (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	02/24/17
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	
Submit Special Event Application	90 days	01/17/17
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation A copy of 501(C)3 document is to be submitted with application.	At time of submittal	01/17/2017
Submit Class E Liquor License Application	90-days	01/17/2017
Submit Outdoor Sales Permit Application	90-days	
Submit Loudspeaker/Amplifier License Application	90-days	01/17/2017
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	?
Submit Carnival License Application	90 days	N-A
Submit Fireworks Permit Application	60 days	N-A
Submit Original Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	01-17-2017
Emergency /Crisis Management Procedures	At time of submittal	01-17-2017
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	
Notify residents/businesses of special event	14 days	

City Services Requested:			Comments
Police	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	1 officer was assigned for the event in order.
Fire/EMS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
EMA	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Public Services	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Electric	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Water	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Other:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

SECTION 2 – GENERAL INFORMATION Permit No. 17-24831

Name of Event: TRI-CITIES CRAFT BREW FESTIVAL

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

Location of Event: LINCOLN PARK

Date(s) of Event: JUNE 24, 2017 Hours of Event: NOON to 5:00 AM Estimated Attendance: 1,500

Event Website: TO BE ESTABLISHED THIS WINTER

Purpose of the event: ROTARY CLUB FUNDRAISER

Name of sponsoring organization(s): ST. CHARLES BREAKFAST ROTARY CLUB

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

(Documentation will need to be submitted providing status)

Type of Entity	Check Box that Applies	City Supporting - Existing Event	City Support – New Event
Governmental Entity		100%	100%
Private/For Profit Entity		0%	0%
Non-Governmental/Non-Profit Entity	<input checked="" type="checkbox"/>	50%	0%

Contact person from sponsoring organization: CURT BARRETT

Organizer address: 218 ILLINOIS AVE.

City: ST. CHARLES State: IL Zip: 60174

Home Phone: (630) 587-0748 Cell Phone: (630) 330-2260 E-mail: CBARRETT@VILLAGEOFSTCHARLES.COM

Second contact person (emergency): ANGELO BRAVOS Phone: (312) 810-2004

Is this an annual event? YES NO If yes, please provide event date(s) for next year: JUNE 23, 2018

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

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

SECTION 3 - PERMITS

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

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

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

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

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

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

Are you holding a raffle at your event? YES NO

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

Will you serve alcohol at your event? YES NO

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

Will there be amusement rides at the event? YES NO

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

Will you serve food at your event? YES NO

If yes, please indicate the number of vendors 10

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

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

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

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

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

STREET	FROM	TO	DATES	TIME*
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

Does your event require temporary electric service? YES NO

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

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

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

SECTION 4 - SITE PLAN AND/OR ROUTE MAP

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

~ PLEASE SEE ATTACHED

If applicable, the following must be included:

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

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

Section 5 – Emergency Phone Tree

Please use the space below to illustrate the Emergency Phone Tree for your event or submit a separate form detailing your Emergency Phone Tree. If you need additional space, please attach a separate sheet.

Event Title TRI-CITIES CRAFT BREW FEST Date(s) of Event JUNE 24, 2017

Emergency Contact Information

Primary Contact: CVAT BARRETT Secondary Contact: ANGELO BAAVOS

Title: EVENT COORDINATOR Title: ROTARY CLUB PRESIDENT

Phone No: (630) 330 - 2260 Phone no.: (312) 810 - 2004

Tertiary Contact: _____ Operations Manager: _____

Title: _____ Title: _____

Phone No: _____ Phone no.: _____

Site Managers and miscellaneous contacts

Location: _____ Location: _____

Date(s): _____ Date(s): _____

Name: _____ Name: _____

Phone # _____ Phone #: _____

Location: _____ Location: _____

Date(s): _____ Date(s): _____

Name: _____ Name: _____

Phone # _____ Phone # _____

Location: _____ Location: _____

Date(s): _____ Date(s): _____

Name: _____ Name: _____

Phone #: _____ Phone # _____

Section 6— Emergency or Crisis Management Procedures

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

Emergency/Crisis Management Procedures

1. In the case of any incident, accident or anything deemed “out of the ordinary” (including inclement weather and its potential affects on patrons, property and/or equipment).
STC BREAKFAST ROTARY CLUB has designated CUAT BARRETT with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of THE BREW FEST coordinate with local authorities for an action plan and to make any statements to the press (if applicable).

2. In the case of any incident, accident or anything deemed “out of the ordinary” (including inclement weather and its potential affects on patrons, property and/or equipment) ALL EVENT staff will be instructed to:
 - a. Act as quickly and professionally as possible;
 - b. To contact their immediate supervisor and/or the on-site MANAGER management representative;
 - c. Have as much factual information available as possible – not to speculate as to the cause of the incident, accident, etc., unless requested by the CM;
 - d. Follow the directions of the immediate supervisor and/or the on-site EVENT management representative explicitly;
 - e. Recommend that people leave the area first, or at the very least go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use the lower levels of the parking decks. (West Side, Walnut Street & 1st Street), (East Side, Walnut Avenue & 3rd Avenue). In the event of Tornado Warnings on Saturday and Sunday, Park District staff will open the Pottawatomie Park Community Center so people can seek shelter there, if desired;
If at a location with food, vendors and/or ride operators: turn off all power, gas and grills so unattended energy sources do not catch on fire.

3. These steps should be taken immediately following any incident/accident:
 - a. Get medical help to the parties involved (if applicable);
 - b. Work with sound/announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patron’s attention;
 - c. Resume scheduled activity as soon as possible (subject to #5 below);
 - d. Call the police or other authorities and report any accident;
 - e. Identify witnesses to the incident to obtain statements if necessary;
 - f. Contact a Site Manager for an Incident Report.

4. The CM will communicate to all staff, volunteers, and other personnel that all communication with the press, police, or any other authority will be handled solely by the CM. Police may request information from event personnel and everyone associated with

EVENT MGMT. will cooperate with the police department. We will not interfere with police investigations and/or action plans and we will provide the police with materials available upon their request. Any and all materials requested should not be given out until copies of all information can be reproduced for _____.

5. The CM will consult with the local authorities. If it is determined conditions are so extreme the festival cannot continue, the CM will consult with _____ to discuss alternatives.
6. An official statement will be written and given to the CM as soon as it can be formulated by EVENT management. No personnel or staff should offer any information to any media other than the provided statement. No media questions should be answered unless otherwise instructed.
7. Always remember to follow these guidelines:
 - a. Keep as cool and calm as possible;
 - b. Cooperate fully with the authorities. Be as accurate as possible, don't speculate with anyone, including _____ personnel;
 - c. Direct any and all media questions to CM, and only read official statements prepared by _____ Management;
 - d. Use common sense. Think before you act, and always be professional;
 - e. Fill out a Festival Incident Report as accurately as possible;
 - f. Get a copy of the Incident Report from the police and a report from the hospital (if applicable).

Additional Notes:

SECTION 7 – RETAIL MERCHANTS

It is the responsibility of the event organizer to ensure that all participating retail merchants are properly collecting, reporting and filing City sales taxes from sales generated at the event, in accordance with State Statutes. The City’s current sales tax rate is 8%. Sales tax collections and forms are to be submitted to the State and not the City. For further information on how and where tax payments are to be submitted, please contact the Illinois Department of Revenue Registration Office at 1-800-732-8866.

Please answer the following question regarding the use of retail merchants in conjunction with your event:

Will your event include:

- Merchants selling retail merchandise? YES: ✓ NO:
- Food and/or beverages for immediate consumption? YES: ✓ NO:

If no, no further action is necessary.

If yes to either, you must provide a list of all participating vendors, including business name, address and State IBT number to the City’s Finance Department within 14 days of the event. A sample form in Excel format will be emailed to the event organizer’s email address. In addition, you must read and sign the following certification:

I understand that it is my responsibility to ensure that all retail merchants and/or food and beverage vendors participating in this event are aware of the rules and requirements for properly collecting and remitting any City sales taxes generated from sales at this event. I will provide the City with a complete listing of all merchants, including their name, address and State IBT number, within 14 days of the event.

Signature: Cuatli J. Barrett

Date: 1/11/17

Name: CUATLI J. BARRETT

Title: EVENT COORDINATOR

SECTION 8 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the STC BREAKFAST ROTARY CLUB (“Organization”) to conduct TRI-CITIAL CRAFT BREW FEST (“Event”), the Organization recognizes, acknowledges and assumes any and all risks arising from or in any way related to the Event.

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

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

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

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

provisions contained herein.

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

STC BREAKFAST ROTARY
(Name of Organization)

1/17/17
(Date)

by Curtis J. Barnett
Authorized Signatory

Signed and sworn to before me this 17th day of January, 2017.

Deborah L. Graffagna
Notary Public



All applications must be signed and notarized.

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

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

Deliver All Completed Items to:
City of St. Charles
Attn: Building & Code Enforcement
2 E. Main Street
St. Charles, IL 60174

AUG 24 2015

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 30 2014

ST CHARLES BREAKFAST ROTARY
FOUNDATION
C/O TASSIE BRAUTIGAM
3N677 HERMAN MELVILLE LN
ST CHARLES, IL 60175

Employer Identification Number:
26-3859562

DLN:
17053092322003

Contact Person:
CUSTOMER SERVICE ID# 31954

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
June 30

Public Charity Status:
509(a)(2)

Form 990 Required:
Yes

Effective Date of Exemption:
November 15, 2011

Contribution Deductibility:
Yes

Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947

ST CHARLES BREAKFAST ROTARY

Sincerely,

Tamera Rippardi

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947

ADDENDUM

Based on the information submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as shown in the heading of this letter, is retroactive to the date of revocation.

Letter 947

CITY OF ST. CHARLES
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



DEPARTMENT: BUILDING & CODE ENFORCEMENT

PHONE: 630.377.4406

FAX: 630.443.4638

LOUDSPEAKER/AMPLIFIER LICENSE APPLICATION

Important: this application must be fully and accurately complete.

SATURDAY
JUNE 24, 2017

1. License term: FROM NOON TO 5:00 P.M. Number of Days 1
2. Applicant is: Corporation Partnership Individual
3. Applicant's Name CURT BARRETT Telephone # (630) 330-2260
D/B/A ROTARY EVENT COORDINATOR
Address 218 ILLINOIS AVE. City/State/Zip ST. CHARLES, IL 60174
4. Device Owner's Name _____ Telephone # _____
Address _____ City/State/Zip _____
5. Device(s) to be used, specific to power amplification (wattage) and output:
DJ FOR BACKGROUND MUSIC AT TRI-CITY BREW FEST
6. Area where device(s) is/are to be used:
LINCOLN PARK
7. Amplification system will be used for:
 Music
 Public Speaking
 Other (describe) _____
8. If used for music, what type (include name of artist/band if applicable):
DJ FOR POP/ROCK BACKGROUND MUSIC

9. Time of day device(s) is/are to be used: NOON - 5:00 P.M.

By signing this application, the applicant agrees to all the provisions of Chapter 9.24 of the City of St. Charles Municipal Code.

Applicant Curtis J. Bennett
Signature

The fee for such a license will be \$5.00 per day, payable when the application is submitted for review. The city's police chief will reserve the right to review the application, and in conjunction with the Public Health and Safety Committee, either approve or deny the license request.

Approved: _____

Denied: _____ by: _____
Chief of Police

For Office Use			
Date Received	<u>1-17-2017</u>	Fee Paid	<u>5.00</u>
Receipt No.	_____	Permit No.	<u>1724831</u>



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6a

Title:	Recommendation to Approve Chair Placement on Public Property for the DSCP Chair-ity Promotion
Presenter:	

Meeting: Government Operations Committee

Date: February 6, 2017

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

Executive Summary (if not budgeted please explain):

Jenna Sawicki of the Downtown St. Charles Partnership will present information on the Chair-ity promotion that the DSCP is organizing for the summer of 2017. Businesses, community groups and individuals will decorate Adirondack chairs which will be placed throughout downtown St. Charles. This is the third year in a row this event is being organized.

This year, participants may once again opt to donate the chair for auction, which will take place online for the duration of the event. Proceeds will cover all upfront costs, with the remainder going toward a public improvement on 1st Street, to be determined. The DSCP will work with the Public Works Department on a specific allocation once the final proceeds are tallied and received.

Based on feedback and observations last year the program will run from May 19 through August 11, which allows better chair preservation. We will again host a social media contest to further engage the public.

One new element to be added this year are benches. The DSCP will be working with the Public Works Department to place 4 decorated benches alongside of the chairs to keep the event fresh. We will be working with both high schools, the Police Department and the Fire Department to bring these colorful benches to life.

The purpose of the event is to provide incentive for people to come downtown; further explore and enjoy all areas of the central business district; and lengthen the time they spend downtown, providing further opportunities for positive economic impact to the downtown businesses.

Attachments (please list):

Program Overview; Entry Form; Map of Suggested Locations

Recommendation/Suggested Action (briefly explain):

Recommendation to approve chair placement on public property for the DSCP Chair-ity Promotion.



Downtown St. Charles Adirondack 2017 Chair-ty Event Program Overview

What is it?

Back for it's 3rd year, we have decided to bring it back for another summer! The Chair-ity Event will run from May 19 – August 11th and is a downtown St. Charles, outdoor, public art exhibition sponsored by the Downtown St. Charles Partnership. We are asking the community to use their imaginations to create works of art with Adirondack chairs as their canvas.

Why?

Creating something out of the ordinary with visual interest is a great way to showcase our beautiful downtown. It gives people a reason to explore, a way to discover new parts of the city, and a reason to stay.

How do I participate?

Participants are encouraged to create imaginative and unique works of art appropriate for public display. Any individual/resident, group or business can participate, with the option of donating the chair for auction at the conclusion of the event. Ideas will also be provided to participants if needed. In addition, chairs will be auctioned off as in 2016 and we will be adding a social media contest via Facebook.

Tell me more about the auction!

An online auction will take place for the duration of the Chair-ity event, starting in early June and concluding August 1st. All chairs that are donated for auction will have signage with the auction number and the website where people can go to bid on the chair. The online portal will have both the chair number as well as a photo, and it will be promoted via Facebook, so there are multiple ways to garner interest. Auction proceeds will be used to benefit the downtown.

Where do I start?

Applications can be found on our website, www.downtownstcharles.org and must be completed & sent in by May 12th, 2017. The sooner the better!

When does the Adirondack need to be finished by?

The deadline to finish the chair and submit a photo is May 5th, 2017. Participants will be assigned a location, and will be responsible for delivering it to that location on May 19th – 20th.

How much does it cost?

There is no entry fee. You can use your own Adirondack chair or purchase one. St. Charles ACE Hardware has a chair available at a special discounted rate of \$39.99 for this event. They are located at 2750 E. Main Street, St Charles, IL 60174 (630) 377-2254. Please indicate that you are purchasing the chair for the Chair-ity event when making your purchase to receive the discount.

If I donate the Chair for auction, is my contribution tax deductible?

If the chair is donated to the auction and ultimately sold, the individual who paints the chair can deduct the cost of the chair and materials. The individual who buys the chair via the auction can deduct the portion of the auction purchase that is above and beyond the cost for the chair and decorating.

Checklist

- € Complete a Chair-ity Application Form and submit to the Downtown St. Charles Partnership by May 12th, 2017. Either drop it off to City Hall (2 E. Main Street) or email to jsawicki@downtownstcharles.org.
- € Purchase, assemble and decorate an Adirondack Chair, if you don't already have one. Let your imagination go wild! (See page 3 for Tips on How to Prep and Preserve Your Chair.) YOU ARE THE ARTIST! If you really want help, contact us and we will point you in the right direction.
- € Deliver your chair to the assigned location by May 19th- 20th, 2017.
- € Enjoy the display of chairs downtown, and encourage people to bid on your chair!
- € Anyone keeping their chair at the conclusion of the event must pick up the chair by August 11th, 2017.
- € Be sure to like and tag us on Facebook and Instagram!
 - Facebook: #STCchairity
 - Instagram: @stc_cityside, #STCchairity

Tips on How to Prep and Preserve Your Chair

Last year we had over 100 entrants use the unfinished and unassembled chair from Ace Hardware St. Charles. The chair worked extremely well for the promotion.

1. Remove the chair parts from the box and lay them out on a surface that you can easily paint on. Paint one side and set it aside to dry before turning it over to paint the other side.
2. For best results, sand and prime the chair. The best chair paint, and easiest to use, is a gloss or semi-gloss latex paint made for outdoor use. Apply two coats of paint. (We do not recommend oil based paints.)
3. To assemble, simply follow the directions given, step by step. Remember to tighten the nuts/bolts so the chair is safe to sit on.
4. Decorate! This is the fun part. If you like, you can free hand your design using an acrylic or latex paint. If using a decal, use a Mod Podge finish (used for decoupage) designated for OUTDOOR use. For white chairs, use a non-oil based seal. For all other chairs, a varnish or oil based clear finish can be used
5. HAVE FUN....LET YOUR CREATIVITY RUN WILD!



DSCP's Chair-ity Event Entry Form

Name(s): _____

Company or Organization (if any): _____

Phone (Day): _____ Phone (Night): _____

Email(s): _____

Please check one of the boxes below that will pertain to your "Chair-ity" entry:

I would like to donate my chair to be auctioned off for the benefit of downtown St. Charles' enhancements. You will be notified by August 1st if your entry did not receive the minimum bid required for auction.

I will be picking up my chair at the conclusion of the event.

All chairs not sold at auction must be picked up by 5:00pm on August 11th, 2017

Rules and Regulations:

- The Chair-ity application form must be received by the Downtown St. Charles Partnership by May 12th, 2017.
- The Downtown St. Charles Partnership and the City of St. Charles are not responsible for any theft or damage to the chairs.
- The DSCP has the right to move chairs for safety or for any reason they see fit.
- Participants will not be reimbursed for stolen chairs or damage to any chair. If a chair is stolen, damaged or deemed unfit for any reason, it will be disqualified from the event.

I agree to hold harmless the Downtown St. Charles Partnership, the St. Charles Park District, City of St. Charles or any event and or organization in place for the benefit of greater St. Charles. I agree to the Rules and Regulations outlined above.

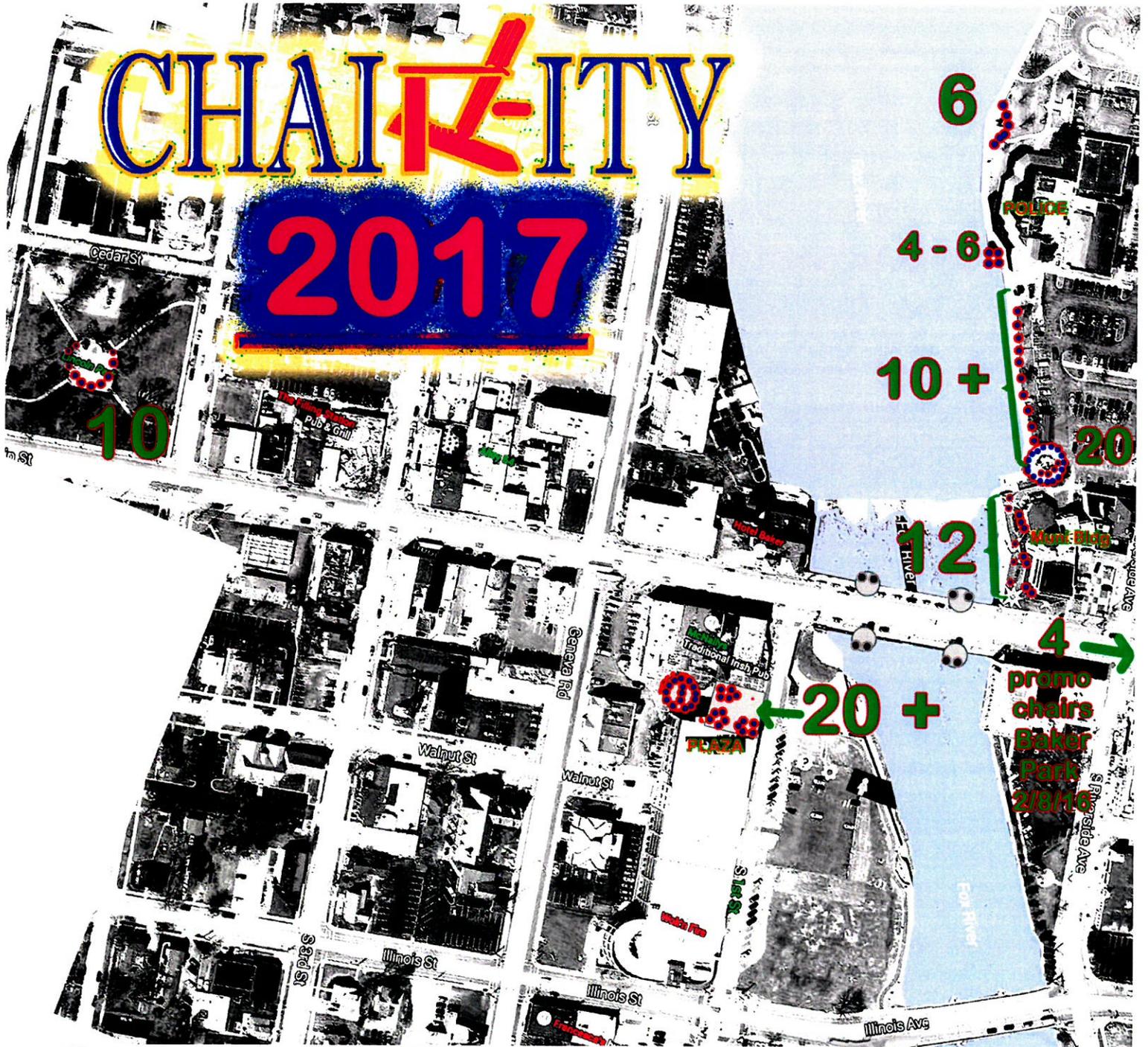
Signature: _____ Print: _____ Date: _____

WE APPRECIATE your efforts and we look forward to seeing the creativity that St. Charles has to offer. Be sure to "Like" and "Tag" us on Facebook and Instagram: #STCchairity and #downtownstcil.

Any questions? Please email Administrative Coordinator, Alyssa Feulner at afeulner@downtownstcharles.org.

CHARITY

2017



Summary of Chair Placements

- 20** Municipal Volunteer Plaza
- 10+** along riverwalk between Muni bldg & Police station
- 4-6** on deck outside Police
- 12** around Muni Building . same as last year
- 20+** in the 1st ST. Plaza- 15 in the amphitheatre / 15 in plazaspac
- 10** Lincoln Park Band Shell area
- 6** Ekwabet
- 4** Baker Memorial Park- promo chairs placed around 2/8/16



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 7a

Title: Microsoft Enterprise Agreement

Presenter: Steve Weishaar, Network Systems Manager

Meeting: Government Operations Committee

Date: February 6, 2017

Proposed Cost: \$133,923

Budgeted Amount: \$44,641 (FY 17)

Not Budgeted:

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

The City uses Microsoft Office software (i.e. Word, Excel, Access and Outlook) for its office productivity application software. In order for the City to be fully licensed for the Microsoft Office software it uses, and to ensure that the software version can be upgraded as needed, the City has utilized an Enterprise Agreement with Microsoft. An Enterprise Agreement allows for the costs of both software purchases and upgrades to be averaged out over the three-year term of the agreement. This enables the City to stay current with its Microsoft software without having to make a single, one-time capital purchase.

With the current Microsoft Enterprise Agreement ending in February 2017, we are proposing that the City enter into a new three-year agreement with Microsoft. In addition to Microsoft Office, we are proposing adding licensing for both the Windows operating system and database software to the Enterprise Agreement. As in the past, the City will purchase the Enterprise Agreement utilizing a master contract with the State of Illinois. Through the master contract Microsoft provides discounted volume pricing on all Microsoft products to any state agency or local government.

Funding for the Microsoft Enterprise Agreement is budgeted for the current fiscal year, and is included in the proposed FY 18 budget. Following is the cost for the agreement:

Year 1 – FY 17	\$44,641
Year 2 – FY 18	\$44,641
Year 3 – FY 19	\$44,641
Total	\$133,923

The authorized reseller of Microsoft software volume pricing for the State of Illinois master contract is CDW-G, a provider of technology products and services for the public sector.

Attachments *(please list):*

None

Recommendation/Suggested Action *(briefly explain):*

Recommend approval of a Microsoft Enterprise Agreement through CDW-G for a not-to-exceed cost of \$133,923.

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 8a

Title:

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

Presenter:

Fire Chief Joseph Schelstreet

Meeting: Government Operations Committee

Date: February 6, 2017

Proposed Cost: \$0

Budgeted Amount: \$0

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

The Fire Department currently has in its inventory, a quantity of personal protective equipment (PPE), firefighter pants and coats, which have gone beyond their approved and acceptable life span of 10 years. These items are replaced regularly in a budgeted cycle and are no longer of use. We have been approached by both the Cortland Fire Department and Western Illinois University with individual requests for donation of these items as they both have educational programs where students are instructed on firefighting skills but do not actually enter structural fires. Both organizations have agreed to the submittal of the proper waivers and hold harmless agreements and the Fire Department supports the donation of the items.

Staff requests approval of the ordinance declaring the listed City property as surplus and donating the same to the Cortland Fire Department and Western Illinois University.

Attachments (*please list*):

Inventory of Fire Department Equipment,
Proposed Ordinance

Recommendation/Suggested Action (*briefly explain*):

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

Inventory of Fire Department Equipment to be Declared Surplus and Donated

COATS

SIZE	DATE	SERIAL #
1. 40-1	06/04	10249201
2. 40R	12/04	20619501
3. 42T	10/03	09737601
4. 44R	09/03	09720102
5. 44R	09/03	09701401
6. 44R	06/04	10249501
7. 44-2	09/03	09719902
8. 42R	02/05	21062401
9. 50T	09/03	09720201
10. 44R	09/03	09719901
11. 38S	06/04	10249601
12. 44R	09/03	09720101
13. 46-3	09/03	09701302
14. 46T	06/04	10249401
15. 46-3	09/03	09701301
16. 46-3	09/03	09719701
17. 46R	01/04	09911701
18. 48T	05/04	10200701
19. 50R	01/03	09237901
20. 52R	09/03	09701701
21. 54T	12/04	20619601

PANTS

SIZE	DATE	SERIAL #
1. 40x28	12/04	20624601
2. 38x28	12/04	20624801
3. 38x28	06/04	10250101
4. 40x28	09/03	09702601
5. 40x30	09/03	09721402
6. 40x30	09/03	09702202
7. 38x30	09/03	09721202
8. 38x30	09/03	09721201
9. 40x28	09/03	09721601
10. 42x30	10/03	09738201
11. 44x32	10/03	09738301
12. 46x28	09/03	09702301
13. 42x28	09/03	09702103
14. 42x28	09/03	09721301
15. 42x30	09/03	09721501
16. 48x32	09/03	09721801
17. 50x30	01/04	09912501
18. 50x30	09/03	09702701
19. 44x28	08/04	10322101
20. 44x30	05/04	10201901
21. 42x28	02/05	21066401

City of St. Charles, Illinois
Ordinance No. 2017-M

**Ordinance Authorizing the Disposal of Surplus Personal
Property Owned by the City Of St. Charles**

WHEREAS, the City of St. Charles is owner of certain personal property; and

WHEREAS, in the opinion of a simple majority 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; and

WHEREAS, the City of St. Charles deems the personal property as surplus;

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

SECTION ONE: 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 declaring it surplus:

Firefighting Personal Protective Equipment:

COATS

SIZE	DATE	SERIAL #
1. 40-1	06/04	10249201
2. 40R	12/04	20619501
3. 42T	10/03	09737601
4. 44R	09/03	09720102
5. 44R	09/03	09701401
6. 44R	06/04	10249501
7. 44-2	09/03	09719902
8. 42R	02/05	21062401
9. 50T	09/03	09720201
10. 44R	09/03	09719901
11. 38S	06/04	10249601
12. 44R	09/03	09720101
13. 46-3	09/03	09701302
14. 46T	06/04	10249401
15. 46-3	09/03	09701301
16. 46-3	09/03	09719701

17.	46R	01/04	09911701
18.	48T	05/04	10200701
19.	50R	01/03	09237901
20.	52R	09/03	09701701
21.	54T	12/04	20619601

PANTS

SIZE		DATE	SERIAL #
1.	40x28	12/04	20624601
2.	38x28	12/04	20624801
3.	38x28	06/04	10250101
4.	40x28	09/03	09702601
5.	40x30	09/03	09721402
6.	40x30	09/03	09702202
7.	38x30	09/03	09721202
8.	38x30	09/03	09721201
9.	40x28	09/03	09721601
10.	42x30	10/03	09738201
11.	44x32	10/03	09738301
12.	46x28	09/03	09702301
13.	42x28	09/03	09702103
14.	42x28	09/03	09721301
15.	42x30	09/03	09721501
16.	48x32	09/03	09721801
17.	50x30	01/04	09912501
18.	50x30	09/03	09702701
19.	44x28	08/04	10322101
20.	44x30	05/04	10201901
21.	42x28	02/05	21066401

SECTION TWO: Pursuant to said Section 65ILCS 5/11-76-4, the Purchasing Manager be, and he is hereby authorized and directed to dispose of the foregoing described personal property in a manner that is in the best interest of the City of St. Charles.

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

PRESENTED to the City Council of the City of St. Charles, Illinois, this _____ day of _____ 2017.

Ordinance No. _____

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PASSED by the City Council of the City of St. Charles, Illinois, this _____ day of _____ 2017.

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of _____ 2017.

Raymond P. Rogina, Mayor

Attest:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

City Attorney

Date: _____