

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

**MONDAY, APRIL 18, 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 – March 2016
- 4. Police Department**
 - a. Recommendation to approve a class B liquor license for Main Street City Pub to be located at 104 E Main Street, St. Charles.
 - b. Recommendation to approve a Resolution to Approve the Intergovernmental Agreement with the County of Kane for Animal Control Services for One Year.
 - c. Recommendation to approve a Resolution for the Contract and Lease Agreement with AID (Association for Individual Development) for One Year.
- 5. Public Works Department**
 - a. Consideration of change to Red Gate Water Tower logo and paint color.
- 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

March 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	192	100	1000	2016	11	03/02/2016	800223	54450	800.00	For PM for gates at PW
Budget Transfer	192	100	1000	2016	11	03/02/2016	800223	51600	(800.00)	For PM for gates at PW
Budget Transfer	192	100	1000	2016	11	03/02/2016	800223	52306	100.00	For signage supplies
Budget Transfer	192	100	1000	2016	11	03/02/2016	800223	52310	(100.00)	For signage supplies
Budget Transfer	192	100	1000	2016	11	03/02/2016	800223	52100	200.00	For refreshment supplies
Budget Transfer	192	100	1000	2016	11	03/02/2016	800223	51600	(200.00)	For refreshment supplies
Budget Transfer	192	100	1000	2016	11	03/02/2016	100200	54001	900.00	For cellular service-IS
Budget Transfer	192	100	1000	2016	11	03/02/2016	100200	52001	(900.00)	For cellular service-IS
Budget Transfer	192	100	1000	2016	11	03/02/2016	100220	54133	900.00	For banking service charges
Budget Transfer	192	100	1000	2016	11	03/02/2016	100220	54130	(900.00)	For banking service charges
Budget Transfer	192	100	1000	2016	11	03/02/2016	100400	54010	900.00	For natural gas-Fire
Budget Transfer	192	100	1000	2016	11	03/02/2016	100400	54011	(900.00)	For natural gas-Fire
Budget Transfer	192	100	1000	2016	11	03/02/2016	210541	52305	300.00	For safety supplies
Budget Transfer	192	100	1000	2016	11	03/02/2016	210541	52307	(300.00)	For safety supplies
Budget Transfer	192	100	1000	2016	11	03/02/2016	210541	54301	300.00	For refuse & hauling services
Budget Transfer	192	100	1000	2016	11	03/02/2016	210541	54305	(300.00)	For refuse & hauling services
Budget Transfer	192	100	1000	2016	11	03/02/2016	220551	52310	150.00	For small tools & equip
Budget Transfer	192	100	1000	2016	11	03/02/2016	220551	52304	(150.00)	For small tools & equip
Budget Transfer	192	100	1000	2016	11	03/02/2016	220551	52500	50.00	For electrical supplies
Budget Transfer	192	100	1000	2016	11	03/02/2016	220551	52304	(50.00)	For electrical supplies
Budget Transfer	192	100	1000	2016	11	03/02/2016	801512	51601	100.00	For safety boots
Budget Transfer	192	100	1000	2016	11	03/02/2016	801512	51600	(100.00)	For safety boots
Budget Transfer	192	100	1000	2016	11	03/02/2016	801512	52401	975.00	For vehicle fluids
Budget Transfer	192	100	1000	2016	11	03/02/2016	801512	52402	(975.00)	For vehicle fluids
Budget Transfer	192	100	1000	2016	11	03/02/2016	801512	54010	900.00	For natual gas
Budget Transfer	192	100	1000	2016	11	03/02/2016	801512	54011	(900.00)	For natual gas
Budget Transfer	192	100	1000	2016	11	03/02/2016	801512	54012	200.00	For City water
Budget Transfer	192	100	1000	2016	11	03/02/2016	801512	54011	(200.00)	For City water
Budget Transfer	192	100	1000	2016	11	03/02/2016	801512	54013	200.00	For City sewer
Budget Transfer	192	100	1000	2016	11	03/02/2016	801512	54011	(200.00)	For City sewer
192 Total									-	
Budget Addition	193	100	1000	2016	11	03/03/2016	200521	56001	40,000.00	Early repl EL2023; App VC & CC
Budget Addition	193	100	1000	2016	11	03/03/2016	200900	31192	(40,000.00)	Early repl EL2023; App VC & CC
193 Total									-	
Budget Transfer	194	100	1000	2016	11	03/03/2016	100501	52100	250.00	Retirement-Gary Long
Budget Transfer	194	100	1000	2016	11	03/03/2016	100501	51300	(250.00)	Retirement-Gary Long
Budget Transfer	194	100	1000	2016	11	03/03/2016	210540	52100	250.00	Retirement-John Lamb
Budget Transfer	194	100	1000	2016	11	03/03/2016	210540	54000	(250.00)	Retirement-John Lamb

CITY OF ST. CHARLES
Budget Revision Listing

March 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	194	100	1000	2016	11	03/03/2016	210540	50101	970.00	Reclass to PT Wages
Budget Transfer	194	100	1000	2016	11	03/03/2016	210540	50100	(970.00)	Reclass to PT Wages
Budget Transfer	194	100	1000	2016	11	03/03/2016	100500	50101	970.00	Reclass to PT Wages
Budget Transfer	194	100	1000	2016	11	03/03/2016	100500	50100	(970.00)	Reclass to PT Wages
194 Total									-	
Budget Addition	195	100	1000	2016	11	03/03/2016	100500	54110	1,600.00	For Hoscheit legal
Budget Addition	195	100	1000	2016	11	03/03/2016	100900	31199	(1,600.00)	For Hoscheit legal
195 Total									-	
Budget Addition	196	100	1000	2016	11	03/04/2016	200521	56001	19,423.00	Early repl of EL2001; Appr VC
Budget Addition	196	100	1000	2016	11	03/04/2016	200900	31192	(19,423.00)	Early repl of EL2001; Appr VC
196 Total									-	
Budget Entry Correction	197	100	1000	2016	11	03/04/2016	200521	56001	(19,423.00)	Correct JE 196 - Not needed
Budget Entry Correction	197	100	1000	2016	11	03/04/2016	200900	31192	19,423.00	Correct JE 196 - Not needed
197 Total									-	
Budget Entry Correction	198	100	1000	2016	11	03/04/2016	200521	56001	19,423.00	Early repl of EL2001; Appr VC
Budget Entry Correction	198	100	1000	2016	11	03/04/2016	200900	31192	(19,423.00)	Early repl of EL2001; Appr VC
198 Total									-	
Budget Addition	199	100	1000	2016	11	03/04/2016	210541	56001	31,339.00	Repl totaled vehicle;CC appr
Budget Addition	199	100	1000	2016	11	03/04/2016	210900	31192	(31,339.00)	Repl totaled vehicle;CC appr
199 Total									-	
Budget Transfer	200	100	1000	2016	11	03/07/2016	100300	51601	24,000.00	Frm regular uniform to safety
Budget Transfer	200	100	1000	2016	11	03/07/2016	100300	51600	(24,000.00)	Frm regular uniform to safety
Budget Transfer	200	100	1000	2016	11	03/07/2016	100301	51601	7,000.00	Frm regular uniform to safety
Budget Transfer	200	100	1000	2016	11	03/07/2016	100300	51600	(7,000.00)	Frm regular uniform to safety
Budget Transfer	200	100	1000	2016	11	03/07/2016	100301	51600	800.00	From 100300 to 100301
Budget Transfer	200	100	1000	2016	11	03/07/2016	100300	51600	(800.00)	From 100300 to 100301
200 Total									-	
Budget Addition	201	100	1000	2016	10	03/09/2016	100800	57312	848,941.00	Trsf 14/15 Surplus to TIF 7
Budget Addition	201	100	1000	2016	10	03/09/2016	100900	31199	(848,941.00)	Trsf 14/15 Surplus to TIF 7
Budget Addition	201	100	1000	2016	10	03/09/2016	507800	49100	(848,941.00)	Trsf 14/15 Surplus to TIF 7
Budget Addition	201	100	1000	2016	10	03/09/2016	507900	31199	848,941.00	Trsf 14/15 Surplus to TIF 7
201 Total									-	
Budget Transfer	202	100	1000	2016	11	03/10/2016	100210	54110	3,600.00	For CBS Legal Bill for HR/Fire
Budget Transfer	202	100	1000	2016	11	03/10/2016	100210	54251	(3,600.00)	For CBS Legal Bill for HR/Fire
Budget Transfer	202	100	1000	2016	11	03/10/2016	100400	50101	4,500.00	Recl to Part Time Wages-Intern
Budget Transfer	202	100	1000	2016	11	03/10/2016	100400	50100	(4,500.00)	Recl to Part Time Wages-Intern
Budget Transfer	202	100	1000	2016	11	03/10/2016	100400	54142	50.00	For background checks
Budget Transfer	202	100	1000	2016	11	03/10/2016	100400	54402	(50.00)	For background checks

CITY OF ST. CHARLES
Budget Revision Listing

March 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	202	100	1000	2016	11	03/10/2016	100401	51400	2,400.00	Trs to 100401 for mileage reim
Budget Transfer	202	100	1000	2016	11	03/10/2016	100400	51400	(2,400.00)	Trs to 100401 for mileage reim
	202 Total								-	
Budget Transfer	203	100	1000	2016	11	03/16/2016	513511	56200	(19,042.00)	Frm George's to Elevator Proj
Budget Transfer	203	100	1000	2016	11	03/16/2016	513511	56200	19,042.00	Frm George's to Elevator Proj
Budget Transfer	203	100	1000	2016	11	03/16/2016	100200	56004	8,550.00	Fr Wireless Access to DRecover
Budget Transfer	203	100	1000	2016	11	03/16/2016	100200	56004	(8,550.00)	Fr Wireless Access to DRecover
	203 Total								-	
Budget Transfer	204	100	1000	2016	11	03/16/2016	100221	51304	5.00	Fr 100220-Costco membership
Budget Transfer	204	100	1000	2016	11	03/16/2016	100220	51304	(5.00)	To Purchasing-Costco membershi
Budget Transfer	204	100	1000	2016	11	03/16/2016	100220	52001	100.00	From office supplies
Budget Transfer	204	100	1000	2016	11	03/16/2016	100220	52000	(100.00)	For computer related supplies
Budget Transfer	204	100	1000	2016	11	03/16/2016	100220	54402	100.00	From software maintenance
Budget Transfer	204	100	1000	2016	11	03/16/2016	100220	54251	(100.00)	For copier maintenance
Budget Transfer	204	100	1000	2016	11	03/16/2016	100300	54000	900.00	For telephone service
Budget Transfer	204	100	1000	2016	11	03/16/2016	100300	54001	(900.00)	For telephone service
Budget Transfer	204	100	1000	2016	11	03/16/2016	100300	52310	180.00	From General Supplies 52319
Budget Transfer	204	100	1000	2016	11	03/16/2016	100300	52319	(180.00)	To Small Tools & Equip-52310
Budget Transfer	204	100	1000	2016	11	03/16/2016	100400	54000	900.00	For telephone service
Budget Transfer	204	100	1000	2016	11	03/16/2016	100400	54001	(900.00)	For telephone service
Budget Transfer	204	100	1000	2016	11	03/16/2016	100500	54110	35.00	For legal-frm 54451
Budget Transfer	204	100	1000	2016	11	03/16/2016	100500	54451	(35.00)	For legal-54110
Budget Transfer	204	100	1000	2016	11	03/16/2016	100510	51300	50.00	For reg & fees-from 51400
Budget Transfer	204	100	1000	2016	11	03/16/2016	100510	51400	(50.00)	For reg & fees-51300
Budget Transfer	204	100	1000	2016	11	03/16/2016	100510	52100	50.00	For refresh suppli-from 52101
Budget Transfer	204	100	1000	2016	11	03/16/2016	100510	52101	(50.00)	For refresh suppli-52100
Budget Transfer	204	100	1000	2016	11	03/16/2016	100510	52312	200.00	Paint supplies&solventsFr52310
Budget Transfer	204	100	1000	2016	11	03/16/2016	100510	52310	(200.00)	Paint supplies&solvents-52312
Budget Transfer	204	100	1000	2016	11	03/16/2016	100510	52401	400.00	Vehicle Fluids-Fr 52310
Budget Transfer	204	100	1000	2016	11	03/16/2016	100510	52310	(400.00)	Vehicle Fluids-Fr 52401
Budget Transfer	204	100	1000	2016	11	03/16/2016	100600	54000	100.00	For telephone serviceFr 54151
Budget Transfer	204	100	1000	2016	11	03/16/2016	100600	54151	(100.00)	For telephone service54000
Budget Transfer	204	100	1000	2016	11	03/16/2016	100603	52100	50.00	For refreshment suppFr 52002
Budget Transfer	204	100	1000	2016	11	03/16/2016	100603	52002	(50.00)	For refreshment supp-52100
Budget Transfer	204	100	1000	2016	11	03/16/2016	100603	54000	100.00	For telephone serviceFr54001
Budget Transfer	204	100	1000	2016	11	03/16/2016	100603	54001	(100.00)	For telephone service-54000
Budget Transfer	204	100	1000	2016	11	03/16/2016	100650	54000	20.00	For telephone serviceFr52309
Budget Transfer	204	100	1000	2016	11	03/16/2016	100650	52309	(20.00)	For telephone service-54000

CITY OF ST. CHARLES
Budget Revision Listing

March 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	204	100	1000	2016	11	03/16/2016	200522	54000	20.00	For telephone service-Fr54251
Budget Transfer	204	100	1000	2016	11	03/16/2016	200522	54251	(20.00)	For telephone service-54000
Budget Transfer	204	100	1000	2016	11	03/16/2016	210541	51601	400.00	Reclass from uniforms to safet
Budget Transfer	204	100	1000	2016	11	03/16/2016	210541	51600	(400.00)	Reclass from uniforms to safet
Budget Transfer	204	100	1000	2016	11	03/16/2016	210542	54001	400.00	For cellular service-Fr52400
Budget Transfer	204	100	1000	2016	11	03/16/2016	210542	52400	(400.00)	For cellular service-54001
Budget Transfer	204	100	1000	2016	11	03/16/2016	220551	52300	300.00	For janitorial-Fr 52304
Budget Transfer	204	100	1000	2016	11	03/16/2016	220551	52304	(300.00)	For janitorial-52300
Budget Transfer	204	100	1000	2016	11	03/16/2016	220551	52305	300.00	For safety supplies-Fr 52304
Budget Transfer	204	100	1000	2016	11	03/16/2016	220551	52304	(300.00)	For safety supplies-52305
Budget Transfer	204	100	1000	2016	11	03/16/2016	220551	52701	500.00	For lab supplies-Fr 52304
Budget Transfer	204	100	1000	2016	11	03/16/2016	220551	52304	(500.00)	For lab supplies-52701
Budget Transfer	204	100	1000	2016	11	03/16/2016	220551	54000	300.00	For telephone svc-Fr54305
Budget Transfer	204	100	1000	2016	11	03/16/2016	220551	54305	(300.00)	For telephone svc-54000
Budget Transfer	204	100	1000	2016	11	03/16/2016	220551	52500	100.00	For elect supplies-Fr 52304
Budget Transfer	204	100	1000	2016	11	03/16/2016	220551	52304	(100.00)	For elect supplies-52500
Budget Transfer	204	100	1000	2016	11	03/16/2016	220552	52101	50.00	For meals-business-Fr 51600
Budget Transfer	204	100	1000	2016	11	03/16/2016	220552	51600	(50.00)	For meals-business-52101
Budget Transfer	204	100	1000	2016	11	03/16/2016	220552	52305	600.00	For safety supplies-Fr 52314
Budget Transfer	204	100	1000	2016	11	03/16/2016	220552	52314	(600.00)	For safety supplies-52305
Budget Transfer	204	100	1000	2016	11	03/16/2016	220552	54001	900.00	For cellular service-Fr54308
Budget Transfer	204	100	1000	2016	11	03/16/2016	220552	54308	(900.00)	For cellular service-54001
Budget Transfer	204	100	1000	2016	11	03/16/2016	801512	51600	600.00	For uniforms-Fr 51300
Budget Transfer	204	100	1000	2016	11	03/16/2016	801512	51300	(600.00)	For uniforms-51600
Budget Transfer	204	100	1000	2016	11	03/16/2016	801512	52314	600.00	For parts/equip-Fr 52400
Budget Transfer	204	100	1000	2016	11	03/16/2016	801512	52400	(600.00)	For parts/equip-52314
Budget Transfer	204	100	1000	2016	11	03/16/2016	801512	52401	900.00	For vehicle fluids-Fr52310
Budget Transfer	204	100	1000	2016	11	03/16/2016	801512	52310	(900.00)	For vehicle fluids-52401
Budget Transfer	204	100	1000	2016	11	03/16/2016	801512	54000	50.00	For telephone service-Fr54001
Budget Transfer	204	100	1000	2016	11	03/16/2016	801512	54001	(50.00)	For telephone service-54000
204 Total									-	
Budget Addition	205	100	1000	2016	11	03/16/2016	100501	54110	1,120.00	For Hoscheit legal bill -Eng
Budget Addition	205	100	1000	2016	11	03/16/2016	100900	31199	(1,120.00)	For Hoscheit legal bill -Eng
205 Total									-	
Budget Addition	206	100	1000	2016	11	03/18/2016	230560	54399	2,500.00	Contractor-electronic recyclin
Budget Addition	206	100	1000	2016	11	03/18/2016	230900	31199	(2,500.00)	Contractor-electronic recyclin
Budget Addition	206	100	1000	2016	11	03/18/2016	100604	54160	2,325.00	WBK svcs-Reimbursable
Budget Addition	206	100	1000	2016	11	03/18/2016	100999	45102	(2,325.00)	WBK svcs-Reimbursable

CITY OF ST. CHARLES
Budget Revision Listing

March 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
	206 Total								-	
Budget Addition	207	100	1000	2016	11	03/18/2016	210540	55180	5,760.00	For Jean Wolff Vehicle Repairs
Budget Addition	207	100	1000	2016	11	03/18/2016	210900	31199	(5,760.00)	For Jean Wolff Vehicle Repairs
	207 Total								-	
Budget Transfer	208	100	1000	2016	11	03/21/2016	802210	55102	100,000.00	For Prescription Claims
Budget Transfer	208	100	1000	2016	11	03/21/2016	802210	55100	(100,000.00)	For Prescription Claims
	208 Total								-	
Reverse Previous Entry	209	100	1000	2016	10	03/24/2016	100800	57312	(848,941.00)	Reverse FB 201- s/b Advance
Reverse Previous Entry	209	100	1000	2016	10	03/24/2016	100900	31199	848,941.00	Reverse FB 201- s/b Advance
Reverse Previous Entry	209	100	1000	2016	10	03/24/2016	507800	49100	848,941.00	Reverse FB 201- s/b Advance
Reverse Previous Entry	209	100	1000	2016	10	03/24/2016	507900	31199	(848,941.00)	Reverse FB 201- s/b Advance
	209 Total								-	
Budget Addition	210	100	1000	2016	11	03/25/2016	100603	54110	4,657.00	Legal bills-McIlvaine
Budget Addition	210	100	1000	2016	11	03/25/2016	100900	31199	(4,657.00)	Legal bills-McIlvaine
Budget Addition	210	100	1000	2016	11	03/25/2016	220552	56150	50,000.00	Dunham DE-CC Appr 2.1.16
Budget Addition	210	100	1000	2016	11	03/25/2016	220900	31199	(50,000.00)	Dunham DE-CC Appr 2.1.16
	210 Total								-	
Budget Transfer	211	100	1000	2016	11	03/28/2016	100220	54189	993.00	Arbitrage services-refundings
Budget Transfer	211	100	1000	2016	11	03/28/2016	100220	54130	(993.00)	Arbitrage services-refundings
Budget Transfer	211	100	1000	2016	11	03/28/2016	100220	56004	500.00	Check encoder
Budget Transfer	211	100	1000	2016	11	03/28/2016	100220	54130	(500.00)	Check encoder
Budget Transfer	211	100	1000	2016	11	03/28/2016	100510	52100	100.00	Refreshment Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	100510	52101	(100.00)	Refreshment Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	100510	52305	300.00	Safety Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	100510	52306	(300.00)	Safety Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	100510	52307	100.00	Plumbing Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	100510	52306	(100.00)	Plumbing Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	100510	52311	600.00	Hardware Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	100510	52306	(600.00)	Hardware Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	200521	52100	100.00	Refreshment Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	200521	51600	(100.00)	Refreshment Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	200522	51600	200.00	Trsf to uniforms fr safety uni
Budget Transfer	211	100	1000	2016	11	03/28/2016	200522	51601	(200.00)	Trsf to uniforms fr safety uni
Budget Transfer	211	100	1000	2016	11	03/28/2016	210542	52101	11.00	For business related meal
Budget Transfer	211	100	1000	2016	11	03/28/2016	210542	52100	(11.00)	For business related meal
Budget Transfer	211	100	1000	2016	11	03/28/2016	220552	52305	200.00	Safety Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	220552	52314	(200.00)	Safety Supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	220552	52304	500.00	Chemicals and sprays

CITY OF ST. CHARLES
Budget Revision Listing

March 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	211	100	1000	2016	11	03/28/2016	220552	52314	(500.00)	Chemicals and sprays
Budget Transfer	211	100	1000	2016	11	03/28/2016	220552	52311	100.00	Hardware supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	220552	52314	(100.00)	Hardware supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	801512	52302	11.00	Bldg maint supplies
Budget Transfer	211	100	1000	2016	11	03/28/2016	801512	52305	(11.00)	Bldg maint supplies
211 Total									-	
Budget Transfer	212	100	1000	2016	11	03/28/2016	100220	56003	500.00	Correct previous trsf-wrong ac
Budget Transfer	212	100	1000	2016	11	03/28/2016	100220	56004	(500.00)	Correct previous trsf-wrong ac
212 Total									-	
Budget Transfer	213	100	1000	2016	11	03/28/2016	100400	51304	170.00	Waubonsee Afiliation Fee-CPR
Budget Transfer	213	100	1000	2016	11	03/28/2016	100400	52002	(170.00)	Waubonsee Afiliation Fee-CPR
213 Total									-	
Budget Addition	214	100	1000	2016	11	03/28/2016	801512	56004	1,500.00	Repl PC/Monitr for new Div Mgr
Budget Addition	214	100	1000	2016	11	03/28/2016	801900	31194	(1,500.00)	Repl PC/Monitr for new Div Mgr
214 Total									-	
Budget Addition	215	100	1000	2016	11	03/29/2016	100604	51601	155.00	Boots for Jeff Stengler
Budget Addition	215	100	1000	2016	11	03/29/2016	100604	51600	(155.00)	Boots for Jeff Stengler
Budget Addition	215	100	1000	2016	11	03/29/2016	100200	56004	1,650.00	To IS1009; From IS1015
Budget Addition	215	100	1000	2016	11	03/29/2016	100200	56004	(1,650.00)	To IS1009; From IS1015
Budget Addition	215	100	1000	2016	11	03/29/2016	100200	56004	1,100.00	To IS1008; From IS1015
Budget Addition	215	100	1000	2016	11	03/29/2016	100200	56004	(1,100.00)	To IS1008; From IS1015
Budget Addition	215	100	1000	2016	11	03/29/2016	100200	56004	1,000.00	To IS1008; From IS1004
Budget Addition	215	100	1000	2016	11	03/29/2016	100200	56004	(1,000.00)	To IS1008; From IS1004
Budget Addition	215	100	1000	2016	11	03/29/2016	100200	54250	5,200.00	For VM Licensing; From IS1018
Budget Addition	215	100	1000	2016	11	03/29/2016	100200	56004	(5,200.00)	For VM Licensing; From IS1018
Budget Addition	215	100	1000	2016	11	03/29/2016	100200	54250	2,000.00	For VM Licensing; From IS1003
Budget Addition	215	100	1000	2016	11	03/29/2016	100200	56004	(2,000.00)	For VM Licensing; From IS1003
Budget Addition	215	100	1000	2016	11	03/29/2016	100210	56004	2,376.00	PC and notebook for new HR Dir
Budget Addition	215	100	1000	2016	11	03/29/2016	100210	51300	(2,376.00)	PC and notebook for new HR Dir
215 Total									-	
Budget Addition	216	100	1000	2016	11	03/29/2016	100300	56002	7,545.00	Gator trailer purchase-Escrow
Budget Addition	216	100	1000	2016	11	03/29/2016	100999	45107	(7,545.00)	Gator trailer purchase-Escrow
Budget Addition	216	100	1000	2016	11	03/29/2016	100603	54110	300.00	For Hoscheit legal-McIlvaine
Budget Addition	216	100	1000	2016	11	03/29/2016	100900	31199	(300.00)	For Hoscheit legal-McIlvaine
216 Total									-	
Budget Transfer	217	100	1000	2016	11	03/29/2016	100603	54110	5,000.00	From Planning legal acct
Budget Transfer	217	100	1000	2016	11	03/29/2016	100600	54110	(5,000.00)	To B&CE legal account
Budget Transfer	217	100	1000	2016	11	03/29/2016	100200	54254	1,500.00	For Hosted/Hosting services

CITY OF ST. CHARLES
Budget Revision Listing

March 2016

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	217	100	1000	2016	11	03/29/2016	100200	54453	(1,500.00)	For Hosted/Hosting services
217 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:



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve a Class B Liquor License for Main Street City Pub to be located at 104 E Main Street, St. Charles

Presenter: Chief Keegan

Please check appropriate box:

X	Government Operations (4/18/16)		Government Services
	Planning & Development		City Council
	Public Hearing		Liquor Control Commission

Estimated Cost:		Budgeted:	YES		NO	
-----------------	--	-----------	-----	--	----	--

If NO, please explain how item will be funded:

Executive Summary:

This is an application request for a new Class B liquor license for Main Street City Pub to be located at 104 E Main Street, St. Charles (former Riverhouse BBQ). This will be a standard class B license requesting a 1:00 a.m. late night permit. All paper work is in order, background checks have been completed by the Police Department as well as fingerprints have been taken, and BASSET certification is complete.

At the time of the posting to this Government Operations Committee agenda, the Liquor Commission meeting is scheduled at 4:30 p.m., April 18 (same day) to process this application and to move it forward before this committee to seek approval of said application so it can go before the May 2nd City Council for final approval.

Attachments: *(please list)*

Liquor License Application (front page)
Background Check
Menu
Site Plan and Business Plan

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve a Class B liquor license for Main Street City Pub to be located at 104 E Main Street, St. Charles.

For office use only: Agenda Item Number: 4a

Date: _____

- () New Application
() Renewal Application

CITY OF ST. CHARLES

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



City Retail Liquor Dealer License Application (rev. 12/13) Non-Refundable

Ordinance 5.08.050.A1

Application must be completed in full

Incomplete applications will be rejected

Business Type: Circle one Individual Partnership Corporation Other LLC

Business Name MAIN Street City Pub Sales Tax # _____

Business Address 104 E MAIN ST St Charles IL Business Phone # _____

Contact Person PETE ZAIKOWSKI Title President Phone # _____

If Corporation, Corporate Name PDS Enterprises Bartlett LLC

Corporation Address _____

Corporate Officers, plus Manager of Establishment, Officers must include President, Vice President, Secretary and Treasurer Or Sole Proprietor

Have you had a business within the City of St. Charles under any other corporate name: Yes X No

If yes, list address of business _____

Full Name, include Middle Initial PETER ZAIKOWSKI Title President

Birth Date _____ Birthplace IL Driver's License # _____ Home Phone # _____

Home Address _____

Full Name, include Middle Initial _____ Title _____

Birth Date _____ Birthplace _____ Driver's License # _____ Home Phone # _____

Home Address _____

Full Name, include Middle Initial _____ Title _____

Birth Date _____ Birthplace _____ Driver's License # _____ Home Phone # _____

Home Address _____

Type of Establishment: () Package (X) Restaurant (X) Tavern () Hotel/Banquet/ Arcada/Q-Center () Other _____

Check as Applicable to (X) Holding Bar [5.08.010-F] (X) Service Bar [5.08.010-O] (X) Live Entertainment [5.08.010-H]
Type of Establishment: () Outside Dining [17.20.020-R]

Brief Business Plan Description based on type of establishment listed above:

The City Pub will be a unique gathering place by providing exemplary service with a simple yet unique themed menu and atmosphere that will create a sense of belonging for locals & visitors alike. Our credo is "Happy enthusiastic employees create a happy enthusiastic guest"

Initial: Liq Comm _____

Police Chief _____



Memo

Date: 4/6/2016
To: The Honorable Ray Rogina, Mayor-Liquor Commissioner
From: James Keegan, Chief of Police
Re: Background Investigation-Main Street City Pub

The purpose of this memorandum is to document and forward to your attention the results of the background investigation conducted by members of the St. Charles Police Department concerning the above mentioned establishment.

As is customary procedure, a detective was assigned this investigation and reviewed the site location/floor plans, the business plan and the corresponding application material. We found nothing of a derogatory nature that would preclude the applicant from obtaining a liquor license, subject to City Council approval.

Thank you in advance for your consideration in this matter.

PDS Enterprises Bartlett LLC/DBA Main Street City Pub, 104 E. Main Street.

Class B/Late Night Permit Request (1am).

Main Street

City Pub

Appetizers

Spinach Artichoke Dip

Potato Skins

Beer Battered Onion Straws

Chili Cheese Fries

Fried Pickles

Quesadilla

City Pub Nachos

Buffalo wings

Bavarian Pretzel sticks

Burgers

Fresh never frozen 10oz hand patted burger

City Pub Burger

Bacon Cheddar Burger

Swiss Mushroom Burger

Parmesan Burger

Jack Daniel's Burger

Blue Cheese Burger

California Burger

Texas BBQ Burger

Fiesta Burger

Philly Burger

Patty Melt

Salads

Cobb Salas

Classic Caesar

Southwest Salad

Traditional Greek

House Salad

Soups

Chef's selection

Baked French Onion

City Pub Chili

Sandwiches

Steak Sandwich

Ruben

Home Cooked Italian Beef

BBQ Roast Beef

Hot Turkey or Beef

BBQ Pulled pork

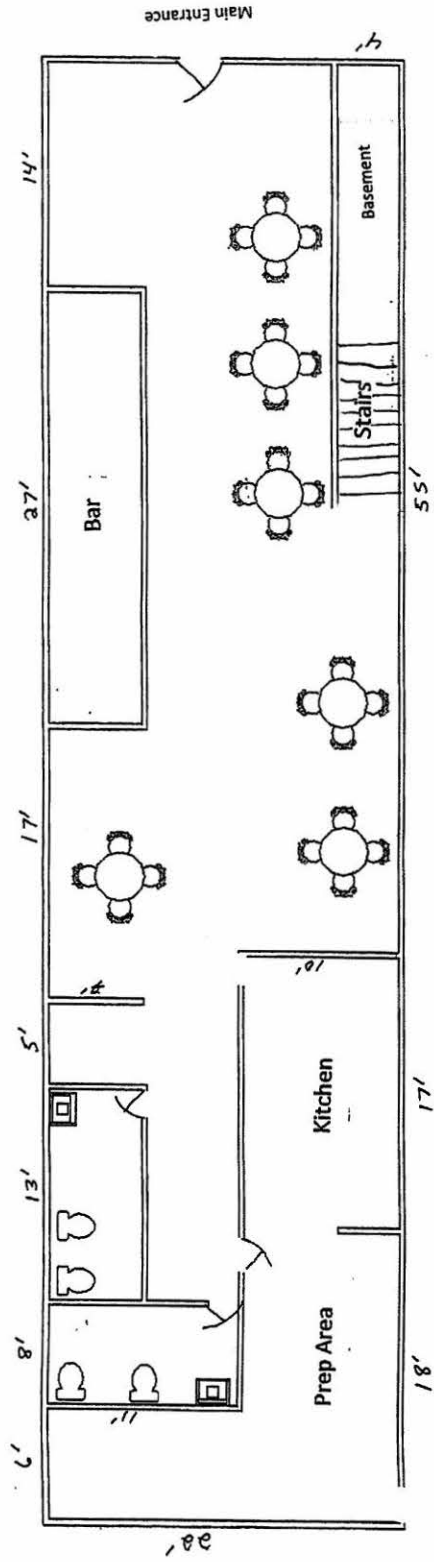
Blackened Talapia

Chicken Salad

Tuna Salad

BLT

1st Floor



Route 64 (Main Street)

**MAIN STREET
CITY PUB
BUSINESS PLAN
104 E MAIN ST
ST. CHARLES IL 60174**

**PDS ENTERPRISES BARTLETT LLC.
PETE ZAIKOWSKI
1572 KNOLL CREST
BARTLETT IL 60103
EMAIL PETERZAIKOWSKI@GMAIL.COM
PHONE 630-512-7312**

JANUARY 28TH 2016



TABLE OF CONTENTS

1.0	Executive Summary	3
1.1	Business Objectives	3
1.2	Mission Statement.....	3
1.3	Guiding Principles	4
1.4	Keys to Success	4
2.0	Company Description	4
2.1	Ownership.....	5
2.2	Legal Form.....	5
2.3	Start-Up Summary	5
2.4	Location and Facilities.....	5
3.0	Products	6
3.1	Products/Services Descriptions.....	6
3.2	Competitive Comparison	7
3.3	Product/Service Sourcing.....	7
3.4	Inventory Management.....	7
3.5	Warehousing and Fulfillment	7
4.0	Market Analysis	8
4.1	Industry Analysis	8
4.1.1	Market Size.....	8
4.1.2	Industry Participants.....	9
4.1.3	Main Competitors.....	9
4.1.4	Market Segments	9
4.2	Market Tests	10
4.3	Target Market Segment Strategy	10
4.3.1	Market Needs	10
4.3.2	Market Trends	10
4.3.3	Market Growth	10
4.4	Positioning	11
5.0	Marketing Strategy and Implementation	11
5.1	SWOT Analysis	11
5.1.1	Strengths	11
5.1.2	Weaknesses	12
5.1.3	Opportunities	12
5.1.4	Threats.....	12
5.2	Strategy Pyramid.....	12
5.3	Unique Selling Proposition (USP)	12
5.4	Competitive Edge	12
5.5	Marketing Strategy and Positioning.....	13
5.5.1	Positioning Statement.....	13
5.5.2	Pricing Strategy	13
5.5.3	Promotion and Advertising Strategy	14
5.5.4	Website.....	14
5.5.5	Marketing Programs	14
5.6	Sales Strategy.....	14
5.6.1	Sales Forecast	15
5.6.2	Sales Programs	15
5.7	Legal	15
5.8	Milestones.....	15
5.9	Exit Strategy	16
6.0	Organization and Management.....	16
6.1	Organizational Structure	16
6.2	Management Team	16
6.3	Management Team Gaps	16

6.4	Personnel Plan	16
6.5	Board of Directors	17
7.0	Financial Plan.....	17
7.1	Important Assumptions.....	17
7.2	Start-Up Costs.....	17
7.3	Source and Use of Funds	18
7.4	Break-Even Analysis	18
7.4.1	Projected Profit and Loss.....	19
7.4.2	Projected Cash Flow	19

1.0 Executive Summary

The City Pub will be a unique gathering place in the suburb of St. Charles IL. By providing exemplary service (imagine walking into a cozy environment and being warmly greeted each day with a smile), a simple, yet unique, themed menu and atmosphere will create a sense of 'belonging' for locals and visitors alike. Our credo is: "happy enthusiastic employees create a happy enthusiastic guest".

The success of the Bar is in its owners – with collectively 30+ years' experience in the restaurant and bar industry. We are committed to making this operation a successful one. We are making this building our primary residence by occupying the apartment above, by living above the bar it will allow us to give the necessary attention to the bar starting up. I am keeping my current Job with The City of West Chicago and assisting my wife with the operations. We are planning to either sell or rent our current home in Bartlett IL. Employees have been hand selected and share the same views as the owners, that is, keeping the customer happy assures repeat business.

The City Pub has plans to capitalize on the excellent location.

The City Pub is looking to purchase the property in the City of St. Charles.

The following business plan summarizes the future of The City Pub, and its future plans for growth.

The City of St. Charles is also running a Downtown Business Incentive Award

The Downtown Business award is a 50/50 matching award designed to help new businesses renovate commercial 1st floor spaces needing upgrades. They will help us renovate with up to \$25,000 award. See attached at last page

1.1 Business Objectives

The City Pub will be capitalizing on a growing market in the city of St. Charles. The bar will cater to local resident and tourists during the day, and at night, the bar will cater to local patrons coming home from work for some relaxation. The bar will provide a menu featuring gourmet burgers and a variety of comfort foods for our patrons to enjoy.

To launch the venue with a highly publicized grand opening event in the spring of 2016.

The City Pub plans to generate a profit within the first 24 months of operations and add at least 4 jobs for the community.

The bar will accomplish these goals by holding itself apart from competition as a premium relaxing experience, offering a vast selection of beer and wine, by providing gourmet burgers and flat-breads in addition to standard fare, all in a relaxing environment designed to make patrons return.

1.2 Mission Statement

The City Pub will provide a comfortable place for locals to come for a premium relaxing experience, striving to be the bar of choice for the locals in the St. Charles neighborhood and surrounding suburbs. The City Pub will be known as the “Cheers Bar” – where everybody knows your name and the business will do this by: providing a relaxed atmosphere encouraging patrons to unwind specifically targeting professionals between the ages of 30 and 65 making \$50,000 annually. The City Pub is based on the guiding principles that life is to be enjoyed and this is reflected in its vast selection of beverages, it’s delicious food offerings and the professional team members. The City Pub wants to be synonymous with country singer Toby Keith’s song *“I Love This Bar”*.

1.3 Guiding Principles

The City Pub philosophy is simple: enjoy life and treat others as you’d want to be treated. These sound principles apply to all life’s situations, both personal and professional. At The City Pub, these principles are applied to management, employees, customers and suppliers alike.

Life is to be enjoyed! The City Pub employees love their jobs and their customers! This is not only reflected in the outstanding service – it is because management personally selects and trains each employee putting them in the position that is ideally suited for them.

Integrity – In the spirit of all great bartenders, treat each customer with utmost respect and professionalism. The City Pub bartenders and wait staff are trained to act professionally in all situations. If a regular patron happens to become disorderly say after a particularly stressful day, The City Pub staff is trained to promptly and discreetly order a cab or find a friend to drive them home. No one wants to work with drunken and disorderly individuals and the patrons do not want to be known as such either.

1.4 Keys to Success

The City Pub key to success will be based on:

- Outstanding customer services – The City Pub goal is be the place “where everyone knows your name” All team members are hand selected and love what they do.
- Customer Satisfaction – By providing a quiet and relaxed environment, where friends can meet and unwind and relax.
- Provide a vast offering of specialty beer and wine offerings – catering to the public’s increased requirement for variety and sophistication in alcoholic beverages.

2.0 Company Description

The City Pub will be a locally owned neighborhood bar Owned and operated under PDS Enterprises Bartlett LLC.

The City Pub will occupy a 2,200 square foot facility located in St. Charles.

The Bar will seat 30

2.1 Ownership

PDS Enterprises Bartlett LLC.

Daniela Zaikowski 20+ experience years in management and operations of four successful bar and restaurants businesses in the Chicagoland area.

Peter Zaikowski 10+ years' experience in the restaurant and bar industry managing 2 bars for over 10 years, located in Rosemount and Schiller Park Illinois.

2.2 Legal Form

TBA

2.3 Start-Up Summary

Following is a summary of required funds to establish the business:

Tenant improvement costs will be in the form of carpentry, flooring, and painting.

Total starts costs are under \$70,000

2.4 Location and Facilities

The location was a key component for The City Pub. We specifically sought this location because the demographics aligned with their target customer.

With 2,200 square feet The City Pub is centrally located between Geneva, South Elgin, West Chicago and Campton Hills.

The Bar location specifically meets the needs of the owner's patron profile – that is professionals between the ages of 30-65 with incomes between \$30,000 to \$50,000. The following table briefly summarizes the population in the 5 and 10 mile radius:

Demographic neighboring town Geneva IL	
Population	19,515
Median Age	36
Est. Average Household Income	65,103

Demographic neighboring town South Elgin IL	
Population	16,100
Median Age	31
Est. Average Household Income	71,190

Demographic neighboring town West Chicago IL	
Population	27,086
Median Age	28
Est. Average Household Income	65,744

3.0 Products

The City Pub will have a high end the selection of the products, and will adjust to customer demand.

3.1 Products/Services Descriptions

The City Pub will offer a broad and deep variety of specialty beers and wines which will appeal to the public's ever changing and increasingly more sophisticated demands for variety in beer and wine.

Patrons desiring food will not be disappointed by the bar's food offerings either. We plan on starting with gourmet burgers and flat-breads along with weekly specials.

The kitchen will never close; patrons will always be able to have food

Competitive Comparison

Within a 2 mile radius of the subject are 3 comparable establishments:

The Office
201 E main St
St. Charles Il 60174

Pub 222
12 N 3rd St
St. Charles Il 60174

The House Pub
16 S Riverside Dr
S. Charles Il 60174

3.2 Product/Service Sourcing

The key food suppliers for the business will be Sysco Foods

Alcoholic beverages will be purchased from local distributor.

3.3 Inventory Management

The POS system will be instrumental in The City Pub success. Bartender theft and employee theft can quickly be the financial demise of any business. The POS systems will alert the owner when inventory levels are low and the bar manager when to place his order.

3.4 Warehousing and Fulfillment

N/A

3.5 Future Products/Services

The owners of The City Pub realize the customer is the key to the success of the business and will work continually to improve/enhance the patron experience. Comment cards will be available throughout the bar and management will keenly review these comments, making adjustments as needed.

4.0 Market Analysis

The City Pub will be located next to existing business with an established customer base. We will be able to capitalize on the foot traffic as well as the car traffic.

4.1 Industry Analysis

Although people still gather to socialize in bars, just as they have for hundreds of years, other factors have come into play for the industry as well. Problems with driving while intoxicated have changed patterns of people in United States. The growing concern with health and fitness toward the end of the 20th century took its toll on the bar industry. Keeping tabs on this industry requires a look at the alcoholic beverage industry as a whole--what people buy in the store doesn't differ much from what they buy in a bar. The distilled spirits industry generates around \$100 billion in U.S. economic activity annually. (Distilled Spirits Council)

The US bar and nightclub industry includes about 45,000 establishments (single-location companies and branches of multi-location companies) with combined annual revenue of about \$20 billion. No major companies dominate; varying state liquor laws complicate the ability to form large chains. The industry is highly fragmented: the 50 largest companies account for about 5 percent of revenue. (First Research)

Personal income and entertainment needs drive demand. The profitability of individual companies depends on the ability to drive traffic and develop a loyal clientele. Large companies can offer a wide variety of food, drinks, and entertainment, and have scale advantages in purchasing, financing, and marketing. Small companies can compete effectively by serving a local market, offering unique products or entertainment, or providing superior customer service. The industry is labor-intensive: average annual revenue per worker is about \$60,000. (First Research)

Major sources of revenue include beer (about 35 % of sales), distilled spirits or hard liquor (30 %), food and non-alcoholic beverages (20 %), and wine (7 %). (First Research).

4.1.1 Market Size

The US bar and nightclub industry includes about 45,000 establishments (single-location companies and branches of multi-location companies) with combined annual revenue of about \$20 billion. No major companies dominate; varying state liquor laws complicate the ability to form large chains. The industry is highly fragmented: the 50 largest companies account for about 5% of revenue. (First Research)

4.1.2 Industry Participants

There are few barriers to entry in the neighborhood bar industry, and the capital costs of starting a new neighborhood bar are low. However, competition among bars and taverns is intense due to the large number of bars in the target market. When combined with a small industry growth rate, market share gains by one bar will be at the expense of others.

Competing for the neighborhood bar are other small neighborhood bars and larger chain restaurants with full service bars. Additional competition for The City Pub is other types of bars, for example, sports bars, pubs, coffeehouses, and wine sellers. The slower economy resulted in some patrons purchasing from grocery stores, package stores and convenience stores.

4.1.3 Main Competitors

There are 3 competitors The Office, Pub222 and the House Pub

Market Segments

- Women age 30 – 65 is our target market
- Tourists and workers on their lunch hour – the bistro is located in a strip mall next to established businesses that will generate foot traffic making it an ideal location for both tourists and residence alike.
- Late night crowd seeking comfort food and libations – The City Pub will have offer a place to relax and enjoy premium gaming experience.

We the potential owners of Daniels's are targeting the following individuals for their target market:

- Household income of \$50,000
- Between the ages of 30 and 65
- Gender Demographic (75% Female, 25% Male)
- Lives within a 10 miles radius of the subject location

4.2 Market Tests

As potential owners we specifically targeted this location because of the established business in the area that would generate instant advertisement for our establishment. 'Neighborhood bar' in the suburbs – a bistro that is quaint and cozy – but also provides a great option for locals and visitors to enjoy.

While patrons can find similar Venues by traveling more than 3 to 15 miles to Fox Lake or the other side of town we believe that with the right atmosphere and attitude we can draw even their customers to Daniels's. Experienced in the business, we as potential owners listen to patrons and will create ideas based on their requests and needs.

The local distributors support this business venture as well and based on the area demographics and are anxious tap into this lucrative market.

4.3 Target Market Segment Strategy

The City Pub specifically targets individuals in the local market with incomes between \$30,000 and \$50,000 desiring a quiet neighborhood place to relax and unwind while enjoying premium relaxing experience.

This target group was selected primarily because of

- the location,
- the setting is designed to appeal to this target market and
- The current target market only has three venues comparable to the subject.
- **Market Needs**
As the manager of two bars, Daniela Zaikowski was repeatedly told by her patrons, that they are visiting this type of establishment more and more.

4.3.1 Market Trends

- Recent market trends focus increasingly on healthier lifestyles. Studies have shown that although consumers are drinking less alcohol, their tastes are becoming more discriminating.
- A greater emphasis on technology (POS) and training (“Star Servers and Bartenders”) resulting in increased productivity and earnings.
- Upgrades in improvements and interior décor – the days of the dimly lit and dark smoky bar rooms are quickly becoming a thing of the past.

The City Pub is designed to embrace these trends. The City Pub will feature a vast assortment of locally crafted and imported beer offerings. The wine selection will be somewhat smaller but just as impressive. Food offerings will consist of gourmet flat-breads along with, finely prepared daily gourmet specials. The owners will rely on POS system for orders, inventory control, accounting functions, time management and other functions. All bartenders will be hand selected and trained to cross sell appetizers or higher margin items. The City Pub interior is designed to be a comfortable, sociable and enjoyable environment.

4.3.2 Market Growth

Liquor sales and the bar industry overall is demonstrating improving trends. The following is a summary from the February 2012 U.S. Distilled Spirits Council Report:

- Volume / revenue growth at pre-recession levels.
- Revenue up 6.3% to \$20.3 billion
- Volumes up 2.9% to 196 million 9-liter cases
- Growth driven by improving economy/consumer confidence, increase in restaurant sales, stable pricing environment and product innovation
- Improved economy = return of premiumization

- Sales growth has pushed market share to 34.1% of revenue, 33.8% of volume
- Future growth dependent upon state of economy (Industry Review Distilled Spirits Council 02/2012)

4.4 Positioning

The City Pub will position itself as the Bar of choice for patrons desiring a comfortable and relaxing experience. We will appeal to suburbanites living in the area who don't care to travel more than a few minutes from home.

5.0 Marketing Strategy and Implementation

The City Pub will position itself as the bistro of choice by providing top notch service, offering a vast selection of beverages, and providing both gourmet flat-breads as well as daily market specials. The ambience and décor will be comfortable and relaxing, it will be a one of a kind experience in the suburbs. The owners and staff are constantly aware of patrons changing likes and dislikes and the bar and grille will act quickly to make changes to meet these needs.

5.1 SWOT Analysis

The following information summarizes the SWOT analysis. SWOT stands for strengths, weaknesses, opportunities and threats. A SWOT analysis is a method for strategic planning that evaluates these four elements as they relate to the business objectives.

5.1.1 Strengths

- Relatively easy entry and low capital outlay.
- Committed owners with combined 30 years industry experience.
- THE CITY PUB will be a unique one of a kind experience in its suburban location.
- Targeted, specific focus on its customers creates a memorable experience for its patrons resulting in repeat business.

5.1.2 Weaknesses

- Disorderly patrons can potentially harm both business reputations or cause collateral damage
- Employee theft can make or break a bar business. Management's exclusive use of the POS system mitigates this risk.
- Very specific target market – if the target market was broader the owners could increase market share in the segment that was the strongest.
- High turnover in bar industry – many bars are here today and gone tomorrow

5.1.3 Opportunities

- Opportunity to obtain a share of a \$16.7 million market

5.1.4 Threats

- Another new entrant could potentially hurt market share; competition is fierce

5.2 Strategy Pyramid

Strategy: Be the neighborhood bar of choice
Tactics: Provide exceptional customer service in a relaxed and inviting environment encouraging patrons to return again
Programs: Extensive and ongoing employee training. Employees will be rewarded financially for providing impeccable service with opportunities to benefit in profit sharing.
All staff are hand selected and share the same core beliefs of the owners; everyone will be trained to be keenly aware of patrons and anticipate their needs before the customer does, for example always offering to promptly show them to their table, graciously asking to hang their coats, and bring them their drinks expediently.

5.3 Unique Selling Proposition (USP)

The City Pub will be a small, casual local bar. The bar features a vast selection of hand crafted beers – both local and imported, as well as an impressive wine selection. The bar features gourmet burgers, flat-breads as well as daily specials.

5.4 Competitive Edge

The City Pub specifically caters to its target market and is truly a unique local experience. The Bar differs in its décor, its extensive beer and wine offerings, The City Pub patrons cannot get this experience in any other bar within a 5 mile radius.

5.5 Marketing Strategy and Positioning

The City Pub is located on Main St.. Traffic counts approximate 12,000 daily. In addition to its prime location, The City Pub will rely on:

- Advertising
 - Outdoor Signage
 - Grand Opening
- Word of Mouth

According to the Bob Johnson with Beverage Management Institute in Clearwater, South Carolina, the only cost-effective way to advertise a bar is word-of-mouth. "When you don't have word-of-mouth working for you, you are in serious trouble. It's not necessarily terminal. There are still ways to get some advertising and marketing out there without spending a ton of money. But anytime you reach into your own pocket to buy advertising for a bar, it's not good.

"Word-of-mouth advertising is priceless," he continues. "It means everything is right. Everything is happening. The bar is alive. Your employees love working there. They are talking and saying great things about the place, and that is passed on to your customers. The customers love being there, and they tell other customers. If you can get to that point, it's just priceless."

5.5.1 Positioning Statement

The owners have a combined 30+ year's industry experience in restaurant and bar management and fully support the operation. The City Pub will provide a vast collection of handcrafted beers and wine, and gourmet burgers and flat-breads, and will strive to be the premier bar 'where the locals go' in suburban Lake County. The City Pub will go above and beyond the call of duty making patrons come back and tell everyone they know.

5.5.2 Pricing Strategy

The City Pub pricing will be similar to the competitor's (competition based pricing) initially and management may consider lowering drink prices initially to attract initial patrons. However, near term, when The City Pub captures at least 2% of the local market, management plans to price alcohol and food to be more reflective of acquisition costs.

The menu items are moderately priced. Appetizer range from \$6-8, gourmet flat-breads wraps range from \$6-\$12 and the daily gourmet plates average \$8.00.

5.5.3 Promotion and Advertising Strategy

The City Pub primary promotion and advertising strategy will be outdoor street signage and word of mouth. Additionally the bar is planning a grand opening in summer of, 2016.

In addition, The City Pub will participate in select promotions annually. Once the bar is up and running, management will determine which nights need a boost. Historically, bars are busiest Friday and Saturday nights, with Thursdays coming in third place. The City Pub might decide to create a promotion night say on Tuesdays or Wednesday evenings. In addition, the bistro will have promotional events on holidays such as Cinco de Mayo and the 4th of July. Management anticipates profit to equate to 3X the cost of advertising the promotion. In order to maintain the high energy levels during the promotions, all prizes will be awarded at the end of the evening. That way, patrons will have to stay all night to see whether or not they've won the grand prize.

5.5.4 Website

The City Pub will have website featuring the menu items, phone number, hours of operation, events calendar and map. The website will also have links to its Facebook Page.

5.5.5 Marketing Programs

The owners of The City Pub will rely on a combination of customer feedback / sales reports captured from the POS to determine how well the bar is performing. Customer comment cards will be available tableside and guests will have the option to receive discounts on appetizers when the card is submitted. Additionally, the neighborhood market will utilize a local 'mystery shopper' company. All employees will be made aware of The City Pub commitment to customer service and this additional tool to be used to evaluate employee performance.

5.6 Sales Strategy

The patrons will be warmly greeted immediately upon entering the bar. The objective at The City Pub is to make everyone feel at home and be the place 'where everyone knows your name'. Upon finding a comfortable location either on the couch, table, patrons will be asked for their drink and food order. The City Pub truly values its employees and provides them with the very best training – and therefore the best service. Management believes that this investment in its employees ensures satisfied customers and in turn repeat business, leading to increased revenues.

The City Pub will be one of the few places that will truly make people happy. The employees will engage in a friendly conversation in hopes of building new relationships with the patrons.

At The City Pub, the staff goes above and beyond the call of duty which makes patrons come back and tell everyone they know.

5.6.1 Sales Forecast

The following table demonstrates the annual sales forecast:

Table 5.6.1 Annual Sales Forecast

Avg Sales forecast	Year 1	Year 2	Year 3
Avg Gaming	12,000	13,000	15,000
Avg Food & Drink	520,000	624,000	748,780
Year	1	2	3
Cost of sales	517,600	562,700	665,200
Total Income	14,400	74,400	98,580

Avg Food	25,550	29,400	33,600
Cost of Sales w/tax	4,817	5,337	5,908
Gross Margin	129,133	180,963	221,162

5.6.2 Sales Programs

The City Pub employees will be the primary salespeople and will participate daily in the tip pool. Employees will participate in ongoing training and be compensated for their accomplishments as well. The City Pub has a strong belief that the business only performs as well its employees.

5.7 Legal

The City Pub will obtain the following licenses: liquor liability license, food service license, sales tax license, and entertainment permit.

5.8 Milestones

The following milestones will guide The City Pub to meet its goals:

Table 5.8 Milestones

Milestone	Date
Secure mortgage	March 2016
Obtain and meet necessary licensing requirements	March 2016
Furnish restaurant and bar area	March 2016
Complete Retrofit and Build-Out	April 2016
Purchase inventory, kitchen equipment and POS system	April 2016
Interview and hire employees	April 2016
Grand Opening	May 2016
Hire accountant when revenues exceed \$500,000	Year Five

5.9 Exit Strategy

In the event that sales drop more than 20% for more than four consecutive quarters, the bistro' will have to liquidate. After employee's compensation, furniture, and equipment will be sold at auction to repay lenders.

6.0 Organization and Management

The following information provides the organizational components germane to The City Pub.

6.1 Organizational Structure

The City Pub will be owned by PDS Enterprises Bartlett LLC.

General duties will include review of daily operations, inventory control, employee training, employee hiring and firing, ordering supplies, and routine maintenance and upkeep of the bar, equipment and facilities management.

The owners will also hire bartenders.

All full time employees will be compensated with benefits including health insurance and education and training.

6.2 Management Team

Daniela Zaikowski, with over 20 years' experience helped establish two neighborhood-based, independently owned bar and restaurants. These gathering places showcase fine wines with exemplary food offerings.

Peter Zaikowski has over two decades of experience in management, project development, and marketing providing the foundation for his business operations, including site selection,

6.3 Management Team Gaps

Until The City Pub reaches \$500,000 in annual revenues, they will utilize a part time bookkeeper to assist in payroll and income tax preparation (Reference legal and accounting line item on income statement).

6.4 Personnel Plan

The following chart shows employee salaries over the next three year period:

Table 6.4 Personnel Plan

Position	Year 1	Year 2	Year 3
Staff	70,000	80,000	90,000
owner	20,800	20,800	41,600
Total Personnel Cost	90,800	108,800	113,600

*While the salaries appear low, these employees all benefit from the daily tip pool. Average take home pay is \$24,000 and compares favorably with industry peers.

6.5 Board of Directors

N/A

7.0 Financial Plan

The financial plan will cover the following:

- Required Cost of Start-Up
- Profit and Loss
- Cash Flow
- Balance Sheet
- Financial Ratios

7.1 Important Assumptions

- All 5 employees will be hired from day one of operations (the analysis does not assume employee growth during the initial two years of operations)
- Zero growth in employees' salaries over the first two years, then after initial two years, employees' salaries will be re-evaluated.
- Management salaries remain constant as well - \$1,733 monthly over the initial two years of operations
- Average drink sales price: \$3.25
- Average appetizer sales price: \$5.00
- Average meal sales price: \$7.00

7.2 Start-Up Costs

Following is a summary of required funds to establish the business:

Tenant improvement costs will be in the form of carpentry, flooring, painting.

Kitchen and equipment

Table 7.2 Start-Up Costs

Startup Expenses	Amount
Insurance	4,200
Beginning Inventory	4,500
Utility Deposit	150
Licenses	2,300
Other initial costs	53,850
Total startup expenses	70,000

7.3 Source and Use of Funds

Table 7.3 Source and Use of Funds

Source and use of Funds	
Owner Injection	45,000
City Award Program	25,000
Total source of Funds	70,000
Use of funds	
Property improvements and build out	70,000

7.4 Break-Even Analysis

Total fixed costs are estimated to be \$94,150. The variable cost (overhead) is estimated to be \$4.25 per unit. Units are assumed to be: the combined average of: the average drink, the average appetizer, and the average meal. Based on the assumption of \$12.00 as the average sales price per unit, plus the average use of video gaming of 40.00 the breakeven revenue then is 2,241 units. Or 6 units per day

7.4.1 Projected Profit and Loss

The City Pub estimated profit and loss for the initial three years of operations is reflected below:

Table 7.5.2 Pro Forma Profit and Loss

7.4.2 Projected Cash Flow

The statement of cash flow shows the incoming and outgoing cash of the business.

Avg Sales forecast	Year1	Year2	Year3
Avg Drink	\$208,000.00	\$249,600.00	\$299,500.00
Avg Food	\$312,000.00	\$374,400.00	\$449,280.00
Gaming	\$12,000.00	\$13,000.00	\$15,000.00
Total Income	\$532,000.00	\$637,000.00	\$763,780.00
Cost of sales			
Avg Drink	\$104,000.00	\$124,000.00	\$148,000.00
Avg Food	\$218,400.00	\$262,000.00	\$314,500.00
Taxes			
Total Cost	\$322,400.00	\$386,000.00	\$462,500.00
Gross Margin	\$209,600.00	\$251,000.00	\$301,280.00
Expenses			
Owners			
Compensation	\$20,000.00	\$20,000.00	\$25,000.00
Salaries	\$70,000.00	\$80,000.00	\$90,000.00
Advertising	\$3,000.00	\$3,000.00	\$5,000.00
Insurance	\$4,000.00	\$4,000.00	\$4,000.00
Legal	\$1,000.00	\$1,000.00	\$1,000.00
Accounting	\$3,200.00	\$3,200.00	\$3,200.00
Office expense	\$2,000.00	\$2,000.00	\$2,000.00
Repairs	\$5,000.00	\$5,000.00	\$10,000.00
Telephone	\$500.00	\$500.00	\$500.00
Internet	\$3,000.00	\$3,000.00	\$3,000.00
Charities (Local)	\$3,000.00	\$3,000.00	\$3,000.00
Mortgage	\$36,000.00	\$36,000.00	\$36,000.00
Marketing	\$2,000.00	\$2,000.00	\$4,000.00
Utilities	\$12,000.00	\$12,000.00	\$14,000.00
Liquor license	\$2,000.00	\$2,000.00	\$2,000.00
Total expenses	\$166,700.00	\$176,700.00	\$202,700.00
Net Profit	\$42,900.00	\$74,300.00	\$98,580.00

1st Year Projections by Month

Main Street City Pub

Month	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Total Sales													
Net Sales	44333	44333	44333	44333	44333	44333	44333	44333	44333	44333	44333	44337	532000
Cost of Goods Sold	26866	26866	26866	26866	26866	26866	26866	26866	26866	26866	26866	26874	322400
Gross profit	17467	17467	17467	17467	17467	17467	17467	17467	17467	17467	17467	17463	209600
Owner/Compensation	1666	1666	1666	1666	1666	1666	1666	1666	1666	1666	1666	1674	20000
Employee Wages	4083	4083	4083	4083	4083	4083	4083	4083	4083	4083	4083	4087	49000
payroll Taxes	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	1750	21000
Rent	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	3000	36000
Repairs/ maint	416	416	416	416	416	416	416	416	416	416	416	424	5000
Accounting/Legal	265	265	265	265	265	265	265	265	265	265	265	1285	4200
Advertising	250	250	250	250	250	250	250	250	250	250	250	250	3000
Dues and subscriptions	250	250	250	250	250	250	250	250	250	250	250	250	3000
Insurance	333	333	333	333	333	333	333	333	333	333	333	337	4000
Utilities	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12000
Supplies	166	166	166	166	166	166	166	166	166	166	166	174	2000
Telephone	42	42	42	42	42	42	42	42	42	42	40	40	500
License	166	166	166	166	166	166	166	166	166	166	166	174	2000
Marketing	166	166	166	166	166	166	166	166	166	166	166	174	2000
Charities												3000	3000
Total Operating Exp	13553	13553	13553	13553	13553	13553	13553	13553	13553	13553	13551	17619	166700
Operating Profit	3914	3914	3914	3914	3914	3914	3914	3914	3914	3914	3916	-156	42900
Befote tax													
Income Taxes	1369.9	1369.9	1370	1370	1370	1370	1370	1370	1369.9	1369.9	1370.6	-54.6	15015
assume 35%													
Net profit	2544.1	2544.1	2544	2544	2544	2544	2544	2544	2544.1	2544.1	2545.4	-101.4	27885

Table 7.5.2 Pro Forma Cash Flow

Pro Forma cash Flow	Year 1	Year 2	Year 3
Beginning Cash Balance	0.00	14,100	212,700
Cash Flows			
Income from sales	209,600	251,000	201,280
Accounts Receivables			
Total Inflows			
Total cash outflows	195,500	176,700	202,700
	14,100	88,400	186,980

Facade Improvement Grants

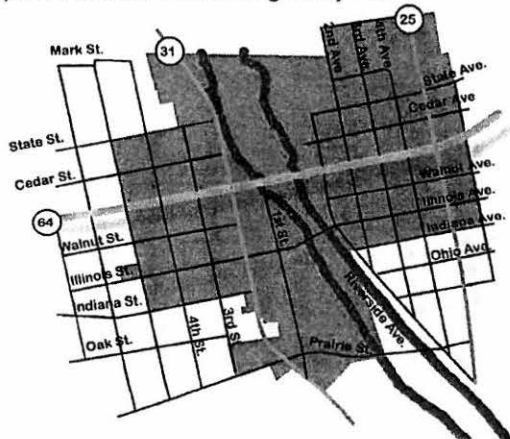
Purpose:

The Façade Improvement Program is a 50/50 matching grant program to encourage the rehabilitation and restoration of downtown building facades.

Program Details: (See program description for complete details)

- A 50/50 matching grant up to \$10,000 per façade for all qualifying facades .
- The Historic Preservation Commission can provide design guidance to meet the architectural standards.
- Grants require a recommendation by the Historic Preservation Commission and approval of the grant agreement by the City Council.
- Properties must be located within the Downtown Special Service Area 1B and the building must be used for commercial purposes.
- Acceptance of applications begins in February for funding year beginning May 1.

Map of Façade Grant Eligibility Area



Corridor Improvement Grants

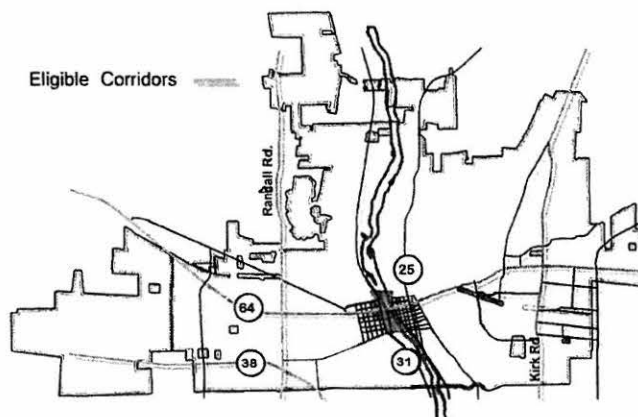
Purpose:

The Corridor Improvement Program is a 50/50 matching grant program to encourage the beautification of St. Charles' highly visible corridors.

Program Details: (See program description for complete details)

- A 50/50 matching grant for landscape improvements.
- The Corridor Commission can provide design guidance.
- Grants require a recommendation by the Corridor Improvement Commission and approval of the grant agreement by the City Council.
- Properties must be located along Main St., Randall Road, Kirk Rd., Rt. 38 or in Special Service Area 1B.

Map of CIC Grant Eligibility Areas



Downtown Business Incentive Award

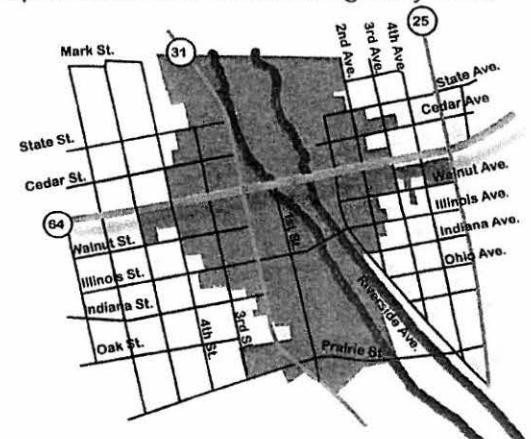
Purpose:

The Downtown Business award is a 50/50 matching award designed to help both existing and new businesses renovate commercial 1st floor spaces in need of building upgrades. The maximum award is up to \$25,000.

Program Details: (See program description for complete details)

- A 50/50 matching for permanent structural, plumbing, electrical, mechanical, and life safety upgrades (fire sprinklers, alarms, etc.). No cosmetic improvements.
- Awards of up to \$10,000 are approved by Staff.
- Awards over \$10,000 up to 25,000 require City Council approval.
- Properties must be located in Special Service Area 1B and the business must be on the 1st/ground floor.
- Limited to specific retail and service uses (please see program description for more information).

Map of Downtown Award Eligibility Area



 ST. CHARLES SINCE 1834		AGENDA ITEM EXECUTIVE SUMMARY						
		Title:	Recommendation to Approve a Resolution to Approve the Intergovernmental Agreement with the County of Kane for Animal Control Services					
		Presenter:	Chief Keegan, Police Department					
Please check appropriate box:								
X	Government Operations 04/18/16				Government Services			
	Planning & Development				City Council			
	Public Hearing							
Estimated Cost:		N/A		Budgeted:	YES	X	NO	
If NO, please explain how item will be funded:								
Executive Summary:								
<p>The Kane County Board approved a new one-year contract for animal control services. The contract has a provision for two one-year renewal periods. The contract was negotiated by Metro West. The fee schedule has a reduction in prices for the pickup of animals during the daytime (7:00 am – 8:00 pm). The contract adds a new fee for after-hours pickup to help cover the cost of overtime for Animal Control. All other provisions remain the same. In addition, a letter will be sent to Kane County confirming the City's desire to renew this contract for one more year.</p> <p>The City budgets for this expense through the police department. In 2015, the City used this service six times.</p>								
Attachments: <i>(please list)</i>								
Resolution Contract Fee Schedule								
Recommendation / Suggested Action <i>(briefly explain):</i>								
Recommendation to approve a Resolution to Approve the Intergovernmental Agreement with the County of Kane for Animal Control Services for One Year.								
For office use only:		Agenda Item Number: 4b						

City of St. Charles, Illinois
Resolution No. _____

**A Resolution to Execute an Intergovernmental Agreement for One Year with
the County of Kane for Animal Control Services**

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

WHEREAS, this Agreement allows the City to extend said contract term from May 1, 2016 through April 30, 2017 with the option of two additional one year extensions, and;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor is authorized to execute an agreement for Animal Control Services with the County of Kane triggering the extension of the Agreement pursuant to Section 8 of the Agreement.

This resolution shall be in full force and effect from and after its approval as provided by law.

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

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

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

Raymond Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

AGREEMENT FOR ANIMAL CONTROL SERVICES

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into this ____ day of ____, 2016 by and between the **COUNTY OF KANE**, a body politic and corporate, and the City of St. Charles, an Illinois municipal corporation.

WHEREAS, the County of Kane ("Kane County") is a body politic and corporate duly organized and existing under the Constitution and laws of the State of Illinois; and

WHEREAS, the City of St. Charles ("Municipality") is an Illinois municipal corporation; and

WHEREAS, Kane County pursuant to the Animal Control Act, 510 ILCS 5/1 et seq. (the "Act") has certain rights, duties and obligations with respect to rabies control and registration of dogs and cats on a county-wide basis, and also has primary responsibility for animal control activities within unincorporated Kane County; and

WHEREAS, the Municipality has the right, but not the obligation to control animal activities in its corporate limits, and has historically taken the primary responsibility for animal control activities within its corporate limits and desires to contract with the County to discharge these responsibilities; and

WHEREAS, pursuant to Kane County Board Ordinance 07-254, passed July 10, 2007, Kane County is ready, willing and able to contract with the municipalities of Kane County to provide them with animal control services, including but not limited to pick-up of animals running at large, sick or injured dogs and small, wild mammals such as skunks, raccoons, and bats and providing housing and adoption services for animals in its custody to the best of its ability at Kane County Animal Control, located at 4060 Keslinger Road, Geneva, IL, (the "Facility") the Kane County ; and

WHEREAS, the parties have a mutual interest in long term planning for animal control services in Kane County;; and

WHEREAS, pursuant to Article VII Section 10 of the Constitution of the State of Illinois and Section 3 of the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/3, units of local government are authorized and empowered to enter into agreements to obtain and share services and to exercise jointly or transfer any powers or functions not prohibited by law; and

WHEREAS, the Chairman of the Kane County Board has heretofore been authorized pursuant to Resolution _____ to enter into an intergovernmental agreement with the Municipality as herein provided;

NOW, THEREFORE the COUNTY OF KANE and the City of St. Charles do hereby agree as follows:

Section 1. Incorporation of Recitals. The facts and statements contained in the preamble to this Agreement are hereby incorporated herein as if fully set forth.

Section 2. Pickup Service Provided. The Kane County Animal Control Department will provide pickup service for stray dogs found within the limits of the Municipality, and for pickup of animals from locations where a forcible entry and detainer action results in an eviction conducted by the Kane County Sheriff, and shall transport them to the Facility or another County designated animal shelter for a service fee to be paid to the County as provided in Section 5-49(a) of the Kane County Code.

Section 3. Complaint Calls – Response. The Kane County Animal Control Department will respond to complaint calls, as provided in Section 5-49(a) of the Kane County Code, from the Municipality's police department (or appropriate Municipal officials if no police department exists), for barking dogs, dogs running at large and sick or injured wildlife outside of a building or structure within the limits of the Municipality and shall transport them to the Facility or another County designated animal shelter. The service fee to be paid to the County shall be that shown on Exhibit A. Should the Kane County Animal Control Department face unexpected budgeting concerns rendering the services described herein impossible to provide at the fees described herein, upon formal written notice by the Kane County Animal Control Administrator, the parties may renegotiate the financial terms of this Agreement. If the parties are unable to reach an agreement as to such renegotiation, any party may cancel this Agreement upon 30 days' written notice.

Section 4. Vicious or Dangerous Dogs. The Kane County Animal Control Department shall cooperate with the police department of the Municipality in responding to complaints relating to vicious or dangerous dogs. All complaints and proceedings shall be handled as provided in Sections 15 and 15.2 of the Act.

Section 5. Invoices for Services. Kane County shall invoice the Municipality for services provided at the end of each month and the Municipality shall remit payment to Kane County in full within thirty (30) days. The County invoice shall, at a minimum, specify the dates of service, particulars regarding the animal serviced and the types of services rendered. The County shall retain the right to limit, suspend, or terminate services to the Municipality if it shall omit to pay any fees within sixty (60) days of receipt of the County's invoice therefore. All fees for services shall be deposited by the County as set forth in Resolution 06-330.

Section 6. Termination of prior Agreements; Waiver of Fees. Upon the effective date of this Agreement, any and all prior agreements between Kane County and the Municipality are hereby terminated and abrogated.

Section 7. Fees and Charges to Individual Owners. Nothing in this Agreement shall be construed to limit the right of Kane County or the municipality to increase or impose any fees or charges to individual owners as permitted or provided by law.

Section 8. Effective Date; Termination. This Agreement shall commence upon the affixing of the last signature of any officer required to sign this Agreement, which date shall be deemed the "Effective Date." This Agreement shall remain in full force and in effect until April 30, 2017 with two one-year renewal options. The Municipality shall notify the county in writing, not less than 60 days prior to the expiration date, of its intent to exercise each renewal option.

Section 9. Additional Agreement. The Parties agree to meet to work towards a long term solution to the regional issues of animal control. To that end, the County will assist the Municipality cooperatively with Metro West to participate in developing a plan to meet specific anticipated demand for animal control services due to municipal growth. Failure by the Municipality to participate in good faith in said meetings shall be a breach of the terms of this agreement by the Municipality.

Section 10. Service Provision Subject to Shelter Capacity.

The County shall reserve 30% of the animal shelter capacity for the exclusive use of the County for provision of services to residents of unincorporated Kane County and for its use for provision of County-wide animal bite investigation services. If, at any time, in the opinion of the Kane County Animal Control Administrator, animals in the shelter from the Municipality and other municipal contract-holders constitute more than 60% but less than 70% of total shelter capacity, the Administrator shall notify the Municipality as provided for in Section 12 of this Agreement. If, at that time, in the opinion of the Kane County Animal Control Administrator, animals in the shelter from the Municipality and other municipal contract-holders has reached 70% of the total shelter capacity, the Administrator shall notify the Municipality that Animal Control services for new additional animals are being suspended and for what time period they shall be suspended to the Municipality and to all other municipal contract-holders. In the event of service suspension, the County shall work with the Municipality to identify and obtain animal control services from other service providers in the geographic area, but it shall be the sole responsibility of the Municipality to secure such services for its residents during the service suspension period, and the County shall have no obligation, responsibility or liability to the Municipality for animal control services except as provided by other applicable law. Animal Control services shall be reinstated when the Animal Control Administrator determines that the unused shelter capacity has exceeded 30% for two consecutive weeks.

Section 11. Indemnification. The Municipality shall indemnify, defend and hold harmless Kane County and its officers, agents and employees of and from any and all claims, demands, suits at law or in equity, of any kind and manner, which in any way occur or arise in connection with Kane County's services or facilities provided pursuant to this Agreement, except as to claims of negligence, intentional, willful or wanton acts committed by the County and its officers agents and employees and/or to the extent prohibited by law or public policy. In the event of a claim being made by the County under this Section, the County shall be entitled to be defended by counsel of its own choosing, and the Municipality shall pay any reasonable attorneys' fees and expenses incurred by the County in connection therewith.

Section 12 Notices. Any notices permitted or required to be given under this Agreement shall be deemed given if sent by certified mail, return receipt requested, or by personal delivery to the person to who it is addressed, to the following:

If to Kane County:

County of Kane

Kane County Government Center

719 South Batavia Avenue - Building A - 2nd Floor

Geneva, IL 60134

Attention: County Board Chairman

With a copy to:

Animal Control Administrator

County of Kane

4060 Keslinger

Geneva, IL 60134

With a copy to:

States Attorney, Chief of the Civil Division

100 South Third Street, 4th Floor

Geneva, IL 60134

If to the Municipality:

City of St. Charles

2 E. Main Street

St. Charles, IL 60174

Attention: Chief Keegan

until notice of change of address is given in the manner provided. Notice by fax transmission or email communication shall not be sufficient unless required by an applicable statute.

Section 13 Severability. If any provision, clause or section of this Agreement shall be ruled or held invalid by any Court of competent jurisdiction, then and in such event such finding of invalidity shall not affect the remaining provisions of this Agreement which can be given effect without such invalid provisions and to that end to provisions of this Agreement are Severable.

Section 14 Entire Agreement of the Parties. This Agreement, and any ordinances or resolutions incorporated herein by reference or by operation of law constitutes the entire agreement of the parties and no modifications by course of conduct or oral agreement shall be valid unless reduced to writing and duly adopted by the Kane County Board and the Municipality.

Section 15. Binding Effect; Successors' Assignment. This Agreement shall be binding upon the respective parties hereto, and their lawful successors in interest, except that Kane County shall not assign performance of this Agreement to another unit of local government without the written consent of the Municipality.

WHEREFORE, the parties have caused this Agreement to be signed as of the date and year first above written.

COUNTY OF KANE

By: _____
Christopher Lauzen
County Board Chairman

ATTEST: _____
John A. Cunningham
Kane County Clerk


CITY OF ST. CHARLES

By: _____
Mayor

ATTEST: _____
City Clerk

Exhibit A - Kane County Fee Schedule for Municipalities

Service	Fee
Pick up per animal (7:00am - 7:59pm)	\$20.00
Pick up charge group of small animals, evictions only	\$25.00
Boarding per animal/per day/Maximum charge \$70	\$10.00
Vaccination for distemper per animal	\$10.00
Euthanasia per dog/cat animal ≤ 30 pounds	\$30.00
Euthanasia per dog/cat animal > 30 pounds	\$50.00
Rabies observation (includes euthanasia fee) ≤ 30 pounds	\$150.00
Rabies observation (includes euthanasia fee) > 30 pounds	\$175.00
Specimen pick up	\$30.00
Specimen prep	\$50.00
Eviction cost comprise of pickup charges and boarding	\$90.00
After Hours Pick up (8:00pm - 6:59am)	\$150.00
Average cost per animal impounded	\$100.00

		AGENDA ITEM EXECUTIVE SUMMARY						
		Title:	Recommendation to Approve a Resolution for the Contract and Lease Agreement with Association for Individual Development (AID) for One Year					
		Presenter:	Chief Keegan					
Please check appropriate box:								
<input checked="" type="checkbox"/>	Government Operations (04/18/16)			<input type="checkbox"/>	Government Services			
<input type="checkbox"/>	Planning & Development			<input type="checkbox"/>	City Council			
<input type="checkbox"/>	Public Hearing			<input type="checkbox"/>				
Estimated Cost:	N/A			Budgeted:	YES	<input checked="" type="checkbox"/> X	NO	
If NO, please explain how item will be funded:								
Executive Summary:								
<p>The Police Department is seeking to bring a social worker into the day-to-day operations and have office hours within the police operations; 20 hours per week. This would develop stronger relationships within the community and enhance rapport with officers and staff alike to enhance operational effectiveness.</p> <p>Association for Individual Development (AID) offers a multitude of programs and support. The program the Police Department will partner with AID is the Victims Services Program; in addition to having a counselor housed at the Department 20 hours per week; a one-year contract is what the Police Department is proposing with the contract dates effective May 1, 2016 through April 20, 2017.</p> <p>The City budgets for this expense through the police department's annual operating budget. It is anticipated that half of this expense will be funded via the Mental Health Board which will be announced in August 2016. This contract will continue the present 24/7 on-call services AID offers and the availability of other City departments to use the services for residents in need.</p>								
Attachments: (please list)								
Resolution Contract for Lease Contract for Services Cover Letter Exhibit 1 – Map Exhibit 2 – Listing of required equipment/supplies								
Recommendation / Suggested Action (briefly explain):								
Recommendation to approve a Resolution for the Contract and Lease Agreement with Association for Individual Development (AID) for One Year.								
For office use only:		Agenda Item Number: 4c						

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

**A Resolution Authorizing the Mayor and City Clerk
of the City of St. Charles to Execute a Contract and
Lease Agreement with Association for Individual Development (AID)
for One Year Beginning May 1, 2016 – April 20, 2017**

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

BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk be and the same are hereby authorized to execute a Contract and Lease Agreement with Association for Individual Development (AID) for One Year Beginning May 1, 2016 – April 20, 2017 in substantially the form attached hereto and incorporated herein as Exhibit “A”, by and on behalf of the City of St. Charles.

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

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

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

Mayor Raymond P. Rogina

ATTEST:: _____
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Abstain:

Absent:

LICENSE AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of May 2016, by and between the City of St. Charles, Kane and DuPage Counties, Illinois, an Illinois municipal corporation (the "Licensor" or "City"), AND THE Association for Individual Development (A.I.D.), an Illinois not-for-profit corporation (the "Licensee");

WITNESSETH

WHEREAS, the Licensor is the owner of the St. Charles Police Station located at 211 North Riverside, St. Charles, Illinois (the "Property"); and,

WHEREAS, THERE IS CERTAIN VACANT OFFICE SPACE LOCATED ON THE Property that the Licensor does not currently utilize, as more specifically described on Exhibit "A" attached hereto and incorporated herein as ("Office Space"), as well as certain office equipment that the City does not currently utilize, as listed on Exhibit "B" attached hereto and incorporated herein ("Equipment"); and,

WHEREAS, the Licensee was organized for the purpose of responding to the psychological and emotional needs of those in need. This is achieved through crisis intervention, counseling, advocacy, education, information, and referral for victims of fire related events or incidents responded to by the City of St Charles' Police Department.

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

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

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

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

Section 2. Grant. Licensor agrees to grant, and does hereby grant, to Licensee, a license to use the Office Space and Equipment for the term of this Agreement for the purpose of conducting its activities as contemplated by its Articles of Incorporation.

Section 3. Exclusive Grant. The privilege granted herein is exclusive; provided, however, that Licensor reserves the right at any time to enter upon the Office Space.

Section 4. Liens. Licensee, its officers, agents, contractors, volunteers and/or employees, shall not suffer to permit any mechanic's lien, judgment lien or other lien of any nature whatsoever to attach or be against the Property, the Office Space, or the Equipment of any portion thereof. Should any such lien be filed, the Licensor shall have the right to contest same.

Section 5. Condition and Upkeep. Licensee has examined and knows the condition of the Office Space and Equipment and has received the same in good order and repair, and acknowledges that no representations as to the condition and repair thereof have been made by Licensor prior to all the execution of this Agreement that are not herein expressed; Licensee will keep the Office Space and Equipment in good repair, normal wear and tear excepted; and upon the termination of this Agreement, in any way, will yield up the Office Space and Equipment to Licensor, in good condition and repair, ordinary wear excepted and will deliver the keys therefor at the Property.

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

Section 6. Access. Licensee, its officers, contractors, agents, volunteers and/or employees, shall at all times have the right of access to the Office Space and such other areas of the Property as are necessary to access the Office Space. The Licensee, its officers, contractors, agents, volunteers and/or employees shall also have access to other areas of the Property as follows: (a) conference and meeting rooms shall be available during normal business hours provided that said rooms are not in use by, or needed by, the City, and (b) use of conference and meeting rooms during non-business hours shall be available on the same basis as the City makes such rooms available to other non-City users, by scheduling in advance and pursuant to the City's policy.

Section 7. Assignment. Licensee shall not assign or otherwise transfer its right in whole or in part under this Agreement without the express written consent of Licensor.

Section 8. Insurance. Licensee shall procure and maintain at its sole and exclusive expense, comprehensive personal injury, workman's compensation and property damage insurance in such amounts as Licensee deems necessary and Licensor deems satisfactory to adequately cover all operation under the exercise of the privileges herein granted. Evidence of insurance shall be provided by Licensee to Licensor.

Section 9. Hold Harmless and Indemnification. Licensee hereby indemnifies, releases and holds Licensor harmless, and agrees to defend Licensor from any and all liability, causes of action, suits, damages or demands of whatever nature arising out of the conduct of Licensee, its officers, contractors, agents, volunteers and/or employees under the exercise of the privileges herein granted. This indemnity is intended as a full and complete general indemnity and shall

include Licensee's responsibility for any attorney's fees incurred by Licensor in defense of any claims or actions brought by third parties against Licensor as a result of the privileges granted to Licensee herein.

Licensor hereby indemnifies releases and holds licensee harmless, and agrees to defend Licensee from any and all liability, causes of action, suits damages or demands of whatever nature arising out of the conduct of Licensor, its officers, agents and/or employees regarding the License Area. This indemnity is intended as a full and complete general indemnity and shall include Licensor's responsibility for any attorney's fees incurred by Licensee in defense of any claims or actions brought by third parties against Licensee as a result of the privileges granted to Licensor herein.

Section 10. Financial Responsibility/No Third-Party Beneficiaries. Licensor shall have no financial responsibility or obligation to Licensee or any third party as a result of Licensor's granting the privileges described herein to Licensee. This Agreement creates no rights, title or interest in any person or entity whatsoever (whether under a third party beneficiary theory or otherwise) other than the Licensee and the Licensor.

Section 11. No Lease or Easement. Licensee expressly acknowledges that nothing herein is intended to create a corporal or possessory interest of Licensee and, accordingly, this Agreement shall not be construed as a lease, easement or any other interest running with the land. Neither this Agreement nor any summary or memorandum thereof shall be recorded with any public authority.

Section 12. Relationship of the Parties. Under no circumstances shall this Agreement be construed to create a relationship of agency, partnership, joint venture, or employment between the Licensor and the Licensee.

Section 13. Term. Unless otherwise terminated pursuant to Section 14, this Agreement shall remain in effect until the contract expiration; provided, however, upon mutual agreement of the parties hereto.

Section 14. Termination. If the Licensee breaches any of the provisions of this Agreement, or abandons or vacates the Office Space, the Licensor may declare this Agreement terminated upon thirty (30) days written notice to the Licensee. In addition, the Licensor may, for any reason and in its sole discretion, declare this Agreement terminated upon one hundred twenty (120) days written notice to the Licensee.

Section 15. Damage and Destruction. Licensor and its officers, contractors, agents and/or employees shall not be liable or responsible to Licensee for any loss or damage to any property or person occasioned by theft, fire, act of God, public enemy, injunction, riot, strike, insurrection, war, or court order, or for any damage or inconvenience which may arise from this Agreement.

Licensor and its officers, contractors, agents and/or employees shall not be liable for any damage occasioned by failure to keep the Office Space or Equipment in good repair, nor for any

damage done or occasioned by or from plumbing, electricity, gas, water, sprinkler, steam or other pipes or sewerage of the bursting, leaking or running of any pipes, tank or plumbing fixtures, in, above, upon or about Property or Office Space nor for any damage occasioned by water, snow or ice being upon or coming through the roof, windows or otherwise.

Section 16. Miscellaneous. This Agreement sets forth the entire understanding of the parties, and may only be amended, modified or terminated by a written instrument signed by the parties unless herein otherwise provided. Either party's waiver of any breach of failure to enforce any of the terms or conditions of the Agreement, at any time, shall not in any way affect, limit or waive that party's right thereafter to enforce or compel strict compliance with every term and condition hereof.

Section 17. Effective Date. This Agreement shall become effective upon execution by both parties hereto.

Section 18. Governing Law. This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.

Section 19. Notices. All notices hereunder shall be in writing and must be served either personally or by registered or certified mail to:

A. Licensor at:

Association for Individual Development (A.I.D.)
309 New Indian Trail Court
Aurora, IL 60506
Attn: President

B. Licensee at:

City of St. Charles
2 E. Main Street
St. Charles, Illinois 60174
Attn: City Administrator

C. To such other person or place with either party hereto by its written notice shall designate for notice to it from the other party hereto.

Section 20. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

[SIGNATURE PAGE FOLLOWS]

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

CITY OF ST. CHARLES

By: _____
Mayor

ATTEST:

City Clerk

Association for Individual Development (A.I.D.)

By: _____

ATTEST:

**Victims Services
Contract for Program Operation
By and Between the City of St Charles Police Department and the
Association for Individual Development (A.I.D.)**

.01 Statement of Purpose:

A.I.D.'s Victims Services Program employees will respond to victim's psychological and emotional needs. This is achieved through crisis intervention, counseling, advocacy, education, information, and referral for victims of fire related events or incidents responded to by the City of St Charles' Police Department. In addition to these primary responsibilities, the program provides assistance to police personnel following traumatic incidents by providing critical incident stress debriefings when requested. The overall mission is to positively impact the quality of life for the citizens of St. Charles by assisting victims/survivors, families/neighborhoods and City employees.

.02 Organization and Staffing:

The program evaluation will be done quarterly to ensure it is organized in such a way that it meets the changing needs of the St Charles community. This evaluation may result in changes, over time, to redistribute resources to optimally address contemporary issues and conditions. A.I.D. shall give St Charles reasonable notice prior to major redistribution of resources and the program shall not be terminated prior to the conclusion of the services period, April 30, 2017, without thirty (30) days written notice communicated between the parties. Should this occur, billing and invoicing will be calculated and settled accordingly.

The Association for Individual Development (A.I.D.) will be in charge of, and responsible for, all staff. It is also the responsibility of A.I.D. to ensure the program is staffed to adequately handle the needs in the St. Charles community. In addition, beginning May 1, 2016, AID will provide an "on-site" Victims Services Case Manager for 15-20 hours per week. This Case Manager will optimally be the same individual and will be allowed to use the office space outside of the scheduled hours.

.03 Utilization and Deployment:

A.I.D.'s Victims Services Program will respond to requests for assistance from SCPD. There shall be no limit to the number of requests. Types of assistance shall include, but are not limited to: on-scene crisis stabilization counseling, case management, follow-up services, linkage and referral to community resources, and critical incident mental health response. In addition, the division provides training and presentations to volunteers, police personnel and other internal and external organizations as requested.

.04 Goals and Objectives:

Program goals and performance measures are the responsibility of A.I.D. and are tallied on a quarterly basis. Periodic reports indicating progress are available by contacting the Program Director and will be made to the City of St Charles Police Department as required. A.I.D. program representatives will meet at least annually, upon request, with Police staff in order to discuss and evaluate the program.

.05 Indemnification:

To the fullest extent permitted by law, A.I.D shall indemnify, defend and hold St. Charles, its employees and agents, harmless from and against all demands, claims, suits, liabilities and costs including reasonable attorney's fees and litigation costs caused by or arising out of the negligent acts, errors or omissions, or willful misconduct of A.I.D., its

employees, agents or subcontractors except to the extent, if any, that any such Claims results from the negligent acts, errors or omissions, or willful misconduct of St. Charles, its employees or agents.

.06 Insurance and Limitation of Liability.

A.I.D. shall maintain insurance coverage as set forth below:

Worker's Compensation - Statutory
Employer's Liability - \$1,000,000 per person/\$1,000,000 per disease/\$1,000,000 aggregate
General Liability - \$1,000,000 per Occurrence/\$2,000,000 Aggregate
Automotive Liability - \$1,000,000
Professional Liability - \$1,000,000
Umbrella-\$2,000,000 excess of Employer's Liability, General Liability, Auto Liability and Professional Liability

Upon request, A.I.D. shall furnish copies of insurance certificates showing insurance coverage on its behalf in the amounts as set forth above, and further, showing that St. Charles is an additional insured on said policies. Said insurance coverage shall remain in full force and effect during the term of this Agreement.

In consideration for the services to be provided, the City of St. Charles Police Department shall pay the Association for Individual Development the sum of \$30,000.00-\$15,000 to be invoiced in May 2016, the remainder in October 2016. Services shall begin May 1, 2016 and conclude on April 30, 2017.

Approval: _____ Date: _____
Executive Director, Association for Individual Development

Approval: _____ Date: _____
City Administrator, City of St Charles

January 25, 2016

Barb Gacic, Chairperson
City of St. Charles
708 Mental Health Board
2 E. Main Street
St. Charles, IL 60174

Dear Mrs. Gacic:

It is with great pleasure that I present you with the St. Charles Police Department's application for funding from the 708 Mental Health Board to help fund a police social worker! Our overall mission is to provide quality service, with respect and a commitment to excellence. A police social worker only compliments our mission to serve our residents in need.

The role of a police social worker is to liaison with the police department, the community and the various social service agencies that serve our residents. A police social worker does not provide long-term counseling, but rather assesses quality of life issues brought to the attention of the police department, attempts to stabilize those issues and provides the proper referrals necessary to bring the situation at hand to a successful conclusion or at least a manageable situation moving forward.

Currently, the police department utilizes the services of A.I.D. (Association for Individual Development) via a \$15,000.00 annual contract to provide victim services on as needed, 24-hour/7-days a week on-call basis. This initiative is funded from our annual operating budget. I am now seeking to bring a social worker into our day-to-day operations and have office hours within our police operations; 20-hours per week. This would develop stronger relationships within the community and enhance rapport with officers and staff alike to enhance operational effectiveness.

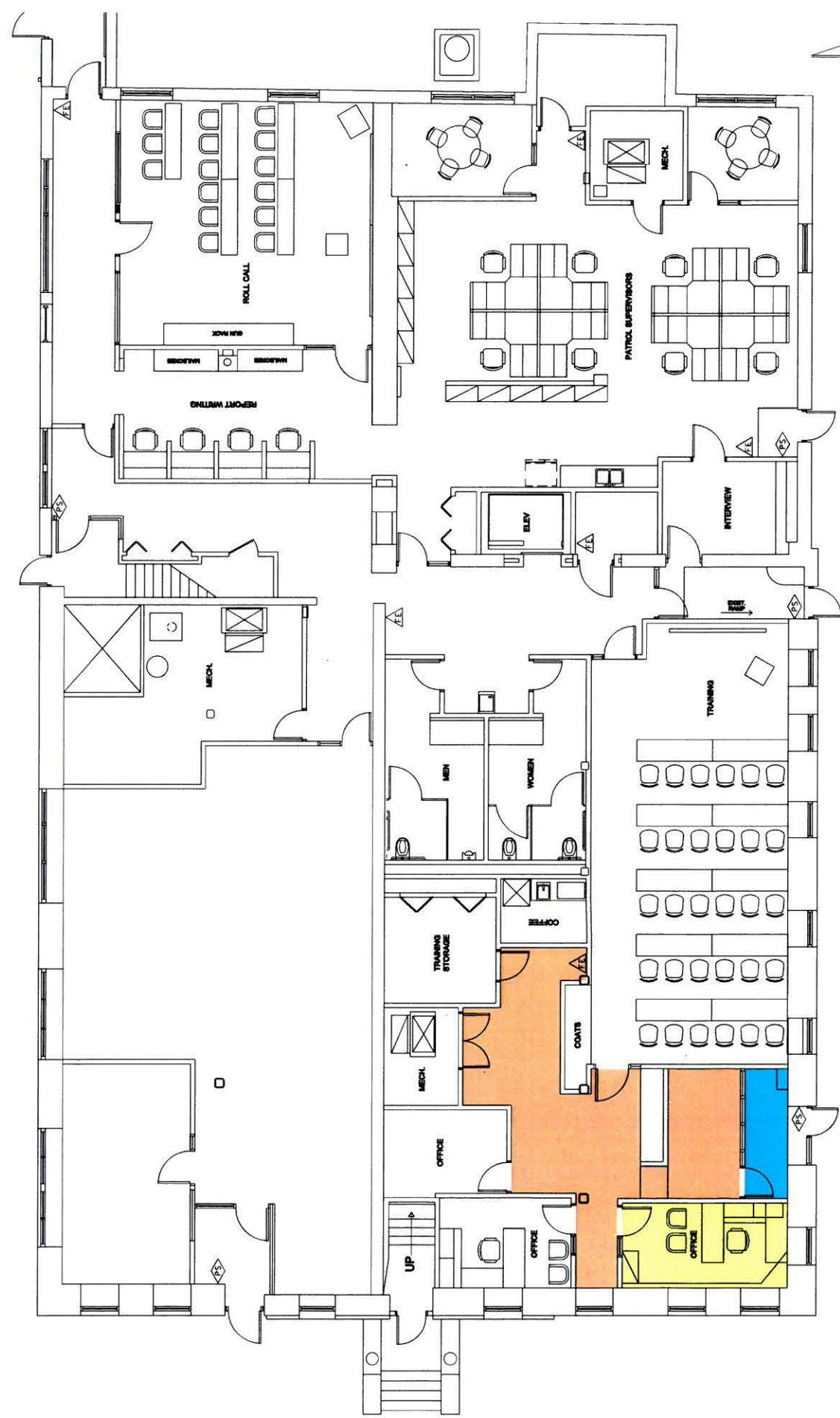
The attached request seeks matching funds from the 708 Mental Health Board in the amount of \$15,000.00 to offset the additional costs of this initiative. On-call services would still be available on a 24-hour/7-day a week basis, but office hours would complement this program. In laymen's terms, the contract would be increased to \$30,000.00 annually with a 50/50 split between City funding and 708 funding.

We as an organization remain committed to our citizens and the quality of the services we provide. Through quality training and organizational preparedness, we consider ourselves forever vigilant to respond to whatever emergency situation arises and are truly a leader in the Fox Valley. We are proud to say, "We are the Pride of the Fox."

Sincerely,

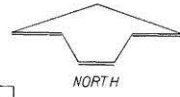
James T. Keegan
Chief of Police

LICENSE AGREEMENT - ASSOCIATION FOR INDIVIDUAL DEVELOPMENT
 EXHIBIT 1 - OFFICE SPACE



LEGEND

- OFFICE
- COMMON AREA
- FOYER & WAITING ROOM



License Agreement – Association for Individual Development

Exhibit 2 – Computer/Phone Equipment

The following equipment is assigned to the office and available for use by A.I.D.

Computer: Hewlett Packard PC DVD+-RW Z400
Phone: Cisco CP-7965G

The following is available for use in the common area

Printer/Copier/Fax: Canon Image Runner 17301F (Network Use)



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Consideration of Change to Red Gate Water Tower Logo and Paint Color
Presenter:	Peter Suhr

Please check appropriate box:

X	Government Operations 04.18.16		Government Services
	Planning & Development		City Council

Estimated Cost:	N/A	Budgeted:	YES		NO	
-----------------	-----	-----------	-----	--	----	--

If NO, please explain how item will be funded:

Executive Summary:

In May of 2014 the Government Services Committee selected and approved a color scheme and logo design for the Red Gate Water Tower. The approved colors and logo were one of several alternative designs that were considered by the Committee at the April 2014 and August 2015 GSC meetings and also at a Public Hearing in June of 2014. Construction on the Water Tower began in January of 2015 and was erected by January of 2016. After a winter break, the Water Tower is currently being prepared for painting which is scheduled to begin in the next few weeks. Substantial completion of the project is still targeted for September of 2016.

Public Works staff was recently contacted by representatives of the Woods of Fox Glen Homeowners Association (HOA) with concerns about the Water Tower color and logo. After alerting the ward aldermen of their concerns and several phone discussions with the HOA representatives, Public Works staff met with them on April 4th to discuss in more detail. Also, Alderman Gaugel met with them in their neighborhood on April 9th.

Based on all of our discussions, the Woods of Fox Glen HOA is requesting a change to both the design of the logo and the color of the Water Tower as previously approved by City Council. More specifically, they "believe the current approved color scheme & template size/location of graphic by the City is detrimental to the use, enjoyment/valuation of properties of the "Woods of Fox Glen" located in the vicinity of Water Tank. It is important to the community that the tanks compliment the natural surroundings, rather than stand out as garish, incongruous structures".

Staff is prepared to present all of the detail surrounding this request including project background, review of the approval process, project timeline, current status and possible impacts to schedule and project costs if a change is approved. Recognizing the current status of the project, staff is asking the committee to give us a firm decision on the HOA request to avoid any incidental delays and possible cost impacts to the project.

Staff is requesting decision on possible change to the water tower logo design and/ or paint scheme.

Attachments: *(please list)*

Presentation
Approved Painted Tower

Recommendation / Suggested Action *(briefly explain):*

Consideration of change to Red Gate Water Tower logo and paint color.

For office use only

Agenda Item Number: 5a

Red Gate Water Tower – Paint Colors & Logo Design Discussion



ST. CHARLES

Government Operations Committee
Meeting, April 18, 2016

Water Tower Project Background

- Project was part of the 2007 Water Utility Master Plan
- Provides 1.5 million gallons of storage to system
- Assists with meeting peak water supply demands & provides redundancy needed to maintain other towers
- Ensures fire flow reserves are adequate
- Financed through IEPA low interest loan

Schematic/Logo/Color Concerns from Woods of Fox Glen HOA

- Woods of Fox Glen HOA raised concern about the look of the water tower to PW staff
 - PW staff provided information and listened to the concerns of the HOA
 - HOA representatives and PW Staff met to discuss the concerns in person last week
- Basis of concerns were rooted in appearance
 - Colors were of concern (requested a more “rustic” look)
 - Perhaps a gray or green color & eliminating logo
 - Orientation of the logo and lettering (currently East/West orientation), request to rotate to North/South.

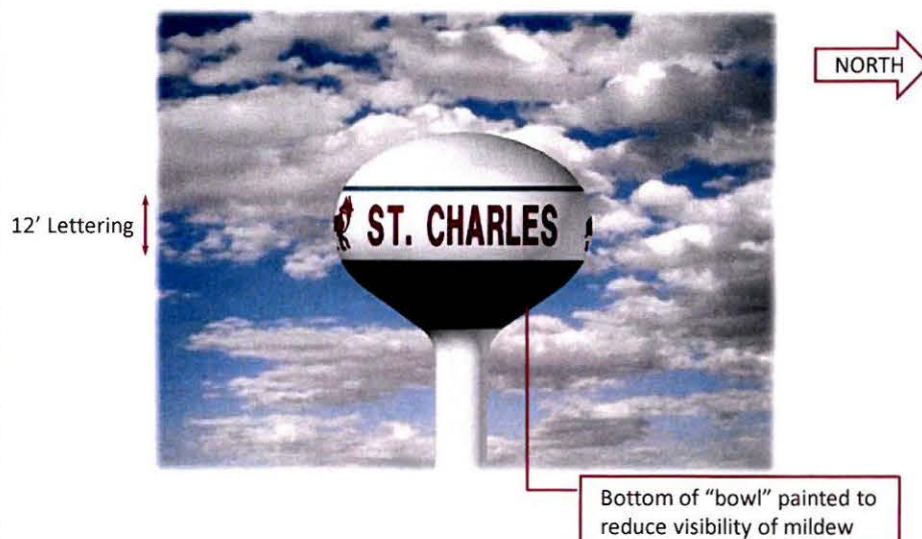
Schematic/Logo/Color Concerns Continued...

- Field Meeting with HOA occurred on April 9
 - Concerns of HOA were heard by Alderman Gaugle
 - Subsequent request to discuss the color scheme and logo at committee meeting, hence this evening’s presentation
- Public Works has met with the General Contractor to understand the possibility of changes and any associated impacts to the project
 - Depending on the details of a potential change, financial and scheduling impacts vary.

Examples Color Combinations & Schematics Presented



Color Combination and Schematic Chosen & Approved



Water Tower Project Timeline

- **Spring 2011 (HOA)** – HOA & City staff meet to discuss projects
- **May 2013 (GSC)** - Engineering Approval
- **July & Sept, 2013 (GSC)** - Water Tower Alternative Types Presented
- **April 2014 (GSC)** – Logo Design Alternatives Presented & Discussed
- **May 2014 (GSC)** – Logo Design Selected and Approved
- **June 2014 (Public Meeting)** - Required for IEPA Loan
- **August 2014 (City Council)** – Construction Contract Approved
- **January 2015 (SITE) - Construction Starts**
- **January 2015 (GSC)** - Mixer Option Change Order #1
- **August 2015 (GSC)** – Logo Upgrade Change Order #2

Current Status

- January 2016 - Water Tower Erected
- March 2016 – Today – Interior Painting, Outside Painting Preparation
- April 22, 2016 – Exterior Paint to be Ordered to Remain on Schedule (2-3 week lead time)
- April – July – Exterior Paint Preparation & Exterior Painting
 - Very Weather Dependent
 - April – July is Best Weather Conditions (Less Humid)
 - Possible Cost Increase if Paint Additives are Needed
- July – September – Electric, Tank Fill, Sterilization, Testing, Site Work

If Change is Considered.....

Potential Impacts to Schedule & Project Costs

- 1-2 Weeks – Meet w/ HOA & Prepare Engineering Renderings
 - 2-3 Weeks – Committee & City Council Approval
 - 2-4 Weeks - Contractor to Prepare Shop Drawings, Engineers Approval, Template Fabrication, Etc.
 - 2-3 Weeks – Order Paint, Contractor Re-Mobilization
-
- Total Possible Impact to Schedule: 7-12 Weeks Delay (October – December)
 - Cost Implications will vary based on the complexity of the change

Options that do Not Significantly Impact Schedule & Costs

1. Rotate Logo
2. Eliminate a Portion of the Logo
3. Change a Color to an already Approved Color
4. Reduce Letter/ Logo Size

