

**AGENDA**  
**ST. CHARLES CITY COUNCIL MEETING**  
**RAYMOND P. ROGINA, MAYOR**

**MONDAY, FEBRUARY 4, 2019 – 7:00 P.M.**  
**CITY COUNCIL CHAMBERS**  
**2 E. MAIN STREET**

- 1. Call to Order.**
- 2. Roll Call.**
- 3. Invocation.**
- 4. Pledge of Allegiance.**
- 5. Presentations**
  - Presentation of a Proclamation Honoring Nathaniel Sabel and his accomplishment of Eagle Scout.
  - Proclamation declaring February 11-17, 2019 as Random Acts of Kindness & Random Acts Matter Week in the City of St. Charles.
- 6. Omnibus Vote. Items with an asterisk (\*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.**
- \*7.** Motion to accept and place on file minutes of the regular City Council meeting held January 22, 2019.
- \*8.** Motion to accept and place on file minutes of the City Council Retreat meeting held September 22, 2018.
- \*9.** Motion to approve and authorize issuance of vouchers from the Expenditure Approval List for the period of 1/14/2019-1/27/2019 in the amount of \$2,415,882.49.
- \*10.** Motion to accept and place on file the Treasurer's Report for period(s) ending November 30, 2018.
- \*11.** Motion to accept and place on file the Treasurer's Report for period(s) ending December 31, 2018.

**I. New Business**

- A.** Presentation of a Recommendation from Mayor Rogina to appoint Jennifer Becker to the Housing Commission as Plan Commission Liaison.

## II. Committee Reports

### A. Government Operations

1. Motion to approve a **Resolution** authorizing the Director of Human Resources to execute a Letter of Agreement between the City of St. Charles and Gallagher Benefit Services, Inc. for Health and Welfare Benefits Management Services.
- \*2. Motion to approve an **Ordinance** Authorizing the Disposal of Surplus Personal Property Owned by the City of St. Charles.
- \*3. Motion to approve an **Ordinance** Authorizing the Disposal of Surplus Fire Department Equipment.
- \*4. Motion to approve a proposal for a new massage establishment license for P & S Enterprises, Inc., dba Massage Lux located at 921 S Randall Road, St. Charles.
5. Motion to approve an **Ordinance** Amending Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.090 “License Classifications” of the St. Charles Municipal Code. (Class A2 package license – tasting.)
- \*6. Motion to approve Site Plan Modifications for The Blue Goose Supermarket located at 300 S 2<sup>nd</sup> Street, St. Charles.
- \*7. Motion to approve an **Ordinance** Amending Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.130 “License – Hours of Sale” of the St. Charles Municipal Code. (Class A, F, and G – hours of sale.)
- \*8. Motion to approve a proposal for a new class B1 liquor license including a 2:00 am late night permit for Flagship on the Fox, located at 100 S. Riverside Avenue, St. Charles.
- \*9. Motion to approve a proposal for a new class B1 liquor license including a 1:00 am late night permit for Jay’s & N Inc., dba Pub 47, located at 1890 W. Main Street, Suite B1, St. Charles.
- \*10. Motion to accept the Notice of Sponsor Member Resignation, Release and Agreement to Indemnify and Hold Harmless between the City of St. Charles, Carriage Oaks of St. Charles, Essex Corporation, and Carriage Oaks STC, LLC.
- \*11. Motion to approve Funds Transfer Resolutions authorizing budgeted transfers in the aggregate amount of \$6,142,125.72 for miscellaneous transfers.
- \*12. Motion to approve an **Ordinance** Abating a Portion of the 2018 Property Tax Heretofore Levied for the City of St. Charles.
- \*13. Motion to approve an agreement with MCC Innovations (MCCi) for Laserfiche support and maintenance in the amount of \$27,360.

- \*14. Motion to approve and place on file minutes of the January 22, 2019 Government Operations Committee meeting.

**B. Government Services**

- \*1. Motion to approve Street and Parking Lot Closures for the 2019 Sly Fox Half Marathon.
- 2. Motion to approve a **Resolution** Authorizing the Mayor and City Clerk of the City of St. Charles to approve an Agreement with Crystal Lofts, LLC. for Deferred Electric Utility Project Costs for the Crystal Lofts Condominium Development.
- \*3. Motion to approve a **Resolution** Authorizing the Mayor and City Clerk of the City of St. Charles to approve the 2018 Water Utility Master Plan.
- \*4. Motion to approve a **Resolution** Authorizing the Director of Public Works to Execute Change Order No. 6 for the Phosphorus Removal and Digester Improvements Project to IHC.
- \*5. Motion to approve an **Ordinance** Amending Title 8 “Health and Safety”, Chapter 8.24 “Garbage and Refuse”, Section 8.24.030 “Collection Services” of the St. Charles Municipal Code.
- \*6. Motion to approve a **Resolution** Authorizing the Mayor and City Clerk of the City of St. Charles to adopt Written Design Standards for Small Wireless Facilities.
- \*7. Motion to approve an **Ordinance** Amending Section 13.24.021 of the City of St. Charles Public Utilities Ordinance Relative to Small Wireless Facilities.
- \*8. Motion to approve a **Resolution** Authorizing the Mayor and City Clerk of the City of St. Charles to award the Bid for Substation Transformer Load Tap Changer Maintenance to ABB, Inc.

**C. Planning and Development**

- \*1. Motion to accept and place on file minutes of the January 14, 2019 Planning & Development Committee meeting.

**D. 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)

**9. Additional Items from Mayor, Council, Staff, or Citizens**

**10. Adjournment**

*ADA Compliance*

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



City of St. Charles

ILLINOIS

# Proclamation

## NATHANIEL SABEL

**WHEREAS,** NATHANIEL joined Cub Scouts Pack 154 in second grade at Munhall Elementary School in the fall of 2008. He earned the Arrow of Light award; and

**WHEREAS,** NATHANIEL crossed over to Boy Scouts Troop 33 at St. John Neumann Catholic Church in the spring of 2012. He was awarded the Eagle Award rank in August of 2018; and

**WHEREAS,** NATHANIEL was awarded the Eagle Award rank in August of 2018; and

**WHEREAS,** NATHANIEL earned required merit badges, community service, and other necessary requirements along with participating as a Patrol Leader, Instructor, and Junior Assistant Scout Master leadership positions; and

**WHEREAS,** NATHANIEL attended the Cave Campout, Electronic Campouts, which is his favorite campout, and numerous summer campouts, once with a cast on his foot; and

**WHEREAS,** NATHANIEL's Eagle Project consisted of developing a website for the Church of God of Prophecy, St. Charles, IL, which is up and running for the church news and updates; and

**WHEREAS,** NATHANIEL will graduate in spring 2019 from St. Charles East High School. He has been accepted at Northern Illinois University, DeKalb, IL and is seriously considering the school's offer.

**NOW, THEREFORE,** I, Raymond P. Rogina, Mayor of the City of St. Charles, hereby proclaim that the highest congratulations are in order as **NATHANIEL SABEL** has worked very diligently to attain the highest honor of **EAGLE SCOUT!**



SEAL:

  
Raymond P. Rogina, Mayor



City of St. Charles  
ILLINOIS

# Proclamation

## Random Acts of Kindness & Random Acts Matter Week

**WHEREAS, Random Acts Matter** of St. Charles, Illinois was established to instigate and mobilize our community to provide care and compassion through random acts of kindness and support; and

**WHEREAS, Random Acts Matter** launched in St. Charles on February 13, 2017, nationally recognized as Random Acts of Kindness Week; and

**WHEREAS, Random Acts Matter** will provide random acts of kindness and service within the City of St. Charles contributing to a better place to live; and

**WHEREAS, Random Acts Matter** encourages individuals and businesses to perform random acts of kindness and service throughout our City, furthering the quality of life for the residents of the City of St. Charles; and

**WHEREAS, Random Acts Matter** is encouraging the community to participate in Painting the Town Orange, during Random Acts of Kindness Week, furthering the number of random acts of kindness taking place throughout our community.

**NOW, THEREFORE, I, Raymond P. Rogina, Mayor of the City of St. Charles do hereby proclaim February 11 through February 17, 2019, as Random Acts of Kindness and Random Acts Matter Week** in St. Charles and call its significance to the citizens of the City of St. Charles.

SEAL:



A handwritten signature in blue ink, reading "Raymond P. Rogina", is written over a horizontal line.

Raymond P. Rogina, Mayor

**MINUTES**  
**City of St. Charles City Council Fall Retreat**  
**Saturday, September 22, 2018**  
**Public Works Facility, 2<sup>nd</sup> Floor Training Room**

**1. Call to Order**

The meeting was called to order by Mayor Rogina at 8:00 am.

**2. Roll Call**

**Members Present:** Ald. Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis, Turner

**Absent:** Ald. Stellato

**Others Present:** Mayor Rogina, Nick Peppers (Special legal counsel), Bob Rychliki (Kane McKenna financial counsel), Atty. John McGuirk, Mark Koenen, Jenn McMahon, Rita Tungare, Larry Gunderson, Chris Minick, Peter Suhr, Chief Keegan, Chief Schelstreet and Tracey Conti

*Mayor Rogina started the meeting by welcoming the staff and introducing Nick Peppers and Bob Rychliki.*

**Mayor Rogina:** Staff is going to need direction on a variety of things. Here is a quick overview:

**Economic Development Activity**

First Street RFP responses, proposed TIF relating to Charlestowne mall, Pheasant Run, and the Semersky property on Randall Road.

We'll also talk about a comprehensive plan for downtown. The budget forecast looking ahead, we passed the three taxes, what are the implications of those taxes for FY 19/20 and going out 5 years from there?

**Tobacco**

The State has said no to changing the age, I'm getting pressure from a couple different communities. What would the St. Charles City Council like to do?

**Consolidation of the CVB/DSCP**

Mark and I have been working on this and would like to get your feedback.

**Council Meeting Day**

We'd like to see if you're interested in having council meetings on Monday and committee meetings on Tuesday.

**Philanthropy/Donations**

We've had some meetings, looked at some models, and engaged with our Ethics Advisor on the subject. We're excited to share the information we have.

### **Video-taping Meetings**

We would like to find out what your thoughts are for video-taping the council meetings.

### **Alcohol Delivery**

I would like to clarify the alcohol delivery issue and move it to the October 1 meeting.

**Mayor Rogina:** Rita T. I'd like to thank you, Mark, Chris, Nick Peppers, Ald. Lora Vitek, Ald. Steve Gaugel, Ald. Dan Stellato and John McGuirk who were involved in the interviews for the 1<sup>st</sup> Street proposals.

### **Economic Development Activity**

#### **1<sup>st</sup> street RFP**

**Rita Tungare:** First Street, the request for proposals (RFP) regarding 6, 7B, and 8. This started with a conversation we had earlier in the year seeking direction from council to move forward with requesting a proposal on these three buildings, the last buildings of the 1<sup>st</sup> street development.

We discussed the terms for the RFP's at a P&D Committee meeting in March, 2018. We issued the RFP in April, 2018; they were due July, 2018. We received 2 responses. Both proposals had some level of a local presence, but they were very different in nature.

We conducted interviews in August, 2018 and as the Mayor indicated we had an interview committee comprised of some elected officials, staff and legal counsel. The responders were Sumac, their local representative is Jace Murray, and Frontier Group, their local representative is Curt Hurst who a resident of St. Charles.

#### **Sumac**

- The proposal included Bldgs. 6 and 7B, did not include lot 8. The reason they did not include lot 8 is the size and configuration of the site is difficult for them to build.
- Their proposal included 1<sup>st</sup> floor commercial and upper floors rental residential
- The proposal did not include a request for TIF assistance

#### **Frontier Group**

- Their proposal included 6, 7B, & 8
- First floor commercial, upper level owner occupied condos
- Their proposal included a request for TIF assistance for about \$7M.

We were in conversations with both groups. During the interview process Frontier Group informed us they were going to withdraw. They had been doing a bit of due diligence regarding the environmental constraints, construction costs and they said they didn't think the project would be financially feasible. The reason they cited was a financial gap.

They said the only way to complete the work is to construct a one story commercial building on lot 6. This is the flagship lot out of the 3 lots that are available for development. What was approved is a 4 story building with offices, commercial and residential.

I approached Frontier and asked if they would be interested in only working on lot 8. They would like to work with the City on lot 8. I asked if they would work with the City on lot 8 even if there were no TIF assistance available. They indicated they would like to do that. One of our RFP parameters was that the

City would give the land for a minimal cost. Subsequent to our conversation I told them I would get back to them with further direction after our discussion here today.

Let's go back to the Sumac Proposal. The proposal includes commercial on the 1<sup>st</sup> floor. The unique feature is the underground level. The original plan included 1 level of underground parking. The Sumac proposal included a double stacked underground parking concept. This is a new concept for St. Charles.

The double stack parking uses a lift system. There are some questions that need to be answered. Where is the bedrock and how deep is the bedrock? Mark Koenen seems to recall that the bedrock is somewhere around 5ft. One of the things we stressed is that parking is extremely important to the development and the community.

The upper levels of the building have 160 rental apartments, and they are proposing roof top gardens. It's a 5 story building they are proposing as opposed to the original plan of a 4 story building. One of the things Sumac also noted is if the City is open to it, they would like to go higher.

The estimated construction cost for building 6 is \$16,811,600

The estimated construction cost for building 7 is \$9,052,400

What is also unique with building 6 and 7 is the parking garage spans/straddles the driveway for the Blue Goose underground.

I'd like to discuss some constraints/challenges that this proposal represents.

### **Constraints**

The developer is aware they have to do a lot more due diligence. There is a lot of work that needs to be done that could potentially change this plan.

### **Parking/Easements/Ownership**

- Assumes use of lifts to "stack" vehicles in underground garage; may not be possible given bedrock depth. Requires soil borings.
- Parking easements with Blue Goose for existing lots would be impacted (Public lot east of Blue Goose & shared spaces on Lot 6)
  - The Sumac reports contemplate using that parking.
- Underground garage connection between 6 and 7B buildings requires crossing of Blue Goose property; potential utility conflicts.
  -
- Opportunity to expand the underground garage under the 1<sup>st</sup> Street sidewalk may allow for an additional parking row; potential utility conflicts.
  - The utilities would have to rearrange and there is a cost associated with that.

### **Environmental**

- Remediation for Bldg. 6 underground parking- estimated at \$120,000
- Excavation was not planned under 7B; requires further site investigation.

### **Financial**

- TBD- Initial request from Sumac does not include TIF assistance, but assumes the City

will complete the streetscape (\$550,000 est. cost) and City assistance with fees. We may be looking at approximately \$1M in assistance.

### Estimated Project schedule from Sumac



### Proposed Development Agreement Terms

1. Conveying the properties including Lot 7A.
2. Additional zoning height and bulk as required for the proposed buildings.
3. Consider examining the City's parking standard for residential development in the downtown.
4. Consider reducing lot size requirements for future phases of development in the downtown.
5. The City of St. Charles shall be responsible for the design and implementation of any streetscape and public improvements outside the building lot lines.
6. Consider cooperating with the developer in providing a commuter shuttle bus from the Metra train station in Geneva.
7. Review of shared parking requirements with adjacent properties and the neighboring sites.
8. Consider relief from or reduced permit and impact fee costs.

I'd like to take a few moments to talk about the Building 8 proposal from Frontier. They proposed a 2 story building, what was approved is a 3 story building. The first floor is commercial and the second floor is an office or some form of low intensity commercial. They are not providing any parking on this lot.

One of the things I'd like to stress with the Sumac proposal contingent upon some direction from Council to advance conversations with them. We would want to know a little bit more about them. More detailed information has been requested to share with City Council. They will be providing some additional information including macroeconomics the week of September 24, 2018.

**Ald. Lemke:** Do they have a scenario of the stacked parking spots you get with the apartments and how they would be managed?

**Rita T:** That is part of the challenge with the stacked parking. Honestly, I don't see how there is a way around that. It becomes an issue because not every apartment may need the 2 spaces, but it has to be the same tenant that has the spaces because otherwise you're waiting for your neighbor to move their car.

**Ald. Silkaitis:** I've seen that type of parking overseas stacked sometimes 5 stories high, you'd have to wait 15-20 minutes to get or park your car.

**Ald. Bessner:** When you talk about shared parking and easements will the footprint shift a little bit, or is it a footprint that remains for any developer?

**Rita T:** I think we need to have that conversation with Sumac. If they shrunk their footprint and went higher is that feasible because that would eliminate the conflict with easements for that shared parking.

**Ald. Bessner:** Would that work for the underground cables and wires as well?

**Mark:** The original plan contemplated a building for 6 & 7. It was not in that entrance driveway off of 1<sup>st</sup> Street. Conflicts with utilities would be very minimal as long as we don't go in the right of way, or intrude into the access for the Blue Goose.

**Mayor Rogina:** I think it becomes attractive to work with the developer for shuttle service to the Metra. For us to take that step would be huge.

**Rita T.:** Parking on 1<sup>st</sup> street. With phase 3 being under construction there has been more of an awareness of parking. I was recently at a Partnership meeting with 1<sup>st</sup> street businesses and there is a concern with the demand on parking when 1<sup>st</sup> Street is developed.

**First Street – Use and Parking Data**

Current Development + RFP Responses for 6, 7B, 8					2008 Approved Plan				
Building	Commercial in sq. ft.	Office in sq. ft.	Residential in units	Parking spaces	Building	Commercial in sq. ft.	Office in sq. ft.	Residential in units	Parking spaces
1	11,018	35,595	0	27	1	30,056	20,196	16	0
2	10,803	10,362	19	30	2 & 3	20,318	12,396	45	0
3	0	29,376	13	27					
4 & Parking Deck	25,112	30,273	0	432	4 & Parking Deck	25,112	30,273	0	432
6 (Sumac)	16,440	0	92	156	6	13,753	18,866	22	35
7A	0	6,391	16	0	7A	6,391	0	16	0
7B (Sumac)	11,700	0	68	84	7B	6,327	13,112	0	0
8 (Frontier)	4,585	5,491	0	0	8	4,387	9,230	0	0
Blue Goose	30,308	0	0	64	Blue Goose	30,308	0	0	64
Phase 3 / Klinkhamer Deck				110	Phase 3 Deck				269
Shared parking on Lot 6*				21	Shared parking on Lot 6				34
7A lot				4	7A lot				4
Lot north of 7B**				0	Lot north of 7B				18
On Street				61	On Street				61
<b>Totals</b>	<b>110,166</b>	<b>117,888</b>	<b>204</b>	<b>1016</b>	<b>Totals</b>	<b>126,852</b>	<b>104,073</b>	<b>99</b>	<b>917</b>
Parking Requirement	4/1000 sf***	3/1000 sf	1/unit		Parking Requirement	4/1000 sf***	3/1000 sf	1/unit	
<b>Required Parking</b>	<b>441</b>	<b>354</b>	<b>204</b>	<b>998</b>	<b>Required Parking</b>	<b>507</b>	<b>312</b>	<b>99</b>	<b>910</b>

\*34 existing spaces reduced to 21 in Sumac Plan  
 \*\*18 existing spaces to be removed in Sumac Plan  
 \*\*\*Assumes Retail parking standard for all first floor commercial uses

This includes shared parking on Lot 6. It also shows where we are if we move forward. The development as it was approved and contemplated then, and where we are today with totals.

If you look at the numbers, one could assume that we have more parking spaces today than we had in 2008. I went further and looked at our parking requirements straight off the zoning ordinance. None of these buildings are required to provide parking spaces based on their use. We applied what the

requirements are for commercial and residential and I came up with 998 spaces. If I look at regulations and numbers it tells me we have more than enough parking spaces. There are other things to consider and we all know that.

The Sumac proposal is going to have an impact on parking. The larger building footprint has an impact reducing some existing public parking. Stacked parking may not be feasible and if not constructed would slash parking in half to one level. Also the residential unit count in the 1<sup>st</sup> Street project has changed. If you look at it overall, we had 99 spaces and now we have 204 spaces when it's built. We all know more building is better from a TIF standpoint.

Supply and demand is not the only thing to consider. People are concerned about where the parking is located. People like to have parking in close proximity to where they are going. Some private parking is not available to the public. For example, the parking at ALE solutions, Building 3, or Building 2, it's private parking. Public parking is being used by surrounding properties/businesses not far off of 1<sup>st</sup> Street. All of these factors contribute to that perception, and the reality of where we are with parking on 1<sup>st</sup> Street.

In a downtown environment, and our zoning ordinance allows for that, the shared parking concept based on the peaks for the different uses. Restaurants peak during the evenings, offices peak during the day. Different users can use the same parking spaces. How effectively that works depends on the culture of the downtown area.

I'd like to request 2 things from the Council today.

1. Would you like me to continue to advance conversations with Frontier Group on Lot 8? Is that a generally acceptable proposal acknowledging they won't be seeking any financial assistance?
2. Should we be seeking further information from Sumac for Lots 6B and 7B? Is there anything specific that you would like me to convey back to Sumac, or we can start over.

**Mayor Rogina:** Is there any feedback on these issues?

**Ald. Turner:** How high is Sumac's building in relationship to where Wok n Fire is?

**Rita T.:** The building would be comparable, it's approximately 55 ft.

**Ald. Turner:** So it would probably be the highest building in the area.

**Rita T.:** Sterling Bank would still be higher.

**Ald. Turner:** If they shrink their footprint I'd give them another level. Maybe get some more underground parking.

**Ald. Lewis:** Lot 8. We see the numbers and that we have enough parking for 1<sup>st</sup> Street. But it's being used differently than we envisioned. You're saying all the businesses on Main Street are parking there as well. Where are the people going to park? There isn't even on-street parking. I think it's going to be an issue. People will try to park in the lot next to the old post office. Do you see that being an issue?

**Mayor Rogina:** There is public parking across the street.

**Ald. Lewis:** There is a little parking across the street. If it's going to be a restaurant, I think this looks dangerous and there will be issues with the use of the building. I've heard from Sterling Bank that they have some concern as to where their customers are going to park.

**Mark:** Jim Keegan and the Police Department did some work regarding parking, and there will be a conversation regarding parking timing revisions to help address the turnover in the downtown area coming up at the Government Services Commission meeting. Jim, do you have information on usage of parking during different times of the day as opposed to some perceptions about parking in downtown St. Charles?

**Ald. Lewis:** I completely agree. It's the perception, but we are all getting calls on this.

**Chief Keegan:** It seems like people don't want to walk to where they're going. We have been doing spot checking, and we have a lot of open parking spaces. We've been spot checking all the lots 3 and 4 times a day doing counts. For example the fifth floor of the parking deck has 141 parking spaces. Just yesterday there were 118 open spaces at 11 am. There is 124 spaces on the 4<sup>th</sup> floor and there was 15 – 30 open spaces. The Klinkhamer deck has 110 spaces, there was 20 – 35 spots open on those decks. There is a large public lot next to Chord on Blue. I've met with merchants and ALE, and I'll meet with them again, but a lot of the employees don't walk across the river. I've heard it's too buggy; it's too far to walk.

**Ald. Lewis:** I have one more comment on the other building. It looks like a nice addition. I think the negotiations will be difficult.

**Ald. Bancroft:** I don't know who Sumac is, I've never heard of them. It's not a downtown agency. I just went on their website and couldn't access their bios. Money is coming from overseas? I really want to know who we're doing business with before we spend the time.

**Ald. Payleitner:** What is our conversation with Blue Goose? Has anyone approached the Blue Goose?

**Mark:** Yes, Paul Lencioni met with the Mayor and me. He knows the status of the project. He knows we've received proposals. He also knows there is a building that will extend to the corner of 1<sup>st</sup> and Illinois. We have promised that we will have a conversation with him after the City Council has had a chance to see this information. He is concerned with maintaining access, particularly during construction, for ALE employees (pedestrians) who go to Blue Goose.

**Ald. Payleitner:** As fabulous as a shuttle to the Metra would be. It will worsen the parking situation.

**Mayor Rogina:** Yes. However, a parking problem isn't always a bad thing to have; it means we're in demand, and we have to solve it.

**Ald. Bancroft:** There are a million parking slots. It's an easy study, go out and get a report to put in front of business owners.

**Ald. Bessner:** Did they say why they don't want to go higher than 2 stories with building 8?

**Rita T.:** The cost of construction.

**Ald. Lemke:** I would like to see ALE Solutions park higher up so customers can get parking.

**Ald. Silkaitis:** I don't know if I want to go higher?

**Ald. Gaugel:** Lot 8, there is a ton of space available. How do you incorporate parking on that site and make it feasible?

**Mayor Rogina:** Is there anyone opposed to staff looking into this further?

**Ald. Lewis:** I would say before we go to those questions, answer Todd's question. Find out more about Sumac before moving forward.

**Mayor Rogina:** That's the consensus here. Get a background on Sumac first, once that's done we can start we can start looking further into the other issue. Nick do you have any comments?

**Atty. Nick Peppers:** I sat in on Sumacs presentation, and I did my own investigation. The first question we asked is do you have the ability to do this? Some of you may recall we vetted that same kind of concept when the 1<sup>st</sup> Street Developer came in. We had the same concerns, if they had the horsepower to do the development. You will notice in their packet that Jupiter is a player in this. Jupiter is well funded. I was unclear as to if they had the horsepower to do this. I asked about previous projects and they mentioned they had something they were pursuing in Huntley. There are some constraints on this project as proposed. It will probably have to be retooled.

**Atty. John McGuirk:** When I was at this meeting my impression was that Sumac was to be formed. I didn't get a feeling like everything was lined up to get going.

**Ald. Bancroft:** They talk about consulting, raising money, more information is necessary. My other concern is the parking (stacked) proposal, an urban concept. is,

**Break – 8:58 am – 9:05 am**

**Mark:** Before we start talking about incentives, I'd like to go back to the first presentation. One of the things we didn't talk about was Lot 8. Would you like to pursue a conversation with Frontier on that development as we are with Sumac? Is that fair?

***Indication was given from the council members that they would like to also pursue a conversation with Frontier Group regarding Lot 8.***

I'm going to briefly walk through the memo, and then Bob Rychliki, City's TIF guru, is going to give us a high level overview of how TIF works. Many of you are familiar with TIF's. Some of us are new in the room and we thought we'd do a high-level overview. We will focus particularly on aspects of a pay as you go TIF, or a GO (General Fund) funded TIF. We will also talk about TIF eligibility. What is the criteria that has to be satisfied to be TIF ready? We have a relationship with peer governmental bodies that is important in our ability to build community. In TIF, peer government tax dollars do not advance upward with new development if there is a TIF on the property. I think Bob Rychliki is going to give us a bit of insight, and the tools to allow those districts to get some money in the meantime, or the means to make them feel more comfortable with a TIF.

We have a number of active TIFs today. They are periodically monitored. We host a Joint Review Board meeting ever November with all adjacent agencies. This year the Joint Review Board meeting is taking place on November 6. You will notice that many of the TIFs are going to expire by 2025. Some have been successful, some not quite as successful. I think we can begin to talk about why.

When we initially started doing TIF's, the first being the Baker Hotel, about 20 years ago, it was a GO backed TIF. That means we wrote a check to sponsor their development and we got paid back through the increased revenue. We—the City, took the risk.

**Mark:** Incentive – *definition*; motivate to help the developer move forward. With regards to the big 3 developments, Charlestowne Mall, Pheasant Run, and Semersky Properties, they have all approached the City asking for an incentive. The natural question, how much? What are the obstacles? We don't have an official application defining what the amount is and what the obstacles are. If we had a choice and all three were to walk in the door right now ready to go, which on is most important.

I would suggest that Charlestowne Mall and Pheasant Run provide a huge image on the East side City entrance. They are both economic activity generators in our community. Pheasant Run has a legacy in the area. They are both important. Semersky, the west side of St. Charles on Randall Road, the same location where the Audi dealership is proposed. We all like car dealerships they create sales tax. Mr. Semersky could bring a lot more to St. Charles.

### **TIF Presentation - Bob Rychliki**

I would urge you to look at TIF as a financing tool. It should assist you to get done what you want to get done in terms of goals and objectives related to certain properties and projects. You start out with a base value, the whole purpose is valuation. You should tie the TIF to an area or project that you have a good increase in value. You have a project to generate value, real property generated projects that are going to create value.

When is it the right tool? That varies from municipality to municipality. I commend the City of St. Charles because you have a plan. Whether it's the Corridor Plan, Comprehensive Plan or a strategy, there is something you want to see get done. TIF is tied in to that. TIF is not a new tax, no special service area, no special assessment. Under the TIF act and the Illinois Constitution, if you are in a TIF or outside of a TIF your property is uniformly assessed. The properties are assessed with the same valuation. The tax rate is the same as well, uniform extension.

TIF is a program that has been used extensively. One of the reasons we've seen that is because federal revenue sharing programs and state funding has faded away over the last 20 years. TIF is one of the few tools that allow, on an area wide basis, to address distressed properties and/or to fulfill municipal objectives. It puts the power and local control back to the people around the table. You have a chance to manage your destiny. There is a quid pro quo. A good part of that money is coming from other portions of the tax rate; about 80% - 90% are not yours. Other government agencies are foregoing their tax increases that they would get associated with that property because the municipality will coordinate the growth. You have the permitting power, the infrastructure; the City is the natural catalyst in order to make things happen. TIF can be used for things like land acquisition, infrastructure, public improvements-- it's a big part of TIF. What it can't do is pay for vertical new construction. That's up to the private sector. What it can do is set the table. Projects are the heart of TIF. Private property has to be developed and producing taxes. Whether it's industrial, commercial, residential, you can do residential under TIF as well.

Because it's a 4-6 month process sometimes longer, the key is the boundary. Where is the area? The reason is there are certain things related to the qualifications. You can have blighted/improved, or conservation area, or even vacant areas. Vacant areas are possible, they have a different set of

qualifications but they can be qualified. You can adopt a feasibility resolution, non-binding, allows for protection of costs without committing the City.

What are the qualification factors? For improved property there are criteria including dilapidation, deterioration, some related to property valuations, lack of community planning, lack of infrastructure. There is a host of them. You have to have 5 out of the 13 for a blighted area. Vacant areas relate to other factors, also lacking valuation, disposal sites, chronic flooding, are related more to vacant properties. Sometimes you have both present at the same time.

There is a possibility, given the fact that it is a 4 – 6 month process or longer, to adopt what's called a feasibility resolution. What that does from a legal standpoint is protect costs. A feasibility resolution, which is nonbinding, allows you to protect those costs as things may have to happen over those 4 – 6 months. Whether it's engineering work, grant or application work, safety concerns, or code violations, it will protect the costs. It acknowledges the work that has to be done.

If you're going to do a TIF the idea is you want to see a valuation increase. That is the key to TIF. Once you pass the question of getting the area qualified, and identifying the project, how do you get it done? As I mentioned before TIF is a finance program. Your entitlements as to zoning, parking, access egress, that's a different toolkit. What TIF does is generates those taxes. It's the least risky from a municipal standpoint. Shift the risk to the private side. They have to perform in order to get TIF increment. If there are delays in projects and things don't go as planned, it's self-regulated, performance based. A lot of private developers don't like this because they front the money and wait for the dollars to come back in. In terms of the path of least resistance, they would prefer the pay as you go.

**Ald. Bancroft:** You said there are 700 in the state of IL, what's the split between the two?

**Bob R.:** I would say it's probably 70/30 – 70% pay as you go, 30% GO bond funded. But probably with respect to funding dollars it's 50/50.

Pay as you go is good for municipalities; it's not as good for private side. Can it work? Yes. There are ways to structure this. For example attach an interest rate, because they have to wait 20 years for the money, attaching an interest rate for the unpaid balance.

GO TIF bond, you will have TIF revenues. As the revenue comes in you can abate the levy, but if the money is not there the backstop is the general obligation of the municipality. This will have the lowest interest rate.

Taxable revenue bond, you get the benefit of the upfront funding, but you're tying the credit only to the TIF. In order for this to work, because it's nonrecourse to the City, the purchasers of the bonds, which are usually high yield bond funds, high yield funds and insurance companies, risk takers, as a result you get a higher interest rate. They have other considerations, reserve funds, capitalize interest, reserve policy considerations.

The questions to ask are; is there evidence that they really need it? If you're going to put TIF money in, there is a reason. Under the TIF Act you're required to make that money. That's why you do the eligibility report. You're trying to identify what the constraints of the development are.

Recently there have been some changes to the TIF Act. The first is if it's a residential project there are statutory requirements that you give the school district a percentage of the money for new students. By addressing the fact that they have to educate kids they get some money before the TIF period is concluded. In fact they get money every year.

The other district is the library district. They have the ability to get a per patron distribution. It's smaller, but you have the district has the ability to get some cash before the TIF is expired. It's only for residential. Commercial, industrial, retail, the municipality keeps the money.

Another is something called surplus distribution. On an annual basis you declare a percentage and give it back to the county. The county would then distribute it on a prorated basis.

Lastly, and the most difficult, you don't go the full 22 years. You make an assessment of the cash flows and cut it short. Make sure the cash flow is there before you do that.

What to do after a TIF is established from a staff point of view. There is an audit process, annual reports, redevelopment agreements, and in addition you look at the performance of your TIF's, if the market changes it's good to benchmark and review to date.

**Mayor Rogina:** The Charlestowne Mall proposed TIF includes residential. You said residential could open the lock box. That's a good carrot to give them.

**Bob R:** In that case it was a good change to the TIF Act because the primary opposition over the years comes from schools.

**Ald. Lemke:** If it's 50% and we're able to compensate the school district for the students we're going to generate. Doesn't that mean a bigger TIF?

**Bob R.:** You have to look at that in advance. Work with the development, tell them what you can give them and figure out a way to make it work. If you figure there are fewer kids, you keep that money. Then you can accelerate the TIF term, but it's at the discretion of the city. The first order of business would be to figure out the amount of money.

**Ald. Silkaitis:** I think I read that in Springfield that one of the taxing districts couldn't do TIF.

**Bob R.:** That's what happens in Wisconsin.

**Mayor Rogina:** What if the advisory Joint Review Board turns it down, is it a super majority here to move it forward?

**Bob R.:** You need (City Council) a super major majority to pass.

**Ald. Silkaitis:** Could Springfield change the law midstream and you have to accommodate, or would it be grandfathered in?

**Bob R.:** There is a safe harbor. If you start by certain date you don't fall under these rules. There has been sensitivity to allow for grandfathering or finish line.

**Ald. Bancroft:** Can you briefly describe pay as you go?

**Bob R.:** It's basically debt obligation. It sets forth what the principal amount is, the interest rate, what the payment base is, and most importantly identifies the pledge. You are only going to pay on money you receive. If they protest their taxes or there is a non-payment. There is no cash to pay. There is an instrument, which is the note that will specify what the obligations are from the City of St. Charles. The

only fund will be a TIF fund which we have a separate audit and deposit. There is a brick wall between that fund and the rest of the City. Everything else is taken care of independent of the TIF.

**Ald. Bancroft:** Can a developer sell it?

**Bob R.:** Under certain circumstances. If they sell it, it's at a discount; it's not the same as the City of St. Charles.

**Ald. Bessner:** Regarding the TIF types, and the City of St. Charles bond rating. Do they weigh equally?

**Bob R.:** General Obligation is a ripple on the bond rating. It increases your liability. The rating agencies want to see how careful you've been in terms of the review of it, but from a liability standpoint in terms of your ratios...

**Ald. Bessner:** Regarding regular TIF, how do you know if you have too many?

**Bob R.:** It's not a question of how many, there is no limit under state law, as long as they are performing, or if they're dormant and don't have a drag on you. It's how you manage it. Whether you have 12 TIF's or 15, if each only has a small portion, \$3M - \$4M of equalized assessed valuation, related to your old tax base it's a minor blip. What you are trying to sell to the rating agencies that you have these problem properties and are trying to turn them around. You have 7 TIF's and I think your EAV for all 7 is probably less than 2% of the City's EAV. You're home rule, that's great to the rating agencies because it gives you flexibility. Even though there is no formal standard, your EAV as it relates to the whole City EAV is modest even as it relates to these 2 projects.

**Ald. Lewis:** Should we diversify how we give incentives? Is it better to have different incentives instead of all TIFs?

**Bob R.:** It doesn't matter how many you have, the important thing is how they are performing.

**Chris:** We have diversified; we have sales tax, we have a special service area we utilized to develop property west of the Charlestowne Mall. We've done some property tax abatement TIF's, we also did a knowledge based incentive with Clarke Mosquito; we try to spread the wealth. We haven't just done TIF.

**Bob R.:** I think the taxing districts appreciate that.

**Ald. Lewis:** That's what we've been told regarding sales tax recently we needed to collect money from different agencies rather than depending on the same one.

**Ald. Bessner:** I thought the last time we discussed our credit rating it was stated that we needed to watch how many TIF's we had. That's why I asked the question.

**Chris:** The issue is the performance. The fact that we're subsidizing out of the general fund for 6 of the 7 TIF's is what was negative on the credit rating. Not that we have a certain number of TIFs, but that we had subsidies out of the general fund to help pay the TIF liabilities. Six of the 7 TIF's we have are GO based TIF's that were entered into in the 90's and early 2000. That was the comment, not relative to TIFs overall, but what we're subsidizing.

**Ald. Bancroft:** The definition of a TIF performing is the line going up?

**Bob R.:** Yes and you're covering your costs.

**Ald. Bancroft:** When you're talking about something like the Charlestowne Mall, huge dollars, and change in use to a residential. How do we as a group underwrite that risk?

**Chris:** The key is keeping the City out of the position where we're in a general obligation situation. If we are in a GO situation; essentially we're saying we will be raising taxes to whatever level needed. If we switch that risk back to the developer and they only get the increment generated from a particular TIF district to pay of all your costs. They would have to come in and front fund all the cost for the demo, and everything else. The City will pay back from the revenue stream, but only to the extent of that revenue stream.

**Ald. Bancroft:** What if the deal is so bad we can't find someone smart enough to do that?

**Chris:** You're talking about the Lexington Club TIF. That's exactly what happened with Lexington Club. They entered into a deal with the City, found out their costs were significantly higher than anticipated. They never consummated any development activity on the TIF.

**Ald. Bancroft:** When we get to the Charlestowne Mall that is a huge risk. We're so conservative to what our approach to this is, that we've ensured that nothing is going to happen.

**Mayor Rogina:** Staff wants some input on this.

**Mark:** You understand completely the reason why we presented this pay as you go TIF vs a GO backed TIF. There is a certain amount of risk. Although Semersky, Charlestowne Mall and Pheasant Run have all talked about Pay as You Go TIFs. Chris, Rita and I all believe at some point one of those TIF requests are going to turn into a request that we take the total burden with a GO backed TIF, or at least a piece of it. We wanted to make sure you were aware of the risks. When the question comes up, and we have a conversation about this, we can discuss if we're willing to take the risk. Alternatively, are we really entrenched with what our philosophy has been since the economy downturn and we don't take these sorts of risks.

**Ald. Bancroft:** Where we are in the cycle? We've had straight-up for 10 years, that straight up in terms of economic depreciation hides a lot. Things like Pay as You Go are a lot more palatable when you know you're on a roller coaster going up. When it levels out and now they're looking at construction costs, it's not what it was supposed to be, it's a surprise to them. They are now looking at all the costs and now they will be knocking on the City's door. It's an absolute risk that they will come back to us.

**Ald. Silkaitis:** When they want more money we're getting less money from property sales tax. It's a double whammy for us. Do we take that chance? I have a problem with that. Charlestowne Mall, Semersky, Pheasant Run; which would be more comfortable?

**Mark:** We have a potential for 3 incentives that need TIF. Charlestowne Mall, Pheasant Run, Semersky. If we were to make a choice as to which one we were more comfortable to advance, what's your feedback?

*The Mayor asked each council member for their opinion.*

**Mayor Rogina:** Ald. Bancroft did a great job of raising questions. Let's go around the room, quickly give staff some perspective of your priorities on TIFs.

**Ald. Turner:** I have no problem with the Semersky TIF its low, \$5M - \$7M. They are asking for public works projects more than anything else.

**Rita T:** In addition to the TIF they are asking for an additional \$2.5M sales tax incentives.

**Ald. Turner:** Just on the TIF alone that's really public works. It has population growth to the west, and a little bit to the south, high value population growth. It's my feeling that if the Audi dealership goes there we will see a Lexus dealership going there. There is a real risk on Pheasant Run, even more on Charlestowne.

**Ald. Lewis:** I think giving financial assistance to a luxury car dealer that most people can't see themselves buying that type of car may be a problem. Even though it's the smaller amount that would be my least favorite. I would go with Pheasant Run. I think it would offer the most financial impact to the City. I think that will draw much more money than car dealer. The mall I don't know. I don't know about that risk.

**Ald. Bancroft:** I look at it as which project do you believe in? Bill is right, we have Mercedes there, once Audi get is, then come more, and we have an auto mall before you know it. That could have a huge impact. It would be good for the City. Pheasant Run is the same. I think those 2 deals are the ones I would watch closely to see who I believe in first, and the one I believe in first is who I would go with.

**Ald. Payleitner:** All of us have to deal with perception on these projects. Pheasant Run, why are we getting involved in a remodel of the hotel?

**Mark:** Part of it is we don't know what the money is going for. We do know there are a lot of utility work that has to be done.

**Ald. Payleitner:** For the added problems, not for the hotel.

**Mark:** For the added site.

**Ald. Lemke:** All we saw was the re-vamp of the hotel. As far as the Semersky property, what's blighted about that property? Public perception is greenspace, leave it. I get the intention for a dealership, which is why I want it off the sales tax incentive. As far as a TIF, all we're putting in there is not for our benefit but for theirs. The mall you can pull every resident in 2<sup>nd</sup> ward, and they will tell you they don't like what they see. Visually it's terrible. Did they let it go intentionally so it would get to this point? We need to help. I see when you add the residential piece that the property will increase in value. I don't see that being the case, the property, on Randall.

**Ald. Vitek:** How do you weigh the confidence of the developer and plan if we should TIF or not? I would go with Pheasant Run, because I have more confidence it would be fruitful.

**Ald. Bancroft:** I would say the Semersky property first. The Audi brand would be a new segment for this area. It would just add on to what's there now, a car dealer to play off Mercedes. The sales tax revenue would be coming in more quickly and successfully. Second, Pheasant Run, it's a great plan they are putting out there. The number of rooms is decreasing, less revenue and will probably need to increase rates. I don't know how much revenue is going to come out of that.

**Ald. Lemke:** In the letter we have, it mentions Krausz requested an inducement resolution for their site. The bottom line is I don't know what they have put together. We have the opportunity for a dealership

that generates a lot more sales tax revenue than it does traffic. Look at what we got with First Street for \$24M. We have underground utilities where we didn't have them before, street improvement, development plan.

**Ald. Silkaitis:** I'd go with the Audi dealership first. In economic downturns the retail car dealer doesn't suffer that much. Pheasant Run would be second.

**Ald. Gaugel:** Semersky makes the most sense, and generate the most revenue. Pheasant Run, even if they were to put this in, there will be a rate increase and lower occupancy rate. That would be at the bottom of the list. With the Charlestowne Mall site, we have to expand our comfort zone with that. I think should explore more. We need to get it back up and running.

**Ald. Turner:** I'd like to ask the consultant: Which one of these Audi or Pheasant Run, would qualify as a safe bet on a GO vs. a Pay as You Go?

**Bob R.:** I don't have enough to answer that right now. The only thing I know that has the best chance is the dealership/Semersky. They have some other uses that their planning. If you could tie the dollars only to the dealership that's a good bet. Pheasant Run, I don't know enough about what they are doing. We have to look at the numbers, but you always go with the bird in hand first.

**Ald. Turner:** If it's Just the dealership could that actually take care of a \$5M TIF and the rest around it is ours?

**Bob R.:** The dollars from the dealership are sales tax. You're going to put up a 25,000 ft. store that might generate \$80,000 - \$100,000 that's not going to pay for the request

**Ald. Lewis:** I'd like clarification on Pheasant Run. Are they developing the entire property?

**Mark:** They own the entire site, but what we understand is that of the 13 acres they will sell off 10 acres, and retain 3 acres for commercial development complementary to the hotel. That could change.

**Ald. Lewis:** The TIF would be for the entire thing. It's not just Pheasant Run properties.

**Mark:** Right.

**Ald. Lemke:** From the Convention and Visitor's Bureau meeting, I don't vote, but I do attend. It's not a case that they will reduce; they already have a wing that they are not using. They have taken several units out of inventory due to age.

**Mark:** If we could focus on Charlestowne for a moment. Mr. Rychliki referred to a feasibility resolution (inducement resolution). The reason they are asking for that is to use this as a tool when asking for developers to join them on their site. The resolution from the City of St. Charles would indicate that we are partners and would be interested in pursuing incentives on the site, mainly TIF, and it would allow the money to be recouped at a future date from the TIF, if the City approved the TIF. I hear talk about being comfortable with the Charlestowne Mall, but need to be flexible, and to work with them. They are asking for this resolution to complement their ability to market the site.

**Ald. Lemke:** I'm adamant about this. If it's a matter of getting engaged, I don't think we can't do it blind. What are some things that could encourage us and them? I think we would have to see not only

that he moves forward, but that Chuck May has the ability to negotiate some factors that go into that, otherwise I'm out.

**Chris:** The inducement resolution is a marketing tool for the developer to be sure. It also has some ramifications in terms of the cost that the developer is allowed to recover. It starts to set the date for IRS purposes for when the project is allowed to recover preliminary costs such as, more engineering, and honing in more on what their costs will ultimately be. If there is some kind of cost recovery mechanism that sets the date. It has a financial implication as well as marketing.

**Mayor Rogina:** Are you implying we should support an inducement resolution, or you saying we should not.

**Chris:** That depends on how real you think the project is and what you want to state to the developer. It does have a financial implication on the cost they are allowed to recover from an IRS standpoint.

**Rita T.:** They can also reap City and Court costs, correct?

**Chris:** Yes.

**Mayor Rogina:** Mark, do you want a resolution?

**Mark:** Maybe just a show of hands to guide the discussions. We may want to say to Krausz, if you give us A, B, C and D, and we need it by for example January 30, 2018, we would then consider an inducement resolution.

**Ald. Payleitner:** Are we talking about something new, because we currently have something with them.

**Mayor Rogina:** Mark said we have no proposal, no application.

**Ald. Payleitner:** But do we as a City have an inducement resolution with them already?

**Mark:** We have a sales tax agreement.

**Ald. Bancroft:** Any developer that's going to come in, residential or otherwise; we (the City) is always going to be at the table for whoever ultimately will be involved.

**Ald. Payleitner:** What is the language on that, that's my question? We already have some sort of inducement with them. Are they adding to that, is it assumed? Is it with the property? Is it with the owners?

**Ald. Bancroft:** Sales tax is off the table because they don't have a mall.

**Mark:** We had one and it's no longer in affect.

**Ald. Lewis:** I think we've given them a reasonable amount of time to be engaged.

**Mark:** Is it fair that we as a staff go back to them and say, we're not moving forward, we want to continue conversation with you or future developer, but until you can bring those folks to us we're done.

***Mayor Rogina asked the group to raise their hand if they are in agreement with Mark's comment.***

***Show of hands – All***

***Break – 10:25 am – 10:30 am***

## **Downtown St. Charles**

### **Active River Project**

**Mark:** From our last conversation on the Active River Project it was decided that before we spend money on preliminary engineering, need to better understand what the potential return on investment would be. Can we model how much revenue we will get if we build it? Can we model how much redevelopment will take place downtown? The Park District is a partner in this conversation, they haven't offered any financial contribution, however they have been an active party at the table.

We put together a request for proposal and received responses from three different firms. We interviewed all three firms; all had similar ideas of how to assist with interviews and public involvement sessions, looking at several models and how it affected downtown areas. They also had some different strategies in terms of approach. There is a firm called HVS, many of you are familiar with them. We're ready to present that proposal to you for consideration at a future committee meeting. The value of the contract was just over \$70,000. Over a period of 3 – 6 months they would provide a draft report, then a final report to begin to help us understand the value of the river in our community, and by improving activity within the body of the river and what type of return on investment we may see. That will give us and the Park Board the comfort to say we will advance forward with preliminary engineering, which we have the first phase of in our budget now.

**Rita T:** For purposes of disclosure I'd like to mention the three firms that submitted RFP responses; Market and Feasibility Advisors, HVS, and Gruen & Gruen and Associates. It was Gruen & Gruen that Mark referred to as having a slightly different philosophy of how they would grow the project, HVS and Market and Feasibility Advisors were comparable in their approach. Our recommendation is to go with HVS, and we will bring it forward to the Planning & Development Committee shortly.

**Ald. Turner:** Do we have an economic study for the area north of Main Street along the river?

**Mark:** There is a River Corridor Plan; I'm not familiar with an economic study.

**Ald. Turner:** I thought once 1<sup>st</sup> Street was done we had this other plan for the north.

**Mark:** There was never an economic development study done, there was some conceptual planning talked about, but nothing more.

### **Comprehensive Plan Update**

**Rita T.:** We talked about this at an earlier retreat; the need to update the Comprehensive Plan as it pertains to downtown. The timing is good now as we know more about 1<sup>st</sup> street project. The 1<sup>st</sup> Street project is nearing completion. The police station is under construction. We know Chief Keegan and his troops will be moving out from the old police station sometime in 2019. We believe we are ready to initiate the process of updating our Comprehensive Plan downtown.

*Rita discussed the catalyst sites for the 2013 Comprehensive Plan, and the proposed Comprehensive Plan amendment.*

**Rita T.:** Now that we're looking at this as four quadrants, which we've always had a tendency to do, I see this as we have two sections of our downtown. One is north of Main Street, and the other is south of Main Street.

Looking at the section north of Main Street these are areas that have larger impactful development/redevelopment options. One being our old police station site which is city property.

The northwest quadrant; years ago there were some conceptual conversations that after 1<sup>st</sup> Street is developed there is some opportunity for a parking deck or redevelopment. This was just conceptual. Those are areas we will be looking at in more detail. There will be a public process to seek guidance from the community as well as elected officials for these parcels.

South of Main Street there are some smaller redevelopment opportunities. What we will essentially be doing is reflecting progress on 1<sup>st</sup> Street. Reflecting that there is development has occurred and how it impacts other development on a smaller scale in that area?

We will initiate the process with the Plan Commission this November. I've come to recognize that there was a lot of turnover on language with 1<sup>st</sup> Street. There is a lot of background information that needs to be acknowledged. There is the existing Comprehensive plan, River Corridor Master Plan, Economic Analysis of River Corridor Master Plan, which will nicely fit into our Comprehensive Plan process. The Economic Analysis of the River Corridor Master Plan, we anticipate will receive the go ahead from Council in October, November at the latest. Looking ahead, by January or February, 2019, I'm anticipating having a report from that economic analysis.

With the limited scope and scale, and somewhat technical nature of this amendment, I anticipate we would use The Plan Commission. The Plan Commission would be the party to conduct these exercises with guidance from staff. It would go to Planning and Development Committee, and then City Council by summer of 2019.

**Ald. Turner:** Is the \$70,000 for the Economic Analysis of the River Corridor Master Plan coming from the original money budgeted for the river?

**Mark:** Yes, correct.

**Rita T.:** We anticipate the majority of the work will be done for the downtown comprehensive plan update in-house.

I have a few questions for Council regarding the existing police department site and all City owned property, which includes City Hall, Police Station, the parking lot, and Century Station. I need some direction on how much, and which city property would you like to see included in the redevelopment areas of the comprehensive planning process? I know that there are plenty of opinions out there from the community, the Plan Commission may have some opinions, but it's City owned property and it's your property. I need your feedback.

Which property should be included as we embark on this discussion? How detailed would you like this to be? For example, the comprehensive plan process, we have a vision, we want it to be broad based, and it includes a series of guidelines. The guidelines are, mixed use on the police department site is accepted, and no more than a 5 story building, entertainment use is acceptable, perhaps residential. Is that the level

of detail we want to have as we complete this process, or would the Council like to have some say in creating some site plans? The first option allows for the market to do its work. When we're ready we can solicit a developer for the police department site.

Another option is to have some more developed plans. The risk with this is we're shooting in the dark, not letting the market do its work. If we go with that option, defining the site plan in more detail and depth, I would need to seek some consulting assistance. It's possible, but just a matter of which approach you would like.

**Mayor Rogina:** As a means of trying to show an example, and before we get into the weeds on this, it would be beneficial for us to go over to Naperville and look at their riverfront project. It's outstanding.

A question, what do you want on this site? I believe that a developer is going to look at that and propose the idea of developing not just the police station site, but may even go into the greenspace. As you give your input share what you may vision on the current police station site.

**Ald. Gaugel:** Everything should be open with the exception of Cedar to the south and the existing City Hall. I think we should keep the City Hall Building.

**Mayor Rogina:** I'd like to hear from everyone to see their feelings on City Hall being redeveloped.

**Ald. Gaugel:** Keep it as City Hall; it's a historic landmark, impossible to retrofit. Cedar to the north is all fair game. In terms of the detail, we need to let the market decide. Let the market dictate what we need to do. Keep the Comprehensive Plan at a high level, mixed use appropriate, limited direction, and being open to amending the Comprehensive Plan.

**Ald. Silkaitis:** Keep City Hall where it is. Not a discussable option. Parking, there isn't much parking around there. I hope it stays as open space. I disagree with developing the police department site. I don't want to see a building there. We need to have some general guidelines for the police department site only.

**Ald. Lemke:** Police department site only, we have a well site there so that has to be clear. Anything like fire, IT, water treatment plant are not for redevelopment.

**Ald. Bessner:** I agree with Ald. Gaugel. Originally I was thinking just east of Riverside, meaning leave east of Riverside alone all the way up to the police department property. I see how that opens up further north, but again leave the Municipal Center where it is. It's an iconic building. More so now with the police moving out, for our own sense of purpose, we should have a presence downtown. Other uses we can look at it down the road. If a hotel or a business goes there I would be open to height.

**Ald. Vitek:** I agree with Ald. Gaugel. Leave the Municipal Center alone. I agree with what the Mayor said. I think it's very important that we go to Naperville and talk to the officials there. I know the market dictates what goes there. I understand that piece of it but I also look at the south. If there isn't that residential on 1<sup>st</sup> street; I don't know that I would like to see so much residential there, maybe a hotel. I like the Hotel Indigo in Naperville, but again looking at the big picture I would like for us to also think about what's happening with the other pieces of property we have south and determine some criteria.

**Ald. Payleitner:** The parking just to the east of the Police Department is that where staff parks?

**Chief Keegan:** Yes, it's mostly staff parking.

**Ald. Payleitner:** Nothing south of Cedar. I agree to let the market do the work as long as it includes a parking facility. I have no issues in Naperville. I love what they did. I have no limitations as far as that goes.

**Ald. Bancroft:** I agree with Ald. Gaugel. How special is Century Station as a facility?

**Chief Schelstreet:** It becomes a question of cost. We would need a location in the downtown area. The busiest location for us is the Carol Towers area. It's a six story facility with a specific demographic. We would need another spot in the downtown area?

**Ald. Bancroft:** What about the plan itself, the size, it's in bedrock, emergency management, is there anything special?

**Chief Schelstreet:** Certainly the EOC is in bedrock for emergency issues, hence the cost. The reason the original owner failed is because it was in bedrock. That leads to cost in order to replicate that facility in the downtown area you will have a similar situation.

**Ald. Bancroft:** Cedar going north makes sense. I would drop a line around century station and keep it. I don't think it detracts from the marketability of the site.

**Ald. Lewis:** I would draw my line at State Avenue and keep the parking lot for city employees. We just spent over \$1M on the parking lot.

**Mayor Rogina:** State Avenue, keep open space and parking. South of Cedar...keep the firehouse.

**Ald. Lewis:** State Avenue is my cut off. Keep the memorial garden, greenspace, the Riverwalk, employee parking lot. If we're going to keep the Municipal Center we need the public parking, and keep the Fire Station. I think we need a plan, not detailed into the weeds, but a vision. We may waste a lot of time looking at things that may or may not work. If we don't know what we want there we may end up with anything. We should have some kind of vision. It is a conversation we should have in public.

**Ald. Turner:** Keep everything south of State Avenue, north of State Street I think the electrical could be moved. There might have been some plans on that at one point. The rest is basically market driven.

*Ald. Payleitner noted for the record that she meant State Avenue in her previous statement, not Cedar.*

**Mayor Rogina:** We should keep talking about economic studies to improve economic development downtown. Anything is in play as far as I'm concerned. I'm in favor of something that gives beautiful views along the river. Whether it's a hotel, condominiums, or restaurants on the site, it would be fine with me. It's going to be market driven. If in fact the Municipal Building stays it will cost some money. There needs to be some improvement, doors, glass, and I will be seeking the Council support on that. If we decide to stay then I think we need to go in that direction

## **Budget**

**Mark:** In the last 12 months we have allowed for some new/enhanced user fees. These are mainly hotel, liquor tax, and fuel tax. Chris has taken that money and overlaid it on the budget to see how we look going ahead.

**Chris:** My goal today is to share with you the impact of the additional revenue enhancements and how we move forward with that. The bad news is eventually, and as we go through the numbers, you'll see we

will need to take additional action at some point in the future. The good news is the revenue enhancements have bought us a little time, but over time if we undertake the projects that we have committed to, the Police Station, 7<sup>th</sup> Avenue Creek, and the Active River Development, we will have to take future action to make sure we can afford all those projects, and the level of service that we offer.

I'd like to review the concept of how non-utility operations and capital needs are funded. We have the general governmental revenue stream. That is essentially all non-utility revenues that occur within the City. The property tax, sales tax, income tax, hotel tax, the local fuel tax, and the alcohol tax actually fund both the general fund and capital projects fund. The general fund accounts for recurring operations in our general administrative accounts. Staffing supplies come out of these contractual services for the Police Department, Administration Department, Finance, Community and Economic Development, Human Resources, Information Systems, and part of Public Works or all of the general governmental functions. All the operating expenses occur out of the general fund. We pay for debt service, TIF subsidies, and each year we do a transfer of money out of the general fund into the capital projects fund from the general governmental revenue stream.

The capital projects fund takes care of non-recurring projects. Items such as buildings, major roadway projects, IT infrastructure, storm sewer projects, streetscape, and projects related design and engineering. Each year we do a transfer to the capital projects fund so we can fund some projects on a pay as you go basis.

The capital projects fund also gets its revenue and financing sources from bonding. We bond projects and pay for the projects. When we pay off bonds it comes from the debt service portion of our general recurring governmental revenue stream. We take a stagnant or slowly growing revenue stream, take discretionary dollars, which is the transfer to capital fund on an annual basis, and turn them into non-discretionary funds once we issue the bonds and make the debt service payments annually.

#### Financial performance history

We had a slight deficit for the year of approximately \$2,00,000, based on just under \$43M of revenue, and a little over \$43M of expenses. This ties into the projections we're going to talk about moving forward. Since 2013 we've seen our revenues increase an average of 1.7% per year and our expenditures have increased by about 2.5% per year.

The expenditures are growing faster than our revenues primarily due to the transfer to the capital improvements fund; as our capital needs increase we've transferred more money each year. Costs have been increasing primarily on some actuarial assumptions that have changed over time. We have seen inflationary growth generally in expenditures as well.

#### The financial performance of the General Fund

In 2018 we actually have a slight deficit position. We would have had a surplus if the State of Illinois had not changed their funding formula for municipalities. That impact was about \$200,000. Without that change we would have seen an approximate \$2,000 surplus.

Between 2018 and 2019 there is quite an increase in revenues from about \$42.9M up to about \$44.6M. About \$860,000 - \$870,000 of that increase is directly relatable to the revenue enhancement we just implemented. For alcohol and hotel tax that represents the receipts between September 1, 2018 – April 30, 2018, and it also represents the fuel tax going into effect on November 1, 2018. There is a substantial increase between 2018 and 2019 which is primarily due to the debt service that we took on for the Police Station Project. We are actually projecting a small surplus for the year based on those enhancements/costs rolling forward into 2020.

Fiscal year 2020 there is another fairly substantial increase in the revenues. This represents the remaining \$513,000 to account for a full year's impact of the revenue enhancements. Those come fully online in 2020.

**Mayor Rogina:** Are all those assumptions based upon a flat dollar levy?

**Chris:** Yes. I have not assumed any kind of a property tax increase. I've trended the revenue at 1.2% and expenditures at 1.5% annually. I think those are fairly accurate yet conservative estimates of where our revenue and expenditures stream may be headed over time. I don't know that we need to concentrate on the specific numbers, but the trends over time are what we should look at. I think the trends will hold up over time based on how we operate today.

#### Debt Service for Projects

When we spoke a year ago we had 3 legacy projects we were looking at bringing online with significant debt service cost.

1. The Police Station has been incorporated into that number. We have a small bond issue for cleanup costs, making sure everything is done at the site, and tearing down the facility as it exists today and making that site developable.
2. The 7<sup>th</sup> Avenue Creek Project. We've undertaken some land acquisition and some design costs related to that project, but we are going to have some significant debt service cost, assuming the project rolls forward, going into the future.
3. We have assumed that the City will spend \$5M on The Active River Project. We assume a \$1M bond issue to get some of the preliminary engineering, economic impact analysis, and some of the design costs. There is a subsequent \$4M bond issue that's assumed for purposes of these projections that occurs in the 2022/2023 range that helps achieve the construction of whatever comes forward. The largest assumption in these projections is we will find a funding partner who actually comes up with some money to help with this.

The phasing and debt service schedules and cost move forward and we do start to see some deficits as we move out into future years. I don't know that the Active River will fall into the phasing assumed with this schedule. Other deficits that we have in the first couple of years are fairly manageable in terms of size and scope. I don't know that a lot of significant action needs to be taken in the next couple of years.

If you look in the 4 – 5 year time frame we start to see deficits that we will eventually have to deal with.

Assuming we did nothing we would slowly draw down those reserves until we hit our floor of 25% reserves in the 2023/2024 timeframe.

That's where the impact is related to these projects.

**Ald. Gaugel:** Revenue and expenditures 1.2% and 1.5% is that representative to pre-2008? Do you have numbers that reflect that?

**Chris:** Yes, if you recall the City took a significant cost saving effort in the 2008 time frame. There are some negative numbers on both the revenue and expenditure side. I think those numbers are somewhat misleading. I gave a little more credence to the 5-year average. I don't know that we're going to see 1.7% and I certainly don't think we're going to see 2.6% on the expenditure side.

**Ald. Gaugel:** My question is pre-2008, when things were humming along. This is all post 2008. I'm trying to draw a parallel to the same type market conditions we had at that time.

**Chris:** I don't think we'll see the same market conditions as pre-2008. The City just doesn't have the same room to grow as it did at that time. Projects we have on the table will help. Economic development or lack of economic development reflects in the revenue stream. However, I don't see us ever getting back to where we were pre-2008.

Capital improvements fund as it exists in the budget adopted in April, 2018 for three years. We budget for FY 2018/2019 then we project out the next 3 fiscal years. I went through the capital projects listing and pulled out anything related to the Police Station Project, Active River Project, or 7<sup>th</sup> Ave creek. That left us a balance of capital projects that staff have identified and programed into the 4-year budget of about \$6M for 2019/2020. I mentioned the annual capital transfer from the general fund of \$1M. That's what is in the budget right now. Additionally, the video gaming revenues are plugged into the capital projects fund. It's roughly \$120,000 per year. That leaves a funding deficit for capital projects of somewhere between \$5M - \$6.5M per year over the next 3 years.

Perhaps we can get some grant revenues. In fact, regarding 7<sup>th</sup> Ave Creek we do qualify for grant funding. We need to make a decision on how to proceed with that project moving forward.

This is to give you a sense of how that general revenue stream ties together in terms of funding, operations, and funding capital on an annual basis.

**Ald. Lewis:** Capital projects, are those our day in day out things that need to be done in the City?

**Chris:** Yes, anything from street resurfacing, reconstruction, pavement rejuvenation, IT infrastructure, etc.

**Ald. Lewis:** It's ongoing maintenance of maintaining the City. The three you removed were specific projects. What was the dollar amount of those three together?

**Chris:** Active River Project - \$5M, 7<sup>th</sup> Avenue Creek - \$14.2M right now in additional costs based on the numbers I have.

**Ald. Lewis:** That's a big difference. The 7<sup>th</sup> Avenue Creek project could possibly be put into the infrastructure project.

**Chris:** It is an infrastructure project. I just separated it due to the volume and cost.

**Mayor Rogina:** What is the City Council's temperature on if you'd like to change our levy theory to a rate theory as opposed to a flat dollar? Mr. Minick is smart enough as we present a levy 2019/2020 we could present a rate structure, and next year we'd be in good shape to bring in a dollar figure that's close, and go to a levy that rate driven as opposed to flat dollar driven. I think staff is looking for that and we think and for the Council to opine on where we are on that subject.

**Ald. Turner:** We aren't benefiting from new growth. I think we should move to 13%, 10% per year, figure the tax rate on that. I don't think the tax rate would change that much. Do to EAV going down and the new taxes coming.

**Chris:** The property tax rate, if we maintain that, I would like a budget taking into account the EAV increase every year. Based on the increase on the EAV in the last 2-years, if the 2015 tax rate was held consistent we would have collected \$428,000 more, and the impact to a home valued at \$350,000 would be \$35.00 per year, roughly \$3.00 per month, of increased taxes.

**Ald. Lewis:** I don't know. We are talking about so many projects, increases, and new growth. I'd like to hear what everyone else has to say.

**Mayor Rogina:** New growth begets new revenue.

**Ald. Lewis:** What will we do with that extra revenue? Pay down debt? People will look at what they do in their own lives and the expectation is that their government will do the same.

**Ald. Bancroft:** We need to be clear on what projects. I don't think 7<sup>th</sup> Avenue Creek justifies it, I don't think we're going to get there. We need to start thinking about what we want you to do from a projection standpoint, and I agree with Ald. Turner, we need to start capturing the EAV.

**Ald. Payleitner:** I agree with Todd.

**Ald. Vitek:** I agree with Todd.

**Ald. Bessner:** Capturing the EAV vs. raising the tax levy?

**Chris:** Capturing the EAV. What I assume is meant by that is that we would leave the rate the same and the growth in the EAV would translate into a higher tax levy and higher property tax dollars

**Ald. Bessner:** If we wanted to bring an additional \$2M from EAV what would that increase be?

**Chris:** That would be a little shy of 10%, probably in the 7% – 8 %, I think. I can give you the precise number at a future session.

**Ald. Bessner:** That \$900,000 cumulative impact is saying that a \$300,000 home would go up about \$3 a month?

**Chris:** That's the \$428,000 impact, about \$3 a month. In order to get to the \$902,000 would be a \$30.00 increase in one year and \$39.00 in the second year, \$3 one year, additional \$3 the next year.

**Ald. Lemke:** Taxes are going up; schools are a bigger base, changing from the constant dollar amount to a constant levy rate as our means. I don't want to do it suddenly; \$5M more several years from now.

**Ald. Silkaitis:** A \$400,000 increase, would that cover the \$5M we are short?

**Chris:** No.

**Ald. Silkaitis:** How much would we need?

**Chris:** If we issue bonds?

**Ald. Silkaitis:** No, the property tax. If we are going to bond something we should do it now. Interest rates are going up. It's going to keep going up.

**Mayor Rogina:** Are you rate driven as opposed to a flat dollar?

**Ald. Silkaitis:** I'm not sure.

**Ald. Gaugel:** I'm okay with this as long as it's at the current rate or below with expectation of bringing in additional. Capital projects – the only one that has the potential to generate revenue is the Active River Project. The other two projects need to be done, but won't give us the return or the increased revenue dollars.

**Mayor Rogina:** It's incumbent upon us to look at the police site to generate income to support the Active River Project.

**Ald. Silkaitis:** The Active River Project is 5 years down the road. What will we do now? If we know it's coming we need to be proactive.

**Ald. Bessner:** The reason I was asking about \$2M is if any of us are open to raising the levy, I would rather raise it, and secure that revenue in a larger amount vs. going back every year and changing it.

**Chris:** Before we would suggest anything we would present the most recent information.

**Ald. Turner:** We don't need to raise the levy this year. If we go farther out we'd have to do a big jump. I would rather raise it slow and have that money in reserve so we're not raising the levy \$0.04 or \$0.05. Let's just raise it \$0.01 this year and \$0.01 next year and let it accumulate. Do you think you could do that?

**Chris:** We could do that. What this presumes is we hold the tax rate consistent at whatever year we decide. If we were to use 2017 and hold the rate at \$0.85, the next year the EAV increases 3.5%, generating approximately \$400,000, but the rate stays the same for the 2018 levy as it was 2017 levy. If there is a specific dollar amount we have in mind, or if we want to raise the rate. I can put that information together.

**Ald. Turner:** I don't think an extra \$400,000 is going to cover what we need. We are going to have some labor contracts coming up, and we haven't even discussed the pension costs. I think we should anticipate these things.

**Break – 11:55 am – 12:00 pm**

**Mark:** Discussed the tax slides, and talked about the grant opportunity for 7<sup>th</sup> Ave Creek. Mark noted that we have to give an answer to the grantor of the money (IEPA) if we're going to accept that grant or not by November 1, 2018.

### **Consolidation CVB/DSCP**

**Mayor Rogina:** We're looking for direction and if we should continue.

**Mark:** There is a memo in your packet. It has taken 6 months to get to this point. The CVB and DSCP are committed to combining and leveraging each other's strengths to providing better promotion of St. Charles. We have challenged them to reduce City contributions in the magnitude of \$100,000. The money would still come from hotel motel tax, and the downtown SSA. The CVB would work as a

certified bureau and receive money from State of Illinois. That has ranged from about \$200,000 - \$270,000. The DSCP has had a healthy donation/giving (sponsorships) allowing them to be successful. In the last 12 months the DSCP has increased donations by 30%. They have used that to fund special events and some of the marketing things they have done to help promote downtown businesses.

There would be one board, a president, and one executive director with a staff. Four key areas have been identified that would be responsible in this new organization, they are, sales, special events, marketing and support for business. The piece that is being worked out is how this new group will coordinate with the Chamber of Commerce. That's going to be necessary so services aren't duplicated, and that the organizations work together to advance St. Charles.

**Mayor Rogina:** How do we evaluate their performance over the year to accommodate funding requests?

I'd like to see evaluation from their clients as to their services as one of the metrics. Mark and I are asking for more time to work through this. Their organizations are going to their boards to ask the same allowance.

**Ald. Lewis:** Who gets the final say? If their boards say no, does it not happen?

**Mark:** I would suggest it's in our hands. We're the funding agency. But it will only be successful if they want to do this.

**Ald. Lewis:** If they vote no. Where are we?

**Mark:** You and I both sit on the DSCP board and Chris Woelffer has softly suggested this and there has not been any resistance.

**Mayor Rogina:** We report back to them what our board says; in turn we'll hear what their board says and act accordingly.

**Ald. Payleitner:** I agree. It's taken so long.

**Mark:** A year.

**Ald. Bessner:** Has there been any pushback? What are some of the points of contention?

**Mark:** They wanted more money, they wanted to give up state funding, and there was a conversation about a long-term commitment from the City of St. Charles as opposed to a commitment to move forward with an annual evaluation. It's like any negotiation it takes time.

**Mayor Rogina:** Our response was solid metrics/measurements for the City Council to determine funding increases. I've said that all the players should have benefits (health insurance). The CVB members have benefits, the DSCP does not. There is some talent there, on both the CVB and the DSCP to make St. Charles progress.

**Ald. Lewis:** When you say benefits do you mean pensions?

**Mayor Rogina:** No, health insurance.

**Ald. Payleitner:** We are doing a lot of listening and not a lot of talking. I appreciate your and Mark's patience with this. This has taken way too long. I think we need to reset the bar. I shared with you both on what Elgin is doing. Elgin caps personnel costs at 50% and I think we should be doing the same. I'm not sure if you had correct information in your memo Mark. I think that's what the State requires. You can't use more than 50% on personnel.

**Mayor Rogina:** We carefully went through the state requirements and applied them.

**Ald. Payleitner:** Then Elgin is following different numbers than we are.

**Mark:** We're not following the Elgin model. If that's the direction of the Council, that is a different model and we need to talk about it.

**Ald. Turner:** Are they still going to get free space in the Sterling Building?

**Mark:** I'm not familiar with a proposal for that.

**Mayor Rogina:** I don't know anything about that. Both groups are going to stay in the Municipal Center.

**Ald. Lewis:** The CVB & DSCP looks more towards how they can benefit St. Charles. The Chamber is more to benefit businesses. I see them as opposites. The Chamber does things for the benefit of their membership. They are focused on how to make businesses grow, not St. Charles.

**Mark:** They are about the numbers.

**Ald. Payleitner:** The new director of The Chamber is a lot more city focused.

**Ald. Gaugel:** I spoke with Tom Donahue and they have an interest that the CVB is a well-run agency that brings business into St. Charles. They could work together and aim for the same goal.

**Ald. Lewis:** I think they need to work together, I just think they have different missions.

**Mayor Rogina:** Is there any objection to our moving forward in this direction?

**Ald. Payleitner:** I don't see anything changing right now.

**Mayor Rogina:** One leader not 2, working together, and there will be an events coordinator. Eventually, if we get one voice, we'll sit down with the Chamber to reduce duplicity, and work hand in hand to make for a better St. Charles economically, socially, etc., and we dropped the budget. Again, it's whatever the council wants, you see the model. Should we move forward?

**Ald. Lewis:** Can this actually be on paper next budget year.

**Mayor Rogina:** Absolutely.

**Ald. Payleitner:** Passed out copies of the Elgin Model for consideration.

**Ald. Lemke:** We need to be cognizant of the funding from the State.

## **Tobacco**

**Mayor Rogina:** I'd like to get a sense of your feelings regarding the following. The State of Illinois is not supporting Tobacco 21. I'd like to get an idea as to what you'd like to do. West Chicago wants us to join them in moving to 21. Chief has talked about the problems with cities doing this. What's your pleasure on us doing this?

**Ald. Silkaitis:** I think that one city in the tri-cities wouldn't make sense. I would support it if it were all three.

**Ald. Bancroft:** It's ridiculous. I understand restriction on alcohol. For tobacco, if you have an 18 year old that wants to buy a cigarette, they should be able to buy a cigarette.

**Ald. Payleitner:** I agree with Todd. I also think we need to do a better job communicating what we have in place.

**Mayor Rogina:** Some publicity and getting it out there that vaping is just as illegal as smoking.

**Ald. Lewis:** I'm opposed. It would be difficult to enforce.

**Chief Keegan:** When this first came up, some State officials wanted us to ban sales but not possession. That sends a mixed message.

**Mayor Rogina:** I have the answer I needed.

## **Meeting Days**

**Mayor Rogina:** Is anyone interested in bifurcating our meetings to Monday and Tuesday, having City Council meetings on Monday and Committee Meetings on Tuesday. I've heard from some that it would be nice to be able to have a long weekend when traveling.

**Ald. Turner:** I'm fine with moving the committee meetings over. What about Government Operations, would we have City Council one day and come back the next for Government Operations? Why add another day?

**Mayor Rogina:** We would keep Government Operations on Monday. I'm talking about P & D and Government Services.

**Mark:** Rita Tungare and Russ Colby are suggesting to move all Monday meetings to Tuesday, and Plan Commission meetings to Wednesday.

**Rita T:** That would work better for staff, and the Plan Commission. The Plan Commission would like some additional time to review the packet. There is an opportunity if the Council desires to move all Monday meetings to Tuesdays.

**Ald. Lewis:** When would it go to website?

**Mark:** It would be the same, Friday.

**Ald. Vitek:** If we like to encourage a diverse City Council membership, Monday is easier for parents and families. There aren't any activities on Monday.

**Ald. Bancroft:** It's the same for business travel, Monday is better.

**Ald. Payleitner:** I never know with the school district when they are meeting. I love that it's consistent with the City.

**Mayor Rogina:** No desire to move at this time.

**Ald. Lewis:** I think that they could be once a month.

**Mayor Rogina:** We could do that, but if we go to that the meeting agendas will stack up and become longer. Right now it's efficient.

**Ald. Bancroft:** What happened earlier this month got down to one agenda item, we added it to another meeting agenda. If it gets down to two or three or the items are all omnibus, move it to the next meeting.

**Mayor Rogina:** I think we try our best to be efficient.

**Ald. Lewis:** I don't know that we have to grant every request from everyone that needs an answer yesterday. I'm not sure we have to do that. The County meets once a month. Their Committee Meetings are more frequent.

**Ald. Turner:** Is there anything that would prevent us from putting planning issues on Government Operations.

**Atty. McGuirk:** We can combine.

**Mark:** We did that more regularly and I got a request to hold back on that. We try to be sensitive to that.

**Ald. Turner:** It's up to the Chairman if they want to do that.

**Atty. McGuirk:** The code doesn't talk to committee meetings, just city council.

**Mayor Rogina:** We can look into this and come back with a proposal.

**Ald. Silkaitis:** I would be opposed to changing. I like the way it is now.

**Mayor Rogina:** We have a variety of views.

### **Donations**

**Mark:** John McGuirk, Gary Vanek, City's Ethics Officer for the City, and I had a meeting to talk about ethics and conflict of interest. One of Gary Vanek's suggestions parroted what Ald. Vitek shared with me related to the use of a foundation for the collection of donations. The concerns that were given to me to deal with issues of conflict of interest, management of donations, and how we ask for money. There is a group called The Community Foundation of the Fox Valley. They are an organization that serves as the middle person between the donor and the beneficiary. They manage the funds, invest money and we

would have an agreement with them. They assist with decisions regarding policy/criteria for donation acceptance.

Ald. Vitek had a conversation with a similar organization in DuPage. We found out that the Village of Glen Ellyn set up a foundation to help with projects they would like to undertake. I called the Glen Ellyn's City Manager, he and I are going to get together.

Yesterday, the Mayor, Chris Minick, John McGuirk, Ald. Vitek and I met with Mr. Hartman, Executive Director of The Community Foundation of the Fox River Valley, to find out more about their organization and if he felt they could help in regards to donations. This is something they believe they can do. There are funds that could be set up. There are a variety of funds that are set up in St. Charles today, mainly the River Corridor Foundation, and Lazarus House. There are library districts and park districts throughout the Fox Valley that they manage funds for. This seems to be the vehicle for public-private partnerships related to the acceptance of donations. The basic question is, who makes the ask? We asked that question of Mr. Hartman yesterday.

How does it play out when making the ask? The response was a lot of times the ask has to do with the relationship. For example, if Ald. Vitek had a relationship with a firm and you felt you were the best person to ask on behalf of the foundation that may make sense, and that it's done in concert with other members of the advisory committee. The advisory committee is a combination of community foundation staff and foundation staff and local community leaders. Advisory members could include elected officials, staff, or members of the community. This makes it representative of the group and appropriate for Ald. Vitek to make the ask. Everyone would have to be comfortable with this.

In the Village of Glen Ellyn, the MOU they have is with their DuPage Community Foundation. The Glen Ellyn and Foundation MOU states no city employees will make asks. There is a certain amount of tailoring that can be done with these agreements. The suggestion was that we start simple. We can amend the agreement over time. The timeline to establish an agreement with the Fox Valley Community Foundation is however long it takes for the attorneys to put the document together.

**Ald. Vitek:** I put a call into a friend who does asking for his organization. I also put in a call the attorney at the DuPage Community Foundation. A lot of it has to do with your comfortability. Relationship is the key, that's why you're making the ask. In addition, never go alone, and make sure the benefit is not directly to you, but it's to the City.

**Mayor Rogina:** People are very good if there is a possibility of a conflict of interest. I have no problem of being a part of the ask. I do agree that in some situations you don't want certain people asking. From an ethics point of view, transparency is the key.

**Ald. Gaugel:** Help me understand. Are we going to be asking for money for specific projects, or general donations?

**Ald. Vitek:** It could go for specific projects, or we could have dollars donated to go to general projects. We can also set up parameters as to what donations will go toward. We can have individuals donating and the money being used generally.

**Ald. Gaugel:** Who would comprise the board?

**Ald. Vitek:** The Glen Ellyn Foundation has their own board. We can set up an advisory committee. John, you can probably answer that in more detail.

**Atty. McGuirk:** The Glen Ellyn model has 5 categories, land acquisition, development, etc. As far as the structure of the board, we didn't get into that. It would be easy to set up.

**Ald. Bancroft:** Anyone who wants a license, approval, etc. will start handing out cash. That's something we need to be mindful of.

**Atty. John McGuirk:** Anyone who does business to the city.

**Ald. Vitek:** That happens all the time.

**Ald. Lewis:** I thought we were asking for naming rights. This is completely different.

**Mayor Rogina:** I asked that question. We could suggest as part of the ask the naming rights. The foundation becomes your arm for transparency.

**Ald. Vitek:** The donor gets the benefit of giving to a charitable foundation. This vehicle is a pass-thru.

**Ald. Lewis:** I don't have trouble asking people for money, but I have trouble asking people for money as an alderman.

**Mayor Rogina:** You aren't asking for money. You won't be on the committee.

**Ald. Lewis:** What if I do want to be on the committee. I would be asking as Maureen, not an alderman.

**Ald. Bancroft:** You can't have someone who needs something from the City actively contributing. By the same token you can't have a conversation and give them the feeling if they don't make a donation they won't have our cooperation.

**Ald. Vitek:** The Foundation will do all the administrative work making sure all is PC.

**Ald. Payleitner:** You're talking about us creating our own foundation.

**Mark:** We would be connecting to the Community Foundation with a local advisory committee. That advisory committee could include some folks in this room, or community members.

**Ald. Vitek:** It's a fund within a foundation. It's not an actual foundation.

**Ald. Payleitner:** There is a Park Board Foundation. Who is the common denominator there?

**Mark:** Holly Cabel is an advisor, and they have one Park Board member.

**Ald. Lewis:** Isn't the Park Foundation appointed by the Park Board?

**Mark:** Holly Cabel is very involved in how they spend the money. I don't know who appoints Park Foundation members.

**Rita T.:** What makes this complicated for us is we're a regulation agency. We administer fines, fees, and administer regulations. If there were a donor that donated \$1M, and we have an open violation against this person? Those are the gray areas.

**Atty. McGuirk:** If it's a developer, or someone currently working with the City, we wouldn't accept the donation.

**Ald. Vitek:** How this starts as it relates to any project thinking about it from the entire perspective. If you have a list of individuals, business owners, friends, vendors; we are looking for names. You wouldn't be doing the ask, but if you have a list of individuals who have an interest in a legacy. It starts with donor suggestions. Think about that, send the information to Mark and he'll pass it along.

There are public lists where you can find out who gives to organizations. Most people who give to projects are just like us. Think about your church. I encourage you to think about that or if you would like to use me as a resource let me know.

**Ald. Lewis:** When this started you had all these people you know and you had the money. I didn't sign up as an alderman to be a solicitor. If the rest of you want to do that, it's fine, but I'm not going to be part of that.

**Mayor Rogina:** That's fine. Most of you have an alma mater that have foundations. I don't see this as anything different. It's a benefit to the community. As long as you're transparent there is nothing wrong. For those of you that feel you have names of people that would like to contribute, pass the names along to Mark. We will do nothing until we have Council approval with a set of rules and guidance.

### **Video-taping City Council Meetings**

**Ald. Payleitner:** There is a group in the ward that travels a lot for business. They have issues that they would love to hear about first hand and wondered if we've given any thought to broadcasting the council meetings. I said yes, but it wasn't agreed upon. Their response was that with modern technology, Facebook Live, it wouldn't be difficult to have that done. I'm not for it, but I promised to bring this up for conversation.

**Mayor Rogina:** I'll back what Rita is saying, I'm also not for it. I think we're as transparent organization as possible.

**Ald. Silkaitis:** I'm fine with it. I don't care either way. I don't think the City should pay for it.

**Ald. Gaugel:** I'm fine with it. I'm just curious why you wouldn't be Mayor?

**Mayor Rogina:** There is a cost factor if we sponsor it. I answer every phone call, every email, there is FOIA, and there are so many ways for the community to get information regarding the City. I don't understand why people feel they aren't informed.

**Ald. Bancroft:** The comment then is, it's 2018, the technology is here, our mantra is to make them all informed. It's inconsistent.

**Ald. Lewis:** I don't mind. I think the people are interested, and sometimes the minutes aren't released for a couple weeks.

**Ald. Payleitner:** I prefer that people are engaged.

**Ald. Lewis:** If they were watching they may come in.

**Mayor Rogina:** There is a majority in favor of some sort of taping.

Art is against, Ald. Vitek doesn't care, Ald. Payleitner is a no, Todd is in favor, and Lewis is in favor.

**Ald. Bessner:** I'm more indifferent. Again, I think it will slow down meetings.

**Ald. Vitek:** I don't care.

**Mayor Rogina:** Rita P., you're with me?

**Rita P.:** Yes.

**Mark:** The history is people talk more.

### **Alcohol Delivery**

**Mayor Rogina:** We have a motion on the table on alcohol delivery. I believe that a majority of the council is not opposed to alcohol delivery under certain circumstances. Some of the circumstances would be to stay silent on the subject. Right now we have language in our ordinance that it's not allowed, and it happens all the time. To the chief's point it's happening. Until something drastic happens wouldn't it be smart to take the language out, or we could vote on the ordinance as presented. It could go 6 – 4 against or it can go 5 -5 with the mayor breaking the tie. I hate to think that something of that magnitude having a tie breaking vote. I'd like to see us have more of a consensus.

**Ald. Bancroft:** What is the right answer from Chief Keegan's perspective?

**Chief Keegan:** I'm trying to do the right thing because I got some calls from business owners that they are doing it.

**Ald. Payleitner:** I see that the fears are being addressed. Are there other things/fears that are causing concern?

**Ald. Lewis:** If it fails at committee does it go to council – it doesn't always go to council.

**Mayor Rogina:** It always goes to council, such as in the case of the gas tax.

**Chief Keegan:** It's always against the law to deliver to minor. If we eliminate the language all together, there is always the law to support us if there is a violation.

Motion by Ald. Gaugel, second by Ald. Vitek to adjourn the City Council Retreat at 1:05 pm.

:tc

**MINUTES FOR THE MEETING OF THE ST. CHARLES CITY  
COUNCIL MONDAY JANUARY 22, 2019 – 7:00 P.M.**

**CITY COUNCIL CHAMBER, CITY OF ST. CHARLES  
2 E. MAIN STREET, ST. CHARLES, IL 60174  
CITY COUNCIL CHAMBERS**

1. **Call to Order** at 7pm by Mayor Rogina
2. **Roll Call**  
Present –Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
Absent – Stellato, Turner
3. **Invocation** by Ald. Payleitner
4. **Pledge of Allegiance** by Ald. Lemke
5. **Presentations**
  - Presentation from Scott Corbin regarding Live 20/20 Cultural Cooperation with St. Malo, France.

Scott Corbin –  
Good evening everyone. Thank you for having me.

I have really important news regarding our city in regards to putting St. Charles as not only a top family destination but now a global hub technology for specifically the youth.

After years of consideration we have been granted the opportunity to begin a cultural cooperation with the city of Saint-Malo, France. A cultural cooperation is the first step in the process of becoming a Sister City to one of the most prestigious, elegant, historically rich places on the planet.

The basis of this cultural cooperation, and link between both communities, will be the development of a technology that will improve the infrastructure of the live experience in general.

The Jank Guitar Store has been proudly involved in the development of this technology, which was originally created in 1998. It will officially launch in December 2020.

This unique technology will be used in venues worldwide. From concert halls to auditoriums this one of a kind utility will fundamentally change the way we listen and therefore learn forever.

The name of this listening tool is called Live20/20™. The 20/20 refers to clarity and measurement that supersedes the average.

The Jank Guitar Store will be holding a ceremony on March 23rd of this year in Paris, France. We are officially supported by the City of Paris.

There will be an official announcement through major media outlets that designates St. Charles and Saint-Malo as the two main centers of development for this technology. This major opportunity for both cities will result in bringing global recognition and jobs to both communities for their advancement as a center for tech jobs for the youth.

In addition to the economic boost of bringing jobs to both communities through Live20/20, the local youth selected each year to be the Tri-Cities Jank Ambassador will be given the opportunity to visit St-Malo as a Global Citizen sponsored by The Jank Guitar Store.

- 6. Omnibus Vote. Items with an asterisk (\*)** are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.
- \*7.** Motion by Ald. Silkaitis and seconded by Ald. Payleitner to accept and place on file minutes of the regular City Council meeting held January 7, 2019.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*8.** Motion Ald. Silkaitis and seconded by Ald. Payleitner to approve and authorize issuance of vouchers from the Expenditure Approval List for the period of 12/31/2018-1/13/2019 in the amount of \$6,231,844.78.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

## **I. New Business**

- A.** Recommendation from Mayor Rogina to Appoint Sally Stancati to the Visitors Cultural Commission, motion to approve by Ald. Bessner and seconded by Ald. Lemke.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

## II. Committee Reports

### A. Government Operations

- \*1. Motion Ald. Silkaitis and seconded by Ald. Payleitner to approve a **Resolution** authorizing the Director of Human Resources to execute a Letter of Agreement between the City of St. Charles and Gallagher Benefit Services, Inc. for health and welfare benefits management services.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*2. Motion Ald. Silkaitis and seconded by Ald. Payleitner to appoint Sikich, LLP as the City's auditor at a Cost of \$73,100 annually for the Five Fiscal Years beginning April 30, 2019.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*3. Motion Ald. Silkaitis and seconded by Ald. Payleitner to approve and place on file minutes of the December 17, 2018, Government Operations Committee meeting.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*4. Motion Ald. Silkaitis and seconded by Ald. Payleitner to approve and place on file minutes of the January 7, 2019 Government Operations Committee meeting.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

### B. Government Services

None

### C. Planning and Development

- \*1. Motion Ald. Silkaitis and seconded by Ald. Payleitner to approve a **Resolution 2019-2** approving a Proposal for Professional Engineering Services from WBK Engineering for First Street East Plaza and Riverwalk in an amount not to exceed \$54,954.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*2. Motion Ald. Silkaitis and seconded by Ald. Payleitner to approve a **Resolution 2019-3** Establishing the 2019 Inclusionary Housing Fee In-lieu Amount.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*3. Motion Ald. Silkaitis and seconded by Ald. Payleitner to accept and place on file **Plan Commission Resolution No. 1-2019** A Resolution Recommending Approval of a General Amendment to Ch. 17.26 "Landscaping and Screening" and Ch. 17.14 "Business and Mixed Use Districts" regarding modifications to site landscaping requirements.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*4. Motion Ald. Silkaitis and seconded by Ald. Payleitner to approve an **Ordinance 2019-Z-1** Amending Title 17 of the St. Charles Municipal Code Entitled "Zoning", Ch. 17.26 "Landscaping and Screening", Ch. 17.14 "Business and Mixed Use Districts", and Appendix C "Plant Palette".

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*5. Motion Ald. Silkaitis and seconded by Ald. Payleitner to accept and place on file **Plan Commission Resolution No. 2-2019** A Resolution Recommending Approval of a General Amendment to Ch. 17.30 "Definitions", Section 17.30.020 "Use Definitions" regarding Pet Care Facilities and Section 17.30.030 "General Definitions" regarding Pergola and Arbor/Trellis; and Ch. 17.28 "Signs", Section 17.28.060 "Illumination" regarding series and awning lighting.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*6. Motion Ald. Silkaitis and seconded by Ald. Payleitner to approve an **Ordinance 2019-Z-2** Amending Title 17 of the St. Charles Municipal Code Entitled “Zoning”, Ch. 17.30 “Definitions” and Ch. 17.28 “Signs”.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*7. Motion Ald. Silkaitis and seconded by Ald. Payleitner to approve a **Resolution 2019-4** Authorizing the Mayor and City Clerk of the City of St. Charles to approve a Budget Addition for the Fire Stations #2 and #3 Duct Replacement.

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

- \*8. Motion Ald. Silkaitis and seconded by Ald. Payleitner to Waive the Formal Bid Procedure and approve a **Resolution 2019-5** Authorizing the Mayor and City Clerk of the City of St. Charles to award a Contract for Duct Replacement at Fire Stations #2 and #3 to GeoStar Mechanical.”

ROLL CALL VOTE: AYE: Silkaitis, Payleitner, Lemke, Bancroft, Gaugel, Vitek, Bessner, Lewis  
NAY: Stellato, Turner  
ABSENT: NONE  
ABSTAIN: NONE

MOTION CARRIED

#### **D. 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)

#### **9. Additional Items from Mayor, Council, Staff, or Citizens**

**10. Adjournment** motion by Ald. Gaugel and seconded by ALd. Bancroft at 7:15pm  
VOICE VOTE: AYE - UNANIMOUS      ABSENT: Stellato, Turner      MOTION CARRIED

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Charles Amenta, City Clerk

CERTIFIED TO BE A TRUE COPY OF ORIGINAL

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Charles Amenta, City Clerk

***ADA Compliance***

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

2/1/2019

**CITY OF ST CHARLES  
COMPANY 1000  
EXPENDITURE APPROVAL LIST**

**1/14/2019 - 1/27/2019**

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
112	ATHLETICO LTD		688.00	01/24/2019	9237	BACK UP IN HR
	<b>ATHLETICO LTD Total</b>		<b>688.00</b>			
114	DG HARDWARE					
		97534	4.46	01/24/2019	74465/F	FASTENERS
		97534	63.12	01/24/2019	74487/F	MISC SUPPLIES
		97534	3.44	01/24/2019	74497/F	MISC SUPPLIES
	<b>DG HARDWARE Total</b>		<b>71.02</b>			
139	AFLAC					
			19.80	01/18/2019	ACAN190118140045FI	AFLAC Cancer Insurance
			38.58	01/18/2019	ACAN190118140045PI	AFLAC Cancer Insurance
			97.37	01/18/2019	ACAN190118140045PV	AFLAC Cancer Insurance
			25.20	01/18/2019	ADIS190118140045FD	AFLAC Disability and STD
			26.21	01/18/2019	ADIS190118140045FN	AFLAC Disability and STD
			92.20	01/18/2019	ADIS190118140045PD	AFLAC Disability and STD
			39.30	01/18/2019	APAC190118140045PI	AFLAC Personal Accident
			13.38	01/18/2019	APAC190118140045PV	AFLAC Personal Accident
			13.57	01/18/2019	ASPE190118140045FI	AFLAC Specified Event (PRP)
			17.04	01/18/2019	ASPE190118140045PV	AFLAC Specified Event (PRP)
			77.96	01/18/2019	AVOL190118140045PI	AFLAC Voluntary Indemnity
			63.94	01/18/2019	AVOL190118140045PV	AFLAC Voluntary Indemnity
			20.08	01/18/2019	ADIS190118140045PV	AFLAC Disability and STD
			8.10	01/18/2019	AHIC190118140045FD	AFLAC Hospital Intensive Care
			8.10	01/18/2019	AHIC190118140045PD	AFLAC Hospital Intensive Care
			33.84	01/18/2019	AHIC190118140045PV	AFLAC Hospital Intensive Care
			57.23	01/18/2019	APAC190118140045FI	AFLAC Personal Accident
			16.32	01/18/2019	APAC190118140045FI	AFLAC Personal Accident
	<b>AFLAC Total</b>		<b>668.22</b>			
145	AIR ONE EQUIPMENT INC					
		102349	133.00	01/24/2019	139536	PHOENIX GLOVES
		102615	644.00	01/24/2019	139694	PUBLIC SAFETY VESTS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	AIR ONE EQUIPMENT INC Total		<u>777.00</u>			
149	ALARM DETECTION SYSTEMS INC					
		97987	297.21	01/17/2019	30434-1188	QTRLY SVC JAN-MAR
		97987	377.10	01/24/2019	144000-1043	QTRY CHARGES FEB-APR 2019
		97987	152.25	01/24/2019	46090-1185	QTRY CHARGES FEB - APR 2019
	ALARM DETECTION SYSTEMS INC Total		<u>826.56</u>			
177	AL PIEMONTE CADILLAC INC					
		102640	119.24	01/24/2019	119204	RO 61828 VEH 1900
		102640	33.28	01/24/2019	119231	RO 61828 VEH 1900
	AL PIEMONTE CADILLAC INC Total		<u>152.52</u>			
182	ALTEC INDUSTRIES INC					
		102704	529.50	01/17/2019	50334223	DIELECTRIC TEST & REPAIR
	ALTEC INDUSTRIES INC Total		<u>529.50</u>			
254	ARISTA INFORMATION SYSTEMS INC					
		97640	4,636.23	01/24/2019	1330201901	MONTHLY POSTAGE
		97640	1,881.15	01/24/2019	26824	MONTHLY PRINTING
	ARISTA INFORMATION SYSTEMS INC Total		<u>6,517.38</u>			
255	ARIES INDUSTRIES INC					
		102185	126.70	01/24/2019	384217	REPAIR TO TRACTOR
		102693	1,546.80	01/24/2019	384782	PIGTAIL/CABLE ASSEMBLY
	ARIES INDUSTRIES INC Total		<u>1,673.50</u>			
279	ATLAS CORP & NOTARY SUPPLY CO					
			39.00	01/17/2019	011419EM	E MENDOZA
			39.00	01/24/2019	011719MM	M MCCOWAN
	ATLAS CORP & NOTARY SUPPLY CO Total		<u>78.00</u>			
282	ASSOCIATED TECHNICAL SERV LTD					
		102747	813.75	01/24/2019	30941	SVC @ 4N106 THORNAPPLE
	ASSOCIATED TECHNICAL SERV LTD Total		<u>813.75</u>			
284	AT&T					
			60.42	01/24/2019	010519-627	MONTHLY BILLING
			70.49	01/24/2019	010819-878	MONTHLY SVCS
	AT&T Total		<u>130.91</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
285	AT&T		1,875.60	01/24/2019	9643295408	MONTHLY SVCS
	<b>AT&amp;T Total</b>		<b><u>1,875.60</u></b>			
298	AWARDS CONCEPTS					
		97599	172.08	01/17/2019	10513422	AWARDS KEN ROBINSON
		97599	145.00	01/17/2019	10513424	AWARDS DON FRULAND
	<b>AWARDS CONCEPTS Total</b>		<b><u>317.08</u></b>			
305	BADGER METER INC					
		102206	2,218.92	01/17/2019	1273744	1-1/2 ELL 13" GSKT
		102541	554.70	01/24/2019	1275091	EU EDA E-SERIES 1-1/2 EL
	<b>BADGER METER INC Total</b>		<b><u>2,773.62</u></b>			
324	ERIC BAUWENS					
			15.00	01/17/2019	041018	PER DIEM 4-10-18
	<b>ERIC BAUWENS Total</b>		<b><u>15.00</u></b>			
333	RYAN BEETER					
			34.94	01/24/2019	011619	REIMBURSEMENT PYROLL AFL
	<b>RYAN BEETER Total</b>		<b><u>34.94</u></b>			
338	AIRGAS NORTH CENTRAL					
		102654	4.26	01/17/2019	1603212327	FINANCE FEE FOR LATE PAYM
		102654	69.21	01/17/2019	9078608515	RENTAL
		102654	51.12	01/17/2019	9954911141	RENTAL
		102654	54.53	01/17/2019	9958456659	RENTAL OF CYLINDERS
		102641	364.81	01/24/2019	9084089770	TANKS - METER
	<b>AIRGAS NORTH CENTRAL Total</b>		<b><u>543.93</u></b>			
369	BLUE GOOSE SUPER MARKET INC					
		97473	9.70	01/24/2019	00801211	APT MANAGER MEETING POLI
	<b>BLUE GOOSE SUPER MARKET INC Total</b>		<b><u>9.70</u></b>			
376	INTERNATIONAL CODE COUNCIL INC					
		102758	455.63	01/24/2019	1000992965	2015 DESIGNER COLLECTION
	<b>INTERNATIONAL CODE COUNCIL INC Total</b>		<b><u>455.63</u></b>			
382	BOUND TREE MEDICAL LLC					
		102570	318.40	01/17/2019	83069648	INVENTORY ITEMS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	BOUND TREE MEDICAL LLC Total		<u>318.40</u>			
393	BRICOR CONSULTING		2,400.00	01/17/2019	FY 2019	PER SIGNED AGREEMENT FY 2
	BRICOR CONSULTING Total		<u>2,400.00</u>			
396	BROWNELLS INC	98960	72.92	01/24/2019	16902563.00	MISC SUPPLIES - PD
	BROWNELLS INC Total		<u>72.92</u>			
456	SARA CASS		67.40	01/17/2019	010719	HOLIDAY DECORATIONS
	SARA CASS Total		<u>67.40</u>			
473	AT&T MOBILITY		33.23	01/17/2019	287258511326X01012C	MONTHLY SVC
	AT&T MOBILITY Total		<u>33.23</u>			
480	CERTIFIED AUTO REPAIR INC	102754	160.00	01/17/2019	165364	TOWING LABOR
		97488	145.00	01/17/2019	165826	TOWING SERVICES POLICE DE
	CERTIFIED AUTO REPAIR INC Total		<u>305.00</u>			
491	CHADS TOWING & RECOVERY INC	97489	185.00	01/17/2019	63119	TOWING PD
	CHADS TOWING & RECOVERY INC Total		<u>185.00</u>			
517	CINTAS CORPORATION	97860	128.09	01/17/2019	344109812	UNIFORM SVC - FLEET
		97860	128.09	01/24/2019	344113177	WEEKLY UNIFORM FLEET
	CINTAS CORPORATION Total		<u>256.18</u>			
518	CLERK OF THE 18TH		1,000.00	01/24/2019	400740/19CF133	BAIL BOND = P BEECH
			375.00	01/24/2019	400770	BAIL BOND = J A SANCHEZ
	CLERK OF THE 18TH Total		<u>1,375.00</u>			
525	RICH CLARK		700.00	01/17/2019	020419	PER DIEM 2-4 THRU 6-14-19
	RICH CLARK Total		<u>700.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
563	CDW GOVERNMENT INC					
		102652	38.88	01/24/2019	QPD5320	CYBER ACOUSTICS USB PWR
		102669	63.98	01/24/2019	QPM4826	BATT CARTRIDGE
	<b>CDW GOVERNMENT INC Total</b>		<b>102.86</b>			
564	COMCAST OF CHICAGO INC					
			14.72	01/24/2019	011219PD	MONTHLY SVC
			161.85	01/24/2019	011519SUB2	SVC 1-19 THRU 2-18-19
			14.78	01/24/2019	011619FD	SVC 1-23 THRU 2-22-19
	<b>COMCAST OF CHICAGO INC Total</b>		<b>191.35</b>			
579	COMMUNICATIONS DIRECT INC					
		102515	135.60	01/24/2019	IN150648	INVENTORY ITEMS
	<b>COMMUNICATIONS DIRECT INC Total</b>		<b>135.60</b>			
642	CUSTOM WELDING & FAB INC					
		102295	857.40	01/17/2019	180247	REPAIR 1200 E MAIN
	<b>CUSTOM WELDING &amp; FAB INC Total</b>		<b>857.40</b>			
646	PADDOCK PUBLICATIONS INC					
			34.60	01/17/2019	111894	SUBSCRIPTION 1-14-19-2-8-19
			128.80	01/24/2019	T4515386	RE: 7TH AVE - PUBLIC NOTICE
	<b>PADDOCK PUBLICATIONS INC Total</b>		<b>163.40</b>			
699	THOMAS DIEHL					
			61.41	01/17/2019	011019	CDL REIMBURSEMENT
	<b>THOMAS DIEHL Total</b>		<b>61.41</b>			
710	DISCOUNT TIRE					
		102393	525.00	01/17/2019	151004	INVENTORY ITEMS
	<b>DISCOUNT TIRE Total</b>		<b>525.00</b>			
719	KRISTI DOBBS					
			123.24	01/17/2019	011619	PETTY CASH
			73.00	01/24/2019	012119	PETTY CASH REIMBURSEMENT
	<b>KRISTI DOBBS Total</b>		<b>196.24</b>			
725	DON MCCUE CHEVROLET					
		102579	165.96	01/17/2019	411937	MOTOR
	<b>DON MCCUE CHEVROLET Total</b>		<b>165.96</b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
749	DUKES ROOT CONTROL INC					
		102567	5,424.00	01/24/2019	15003	JET POWER II DEGREASER
		102567	1,451.00	01/24/2019	15004	JET POWER II DEGREASER
	<b>DUKES ROOT CONTROL INC Total</b>		<b><u>6,875.00</u></b>			
750	DUKANE CONTRACT SERVICES					
		97497	1,838.50	01/17/2019	127664	SVC @ CS
		97497	4,707.25	01/17/2019	127665	SVC @ CITY HALL
		97497	5,358.58	01/17/2019	127666	SVC @ PD
		97497	6,908.58	01/17/2019	127667	SVC @ PW/LAB
		97497	1,697.42	01/17/2019	127675	SVC @ E&W GARAGES
	<b>DUKANE CONTRACT SERVICES Total</b>		<b><u>20,510.33</u></b>			
767	EAGLE ENGRAVING INC					
		102351	329.00	01/17/2019	2018-5741	BLACK SIGNS
		97477	45.60	01/17/2019	2018-6073	MISC BADGES
		97477	7.50	01/17/2019	2018-6116	SILVER DISK
		102617	94.00	01/24/2019	2019-025	AWARDS FIRE DEPT
		97477	37.95	01/24/2019	2019-033	POLICE DEPT BADGES
	<b>EAGLE ENGRAVING INC Total</b>		<b><u>514.05</u></b>			
789	ANIXTER INC					
		102233	759.31	01/17/2019	227247093	ADAPTER PLATE
		102576	303.60	01/17/2019	4110957-00	INVENTORY ITEMS
			500.00	01/24/2019	4125605-00	PROBE OPTICAL
			-500.00	01/24/2019	41317414-00A	CRED INV#4125605-00
	<b>ANIXTER INC Total</b>		<b><u>1,062.91</u></b>			
826	BORDER STATES INDUSTRIES INC					
		102525	1,632.16	01/24/2019	916877655	INVENTORY ITEMS
	<b>BORDER STATES INDUSTRIES INC Total</b>		<b><u>1,632.16</u></b>			
870	FIRE PENSION FUND					
			432.92	01/18/2019	FP1%190118140045FI	Fire Pension 1% Fee
			3,330.05	01/18/2019	FRP2190118140045FC	Fire Pension Tier 2
			14,489.29	01/18/2019	FRPN190118140045FI	Fire Pension
	<b>FIRE PENSION FUND Total</b>		<b><u>18,252.26</u></b>			
876	FIRST ENVIRONMENTAL LAB INC					
		97495	585.00	01/17/2019	145387	LAB DEPT CHEMICALS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		97495	13.50	01/24/2019	145418	PAINT FILTER TEST
	<b>FIRST ENVIRONMENTAL LAB INC Total</b>		<b><u>598.50</u></b>			
<b>889</b>	<b>FLORIDA CHEMICAL SUPPLY INC</b>					
		102629	263.00	01/24/2019	5019123	LIQUID HAMMER
	<b>FLORIDA CHEMICAL SUPPLY INC Total</b>		<b><u>263.00</u></b>			
<b>906</b>	<b>FORESTRY SUPPLIERS INC</b>					
		102639	127.16	01/24/2019	461121-00	LANYARD
	<b>FORESTRY SUPPLIERS INC Total</b>		<b><u>127.16</u></b>			
<b>928</b>	<b>FRANKS EMPLOYMENT INC</b>					
		102103	680.00	01/17/2019	89083	12/17/18-12/21/18 SERVICES
		102103	278.80	01/24/2019	89098	12/27/18-12/28/18 SERVICES
		102103	557.60	01/24/2019	89110	LW SVC 12-31 THRU 1-4-19
	<b>FRANKS EMPLOYMENT INC Total</b>		<b><u>1,516.40</u></b>			
<b>935</b>	<b>DOWNTOWN ST CHARLES</b>					
			22,272.73	01/24/2019	FY 2019A	FY 2019 AGREEMENT ON FILE
	<b>DOWNTOWN ST CHARLES Total</b>		<b><u>22,272.73</u></b>			
<b>944</b>	<b>GALLS LLC</b>					
		102374	88.25	01/17/2019	011440244	COTTON PANTS
		97491	140.25	01/24/2019	5155204-1218	PD UNIFORMS
	<b>GALLS LLC Total</b>		<b><u>228.50</u></b>			
<b>989</b>	<b>GORDON FLESCH CO INC</b>					
			749.10	01/17/2019	IN12477596	MONTHLY COPIERS
			395.95	01/24/2019	IN12481044	SVC 11-29 THRU 12-30-18
	<b>GORDON FLESCH CO INC Total</b>		<b><u>1,145.05</u></b>			
<b>1036</b>	<b>HARRIS BANK NA</b>					
			1,444.00	01/18/2019	UNF 190118140045FD	Union Dues - IAFF
	<b>HARRIS BANK NA Total</b>		<b><u>1,444.00</u></b>			
<b>1097</b>	<b>WM HORN STRUCTURAL STEEL CO</b>					
		102566	65.00	01/17/2019	96367	METAL
	<b>WM HORN STRUCTURAL STEEL CO Total</b>		<b><u>65.00</u></b>			
<b>1130</b>	<b>IL ASSOC OF PROPERTY AND</b>					
			35.00	01/24/2019	010319	2019 RENEWAL FI WOJCIK

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	IL ASSOC OF PROPERTY AND Total		<u>35.00</u>			
1133	IBEW LOCAL 196					
			160.00	01/18/2019	UNE 190118140045PV	Union Due - IBEW
			697.22	01/18/2019	UNEW190118140045P	Union Due - IBEW - percent
	IBEW LOCAL 196 Total		<u>857.22</u>			
1136	ICMA RETIREMENT CORP					
			226.30	01/18/2019	C401190118140045CA	401A Savings Plan Company
			403.54	01/18/2019	C401190118140045CD	401A Savings Plan Company
			459.97	01/18/2019	C401190118140045FD	401A Savings Plan Company
			425.47	01/18/2019	011819	PLAN 109830 ICMA
			50.00	01/18/2019	RTHA190118140045FI	Roth 457 - Dollar Amount
			35.00	01/18/2019	RTHA190118140045HI	Roth 457 - Dollar Amount
			480.00	01/18/2019	RTHA190118140045PI	Roth 457 - Dollar Amount
			60.00	01/18/2019	RTHA190118140045PV	Roth 457 - Dollar Amount
			234.80	01/18/2019	RTHP190118140045FI	Roth 457 - Percent
			226.40	01/18/2019	RTHP190118140045PI	Roth 457 - Percent
			100.00	01/18/2019	ROTH190118140045FI	Roth IRA Deduction
			311.50	01/18/2019	ROTH190118140045HI	Roth IRA Deduction
			266.50	01/18/2019	ROTH190118140045IS	Roth IRA Deduction
			1,470.76	01/18/2019	ROTH190118140045PI	Roth IRA Deduction
			365.00	01/18/2019	ROTH190118140045PV	Roth IRA Deduction
			10.00	01/18/2019	RTHA190118140045CI	Roth 457 - Dollar Amount
			839.00	01/18/2019	ICMP190118140045FN	ICMA Deductions - Percent
			184.90	01/18/2019	ICMP190118140045IS	ICMA Deductions - Percent
			2,071.16	01/18/2019	ICMP190118140045PC	ICMA Deductions - Percent
			1,409.09	01/18/2019	ICMP190118140045PV	ICMA Deductions - Percent
			195.00	01/18/2019	ROTH190118140045CI	Roth IRA Deduction
			25.00	01/18/2019	ROTH190118140045FI	Roth IRA Deduction
			1,000.00	01/18/2019	ICMA190118140045IS	ICMA Deductions - Dollar Amt
			7,935.15	01/18/2019	ICMA190118140045PC	ICMA Deductions - Dollar Amt
			5,918.77	01/18/2019	ICMA190118140045PV	ICMA Deductions - Dollar Amt
			57.77	01/18/2019	ICMP190118140045CA	ICMA Deductions - Percent
			183.65	01/18/2019	ICMP190118140045CC	ICMA Deductions - Percent
			3,075.02	01/18/2019	ICMP190118140045FD	ICMA Deductions - Percent
			800.56	01/18/2019	E401190118140045PV	401A Savings Plan Employee
			300.00	01/18/2019	ICMA190118140045CA	ICMA Deductions - Dollar Amt
			4,628.50	01/18/2019	ICMA190118140045CC	ICMA Deductions - Dollar Amt

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			2,511.53	01/18/2019	ICMA190118140045FD	ICMA Deductions - Dollar Amt
			1,080.00	01/18/2019	ICMA190118140045FN	ICMA Deductions - Dollar Amt
			1,220.77	01/18/2019	ICMA190118140045HF	ICMA Deductions - Dollar Amt
			420.37	01/18/2019	E401190118140045CD	401A Savings Plan Employee
			459.97	01/18/2019	E401190118140045FD	401A Savings Plan Employee
			532.87	01/18/2019	E401190118140045FN	401A Savings Plan Employee
			243.40	01/18/2019	E401190118140045HR	401A Savings Plan Employee
			341.67	01/18/2019	E401190118140045IS	401A Savings Plan Employee
			775.51	01/18/2019	E401190118140045PD	401A Savings Plan Employee
			532.84	01/18/2019	C401190118140045FN	401A Savings Plan Company
			243.40	01/18/2019	C401190118140045HR	401A Savings Plan Company
			341.67	01/18/2019	C401190118140045IS	401A Savings Plan Company
			777.00	01/18/2019	C401190118140045PD	401A Savings Plan Company
			800.56	01/18/2019	C401190118140045PV	401A Savings Plan Company
			210.93	01/18/2019	E401190118140045CA	401A Savings Plan Employee
	<b>ICMA RETIREMENT CORP Total</b>		<b><u>44,241.30</u></b>			
<b>1168</b>	<b>IL FIRE INSPECTORS ASSOC</b>					
		102082	95.00	01/17/2019	20158	IFIA MEMBERSHIP DUES
	<b>IL FIRE INSPECTORS ASSOC Total</b>		<b><u>95.00</u></b>			
<b>1171</b>	<b>ILLINOIS STATE POLICE</b>					
			54.00	01/17/2019	06328-1218	LIQ LIC FEES - 06328
			27.00	01/24/2019	06367-1218	LIQ LIC FINGERPRINT #06367
	<b>ILLINOIS STATE POLICE Total</b>		<b><u>81.00</u></b>			
<b>1203</b>	<b>IL DEPT OF AGRICULTURE</b>					
		102651	800.00	01/24/2019	7N001754	INSPECTION
	<b>IL DEPT OF AGRICULTURE Total</b>		<b><u>800.00</u></b>			
<b>1220</b>	<b>STAN IGLEHART</b>					
			60.00	01/17/2019	011119	CDL RENEWAL
			350.00	01/17/2019	011119A	REIMBURSEMENT PIERCE TRAIL
	<b>STAN IGLEHART Total</b>		<b><u>410.00</u></b>			
<b>1223</b>	<b>INITIAL IMPRESSIONS EMBROIDERY</b>					
		98619	4.95	01/24/2019	17554	EMBROIDERY - JACKET
		98619	4.95	01/24/2019	17683	EMBROIDERY - CARHARTT
	<b>INITIAL IMPRESSIONS EMBROIDERY Total</b>		<b><u>9.90</u></b>			

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1240	INTERSTATE BATTERY SYSTEM OF	102582	92.95	01/17/2019	60350687	INVENTORY ITEMS
	INTERSTATE BATTERY SYSTEM OF Total		<u>92.95</u>			
1249	INTOXIMETERS INC	102600	62.85	01/24/2019	616214	MOIUTHPIECE ASIV
	INTOXIMETERS INC Total		<u>62.85</u>			
1252	INTERNATIONAL ASSOC FOR		50.00	01/17/2019	L1633584	2019 RENEWAL FI WOJCIK
	INTERNATIONAL ASSOC FOR Total		<u>50.00</u>			
1256	ILLINOIS PUBLIC EMPLOYER LABOR		2,200.00	01/24/2019	030119	LAW SEMINAR 3-1-19
			-175.00	01/24/2019	030119-C	J MAUTHE CANCELLED
	ILLINOIS PUBLIC EMPLOYER LABOR Total		<u>2,025.00</u>			
1267	IT SOLUTIONS GROUP INC	102495	1,800.00	01/24/2019	4502	SVC 1-9 THRU 4-8-19
	IT SOLUTIONS GROUP INC Total		<u>1,800.00</u>			
1286	JG UNIFORMS INC	97493	210.06	01/17/2019	45812	UNIFORMS - PD
	JG UNIFORMS INC Total		<u>210.06</u>			
1308	JRD DEVELOPMENT	102578	12,971.00	01/17/2019	010319	1ST ST RIVERWLK STEEL HANI
		97587	8,549.18	01/17/2019	010319A	1ST ST BUILDING #3 STRTSCPI
	JRD DEVELOPMENT Total		<u>21,520.18</u>			
1316	KANE COUNTY CHIEF OF POLICE		300.00	01/17/2019	011519-2019	2019 MBRSHP COMMAND
	KANE COUNTY CHIEF OF POLICE Total		<u>300.00</u>			
1317	COUNTY OF KANE	98774	1,766.49	01/17/2019	2018-00000052	4TH QTR SEPT - NOV 2018
	COUNTY OF KANE Total		<u>1,766.49</u>			
1327	KANE COUNTY FAIR		382.13	01/17/2019	FY 2019	MANION PROPERTY DEBT PAY

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	KANE COUNTY FAIR Total		<u>382.13</u>			
1334	KANE COUNTY ANIMAL CONTROL		80.00	01/24/2019	011719	DEC 2018 BILLING
	KANE COUNTY ANIMAL CONTROL Total		<u>80.00</u>			
1395	KRAMER TREE SPECIALISTS	97539	167,235.50	01/15/2019	80540	LEAF REMOVAL
	KRAMER TREE SPECIALISTS Total		<u>167,235.50</u>			
1403	WEST VALLEY GRAPHICS & PRINT					
		97487	1,290.75	01/17/2019	17795	FIELD DIRECTORY
		97487	76.50	01/24/2019	17810	BUSINESS CARDS MIKE WOJCI
		97487	76.50	01/24/2019	17830	BSNS CRDS - PD
	WEST VALLEY GRAPHICS & PRINT Total		<u>1,443.75</u>			
1450	LEE JENSEN SALES CO INC	97938	171.00	01/24/2019	185811	REPAIR
	LEE JENSEN SALES CO INC Total		<u>171.00</u>			
1463	LINA	97619	9,207.26	01/18/2019	013119	SVCS JAN 2019
	LINA Total		<u>9,207.26</u>			
1489	LOWES					
		97532	417.17	01/17/2019	01771/12-27-18	18 CU FT FRIDGE
		102587	293.85	01/17/2019	01795	INVENTORY ITEMS
		97596	14.24	01/17/2019	02741/12-27-18	SUB 9 EYE WASH
		102613	182.18	01/17/2019	72736/01-01-19	INVENTORY ITEMS
		97532	65.03	01/24/2019	01917/01-07-19	MISC SUPPLIES TOOLS
		97532	12.68	01/24/2019	02439/01-03-19	WEST SIDE DECK SUPPLES
		97596	18.88	01/24/2019	02488	SUPPLIES - SUBS 7 & 8
		97532	1,070.39	01/24/2019	02938/01-07-19	MISC SUPPLIES - PS
	LOWES Total		<u>2,074.42</u>			
1510	ERIC MAJEWSKI		19.00	01/17/2019	013019	PER DIEM 1-30-19
	ERIC MAJEWSKI Total		<u>19.00</u>			
1582	MCMaster CARR SUPPLY CO	102741	63.53	01/17/2019	83582995	INVENTORY ITEMS

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		102764	16.49	01/17/2019	83861074	NYLON SCREW
	<b>MCMASTER CARR SUPPLY CO Total</b>		<b>80.02</b>			
<b>1585</b>	<b>MEADE ELECTRIC COMPANY INC</b>					
		97705	4,361.24	01/17/2019	685201	STREET LIGHT MAINT/RPR SEF
		97705	3,280.00	01/17/2019	685227	SVC 37TH/OHIO NEW CABLE IN
		97470	1,368.63	01/17/2019	685874	TRAFFIC SIGNAL MAINTENANC
		102765	1,697.95	01/24/2019	685560	REPLACE HANDHOLE @ IL/1ST
		102765	1,248.96	01/24/2019	685561	CUT NEW LOOP @ FOXFIELD/C
		102765	700.00	01/24/2019	685562	INSTL PUSH BUTTNS-DUNHAM,
		102765	1,743.81	01/24/2019	685563	NEW LOOP@RANDALL/PRAIRIE
	<b>MEADE ELECTRIC COMPANY INC Total</b>		<b>14,400.59</b>			
<b>1598</b>	<b>MENARDS INC</b>					
		97560	417.26	01/24/2019	5528	GREEN TREATED LUMBER
	<b>MENARDS INC Total</b>		<b>417.26</b>			
<b>1613</b>	<b>METROPOLITAN ALLIANCE OF POL</b>					
			893.00	01/18/2019	UNP 190118140045PD	Union Dues - IMAP
			108.00	01/18/2019	UNPS190118140045PI	Union Dues-Police Sergeants
	<b>METROPOLITAN ALLIANCE OF POL Total</b>		<b>1,001.00</b>			
<b>1637</b>	<b>FLEETPRIDE INC</b>					
		98375	74.32	01/24/2019	17816421	FUEL/WATER SEPARATOR
	<b>FLEETPRIDE INC Total</b>		<b>74.32</b>			
<b>1640</b>	<b>MID AMERICA UNDERGROUND LLC</b>					
		98070	3,656.00	01/24/2019	MAU2283	FERN AVE STREET DEPT JOB
		98070	3,656.00	01/24/2019	MAU2284	INDIANA AVE STREET DEPT JO
		102184	8,089.00	01/24/2019	MAU2291	3890 E MAIN ST JOB WATER DE
	<b>MID AMERICA UNDERGROUND LLC Total</b>		<b>15,401.00</b>			
<b>1643</b>	<b>MILSOFT UTILITY SOLUTIONS INC</b>					
		97457	297.90	01/17/2019	20190342	HOSTED CALLS
	<b>MILSOFT UTILITY SOLUTIONS INC Total</b>		<b>297.90</b>			
<b>1651</b>	<b>MNJ TECHNOLOGIES DIRECT INC</b>					
		102583	135.00	01/17/2019	0003643955	TONER CARTRIDGE
		102606	294.00	01/24/2019	0003644259	HP BUSINESS LCD MONITOR
		102668	1,490.00	01/24/2019	0003644790	LAPTOP-SCVA FIRE

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	MNJ TECHNOLOGIES DIRECT INC Total		<u>1,919.00</u>			
1704	NCPERS IL IMRF		8.00	01/18/2019	NCP2190118140045FN	NCPERS 2
			16.00	01/18/2019	NCP2190118140045PV	NCPERS 2
	NCPERS IL IMRF Total		<u>24.00</u>			
1737	NORTH EAST MULTI REGIONAL TRNG		200.00	01/24/2019	247919	FTO = ANSON/LOSURDO 1-3~1-
	NORTH EAST MULTI REGIONAL TRNG Total		<u>200.00</u>			
1783	ON TIME EMBROIDERY INC	97961	279.00	01/24/2019	OE 53178	UNIFORMS - FD
	ON TIME EMBROIDERY INC Total		<u>279.00</u>			
1822	PDC LABORATORIES INC	97888	95.00	01/17/2019	I9351015	CHEMICAL TESTING SERVICES
		97888	75.00	01/17/2019	I9351090	FLUORIDE/SAMPLE
	PDC LABORATORIES INC Total		<u>170.00</u>			
1861	POLICE PENSION FUND		6,865.60	01/18/2019	PLP2190118140045PD	Police Pension Tier 2
			14,012.02	01/18/2019	PLPN190118140045PC	Police Pension
			782.90	01/18/2019	PLPR190118140045PC	Police Pens Service Buyback
			391.27	01/18/2019	POLP190118140045PC	Police Pension - non deferred
	POLICE PENSION FUND Total		<u>22,051.79</u>			
1883	POWER EQUIPMENT LEASING	102182	3,800.00	01/24/2019	26445-02	BUCKET TRUCK RENT
	POWER EQUIPMENT LEASING Total		<u>3,800.00</u>			
1890	LEGAL SHIELD		7.36	01/18/2019	PPLS190118140045FC	Pre-Paid Legal Services
			8.75	01/18/2019	PPLS190118140045FN	Pre-Paid Legal Services
			124.60	01/18/2019	PPLS190118140045PC	Pre-Paid Legal Services
	LEGAL SHIELD Total		<u>140.71</u>			
1898	PRIORITY PRODUCTS INC	102449	282.87	01/17/2019	931132	MISC SUPPLIES - FD
	PRIORITY PRODUCTS INC Total		<u>282.87</u>			

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1900	PROVIDENT LIFE & ACCIDENT		26.76	01/18/2019	POPT190118140045FL	Provident Optional Life
	<b>PROVIDENT LIFE &amp; ACCIDENT Total</b>		<b><u>26.76</u></b>			
1925	QUALITY FASTENERS INC					
		102429	145.00	01/24/2019	19626	INVENTORY ITEMS
		102518	341.00	01/24/2019	19627	INVENTORY ITEMS
		102595	306.00	01/24/2019	19628	INVENTORY ITEMS
	<b>QUALITY FASTENERS INC Total</b>		<b><u>792.00</u></b>			
1932	ENERGICITY CORP					
		98557	1,419.00	01/24/2019	43909	MP POTENTIOMETER
	<b>ENERGICITY CORP Total</b>		<b><u>1,419.00</u></b>			
1945	JOSEPH R RAMOS					
			1,100.00	01/17/2019	110-8-0119	ADMINISTRATIVE HEARINGS
	<b>JOSEPH R RAMOS Total</b>		<b><u>1,100.00</u></b>			
1946	RANDALL PRESSURE SYSTEMS INC					
		98147	108.32	01/24/2019	I-23710-0	MISC SUPPLIES
	<b>RANDALL PRESSURE SYSTEMS INC Total</b>		<b><u>108.32</u></b>			
1993	RENTAL MAX LLC					
		97536	54.77	01/24/2019	337966-3	FUEL
		97536	39.18	01/24/2019	338163-3	FUEL
	<b>RENTAL MAX LLC Total</b>		<b><u>93.95</u></b>			
1998	RURAL ELECTRIC SUPPLY CO OP					
		102529	836.36	01/17/2019	737203-00	INVENTORY ITEMS
		102696	107.95	01/17/2019	738432-00	INVENTORY ITEMS
	<b>RURAL ELECTRIC SUPPLY CO OP Total</b>		<b><u>944.31</u></b>			
2032	POMPS TIRE SERVICE INC					
			654.12	01/24/2019	640067196	INCORRECT ITEMS SENT
		102514	737.00	01/24/2019	640067264	INVENTORY ITEMS
		97861	13.00	01/24/2019	640067388	SCRAP DISPOSAL FEE
			-654.12	01/24/2019	640067406	CRED IN# 640067196
	<b>POMPS TIRE SERVICE INC Total</b>		<b><u>750.00</u></b>			
2034	RONDO ENTERPRISES TRUCK &					
		102712	390.00	01/17/2019	115463	TIRES

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	RONDO ENTERPRISES TRUCK & Total		<u>390.00</u>			
2043	BRETT RUNKLE		14.00	01/17/2019	012319	PER DIEM 1-23-19
	BRETT RUNKLE Total		<u>14.00</u>			
2046	RUSSO POWER EQUIPMENT INC					
		97538	95.99	01/17/2019	5578961	FORESTRY SUPPLIES
	RUSSO POWER EQUIPMENT INC Total		<u>95.99</u>			
2091	SCHOLLMAYER LANDSCAPING INC					
		101992	1,170.00	01/24/2019	11556	SNOW REMOVAL
	SCHOLLMAYER LANDSCAPING INC Total		<u>1,170.00</u>			
2137	SHERWIN WILLIAMS					
		97701	194.46	01/17/2019	2368-3	PAINT SUPPLIES
		97701	137.40	01/17/2019	2440-0	PAINT SUPPLIES
		97701	137.40	01/24/2019	2627-2	PAINT SUPPLIES
		97701	274.80	01/24/2019	2718-9	MISC PAINT SUPPLIES
	SHERWIN WILLIAMS Total		<u>744.06</u>			
2169	CLARK BAIRD SMITH LLP					
			12,550.00	01/17/2019	10726	ST CHARLES LABOR GENERAL
	CLARK BAIRD SMITH LLP Total		<u>12,550.00</u>			
2172	JACOB SNOPKO					
			165.00	01/24/2019	012119	RWS 1/20/19 SAFETY BOOTS
	JACOB SNOPKO Total		<u>165.00</u>			
2235	STEINER ELECTRIC COMPANY					
			50.00	01/17/2019	S006185587.001A	FREIGHT PO#101173
		102130	470.70	01/24/2019	S006205571.002	INVENTORY ITEMS
		102380	1,927.91	01/24/2019	S006224395.002	INVENTORY ITEMS
		102550	1,751.00	01/24/2019	S006237591.001	INVENTORY ITEMS
		102551	20.18	01/24/2019	S006238696.001	CARLON REDUCER
		98144	48.38	01/24/2019	S006248006.001	ELEC SUPPLIES
	STEINER ELECTRIC COMPANY Total		<u>4,268.17</u>			
2238	STEPHEN A LASER ASSOCIATES					
			550.00	01/24/2019	2006598	ASSESSMENT MATTHEW MOLE

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	STEPHEN A LASER ASSOCIATES Total		<u>550.00</u>			
2248	STORINO RAMELLO & DURKIN					
			900.00	01/24/2019	76985	RE: ARCADA
	STORINO RAMELLO & DURKIN Total		<u>900.00</u>			
2300	TEMCO MACHINERY INC					
		98097	39.96	01/24/2019	AG67134	CUP HOLDER
		98097	67.93	01/24/2019	AG67220	CUP HOLDERS
		98097	185.25	01/24/2019	AG67273	KIT REPAIR ALL TRANS VALVE
		98097	11.40	01/24/2019	AG67357	CAP RESERVOIR
		98097	2,424.31	01/24/2019	SG67340	CONVERSION KIT
	TEMCO MACHINERY INC Total		<u>2,728.85</u>			
2301	GENERAL CHAUFFERS SALES DRIVER					
			160.50	01/18/2019	UNT 190118140045CD	Union Dues - Teamsters
			2,261.00	01/18/2019	UNT 190118140045PV	Union Dues - Teamsters
	GENERAL CHAUFFERS SALES DRIVER Total		<u>2,421.50</u>			
2316	APC STORE					
		97921	27.64	01/17/2019	478-1481892	V#1835 RO#61859
		97921	7.37	01/17/2019	478-481100	RO 61809 VEH 1741
		97921	224.91	01/17/2019	478-481164	RO 61809 VEH 1741
		97921	14.20	01/17/2019	478-481234	RO#61807
		97921	14.20	01/17/2019	478-481321	RO#61807
		97921	100.34	01/17/2019	478-481428	PINTLE BALL
			-186.56	01/24/2019	478-482434	CRED IN#482079
		97921	186.56	01/24/2019	478-482435	MICRO V BELTS
		97921	48.30	01/24/2019	478-481684	V#1783 RO#61836
			190.37	01/24/2019	478-482079	ITEMS RETURNED
		97921	16.45	01/24/2019	478-482217	VEH 1720 RO 61893
		97921	16.45	01/24/2019	478-482223	VEH 1720 RO 61893
		97921	49.44	01/24/2019	478-482323	V#1839 RO#61900
			-52.92	01/24/2019	478-482345	CRED IN#482268
		97921	9.04	01/17/2019	478-481506	RO 61809 VEH 1741
		97921	12.06	01/17/2019	478-481778	US 440 LAMP
		97921	27.64	01/17/2019	478-481885	V#1835 RO#61859
		97921	40.54	01/17/2019	478-481976	RO#61875
		102700	420.91	01/17/2019	478-481982	INVENTORY ITEMS
		102779	301.84	01/17/2019	478-482268	GOLFCAR 6V

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	APC STORE Total		<u>1,468.78</u>			
2343	TAPCO	102605	1,161.80	01/24/2019	1625450	SIGNS
	TAPCO Total		<u>1,161.80</u>			
2345	TRAFFIC CONTROL & PROTECTION	102589	439.60	01/24/2019	99875	INVENTORY ITEMS
	TRAFFIC CONTROL & PROTECTION Total		<u>439.60</u>			
2363	TROTTER & ASSOCIATES INC	91780	23,283.96	01/17/2019	15227	PHOSPHORUS REMOVAL
		96952	192.49	01/24/2019	15228	7TH AND DIVISION IEPA LOAN
	TROTTER & ASSOCIATES INC Total		<u>23,476.45</u>			
2373	TYLER MEDICAL SERVICES	97607	40.00	01/17/2019	403218	RANDOMS
			35.00	01/17/2019	403373	INVOICE #403373
			35.00	01/17/2019	403513	INVOICE #403513
			35.00	01/24/2019	247852	INVOICE #247852
			250.00	01/24/2019	403547	INVOICE #103547
	TYLER MEDICAL SERVICES Total		<u>395.00</u>			
2389	UNIVERSITY OF ILLINOIS-GAR		210.00	01/17/2019	UPIN9406	MST CONRL TACT CRUMLETT/
	UNIVERSITY OF ILLINOIS-GAR Total		<u>210.00</u>			
2403	UNITED PARCEL SERVICE		35.24	01/17/2019	0000650961518	SHIPPING
			34.80	01/17/2019	0000650961528	SHIPPING
			29.13	01/24/2019	0000650961029	SHIPPING
	UNITED PARCEL SERVICE Total		<u>99.17</u>			
2404	HD SUPPLY FACILITIES MAINT LTD	102573	237.50	01/17/2019	770333	INVENTORY ITEMS
	HD SUPPLY FACILITIES MAINT LTD Total		<u>237.50</u>			
2410	VALLEY LOCK CO	98145	115.00	01/17/2019	64383	SVC @ PARK GARAGE 4TH LVL
		102757	70.32	01/17/2019	64384	KEYS FIRE DEPT

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	VALLEY LOCK CO Total		<u>185.32</u>			
2429	VERIZON WIRELESS					
			1,401.94	01/17/2019	9820999206	MONTHLY BILLING 11-24~12-23
			8,599.96	01/24/2019	9821537856	MONTHLY BILLING
	VERIZON WIRELESS Total		<u>10,001.90</u>			
2463	WALMART COMMUNITY					
		102509	47.52	01/17/2019	09093	INVENTORY ITEMS
	WALMART COMMUNITY Total		<u>47.52</u>			
2470	WAREHOUSE DIRECT					
		97486	77.48	01/17/2019	4139615-0	POLICE DEPT OFFICE SUPPLIE
		97486	56.30	01/17/2019	4145371-0	OFFICE SUPPLIES POLICE DEF
		97943	146.64	01/17/2019	4146206-0	OFFICE SUPPLIES - FD
		97486	66.90	01/24/2019	4152220-0	OFFICE SUPPLIES POLICE DEF
			-59.41	01/24/2019	C4152220-0	CRED INVOICE #4152220-0
		97472	31.80	01/24/2019	4148116-0	OFFICE SUPPLIES PW DEPT
		97486	48.20	01/24/2019	4148392-0	OFFICE SUPPLIES POLICE DEF
		97481	48.63	01/24/2019	4148589-0	OFFICE SUPPLIES CITY ADMIN
		97637	42.53	01/24/2019	4149941-0	OFFICE SUPPLIES UB DEPT
		97523	19.42	01/24/2019	4151841-0	OFFICE SUPPLIES COM DEV
	WAREHOUSE DIRECT Total		<u>478.49</u>			
2478	WATER PRODUCTS AURORA					
		102656	1,955.00	01/24/2019	0285712	SLEEVES FOR BELL
	WATER PRODUCTS AURORA Total		<u>1,955.00</u>			
2506	EESCO					
		102460	1,000.00	01/17/2019	525184	INVENTORY ITEMS
		102460	750.00	01/17/2019	528137	INVENTORY ITEMS
		102315	370.00	01/17/2019	530627	INVENTORY ITEMS
		102460	370.00	01/17/2019	530628	INVENTORY ITEMS
		102538	1,830.00	01/17/2019	530629	INVENTORY ITEMS
	EESCO Total		<u>4,320.00</u>			
2545	GRAINGER INC					
		102571	122.20	01/17/2019	9040554561	INVENTORY ITEMS
		102574	24.56	01/17/2019	9040677677	SOLENOID
		102581	664.40	01/17/2019	9042314733	TRANSMITTER

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		102619	9.60	01/24/2019	9044061100	BATTERY ALKALINE
		102598	43.98	01/24/2019	904466387	WORK PANTS
		102675	934.90	01/24/2019	9050602151	INVENTORY ITEMS
	<b>GRAINGER INC Total</b>		<b><u>1,799.64</u></b>			
<b>2591</b>	<b>MCHENRY COUNTY</b>					
			10.00	01/17/2019	011619MP	NOTARY - PHILLIPS
	<b>MCHENRY COUNTY Total</b>		<b><u>10.00</u></b>			
<b>2630</b>	<b>ZIEBELL WATER SERVICE PRODUCTS</b>					
		102294	3,204.00	01/17/2019	244324-000	INVENTORY ITEMS
	<b>ZIEBELL WATER SERVICE PRODUCTS Total</b>		<b><u>3,204.00</u></b>			
<b>2637</b>	<b>ILLINOIS DEPT OF REVENUE</b>					
			127,872.99	01/14/2019	011419	ELEC EXCISE TAX - DEC 2018
			858.21	01/18/2019	ILST190118140045CA	Illinois State Tax
			2,015.61	01/18/2019	ILST190118140045CD	Illinois State Tax
			8,787.12	01/18/2019	ILST190118140045FD	Illinois State Tax
			1,805.09	01/18/2019	ILST190118140045FN	Illinois State Tax
			831.21	01/18/2019	ILST190118140045HR	Illinois State Tax
			1,661.17	01/18/2019	ILST190118140045IS	Illinois State Tax
			10,650.23	01/18/2019	ILST190118140045PD	Illinois State Tax
			13,862.18	01/18/2019	ILST190118140045PW	Illinois State Tax
	<b>ILLINOIS DEPT OF REVENUE Total</b>		<b><u>168,343.81</u></b>			
<b>2638</b>	<b>INTERNAL REVENUE SERVICE</b>					
			1,250.09	01/18/2019	FICA190118140045CA	FICA Employee
			3,030.65	01/18/2019	FICA190118140045CD	FICA Employee
			404.95	01/18/2019	FICA190118140045FD	FICA Employee
			2,559.08	01/18/2019	FICA190118140045FN	FICA Employee
			1,214.74	01/18/2019	FICA190118140045HR	FICA Employee
			2,393.47	01/18/2019	FICA190118140045IS	FICA Employee
			283.91	01/18/2019	MEDR190118140045H	Medicare Employer
			559.78	01/18/2019	MEDR190118140045I	Medicare Employer
			3,684.23	01/18/2019	MEDR190118140045P	Medicare Employer
			4,527.59	01/18/2019	MEDR190118140045P	Medicare Employer
			3,679.90	01/18/2019	MEDE190118140045PI	Medicare Employee
			4,505.61	01/18/2019	MEDE190118140045P	Medicare Employee
			306.05	01/18/2019	MEDR190118140045C	Medicare Employer
			671.81	01/18/2019	MEDR190118140045C	Medicare Employer

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			2,988.79	01/18/2019	MEDR190118140045FI	Medicare Employer
			598.51	01/18/2019	MEDR190118140045FI	Medicare Employer
			292.32	01/18/2019	MEDE190118140045C.	Medicare Employee
			708.80	01/18/2019	MEDE190118140045C	Medicare Employee
			2,991.68	01/18/2019	MEDE190118140045FI	Medicare Employee
			598.48	01/18/2019	MEDE190118140045FI	Medicare Employee
			284.10	01/18/2019	MEDE190118140045H	Medicare Employee
			559.78	01/18/2019	MEDE190118140045IS	Medicare Employee
			24,386.11	01/18/2019	FIT 190118140045FD	Federal Withholding Tax
			4,677.00	01/18/2019	FIT 190118140045FN	Federal Withholding Tax
			2,117.48	01/18/2019	FIT 190118140045HR	Federal Withholding Tax
			3,632.62	01/18/2019	FIT 190118140045IS	Federal Withholding Tax
			25,462.50	01/18/2019	FIT 190118140045PD	Federal Withholding Tax
			32,524.00	01/18/2019	FIT 190118140045PW	Federal Withholding Tax
			1,213.94	01/18/2019	FICE190118140045HR	FICA Employer
			2,393.47	01/18/2019	FICE190118140045IS	FICA Employer
			2,232.07	01/18/2019	FICE190118140045PD	FICA Employer
			19,359.59	01/18/2019	FICE190118140045PV	FICA Employer
			2,554.34	01/18/2019	FIT 190118140045CA	Federal Withholding Tax
			4,817.95	01/18/2019	FIT 190118140045CD	Federal Withholding Tax
			2,213.54	01/18/2019	FICA190118140045PD	FICA Employee
			19,265.63	01/18/2019	FICA190118140045PV	FICA Employee
			1,308.80	01/18/2019	FICE190118140045CA	FICA Employer
			2,872.60	01/18/2019	FICE190118140045CD	FICA Employer
			392.56	01/18/2019	FICE190118140045FD	FICA Employer
			2,559.12	01/18/2019	FICE190118140045FN	FICA Employer
	<b>INTERNAL REVENUE SERVICE Total</b>		<b>192,077.64</b>			
<b>2639</b>	<b>STATE DISBURSEMENT UNIT</b>					
			471.13	01/18/2019	000000191190118140C	IL Child Support Amount 1
			545.00	01/18/2019	000000206190118140C	IL Child Support Amount 1
			391.78	01/18/2019	000000292190118140C	IL Child Support Amount 1
			1,555.35	01/18/2019	000000374190118140C	IL Child Support Amount 1
			369.23	01/18/2019	000000486190118140C	IL Child Support Amount 1
			700.15	01/18/2019	000001225190118140C	IL Child Support Amount 1
			180.00	01/18/2019	000001267190118140C	IL Child Support Amount 1
	<b>STATE DISBURSEMENT UNIT Total</b>		<b>4,212.64</b>			
<b>2643</b>	<b>DELTA DENTAL</b>					

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			3,546.10	01/15/2019	011419	DELTA DENTAL CLAIMS
			5,514.82	01/22/2019	012119	DELTA DENTAL CLAIMS
	<b>DELTA DENTAL Total</b>		<b><u>9,060.92</u></b>			
<b>2648</b>	<b>HEALTH CARE SERVICE CORP</b>		84,541.39	01/22/2019	011819	MEDICAL CLAIMS
	<b>HEALTH CARE SERVICE CORP Total</b>		<b><u>84,541.39</u></b>			
<b>2652</b>	<b>JPMORGAN CHASE BANK NA</b>		30.00	01/14/2019	122418CM	MONTHLY NOV/DEC 2018
			202.54	01/14/2019	122418DB	MONTHLY NOV/DEC 2018
			322.14	01/14/2019	122418EM	MONTHLY NOV/DEC 2018
			50.00	01/14/2019	122418JM	MONTHLY NOV/DEC 2018
			1,742.67	01/14/2019	122418JS	MONTHLY NOV/DEC 2018
			204,703.46	01/14/2019	122418KD	MONTHLY NOV/DEC 2018
			1,405.79	01/14/2019	122418LG	MONTHLY NOV/DEC 2018
			218.04	01/14/2019	122418MK	MONTHLY NOV/DEC 2018
			409.95	01/14/2019	122418SS	MONTHLY NOV/DEC 2018
			119.10	01/14/2019	122418TB	MONTHLY NOV/DEC 2018
			67.00	01/14/2019	122418TC	MONTHLY NOV/DEC 2018
	<b>JPMORGAN CHASE BANK NA Total</b>		<b><u>209,270.69</u></b>			
<b>2656</b>	<b>DISH DBS CORP</b>	97931	97.02	01/24/2019	010519	MONTHLY SVC
	<b>DISH DBS CORP Total</b>		<b><u>97.02</u></b>			
<b>2674</b>	<b>VIKING CHEMICAL CO</b>	77	4,928.87	01/24/2019	72626	FERRIC CHLORIDE
		77	1,080.79	01/24/2019	72685	SODIUM PERMANGANATE
		77	2,405.36	01/24/2019	72686	CHEMICALS
		77	722.00	01/24/2019	72687	CHEMICALS
		77	1,544.66	01/24/2019	72688	CHEMICALS
	<b>VIKING CHEMICAL CO Total</b>		<b><u>10,681.68</u></b>			
<b>2683</b>	<b>CONTINENTAL AMERICAN INSURANCE</b>		59.89	01/18/2019	ACCG190118140045FI	AFLAC Accident Plan
			84.84	01/18/2019	ACCG190118140045PI	AFLAC Accident Plan
			85.54	01/18/2019	ACCG190118140045P'	AFLAC Accident Plan
	<b>CONTINENTAL AMERICAN INSURANCE Total</b>		<b><u>230.27</u></b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2756	RXBENEFITS INC.		22.25	01/16/2019	INV31312	PRESCRIPTION CLAIMS
			31,519.37	01/25/2019	INV32657	PRESCRIPTION CLAIMS/REBAT
	<b>RXBENEFITS INC. Total</b>		<b>31,541.62</b>			
2823	MP SYSTEMS INC					
		97461	2,100.00	01/17/2019	94836	VACUUM EXCAVATION
	<b>MP SYSTEMS INC Total</b>		<b>2,100.00</b>			
2833	NORTH STAR RESEARCH GROUP					
		102657	10,000.00	01/24/2019	20190102	ECON IMPACT ARCADA THEAT
	<b>NORTH STAR RESEARCH GROUP Total</b>		<b>10,000.00</b>			
2894	HAVLICEK ACE HARDWARE LLC					
		102572	386.40	01/17/2019	69266/1	INVENTORY ITEMS
		102591	670.80	01/17/2019	69331/1	INVENTORY ITEMS
	<b>HAVLICEK ACE HARDWARE LLC Total</b>		<b>1,057.20</b>			
2898	MIDCO INC					
		102494	190.00	01/17/2019	330610	REPAIR OF CAMERA
	<b>MIDCO INC Total</b>		<b>190.00</b>			
2901	FLOW TECHNICS INC					
		102568	1,057.50	01/17/2019	INV000007052	SVC PUMP #1 RED GATE
		102660	588.00	01/24/2019	INV000007067	PUMP EVAL
	<b>FLOW TECHNICS INC Total</b>		<b>1,645.50</b>			
2921	STRYPES PLUS MORE INC					
		102616	80.00	01/24/2019	14689	WALL PLATES
	<b>STRYPES PLUS MORE INC Total</b>		<b>80.00</b>			
2929	FOOTE MIELKE CHAVEZ & O'NEIL					
			625.00	01/17/2019	4564	RE: M A CLANEY
			500.00	01/17/2019	4565	RE: R W PINO
			500.00	01/17/2019	4566	RE: N E ADAMS
			525.00	01/17/2019	4567	RE: R A LIMBACH
			525.00	01/17/2019	4568	RE: W LAVERTY
			525.00	01/17/2019	4569	RE: G ALDAMA
			500.00	01/17/2019	4576	RE: B E SMITH
			475.00	01/17/2019	4577	RE: E GUERRERO
			475.00	01/17/2019	4570	RE: A PARISE

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			500.00	01/17/2019	4571	RE: S T BURKE
			500.00	01/17/2019	4572	RE: M S SABLICH
			475.00	01/17/2019	4573	RE: E M REYNOLDS
			500.00	01/17/2019	4574	RE: C RAMIREZ
			475.00	01/17/2019	4575	RE: J I MAX
	<b>FOOTE MIELKE CHAVEZ &amp; O'NEIL Total</b>		<b><u>7,100.00</u></b>			
<b>2950</b>	<b>MARY PORTER</b>					
		102599	195.91	01/24/2019	1902667113	INVENTORY ITEMS
		102599	882.30	01/24/2019	1902667457	INVENTORY ITEMS
	<b>MARY PORTER Total</b>		<b><u>1,078.21</u></b>			
<b>2953</b>	<b>SENTINEL TECHNOLOGIES INC</b>					
		102542	1,938.00	01/17/2019	P639443	INFORMACAST RENEWAL
	<b>SENTINEL TECHNOLOGIES INC Total</b>		<b><u>1,938.00</u></b>			
<b>2956</b>	<b>LAI LTD</b>					
		102051	624.11	01/24/2019	18-16014	SEAL ASSY
	<b>LAI LTD Total</b>		<b><u>624.11</u></b>			
<b>2967</b>	<b>TIM OCASEK</b>					
			19.00	01/17/2019	010819	PER DIEM 1-8-19
	<b>TIM OCASEK Total</b>		<b><u>19.00</u></b>			
<b>2974</b>	<b>HOSCHEIT MCGUIRK MCCRACKEN &amp;</b>					
			1,000.00	01/17/2019	A25059-1-1218	LEGAL CHARGES - DEC 2018
			630.00	01/17/2019	A25059-10-1218	LEGAL CHARGES - DEC 2018
			7,140.00	01/17/2019	A25059-2-1218	LEGAL CHARGES - DEC 2018
			462.00	01/17/2019	A25059-3-1218	LEGAL CHARGES - DEC 2018
			1,134.00	01/17/2019	A25059-5-1218	LEGAL CHARGES - DEC 2018
			420.00	01/17/2019	A25059-7-1218	LEGAL CHARGES - DEC 2018
			4,008.00	01/17/2019	A25059-8-1218	LEGAL CHARGES - DEC 2018
	<b>HOSCHEIT MCGUIRK MCCRACKEN &amp; Total</b>		<b><u>14,794.00</u></b>			
<b>2985</b>	<b>S SCHROEDER TRUCKING INC</b>					
		73	3,732.75	01/24/2019	34653	SEMI DUMP TRAILER
	<b>S SCHROEDER TRUCKING INC Total</b>		<b><u>3,732.75</u></b>			
<b>3002</b>	<b>JET SERVICES INC</b>					
		98029	155.00	01/24/2019	990037157	MONTHLY SHREDDING SERVIC

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	JET SERVICES INC Total		<u>155.00</u>			
3099	MIDWEST SALT LLC					
		79	2,052.24	01/17/2019	P442354	COARSE SALT
		79	2,320.50	01/17/2019	P442373	INDUSTRIAL SOUTHERN COAR
	MIDWEST SALT LLC Total		<u>4,372.74</u>			
3102	RUSH PARTS CENTERS OF ILLINOIS					
		98058	50.96	01/17/2019	3013258203	V#5099 RO#61806
		102594	344.50	01/17/2019	3013296768	INVENTORY ITEMS
		102679	421.57	01/17/2019	3013310476	V#1957 RO#61856
	RUSH PARTS CENTERS OF ILLINOIS Total		<u>817.03</u>			
3107	DR SUDS LLC					
		97476	40.00	01/24/2019	10151	CAR WASHES - PD
	DR SUDS LLC Total		<u>40.00</u>			
3127	SHI INTERNATIONAL CORP					
		102276	221.33	01/24/2019	B09274845	DESKTOP NOTEBOOK
		102609	605.60	01/24/2019	B09334070	AUTO CAD SUBSCRIPTION
	SHI INTERNATIONAL CORP Total		<u>826.93</u>			
3131	VCNA PRAIRIE INC					
		102138	363.00	01/17/2019	888914713	READY MIX
	VCNA PRAIRIE INC Total		<u>363.00</u>			
3135	RUSSELL HAYWOOD					
			70.00	01/17/2019	012119	PER DIEM 1-21 THRU 1-25-19
	RUSSELL HAYWOOD Total		<u>70.00</u>			
3153	CALL ONE					
			4,748.77	01/24/2019	1214530-1139933-0119	MONTHLY CHARGES
	CALL ONE Total		<u>4,748.77</u>			
3156	TRANSUNION RISK & ALTERNATIVE					
		97484	49.30	01/17/2019	252639-1218	SVCS DEC 2018
	TRANSUNION RISK & ALTERNATIVE Total		<u>49.30</u>			
3209	HOLMGREN ELECTRIC INC					
		102608	2,707.50	01/17/2019	5812	RED GATE LIFT STATION METE
		102366	1,319.00	01/24/2019	5830	SVC @ STC PARKING GARAGE

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	HOLMGREN ELECTRIC INC Total		<u>4,026.50</u>			
3214	B & F CONSTRUCTION CODE SERVCS					
		102621	195.00	01/24/2019	50741	SEMINAR T MEDERNACH
	B & F CONSTRUCTION CODE SERVCS Total		<u>195.00</u>			
3236	HR GREEN INC					
		98359	966.53	01/17/2019	123830	OHIO AVE PROJECT
	HR GREEN INC Total		<u>966.53</u>			
3267	COMPASS GROUP USA INC					
		102692	80.00	01/17/2019	052560000137977	FILTER CHANGE - IS
	COMPASS GROUP USA INC Total		<u>80.00</u>			
3285	RICK MURAWSKI					
			14.00	01/17/2019	012119	PER DIEM 1-21-19
	RICK MURAWSKI Total		<u>14.00</u>			
3289	VISION SERVICE PLAN OF IL NFP					
			7.57	01/18/2019	VSP 190118140045CA	Vision Plan Pre-tax
			49.89	01/18/2019	VSP 190118140045CD	Vision Plan Pre-tax
			207.85	01/18/2019	VSP 190118140045FD	Vision Plan Pre-tax
			24.66	01/18/2019	VSP 190118140045FN	Vision Plan Pre-tax
			12.43	01/18/2019	VSP 190118140045HR	Vision Plan Pre-tax
			49.72	01/18/2019	VSP 190118140045IS	Vision Plan Pre-tax
			218.99	01/18/2019	VSP 190118140045PD	Vision Plan Pre-tax
			333.86	01/18/2019	VSP 190118140045PV	Vision Plan Pre-tax
	VISION SERVICE PLAN OF IL NFP Total		<u>904.97</u>			
3315	IRON MOUNTAIN INC					
		98396	670.40	01/17/2019	201782857	SVCS DEC 2018
	IRON MOUNTAIN INC Total		<u>670.40</u>			
3323	Nicholas Montalbano					
			350.00	01/17/2019	030819	REIMB - TRAINING 3-8-19
	Nicholas Montalbano Total		<u>350.00</u>			
3327	HUB INTERNATIONAL MIDWEST LTD					
		97618	3,667.00	01/17/2019	1320753	JANUARY 2019 CONSULTING
	HUB INTERNATIONAL MIDWEST LTD Total		<u>3,667.00</u>			

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3346	STHEALTH BENEFIT SOLUTIONS	97620	34,605.92	01/24/2019	012019	SVCS FEB 2019
	<b>STHEALTH BENEFIT SOLUTIONS Total</b>		<b><u>34,605.92</u></b>			
3353	R&M SPECIALTIES LTD	102376	648.00	01/24/2019	68770	NAVY BEANIES
	<b>R&amp;M SPECIALTIES LTD Total</b>		<b><u>648.00</u></b>			
3354	DITCH WITCH OF ILLINOIS INC	102466	2,236.42	01/24/2019	PS0067290-1	HYD CONTROL VALVE
	<b>DITCH WITCH OF ILLINOIS INC Total</b>		<b><u>2,236.42</u></b>			
3380	VOIANCE LANGUAGE SERVICES LLC	102663	8.25	01/17/2019	877348	TRANSLATION SERVICES
	<b>VOIANCE LANGUAGE SERVICES LLC Total</b>		<b><u>8.25</u></b>			
3408	ULINE INC	102603	80.12	01/17/2019	104458257	APRONS/MAILERS
		102620	699.91	01/24/2019	104510452	CABINET WORKBENCH
	<b>ULINE INC Total</b>		<b><u>780.03</u></b>			
3430	BOSS DRILLING INC	102418	907.00	01/17/2019	1072	REPAIR FENCE @W SIDE SW P
	<b>BOSS DRILLING INC Total</b>		<b><u>907.00</u></b>			
3561	ADVANCED ELEVATOR COMPANY	97564	500.00	01/17/2019	44505	ELEVATOR MAINTENANCE
	<b>ADVANCED ELEVATOR COMPANY Total</b>		<b><u>500.00</u></b>			
3597	GEOSTAR MECHANICAL INC	102729	1,621.52	01/17/2019	16538	SVC FOR HOT WATER ISSUE
		102773	22,850.00	01/24/2019	16577	FS#2 DUCT WORK REPLACE
		102729	908.50	01/24/2019	16578	SVC @ FS#3
		102729	722.24	01/24/2019	16579	SVC @ PW - LIEBERT UNIT
		97588	862.50	01/24/2019	16580	WATER METER REPLACE @ 5T
		102729	220.50	01/24/2019	16581	SVC @ LAB = HUMIDIFIER
		102768	4,091.00	01/24/2019	16582	SVC @ PW CORAY VAC
		102729	99.00	01/24/2019	16583	SVC @ CENTURY STATION
	<b>GEOSTAR MECHANICAL INC Total</b>		<b><u>31,375.26</u></b>			
3604	TRANSLATION TODAY NETWORK INC					

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		102661	263.27	01/24/2019	7110	SIGN LANGUAGE SERVICES
	<b>TRANSLATION TODAY NETWORK INC Total</b>		<b><u>263.27</u></b>			
<b>3626</b>	<b>EDWARD J SEAMAN</b>					
		94330	25,000.00	01/17/2019	225 W MAIN - HOME B	COMM CORR INCENT AWARD
	<b>EDWARD J SEAMAN Total</b>		<b><u>25,000.00</u></b>			
<b>3653</b>	<b>TYLER TECHNOLOGIES INC</b>					
		102614	15,205.89	01/17/2019	130-4192	RENEWAL 01/2/19-01/31/20
	<b>TYLER TECHNOLOGIES INC Total</b>		<b><u>15,205.89</u></b>			
<b>3684</b>	<b>RESPECT TECHNOLOGY INC</b>					
		97923	3,360.00	01/24/2019	12523	MONTHLY SUPPORT
	<b>RESPECT TECHNOLOGY INC Total</b>		<b><u>3,360.00</u></b>			
<b>3686</b>	<b>NATIONAL POWER RODDING CORP</b>					
		100958	42,481.25	01/24/2019	49875	STORM SEWER TELE/MAINT
	<b>NATIONAL POWER RODDING CORP Total</b>		<b><u>42,481.25</u></b>			
<b>3721</b>	<b>RUSH TRUCK CENTER</b>					
		100230	628.50	01/24/2019	3012678775	SOFTWARE-NAVISTAR
	<b>RUSH TRUCK CENTER Total</b>		<b><u>628.50</u></b>			
<b>3766</b>	<b>PROVEN BUSINESS SYSTEMS</b>					
		98668	248.74	01/17/2019	552308	SVC 11-20 THRU 12-19-18
	<b>PROVEN BUSINESS SYSTEMS Total</b>		<b><u>248.74</u></b>			
<b>3772</b>	<b>Anthony Squillo</b>					
			14.00	01/17/2019	012119	PER DIEM 1-21-19
	<b>Anthony Squillo Total</b>		<b><u>14.00</u></b>			
<b>3786</b>	<b>EMPLOYEE BENEFITS CORPORATION</b>					
		97613	331.20	01/17/2019	2416870	ADMIN FEES
	<b>EMPLOYEE BENEFITS CORPORATION Total</b>		<b><u>331.20</u></b>			
<b>3799</b>	<b>LRS HOLDINGS LLC</b>					
		98270	65.25	01/17/2019	0000064704	WOOD
	<b>LRS HOLDINGS LLC Total</b>		<b><u>65.25</u></b>			
<b>3816</b>	<b>Jeffrey Anderson</b>					
			29.38	01/17/2019	011619	REIMB ROD PURCHASE

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	Jeffrey Anderson Total		<u>29.38</u>			
3831	IMAGETEC L P	97609	476.92	01/24/2019	548618	CONTRACT 1/5/19-4/4/19
	IMAGETEC L P Total		<u>476.92</u>			
3882	CORE & MAIN LP	102624	1,336.00	01/24/2019	J984497	INVENTORY ITEMS
	CORE & MAIN LP Total		<u>1,336.00</u>			
3886	VIA CARLITA LLC	102678	254.12	01/17/2019	115060	V#1984 RO#61857
		98057	112.60	01/17/2019	11527	RO 61855 VEH 1977
	VIA CARLITA LLC Total		<u>366.72</u>			
3915	B&W CONTROL SYSTEMS	93917	25,000.00	01/18/2019	0203521	SCADA PROG PHASE 1
	B&W CONTROL SYSTEMS Total		<u>25,000.00</u>			
3933	RILEY CONSTRUCTION COMPANY INC	100526	832,856.81	01/24/2019	71810-500-8A	PAY REQUEST #8 POLICE STA1
		94557	60,118.72	01/24/2019	71810-500	PAY REQUEST #8 POLICE STA1
	RILEY CONSTRUCTION COMPANY INC Total		<u>892,975.53</u>			
3939	IRTH SOLUTIONS LLC	102847	5,250.00	01/24/2019	SIR003673	UTILISPHERE SUBSCRT FEES
	IRTH SOLUTIONS LLC Total		<u>5,250.00</u>			
3946	JENNIFER LARSEN		19.00	01/17/2019	012919	PER DIEM 1-29-19
	JENNIFER LARSEN Total		<u>19.00</u>			
3968	TRANSAMERICA CORPORATION		4,208.93	01/18/2019	RHFP190118140045PI	Retiree Healthcare Funding Pla
	TRANSAMERICA CORPORATION Total		<u>4,208.93</u>			
3973	HSA BANK WIRE ONLY		642.29	01/18/2019	HSAF190118140045FI	Health Savings Plan - Family
			151.92	01/18/2019	HSAF190118140045HF	Health Savings Plan - Family
			1,064.11	01/18/2019	HSAF190118140045IS	Health Savings Plan - Family
			685.00	01/18/2019	HSAF190118140045PI	Health Savings Plan - Family

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			285.00	01/18/2019	HSAS190118140045PV	Health Savings Plan - Family
			38.46	01/18/2019	HSAS190118140045C/	Health Savings - Self Only
			132.69	01/18/2019	HSAS190118140045CI	Health Savings - Self Only
			250.00	01/18/2019	HSAS190118140045FI	Health Savings - Self Only
			143.75	01/18/2019	HSAS190118140045FI	Health Savings - Self Only
			132.69	01/18/2019	HSAS190118140045HI	Health Savings - Self Only
			588.40	01/18/2019	HSAS190118140045PI	Health Savings - Self Only
	<b>HSA BANK WIRE ONLY Total</b>		<b><u>4,114.31</u></b>			
<b>4074</b>	<b>AMAZON</b>					
		102769	7.99	01/15/2019	111-0281339-4993070	LAMINATED TAPE
		102848	74.96	01/23/2019	113-8125540-6558624	OFFICE SUPPLIES FOLDERS CI
		102848	16.11	01/23/2019	113-7241318-1250653	PENDEL PENS C FORTE
		102809	7.78	01/18/2019	113-9615864-1845804	CASE FOR TOM DIEHL CELL PH
		102813	199.90	01/18/2019	112-4715217-5740225	ARBORWEAR-PANTS/COAT
		102817	119.94	01/21/2019	112-5747288-0234647	INVENTORY ITEMS
		102824	53.96	01/21/2019	112-6465440-5327458	TACTICAL PANTS
		102826	9.25	01/21/2019	112-7052383-7590660	TRANS AMERICAN INNER TUBE
	<b>AMAZON Total</b>		<b><u>489.89</u></b>			
<b>4084</b>	<b>NOVAK &amp; PARKER HOME APPLIANCE</b>					
		102479	146.40	01/24/2019	747200	SS REFER HANDLE
	<b>NOVAK &amp; PARKER HOME APPLIANCE Total</b>		<b><u>146.40</u></b>			
<b>4127</b>	<b>KONCRETE CONSTRUCTION INC</b>					
		102537	8,500.00	01/24/2019	1319-1	APRON REPAIRS-SWENSON/SI
	<b>KONCRETE CONSTRUCTION INC Total</b>		<b><u>8,500.00</u></b>			
<b>4129</b>	<b>ILLINOIS FIREFIGHTER PEER</b>					
		102586	200.00	01/24/2019	101	STEVE SIWY/AL WADE SEMINA
	<b>ILLINOIS FIREFIGHTER PEER Total</b>		<b><u>200.00</u></b>			
<b>4130</b>	<b>ROBOTRONICS INC</b>					
		102580	271.00	01/17/2019	53809	BATTERIES/GLOVES = PD
	<b>ROBOTRONICS INC Total</b>		<b><u>271.00</u></b>			
<b>4135</b>	<b>ILLINOIS PUBLIC RISK FUND</b>					
			11,711.00	01/17/2019	56831	MONTHLY IPRF FEE - DEC 2018
			11,711.00	01/17/2019	56832	MONTHLY IPRF FEE - JAN 2019
			11,711.00	01/17/2019	56833	MONTHLY IPRF FEE FEB WC

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	ILLINOIS PUBLIC RISK FUND Total		<u>35,133.00</u>			
4136	SCHNEIDER NATIONAL CARRIERS	102705	1,095.00	01/17/2019	36871892	FREIGHT ON TRANSFORMER
	SCHNEIDER NATIONAL CARRIERS Total		<u>1,095.00</u>			
4138	ALGONQUIN LAKE IN THE HILLS	102643	85.00	01/24/2019	441	SCOTT SWANSON 2/7/19
		102655	85.00	01/24/2019	442	TONY CENTIMANO 2/7/19
	ALGONQUIN LAKE IN THE HILLS Total		<u>170.00</u>			
9990001	ROYAL BUILDERS		365.00	01/17/2019	011619	CREDIT PERMIT 18-29408
	ROYAL BUILDERS Total		<u>365.00</u>			
9990004	ILLINOIS EMERGENCY NURSES		15.00	01/17/2019	2019 CPST	2019 TECH SKILLS CLASS
	ILLINOIS EMERGENCY NURSES Total		<u>15.00</u>			
9990006	TASKFORCE 1 INC	100130	150.00	01/24/2019	2777	CLASS - VOELSCH
		100130	-150.00	01/24/2019	2777	CLASS - VOELSCH
	TASKFORCE 1 INC Total		<u>0.00</u>			
9990009	OYUN GARLAND		25.00	01/17/2019	P134692	OVERPAY PARKING TKT#P1346
	OYUN GARLAND Total		<u>25.00</u>			
9990009	SONDRA MOORE		500.00	01/24/2019	I18-28289	RTRN BOND #I18-28289
	SONDRA MOORE Total		<u>500.00</u>			



**Treasurer's Report**  
**November 30, 2018**

# MONTHLY COUNCIL TREASURER'S REPORT

## For The Period Ending November 30, 2018

### Overview

The attached report is a summary of City financial activity from the beginning of the fiscal year through the above date. It is meant to provide adequate information in a form easily readable for members of the City Council to understand the financial status of the City. Definitions of the various report components are shown at the end of the report.

### Budget Philosophy

The City budgeting philosophy is that the budget is not a static plan, but a working plan that must be routinely monitored and adjusted as new opportunities develop, prior projections do not materialize, or priorities change. Revisions are always made in the light of maintaining adequate cash surpluses, in accordance with City policies, and not making revisions that will severely hamper future years' operations.

### Report Format

The report shows each fund summarized by major categories of revenues and expenditures. Year-to-date and annual projections show where we are today and where we expect to be at the end of the fiscal year. Each column provides meaningful information when compared with other columns. For instance, differences between the revised budget column and forecast column should be noted. The forecast is a calculated projection and the revised budget is a formal budget adjustment. Any material differences between the two should be investigated.

### Comments

**Property Taxes, Corporate Fund** - Generally, we collect approximately 99% of the levy request.

**Sale Taxes, Corporate Fund** - Sale Tax from retailers are received 90 days after the date of sale. Sales tax receipts year to date were lower than anticipated, making receipts \$644,646 lower than proposed budget.

**Franchise Fees, Corporate Fund** - Actual receipts are \$349,497 lower than the proposed budget.

**Income Tax, Corporate Fund** - Actual receipts are \$271,825 lower than the projected year to date budget. These receipts are subject to changes in the economy and can fluctuate from projections.

**Hotel Tax, Corporate Fund** - Actual receipts are \$76,048 higher than the proposed budget.

**Intergovernmental Revenue, Corporate Fund** - This line includes all Federal and State grants as well as replacement tax.

**User Charges, All Funds** - Revenue from user charges for the year are \$104,916 lower than the projected year to date budget. These revenues can fluctuate with weather, particularly during the summer months.

**Personal Services, All Funds** - Personal Services are lower than the year to date budget projection for the year. This is due to the timing of new hires, vacancies and employer pension contributions.

**Operating Expenses, All Funds** - Operating expenses overall are lower than the budget projection for the year. This is due primarily to timing differences.

**Capital Expenditures, All Funds** - Capital variances are monitored by the department on a quarterly basis. Due to the nature of large expenditures, a specific date of purchase is sometimes difficult to predict.

## Definitions

**Reporting Periods** - The report shows information for two broad reporting periods, year-to-date (YTD) and annual. Year-to-date is an indication of the status from the beginning of the fiscal year through the period being reported. Under this YTD category, three sub-categories are shown. Annual projections show the entire fiscal year and are also broken down into three categories.

**Actual** - The amount of money actually received or expended from the beginning of the fiscal year (May 1) through the period being

**Budget** - The revised budget from the beginning of the fiscal year through the period shown.

**Last Year** - The amount of money actually received or expended last fiscal year for the same months shown under "actual".

**Original Budget** - The amount originally budgeted and approved by the City Council for the fiscal year in April.

**Revised Budget** - This is the budget resulting from changes to the original budget. It reflects the most recent formal review and reflects the revisions approved periodically by the City Council.

**Forecast** - The forecast shows a projection determined by adding the amount actually received or expended to date, plus the months remaining of the revised budget after the period being reported, i.e. annual revised budget - YTD budget + actual.

**Permanent Variance** - A variance between the budget and forecast which will be permanent and not corrected at a later date.

**Timing Variance** - A variance between the budget and forecast which will be corrected at a later time during the fiscal year.

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**Jo Krieger, Treasurer**

**Balance Sheet**  
**As of November 30, 2018**

**City of St. Charles, Illinois**  
**All Fund Types and Account Groups**  
**Combined Balance Sheet**  
**November 30, 2018**

	Total Memorandum Only	Governmental Funds				Proprietary Funds		Fiduciary Funds	Account Groups
		General Corporate	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Trust	General Fixed Assets & Debt
<u>Assets</u>									
Cash & Investments	\$ 143,209,290	\$ 22,222,998	\$ 2,640,305	\$ 678,976	\$ 115,113	\$ 31,166,933	\$ 12,767,885	\$ 73,617,080	\$ -
Restricted Cash	21,422,951	-	-	17,395,899	3,140,681	863,996	22,375	-	-
Receivables									
Property Taxes	14,443,652	12,461,883	1,683,724	24,192	238,853	35,000	-	-	-
Customers - Net	9,172,470	478,762	-	-	-	8,692,256	1,452	-	-
Interest	145,241	11,121	-	-	-	-	-	134,120	-
Prepaid Expenses	385,934	45,186	-	-	-	136,669	158,343	45,736	-
Due from Other Governments	4,605,497	4,503,517	75,486	26,494	-	-	-	-	-
Due from Other Funds	1,865,252	624,252	-	-	540,000	701,000	-	-	-
Due from Other Companies	1,433	-	-	-	-	-	1,433	-	-
Inventory	4,866,327	-	-	-	-	-	4,866,327	-	-
Deferred Charges	14,541,692	-	-	-	-	1,527,638	-	-	13,014,054
Advances to Other Funds	6,998,996	5,549,802	-	-	-	801,624	647,570	-	-
Other Assets	576,402	576,402	-	-	-	-	-	-	-
Capital Assets									
Land	65,078,192	-	-	-	-	2,162,294	-	-	62,915,898
Intangibles	5,014,857	-	-	-	-	647,753	-	-	4,367,104
Buildings	118,233,703	-	-	-	-	66,026,930	-	-	52,206,773
Improvements	347,260,253	-	-	-	-	189,571,394	1,233,272	-	156,455,587
Equipment	12,278,621	-	-	-	-	6,839,532	456,117	-	4,982,972
Vehicles	14,663,595	-	-	-	-	4,249,375	10,414,220	-	-
Construction in Progress	12,481,450	-	-	-	-	10,965,093	-	-	1,516,357
Accumulated Depreciation	(246,008,068)	-	-	-	-	(129,810,581)	(6,189,733)	-	(110,007,754)
<b>Total Assets</b>	<b>\$ 551,237,740</b>	<b>\$ 46,473,923</b>	<b>\$ 4,399,515</b>	<b>\$ 18,125,561</b>	<b>\$ 4,034,647</b>	<b>\$ 194,576,906</b>	<b>\$ 24,379,261</b>	<b>\$ 73,796,936</b>	<b>\$ 185,450,991</b>

**City of St. Charles, Illinois**  
**All Fund Types and Account Groups**  
**Combined Balance Sheet**  
**November 30, 2018**

	Total <u>Memorandum Only</u>	Governmental Funds				Proprietary Funds		Fiduciary Funds	Account Groups
		General <u>Corporate</u>	Special <u>Revenue</u>	Capital <u>Projects</u>	Debt <u>Service</u>	Enterprise	Internal <u>Service</u>	Trust	General Fixed <u>Assets &amp; Debt</u>
<b>Liabilities &amp; Equity</b>									
Liabilities-									
Accounts Payable	\$ 5,377,266	\$ 402,466	\$ -	\$ 221,719	\$ -	\$ 4,709,756	\$ 43,325	\$ -	\$ -
Contracts Payable	498,617	-	1,039	34,506	-	463,072	-	-	-
Claims Payable	1,480,359	-	-	-	-	78,424	1,401,935	-	-
Accrued Salaries	635,151	496,471	-	-	-	118,938	19,742	-	-
Accrued Interest	1,451,423	-	-	-	-	379,294	-	-	1,072,129
Escrows & Deposits	2,642,155	2,110,893	-	-	-	531,262	-	-	-
Due to Other Funds	1,865,252	540,000	-	-	624,252	-	701,000	-	-
Deferred Revenue	27,686,155	12,503,954	1,683,724	24,192	238,853	3,421,833	584	-	9,813,015
Due to Other Governments	796,588	-	-	-	-	228,444	-	-	568,144
Advances from Other Funds	6,998,996	-	3,345,386	1,791,986	-	1,060,000	801,624	-	-
Accrued Compensated Absences	4,038,536	-	-	-	-	435,715	82,434	-	3,520,387
Net OPEB Obligation	3,430,419	-	-	-	-	501,538	39,847	-	2,889,034
Net Pension Liability	53,463,923	-	-	-	-	1,339,612	-	-	52,124,311
General Obligation Bonds	103,344,868	-	-	-	-	18,204,617	-	-	85,140,251
Revenue Bonds	5,770,000	-	-	-	-	-	-	-	5,770,000
Installment Contracts	61,523	-	-	-	-	-	-	-	61,523
IEPA Loans	31,707,172	-	-	-	-	31,707,172	-	-	-
<b>Total Liabilities</b>	<b>251,248,403</b>	<b>16,053,784</b>	<b>5,030,149</b>	<b>2,072,403</b>	<b>863,105</b>	<b>63,179,677</b>	<b>3,090,491</b>	<b>-</b>	<b>160,958,794</b>
Equity-									
Fund Balance	73,506,402	30,420,139	(630,634)	16,053,158	3,171,542	-	-	-	24,492,197
Retained Earnings	226,482,935	-	-	-	-	131,397,229	21,288,770	73,796,936	-
<b>Total Equity</b>	<b>299,989,337</b>	<b>30,420,139</b>	<b>(630,634)</b>	<b>16,053,158</b>	<b>3,171,542</b>	<b>131,397,229</b>	<b>21,288,770</b>	<b>73,796,936</b>	<b>24,492,197</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 551,237,740</b>	<b>\$ 46,473,923</b>	<b>\$ 4,399,515</b>	<b>\$ 18,125,561</b>	<b>\$ 4,034,647</b>	<b>\$ 194,576,906</b>	<b>\$ 24,379,261</b>	<b>\$ 73,796,936</b>	<b>\$ 185,450,991</b>

**Summary of Revenue and Expenditures  
for the Period Ending November 30, 2018**

**Monthly Council Treasurer's Report**  
**May 1, 2018 - November 30, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Corporate Fund</b>						
<b>Revenue</b>						
12,393,627	12,449,712	12,381,673	Property Taxes	12,457,873	12,457,873	12,401,788
10,405,563	11,050,209	9,888,092	Sales & Use Taxes	18,029,362	18,029,362	17,384,716
34,784	57,321	39,182	Admission Taxes	76,644	76,644	54,107
2,223,693	2,573,190	2,154,200	Franchise Fees	3,951,640	3,951,640	3,602,143
1,495,168	1,419,120	1,324,552	Hotel Tax	1,984,953	1,984,953	2,061,001
463,106	558,576	507,197	Telecommunication Tax	862,259	862,259	766,789
781,499	746,668	715,781	Alcohol Tax	1,217,460	1,217,460	1,252,291
519,400	604,312	616,633	Licenses & Permits	713,057	713,057	628,145
250,190	246,425	240,848	Fines & Court Fees	426,470	426,470	430,235
1,894,420	2,166,245	1,742,598	State Tax Allotments	3,369,023	3,369,023	3,097,198
176,702	186,029	233,917	Intergovernmental Revenue	228,164	228,164	218,837
238,330	361,377	317,179	Reimbursement for Services	592,720	592,720	469,673
76,903	56,242	43,303	Miscellaneous Revenue	116,669	116,669	137,330
11,191	11,345	5,623	Sale of Property	12,500	12,500	12,346
180,664	83,667	118,805	Investment Income	188,500	188,500	285,497
-	-	-	Interfund Transfers	365,000	365,000	365,000
<b>31,145,240</b>	<b>32,570,438</b>	<b>30,329,583</b>	<b>Total Revenue</b>	<b>44,592,294</b>	<b>44,592,294</b>	<b>43,167,096</b>
<b>Expenditures</b>						
19,923,784	20,303,628	18,807,083	Personal Services	30,878,484	30,929,772	30,549,927
643,247	902,320	746,522	Commodities	1,494,926	1,544,921	1,285,848
5,279,051	6,581,137	4,836,110	Contractual Services	9,936,143	10,311,890	9,397,212
1,342,071	1,347,961	1,373,189	Replacement Reserves	1,342,071	1,342,071	1,336,181
171,169	184,203	156,383	Other Operating Expenditures	232,272	237,578	216,944
(3,008,362)	(3,008,362)	(2,990,316)	Allocations	(5,157,192)	(5,157,192)	(5,157,192)
25,125	25,125	54,915	Capital	100,850	123,547	123,547
2,675	2,675	2,675	Debt Service Costs	4,586	4,586	4,586
4,037,241	4,037,241	3,900,927	Interfund Transfers	6,563,053	6,563,053	6,566,853
<b>28,416,001</b>	<b>30,375,928</b>	<b>26,887,488</b>	<b>Total Expenditures</b>	<b>45,395,193</b>	<b>45,900,226</b>	<b>44,323,906</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - November 30, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Electric Fund</b>			
			<b>Revenue</b>			
35,000	34,999	35,000	Property Taxes	35,000	35,000	35,001
39,486,023	38,513,697	37,615,380	User Charges	62,651,767	62,651,767	63,624,093
640,212	255,177	1,108,108	Reimbursement for Services	185,000	312,000	697,035
45,742	150,625	113,418	Miscellaneous Revenue	221,000	221,000	116,117
3,007	21,303	30,095	Sale of Property	42,500	42,500	24,204
331,188	331,188	304,927	Reserves	331,188	331,188	331,188
172,165	49,476	76,535	Investment Income	85,000	85,000	207,689
-	-	-	Financing Proceeds	1,400,000	1,400,000	1,400,000
159,029	159,029	-	Interfund Transfers	301,664	301,664	301,664
<b>40,872,366</b>	<b>39,515,494</b>	<b>39,283,463</b>	<b>Total Revenue</b>	<b>65,253,119</b>	<b>65,380,119</b>	<b>66,736,991</b>
			<b>Expenditures</b>			
2,172,643	2,327,928	2,131,372	Personal Services	3,943,893	3,959,524	3,804,239
109,248	178,315	135,938	Commodities	288,526	290,020	220,953
26,894,419	28,596,214	26,318,669	Contractual Services	46,047,672	46,187,709	44,485,914
253,011	255,536	226,750	Replacement Reserves	253,011	253,011	250,486
3,262,407	3,843,443	3,166,445	Other Operating Expenditures	6,309,095	6,309,095	5,728,059
1,028,762	1,028,762	1,206,695	Allocations	1,763,592	1,763,592	1,763,592
2,216,210	2,216,210	2,098,918	Capital	3,571,000	5,402,378	5,402,378
756,896	756,896	1,130,134	Debt Service Costs	963,336	963,336	963,336
299,500	299,500	385,230	Interfund Transfers	483,384	483,384	483,384
<b>36,993,096</b>	<b>39,502,804</b>	<b>36,800,151</b>	<b>Total Expenditures</b>	<b>63,623,509</b>	<b>65,612,049</b>	<b>63,102,341</b>
			<b>Water Fund</b>			
			<b>Revenue</b>			
-	-	176,000	Intergovernmental Revenue	-	-	-
3,934,193	4,341,473	3,909,801	User Charges	6,494,689	6,494,689	6,087,409
13,292	18,302	15,575	Reimbursement for Services	27,100	27,100	22,090
79,465	178,160	390,582	Miscellaneous Revenue	227,081	227,081	128,386
68,182	33,631	52,615	Sale of Property	40,250	40,250	74,801
151,910	151,910	129,614	Reserves	151,910	151,910	151,910
45,595	19,789	25,729	Investment Income	39,000	39,000	64,806
-	-	-	Financing Proceeds	1,673,600	1,673,600	1,673,600
<b>4,292,637</b>	<b>4,743,265</b>	<b>4,699,916</b>	<b>Total Revenue</b>	<b>8,653,630</b>	<b>8,653,630</b>	<b>8,203,002</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - November 30, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Water Fund Continued</b>						
<b>Expenditures</b>						
894,242	907,758	841,058	Personal Services	1,543,489	1,548,169	1,534,653
351,552	386,975	295,147	Commodities	602,045	662,196	626,773
640,112	723,222	509,618	Contractual Services	1,217,816	1,224,516	1,141,406
113,648	113,648	91,352	Replacement Reserves	113,648	113,648	113,648
34,622	59,354	89,158	Other Operating Expenditures	76,920	76,920	52,188
761,621	761,621	529,886	Allocations	1,305,636	1,305,636	1,305,636
681,605	681,605	1,120,821	Capital	2,833,800	3,951,500	3,951,500
896,544	896,544	880,979	Debt Service Costs	1,301,319	1,301,319	1,301,319
106,650	106,650	135,596	Interfund Transfers	217,737	217,737	217,737
<b>4,480,596</b>	<b>4,637,377</b>	<b>4,493,615</b>	<b>Total Expenditures</b>	<b>9,212,410</b>	<b>10,401,641</b>	<b>10,244,860</b>
<b>Wastewater Fund</b>						
<b>Revenue</b>						
-	-	-	Intergovernmental Revenue	29,000	29,000	29,000
6,055,020	6,501,133	5,656,283	User Charges	10,506,466	10,506,466	10,060,353
15,273	20,883	18,216	Reimbursement for Services	30,463	30,463	24,853
103,002	154,505	713,970	Miscellaneous Revenue	180,700	180,700	129,197
8,200	-	-	Sale of Property	-	-	8,200
319,829	319,829	298,890	Reserves	319,829	319,829	319,829
43,661	11,963	15,862	Investment Income	22,000	22,000	53,698
4,155,842	3,853,060	-	Financing Proceeds	3,853,060	3,853,060	4,155,842
<b>10,700,827</b>	<b>10,861,373</b>	<b>6,703,221</b>	<b>Total Revenue</b>	<b>14,941,518</b>	<b>14,941,518</b>	<b>14,780,972</b>
<b>Expenditures</b>						
1,190,257	1,278,945	1,226,986	Personal Services	2,133,136	2,136,090	2,047,402
146,999	190,247	142,602	Commodities	373,575	373,545	330,297
1,055,737	1,107,634	889,688	Contractual Services	2,334,856	2,358,871	2,306,974
219,707	219,707	198,768	Replacement Reserves	219,707	219,707	219,707
53,246	65,782	60,820	Other Operating Expenditures	72,828	72,828	60,292
776,006	776,006	785,806	Allocations	1,330,296	1,330,296	1,330,296
5,980,957	5,980,957	383,682	Capital	5,352,110	15,889,929	15,889,929
1,583,946	1,583,946	1,561,838	Debt Service Costs	2,197,365	2,197,365	2,197,365
192,690	192,690	247,728	Interfund Transfers	343,790	343,790	343,790
<b>11,199,545</b>	<b>11,395,914</b>	<b>5,497,918</b>	<b>Total Expenditures</b>	<b>14,357,663</b>	<b>24,922,421</b>	<b>24,726,052</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - November 30, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Refuse Fund</b>			
			<b>Revenue</b>			
306,220	343,834	303,493	User Charges	553,560	553,560	515,946
-	-	-	Reimbursement for Services	-	-	-
6,983	6,885	6,749	Miscellaneous Revenue	6,900	6,900	6,998
13,358	5,642	6,643	Sale of Property	9,000	9,000	16,716
2,351	1,149	1,126	Investment Income	1,800	1,800	3,002
81,259	81,259	80,000	Interfund Transfers	81,259	81,259	81,259
<b>410,171</b>	<b>438,769</b>	<b>398,011</b>	<b>Total Revenue</b>	<b>652,519</b>	<b>652,519</b>	<b>623,921</b>
			<b>Expenditures</b>			
3,057	4,893	4,405	Commodities	6,120	6,120	4,284
237,094	387,240	311,120	Contractual Services	671,660	671,660	521,514
-	791	-	Other Operating Expenditures	1,356	1,356	565
61,775	61,775	40,684	Allocations	105,900	105,900	105,900
<b>301,926</b>	<b>454,699</b>	<b>356,209</b>	<b>Total Expenditures</b>	<b>785,036</b>	<b>785,036</b>	<b>632,263</b>
			<b>TIF Funds</b>			
			<b>Revenue</b>			
1,616,042	1,627,451	1,452,752	Property Taxes	1,627,452	1,627,452	1,616,043
4,039	2,043	2,039	Investment Income	2,872	2,872	4,868
-	-	-	Interfund Transfers	-	-	-
<b>1,620,081</b>	<b>1,629,494</b>	<b>1,454,791</b>	<b>Total Revenue</b>	<b>1,630,324</b>	<b>1,630,324</b>	<b>1,620,911</b>
			<b>Expenditures</b>			
-	-	14,146	Contractual Services	-	-	-
998,797	998,797	1,152,352	Interfund Transfers	1,032,399	1,032,399	998,797
<b>998,797</b>	<b>998,797</b>	<b>1,166,498</b>	<b>Total Expenditures</b>	<b>1,032,399</b>	<b>1,032,399</b>	<b>998,797</b>
			<b>Motor Fuel Tax Fund</b>			
			<b>Revenue</b>			
528,441	527,982	505,283	State Tax Allotments	845,000	845,000	845,459
21,712	2,743	4,164	Investment Income	8,000	8,000	26,969
-	-	-	Interfund Transfers	-	-	-
<b>550,153</b>	<b>530,725</b>	<b>509,447</b>	<b>Total Revenue</b>	<b>853,000</b>	<b>853,000</b>	<b>872,428</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - November 30, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Motor Fuel Tax Fund Continued</b>			
			<b>Expenditures</b>			
864,459	864,459	815,779	Capital	1,110,000	1,390,538	1,390,538
<b>864,459</b>	<b>864,459</b>	<b>815,779</b>	<b>Total Expenditures</b>	<b>1,110,000</b>	<b>1,390,538</b>	<b>1,390,538</b>
			<b>Capital Project Funds</b>			
			<b>Revenue</b>			
23,522	25,000	24,305	Property Taxes	25,000	25,000	23,522
87,341	70,000	40,385	State Tax Allotments	120,000	120,000	137,341
-	-	1,303	Intergovernmental Revenue	120,000	120,000	120,000
-	-	-	Reimbursement for Services	-	-	-
2,000	-	-	Miscellaneous Revenue	-	-	2,000
283,719	283,719	294,971	Reserves	283,719	283,719	283,719
235,887	24,910	31,431	Investment Income	38,000	38,000	248,977
-	-	-	Financing Proceeds	8,028,421	8,028,421	8,028,421
-	-	3,265,973	Interfund Transfers	3,769,442	3,769,442	3,800,897
<b>632,469</b>	<b>403,629</b>	<b>3,658,368</b>	<b>Total Revenue</b>	<b>12,384,582</b>	<b>12,384,582</b>	<b>12,644,877</b>
			<b>Expenditures</b>			
-	-	-	Commodities	-	-	-
32,600	354,728	146,596	Contractual Services	335,900	601,165	279,037
1,772	285,831	-	Other Operating Expenditures	490,000	490,000	205,941
5,405,691	5,405,691	3,639,001	Capital	28,596,737	31,858,840	31,858,840
-	-	-	Debt Service Costs	-	-	-
613,980	613,980	3,134,259	Interfund Transfers	2,830,776	2,830,776	2,839,059
<b>6,054,043</b>	<b>6,660,230</b>	<b>6,919,856</b>	<b>Total Expenditures</b>	<b>32,253,413</b>	<b>35,780,781</b>	<b>35,182,877</b>
			<b>Debt Service Funds</b>			
			<b>Revenue</b>			
232,234	-	238,455	Property Taxes	-	-	232,234
761,748	722,074	698,640	Sales & Use Taxes	975,000	975,000	1,014,674
21,686	1,190	7,323	Investment Income	2,000	2,000	22,496
-	-	-	Financing Proceeds	-	-	-
6,070,235	6,070,235	5,610,118	Interfund Transfers	7,183,660	7,183,660	7,183,660
<b>7,085,903</b>	<b>6,793,499</b>	<b>6,554,536</b>	<b>Total Revenue</b>	<b>8,160,660</b>	<b>8,160,660</b>	<b>8,453,064</b>
			<b>Expenditures</b>			
2,500	4,287	4,273	Contractual Services	7,424	7,424	5,637
6,222,703	6,222,703	5,778,115	Debt Service Costs	8,378,598	8,378,598	8,378,598
<b>6,225,203</b>	<b>6,226,990</b>	<b>5,782,388</b>	<b>Total Expenditures</b>	<b>8,386,022</b>	<b>8,386,022</b>	<b>8,384,235</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - November 30, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Inventory Fund</b>			
			<b>Revenue</b>			
-	-	-	Miscellaneous Revenue	-	-	-
413,724	460,791	387,061	Charges to Other Funds	921,492	921,492	874,425
1,450,878	1,146,044	1,017,118	Sale of Inventory	3,000,000	3,000,000	3,304,834
-	-	455	Sale of Property	-	-	-
23,145	23,145	23,964	Reserves	23,145	23,145	23,145
589	-	195	Investment Income	-	-	589
<b>1,888,336</b>	<b>1,629,980</b>	<b>1,428,793</b>	<b>Total Revenue</b>	<b>3,944,637</b>	<b>3,944,637</b>	<b>4,202,993</b>
			<b>Expenditures</b>			
294,507	306,765	257,200	Personal Services	530,159	529,679	517,421
1,540,076	1,177,825	1,064,873	Commodities	3,056,275	3,056,275	3,418,526
28,861	40,273	37,053	Contractual Services	66,888	66,888	55,476
14,760	14,760	15,579	Replacement Reserves	14,760	14,760	14,760
2,211	2,406	2,510	Other Operating Expenditures	2,992	3,472	3,277
136,570	136,570	180,887	Allocations	234,120	234,120	234,120
4,029	4,029	989	Capital	1,500	23,500	23,500
-	-	-	Interfund Transfers	14,755	14,755	14,755
<b>2,021,014</b>	<b>1,682,628</b>	<b>1,559,091</b>	<b>Total Expenditures</b>	<b>3,921,449</b>	<b>3,943,449</b>	<b>4,281,835</b>
			<b>Motor Vehicle Replacement Fund</b>			
			<b>Revenue</b>			
550	-	-	Miscellaneous Revenue	-	-	550
615,496	1,044,189	622,235	Charges to Other Funds	1,625,879	1,625,879	1,197,186
32,581	2,131	8,031	Sale of Property	5,500	5,500	35,950
1,205,687	1,205,687	1,215,553	Reserves	1,205,687	1,205,687	1,205,687
50,407	12,259	18,357	Investment Income	25,000	25,000	63,148
-	-	-	Interfund Transfers	60,000	60,000	60,000
<b>1,904,721</b>	<b>2,264,266</b>	<b>1,864,176</b>	<b>Total Revenue</b>	<b>2,922,066</b>	<b>2,922,066</b>	<b>2,562,521</b>
			<b>Expenditures</b>			
345,191	396,110	324,037	Personal Services	670,674	670,674	619,755
189,136	223,151	180,396	Commodities	410,191	410,236	376,221
105,047	114,265	89,323	Contractual Services	207,296	207,238	198,020
9,147	9,147	9,147	Replacement Reserves	9,147	9,147	9,147
17,325	24,850	21,723	Other Operating Expenditures	41,712	41,725	34,200
158,641	158,641	166,845	Allocations	271,956	271,956	271,956
350,087	350,087	754,896	Capital	1,627,888	1,746,390	1,746,390
-	-	-	Interfund Transfers	18,467	18,467	18,467
<b>1,174,574</b>	<b>1,276,251</b>	<b>1,546,367</b>	<b>Total Expenditures</b>	<b>3,257,331</b>	<b>3,375,833</b>	<b>3,274,156</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - November 30, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Health Insurance Fund</b>			
			<b>Revenue</b>			
-	-	-	Miscellaneous Revenue	-	-	-
2,476,957	2,552,656	2,482,613	Insurance Premiums	4,324,000	4,324,000	4,248,301
22,758	12,977	13,492	Investment Income	22,000	22,000	31,781
<b>2,499,715</b>	<b>2,565,633</b>	<b>2,496,105</b>	<b>Total Revenue</b>	<b>4,346,000</b>	<b>4,346,000</b>	<b>4,280,082</b>
			<b>Expenditures</b>			
10,928	31,350	11,575	Personal Services	3,000	32,600	12,178
(577)	2,064	2,007	Commodities	2,500	2,500	(141)
514,690	548,586	485,315	Contractual Services	926,200	926,200	892,304
1,841,537	2,349,901	2,113,946	Other Operating Expenditures	3,713,300	3,683,700	3,175,336
45,661	45,661	65,611	Allocations	78,276	78,276	78,276
-	-	-	Interfund Transfers	-	-	-
<b>2,412,239</b>	<b>2,977,562</b>	<b>2,678,454</b>	<b>Total Expenditures</b>	<b>4,723,276</b>	<b>4,723,276</b>	<b>4,157,953</b>
			<b>WC &amp; Liability Fund</b>			
			<b>Revenue</b>			
29,456	-	28,405	Miscellaneous Revenue	-	-	29,456
1,000,000	1,000,000	1,000,000	Insurance Premiums	1,000,000	1,000,000	1,000,000
39,408	14,929	23,512	Investment Income	25,000	25,000	49,479
-	-	-	Interfund Transfers	-	-	-
<b>1,068,864</b>	<b>1,014,929</b>	<b>1,051,917</b>	<b>Total Revenue</b>	<b>1,025,000</b>	<b>1,025,000</b>	<b>1,078,935</b>
			<b>Expenditures</b>			
430,550	317,597	290,154	Contractual Services	506,700	536,184	649,137
400,949	356,638	245,137	Other Operating Expenditures	456,000	462,152	506,463
14,812	14,812	6,517	Allocations	25,392	25,392	25,392
-	-	-	Interfund Transfers	195,000	195,000	195,000
<b>846,311</b>	<b>689,047</b>	<b>541,808</b>	<b>Total Expenditures</b>	<b>1,183,092</b>	<b>1,218,728</b>	<b>1,375,992</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - November 30, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Communications Fund</b>			
			<b>Revenue</b>			
114,143	300,378	114,143	User Charges	433,397	433,397	247,162
12,349	12,349	11,510	Reserves	12,349	12,349	12,349
2,168	883	832	Investment Income	1,500	1,500	2,785
-	-	-	Interfund Transfers	-	-	-
<b>128,660</b>	<b>313,610</b>	<b>126,485</b>	<b>Total Revenue</b>	<b>447,246</b>	<b>447,246</b>	<b>262,296</b>
			<b>Expenditures</b>			
55,770	56,486	76,478	Personal Services	105,467	105,467	104,751
2,853	3,762	2,872	Commodities	7,470	7,470	6,561
24,801	48,279	20,448	Contractual Services	77,918	77,918	54,440
1,942	1,942	1,103	Replacement Reserves	1,942	1,942	1,942
14,819	8,491	7,078	Other Operating Expenditures	12,116	12,116	18,444
24,514	24,514	7,385	Allocations	42,024	42,024	42,024
95,684	95,684	79,666	Capital	234,000	250,000	250,000
61,664	61,664	-	Interfund Transfers	61,664	61,664	61,664
<b>282,047</b>	<b>300,822</b>	<b>195,030</b>	<b>Total Expenditures</b>	<b>542,601</b>	<b>558,601</b>	<b>539,826</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - November 30, 2018**

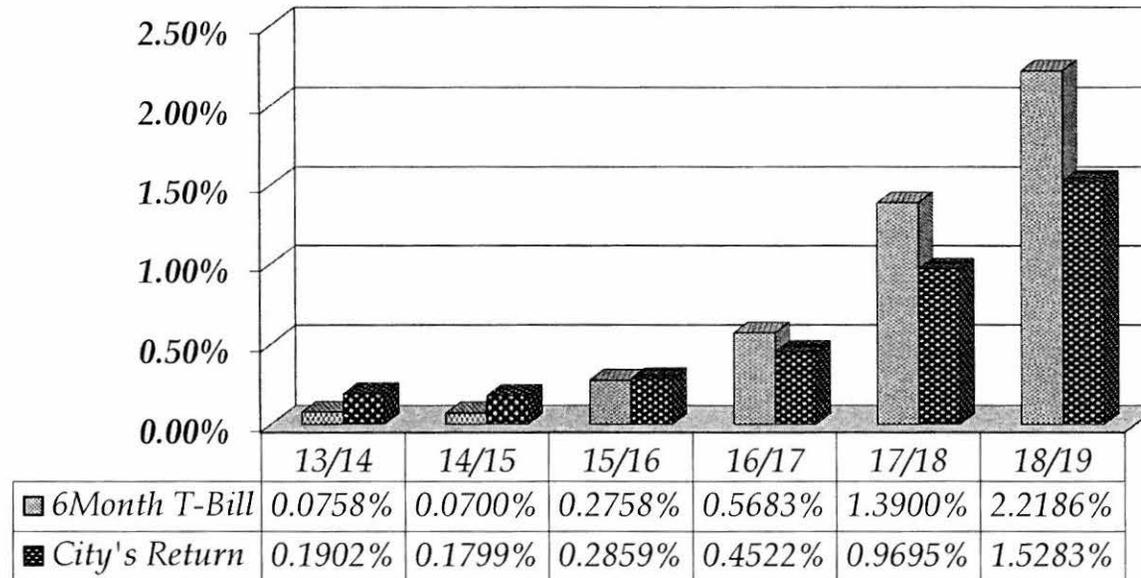
<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>All Funds</b>						
<b>Revenue</b>						
14,300,425	14,137,162	14,132,185	Property Tax	14,145,325	14,145,325	14,308,588
11,167,311	11,772,283	10,586,732	Sales & Use Tax	19,004,362	19,004,362	18,399,390
34,784	57,321	39,182	Admissions Tax	76,644	76,644	54,107
2,223,693	2,573,190	2,154,200	Franchise Fees	3,951,640	3,951,640	3,602,143
1,495,168	1,419,120	1,324,552	Hotel Tax	1,984,953	1,984,953	2,061,001
463,106	558,576	507,197	Telecommunication Tax	862,259	862,259	766,789
781,499	746,668	715,781	Alcohol Tax	1,217,460	1,217,460	1,252,291
519,400	604,312	616,633	Licenses & Permits	713,057	713,057	628,145
250,190	246,425	240,848	Fines & Court Fees	426,470	426,470	430,235
2,510,202	2,764,227	2,288,266	State Tax Allotments	4,334,023	4,334,023	4,079,998
176,702	186,029	411,220	Intergovernmental Revenue	377,164	377,164	367,837
49,895,599	50,000,515	47,599,100	User Charges	80,639,879	80,639,879	80,534,963
907,107	655,739	1,459,078	Reimbursement for Services	835,283	962,283	1,213,651
344,101	546,417	1,296,427	Miscellaneous Revenue	752,350	752,350	550,034
1,029,220	1,504,980	1,009,296	Charges to Other Funds	2,547,371	2,547,371	2,071,611
1,587,397	1,220,096	1,120,580	Sale Of Property	3,109,750	3,109,750	3,477,051
2,327,827	2,327,827	2,279,429	Reserves	2,327,827	2,327,827	2,327,827
3,476,957	3,552,656	3,482,613	Insurance Premiums	5,324,000	5,324,000	5,248,301
843,090	237,978	339,402	Investment Income	460,672	460,672	1,065,784
4,155,842	3,853,060	-	Financing Proceeds	14,955,081	14,955,081	15,257,863
6,310,523	6,310,523	8,956,091	Interfund Transfers	11,761,025	11,761,025	11,792,480
<b>104,800,143</b>	<b>105,275,104</b>	<b>100,558,812</b>	<b>Total Revenue</b>	<b>169,806,595</b>	<b>169,933,595</b>	<b>169,490,089</b>
<b>Expenditures</b>						
24,887,322	25,608,970	23,675,789	Personal Services	39,808,302	39,911,975	39,190,326
2,985,591	3,069,552	2,574,762	Commodities	6,241,628	6,353,283	6,269,322
35,245,462	38,823,462	33,952,513	Contractual Services	62,336,473	63,177,663	59,987,071
1,954,286	1,962,701	1,915,888	Replacement Reserves	1,954,286	1,954,286	1,945,871
5,800,057	7,181,690	5,863,200	Other Operating Expenditures	11,408,591	11,390,942	10,001,709
-	-	-	Allocations	-	-	-
15,623,847	15,623,847	8,948,667	Capital	43,427,885	60,636,622	60,636,622
9,462,764	9,462,764	9,353,741	Debt Service Costs	12,845,204	12,845,204	12,845,204
6,310,523	6,310,523	8,956,092	Interfund Transfers	11,761,025	11,761,025	11,739,506
<b>102,269,852</b>	<b>108,043,509</b>	<b>95,240,652</b>	<b>Total Expenditures</b>	<b>189,783,394</b>	<b>208,031,000</b>	<b>202,615,631</b>

# **Investment Summary**

**November 30, 2018**

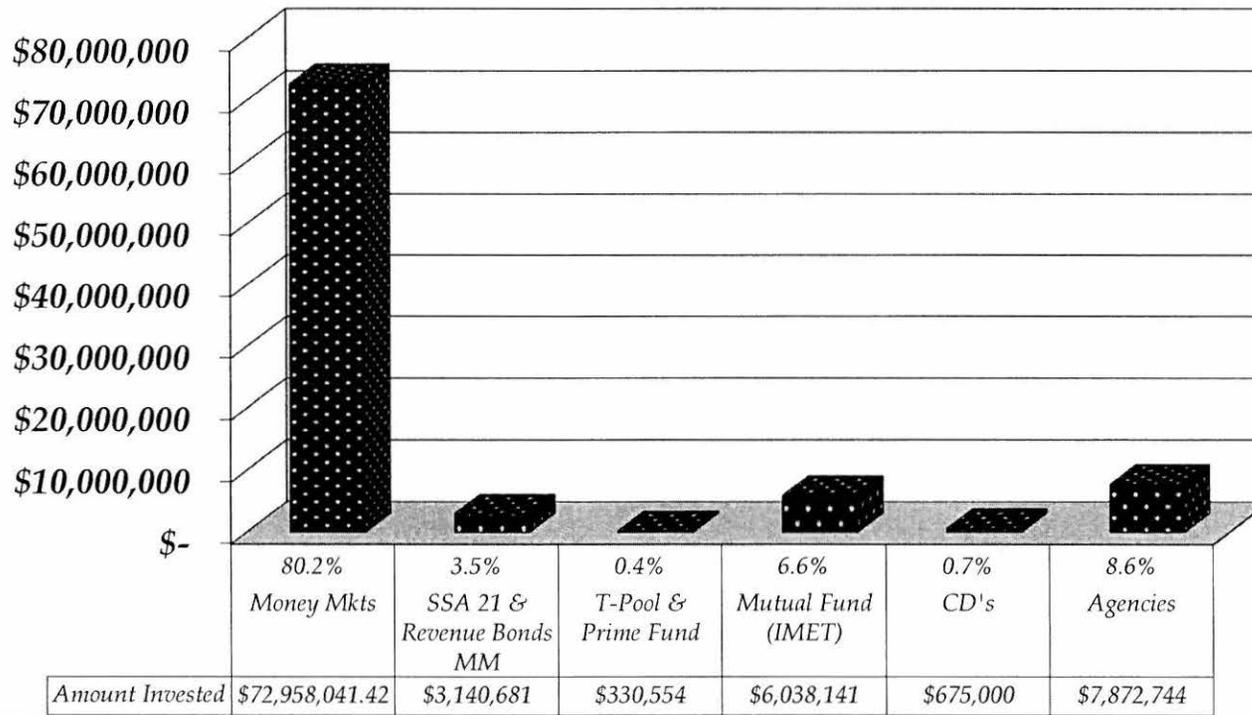


## City of St. Charles Investment Portfolio Earnings Comparison



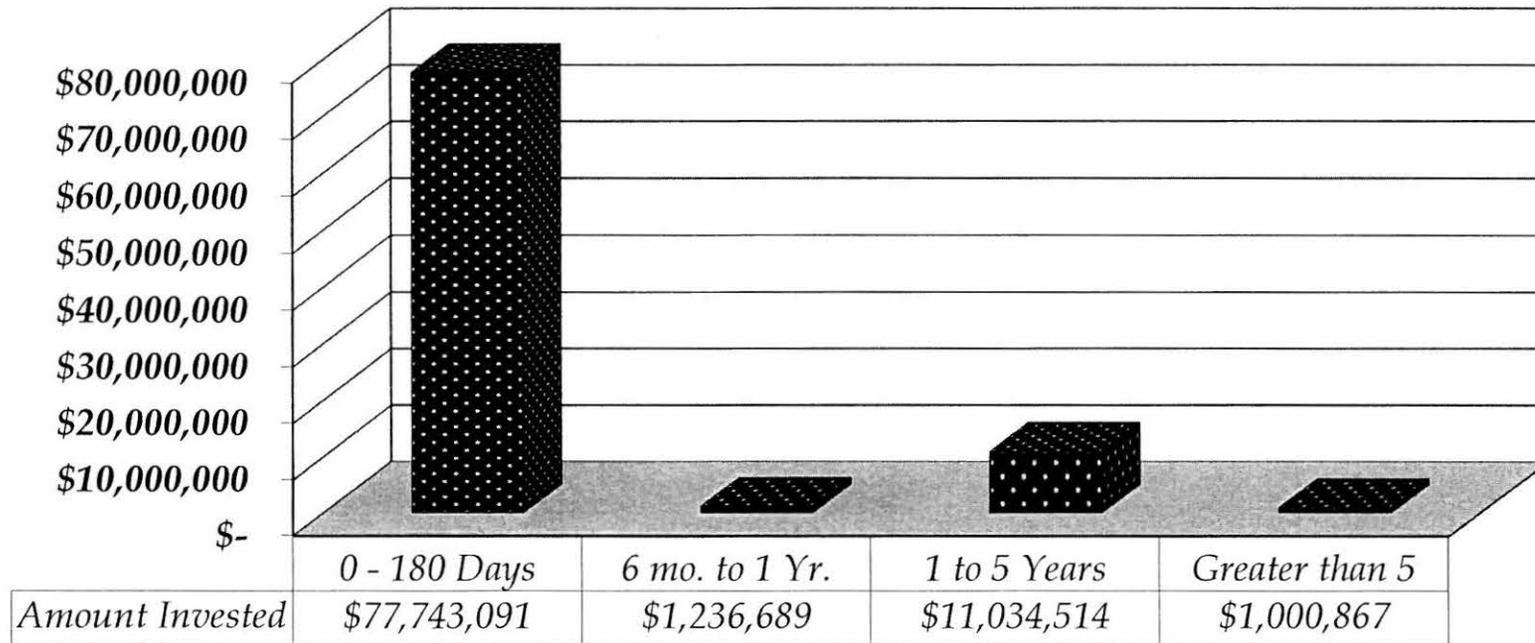
The chart above displays the return on investments for the City of St. Charles portfolio by fiscal year. The Current fiscal year return is computed from May 1 to the current month end. We are comparing the City's return to the average return on the 6 month T-Bill for the same period of time. The City invests in some longer term securities in order to maximize returns. Historically, the City has proven to prevail with this type of philosophy. During sharp rises in interest rates, the City's portfolio may not seem to perform as well, but over time, when combined with the higher returns, the City still comes out ahead. This graph does not include any pension funds.

## City of St. Charles Investment Portfolio by Type - November 30, 2018



The chart above displays the City of St. Charles investment portfolio by type of investment. As shown the portfolio is distributed among several investment types. US Treasuries include Treasury Bills, Treasury Notes, Zero Coupon Bonds and Treasury Bonds. The City invests in US Agencies which are government agencies such as Federal Home Loan Bank and Farm Credit Bank. These yield a higher return than treasuries and afford government protection. Money is invested in the Treasurer's Pool, IMET, Commercial Paper and Certificates of Deposit. The City tries to maintain a diversified portfolio to maximize return yet, most importantly, to preserve principal. This chart is only the City's main portfolio and bond investments. SSA 21 and Revenue Bonds money markets are held by Amalgamated Bank in Chicago for investment for those bond issues. This chart does not include pension funds.

## City of St. Charles Investment Portfolio Composition - November 30, 2018



The chart above displays the aging of the City of St. Charles investment portfolio. A portion of the City's money is invested in U.S. Agencies, the Treasurer's Pool, commercial paper, collateralized certificates of deposit, as well as IMET (the intergovernmental mutual fund). The City's portfolio is also inflated by bond proceeds which must remain short term to cover construction payouts. The City does invest in some long term securities for capital gains purposes. However, according to policy that amount does not exceed 9% of cost. Timing maturities is very important for the City. We need to allow for cash flow yet maximize return by investing in longer maturities which typically earn a higher yield. Investment maturities are "laddered" as much as possible, to allow for any unforeseen expenditure. The City does not invest funds for the police and fire pension funds, therefore they are not part of this chart.

**Treasurer's Report**  
**December 31, 2018**

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# MONTHLY COUNCIL TREASURER'S REPORT

## For The Period Ending December 31, 2018

### Overview

The attached report is a summary of City financial activity from the beginning of the fiscal year through the above date. It is meant to provide adequate information in a form easily readable for members of the City Council to understand the financial status of the City. Definitions of the various report components are shown at the end of the report.

### Budget Philosophy

The City budgeting philosophy is that the budget is not a static plan, but a working plan that must be routinely monitored and adjusted as new opportunities develop, prior projections do not materialize, or priorities change. Revisions are always made in the light of maintaining adequate cash surpluses, in accordance with City policies, and not making revisions that will severely hamper future years' operations.

### Report Format

The report shows each fund summarized by major categories of revenues and expenditures. Year-to-date and annual projections show where we are today and where we expect to be at the end of the fiscal year. Each column provides meaningful information when compared with other columns. For instance, differences between the revised budget column and forecast column should be noted. The forecast is a calculated projection and the revised budget is a formal budget adjustment. Any material differences between the two should be investigated.

### Comments

**Property Taxes, Corporate Fund** - Generally, we collect approximately 99% of the levy request.

**Sale Taxes, Corporate Fund** - Sale Tax from retailers are received 90 days after the date of sale. Sales tax receipts year to date were lower than anticipated, making receipts \$602,055 lower than proposed budget.

**Franchise Fees, Corporate Fund** - Actual receipts are \$377,371 lower than the proposed budget.

**Income Tax, Corporate Fund** - Actual receipts are \$297,800 lower than the projected year to date budget. These receipts are subject to changes in the economy and can fluctuate from projections.

**Hotel Tax, Corporate Fund** - Actual receipts are \$85,650 higher than the proposed budget.

**Intergovernmental Revenue, Corporate Fund** - This line includes all Federal and State grants as well as replacement tax.

**User Charges, All Funds** - Revenue from user charges for the year are \$433,436 lower than the projected year to date budget. These revenues can fluctuate with weather, particularly during the summer months.

**Personal Services, All Funds** - Personal Services are lower than the year to date budget projection for the year. This is due to the timing of new hires, vacancies and employer pension contributions.

**Operating Expenses, All Funds** - Operating expenses overall are lower than the budget projection for the year. This is due primarily to timing differences.

**Capital Expenditures, All Funds** - Capital variances are monitored by the department on a quarterly basis. Due to the nature of large expenditures, a specific date of purchase is sometimes difficult to predict.

## Definitions

**Reporting Periods** - The report shows information for two broad reporting periods, year-to-date (YTD) and annual. Year-to-date is an indication of the status from the beginning of the fiscal year through the period being reported. Under this YTD category, three sub-categories are shown. Annual projections show the entire fiscal year and are also broken down into three categories.

**Actual** - The amount of money actually received or expended from the beginning of the fiscal year (May 1) through the period being

**Budget** - The revised budget from the beginning of the fiscal year through the period shown.

**Last Year** - The amount of money actually received or expended last fiscal year for the same months shown under "actual".

**Original Budget** - The amount originally budgeted and approved by the City Council for the fiscal year in April.

**Revised Budget** - This is the budget resulting from changes to the original budget. It reflects the most recent formal review and reflects the revisions approved periodically by the City Council.

**Forecast** - The forecast shows a projection determined by adding the amount actually received or expended to date, plus the months remaining of the revised budget after the period being reported, i.e. annual revised budget - YTD budget + actual.

**Permanent Variance** - A variance between the budget and forecast which will be permanent and not corrected at a later date.

**Timing Variance** - A variance between the budget and forecast which will be corrected at a later time during the fiscal year.

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**Jo Krieger, Treasurer**

**Balance Sheet**  
**As of December 31, 2018**

**City of St. Charles, Illinois**  
**All Fund Types and Account Groups**  
**Combined Balance Sheet**  
**December 31, 2018**

	Total Memorandum Only	Governmental Funds				Proprietary Funds		Fiduciary Funds	Account Groups
		General Corporate	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Trust	General Fixed Assets & Debt
<b>Assets</b>									
Cash & Investments	\$ 142,119,461	\$ 22,489,827	\$ 2,711,514	\$ 2,957,990	\$ 348	\$ 31,018,542	\$ 12,700,331	\$ 70,240,909	\$ -
Restricted Cash	16,732,755	-	-	13,602,179	2,280,882	827,319	22,375	-	-
Receivables									
Property Taxes	14,443,652	12,461,883	1,683,724	24,192	238,853	35,000	-	-	-
Customers - Net	8,776,225	406,367	-	-	-	8,368,606	1,252	-	-
Interest	147,856	13,736	-	-	-	-	-	134,120	-
Prepaid Expenses	393,090	48,508	-	-	-	136,669	162,177	45,736	-
Due from Other Governments	4,605,497	4,503,517	75,486	26,494	-	-	-	-	-
Due from Other Funds	1,553,348	177,348	-	-	675,000	701,000	-	-	-
Due from Other Companies	1,625	-	-	-	-	-	1,625	-	-
Inventory	4,962,174	-	-	-	-	-	4,962,174	-	-
Deferred Charges	14,541,692	-	-	-	-	1,527,638	-	-	13,014,054
Advances to Other Funds	6,998,996	5,549,802	-	-	-	801,624	647,570	-	-
Other Assets	576,234	576,234	-	-	-	-	-	-	-
Capital Assets									
Land	65,078,192	-	-	-	-	2,162,294	-	-	62,915,898
Intangibles	5,014,857	-	-	-	-	647,753	-	-	4,367,104
Buildings	118,233,703	-	-	-	-	66,026,930	-	-	52,206,773
Improvements	347,260,253	-	-	-	-	189,571,394	1,233,272	-	156,455,587
Equipment	12,278,621	-	-	-	-	6,839,532	456,117	-	4,982,972
Vehicles	14,663,595	-	-	-	-	4,249,375	10,414,220	-	-
Construction in Progress	12,481,450	-	-	-	-	10,965,093	-	-	1,516,357
Accumulated Depreciation	(246,008,068)	-	-	-	-	(129,810,581)	(6,189,733)	-	(110,007,754)
<b>Total Assets</b>	<b>\$ 544,855,208</b>	<b>\$ 46,227,222</b>	<b>\$ 4,470,724</b>	<b>\$ 16,610,855</b>	<b>\$ 3,195,083</b>	<b>\$ 194,068,188</b>	<b>\$ 24,411,380</b>	<b>\$ 70,420,765</b>	<b>\$ 185,450,991</b>

**City of St. Charles, Illinois**  
**All Fund Types and Account Groups**  
**Combined Balance Sheet**  
**December 31, 2018**

	Total Memorandum Only	Governmental Funds				Proprietary Funds		Fiduciary Funds	Account Groups
		General Corporate	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Trust	General Fixed Assets & Debt
<b>Liabilities &amp; Equity</b>									
<b>Liabilities-</b>									
Accounts Payable	\$ 4,772,469	\$ 556,725	\$ -	\$ 221,967	\$ -	\$ 3,696,825	\$ 294,756	\$ 2,196	\$ -
Contracts Payable	498,617	-	1,039	34,506	-	463,072	-	-	-
Claims Payable	1,480,359	-	-	-	-	78,424	1,401,935	-	-
Accrued Salaries	635,151	496,471	-	-	-	118,938	19,742	-	-
Accrued Interest	1,451,423	-	-	-	-	379,294	-	-	1,072,129
Escrows & Deposits	2,039,544	1,534,361	-	-	-	505,183	-	-	-
Due to Other Funds	1,553,220	675,000	-	-	177,220	-	701,000	-	-
Deferred Revenue	27,702,140	12,519,939	1,683,724	24,192	238,853	3,421,833	584	-	9,813,015
Due to Other Governments	796,588	-	-	-	-	228,444	-	-	568,144
Advances from Other Funds	6,998,996	-	3,345,386	1,791,986	-	1,060,000	801,624	-	-
Accrued Compensated Absences	4,038,536	-	-	-	-	435,715	82,434	-	3,520,387
Net OPEB Obligation	3,430,419	-	-	-	-	501,538	39,847	-	2,889,034
Net Pension Liability	53,463,923	-	-	-	-	1,339,612	-	-	52,124,311
General Obligation Bonds	103,344,868	-	-	-	-	18,204,617	-	-	85,140,251
Revenue Bonds	5,770,000	-	-	-	-	-	-	-	5,770,000
Installment Contracts	61,523	-	-	-	-	-	-	-	61,523
IEPA Loans	31,707,172	-	-	-	-	31,707,172	-	-	-
<b>Total Liabilities</b>	<b>249,744,948</b>	<b>15,782,496</b>	<b>5,030,149</b>	<b>2,072,651</b>	<b>416,073</b>	<b>62,140,667</b>	<b>3,341,922</b>	<b>2,196</b>	<b>160,958,794</b>
<b>Equity-</b>									
Fund Balance	71,694,712	30,444,726	(559,425)	14,538,204	2,779,010	-	-	-	24,492,197
Retained Earnings	223,415,548	-	-	-	-	131,927,521	21,069,458	70,418,569	-
<b>Total Equity</b>	<b>295,110,260</b>	<b>30,444,726</b>	<b>(559,425)</b>	<b>14,538,204</b>	<b>2,779,010</b>	<b>131,927,521</b>	<b>21,069,458</b>	<b>70,418,569</b>	<b>24,492,197</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 544,855,208</b>	<b>\$ 46,227,222</b>	<b>\$ 4,470,724</b>	<b>\$ 16,610,855</b>	<b>\$ 3,195,083</b>	<b>\$ 194,068,188</b>	<b>\$ 24,411,380</b>	<b>\$ 70,420,765</b>	<b>\$ 185,450,991</b>

**Summary of Revenue and Expenditures  
for the Period Ending December 31, 2018**

**Monthly Council Treasurer's Report  
May 1, 2018 - December 31, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Corporate Fund</b>			
			<b>Revenue</b>			
12,395,459	12,457,874	12,389,897	Property Taxes	12,457,873	12,457,873	12,395,458
12,356,738	12,958,793	11,595,898	Sales & Use Taxes	18,029,362	18,029,362	17,427,307
37,764	60,460	41,350	Admission Taxes	76,644	76,644	53,948
2,457,025	2,834,396	2,380,958	Franchise Fees	3,951,640	3,951,640	3,574,269
1,670,548	1,584,898	1,479,283	Hotel Tax	1,984,953	1,984,953	2,070,603
527,193	635,492	577,038	Telecommunication Tax	862,259	862,259	753,960
981,980	847,003	811,966	Alcohol Tax	1,217,460	1,217,460	1,352,437
23,442	-	-	Local Fuel Tax	-	-	23,442
550,562	618,854	631,386	Licenses & Permits	713,057	713,057	644,765
288,766	281,813	275,803	Fines & Court Fees	426,470	426,470	433,423
2,082,181	2,379,981	1,914,535	State Tax Allotments	3,369,023	3,369,023	3,071,223
302,698	191,198	236,890	Intergovernmental Revenue	228,164	228,164	339,664
318,751	385,904	331,382	Reimbursement for Services	592,720	592,720	525,567
79,906	97,773	82,098	Miscellaneous Revenue	116,669	116,669	98,802
11,711	11,553	5,798	Sale of Property	12,500	12,500	12,658
200,815	137,317	170,182	Investment Income	188,500	188,500	251,998
-	-	195,000	Interfund Transfers	365,000	365,000	365,000
<b>34,285,539</b>	<b>35,483,309</b>	<b>33,119,464</b>	<b>Total Revenue</b>	<b>44,592,294</b>	<b>44,592,294</b>	<b>43,394,524</b>
			<b>Expenditures</b>			
21,941,338	22,255,376	20,693,166	Personal Services	30,878,484	30,929,772	30,615,734
737,578	979,012	816,735	Commodities	1,494,926	1,544,921	1,304,287
5,862,588	7,373,114	5,453,872	Contractual Services	9,936,143	10,327,844	8,816,518
1,342,071	1,342,071	1,373,189	Replacement Reserves	1,342,071	1,342,071	1,342,071
177,959	193,966	163,561	Other Operating Expenditures	232,272	237,578	217,771
(3,438,128)	(3,438,128)	(3,417,504)	Allocations	(5,157,192)	(5,157,192)	(5,157,192)
30,448	30,448	68,814	Capital	100,850	123,547	123,547
3,057	3,057	3,057	Debt Service Costs	4,586	4,586	4,586
4,874,796	4,874,796	4,461,263	Interfund Transfers	6,563,053	6,619,827	6,619,827
<b>31,531,707</b>	<b>33,613,712</b>	<b>29,616,153</b>	<b>Total Expenditures</b>	<b>45,395,193</b>	<b>45,972,954</b>	<b>43,887,149</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - December 31, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Electric Fund</b>			
			<b>Revenue</b>			
35,000	34,999	35,000	Property Taxes	35,000	35,000	35,001
44,346,641	43,570,223	42,547,340	User Charges	62,651,767	62,651,767	63,428,185
652,913	265,585	1,119,349	Reimbursement for Services	185,000	312,000	699,328
46,927	175,685	137,677	Miscellaneous Revenue	221,000	221,000	92,242
6,873	23,259	32,738	Sale of Property	42,500	42,500	26,114
331,188	331,188	304,927	Reserves	331,188	331,188	331,188
206,730	60,005	92,822	Investment Income	85,000	85,000	231,725
-	-	-	Financing Proceeds	1,400,000	1,400,000	1,400,000
178,038	178,038	61,664	Interfund Transfers	301,664	301,664	301,664
<b>45,804,310</b>	<b>44,638,982</b>	<b>44,331,517</b>	<b>Total Revenue</b>	<b>65,253,119</b>	<b>65,380,119</b>	<b>66,545,447</b>
			<b>Expenditures</b>			
2,450,189	2,623,264	2,424,712	Personal Services	3,943,893	3,959,524	3,786,449
118,577	203,282	161,006	Commodities	288,526	290,020	205,315
30,015,144	32,386,509	29,812,498	Contractual Services	46,047,672	46,187,709	43,816,344
253,011	253,011	226,750	Replacement Reserves	253,011	253,011	253,011
3,640,483	4,334,686	3,566,089	Other Operating Expenditures	6,309,095	6,309,095	5,614,892
1,175,728	1,175,728	1,379,080	Allocations	1,763,592	1,763,592	1,763,592
2,494,158	2,494,158	2,220,202	Capital	3,571,000	5,402,378	5,402,378
888,363	888,363	1,282,762	Debt Service Costs	963,336	963,336	963,336
299,500	299,500	499,870	Interfund Transfers	483,384	483,384	483,384
<b>41,335,153</b>	<b>44,658,501</b>	<b>41,572,969</b>	<b>Total Expenditures</b>	<b>63,623,509</b>	<b>65,612,049</b>	<b>62,288,701</b>
			<b>Water Fund</b>			
			<b>Revenue</b>			
-	-	144,660	Intergovernmental Revenue	-	-	-
4,367,868	4,812,991	4,334,951	User Charges	6,494,689	6,494,689	6,049,566
16,119	20,442	17,362	Reimbursement for Services	27,100	27,100	22,777
86,643	184,709	396,776	Miscellaneous Revenue	227,081	227,081	129,015
70,422	35,183	55,098	Sale of Property	40,250	40,250	75,489
151,910	151,910	129,614	Reserves	151,910	151,910	151,910
57,591	26,703	35,623	Investment Income	39,000	39,000	69,888
-	-	-	Financing Proceeds	1,673,600	1,673,600	1,673,600
<b>4,750,553</b>	<b>5,231,938</b>	<b>5,114,084</b>	<b>Total Revenue</b>	<b>8,653,630</b>	<b>8,653,630</b>	<b>8,172,245</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - December 31, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Water Fund Continued</b>						
<b>Expenditures</b>						
993,608	1,022,842	941,754	Personal Services	1,543,489	1,548,169	1,518,935
381,294	442,522	336,746	Commodities	602,045	662,196	600,968
735,897	857,378	616,093	Contractual Services	1,217,816	1,224,516	1,103,035
113,648	113,648	91,352	Replacement Reserves	113,648	113,648	113,648
38,018	65,944	93,399	Other Operating Expenditures	76,920	76,920	48,994
870,424	870,424	605,584	Allocations	1,305,636	1,305,636	1,305,636
783,684	783,684	653,511	Capital	2,833,800	3,951,500	3,951,500
896,544	896,544	885,596	Debt Service Costs	1,301,319	1,301,319	1,301,319
106,650	106,650	159,509	Interfund Transfers	217,737	217,737	217,737
<b>4,919,767</b>	<b>5,159,636</b>	<b>4,383,544</b>	<b>Total Expenditures</b>	<b>9,212,410</b>	<b>10,401,641</b>	<b>10,161,772</b>
<b>Wastewater Fund</b>						
<b>Revenue</b>						
-	-	-	Intergovernmental Revenue	29,000	29,000	29,000
6,853,536	7,362,633	6,407,943	User Charges	10,506,466	10,506,466	9,997,369
18,584	23,282	20,309	Reimbursement for Services	30,463	30,463	25,765
111,996	155,669	717,010	Miscellaneous Revenue	180,700	180,700	137,027
8,200	-	-	Sale of Property	-	-	8,200
319,829	319,829	298,890	Reserves	319,829	319,829	319,829
54,096	16,171	25,717	Investment Income	22,000	22,000	59,925
5,048,456	3,853,060	-	Financing Proceeds	3,853,060	3,853,060	6,409,516
<b>12,414,697</b>	<b>11,730,644</b>	<b>7,469,869</b>	<b>Total Revenue</b>	<b>14,941,518</b>	<b>14,941,518</b>	<b>16,986,631</b>
<b>Expenditures</b>						
1,316,644	1,434,254	1,378,146	Personal Services	2,133,136	2,136,090	2,018,480
192,689	222,831	175,491	Commodities	373,575	373,545	343,403
1,174,861	1,291,184	1,036,981	Contractual Services	2,334,856	2,358,871	2,242,548
219,707	219,707	198,768	Replacement Reserves	219,707	219,707	219,707
55,109	67,895	62,505	Other Operating Expenditures	72,828	72,828	60,042
886,864	886,864	898,064	Allocations	1,330,296	1,330,296	1,330,296
6,932,041	6,932,041	1,529,374	Capital	5,352,110	15,889,929	15,889,929
1,866,432	1,866,432	1,855,223	Debt Service Costs	2,197,365	2,197,365	2,197,365
192,690	192,690	304,175	Interfund Transfers	343,790	343,790	343,790
<b>12,837,037</b>	<b>13,113,898</b>	<b>7,438,727</b>	<b>Total Expenditures</b>	<b>14,357,663</b>	<b>24,922,421</b>	<b>24,645,560</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - December 31, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Refuse Fund</b>			
			<b>Revenue</b>			
349,929	392,723	346,626	User Charges	553,560	553,560	510,766
-	-	-	Reimbursement for Services	-	-	-
6,996	6,885	6,749	Miscellaneous Revenue	6,900	6,900	7,011
14,313	5,988	7,008	Sale of Property	9,000	9,000	17,325
2,828	1,591	1,560	Investment Income	1,800	1,800	3,037
81,259	81,259	80,000	Interfund Transfers	81,259	81,259	81,259
<b>455,325</b>	<b>488,446</b>	<b>441,943</b>	<b>Total Revenue</b>	<b>652,519</b>	<b>652,519</b>	<b>619,398</b>
			<b>Expenditures</b>			
3,057	4,893	4,405	Commodities	6,120	6,120	4,284
428,143	464,529	529,137	Contractual Services	671,660	671,660	635,274
-	904	-	Other Operating Expenditures	1,356	1,356	452
70,600	70,600	46,496	Allocations	105,900	105,900	105,900
<b>501,800</b>	<b>540,926</b>	<b>580,038</b>	<b>Total Expenditures</b>	<b>785,036</b>	<b>785,036</b>	<b>745,910</b>
			<b>TIF Funds</b>			
			<b>Revenue</b>			
1,616,042	1,627,451	1,452,752	Property Taxes	1,627,452	1,627,452	1,616,043
5,421	2,645	2,633	Investment Income	2,872	2,872	5,648
-	-	-	Interfund Transfers	-	-	-
<b>1,621,463</b>	<b>1,630,096</b>	<b>1,455,385</b>	<b>Total Revenue</b>	<b>1,630,324</b>	<b>1,630,324</b>	<b>1,621,691</b>
			<b>Expenditures</b>			
-	-	14,146	Contractual Services	-	-	-
998,797	998,797	1,152,352	Interfund Transfers	1,032,399	998,797	998,797
<b>998,797</b>	<b>998,797</b>	<b>1,166,498</b>	<b>Total Expenditures</b>	<b>1,032,399</b>	<b>998,797</b>	<b>998,797</b>
			<b>Motor Fuel Tax Fund</b>			
			<b>Revenue</b>			
602,818	605,572	579,537	State Tax Allotments	845,000	845,000	842,246
24,669	3,977	6,329	Investment Income	8,000	8,000	28,692
-	-	-	Interfund Transfers	-	-	-
<b>627,487</b>	<b>609,549</b>	<b>585,866</b>	<b>Total Revenue</b>	<b>853,000</b>	<b>853,000</b>	<b>870,938</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - December 31, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Motor Fuel Tax Fund Continued</b>			
			<b>Expenditures</b>			
864,459	864,459	716,374	Capital	1,110,000	1,390,538	1,390,538
<b>864,459</b>	<b>864,459</b>	<b>716,374</b>	<b>Total Expenditures</b>	<b>1,110,000</b>	<b>1,390,538</b>	<b>1,390,538</b>
			<b>Capital Project Funds</b>			
			<b>Revenue</b>			
23,522	25,000	24,305	Property Taxes	25,000	25,000	23,522
99,566	80,000	49,783	State Tax Allotments	120,000	120,000	139,566
-	-	10,744	Intergovernmental Revenue	120,000	120,000	120,000
-	-	-	Reimbursement for Services	-	-	-
2,000	-	-	Miscellaneous Revenue	-	-	2,000
283,719	283,719	294,971	Reserves	283,719	283,719	283,719
269,230	26,242	35,756	Investment Income	38,000	38,000	280,988
-	-	-	Financing Proceeds	8,028,421	8,028,421	8,028,421
711,455	711,455	3,265,973	Interfund Transfers	3,769,442	3,800,897	3,800,897
<b>1,389,492</b>	<b>1,126,416</b>	<b>3,681,532</b>	<b>Total Revenue</b>	<b>12,384,582</b>	<b>12,416,037</b>	<b>12,679,113</b>
			<b>Expenditures</b>			
-	-	-	Commodities	-	-	-
50,393	404,015	182,312	Contractual Services	335,900	601,165	247,543
1,813	326,664	-	Other Operating Expenditures	490,000	490,000	165,149
7,142,411	7,142,411	3,697,261	Capital	28,596,737	31,858,840	31,858,840
-	-	-	Debt Service Costs	-	-	-
1,131,402	1,131,402	3,134,259	Interfund Transfers	2,830,776	2,839,059	2,839,059
<b>8,326,019</b>	<b>9,004,492</b>	<b>7,013,832</b>	<b>Total Expenditures</b>	<b>32,253,413</b>	<b>35,789,064</b>	<b>35,110,591</b>
			<b>Debt Service Funds</b>			
			<b>Revenue</b>			
232,234	-	238,455	Property Taxes	-	-	232,234
369,109	511,648	495,038	Sales & Use Taxes	975,000	975,000	832,461
26,566	1,477	9,006	Investment Income	2,000	2,000	27,089
-	-	-	Financing Proceeds	-	-	-
6,634,748	6,634,748	6,170,454	Interfund Transfers	7,183,660	7,183,660	7,183,660
<b>7,262,657</b>	<b>7,147,873</b>	<b>6,912,953</b>	<b>Total Revenue</b>	<b>8,160,660</b>	<b>8,160,660</b>	<b>8,275,444</b>
			<b>Expenditures</b>			
7,273	7,424	7,273	Contractual Services	7,424	7,424	7,273
6,787,216	6,787,216	6,338,451	Debt Service Costs	8,378,598	8,378,598	8,378,598
<b>6,794,489</b>	<b>6,794,640</b>	<b>6,345,724</b>	<b>Total Expenditures</b>	<b>8,386,022</b>	<b>8,386,022</b>	<b>8,385,871</b>

**Monthly Council Treasurer's Report**  
**May 1, 2018 - December 31, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Inventory Fund</b>			
			<b>Revenue</b>			
-	-	-	Miscellaneous Revenue	-	-	-
452,842	534,240	449,045	Charges to Other Funds	921,492	921,492	840,094
1,542,576	1,660,534	1,473,729	Sale of Inventory	3,000,000	3,000,000	2,882,042
-	-	455	Sale of Property	-	-	-
23,145	23,145	23,964	Reserves	23,145	23,145	23,145
409	-	(440)	Investment Income	-	-	409
<b>2,018,972</b>	<b>2,217,919</b>	<b>1,946,753</b>	<b>Total Revenue</b>	<b>3,944,637</b>	<b>3,944,637</b>	<b>3,745,690</b>
			<b>Expenditures</b>			
331,646	347,039	291,510	Personal Services	530,159	529,679	514,286
1,631,732	1,697,593	1,526,167	Commodities	3,056,275	3,056,275	2,990,414
34,450	45,769	42,528	Contractual Services	66,888	66,888	55,569
14,760	14,760	15,579	Replacement Reserves	14,760	14,760	14,760
2,553	2,659	2,725	Other Operating Expenditures	2,992	3,472	3,366
156,080	156,080	206,728	Allocations	234,120	234,120	234,120
4,029	4,029	989	Capital	1,500	23,500	23,500
-	-	-	Interfund Transfers	14,755	14,755	14,755
<b>2,175,250</b>	<b>2,267,929</b>	<b>2,086,226</b>	<b>Total Expenditures</b>	<b>3,921,449</b>	<b>3,943,449</b>	<b>3,850,770</b>
			<b>Motor Vehicle Replacement Fund</b>			
			<b>Revenue</b>			
550	-	-	Miscellaneous Revenue	-	-	550
686,675	1,169,856	697,120	Charges to Other Funds	1,625,879	1,625,879	1,142,698
32,581	2,131	8,031	Sale of Property	5,500	5,500	35,950
1,205,687	1,205,687	1,215,553	Reserves	1,205,687	1,205,687	1,205,687
58,995	15,780	23,754	Investment Income	25,000	25,000	68,215
60,000	60,000	-	Interfund Transfers	60,000	60,000	60,000
<b>2,044,488</b>	<b>2,453,454</b>	<b>1,944,458</b>	<b>Total Revenue</b>	<b>2,922,066</b>	<b>2,922,066</b>	<b>2,513,100</b>
			<b>Expenditures</b>			
387,996	445,926	364,345	Personal Services	670,674	670,674	612,744
237,494	250,725	202,776	Commodities	410,191	410,236	397,005
145,422	127,947	99,854	Contractual Services	207,296	207,238	224,713
9,147	9,147	9,147	Replacement Reserves	9,147	9,147	9,147
19,599	28,491	24,471	Other Operating Expenditures	41,712	41,725	32,833
181,304	181,304	190,680	Allocations	271,956	271,956	271,956
407,868	407,868	754,896	Capital	1,627,888	1,746,390	1,746,390
-	-	-	Interfund Transfers	18,467	18,467	18,467
<b>1,388,830</b>	<b>1,451,408</b>	<b>1,646,169</b>	<b>Total Expenditures</b>	<b>3,257,331</b>	<b>3,375,833</b>	<b>3,313,255</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - December 31, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Health Insurance Fund</b>			
			<b>Revenue</b>			
-	-	-	Miscellaneous Revenue	-	-	-
2,825,051	2,924,622	2,843,418	Insurance Premiums	4,324,000	4,324,000	4,224,429
26,674	15,199	15,840	Investment Income	22,000	22,000	33,475
<b>2,851,725</b>	<b>2,939,821</b>	<b>2,859,258</b>	<b>Total Revenue</b>	<b>4,346,000</b>	<b>4,346,000</b>	<b>4,257,904</b>
			<b>Expenditures</b>			
12,204	31,600	11,721	Personal Services	3,000	32,600	13,204
(577)	2,082	2,032	Commodities	2,500	2,500	(159)
621,622	621,234	546,253	Contractual Services	926,200	926,200	926,588
2,171,779	2,595,102	2,334,295	Other Operating Expenditures	3,713,300	3,683,700	3,260,377
52,184	52,184	74,984	Allocations	78,276	78,276	78,276
-	-	-	Interfund Transfers	-	-	-
<b>2,857,212</b>	<b>3,302,202</b>	<b>2,969,285</b>	<b>Total Expenditures</b>	<b>4,723,276</b>	<b>4,723,276</b>	<b>4,278,286</b>
			<b>WC &amp; Liability Fund</b>			
			<b>Revenue</b>			
29,456	-	28,405	Miscellaneous Revenue	-	-	29,456
1,000,000	1,000,000	1,000,000	Insurance Premiums	1,000,000	1,000,000	1,000,000
48,808	17,850	28,999	Investment Income	25,000	25,000	55,958
-	-	-	Interfund Transfers	-	-	-
<b>1,078,264</b>	<b>1,017,850</b>	<b>1,057,404</b>	<b>Total Revenue</b>	<b>1,025,000</b>	<b>1,025,000</b>	<b>1,085,414</b>
			<b>Expenditures</b>			
438,986	501,574	444,397	Contractual Services	506,700	536,184	473,596
417,639	371,579	259,422	Other Operating Expenditures	456,000	462,152	508,212
16,928	16,928	7,448	Allocations	25,392	25,392	25,392
-	-	-	Interfund Transfers	195,000	195,000	195,000
<b>873,553</b>	<b>890,081</b>	<b>711,267</b>	<b>Total Expenditures</b>	<b>1,183,092</b>	<b>1,218,728</b>	<b>1,202,200</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - December 31, 2018**

<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
			<b>Communications Fund</b>			
			<b>Revenue</b>			
114,143	326,983	114,143	User Charges	433,397	433,397	220,557
12,349	12,349	11,510	Reserves	12,349	12,349	12,349
2,651	1,242	1,170	Investment Income	1,500	1,500	2,909
-	-	-	Interfund Transfers	-	-	-
<b>129,143</b>	<b>340,574</b>	<b>126,823</b>	<b>Total Revenue</b>	<b>447,246</b>	<b>447,246</b>	<b>235,815</b>
			<b>Expenditures</b>			
59,874	75,079	82,860	Personal Services	105,467	105,467	90,262
3,322	6,046	4,448	Commodities	7,470	7,470	4,746
26,830	54,286	22,389	Contractual Services	77,918	77,918	50,462
1,942	1,942	1,103	Replacement Reserves	1,942	1,942	1,942
15,150	10,214	7,593	Other Operating Expenditures	12,116	12,116	17,052
28,016	28,016	8,440	Allocations	42,024	42,024	42,024
96,149	96,149	79,666	Capital	234,000	250,000	250,000
61,664	61,664	61,664	Interfund Transfers	61,664	61,664	61,664
<b>292,947</b>	<b>333,396</b>	<b>268,163</b>	<b>Total Expenditures</b>	<b>542,601</b>	<b>558,601</b>	<b>518,152</b>

**Monthly Council Treasurer's Report  
May 1, 2018 - December 31, 2018**

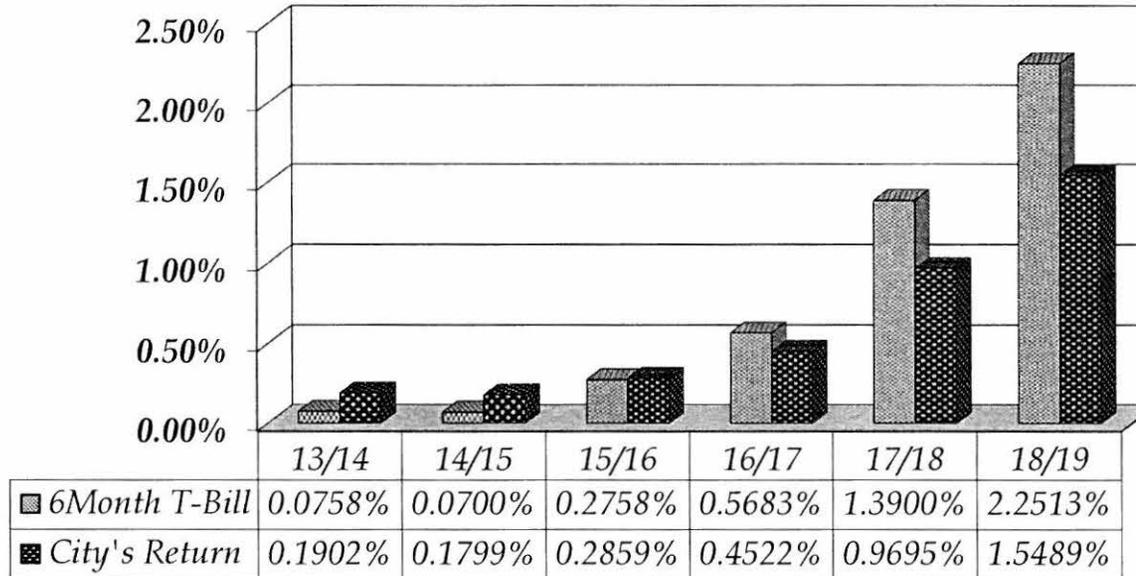
<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>All Funds</b>						
<b>Revenue</b>						
14,302,257	14,145,324	14,140,409	Property Tax	14,145,325	14,145,325	14,302,258
12,725,847	13,470,441	12,090,936	Sales & Use Tax	19,004,362	19,004,362	18,259,768
37,764	60,460	41,350	Admissions Tax	76,644	76,644	53,948
2,457,025	2,834,396	2,380,958	Franchise Fees	3,951,640	3,951,640	3,574,269
1,670,548	1,584,898	1,479,283	Hotel Tax	1,984,953	1,984,953	2,070,603
527,193	635,492	577,038	Telecommunication Tax	862,259	862,259	753,960
981,980	847,003	811,966	Alcohol Tax	1,217,460	1,217,460	1,352,437
23,442	-	-	Local Fuel Tax	-	-	23,442
550,562	618,854	631,386	Licenses & Permits	713,057	713,057	644,765
288,766	281,813	275,803	Fines & Court Fees	426,470	426,470	433,423
2,784,565	3,065,553	2,543,855	State Tax Allotments	4,334,023	4,334,023	4,053,035
302,698	191,198	392,294	Intergovernmental Revenue	377,164	377,164	488,664
56,032,117	56,465,553	53,751,003	User Charges	80,639,879	80,639,879	80,206,443
1,006,367	695,213	1,488,402	Reimbursement for Services	835,283	962,283	1,273,437
364,474	620,721	1,368,715	Miscellaneous Revenue	752,350	752,350	496,103
1,139,517	1,704,096	1,146,165	Charges to Other Funds	2,547,371	2,547,371	1,982,792
1,686,676	1,738,648	1,582,857	Sale Of Property	3,109,750	3,109,750	3,057,778
2,327,827	2,327,827	2,279,429	Reserves	2,327,827	2,327,827	2,327,827
3,825,051	3,924,622	3,843,418	Insurance Premiums	5,324,000	5,324,000	5,224,429
985,483	326,199	448,951	Investment Income	460,672	460,672	1,119,956
5,048,456	3,853,060	-	Financing Proceeds	14,955,081	14,955,081	17,511,537
7,665,500	7,665,500	9,773,091	Interfund Transfers	11,761,025	11,792,480	11,792,480
<b>116,734,115</b>	<b>117,056,871</b>	<b>111,047,309</b>	<b>Total Revenue</b>	<b>169,806,595</b>	<b>169,965,050</b>	<b>171,003,354</b>
<b>Expenditures</b>						
27,493,499	28,235,380	26,188,214	Personal Services	39,808,302	39,911,975	39,170,094
3,305,166	3,808,986	3,229,806	Commodities	6,241,628	6,353,283	5,850,263
39,541,609	44,134,963	38,807,733	Contractual Services	62,336,473	63,193,617	58,599,463
1,954,286	1,954,286	1,915,888	Replacement Reserves	1,954,286	1,954,286	1,954,286
6,540,102	7,998,104	6,514,060	Other Operating Expenditures	11,408,591	11,390,942	9,929,140
-	-	-	Allocations	-	-	-
18,755,247	18,755,247	9,721,087	Capital	43,427,885	60,636,622	60,636,622
10,441,612	10,441,612	10,365,089	Debt Service Costs	12,845,204	12,845,204	12,845,204
7,665,500	7,665,500	9,773,092	Interfund Transfers	11,761,025	11,792,480	11,792,480
<b>115,697,021</b>	<b>122,994,078</b>	<b>106,514,969</b>	<b>Total Expenditures</b>	<b>189,783,394</b>	<b>208,078,409</b>	<b>200,777,552</b>

# **Investment Summary**

**December 31, 2018**

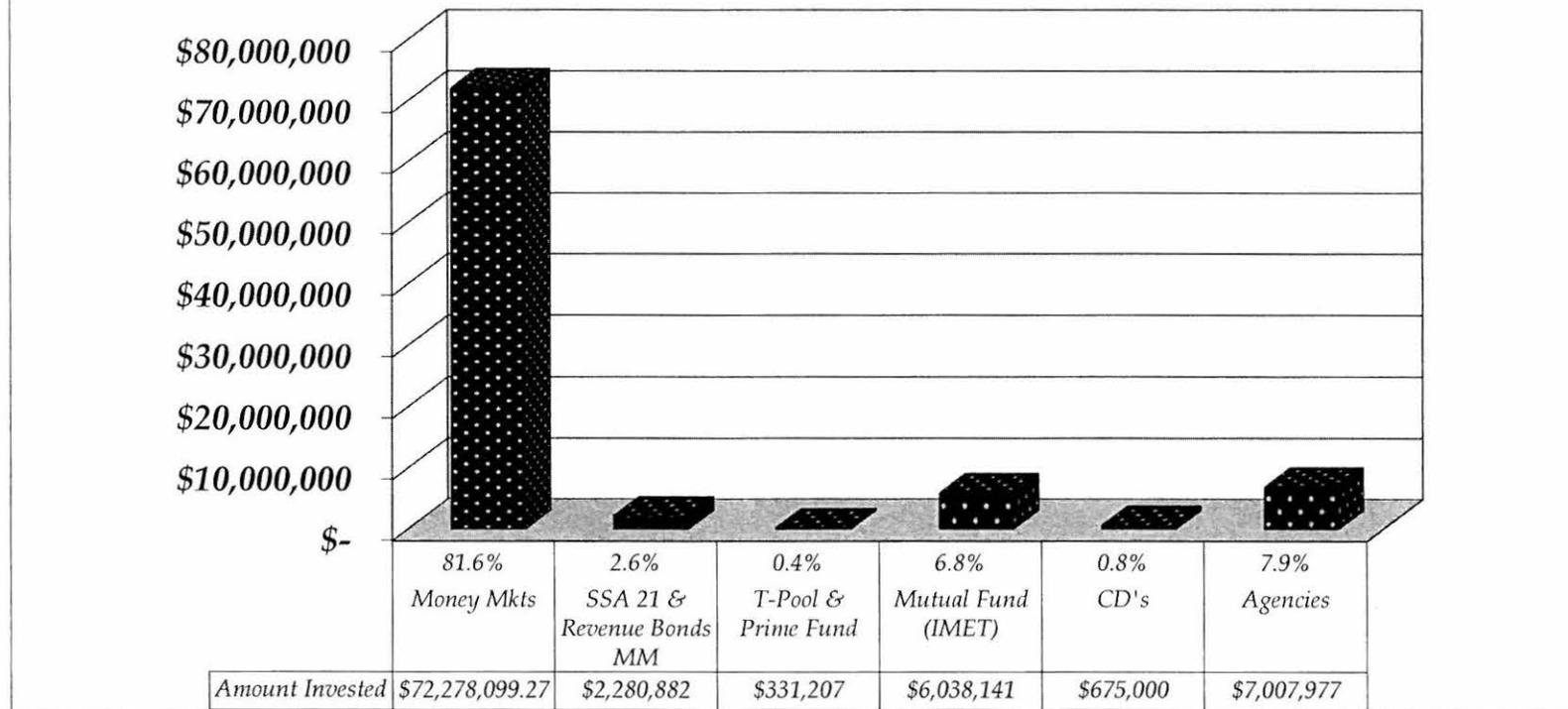


## City of St. Charles Investment Portfolio Earnings Comparison



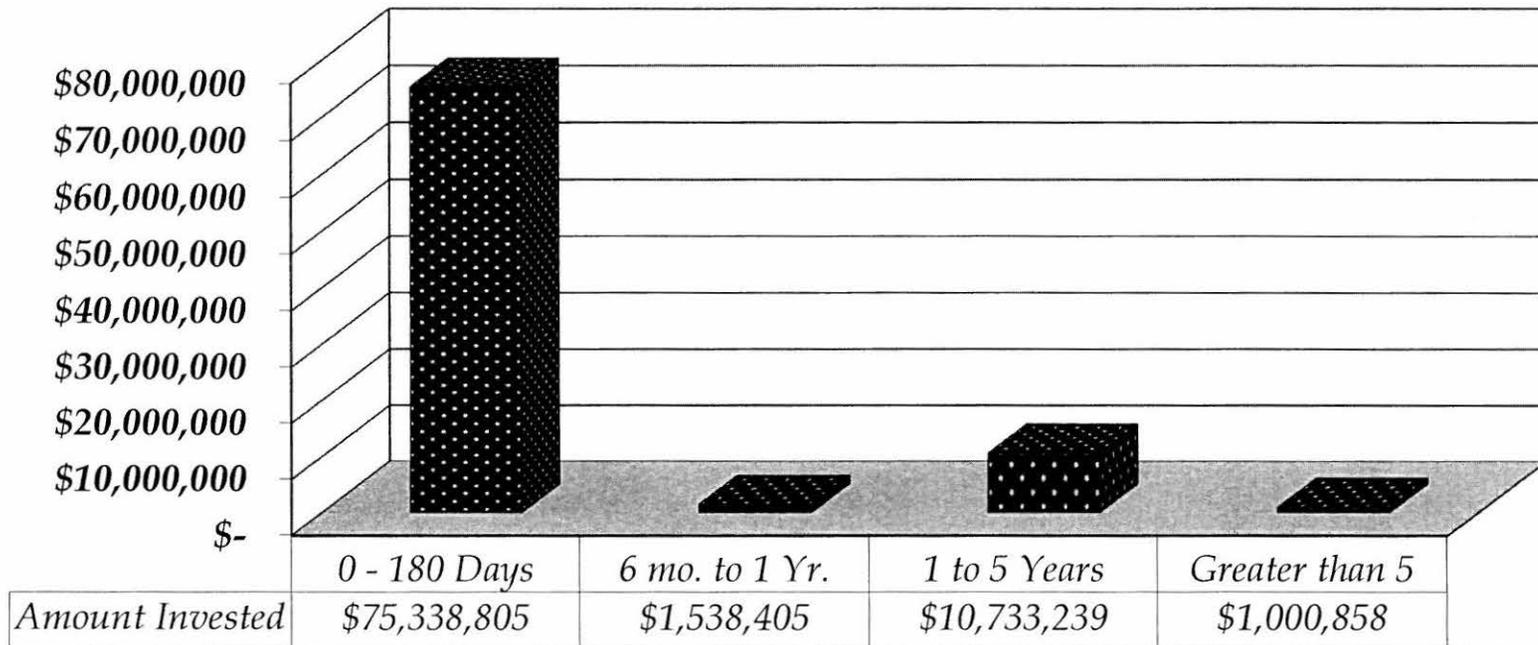
The chart above displays the return on investments for the City of St. Charles portfolio by fiscal year. The Current fiscal year return is computed from May 1 to the current month end. We are comparing the City's return to the average return on the 6 month T-Bill for the same period of time. The City invests in some longer term securities in order to maximize returns. Historically, the City has proven to prevail with this type of philosophy. During sharp rises in interest rates, the City's portfolio may not seem to perform as well, but over time, when combined with the higher returns, the City still comes out ahead. This graph does not include any pension funds.

## City of St. Charles Investment Portfolio by Type - December 31, 2018



The chart above displays the City of St. Charles investment portfolio by type of investment. As shown the portfolio is distributed among several investment types. US Treasuries include Treasury Bills, Treasury Notes, Zero Coupon Bonds and Treasury Bonds. The City invests in US Agencies which are government agencies such as Federal Home Loan Bank and Farm Credit Bank. These yield a higher return than treasuries and afford government protection. Money is invested in the Treasurer's Pool, IMET, Commercial Paper and Certificates of Deposit. The City tries to maintain a diversified portfolio to maximize return yet, most importantly, to preserve principal. This chart is only the City's main portfolio and bond investments. SSA 21 and Revenue Bonds money markets are held by Amalgamated Bank in Chicago for investment for those bond issues. This chart does not include pension funds.

## City of St. Charles Investment Portfolio Composition - December 31, 2018



The chart above displays the aging of the City of St. Charles investment portfolio. A portion of the City's money is invested in U.S. Agencies, the Treasurer's Pool, commercial paper, collateralized certificates of deposit, as well as IMET (the intergovernmental mutual fund). The City's portfolio is also inflated by bond proceeds which must remain short term to cover construction payouts. The City does invest in some long term securities for capital gains purposes. However, according to policy that amount does not exceed 9% of cost. Timing maturities is very important for the City. We need to allow for cash flow yet maximize return by investing in longer maturities which typically earn a higher yield. Investment maturities are "laddered" as much as possible, to allow for any unforeseen expenditure. The City does not invest funds for the police and fire pension funds, therefore they are not part of this chart.

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: IA

Title:

Presentation of a Recommendation from Mayor Rogina to appoint Jennifer Becker to the Housing Commission as Plan Commission Liaison

Presenter:

Mayor Raymond P. Rogina

Meeting: City Council

Date: February 4, 2019

Proposed Cost: \$

Budgeted Amount: \$

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

Request favorable consideration to appoint Jennifer Becker to the Housing Commission as Plan Commission liaison.

**Attachments** *(please list):*

Letter of interest and resume

**Recommendation/Suggested Action** *(briefly explain):*

Presentation of a Recommendation from Mayor Rogina to appoint Jennifer Becker to the Housing Commission as Plan Commission liaison.

## Conti, Tracey

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**From:** Becker, Jennifer [REDACTED]  
**Sent:** Monday, July 02, 2018 8:08 AM  
**To:** Rogina, Raymond  
**Cc:** Conti, Tracey  
**Subject:** Interest in Plan  
**Attachments:** Jennifer Becker resume.pdf

Good Morning Mayor Rogina,

I'm following up on a conversation we had last week at the Metrowest Legislative BBQ. I am interested in serving on the Plan Commission. You and I talked about the underrepresentation of women on the commission. I understand there may not be an opening at this time, please keep my information on hand if an opening occurs. My background and experience would also be useful on the ZBA as I have been a municipal zoning planner reviewing and issuing permits and variances for both Elgin and West Dundee.

I will leaving my job at the Kane County DOT and Kane Kendall Council of Mayors, and will no longer have any conflicts in serving my community in relation to my job.

I look forward to talking with you if an opportunity opens up to serve. I plan to be active at Metrowest in my new position with the City of Geneva, hope to see you soon!

Jennifer Becker  
[REDACTED]

# Jennifer Becker

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██████████  
St. Charles, Illinois 60175

Phone: ██████████

Email: ██████████

## Objective

To use my broad experience in local planning and community development as part of a team working to improve the quality of life for residents, businesses and visitors in the Fox River Valley.

## Work History

### July, 2015-Present, Chief of Planning and Programming, Kane County Division of Transportation

Responsible for planning and programming of Kane County DOT's capital infrastructure program, which includes working with project managers, consultants and funding agencies to deliver projects for construction. Responsible for identifying fund sources and preparing applications for competitive call for projects. Develop annual \$355 million 5-year Transportation Improvement Plan (TIP) for County Board approval. Project manager for KDOT's update to the Long Range Transportation Plan, incorporating public and stakeholder input. Project manager for statutory update to the Comprehensive Roadway Improvement Plan (CRIP), the County's transportation impact fee program. Council Director for Kane Kendall Council of Mayors which serves 34 municipalities in two counties, requiring interaction with both staff and elected officials. Manage a staff of five, including planners, GIS technician, Impact Fee Coordinator and interns. Kane County Mobility Manager for Ride in Kane Paratransit service. Work products available for viewing on KDOT's website <http://www.co.kane.il.us/dot/>

### 2012-July, 2015, Regional Planning Liaison, Kane County Division of Transportation.

Responsible for planning and programming Federal, State and Local transportation funds on a full modal range of transportation projects. Mobility Manager for the Ride in Kane Paratransit program which includes coordinating the provision of dial a ride services and program monitoring between local sponsors, grantees and the Regional Transportation Authority. Liaison to local governments via Council of Mayors, including meeting coordination, community outreach and call for project selection process. The Planning Liaison position includes working with the Chicago Metropolitan Agency for Planning (CMAP) to achieve regional performance-based funding allocation for a variety of Federal and State funding streams.

### 2004– October, 2012, Planner, Village of West Dundee

Responsible for all zoning and planning development proposals, as well as permit review and site design compliance review. Staff project manager for 2005 Comprehensive Plan update process and 2005 Special Census. Staff liaison to Planning and Zoning Commission. Worked closely with Community Development Director/Economic Development Director on TIF and corridor planning to capitalize on West Dundee's assets in a competitive business climate.

### 1983-2003 Planner, Assistant to the City Manager, City of Elgin—both full and part time positions

Performed jobs from intern level to full time planning staff member 1983-1989 including Assistant to the City Manager 1987-1989, and also performed part time work from 1991-1994 and 1997-2003. Responsible for a range of planning and zoning activities including CDBG administration, annexation, zoning and comprehensive planning, and research and analysis for Elgin's first TIF district. As Assistant to the City Manager, performed high level management support and analysis activities at the direction of the City Manager and served as liaison to Chamber of Commerce, Head Start and Neighborhood Housing Services of Elgin.

## Education

Master of Arts in Public Administration, Northern Illinois University, DeKalb, Illinois  
Bachelor of Arts in Political Science and Public Administration, Augustana College, Rock Island, Illinois

## Volunteer

Court Appointed Special Advocate (CASA) Kane County 2012-Present

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: IIA1

Title: Letter of Agreement with Gallagher Benefit Services, Inc.

Presenter: Jennifer McMahon, Director of Human Resources

Meeting: City Council

Date: February 4, 2019

Proposed Cost: \$52,500

Budgeted Amount: \$52,500

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

At the March 19, 2018, Government Operations Committee meeting, staff sought approval of a one-year contract with the City's existing benefits consultant, HUB International, with the intention of issuing an RFP for these services for a contract effective May 1, 2019. At the subsequent City Council meeting, the Council approved this action. This fall, Human Resources staff, in conjunction with Finance staff, issued an RFP for health and welfare benefits management services. The solicitation was sent to nine firms as well as published in the newspaper and on the City's website. Four vendors responded and three were interviewed.

Included in the agenda materials is a draft letter of agreement with Gallagher Benefit Services, Inc., to provide benefit strategy, design, pricing, procurement, and ongoing management of the City's health plans in the amount of \$52,500 annually for the period May 1, 2019, through September 30, 2023. The Letter of Agreement is a 4 ½ year commitment.

The last RFP was issued in 2014 for an agreement effective May 1, 2015, in which HUB International secured the contract. The three firms that were interviewed during this RFP process were invited to submit best and final offers and clarify any concerns raised during the interview process. HUB International chose not to submit a best and final offer. In addition, two factors had the most influence over not selecting the incumbent; 1) Gallagher's price was just under \$1,000 per month less than HUB's submission and 2) Gallagher provided more variety of funding options for health insurance that the City may consider in the future.

*This item was unanimously approved at the Government Operations Committee Meeting on January 7, 2019. The vote was 7 ayes, 0 nays, 1 abstain, with Ald. Vitek abstaining from the vote.*

**Attachments** *(please list):*

Letter of Agreement with Gallagher Benefit Services, Inc. dated February 4, 2019.  
Proposed resolution authorizing execution of same.

**Recommendation/Suggested Action** *(briefly explain):*

Approve a resolution authorizing the Director of Human Resources to execute a Letter of Agreement between the City of St. Charles and Gallagher Benefit Services, Inc. for health and welfare benefits management services.

**City of St. Charles, Illinois  
Resolution No. \_\_\_\_\_**

**A Resolution Authorizing the Director of Human Resources  
to Execute A Letter of Agreement between the  
City of St. Charles and Gallagher Benefit Services, Inc.  
for Health and Welfare Benefits Management Services**

**Presented & Passed by the City  
Council on February 4, 2019**

WHEREAS, the last Letter of Agreement with HUB International Midwest Limited dated February 27, 2018, to provide benefit strategy, design, pricing, procurement, and ongoing management of the City's health plans at \$44,000 will expire on April 30, 2019; and

WHEREAS, Gallagher Benefit Services, Inc. provided a Letter of Agreement dated January 28, 2019, to provide benefit strategy, design, pricing, procurement, and ongoing management of the City's health plans for the period May 1, 2019, through September 30, 2023, in the amount of \$52,500 annually; and

WHEREAS, this amount is the Gallagher Benefit Services, Inc.'s best and final offer after participating in an RFP process; and

NOW THEREFORE, be it resolved by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the attached Letter of Agreement between the City of St. Charles and Gallagher Benefit Services, Inc., dated January 28, 2019, to provide health and welfare benefits management services of the City's health plans for fiscal years 2020 through 2024 is hereby approved and the Director of Human Resources is authorized to sign same.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 4th day of February, 2019.

Resolution No. \_\_\_\_\_

Page 2

PASSED by the City Council of the City of St. Charles, Illinois, this 4th day of February, 2019.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 4th day of February, 2019.

\_\_\_\_\_  
Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



# St. Charles Agreement for Professional Services

## Health and Welfare Benefits Management Services

### #1004

This agreement for professional services ("**Agreement**") has been awarded on \_\_\_\_\_, 20\_\_\_\_ by City Council and is between the City of St. Charles, an Illinois home rule municipal corporation ("**City**"), located at 2 East Main Street; St. Charles, Illinois 60174 and **GALLAGHER BENEFIT SERVICES, INC** ("**Professional Service Provider**") ("**Gallagher**") located at 2850 Golf Road; Rolling Meadows, IL 60008. City and Professional Service Provider are at times collectively referred to hereinafter as the "Parties."

#### RECITALS

**Whereas**, the City issued Request for Proposal #1004 (**Solicitation**) for professional services entitled **Health and Welfare Benefits Management Services ("Project")**;

**Whereas**, the Professional Service Provider submitted an offer (**Offer**) in response to the Solicitation and the Professional Service Provider represents that it is ready, willing and able to perform the services specified in the project;

**Whereas**, the Offer was found to meet the City's requirements as specified in the solicitation;

**Whereas**, the City awarded the Professional Service Provider the Project, in a firm, fixed monthly amount of **\$4,375/month (no commissions allowed)** payable quarterly at the end of the quarter for a 53 month term beginning **May 1, 2019** and ending **September 30, 2023** which is a total contract value of **\$231,875**.

Now therefore, in consideration of the foregoing and for the mutual promises hereinafter set forth and for other good and valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows to the following terms and conditions:

#### Article 1: Contract Documents

- A. Incorporated Documents.** The Contract documents consist of this Agreement and the following attached exhibits. These attachments along with this Agreement represent the entire integrated Contract between the parties and supersede any and all prior negotiations, representations or agreements, written or oral.
- The City's Work May Proceed document, upon contract execution, is incorporated as the first page of this Contract. The identification number for this contract must be referenced on all related documents, inclusive of invoices.
  - The City's solicitation (cover page – page 3) and Response to Questions is attached as **Exhibit A**
  - The Professional Service Provider's proposal, appendix and Clarification and Best and Final Offer is attached as **Exhibit B**
  - Insurance Coverage Requirements for Professional Service Provider, and Professional Service Providers evidence of insurance, is attached as **Exhibit C**
  - Change Order Form, which is the sole vehicle authorized to amend contract, is attached as **Exhibit D**
- B. Controlling Document.** In the event of a conflict between this Agreement and any attachment or exhibit, the provisions of this Agreement shall control.

#### Article 2: Services Contracted

- A. Scope of Services.** Professional Service Provider shall provide awarded Services in accordance with the Project Requirements stated within the City's Solicitation [**Exhibit A**], and the Offer submitted by the Professional Service Provider [**Exhibit B**].
- a. **Truthful and Accurate.** Professional Service Provider represents that such material and information furnished in connection with the Solicitation and this Contract is truthful and accurate.
  - b. **Necessary Documentation.** Professional Service Provider acknowledges that it has furnished exhibits, as listed previously, and will continue to furnish requested and necessary documentation, including but not limited to certifications, affidavits, reports and other information.
  - c. **Ownership of Project Documents.** Gallagher will retain sole and exclusive ownership of all right, title and interest in and to its intellectual property and derivatives thereof which no data or confidential information of City was used to create and which was developed entirely using Gallagher's own resources. To the extent Gallagher's intellectual property is necessary for the City to use the services provided, Gallagher will grant to the city a non-exclusive, royalty-free license to Gallagher's intellectual property solely for the City's use of such services.
- B. Status of Independent Professional Service Provider.** Both City and Professional Service Provider agree that Professional Service Provider will act as an Independent Professional Service Provider in the performance of the Project. Accordingly, the Independent Professional Service Provider shall be responsible for payment of all taxes including federal, state, and local taxes arising out of the Professional Service Provider's activities in accordance with this Contract, including by way of illustration but not limitation, federal and state income tax, social security tax, and any other taxes or license fees as may be required under the law. Professional Service Provider further acknowledges under the terms of this Contract, that it is not an agent, employee, or servant for the City for any purpose, and that it shall not hold itself out as an agent, employee, or servant of the City under any circumstance for any reason. Professional Service Provider is not in any way authorized to make any contract, agreement or promise on behalf of the City, or to create any implied obligation on behalf of City, and Professional Service Provider specifically agrees that it shall not do so. City shall have no obligation to provide any compensation or benefits to Professional Service Provider, except those specifically identified in this Contract. City shall not have the authority to control the method or manner by which Professional Service Provider complies with the terms of this Contract.

### **Article 3: Term**

- A. Term.** This Contract commences on May 1, 2019 and terminates on September 30, 2023. Alteration in termination may occur prior to completion of Project in accordance with the following conditions.
- B. Termination of Contract.** The City has the right to terminate this Contract, in whole or in part at any time. Written notice of termination is to be served by the City to the Professional Service Provider's principal or Professional Service Provider's agent personally or by certified or registered mail, return receipt requested. In the event of termination, the City shall pay the Professional Service Provider for satisfactory services performed as of the effective date of termination. The effective date of termination releases the City from any obligations under this Contract. Professional Service Provider shall deliver to the City any finished and unfinished documents, drawings, studies and reports related to the Project. All such documents, studies and reports shall become the property of the City. The City may terminate this Contract, or any portion of it, as is reasonably necessary in accordance with the following conditions:
- a. **Substitution of Key Personnel.** Should any of the key personnel identified in the offer become unavailable to work on the project; and should no temporary replacement personnel be provided within 24 hours following the commencement of the subject key personnel's unavailability; and/or should no permanent substitute personnel reasonably satisfactory to the City be provided within thirty (30) days of key personnel's unavailability; the City may, at its election, declare breach of contract and terminate the contract for non-performance.

- b. **Non-performance.** Non-adherence to the terms of this Contract and its incorporated documents on the part of the Professional Service Provider is grounds for termination of the Contract. The City will notify the Professional Service Provider in writing with a 24 hour notice specifying the effective date of termination. In the event of termination due to non-performance on the part of the Professional Service Provider, the City has the authority to contract with an alternate Professional Service Provider to complete this Contract. The Professional Service Provider shall be liable to the City for all actual/direct damages and expenses with a limitation of liability up to \$20 million, incurred in procuring and securing an alternate Professional Service Provider, including any loss due to alternate Professional Service Provider compensation. The City may deduct expenses and loss, due to breach, from payment to the Professional Service Provider for services already performed. Failure to deduct expenses and losses from the City's payment to the Professional Service Provider does not relieve the Professional Service Provider from the Terms of this condition nor bar the City from seeking alternative legal remedies.
- c. **Unappropriated Funds.** If sufficient funds have not been appropriated to cover the estimated requirement of this Contract, the City may terminate this Contract. The City may terminate for unappropriated funds by serving the Professional Service Provider with a fourteen (14) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for unappropriated funds after performance by the Professional Service Provider has commenced, the termination date controls the final invoice by the Professional Service Provider for previous services under this Contract. The termination date controls all payment obligations of the City to the Professional Service Provider. Payment by the City to the Professional Service Provider upon termination for unappropriated funds constitutes full satisfaction for services rendered.
- d. **Convenience.** Termination for convenience does not necessitate a reason. The city may terminate for convenience by serving the Professional Service Provider with a thirty (30) day written notice specifying the effective date of termination. On that specified termination date, this Contract and all contractual obligations will end. If this Contract is terminated by the City for convenience, the termination date controls the final invoice by the Professional Service Provider for previous services under this Contract. The termination date controls all payment obligations of the City to the Professional Service Provider. Payment by the City to the Professional Service Provider upon termination for convenience constitutes full satisfaction for services rendered.
- e. **Force Majeure.** A party shall not be held liable for failure of or delay in performing its obligations under this Contract if failure of delay is a result of an event of outside force, including a natural disaster, "Act of God", act of war, act of terrorism, government sanction or strike that could not be foreseen or avoided by prudence. Once performance is delayed by this event of outside force, the non-performing party must make every reasonable attempt to minimize delay. Once performance has been delayed one-hundred and twenty (120) days, performance is considered impracticable due to impossibility, and either party may terminate this Contract.

#### **Article 4: Compensation**

- A. **Price.** The City shall pay the Professional Services Provider for Services in accordance with the amounts set forth in the Offer. [Exhibit B] The maximum price stated on page 1 may not be increased unless the City's Project Manager is provided with supporting documentation to warrant a change, and if upon review and acceptance, a written change order is approved. All change orders shall be by written schedule on a City Change Order form [Exhibit D], and shall be attached as an amendment to this Contract.
- B. **Invoicing.** Professional Service Provider shall submit an itemized invoice with all supporting documentation as required by the City. Supporting documentation may include, but is not limited to: a supporting schedule of hours worked making explicit the percentage of completion of services as of the date of the invoice; receipts for

travel, postage, duplication, subcontracted services; supplier's invoices to justify material mark-up; certified payroll; waivers of lien; and supplier's invoices to justify material mark-up.

- C. **Invoice Submittals.** All invoices must be submitted directly to [AccountsPayable@stcharlesil.gov](mailto:AccountsPayable@stcharlesil.gov). Invoices submitted in any other manner will result in a delay of payment to the Professional Service Provider.
- D. **Payment.** The City shall make all payments in accordance with the Illinois Local Government Prompt payment Act or Professional Service Provider's invoice, whichever is more favorable to the City.
  - a. **Schedule of Payment.** The City shall make all payments on the basis of approved invoices and supporting documents. The City shall use its best efforts to make payments within thirty (30) days after review and approval of the invoice. Each payment requires City Council's approval of the Expenditure Approval List which occurs at publicly scheduled meetings.
  - b. **Non-Payment.** All invoices must be submitted to the City within two (2) months of the Professional Service Provider's final performance on this Contract. The City shall not pay any invoices submitted in excess of two (2) months from the date of last service performed per this Contract.

#### **Article 5: Duties**

- A. **Consent and Approvals.** The City and the Professional Service Provider represent and warrant to each other that each has obtained all the requisite consents and approvals, whether required by internal operating procedures or otherwise, for entering into this Contract and its contemplated undertakings.
- B. **Insurance.** The Professional Service Provider shall, during the entire term of this Contract, maintain, at a minimum, the insurance minimums as specified in the Solicitation and under the terms stipulated in **Exhibit C**.
- C. **Standard of Performance.** Professional Service Provider warrants that the service provided, under the fully incorporated Contract, by the Professional Service Provider and any and all employees, agents, Professional Service Providers, or subcontractors is performed by individuals who are authorized under all applicable licenses and certifications, and who have completed the requisite training as required by industry standards, professional standards, manufacturers' requirements, and statute. Performance by these parties shall be with the degree, skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude and in conformance with the applicable industry standards. The Professional Service Provider and its employees, agents, Professional Service Providers, or subcontractors shall perform in strict compliance with the laws and regulations of the City, State, and federal government.
- D. **Best Efforts.** The Professional Service Provider shall use its best efforts to assure timely and satisfactory rendering and completion of services under this Contract. The Professional Service Provider shall remain solely responsible for the professional and technical accuracy of all services and deliverables furnished, whether such service is rendered by the Professional Service Provider or others on its behalf including, and without limitation, subcontractors, employees, agents, manufacturers, suppliers, fabricators, and consultants. The Professional Service Provider is not to be relieved from its duty to use best efforts, pursuant to the Contract, by the City's review, approval, acceptance, or payment for any of the agreed to services. Any change to the character, form quality or extent of the Project shall be in writing on a City Change Order form [**Exhibit D**], and attached as an addendum to this Contract.
- E. **Non-disclosure.** The Professional Service Provider, its employees, agents, consultants, or subcontractors may have access to the City's confidential information during performance of this Contract. Confidential information includes, but is not limited to, methods, processes, formulas, compositions, systems, techniques, computer programs, databases, research projects, resident identification and contact information, financial data, and other data. The Professional Service Provider shall not directly or indirectly use, disclose or disseminate confidential information to any third party for any purpose other than a purpose explicitly allowed for in this Contract and its integrated documents.

**F. No Duty.** The Professional Service Provider shall not imply any authority to act as an agent of the City. The Professional Service Provider's duties to the City are limited by express authorization under this Contract and by statute.

**G. Hold Harmless and Indemnification.**

- a. **Patents and Copyrights.** Professional Service Provider warrants that all products used or provided in the fulfillment of this Contract will not infringe on any United States or foreign patent. Professional Service Provider shall indemnify the City against any and all judgments, decrees, legal fees, costs and expenses resulting from such alleged infringement. Professional Service Provider will, upon request of the City and at the Professional Service Provider's own expense, defend any suit or action which may be brought against the City by reason of any alleged infringement of any patent or copyright in the sale or use of products provided to the City by the Professional Service Provider.
- b. **Loss and Liability.** The Professional Service Provider shall hereby defend and indemnify, as covered under the limitation of liability up to \$20 million, the City, its directors, agents, officers, employees, and elected officials from and against any and all liabilities, losses, claims, demands, damages, costs, fines, penalties, expenses, judgments, and settlements, including, but not limited to, reasonable attorneys' fees and costs of litigation, and any and all causes of action of any kind or character, that may be incurred as breaches of contract, violations of law or as a result of any other claim or suit arising out of or connected with, directly or indirectly, the negligent acts, errors, omissions, or intentional acts or omissions of any agent, employee, subcontractor, Professional Service Provider, or contractor hired to provide any goods or perform any services on behalf of the Professional Service Provider.

**Article 6: Policies**

**A. Illinois Freedom of Information Act.** The Professional Service Provider acknowledges the requirements of the Illinois Freedom of Information Act (FOIA). Professional Service Provider agrees to comply with all requests made by the City for public records (as defined in FOIA § 2(c)) in the undersigned's possession and/or their subcontractors/suppliers possession.

- a. **Timeliness.** The Professional Service Provider shall provide the requested public records to the City within two (2) business days of the City's request.
- b. **Free of Charge.** The Professional Service Provider agrees not to apply any costs or charge any fees to the City for the procurement of the requested records pursuant to a FOIA request.
- c. **Hold Harmless.** Should the Professional Service Provider deny the City's request unlawfully or request that the City utilize a lawful exemption available under FOIA, Professional Service Provider agrees to pay any and all costs connected with the defense of the Professional Service Provider's denial. All costs include reasonable attorney and witness fees, filing fees and other expenses related to the defense of a complaint. The Professional Service Provider agrees to indemnify the City against any and all claims, costs, penalties, losses and injuries arising out of or relating to its failure to provide the requested public records to the City under this Contract.

**B. Discrimination Prohibited.**

- a. **Equal Employment Opportunity.** Professional Service Provider shall comply with all rules and regulations pertaining to public contracts adopted by the State and the City. The City is an equal opportunity employer.
- b. **ADA.** Professional Service Provider shall be in compliance with current applicable regulations of the Americans with Disabilities Act.

**Article 7: Changes to Contract**

**A. Changes and Alterations.** Any changes or alterations to this Project affecting, inclusive of but not limited to: scope, cost, terms, milestones, deadlines or other significant factors shall be integrated in writing on a City of St. Charles Change Order form. [Exhibit D]

- B. Extension or Renewal of Contract.** The City at its option may extend this Contract for an additional to be determined term if the Professional Service Provider either reduces his price, or holds firm to the proposal prices, conditions and specifications.
- C. Assignment.** Professional Service Provider shall not assign, transfer, or subcontract this Contract, in whole or in part, without prior written consent of the City.
- D. Notification.** All notification under this Contract shall be made as follows:
  - a. If to the City**

City of St. Charles  
 Attn: Procurement Division Manager  
 2 East Main Street  
 St. Charles, IL 60174  
 Fax: 630.377.4487  
 Email: [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov)  
 Phone: 630.762.6936
  - If to the Professional Service Provider**

Gallagher Benefit Services, Inc  
 Tyler Feeney  
 2850 Golf Road  
 Rolling Meadows, IL 60008  
 n/a  
[Tyler.Feeney@ajg.com](mailto:Tyler.Feeney@ajg.com)  
 630.694.5455
  - b. With electronic copies to**

Procurement Division Manager: [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov)  
 Project Manager : Lynn Creedon, SPHR, CBP, SHRM-SCP Human Resources Benefits Coordinator

**Article 8: Applicability**

- A. Other Entity Use.** The Professional Service Provider may, upon mutual agreement with any municipality or governmental unit, permit that unit to participate in this Contract for substantially similar consulting services under the same or more favorable price, terms and conditions.
- B. Waiver.** Any failure of either the City or the Professional Service Provider to strictly enforce any terms, right, or condition of this Contract, whether implied or expressed, shall not be construed as a waiver of such term right or condition.
- C. Severability.** If any provision of this Professional Service Provider is held to be illegal, invalid, or unenforceable, such provision shall be fully severable, and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision were never a part hereof; the remaining provisions hereof shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance; and in lieu of such illegal, invalid, or unenforceable provision there shall be added automatically as part of this Contract, a provision as similar in its terms to such illegal, invalid, or unenforceable provision as may be possible and legal, valid and enforceable.
- D. Governing Jurisdiction.** The parties agree that any disputes, disagreements, or litigation arising from this Contract, between or amongst them, will be heard and resolved exclusively in the courts of the 16<sup>th</sup> Judicial Circuit, Kane County, Illinois.
- E. Governing Law.** The parties agree that the laws of the State of Illinois govern this Contract.

In Witness Whereof, the parties have entered into this Contract upon the latter of the date accepted and signed by the City and the date accepted and signed by the Professional Service Provider.

**For: City of St. Charles**

**For: Professional Service Provider**

*If an Individual or sole proprietorship*

**D. Governing Jurisdiction.** The parties agree that any disputes, disagreements, or litigation arising from this Contract, between or amongst them, will be heard and resolved exclusively in the courts of the 16<sup>th</sup> Judicial Circuit, Kane County, Illinois.

**E. Governing Law.** The parties agree that the laws of the State of Illinois govern this Contract.

In Witness Whereof, the parties have entered into this Contract upon the latter of the date accepted and signed by the City and the date accepted and signed by the Professional Service Provider.

**For: City of St. Charles**

By: \_\_\_\_\_  
Jennifer McMahon, Director Human Resources

ATTEST \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
Joan M. Schouten; Procurement Division Manager

**For: Professional Service Provider**

*If an Individual or sole proprietorship*

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

*If a Partnership*

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Partner

*If a Corporation*

By: Mont  
Signature of person authorized to sign

AREA SENIOR VICE PRESIDENT  
Title

ATTEST Aime Kubicci

*If an LLC*

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

DATE 01/28/2019

# CONTRACT EXHIBIT A



## Notice To Service Providers Health and Welfare Benefits Management Services #1004

A **Formal Request for Proposal** for the above project is posted on our city website: <https://www.stcharlesil.gov/bids-proposals>

### Brief Description:

The City of St. Charles is soliciting proposals from insurance consultants interested and qualified to provide consulting services for health and welfare plans. Qualified consultants are those who have demonstrated their ability offering comparable work of similar size and scope; preferably to municipalities in the greater Chicago area. Consultants acting as Brokers are not qualified. Interested firms are invited to submit proposals.

### Targeted Timeframe *(subject to change without notice)*

RFP published	<a href="https://www.stcharlesil.gov/bids-proposals">https://www.stcharlesil.gov/bids-proposals</a>	Monday, October 01, 2018
Questions due prior to 8:00am	<a href="mailto:Procurement@stcharlesil.gov">Procurement@stcharlesil.gov</a>	Monday, October 15, 2018
Answers published	<a href="https://www.stcharlesil.gov/bids-proposals">https://www.stcharlesil.gov/bids-proposals</a>	Monday, October 22, 2018
Responses to RFP due prior to 4:00pm	reference sealed bid label	Friday, October 26, 2018
Invitations to Interview	notification via e-mail	week of November 18, 2018
Interviews	2 East Main St; St. Charles, IL	December 4 <sup>th</sup> or 7 <sup>th</sup> , 2018
Council Award		February

*A Bid Bond of 10% is NOT required.*

### Service Period:

May 1, 2019 – September 30, 2023 (53 months = approximately 4.5 years)  
Optional Renewal: 1 or 2 years pending agreement to renewal terms

### Solicitation Document includes:

- Notice to Bidders
- Section 1: Instructions to Proposers for Professional Services
- Section 2: Special Provisions for Professional Services (regarding this specific solicitation and award)
- Section 3: **Project Requirements**
- Section 4: Proposal Submittal Documents
  - Page 1: Cover Page
  - Page 2: Signature Page
  - Page 3: Price Proposal Page
  - Page 4: Certification of Compliance
  - Page 5: **Service Provider Requirements**
  - Page 6: Sealed Bid Label
- Section 5: Award Document (for reference)



## Instructions To Proposers For Professional Services

### Health and Welfare Benefits Management Services

**#1004**

Solicitations are open to all qualified firms actively engaged in providing the services specified and inferred.

#### **SOLICITATION PROCESS**

##### **Request for Proposal:**

- 1) The City of St. Charles solicits qualified firms for Professional Services.
- 2) Firms are qualified based on either
  - a) A public formal Request for Qualifications which may be either a separate solicitation or incorporated within a Request for Proposal
  - b) Prior experience with the City's facilities, equipment, infrastructure, or issue at hand. Said experience must be approved by Project Manager and Department Head.
- 3) A formal Request for Proposal is submitted to qualified firms.
- 4) It is the responsibility of the Proposer to seek clarification of any requirement that may not be clear. Questions concerning this request shall be submitted via e-mail to [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov) by the last date for questions as reflected on the cover page of this document. A written response in the form of an addendum will be published by the date stated.
- 5) Proposers shall acknowledge the receipt of any addendum on the cover page of their proposal (*provided*).

##### **The Cone of Silence:**

- 6) The Cone of Silence is designed to protect the integrity of the procurement process by shielding it from undue influences.
- 7) During the period beginning with the issuance of the Request for Proposal through the execution of the award document, proposers are prohibited from all communications regarding this request with City staff, City consultants, City legal counsel, City agents, or elected officials.
- 8) Any attempt by a proposer to influence a member or members of the aforementioned may be grounds to disqualify the proposer from participation in this solicitation.

##### **Exceptions to the Cone of Silence:**

- 9) Written communications directed to [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov)
- 10) All communications occurring at pre-bid meetings
- 11) Oral presentations during finalist interviews, negotiation proceedings, or site visits
- 12) Oral presentations before publicly noticed committee meetings
- 13) Contractors already on contract with the City to perform services for the City are allowed discussions necessary for the completion of an existing contract.
- 14) Procurement of goods or services for Emergency situations

##### **INVESTIGATION:**

- 15) It shall be the responsibility of the Proposer to make any and all investigations necessary to become thoroughly informed of what is required and specified.
- 16) If a work site is involved in this solicitation, and the site of the work is:
  - a) An area restricted from the general public, an opportunity will be provided for proposers to perform this inspection.
  - b) An area open to the general public, the proposer may perform their inspection at a time of their choosing.

##### **PROPOSALS:**

- 17) Proposals must be structured as stated in the Special Provisions for Professional Services section of the Request for Proposal.
- 18) Documents should not utilize binders, folders, tabs or papers larger than 8.5 X 11.
- 19) Delivery of a proposal is acceptance of the City's Contract for Professional Services (*attached*). Proposals containing terms and conditions contrary to those specified may be considered non-responsive.

**Signatures as Offer:**

- 20) Under the conditions of the Uniform Commercial Code, the signing of the proposal by the proposer constitutes an offer. If accepted by the City, the offer becomes part of the contract.
- 21) Signatures (*reference signature page*) by
  - a) Individuals or sole proprietorships shall be signed by a person with the authority to enter into legal binding contracts. Said individual shall use his usual signature.
  - b) Partnerships shall be signed with partnership name by one of the members of the partnership, or an authorized representative, followed by the signature and title of the person signing.
  - c) Corporations shall be signed with the name of the corporation, followed by the signature and title of person authorized to bind it in the matter.

**Withdrawal of Offers:**

- 22) Offers may be withdrawn at any time prior to the due date. Requests to withdraw an offer shall be in writing, properly signed, and received at [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov) prior to the due date.
- 23) Offers may not be withdrawn after the due date without the approval of the Procurement Division Manager.
- 24) Negligence in preparing an offer confers no right of withdrawal after opening/due date.

**Timeframe and Consequences:**

- 25) Offers must be received before the designated time.
- 26) Offers received after the designated time will be returned to the sender without review. Offers received late that may be attributed to delays by overnight delivery services, or by delivery services trying to deliver when offices are closed, will be considered late and returned to the sender.
- 27) Unless otherwise specified in the solicitation, offers shall be binding for ninety (90) calendar days following due date.

**Receipt of Formal Offers:**

- 28) Firms submitting formal offers will be identified on a formal List of Proposers published on the city's website [www.stcharlesil.gov](http://www.stcharlesil.gov) within two business days.

**TAXES:**

- 29) The City is exempt by law from paying sales tax on goods, equipment, and products permanently incorporated into the project, from State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax.
- 30) The City's Sales Tax Exemption Number is E9996-0680-07.

**EVALUATION of Offers****Rejection of Offers**

The city reserves the right to reject any and all offers in whole or in part according to the best interests of the City.

**Receipt of One (or too few) offers**

- 31) If the City receives one or too few proposals, as defined by the City, the City may reschedule the due date. The offers received will either be:
  - a) returned unopened to the Proposer for re-submittal at the new due date and time, or
  - b) if there are no changes in requirements, and pending agreement with the Proposer, held until the new due date and time.
- 32) If the request was publicly broadcast, and the City did not receive any proposals, the City may negotiate with any interested parties.

**Confidential Information**

- 33) Proposals are subject to Illinois State FOIA requirements including the following exemptions:
  - a) (5 ILCS 140/7) (From Ch. 116, par. 207) Sec. 7.
  - b) Exemptions. (1) The following shall be exempt from inspection and copying: (g) Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business and only insofar as the claim directly applies to the records requested.
- 34) \*\*\*Proposers considering requests to be proprietary and confidential should submit an additional redacted offer.

Failure to do so may result in information becoming available to the public.

**REQUIREMENTS if Awarded the Work:**

**Insurance:**

- 35) The successful Proposer, if awarded by contract, will be required to carry insurance acceptable to the City. (Reference Contract Exhibit C).
- 36) Certificates of Insurance, Endorsements, and a Waiver of Subjugation must be submitted with the execution of the order.
- 37) The Proposers obligation to purchase stated insurance cannot be waived by the city's action or inaction.

**Security Clearance:**

- 38) Background checks inclusive of finger printing MAY be required for service providers working in secured areas. Service providers will submit a list of employees' names to the Project Manager who will coordinate the background checks with the city's police department.
- 39) Anyone with a background history showing a conviction for a felony; theft history of any kind, sex offense history, or any crime involving moral turpitude, illegal drug or narcotics use, sale or possession, or anyone showing a felony charge pending, or who has any outstanding warrants of any type, including misdemeanor traffic or felony warrants, may be subject to arrest, and will not be allowed to work under this contract.

**AUDIT:**

- 40) The successful Proposer may be audited by the City or an agent of the City. Audits may be at the request of federal or state regulatory agencies, other governmental agencies, courts of law, consultants hired by the City or other parties which in the City's opinion requires information. Data, information and documentation will include, but not be limited to, original estimate files, change order estimate files, detailed worksheets, subcontractor proposals, supplier quotes and rebates, and all project related correspondence, and subcontractor and supplier change order files.

**PROTESTS:**

- 41) Any Proposer who claims to be aggrieved in connection with the selection process, a pending award, or other reasonable issue may initiate a protest.
  - a) Protests involving the solicitation process must be presented in writing to [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov) no later than the last date for questions as reflected on the cover page of this document.
  - b) Protests involving the evaluation of offers, staff recommendations, or the award process must be submitted in writing to [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov) no later than three business days after bid results are publicly posted.
- 42) Protests must include: the name and address of the protestor; the title and solicitation # of the solicitation; and if available: if an award has been recommended, the city public meeting agenda #, the award document number, identification of the procedure that is alleged to have been violated; precise statement(s) of the relevant facts; identification of the issue to be resolved; protestor's argument and supporting documentation (Exhibits, evidence, or documents to substantiate any claims).
- 43) A person filing a notice of protest will be required; at the time the notice of protest is filed, to post a bond in the form of a cashier's check in an amount equal to twenty-five percent of the City's estimate of the total volume of the award, or \$1,000, whichever is less.
  - a) If the decision of the Protest does not uphold the action taken by the City, then the City shall return the amount, without deduction, to the Proposer filing the protest.
  - b) If the decision of the Protest upholds the action taken by the City, then the City shall retain the amount of the cashier's check in payment for a portion of the cost and expense for time spent by City staff in responding to the protest and in conducting the evaluation of the protest.
- 44) Upon receipt of the notice of protest, the Procurement Division Manager shall stop the award process.
  - a) The Procurement Division Manager will rule on the protest in writing within two business days from receipt of protest.
  - b) Appeals of the Procurement Division Manager's decision must be made in writing within two business days after receipt thereof and submitted to the City Administrator for final resolution. Appellant shall have the opportunity to be heard and an opportunity to present evidence in support of the appeal.
  - c) The City Administrator's decision is final.



# Special Provisions for Professional Services

## Health and Welfare Benefits Management Services

### #1004

#### **Part 1: REGARDING THE WORK**

##### **A) Fees**

Fee shall be expressed as a monthly fee.

Fee shall remain a firm fixed fee for the duration of the entire contract.

Fee shall be billed quarterly and due at the end of each quarter.

##### **B) The Contract for Services is attached for reference at the end of this document. It includes:**

Exhibit A: This Request for Proposal and all Addenda

Exhibit B: The Proposal and all Clarifications

Exhibit C: Insurance Requirements

Exhibit D: Change Order Document

##### **C) Contract Administration:**

A "Work May Proceed" order will be issued by Procurement upon confirmation of a properly executed contract. Once the "Work May Proceed" order is issued, the work will be turned over to the city's Project Manager.

The Project Manager's primary responsibility is to assure the city receives the professional services in accordance to the requirements of the contract. The Project Manager will, but is not limited to: oversee the entire project from kick-off activities through payment of final invoice; monitor progress; address any quality issues and change orders; review and approve deliverables.

##### **D) Communications Plan**

The Service Provider is required to provide the City's Project Manager with updates of the work inclusive of but not limited to: portion of work completed, assumptions, problems encountered... The updates can be in person or over the phone, at the discretion of the city.

##### **E) Change Order Procedure**

The city reserves the right to make changes to the Scope of Work by altering, adding to, or deducting from the work, without invalidating the contract. All such changes shall be executed under the conditions of the original contract.

- 1) Issuance of a memo or verbal approval is not to be considered a Change Order and is not authorization to proceed.
- 2) Approved Change Orders are required with any/all changes in, the Scope of Work, the contract sum, the time for completion of services, renewal or any combination thereof.
- 3) Change orders will describe the city approved change(s), will refer to the service provider's recommended proposal for change, and will be signed by the city and the service provider prior to implementing the change.
- 4) All Change Orders shall clearly identify the impact of cost and the effect on time required to perform the work associated with the proposal.
- 5) If the service provider's proposal is found to be satisfactory and in proper order, and both parties agree upon cost or credit and timeframe for the change, the city will authorize the documented Change Order which will be confirmed as a contract amendment.

##### **F) Payment:**

- 1) Authorization of payment requires receipt of service providers invoice, acceptance of services by Project Manager, and receipt of other required paperwork.
- 2) The City complies with the Illinois Local Government Prompt Payment Act which states that any bill approved for payment shall be paid within 30 days after date of approval.

**G) Service Issues:**

The service provider shall not be reimbursed until services are compliant.

**Part 2: REGARDING THE SOLICITATION PROCESS:**

**H) Submittal Requirements:**

- 1) Response Cover Page will be page 1 of your submittal
- 2) Response Signature Page will be page 2 of your submittal
- 3) Response Price Proposal Page will be page 3 of your submittal
- 4) Certification of Compliance will be page 4 of your submittal
- 5) Service provider Requirements, and the requested attachments, will be page 5+ of your submittal
- 6) Submit, in a sealed envelope identified with the enclosed label:
  - i) 1 original for Procurement
  - ii) 1 original for Project Manager
  - iii) 1 file copy via USB Flashdrive for Procurement identified with solicitation # and project name.
  - iv) If your proposal includes confidential information as defined by FOIA (5 ILCS 140/7) (From Ch. 116, par. 207) Sec. 7 provide:
    - (a) 1 redacted original identified as REDACTED ORIGINAL
    - (b) 1 file copy on the same above USB Flashdrive, identifying file as REDACTED ORIGINAL

**I) Evaluation Criteria:**

<b>Experience &amp; Capabilities</b>	The firm has demonstrated that they have the resources, knowledge, skills, abilities, and experience to meet the scope of services articulated in the RFP. Are able to provide a chronological overview of work that demonstrates the firm has experience in the scope of services articulated in the RFP.	25%
<b>Industry Specific Knowledge</b>	Firm has demonstrated that it has the knowledge in the field of health insurance, supplemental benefits, and Rx coverage, public sector experience; including financial analysis, legal requirements, legislative activity, industry trends and coverage options.	25%
<b>Availability</b>	Firm has demonstrated that it can meet the city's requirements with providing service in a timely manner (within 24 hrs.)	25%
<b>Professional Network</b>	The firm has demonstrated that it has a strong network of resources and good relationships with a variety of benefit providers.	10%
<b>Additional Services</b>	The firm has listed some suggested services beyond the scope of services articulated in the RFP that could be of benefit to the City's goals. They have articulated how these additional services are beneficial.	5%
<b>Price</b>	The firm has provided a competitive price relative to the other proposals.	10%

**J) Evaluation Process**

- 1) An evaluation team will review all proposals based on weighted requirements. The evaluation team is composed of the Department Head, Project Manager, Procurement Division Manager and others as required.
- 2) Proposals will be reviewed for compliance, and if compliant, will be deemed responsive.
  - i) Responsive proposals are inclusive of, but not restricted to: received prior to the due date and time,

completed as stated in the solicitation request, inclusive of all requirements, able to meet delivery requirements, accepting of all contract terms and conditions.

- ii) The degree to which a proposal meets the requirements is determined solely on the judgment of the Procurement Division Manager.
- 3) Proposer Qualifications will be reviewed, and if qualified, will be deemed responsible.
- 4) Proposals deemed both Responsive and Responsible will be reviewed by the evaluation committee. The committee will utilize the above criteria and weights when reviewing proposals.
  - i) The City reserves the right to seek clarification of proposals.
- 5) Proposed Fees will be analyzed for totality of costs.
- 6) Finalists may be invited for an interview.
  - i) The City does not intend to interview all proposers.
  - ii) Proposers may be required to submit additional data during the interview process.
- 7) After interviews, finalists will be invited to submit a 1 page letter inclusive of clarifications and present a Best and Final Offer.
  - i) The City reserves the right to negotiate the price and any other term with the proposer offering the Best and Final offer.
  - ii) If a negotiated agreement cannot be reached with the front runner, the City may proceed to negotiate with the second best and final offer.
  - iii) Any oral negotiations must be confirmed in writing to [Procurement@stcharlesil.gov](mailto:Procurement@stcharlesil.gov) prior to award.
- 8) The City's determination of award for best overall value will consider the following non-exclusive list: available project management resources, soft costs of contract management; and training costs.

**K) Basis of Award**

- 1) Award is based on the best overall value to the City; and deemed most advantageous to the City, based on the totality of lawful considerations, price and other factors considered.
- 2) While numeric evaluations may be used in some aspects of the process to identify strengths and weaknesses of proposals, and to establish a ranking, the final decision will be a business decision by the City and will not be based on a numerical score. A recommendation to award will document the basis for the award decision.
- 3) Except as otherwise stated, proposers will be awarded within ninety (90) days from the opening date.
- 4) The City reserves the right to award a shorter term of service, by phase, part or portion of a phase, any line item or option regardless of order listed.



# Statement of Work and Related Requirements

## Health and Welfare Benefits Management Services

### #1004

#### I. INVITATION

The City of St. Charles is soliciting proposals from insurance consultants interested and qualified to provide consulting services for health and welfare plans. Qualified consultants are those who have demonstrated their ability offering comparable work of similar size and scope; preferably to municipalities in the greater Chicago area. Consultants acting as Brokers are not qualified. Interested firms are invited to submit proposals.

#### II. OBJECTIVE

The City of St. Charles objective is to provide quality health insurance programs at the best value while balancing the City's mission to serve its residents and offer competitive benefits to attract, retain, and motivate top performers.

#### III. CITY BACKGROUND

The City of St. Charles is located approximately one hour west of Chicago. The City employs approximately 250 full-time employees; approximately 50% of employees belong to one of the City's five unions. City Departments include Police, Fire, Public Works, Information Systems, Community & Economic Development, Finance, Human Resources, and the City Administrator's Office. For more information, visit the City of St. Charles' website at [www.stcharlesil.gov](http://www.stcharlesil.gov).

The below information provides potential candidates an overall view of the City's health and welfare benefit programs.

#### *Benefit Programs*

Benefit	Service Provider
Medical	BCBS IL - three PPO's and one HDHP/HSA
Prescription Drug	Caremark/CVS
Stop Loss	Guardian
Dental	Delta Dental PPO
Life	Cigna
AD&D	Cigna
FSA	EBC
Vision	VSP



# Statement of Work and Related Requirements

## Health and Welfare Benefits Management Services

### #1004

HSA

HSA Bank

The plan year is May 1<sup>st</sup> through April 30<sup>th</sup>.  
Open Enrollment is in March for the following plan year.  
All plans except for vision are self-insured.

#### IV. SCOPE OF SERVICES

The City of St. Charles seeks a consultant to perform services related to the design, implementation, maintenance, communication, compliance, and improvement of its health and welfare plans. Specific responsibilities include, but are not limited to:

##### ***Program Design, Implementation and Improvement***

- 1 Offer options to improve the current program design.
- 2 Prepare RFP to solicit benefit providers and assist in the sourcing of services. Submit a Recommendation based on interviews with potential benefit providers and marketing research.
- 3 Assist with implementation of selected benefit providers.
- 4 Provide assistance in communication and compliance with selected service providers.

##### ***Program Maintenance and Financial Analysis***

- 5 Track participation and costs by month and by coverage (including life & AD&D).
- 6 Compare annual claim utilization to prior years as well as industry standard.
- 7 Provide quarterly financial reports that separate costs versus budget.
- 8 Annually summarize key medical utilization statistics in conjunction with the strategic planning process for subsequent years.
- 9 Analyze, review, and negotiate renewals with insurance carriers.
- 10 Calculate COBRA rates annually.
- 11 Review and evaluate the City's benefit components, specifically in the area of design, funding, cost, and administration.
- 12 Review levels and types of coverages offered and recommend changes.
- 13 After close of the plan year, present a historical analysis of costs and utilization compared to previous years.
- 14 Project cash flow impact of funding alternatives and plan design options.
- 15 Review and summarize annual demographic changes. Review demographics after each open enrollment and identify likely cost impact.
- 16 Assist with and participate in annual open enrollment activities.
- 17 Analyze and compare employee contributions to normative data. Assist in developing contribution strategy for the future.



# Statement of Work and Related Requirements

## Health and Welfare Benefits Management Services

### #1004

#### ***Program Communication***

- 18 Provide update on legal issues and regulations as they relate to operations and coverage.
- 19 Attend meetings/conference calls regularly for such purposes of discussion, review, and evaluation of benefits plans.
- 20 Provide financial exhibits for union negotiations or employee Health Insurance Team meetings such as comparisons with other companies (municipalities if applicable), five-year cost projections of existing plan, as well as potential plan changes, etc.
- 21 Assist with development of employee communication tools, including designing and preparing printed materials, attending on-site employee meetings, etc.
- 22 Act as a liaison between the City of St. Charles and its service providers.
- 23 Provide coverage summaries including key contacts for each benefit, rate summaries, and benefit program highlights.
- 24 Arrange meetings with service providers to meet customer service team dealing with City employees, provide better understanding of how the service provider services City employees, learn about new programs or options available with that service provider, etc.
- 25 Provide other assistance and advise as needed.

#### ***Program Compliance***

- 26 Work as an extension of our Human Resources department related to health and welfare.
- 27 Provide day-to-day account management services.
- 28 Assist with claim and/or eligibility issues and all benefit related issues.
- 29 Review documents such as Summary Plan Document (SPD), plan documents, benefit highlight sheets, and service provider contracts.
- 30 Assist with all state and Federal laws regarding insurance including COBRA, HIPAA, Affordable Care Act, etc.

#### **V. TRANSITION OF SERVICES**

- 31 At the end of the contract term, the incumbent contractor must provide:
  - A status report on all open issues and pending resolution.
  - A final Summary Plan Document (SPD) detailing the detailed coverage, definitions of coverage, and levels of coverage for all benefits.
  - Other information as requested by the city



## Response to Questions

# Health and Welfare Benefits Management Services #1004

1. **RE:** Service Provider Requirements question 7, "What is the monetary value of the work: completed in the past 12 months? Now under contract?"

**QUESTION:** Are you asking, what is the total revenue associated with all project work or brokerage fees/commissions received in the last 12 months throughout the entire organization or strictly the team that would be servicing the City? As well as current expected future revenue from all active contracts (again for the entire organization or strictly the City's anticipated service team)? If something else entirely, please explain what you are looking for here.

**ANSWER:** "What is the monetary value of the firm's work: completed in the past 12 months? Now under contract?"

2. **RE:** Service Provider Requirements question 8, "What is the number of clients: serviced in the past 12 months? Now under contract?"

**QUESTION:** Are you looking for the total number of clients serviced in the last 12 months throughout the entire organization or strictly the team that would be servicing the City? As well as a count of clients currently under contract throughout the entire organization or simply with the team who would be managing the City's account? If something else entirely, please explain what you are looking for here.

**ANSWER:** "What is the number of clients in your firm: serviced in the past 12 months? Now under contract?"

3. **RE:** In regards to the submission process please let me know if you see any differences between my submission outline (below) and what is expected by the City. I want to make sure I am following your submission policy precisely.

**QUESTION:** \_\_\_\_\_ will provide two original hard copies of the RFP on 8.5 by 11 paper which is not bound or utilizing things like tabs. 1 hard copy shall be submitted in a sealed envelope and identified with the enclosed label for the Project Manager. Another hard copy shall be submitted in a sealed envelope and identified with the enclosed label for the Procurement team. Lastly a digital (USB) copy of the RFP will be submitted in a sealed envelope for procurement and identified with the solicitation # and project name. All RFP submissions will be delivered in person. Please let me know if I missed anything.

**CLARIFICATION:**

- 6) Submit **all of the below in one** sealed envelope identified with the enclosed label:
- 1 original for Procurement
  - 1 original for Project Manager
  - 1 file copy via USB Flashdrive for Procurement identified with solicitation # and project name.
  - If your proposal includes confidential information as defined by FOIA (5 ILCS 140/7) (From Ch. 116, par. 207) Sec. 7 provide
    - 1 redacted original identified as REDACTED ORIGINAL
    - 1 file copy on the same above USB Flashdrive, identifying file as REDACTED ORIGINAL

**CLARIFICATION:** Sealed Submittals may be delivered via mail, messenger, in person or any other means. They must be received any time prior to the due date and time.

4. **RE:** Your current vision plan



## Response to Questions

# Health and Welfare Benefits Management Services #1004

**QUESTION:** Can you please send me the following?

- 1.) Current plan benefit summary.
- 2.) Current/renewal rates.
- 3.) Is this plan voluntary or does the group pay for a portion of the vision premium?
- 4.) Census with zip codes for employees (not necessary, but if you have it please send it along).

**ANSWER:** Your questions are not applicable to this solicitation. The city is soliciting proposals from insurance consultants to provide consulting services. The successful consultant will review current plans and make recommendations.

5. **QUESTION:** Why are the services out to bid at this time?

**ANSWER:** The current service provider's contract will expire and the City Council requested we go out to bid.

6. **QUESTION:** Please provide a breakdown of the premium and contribution rates by line of coverage.

**ANSWER:** The city does not view sharing this amount of detailed information as necessary for responding to this RFP. If your firm believes this breakdown is prudent, please prepare your proposal based on stated assumptions based on other cities of similar size and scope. Include an explanation (formula or narrative) explaining how proposed numbers would change once this detailed breakdown is provided. The successful consultant will be able to review current plans and make recommendations.

7. **QUESTION:** Are the dental plan and the vision plan fully insured or self-insured?

**ANSWER:** The dental plan is self-insured. The vision plan is fully insured.

8. **QUESTION:** Does the City have any retirees covered under its medical plans?

**ANSWER:** Yes, retirees are on our medical, dental and vision plans.

9. **QUESTION:** Please describe the City's current wellness program(s)/initiatives, including whether the City administers the program(s) internally or uses an external vendor.

**ANSWER:** We offer a full spectrum of wellness programs that incorporate the employee's physical, nutritional, financial, and emotional well-being. We administer these programs internally.

10. **QUESTION:** Does the City have an established set of other organizations against which it benchmarks the health plan? When was the last time a benchmark analysis was conducted?

**ANSWER:** We look at national as well as local benchmark data. We are currently surveying comparable communities to gather this information to use as a benchmark.

11. **RE: Question 7 of Service Provider Requirements**

**QUESTION:** What is meant by value of the work completed in the past 12 months? Is this specifically for the work we --- have done for CSC in the last 12 months? And then for "now under contract", are you looking for the current 1 year contract value with --- from 5/1/18 – 4/30/19?

**ANSWER:** "What is the monetary value of the firm's work: completed in the past 12 months? Now under contract?"



## Response to Questions

### Health and Welfare Benefits Management Services

**#1004**

**12. RE: Question 8 of Service Provider Requirements**

**QUESTION:** For the number of clients serviced in the last 12 months, is this across all of---? Or just in the Midwest? We have clients in every state.

**ANSWER:** see response for #11

**13. RE: Question 12 of Service Provider Requirements**

**QUESTION:** ---has business that is fee based, commission based, as well as other types of compensation arrangements. As the current vendor, may we answer specifically to the current arrangement with the City?

**ANSWER: No**

**14. RE: the Response Price Proposal Page**

**QUESTION:** Is the question regarding the projected number of hours to service account required? We currently do not track hours and will not bill for hours that may go above any type of estimate as long as services provided are in scope.

**ANSWER: Yes**

## City of St. Charles

Response to Request for Proposal for  
Health & Welfare Benefits Management Services

Group Employee Benefits

Friday October 26<sup>th</sup>, 2018

4:00 P.M.



# Gallagher

Insurance | Risk Management | Consulting



### Melissa Ginter

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## Response Cover Page

This is page #1 of your response.

### Health and Welfare Benefits Management Services #1004

Based on Addendum # \_\_\_\_\_

Proposal Prepared By:		Contacts:	
Firm Name	Gallagher	<b>Operations</b>	
DBA	Gallagher Benefit Services	Contact Name	Joyce Janu
Address	2850 Golf Road	Contact Phone #	630.694.5084
		Contact E-mail	<a href="mailto:Joyce_Janu@ajg.com">Joyce_Janu@ajg.com</a>
City, St, Zip	Rolling Meadows, IL 60008	<b>Sales</b>	
Signature	<i>Tyler Feeney</i>	Contact Name	Tyler Feeney
Print Name	Tyler Feeney	Contact Phone #	630.694.5455
Position	Client Development	Contact E-mail	<a href="mailto:Tyler_Feeney@ajg.com">Tyler_Feeney@ajg.com</a>
Phone #	630.694.5455	<b>Billing</b>	
Fax #	N/A	Contact Name	Vicki Correa
E-mail Address	<a href="mailto:Tyler_Feeney@ajg.com">Tyler_Feeney@ajg.com</a>	Contact Phone #	630.285.4213
		Contact E-mail	<a href="mailto:Vicki_Correa@ajg.com">Vicki_Correa@ajg.com</a>

This business is (check one)  An Individual  A Partnership  A Corporation  An LLC

**Exceptions: (Check one)**

This proposal meets and accepts all requirements, Specifications, Terms and Conditions, and Contract Language

We Herby take the following Exceptions to the Requirements, Specifications, Terms and Conditions, and Contract Language



# Signature Page

This is page #2 of your response.

## Health and Welfare Benefits Management Services #1004

Based on Addendum # \_\_\_\_\_

*If an Individual or sole proprietorship*

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

*If a Partnership*

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Partner

*If a Corporation*

By: Moni  
Signature

Area Senior Vice President  
Title

ATTEST [Signature]

*If an LLC*

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

DATE 10/25/18



## Response Price Proposal Page

This is page #3 of your response.

### Health and Welfare Benefits Management Services #1004

Based on Addendum # \_\_\_\_\_

A onetime Start-Up fee applicable to the implementation costs of services \$0.00

A firm, fixed fee for each month of service =

\$4,375.00/month x 53 months = \$231,875 total contracted services.

A onetime Transition fee applicable at the end of the contract \$ 0.00

Grand Total for Contracted Services \$231,875

Projected number of hours to service this account each month = 60/hours per month

Time to respond to an e-mail or phone message = Maximum of 24 hours

To facilitate possible Change Orders, provide an hourly rate for services: \$0.00/hour

We will accept payment via City of St. Charles credit card.  Yes  No

We will allow a discount of 0% if payment is received within X days of invoice.



## Certification of Compliance

This is page #4 of your response.

### Health and Welfare Benefits Management Services #1004

- (A) The undersigned certifies that, pursuant to the **Equal Opportunity Employer** provisions of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375, the bidder is compliant with all Equal Employment Opportunity Commission ("EEOC") requirements.
- (B) The undersigned certifies that, pursuant to the **Illinois Human Rights Act** provisions of Section 775 ILCS 5/2-105, the bidder complies with and certifies that it is in compliance with all equal employment practice requirements contained therein, and that it has adopted a written sexual harassment policy that meets the minimum requirements.
- (C) The undersigned certifies that, pursuant to the **State of Illinois Law** provisions of Section 720 ILCS 5/33E prohibiting Bid-rigging or Bid-rotating, the bidder is not barred from bidding on this project, or entering into a contract for this project.
- (D) The undersigned certifies that, pursuant to the **Illinois Department of Revenue Tax Laws** provisions of Section 65 ILCS 5/11-42.1-1, the bidder is not barred from doing business with any unit of local government in the State of Illinois as a result of a delinquency in payment of any taxes unless the bidder is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax.
- (E) The undersigned certifies that, pursuant to the **Illinois Drug Free Workplace Act** provisions of Section 30 ILCS 580/3, the bidder deposes states and certifies that it will provide a drug free workplace, inclusive of all satellite locations as well as the City of St. Charles sites.
- (F) The undersigned certifies that, pursuant to the **Illinois Prevailing Wage Act** provisions of Section 820 ILCS 130/0.01 et seq, the bidder, when required, is in compliance with all requirements of, including provisions as to wages, medical and hospitalization insurance and retirement benefits for those trades covered in the Act. Pursuant to **Illinois Public Act** provisions of Section 94-0515 and all provisions of the **Employee Classification Act**, provisions of Section 820 ILCS 185/1 et seq., said bidder agrees to submit certified payroll records as required.
- (G) The undersigned certifies that, pursuant to the **Employment of Illinois Workers on Public Works Act** provisions of Section 30 ILCS 570/0.01, et seq., the bidder is in compliance with all requirements. Furthermore, the bidder certifies that it will demonstrate a good faith effort toward providing equal employment opportunities for City of St. Charles residents to work as crafts persons, consistent with the racial, ethnic, and gender demographics of the City's labor force.
- (H) The undersigned certifies that, pursuant to the **National Security/USA Patriot Act** as defined in Presidential Executive Order 13224, the bidder and all affiliated parties, are not working for or with, nor acting on behalf of, a Specially Designated National and Blocked Person.
- (I) The undersigned certifies that they have not colluded with or participated in any **unethical practices** with any person, firm or employee of the City of St Charles which would in any way be construed as an unethical business practice.

#### Check One:

There are no conflicts of interest and in the event that a conflict of interest is identified anytime during the duration of this award, or reasonable time thereafter, you, your firm or your firm's ownership, management or staff will immediately notify the City of St. Charles in writing.

There is an affiliation or business relationship between you, your management or staff, your firm or your firm's ownership, and an employee, officer or elected official of the City of St. Charles who makes recommendations to the City of St. Charles with respect to expenditures of money, employment, and elected or appointed positions. Provide on a separate letter included with your response any and all affiliations or business relationships that might cause a conflict of interest or any potential conflict of interest. Include the name of each City of St Charles affiliate with whom you, your firm or your firm's ownership, management or staff has an affiliation or a

Company Name Gallagher Signature men Date 10/25/19



ST. CHARLES  
SINCE 1834

## Service Provider Requirements

This, and the attached answers, is page #5 of your response.

### Health and Welfare Benefits Management Services

**#1004**

#### Experience and Capabilities

1. Experience as evidenced by a listing of references from similar projects in size and scope within the last five (5) years. Include contact information (name, title, e-mail address, and phone #) for the individual who oversaw the quality of the work and authorized payment. References within the greater Chicago area preferred.  
Please refer to the section titled, References, on page #26.
2. Evidence of Financial Stability to fund this project and any and all continuing services this project may require throughout the standard life cycle: i.e. Annual Report; D&B Report, Credit Reference, Letter from Bank. Please see below for the last three published Gallagher Annual Reports which contain Gallagher's audited financial data:

*2016 Annual Report*

[http://phx.corporate-](http://phx.corporate-ir.net/External.File?item=UGFyZW50SUQ9NjY0MDUwfENoaWxkSUQ9MzcxNzQyFR5cGU9MQ==&t=1)

[ir.net/External.File?item=UGFyZW50SUQ9NjY0MDUwfENoaWxkSUQ9MzcxNzQyFR5cGU9MQ==&t=1](http://phx.corporate-ir.net/External.File?item=UGFyZW50SUQ9NjY0MDUwfENoaWxkSUQ9MzcxNzQyFR5cGU9MQ==&t=1)

*2015 Annual Report*

[http://media.corporate-ir.net/media\\_files/IROL/10/104111/2015Annual-Report/index.html](http://media.corporate-ir.net/media_files/IROL/10/104111/2015Annual-Report/index.html)

*2014 Annual Report*

[http://media.corporate-ir.net/media\\_files/IROL/10/104111/2014-ar/index.html](http://media.corporate-ir.net/media_files/IROL/10/104111/2014-ar/index.html)

#### Statement of Experience (not to exceed 3 pages)

3. How many years has your firm been in business under this name?  
Gallagher has been in business under its original name since the firm's foundation in 1927.
4. How many years has your firm been in business under: Any other name? Other ownership? Provide details.  
Please refer to question #3.
5. How many Years has the individual who will oversee 80% of our project worked in a leadership role on projects of similar scope and size? Provide: Resume and personal references from past related projects (even if associated with a different firm);  
Joyce Janu, Area Vice President, and service team manager for the Government Entity Service Team has over 30 years of experience assisting organizations with their health and welfare programs. All of the references listed on page # are Joyce's clients. Both her Resume & Biography can also be found in the appendix.
6. What are the roles and expectations of each staff member assigned to the project?  
Please refer to the section titled, The Team, on page #27.

7 | City of St. Charles

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7. What is the monetary value of the work: Completed in the past 12 months? Now under contract?  
Gallagher is one of the world's largest insurance brokers and risk management services firms. As of 10/1/18, Gallagher had approximately \$5 billion in total brokerage and risk management segment revenues. Employee benefits services and solutions provided by Gallagher Benefit Services, a subsidiary of Gallagher accounted for 25% of Gallagher's brokerage revenues.
8. What is the number of clients: Serviced in the past 12 months? Now under contract?  
Gallagher's clients number in the tens of thousands.
9. How do you measure and gauge performance capabilities.  
Gallagher sends out a client satisfaction survey to its local government clients on an annual basis. This is an opportunity for our clients to provide feedback to their service teams and Gallagher as a whole. We then utilize those responses to measure and gauge performance as well as determine, if applicable, areas where there may be room for improvement.

### Safety Risk

10. Certificate of Insurance  
Please see appendix item, Certificate of Insurance.
11. A brief explanation of the following:
  - A time your organization failed to complete a contract  
Our data show's no record of our local government team failing to meet a contract.
  - Bankruptcy or reorganization  
Gallagher has never filed for Bankruptcy or reorganization.
  - Judgement claims or lawsuits against the firm: Awarded or Pending within past (5) years  
Gallagher and its affiliates may be involved in multiple court actions at any given time proportionate for a broker of its size and profile. It is not feasible to efficiently provide detailed information on all lawsuits against Gallagher as requested, or necessary in evaluating our company since this is the nature of the insurance brokerage business. Gallagher also considers these matters confidential. Any material items are noted in reports to the SEC, which are available under "SEC Filings" at investor.ajg.com.

### Specific Question

12. A written document attesting that consultant is not a broker and the firms business is strictly fee based business.  
In the case of The City we would operate under a strictly fee basis and provide The City with a consulting agreement. Then for every year moving forward we would provide a compensation disclosure addressing the fact that we would not be receiving commission on any of the covered lines or policies attributed to The City.

13. Description of firm's professional network consisting of colleagues, service providers, legislative resources, union representation, self-insured plans and other.

Gallagher as a whole consists of over 27,000+ employees (colleagues) and partners with the leading service providers and carriers. Additionally, we have 28 compliance lawyers on staff to manage all of your legal counsel needs. Furthermore, our local government service team has ample experience and expertise around both self-insured and full-insured plans as well as ample experience working with Unions. For example, we have over 500 local government client's right here in IL, more than half of whom have active unions.

14. Provide a sample of a Quarterly Financial Report.

Gallagher provides its clients, a Member Dashboard, every month which includes the end of each quarter. This Dashboard showcases things like loss ratios and terminal reserve balances (if self-funded). Please see an IPBC client example Member Dashboard in the appendix.

15. Provide an example of a typical day approach to servicing our needs. Include:

- Process from setting up a new employee, through annual enrollment, through post-employment. First and foremost our team would ensure that all employees are enrolled in the appropriate coverages, plans, and tiers in a timely manner well in advance of the effective date of coverage. As well as managing any ongoing day to day concerns and claims disputes.
- How inconsistencies are addressed. Inconsistencies are addressed by determining the correct information and adjusting the eligibility system accordingly. Additionally, by ordering a report from BCBS (3993 report) after open enrollment is complete to verify that any changes were made correctly.
- Your approach to problem resolution. We typically encourage employees when they have a concern to take it to The City's Human Resources department. If it's a question that HR cannot answer the HR team can then bring Gallagher into the mix to address the situation. The purpose for this structure is to prevent employees from contacting us with questions that more HR focused rather than health and welfare insurance related which can quickly become burdensome to the service team and reduce the time available to provide critical services for the City.

16. What other services does your firm offer that the City of St. Charles may be interested in? How would these services benefit the City of St. Charles?

Due to the size and scope of Gallagher's services we can provide consultation on almost any insurance or benefit related matter. Gallagher will function as an extension of the City's HR team and ensure that the City is truly seen as an employer of choice.

One area that we feel would be of particular interest to the City is our compliance expertise. Gallagher will work with The City on all areas of compliance related to Health & Welfare, Benefits, ACA, and more. Due to the size and expertise within our organization our team has the resources to provide thorough recommendations and consultation on nearly any subject matter. Our property and liability division can even provide insights on the other side of your insurance if requested. Gallagher provides all of its clients with newsletters and compliance briefings anytime there is a notable update in legislature or any other compliance related matter. Gallagher takes complex matters of law and compliance and creates a simplified and more digestible summary for our clients. Additional consultation is available if further clarification is needed. There are no additional expenses associate with these services.



# Gallagher Cover Letter

City Hall  
City of St. Charles  
2 East Main Street  
St. Charles, IL 60174

Re: Health & Welfare Benefits Management Services

To Whom It May Concern,

Arthur J. Gallagher & Co. (hereafter "Gallagher") appreciates the opportunity to submit a proposal for Benefits Consulting Services to The City of St. Charles (hereafter "The City"). We believe that you will find our proposal will assist The City by providing strategic planning and cost containment consulting and support your team in all aspects of your employee benefit program. We are confident you will find that Gallagher has the experience, integrity, resources and innovative people necessary to meet your benefit needs as addressed in our proposal. We agree to accept all terms, conditions and requirements contained in the RFP. We do not foresee any areas of possible, "conflict of interest," with City officials and employees.

We understand that selecting a trustworthy employee benefit consultant is critical to the success of The City; after all we're charged with helping you design programs to attract and retain high-quality staff while operating under specific budget parameters. We are prepared to manage each program uniquely, while working with The City to explore opportunities for program synergies. Your Gallagher team has experience working with Municipalities similar to The City on Health & Welfare. The synergy of Gallagher's Health & Welfare teams will generate a successful Total Rewards approach to employee benefits for The City.

Gallagher's Commitment to The City of St. Charles:

- Dedicated local team in Rolling Meadows, IL
- Recognized leader in Benefits consulting for Public Entity clients
- Proprietary in-house data analytics services to help control costs
- State of the art communications tools to engage employees and further reduce costs

Should you have any questions regarding our proposal, please contact Tyler Feeny directly at 630.694.5455, or via email at [Tyler\\_Feeney@ajg.com](mailto:Tyler_Feeney@ajg.com). We are excited about the opportunity to partner with The City.

Sincerely,



Melissa Ginter  
Area Senior Vice President



Tyler Feeny  
Client Development

**\*The above signatures acknowledge all addendums\***

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# Company Overview

## What We're About

- Founded in 1927
- 26,000+ Employees
- 710+ offices worldwide
- Headquartered in Rolling Meadows, IL
- Operations in 30 countries and client services capabilities in more than 140
- One of the world's largest insurance brokerages



## Company Philosophy, Mission and Values:

- Build the best benefit services practice with brokers and consultants who understand the value of building relationships and trust, and creating experiences and results that inspire our clients' confidence
- Provide superior, cost-effective benefit products and services that meet the ever-changing needs of The City, while striving for the highest professional excellence in the delivery of those solutions
- Measurably help organizations manage and grow through our benefit services expertise and counsel

Gallagher will accomplish this mission with the kind of leadership that maintains our philosophy and continues to strengthen our company culture. We will honor the moral and ethical standards that are inherent to building trust in all relationships, and clients' confidence in our ability to create and maintain a Gallagher team that is the very best at what we do.

## The Gallagher Way

The Gallagher Way is a one-page document, written by our former Chairman and CEO Robert E. Gallagher, which defines the Gallagher culture. It describes the principles, behaviors and beliefs that have produced great work – and great working relationships – at Gallagher since the company was founded. These 25 shared values guide business conduct for each of us as individuals, and all of us as a team. You'll find them listed on our website, below is one of our favorites:

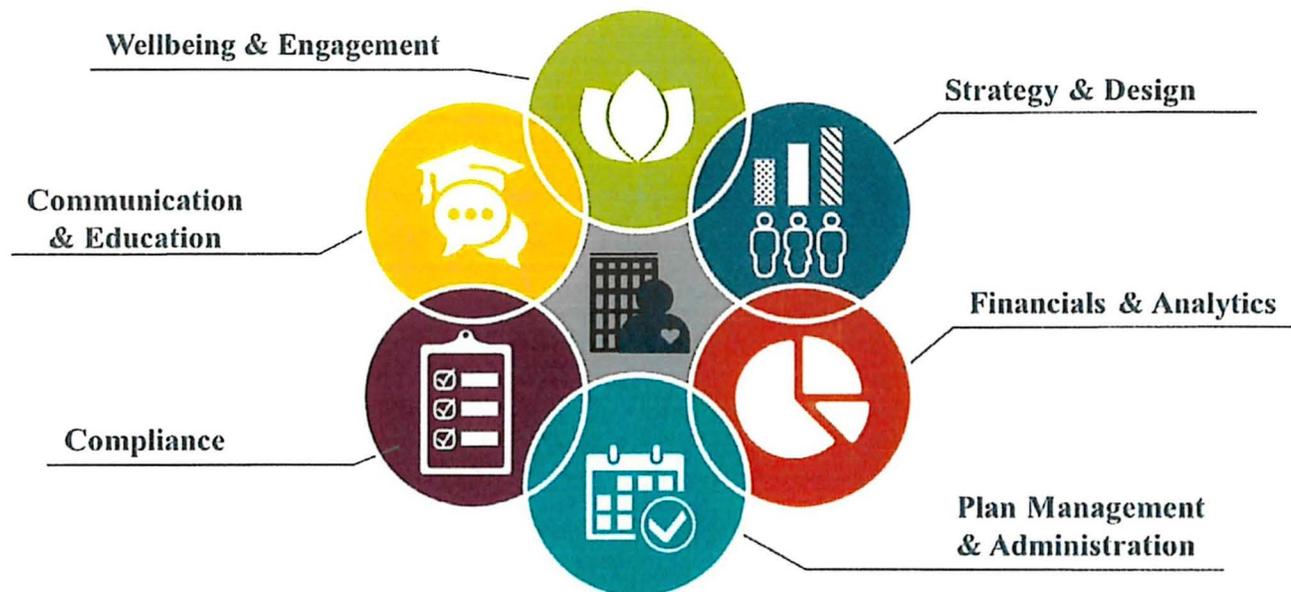
**“We run to problems—not away from them.”** –Tenet #20

# Scope of Services (Capabilities)

## Employee Benefits Consulting

Gallagher offers an array of solutions to help you achieve a holistic approach to employee benefits. Throughout this proposal, we will walk through those solutions, which are listed in the diagram below. Together, these solutions support every aspect on the employee benefits spectrum. This Holistic Approach will help us attain our key priorities of:

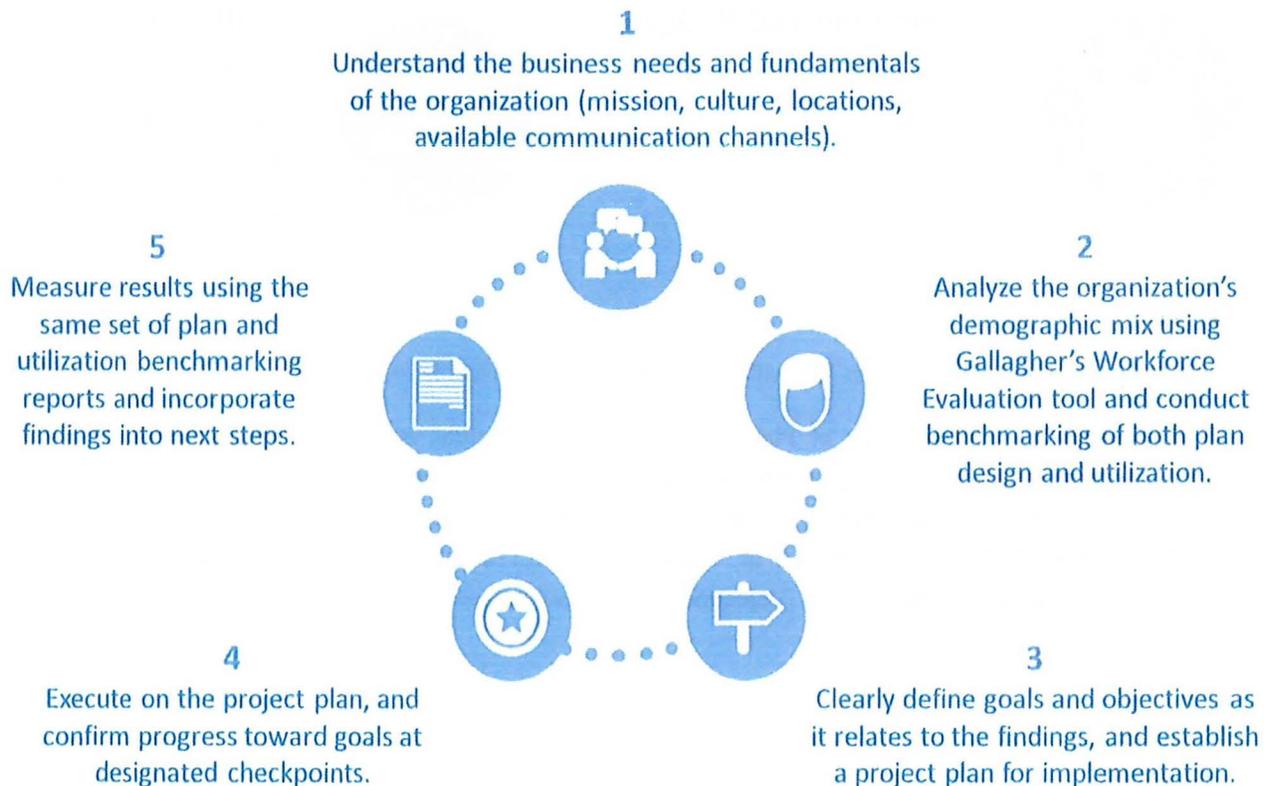
- ✓ Plan modification recommendations to maximize benefit spending for greatest value on annual basis.
- ✓ Provide innovative and creative ideas to improve benefits for The City's employees.
- ✓ Provide customer support for benefit plans.
- ✓ Identify gaps in coverage and recommend changes.
- ✓ Attend open enrollment meeting and assist in the education of employees about their benefits.
- ✓ Prepare annual comparative studies using benchmarking data to show the City's healthcare costs vs. normative data.
- ✓ Represent The City in all negotiations with vendors.
- ✓ Recommend cost containment strategies.
- ✓ Evaluate current medical plan offerings and design flexible option plans for The City employees based around a target monthly price point.
- ✓ Solicit dental and vision coverage vendors for inclusion in The City health plan.
- ✓ Evaluate and market stop-loss coverage.



# Strategy & Design

According to our 2016 National Benchmarking Survey, only 40% of employers can say that they are confident that they have an effective strategy to manage healthcare costs in their organization. Focusing first on Strategy and Design creates for a good foundation when it comes to a new client engagement. As such, the development of a client service plan is a cornerstone of our service philosophy. We will work with The City to develop a multi-year strategy which will serve as the guiding document for the health and welfare programs. This will ensure your employee benefit programs are in sync with your short and long-term organizational objectives. Your Gallagher consulting team will review, analyze and make appropriate recommendations in terms of competitiveness, cost-effectiveness, and benefits philosophy as they relate to the strategic plan.

Your Gallagher team will always begin with your needs in mind. We will work with The City to fully understand your employee benefit strategies and priorities, including cost containment, employee satisfaction and engagement, industry competitiveness, your benefits philosophy and other concerns. If you're interested in controlling costs with new concepts, ideas, and trends in health plans, we'll help you explore your options. To do this, we propose applying the following five steps as a framework for developing an employee benefits strategy:



# Financials & Analytics

Data drives decisions. Gallagher is ready to provide The City with thorough financial and analytic support. Below is an overview of our financial capabilities and reporting.

## Capabilities



### Trend Reduction

*Cost Driver Analysis*  
*Trend Management*  
*Risk Reduction*



### Vendor Management

*Renewal Negotiations*  
*Vendor Selection*  
*Marketing*



### Program Financing

*Underwriting Strategies*  
*Funding Alternatives*  
*Risk Sensitivity*



### Stop Loss Services

*Modeling*  
*Actuarial Support*  
*Monthly Documentation*  
*Policy/Contract Review*



### Forecasting and Budget

*Fully-insured Equivalent Rates & Contribution Modeling*  
*Budgeting*  
*Plan Change Pricing*  
*Contribution Modeling*



### Healthcare Analytics

*Data Warehousing*  
*Actuarial Consulting*  
*PBM Support*  
*Audit Services*

## Reporting

Below are the list of available reports. We will select the reports applicable to The City.

- **Quarterly Reports:** Summary of Plan Costs, Analysis of Actual vs. Budget, Identification of Employee Contributions, Tracking of Large Claims, Comparison of Claims to Aggregate Stop Loss, Identification of Plan Costs by Line of Coverage, as data is available by the vendor(s).
- **Annual Reports:** Executive Summary of Program Expenses, Comparison of Current Costs to Renewal Costs, Renewal Alternatives, IBNR Dollar Projections, Overview of Specific Stop Loss Projections, if applicable.

## Plan Management & Administration

Gallagher is here to support your plan management and administration needs. By including The City's vendor partners in plan design discussions, we can identify potential administrative challenges with plan design or implementation schedules under consideration. Plus, we can share best practices and lessons learned from past experiences to mitigate risk and identify potential workarounds early in the process.

Below are some of the management and administration deliverables:

- **Analytics and Reporting** – As data is available from carrier(s): monthly, quarterly, and year end reporting; claims/utilization analysis/high-loss claimant tracking; enrollment analysis
- **Metrics** – As data is available from carrier(s): clinical improvement; unit cost; trends; engagement
- **Vendor Management** – Issue resolution, performance monitoring, contract review
- **Day-to-Day Assistance** - Employee advocacy (*for additional fee*), HR support, claims and billing issue resolution

Vendor management and performance monitoring is vital to effective administration of your benefits program. Our strategy is to work with vendors to identify root causes of recurring, cyclical and special problems. We also work with vendors to negotiate and implement the most favorable terms and conditions for our clients' programs.

When needed, our vendor selection philosophy is based around asking the "appropriate" questions to bidders for answers that are customized to meet the needs of our clients. We do not use a standard proposal approach, where all proposals are the same for all clients. We would work with you to define the marketing objectives and then structure our efforts around these objectives.

Gallagher's consulting services will include:

- Recommending procedures and/or policies The City should implement to become or remain in compliance;
- Assisting HR in the preparation, review and updating of benefit plan documents, including "wrap" documents, summary plan descriptions, Summary of Benefits and Coverage (SBC), etc.;
- Educating and advising on Healthcare Reform and the key strategic decisions that The City should consider;
- Researching and keeping The City's Human Resources Department alerted to upcoming legislative mandates and assist with implementation of strategies to ensure compliance with those changing mandates.

# Compliance

Gallagher has 31 dedicated compliance professionals averaging more than a decade of benefits compliance experience. Most of them are licensed attorneys. These experienced professionals monitor legislative initiatives, regulatory developments, court cases and industry changes, and analyze their impact on your employee benefits plans.

with federal employee benefit laws and regulations as well as state insurance law requirements, and are experts on Healthcare Reform. All members of our compliance team are former practicing attorneys and have deep experience in Healthcare Reform, COBRA, FMLA, HIPAA, Medicare Part D, ADA, and other federal legislation. The complianc

The City's local team includes five in-house attorneys, all of which regularly consult with clients by emphasizing methods for client's compliance e team will evaluate the design of The City's benefit plans and review all relevant documents, such as summary plan descriptions, benefit documents and contracts, and your employee communications.

Our compliance departments – both regionally and on the national level – are continually scanning the state and federal legislative environment for any developments of importance to employee benefit plan sponsors.

Gallagher's compliance experts will also keep you informed of the active legislative landscape. They will provide your organization with timely, accurate, and concise information about the regulatory environment through various publications, including:

- **GBS Directions** – a monthly publication featuring general interest articles on employee benefits and human resources
- **Healthcare Reform Update** – a comprehensive publication written by our own compliance experts on the latest healthcare reform developments and their potential impact on employers
- **Client Webinars** – on-demand webinars offering updates on hot topics as well as reviews of major legislative developments
- **Technical Bulletins** – detailed whitepapers on proposed or new legislation



# Communication & Education

Gallagher places high importance on the role of communications in employee benefits. An employee who has a greater understanding of his/her benefit program will value it more and will be more likely to stay with The City longer. Increasing employee retention, engagement, and recruitment are critical by-products of a strong communications program.

An employer cannot reach its business objectives without a team of engaged employees who understand the organizations vision and who are energized to move it forward. Gallagher will collaborate with The City to develop effective employee communications to complement and further enhance the work and effort you put forth into developing a comprehensive benefits package for your employees.

Gallagher can help The City develop a communication plan as well as produce brochures, guides, newsletters, and more. Gallagher places high importance on the role of communications in employee benefits. An employee with a greater understanding of his/her benefit program will value it more and will be more likely to stay with The City longer. Increasing employee retention, engagement, and recruitment are critical by-products of a strong communications program.

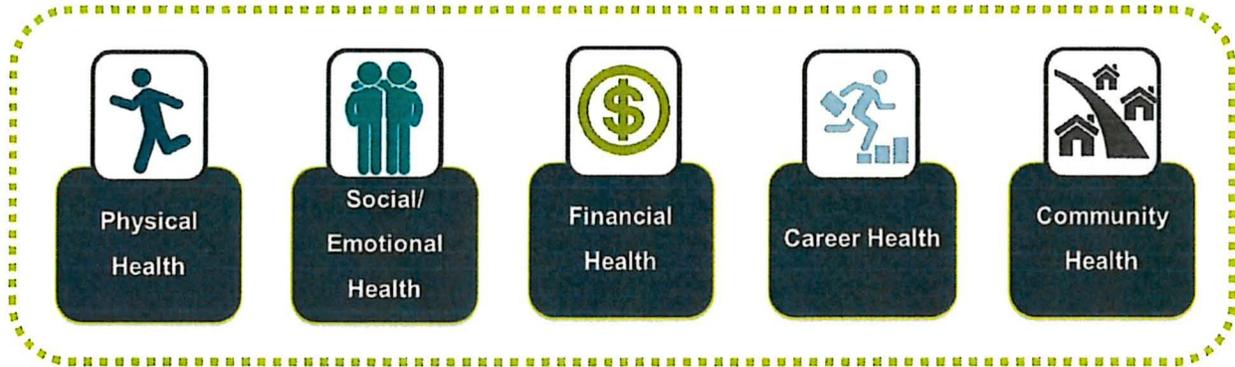
## Four Elements of Communication

We view employee communications as a strategy to enhance both employee engagement and workplace productivity – all leading to optimal cost containment and positive talent attraction and retention. We believe the right communication plan, combined with the right rewards program, can help an organization either achieve or maintain employer of choice status. Our approach integrates the four elements of communication: The Sender (employer), The Receiver (Employees), The Message, and The Channels.



# Wellbeing & Engagement

We view wellness as an integral part of your strategy to contain costs, impact engagement and heighten productivity. Our approach to wellness is more than just weight-loss, or disease management, rather we take a look at an employee’s overall wellbeing, integrating these five elements:



As we set strategy, we support our clients in a multitude of ways, both strategic and tactical. Wellness Consultants work closely with the Core Team to ensure all initiatives are in alignment with the overall rewards strategy. Common strategic initiatives and tactics used to support our clients which may include, but are not limited to:

Wellness Toolkit & Resource Guides	Monthly Wellness Newsletters	Communication campaign	Multi-year strategy development	Vendor selection (if applicable)
Wellness committee development	Wellbeing program design	Self-care / consumer education	Program measurement markers	Productivity & absenteeism indicators

## Wellness Opportunities Review

As best practice, regardless of where your program sits today, we believe it is prudent to understand your current wellness infrastructure. Your Gallagher team (led by your wellness consultant) will conduct a Wellness Opportunities Review where we will dig deep into the resources currently available for employees. This exercise will uncover strengths, weaknesses, and opportunities inside of current health and wellness initiatives, and allow Gallagher to develop goals and objectives as they relate to total wellbeing. Our Wellness Opportunities Review will provide all of the guidance and resources you need to establish (or re-establish) a strong and sustainable wellness initiative framework.

# THE IPBC

Intergovernmental Personnel Benefit Cooperative

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## Differentiator (self-funded option)

Cooperative Purchasing- Intergovernmental Personnel Benefit Cooperative (IPBC)

One of Gallagher's differentiators stems from its relationship as the exclusive health and welfare consultant for the Intergovernmental Personnel Benefit Cooperative (IPBC). By choosing to work with Gallagher, The City would have access to a self-insured pooling option, the IPBC, and in turn, a significant level of insulation from the rising cost of healthcare.

The IPBC is an entity created under Illinois State Laws, which enables municipal groups to band together for the purposes of insurance. The purpose of the cooperative is to provide economies of scale and risk pooling that will allow members more financial stability than they could gain alone, transparency of expenses and ability to retain surpluses. The members retain the ability within the IPBC to create and change their plan design, which is often required due to the nature of bargained contracts. Each IPBC members appoints a delegate to participate on the Board of Directors, who is responsible for all decisions made regarding the programs and operation of the pool. The IPBC boasts a PPO 5 year renewal average of 2.06% and an HMO 5 year renewal average of 1.18%.

### Members

Due to the cooperative's risk sharing and purchasing power, members have experienced annual increases in health plan costs lower than that of market medical trend allowing the IPBC to attract 135 members across Illinois. In the past five years over 60 government entities have joined IPBC seeking an alternative to managing rising health costs. Long-term commitment by members to the philosophy of risk pooling has been instrumental in the success of the IPBC. Many members have been part of the organization for more than two decades.



## Products

IPBC members share risk through the self-insured PPO, HMO, and Dental programs. IPBC requires members to participate in the Life insurance and Medical program, the Dental program is optional. Along with the IPBC products, the Gallagher team can assist with any other employee benefit program member communities may offer to their employees, such as: vision, dental, worksite products, property and casualty, long-term care, retirement, etc.

The cooperative has administrative agreements with premium medical, prescription drug and dental networks and offers flexibility in plan design. Regardless of the path of entry chosen by The City you would be able to port your BCBS medical plans almost identically into the pool with minimal disruption to employees.

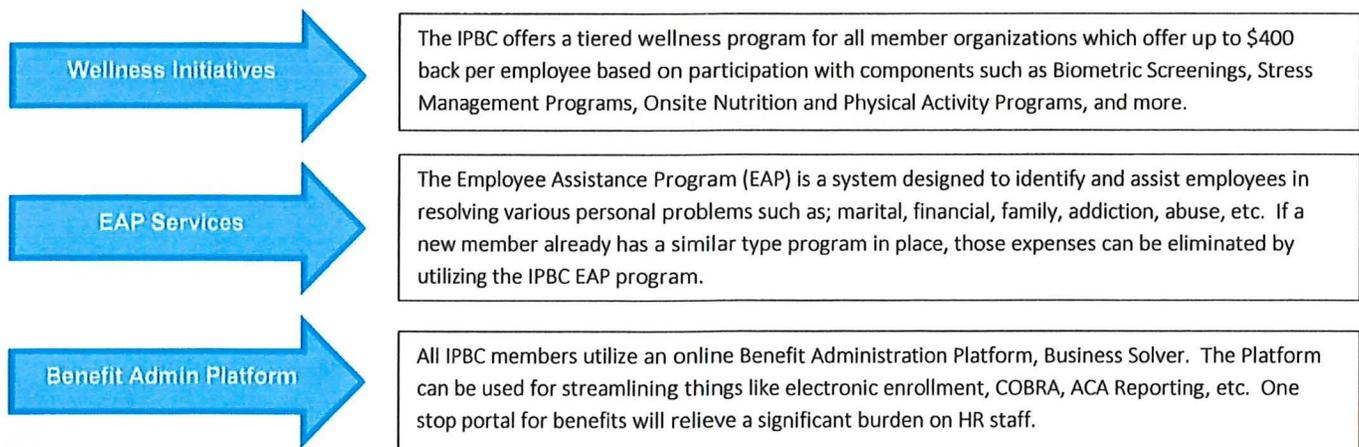
## Owner, Member, and Surpluses

Unlike traditional fully-insured plans the IPBC enables plan sponsors to transition from being a customer to an owner and partner. Similar to the way a City Council functions, the IPBC includes a Full Board, Executive Board, and various committees, all of which are made up of municipal member communities. These boards make recommendations and decisions that control the direction of the IPBC, with Gallagher, the broker of record, providing strategic consulting.

Furthermore, members receive a surplus on years when claims are less than projected through an agreed upon distribution formula. That means members have the opportunity to earn a portion of their premiums back at the end of the year which can be used at the member's discretion for whatever community leaders deem necessary. The IPBC averages about 5% surplus returns per year. An alternative option, which many members select, is to have their surpluses reinvested by the IPBC's professional portfolio managers until such a time the community wishes to withdraw their accrued fund balance.

## Value Adds

Outside of joining a more stable, budgetable, and predictable insurance model, members also gain access to a number of additional resources. All of which are included in your rates for the IPBC at no additional premium.



## Reporting

Gallagher as well as the IPBC believe in full transparency. Transparency, not only allows Gallagher to be recognized for modeling ethical standards in the industry, but also allows for the creation of effective and accurate reporting for clients. Gallagher conducts an Employee Benefits Benchmarking Survey every year which polls data from thousands of clients and prospects from across the country. The results are separated into specific cuts relative to categories such as region and industry. For example, each year Gallagher creates a custom cut of the survey specifically for municipalities which will allow clients to see how they compare to their peers, where they are competitive with industry averages and where there may be opportunities for improvement. With this data, Gallagher consultants can help clients make educated decisions in regards to their long-term employee benefits strategy.

In addition to the benchmarking survey IPBC members will also have access to benchmarking data on all 130+ members of the cooperative. This provides another comparison point to peers right here in Illinois and is another tool to assist our consultants in generating ideas for different types of plan designs that may assist communities in attracting and retaining talent.

IPBC members receive monthly financial reporting allowing them to keep up to date on their own financial performance as well as the performance of the cooperative.



Admission Options

The IPBC consists of 135 municipal members, 37 of which are considered individual members, and another 98 who are a part of one of the cooperative's 6 Subpools. Individual members are communities which have at least 150 full-time employees enrolled in its medical plans. Smaller groups, would fall into a regionally based subpool where you are further insulated from risk due to your renewals being rated based on a variety of factors such as your individual performance, subpool performance, and that of the pool in its entirety. Based on the City's size you would have the opportunity to be an individual member or a subpool member.

Should The City elect to join a subpool it would fall under the subpool NWHIP (North West Health Insurance Pool). Below are some NWHIP members who are also some of your most geographically close municipal neighbors. The date of each member's entry into the IPBC can be seen below their entity's title.

<b>Algonquin</b> 1/1/2014	<b>Libertyville</b> 5/1/2006	<b>McHenry</b> 1/1/2018	<b>Batavia</b> 12/1/2016	<b>Beach Park</b> 7/1/2016	<b>Lake Zurich</b> 1/1/2017
<b>Roscoe</b> 7/1/2015	<b>SEECOM</b> 1/1/2011	<b>Cary</b> 1/1/2015	<b>Spring Grove</b> 7/1/2017	<b>Gilberts</b> 4/1/2011	<b>Streamwood</b> 7/1/1979
	<b>Glencoe</b> 1/1/2015	<b>Wauconda</b> 7/1/2017	<b>Highwood</b> 5/1/2016		

## References

<b>Client / Company Name:</b> City of Warrenville (70 FTE)	
<b>Contact Name:</b> Cristina White	<b>Contact Title:</b> Assistant City Administrator
<b>Phone:</b> 630.836.3025	<b>Email:</b> cwhite@warrenville.il.us
<b>Date and Scope of Work Provided:</b> IPBC Member (1/1/2016)	

<b>Client / Company Name:</b> Village of Streamwood (168 FTE)	
<b>Contact Name:</b> Josh Peacock	<b>Contact Title:</b> Director of Finance
<b>Phone:</b> 630.736.3815	<b>Email:</b> jpeacock@streamwood.org
<b>Date and Scope of Work Provided:</b> IPBC Member (7/1/1979)	

<b>Client / Company Name:</b> City of Wheaton (212 FTE)	
<b>Contact Name:</b> Holly Schulz	<b>Contact Title:</b> Director of Human Resources
<b>Phone:</b> 630.260.2015	<b>Email:</b> hschulz@wheaton.il.us
<b>Date and Scope of Work Provided:</b> IPBC Member (4/1/2003)	

<b>Client / Company Name:</b> Village of Deerfield (196 FTE)	
<b>Contact Name:</b> Eric Burk	<b>Contact Title:</b> Director of Finance
<b>Phone:</b> 847.719.7432	<b>Email:</b> eburk@deerfield.il.us
<b>Date and Scope of Work Provided:</b> IPBC Member (5/1/2013)	

# The Team

## The City of St. Charles' Core Team

Name	Industry Experience	Title	Role
Mary Beth Seger	+25 years	Area President	Executive Leader
Melissa Ginter	+20 Years	Area Senior Vice President	Strategic Consulting Lead
Vicki Correa	+20 years	Area Executive Vice President	Managing Partner
Joyce Janu	+35 years	Area Vice President	Manages Service Team
Tyler Feeney	+4 years	Client Development	Marketing & Communications Lead
Amita Patel	+10 years	Senior Benefit Consultant	Day to day problem resolution for eligibility, claim issues, status changes, and ACA tracking
Shannon McHugh	+6 years	Client Representative	Day to day problem resolution for eligibility, claim issues, status changes, and ACA tracking
Emily Conn	+8 years	Wellbeing & Engagement Consultant	Wellness strategy development
Beth Czekalski	+20 years	Employee Communications Manager	Employee communications development
Arnie Munson	+35 Years	Compliance Attorney	Legislative, Compliance, and Healthcare Reform

## Additional Team Members

Name	Title	Role
Steve Mann	Non-Qualified Deferred Compensation	Additional Gallagher Practice Area Resources to be tapped into as desired by The City and/or as needed to support strategic initiatives.
Scott Hamilton	HR & Compensation	
Joe Guadino	Voluntary Benefits	
Jim Fox	Compensation & Classification	
Keith Friede	Talent & Organization Development	
Jessica Govic	Property & Casualty Insurance	

# Project Schedule

Below is the project timeline for Gallagher to prepare The City for its upcoming IPBC entry and/or the beginning of The City's upcoming plan year beginning 5/1/20.

		Phase 1			Phase 2				Phase 3					
		2019										2020		
ACTIONS		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1	Awarding of the Contract													
2	Strategic Planning Session													
3	Service Planning Session													
4	IPBC Quote													
5	IPBC vs. Stand-Alone Analysis & Recommendation													
6	IPBC Executive Board													
7	Evaluate Communication Plan													
8	Develop Employee Communications													
9	Renewal & Marketing Strategic Meetings													
10	Renewal & Recommendation(s) Meeting													
11	Open Enrollment Communication													
12	Personalized Benefit Summaries													
13	Open Enrollment Meetings													
14	Plan Year Begins													

## Conclusion

Thank you for the opportunity to provide The City of St. Charles with this response to your Request for Proposal.

Our proposal provides The City with a strong partner in today's marketplace. We pride ourselves on our ability to deliver a unique, thorough package of solutions. We go beyond the typical brokerage approach, and look at all aspects of your total rewards program and how they align for optimal impact. This strategic perspective allows us to help The City best attract, retain and engage employees while containing costs.

Regardless of whether The City chooses to work with Gallagher on a stand-alone client basis or pursue entry in to the IPBC we are confident that Gallagher is the best consultant and partner to The City for the following reasons:

- Exclusive Broker for the IPBC
- Vendor Relationships and Leverage
- Dedicated Public Entity and Scholastic team
- Providing unique solutions to Public Entities
- Developed a Proven Communication Strategy
- Commitment to the Public Entity and Scholastic Marketplace
- Medicare Solutions Program for Post-65 Medicare Eligible Retirees
- Investment in Resources

Because of our extensive experience, we understand the unique opportunities and challenges that Public Entities face and we are uniquely positioned to tackle those objectives and challenges. As your experienced benefits partner who will partner with you to break barriers, we look forward to working with you to create and manage a comprehensive benefits program to attract and retain top talent.

We are very excited for the opportunity to work with you and share all that the Gallagher Public Entity Group has to offer.



## Appendix

Ethisphere Award

The Gallagher Way

Biographies

Certificate of Insurance

Example Member Dashboard

Resume – Joyce Janu



**Gallagher**

Insurance | Risk Management | Consulting



**Gallagher**

Insurance | Risk Management | Consulting

# World's Most Ethical Company



**Gallagher**

Insurance | Risk Management | Consulting

We believe that our culture enables us to focus on delivering value to our clients. As a global corporation, we pride ourselves on being a socially responsible company. We strive to make a positive impact in our communities and to society as a whole.



Gallagher has been recognized by the Ethisphere Institute, a global leader in defining and advancing the standards of ethical business practices, as a 2018 World's Most Ethical Company.

Gallagher has received this recognition for six consecutive years and is the only insurance broker to have been so recognized, underscoring our commitment to leading ethical business standards and practices.





# Gallagher

Insurance | Risk Management | Consulting



Arthur J. Gallagher & Co.

## The Gallagher Way

Shared values at Arthur J. Gallagher & Co. are the rock foundation of the Company and our Culture. What is a Shared Value? These are concepts that the vast majority of the movers and shakers in the Company passionately adhere to. What are some of Arthur J. Gallagher & Co.'s Shared Values?

1. We are a Sales and Marketing Company dedicated to providing excellence in Risk Management Services to our clients.
2. We support one another. We believe in one another. We acknowledge and respect the ability of one another.
3. We push for professional excellence.
4. We can all improve and learn from one another.
5. There are no second-class citizens—everyone is important and everyone's job is important.
6. We're an open society.
7. Empathy for the other person is not a weakness.
8. Suspicion breeds more suspicion. To trust and be trusted is vital.
9. Leaders need followers. How leaders treat followers has a direct impact on the effectiveness of the leader.
10. Interpersonal business relationships should be built.
11. We all need one another. We are all cogs in a wheel.
12. No department or person is an island.
13. Professional courtesy is expected.
14. Never ask someone to do something you wouldn't do yourself.
15. I consider myself support for our Sales and Marketing. We can't make things happen without each other. We are a team.
16. Loyalty and respect are earned—not dictated.
17. Fear is a turnoff.
18. People skills are very important at Arthur J. Gallagher & Co.
19. We're a very competitive and aggressive Company.
20. We run to problems—not away from them.
21. We adhere to the highest standards of moral and ethical behavior.
22. People work harder and are more effective when they're turned on—not turned off.
23. We are a warm, close Company. This is a strength—not a weakness.
24. We must continue building a professional Company—together—as a team.
25. Shared values can be altered with circumstances—but carefully and with tact and consideration for one another's needs.

When accepted Shared Values are changed or challenged, the emotional impact and negative feelings can damage the Company.

— Robert E. Gallagher  
May 1984

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## RESPONSIBILITIES

Mary Beth joined Gallagher Benefit Services in September, 2000 and has over 25 years' experience in the employee benefits industry. She is currently the Area Executive Vice President of the Gallagher Public Entity & Scholastic Group in Illinois. Prior to joining the organization, she was manager of the sales and service teams for a large health carrier. Her responsibilities included market research, product development, purchasing cooperatives, and servicing national accounts and consulting firms.

## PROFESSIONAL EXPERIENCE

In Illinois and across the country, Mary Beth works with public entities to create the link between their employees benefit strategies and their organizational strategies. She helps guide the process of objective setting, plan design, administration and funding of group benefit programs. In addition, she oversees vendor selection and ongoing vendor management as well as account management, financial forecasting and analysis. As a nationally recognized resource for creating employee benefit cooperatives for public employer groups, Mary Beth was named **2009 Power Broker** by Risk and Insurance Magazine. Additionally, she co-authored the following articles featured in PRIMA's Public Risk magazine: "Employee Benefit Cooperatives; From C (concept) to A (application)" and "Public Entities Have a Variety of Options to Help Contain HealthCare Costs."

## EDUCATION, COMMUNITY, AND PROFESSIONAL ACTIVITIES

Mary Beth received her Bachelor of Arts, Marketing & Communications from Oakland University. She recently served on the Board of Directors for Crossroads of Detroit and is a supporter of HAVEN Foundation.



**Mary Beth Seger**

Area President, Gallagher Public Entity & Scholastic Group

### GALLAGHER BENEFIT SERVICES, INC.

2850 Golf Road  
Rolling Meadows, IL 60008  
630.438.1691  
Mary\_Beth\_Seger@AJG.com

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# Gallagher

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## RESPONSIBILITIES

Melissa joined Gallagher Benefit Services in November, 2017 and is an Area Senior Vice President on the Public Sector team.

As the Strategic Consulting Lead for the Intergovernmental Personnel Benefits Cooperative (IPBC), she is responsible for guiding the overall direction of IPBC through collaborative work with the IPBC Executive Director, Committees and Board of Directors. Melissa is responsible for IPBC executive vendor relationships and assuring the execution of service of Gallagher's designated IPBC service team.

## PROFESSIONAL EXPERIENCE

Melissa has over 25 years of experience in Health Care and Employee Benefits.

Prior to her time at Gallagher, she spent 14 years at Aetna in a variety of successive leadership roles, including the CFO of the Mid-America Region, CFO of Student Health, Middle Market CFO and Voluntary Business CFO. She has deep experience in Health Plan Operations, Underwriting, Medical Economics and managing large, complex blocks of business.

Melissa has driven results through innovation in product design, network creation, targeted pricing and alternative financial devices. She is recognized as an expert in financial analytics and strategic decision support.

## EDUCATION, COMMUNITY, AND PROFESSIONAL ACTIVITIES

Melissa has her MBA in Leadership and Change Management from DePaul's Kellstadt School of Business and her BSBA in Finance from Creighton University. She currently serves on the Board of Directors and is Assistant Treasurer of Community Health, the nation's largest free health clinic.



**Melissa Ginter**

Area Senior Vice President,  
Gallagher Benefit Services

### GALLAGHER BENEFIT SERVICES, INC.

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**Vicki Correa**  
Area Executive Vice President

## RESPONSIBILITIES

As a member of the Public Not-Profit branch leadership team, Vicki is responsible for managing operational processes that affect the delivery of services to our clients. Vicki assists client management teams with understanding of internal policies and procedures, manages employee development activities, and maintains relationships with industry vendors to further improve services to our clients. Vicki also assists with strategic consulting and management of key accounts.

## PROFESSIONAL EXPERIENCE

Vicki joined Gallagher Benefit Services in 1997, working in the employee benefits industry since 1992. Vicki began with Gallagher as an Underwriting Consultant, and moved into Client Management in 2001 working on progressively more complex clients, executing strategy and managing a service team prior to her current role in Operations and Client Services.

Prior to joining Gallagher, Vicki worked for The Segal Company providing underwriting support and financial review of client's employee benefit programs, working predominantly with Taft-Hartley accounts. Vicki began her insurance career as an Underwriter at Washington National Insurance Company where she was responsible for generation of new business proposals and renewal underwriting of group employee benefits.

## EDUCATION, COMMUNITY, AND PROFESSIONAL ACTIVITIES

Vicki earned a Bachelor of Business Degree from Western Illinois University in 1991 and in 2004 she achieved the designation of Certified Employee Benefit Specialist. Vicki participates in industry conferences in the scholastic and municipal segments to keep current with business influences driving decisions to clients in these areas. Vicki maintains a State of Illinois Producer's License for Life, Accident and Health since 2000.



**Vicki Correa**  
Area Executive  
Vice President

### GALLAGHER BENEFIT SERVICES, INC.

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## RESPONSIBILITIES

Joyce is a service team leader for PNP Sector Client Service Teams. She provides services to Public Sector clients including members of the Intergovernmental Personnel Benefit Cooperative (IPBC). She is responsible to provide our Service Teams with access and training for all of the resources available at Gallagher Benefit Services. She also works with the various vendors to ensure smooth functioning for the clients. An experienced public speaker, Joyce helps clients communicate plan changes, Health Care Reform, and the implementation of H.S.A. and Wellness programs.

## PROFESSIONAL EXPERIENCE

In her 35+ years in the insurance industry, Joyce has acquired expertise in all areas of employee benefit programs. She joined Gallagher Benefit Services in September, 2010. Prior to coming to GBS, she worked for Hub International and Assurance Agency Limited, both insurance brokerage firms. Her experience in those companies focused on public and private sector business, self-funded and fully insured. Joyce began her group insurance career with Prudential in 1983 as a Group Sales Representative, and became a broker in 1988 to better match client's needs to the appropriate products.



**Joyce Janu**  
Area Vice President,  
Client Management

## EDUCATION, COMMUNITY, AND PROFESSIONAL ACTIVITIES

B.S. Degree, Northern Illinois University, DeKalb, Illinois Licensed insurance professional in the State of Illinois, member of ILCMA, IGFOA, and IPELRA; Former Human Resources Roundtable Co-Chair Illinois Technology Association; Crain's Chicago Business featured speaker, May 2002; Former HIPAA Privacy Officer, and Employee Engagement Leadership Trainer, Hub International; Dog Adoption Counselor, The Buddy Foundation; President and Personnel Committee Chairperson, Dutch Hollow Lake Property Owners Association

### GALLAGHER BENEFIT SERVICES, INC.

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**Tyler Feeney**  
Benefits Consultant

## RESPONSIBILITIES

Tyler's role within Gallagher is to identify communities and school districts that would present a good fit for Gallagher's various corporatives found all over the Midwest. Tyler works as a team member servicing two of our largest cooperatives NIHIP (K-12 School Districts) and the IPBC (Municipalities).

## PROFESSIONAL EXPERIENCE

Tyler joined Gallagher in June of 2014 and has since been involved with the organization as a client development specialist and benefits consultant specifically in the public sector. Tyler has serviced, prospected, and sold accounts in various public sector niches ranging from K-12 school districts to Cities, Villages, and Counties.

## EDUCATION, COMMUNITY, AND PROFESSIONAL ACTIVITIES

Tyler holds a Bachelor of Science degree from Northern Illinois University in DeKalb, IL, with a major in Marketing and a minor in Sales. He is licensed to sell Life, Health, and Disability products. Tyler continues to be involved in the municipal community assisting groups such as the Illinois Association of Municipal Manager Assistants (IAMMA) host conferences, seminars, and other events for young professionals in government across the state.



**Tyler Feeney**  
Benefits Consultant

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# Member Dashboard \*Tutorial available

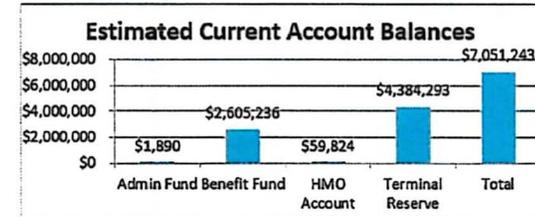


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City of Des Plaines  
 IPBC Financial Summary  
 July 2017 Through June 2018 Plan Year  
 Data Through February 28, 2018

### Account Summary

Account	Estimated Account Balance as of 6/30/17	Transfers/Withdrawals Plan Year To Date	Estimated Gain/(Loss) Plan Year To Date	Estimated Account Balance as of 2/28/18
Admin Fund	\$1,890	\$0	\$0	\$1,890
Benefit Fund	\$2,656,462	\$0	(\$51,226)	\$2,605,236
HMO Account	\$0	\$0	\$59,824	\$59,824
Terminal Reserve	\$4,401,762	(\$17,469)	\$0	\$4,384,293
<b>Total</b>	<b>\$7,060,114</b>	<b>(\$17,469)</b>	<b>\$8,598</b>	<b>\$7,051,243</b>

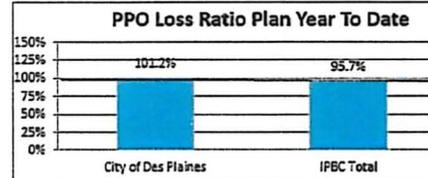


> The estimated gain/loss numbers are unaudited and subject to change.  
 > An estimate of the change in IBNR has been included in the above numbers.

### PPO Experience Summary

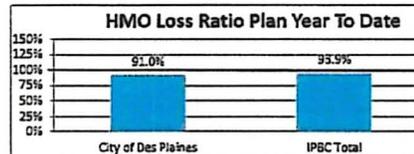
Category	City of Des Plaines	IPBC Total
Average Monthly Enrollment	316	11,312
PPO Loss Ratio	101.2%	95.7%
PPO Funding Variance	(\$44,659)	\$5,304,631
PEPM Banded Layer Claim Cost (\$35k - \$125k)*	\$226.75	\$153.79
# of Claims In Banded Layer	18	407

\*PEPM = Per Employee Per Month



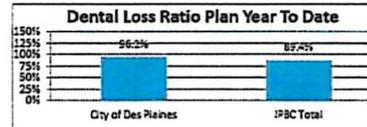
### HMO Experience Summary

Category	City of Des Plaines	IPBC Total
Average Monthly Enrollment	99	5,433
HMO Loss Ratio	91.0%	93.9%
HMO Surplus(Deficit)	\$93,224	\$3,051,031
Reallocated Surplus(Deficit)	\$70,800	\$3,051,031



### Dental Experience Summary

Category	City of Des Plaines	IPBC Total
Average Monthly Enrollment	478	7,541
Dental Loss Ratio	96.2%	89.4%
Dental Funding Variance	\$11,691	\$488,609



### PPO Network Summary

Category	City of Des Plaines	IPBC Total (For BCBS Network)
Network Savings %	55.9%	55.9%
Network Utilization %	99.9%	98.2%

## Joyce E. Janu

---

734 S. Warren Ave. • Palatine, IL 60074

312-543-7859 (M) • 847-255-2142 (H)

[joycejanu@sbcglobal.net](mailto:joycejanu@sbcglobal.net) • [www.linkedin.com/in/joycejanu](http://www.linkedin.com/in/joycejanu)

### SUMMARY

Knowledgeable, dedicated professional with extensive experience in the insurance industry. An independently driven problem solver utilizing exceptional organizational, technical and interpersonal skills to exceed business objectives. Demonstrated ability to establish and cultivate relationships in servicing employee benefits for employer groups and develop others along the same path.

### PROFESSIONAL EXPERIENCE

#### **GALLAGHER BENEFIT SERVICES, Itasca, IL**

**2010 - Present**

##### ***Area Vice President, Client Management/Public Sector Service Team Lead***

As a service lead for the Municipal team, I provide strategic direction for self funded cooperative clients and fully insured and self funded stand alone clients. Primary responsibilities include:

- Relationship Management with Key Clients
- RFP & Project Management
- Supervision of the Service Team
- Staff Training & Development
- Cooperative Committee Leadership
- Staff direction to adhere to Client Service Standards

#### **HUB INTERNATIONAL, Chicago, IL**

**1998 - 2010**

##### ***Senior Account Manager/Vice-President***

Provided employee benefit consulting services to employer groups - 100 to 1,000 employees, over \$1M in revenue, fully insured and self-funded public and private sector employers. Key accomplishments included:

- Employee Leadership & Engagement Trainer since 2007
- Small Business Unit Manager
- Association Property & Casualty Sales Manager
- HIPPA Compliance Officer

#### **BENEFIT PLANNING ASSOCIATES, Northbrook, IL**

**1996-1997**

##### ***Account Executive***

Produced new sales and account development for accounts from 100 to 1000 lives. Oversaw the marketing process, carrier negotiations, and employer group communication.

#### **ASSURANCE AGENCY LIMITED, Arlington Heights, IL**

**1990-1996**

##### ***Assistant Director***

Helped found the benefits department in this predominantly Property & Casualty (only) Agency. Sold and serviced Employer Groups from 2 to 300 lives, fully insured and self funded.

**BENICO LTD., Arlington Heights, IL**

**1988-1990**

***Vice President***

Developed my knowledge of carriers and employee benefit products as a Retail Broker. Direct sales and leads from the Assurance Agency.

**PROGRESSIVE CASUALTY INSURANCE CO., Chicago, IL**

**1986-1988**

***Territory Manager***

Educated and trained two hundred agencies on Progressive Products and rating, evaluated agent's performance and profitability.

**PRUDENTIAL INSURANCE COMPANY, Chicago, IL**

**1983-1986**

***Group Representative***

Began a career in Group Insurance including home office training with a strong emphasis on underwriting. Sales and Service of Group Accounts.

**CERTIFICATIONS and PROFESSIONAL DEVELOPMENT**

Health and Life license for Illinois

Property and Casualty License for Illinois

Xerox, Dale Carnegie and Selling Dynamics Sales Training

Crains Chicago Business Featured Speaker May 2002 Health Insurance for the Small Employer

Former Broker Advisory Committee Member Humana

Illinois Technology Association Human Resources Roundtable Co-Chair 2003-2006

**EDUCATION**

**Northern Illinois University**

**Bachelor of Science**

**REFERENCES ARE AVAILABLE UPON REQUEST**



# Gallagher

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## Gallagher's Clarification and Best & Final Offer Letter

Health and Welfare Benefits Management Services

Dear Joan,

First and foremost our team would like to thank you and the rest of your colleagues at The City of St. Charles for the opportunity to serve The City. Our proposal provides the City with a strong partner in today's insurance marketplace. At Gallagher we pride ourselves in our ability to deliver a unique and thorough package of solutions. We go beyond that of a typical broker and look at all aspects of your program to ensure it delivers the most optimal and desired impact. This strategic perspective allows us to help the City best attract, retain, and engage top talent while simultaneously controlling costs.

We believe that choosing to hire Gallagher as your consultant is in the best interest of the City for a variety of reasons:

- Exclusive Access to the Local Government Cooperative (IPBC).
- Marketplace leverage from strong vendor and carrier relationships with organizations like BCBS.
- Dedicated municipal service team that works exclusively on IL local government business and acts as an extension of your Human Resources Department.
- Extensive data warehousing and benchmarking capabilities that will enable the City to make educated and strategic decisions in regards to your total compensation program to ensure you continue to attract and retain the top talent as well as get the most value for your benefit spend.
- The extensive resources and niche focused experts of a large corporation, but the personalized and intimate servicing experience of a Ma & Pa Shop.

Included on the backside of this letter are answers/clarifications to the questions proposed. Our Team is very excited for the opportunity to work with you and share all that the Gallagher Public Sector has to offer. Thank you!

**Melissa Ginter**

Area Senior Vice President  
2850 Golf Road Rolling Meadows, IL 9<sup>th</sup> Floor  
P: 630.694.5101  
[Melissa\\_Ginter@ajg.com](mailto:Melissa_Ginter@ajg.com)

**Tyler Feeney**

Client Development  
2850 Golf Road Rolling Meadows, IL 9<sup>th</sup> Floor  
P: 630.694.5455  
[Tyler\\_Feeney@ajg.com](mailto:Tyler_Feeney@ajg.com)

Legal Disclosure

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## The City Requests Clarification from/for the Following:

1. Your proposal provided monthly pricing for services without commission. Please provide the amount to be deducted each month if The City chooses to allow commissions.

Gallagher has agreed, if the City allows Gallagher to receive commissions, to deduct any commissions received from the pricing for our firm's services. For example, based on our response to the City's RFP Gallagher's monthly fixed fee is \$4,375. If Gallagher receives \$2,000 a month in commissions from BCBS then the true monthly fee due from The City to Gallagher would only be \$2,375. Gallagher would forecast the estimated commission and deduct that equally from each monthly fee with a true up at the end of the year (or quarterly if preferred). If commissions are received in excess of Gallagher's monthly fixed fee then the true monthly fee due from the City to Gallagher would be \$0. No excess commissions would be paid out to City in accordance with federal law. Unfortunately, it is impossible using only the information provided by The City currently to determine exactly what expected commissions from each carrier would be. Once Gallagher begins to administer your plan and have more access to necessary information we can develop those numbers.

2. The City is exploring the possibility of offering insurance to two small (less than 10 employees), non-profit partner organizations that operate within City Hall. Please comment on the feasibility of providing these services in both a self-funded or pool arrangement.

The feasibility of offering insurance to your non-profit partner organizations is challenging to directly answer without first obtaining more information regarding the matter. However, we will answer the question in two separate parts; the first which addresses the feasibility under the pool arrangement (IPBC) and the second which addresses the feasibility under a self-funded arrangement.

**Self-Funded Arrangement:** This arrangement would usually require the mentioned non-profits to either be on the city's payroll or to have some sort of contractual employee/employer relationship with the City. We have reached out to BCBS to ask if there is any flexibility to this standard and will follow-up with The City as soon as we have an answer.

**Pooling Arrangement (IPBC):** The IPBC by-laws specifically define that a member must be considered a unit of local government or an intergovernmental agency. If these nonprofit entities fall under either category then they would be able to participate in the IPBC.

Prior to commencement of Professional Services governed by contract between the City of St. Charles (**City**) and the Professional Service Provider (**Insured**), the Professional Service Provider and each of its subcontractors, consultants and agents hired to provide the services for the Project, shall provide the City with satisfactory evidence of insurance coverage.

1. At Insured's expense, Insured shall hereby secure and maintain project insurance of the following kinds and limits set forth to protect the City from and against any and all damages, claims, lawsuits and losses which may occur or arise out of the Insured's work on behalf of the City. The project Insurance shall remain in effect throughout the duration of the entire Contract.
2. Insured shall furnish Certificates of Insurance to the City, inclusive of the Additional Insureds, with its submittal of signed contract.
3. All insurance policies must be written with insurance companies approved by the City, licensed to do business in the State of Illinois, and have a rating of not less than A- VI, according to the latest edition of the A.M. Best Company.
4. The City may inspect any and all forms and certificates of insurance at any time. , Insured will give the City a copy of the forms and certificates inclusive of, but not limited to: Additional Insured forms, Waivers of Subrogation, and all forms with primary and non-contributory language. The forms and certificates must be delivered to the City within two (2) business days of the request.
5. Insured agrees to obtain and maintain an insurance policy, including coverage with limits not less than those exhibited on the following page (or greater if required by law).
6. The City reserves the right to increase the aforementioned limits of Liability Insurance required of insured depending on, but not limited to: the size and scope of the particular project, or the level of financial exposure, or operational risk to the City.
7. Insured shall include the City as a primary, non-contributory additional named insured on the General Liability Insurance policy and reflect the same language on its Certificate of Insurance provided to the City.
  - a. Forms confirming Additional Insured and Broad Form Vendors' Liability in favor of the City must be provided to the city.

If Insured fails to comply with the insurance requirements contained herein, all the City's obligations under the Agreement will terminate.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/31/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 300 S. Riverside Plaza, Suite 1500 Chicago IL 60606	<b>CONTACT NAME:</b> Direct All Inquiries to Email	
	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b> Chi_Certificates@ajg.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Arch Insurance Company		11150
<b>INSURER B:</b> Arch Indemnity Insurance Company		30830
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**INSURED** ARTHJGA113  
 Arthur J. Gallagher & Co.  
 The Gallagher Centre  
 2850 West Golf Road  
 Rolling Meadows IL 60008

**COVERAGES**

CERTIFICATE NUMBER: 1229117921

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	41GPP4938411	10/1/2018	10/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			41CAB4938311 (AOS) 41CAB4939011 (MA)	10/1/2018 10/1/2018	10/1/2019 10/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			X00G46820149022	10/1/2018	10/1/2019	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	41WCI4938111 (AOS) 44WCI0501911 (NY, TX, CA, KY, MO)	10/1/2018 10/1/2018	10/1/2019 10/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	Errors & Omissions			01-824-14-88 ELU157312-18	10/1/2018	10/1/2019	Limit: \$17,000,000 \$13,000,000 Total: \$30,000,000

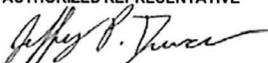
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability:  
 General Aggregate Per Location Subject to \$10 Mil Policy aggregate.

Certificate Holder is shown as an Additional Insured solely with respect to General Liability coverage as required by written contract per form CG20 15 04 13 pursuant to and subject to the policy's terms, definitions, conditions and exclusions.  
 The insurance provided in the General Liability policy is primary and any other insurance shall be excess only, and not contributing per endorsement CG 20 01 04 13.

Waiver of subrogation applies to the certificate holder as respects the General Liability, Employer Liability and Worker Compensation policy pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

**CERTIFICATE HOLDER****CANCELLATION**

City Of St. Charles 2 East Main Street St. Charles IL 60174	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

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## WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Person Or Organization:**

ANY PERSON OR ORGANIZATION WHERE WAIVER OF OUR RIGHT TO RECOVER  
REQUIRED BY WRITTEN CONTRACT WITH SUCH PERSON OR ORGANIZATION  
PROVIDED SUCH CONTRACT WAS EXECUTED PRIOR TO THE LOSS.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

POLICY NUMBER: 41WCI4938111

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

**SCHEDULE**

**ANY PERSON OR ORGANIZATION WHERE WAIVER OF OUR RIGHT TO RECOVER IS REQUIRED BY WRITTEN CONTRACT WITH SUCH PERSON OR ORGANIZATION PROVIDED SUCH CONTRACT WAS EXECUTED PRIOR TO THE DATE OF THE LOSS.**

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.  
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective : 10/1/2018      Policy No. 41WCI4938111      Endorsement No.  
Insured **ARTHUR J. GALLAGHER & COMPANY**      Premium \$ **INCL.**  
Insurance Company **ARCH INSURANCE COMPANY**

Countersigned By \_\_\_\_\_

DATE OF ISSUE:

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – VENDORS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s) (Vendor)	Your Products
ANY VENDOR WHERE REQUIRED BY WRITTEN CONTRACT PROVIDED SUCH CONTRACT WAS EXECUTED PRIOR TO LOSS	ANY OF YOUR COVERED PRODUCTS AS REQUIRED BY WRITTEN CONTRACT
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured any person(s) or organization(s) (referred to throughout this endorsement as vendor) shown in the Schedule, but only with respect to "bodily injury" or "property damage" arising out of "your products" shown in the Schedule which are distributed or sold in the regular course of the vendor's business.

However:

1. The insurance afforded to such vendor only applies to the extent permitted by law; and
2. If coverage provided to the vendor is required by a contract or agreement, the insurance afforded to such vendor will not be broader than that which you are required by the contract or agreement to provide for such vendor.

**B.** With respect to the insurance afforded to these vendors, the following additional exclusions apply:

1. The insurance afforded the vendor does not apply to:
  - a. "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
  - b. Any express warranty unauthorized by you;
  - c. Any physical or chemical change in the product made intentionally by the vendor;
  - d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

- e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
- f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
- g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- h. "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
  - (1) The exceptions contained in Sub-paragraphs d. or f.; or

(2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

2. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

C. With respect to the insurance afforded to these vendors, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the vendor is required by a contract or agreement, the most we will pay on behalf of the vendor is the amount of insurance:

- 1. Required by the contract or agreement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

### **Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

## CONTRACT EXHIBIT D



**Change Order** Contract/PO # \_\_\_\_\_ Amendment # \_\_\_\_\_

### Health and Welfare Benefits Management Services #1004

**Exhibit D**

This document is incorporated into the above contract as an amendment to the Contract between the City and the Contractor/Professional Service Provider commencing on the date the last party signs this document. Any change to the character, form, quality, extent, or cost of the Service/Project shall be in writing and approved on this form.

**1. This Change Order is required due to** (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Changed / Unforeseen Condition | <input type="checkbox"/> Errors and Omissions            |
| <input type="checkbox"/> Change in Scope                | <input type="checkbox"/> Renewal / Extension of Services |
| <input type="checkbox"/> _____                          |  |

**2. The effect of this change is** (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Total Cost is increased by \$ _____      | <input type="checkbox"/> Extension of _____ (calendar / work) days        |
| <input type="checkbox"/> Material is increased by \$ _____        | <input type="checkbox"/> Extension of Completion Date from _____ to _____ |
| <input type="checkbox"/> Emergency Change, not to exceed \$ _____ |   |
| <input type="checkbox"/> _____                                    |   |

**3. Attachments Supporting Change Order** (check all that apply)

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Contractor's Proposal                                 | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> Description of Change (include Drawing if applicable) |                                       |

Change in Price		Change in Completion (days / calendar date)
Original Price <i>(reference Agreement cover page)</i>	\$ _____	<i>a</i> Original: #days until completion / calendar date for completion <i>(reference date of Work May Proceed)</i>
Current Price resulting from Prior Change Orders <i>(reference prior Change Order line d)</i>	\$ _____	<i>b</i> Current Completion resulting from Prior Change Orders: <i>(reference prior Change Order line d)</i>
Net Increase/decrease of this Change Order <i>(reference above #2)</i>	\$ _____	<i>c</i> Net increase/decrease of days for this Change Order <i>(reference above #2)</i>
New Price inclusive of this Change Order* <i>d=(b+c)</i>	\$ _____	<i>d</i> New Time of Completion inclusive of this Change Order <i>d=(b+c)</i>
Cumulative Price change since execution* <i>e=(d-a)</i>	\$ _____	<i>e</i> Cumulative Time of completion since execution (expressed as total days)** <i>e=(d-a)</i>
<i>*if the total price (d) exceeds \$25,000, and has not been approved by council, council approval is required. *If the cumulative price change (e) exceeds \$25,000, or exceeds an approved contingency, council approval is required.</i>		<i>**if the cumulative change in days of completion exceeds the contracted dates for completion, are Liquidated Damages applicable? <b>Yes or No</b></i>

All parties hereby acknowledge and agree this Change Order is inclusive of all known changes to scope, compensation and work schedule on behalf of the undersigned and Contractor's supplier, subcontractor, consultant, and agent necessary to complete the Project/Service. All parties hereby acknowledge that this Change Order is incorporated into the previously executed Contract by the signature of the parties below.

**City Project Manager** \_\_\_\_\_ date \_\_\_\_\_

**City Administrator** \_\_\_\_\_ date \_\_\_\_\_

**Contractor/Professional Service Provider** \_\_\_\_\_ date \_\_\_\_\_

For Office Use Only



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: IIA5

**Title:** Recommendation to approve an Ordinance Amending Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.090 “License Classifications” of the St. Charles Municipal Code.

**Presenter:** Police Chief James Keegan

Meeting: City Council Meeting

Date: February 4, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

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

A local liquor license holder has requested modifications to the existing A-2 Liquor License section of the Ordinance.

Amendments to the current A-2 license include:

- Allowing consumption on site utilizing tastings, single service cocktails (beer, wine and spirits); only sold only in a specified area and allowing consumption inside the store.
- Alcohol sold inside the store that is not transacted in the aforementioned areas cannot be consumed on-site.
- Because of the great success of warm weather grilling, the Blue Goose is also seeking outside consumption; sold from cash stands during their outside grilling events. Consumption would be limited to their outside seating area and staff from the Blue Goose would remain present at all times consumption is taking place to avoid alcohol being moved.
- Because of the State’s provisions of not allowing alcohol to be consumed where merchandise is sold, this type of license would be limited to grocery stores only.

*This this item was presented at the Government Operations Committee meeting on January 22, 2019. It was approved with a vote of 4 ayes and 3 nays.*

**Attachments** *(please list):*

Summary, proposed ordinance with changes

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to approve an Ordinance Amending Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.090 “License Classifications” of the St. Charles Municipal Code.

**City of St. Charles  
Ordinance No. 2019-M-**

**Ordinance Amending Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.090 “License Classifications” of the St. Charles Municipal Code**

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

**SECTION ONE:** That Title 5 “Business Licenses and Regulations,” Chapter 5.08 “Alcoholic Beverages”, Section 5.08.090 of the St. Charles Municipal Code, be and hereby is amended as follows:

A-2. Class A-2 licenses shall authorize the retail sale of alcoholic liquors in original packages only and not for consumption on the premises. The primary purpose of the premises shall be for retail sales other than the retail sales of alcoholic liquor, such as food store, drug store or mass merchandiser. The premises shall have a minimum gross area of ten thousand square feet (10,000’), and provided the square footage devoted to the retail sale of alcoholic liquor is ten percent (10%) or less, of the gross square footage.

Additional provisions include:

1. Alcohol sold in original packages and intended for off premises consumption shall not be opened or consumed on the premises or in any designated seating/serving area.
2. Wine/beer tasting shall be permitted on such premises in accordance with state law.
3. The sale of liquor intended for consumption on the premises shall be limited to individual servings of spirits, beer, wine or sake.
4. The sale of spirits, beer, wine or sake, for consumption on the premises, shall be served only in a designated seating/serving area, which includes an area where food is prepared and regularly served on the premises. Such food shall include hot or cold sandwiches, appetizers, tapas, sushi, baked goods or other similar foods.

Alcohol consumption and sales will be allowed outside at grilling stands/barbeque areas so long as store personnel are present at all times consumption/sales are taking place and consumption is limited to a designated patio area; approved in advance by the Liquor Commissioner.

5. The consumption of spirits, beer, wine and sake on the premises shall be permitted in the designated seating/serving area as well as the shopping areas throughout the premises or the aforementioned patio; however, the licensee shall mark, with conspicuous signage, the area past which consumption of spirits, beer, wine and sake is no longer permitted.

6. The designated seating/serving area for customers consuming spirits, beer, wine or sake on the premises shall be limited to five percent (5%) of the gross floor area.
7. It is intended that the service of spirits, beer, wine and sake is merely adjunct to the operation of a grocery store and that the facility shall not be advertised or otherwise held out to be a drinking establishment.
8. Hours for the sale of packaged alcoholic liquor, for consumption off the premises shall be in accordance with this code but in no case shall the sale of spirits, beer, wine or sake take place outside of the normal business hours of the grocery store.
9. The establishment does not engage in the retail sale of goods outside of groceries such as, but not limited to, clothing, shoes, home goods, electronics, and sporting goods.
10. The annual fee for such license shall be in accordance with our current fee schedule.

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

**SECTION THREE:** This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this  
\_\_\_\_ day of \_\_\_\_\_, 2019.

PASSED by the City Council of the City of St. Charles, Illinois this  
\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED by the Mayor of the City of St. Charles, Illinois, this  
\_\_\_\_ day of \_\_\_\_\_, 2019.

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Raymond P. Rogina, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes : \_\_\_\_\_

Nays : \_\_\_\_\_

Absent : \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

DATE: \_\_\_\_\_

**MINUTES  
CITY OF ST. CHARLES  
GOVERNMENT OPERATIONS COMMITTEE  
ALD. TODD BANCROFT, CHAIR**

**TUESDAY, JANUARY 22, 2019  
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

**1. Call to Order**

The meeting was convened by Chairman Bancroft at 7:14 pm.

**2. Roll Call**

**Present:** Ald. Lewis, Silkaitis, Payleitner, Lemke, Gaugel, Vitek and Bessner.

**Absent:** Ald. Stellato, Turner

**3. Administrative**

- a. FY 18/19 City of St. Charles Fuel Tax Receipts – Information Only
- b. Video Gaming Statistics – Information Only

**4. Omnibus Vote**

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

**5. Fire Department**

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

Motion by Ald. Turner second by Lemke to approve the omnibus vote.

**Voice Vote:** Ayes: Unanimous; Nays: None. Chairman Bancroft did not vote as Chair.

**Motion Carried**

- \*b. **Recommendation to approve an Ordinance Authorizing the Disposal of Surplus Fire Department Equipment.**

Motion by Ald. Turner second by Lemke to approve the omnibus vote.

**Voice Vote:** Ayes: Unanimous; Nays: None. Chairman Bancroft did not vote as Chair.

**Motion Carried**

**6. Police Department**

- a. **Recommendation to approve a proposal for a new massage establishment license for P & S Enterprises, Inc., dba Massage Lux located at 921 S Randall Road, St. Charles.**

Chief Keegan noted that the item advanced from the Liquor Control Commission meeting with a vote of 4 – 0. The business is located at 921 Randall Rd and will occupy 2800 sq. ft.; 1000 sq. ft. will be a massage facility. This is a franchise similar to Massage Envy or Heavenly Massage. The floor plan was reviewed, a site visit took place, and he recommends in favor of the license.

Ald. Payleitner asked how we can license a business that has no manager or therapists yet.

Chief Keegan said it would be contingent upon proof that managers have been provided and vetted property. To get the lease executed they needed approval from the City. We will hold those in abeyance and make sure they are vetted properly.

Motion by Ald. Lewis, second by Lemke to recommend approval of a proposal for a new massage establishment license for P & S Enterprises, Inc., dba Massage Lux located at 921 S Randall Road, St. Charles.

**Voice Vote:** Ayes: Unanimous; Nays: None. Chairman Bancroft did not vote as Chair.

**Motion Carried**

- b. Recommendation to approve an Ordinance Amending Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.090 “License Classifications” of the St. Charles Municipal Code. (Class A2 package license – tasting.)**

Chief Keegan explained that this item advanced with 2-2 vote with the Mayor in favor of this recommendation. Models were looked at in Carol Stream and Bloomingdale, specifically what is in place at the Mariano’s and Whole Foods stores. This would enhance our ordinance to be consistent with other municipalities. Page 2 of the document included in your packet explains that this leaves the ordinance intact, with some additional provisions. The tasting area can’t exceed 5% of the gross floor space. The retail establishment cannot offer goods outside of alcohol or food, and if clothing or jewelry is being sold alcohol consumption is not allowed per state statute.

Ald. Lewis asked for clarification regarding this change and noted that Jewel, Meijer, Walgreens, Costco, wouldn’t be able to do this because they sell goods other than food. She then inquired if this is designed for one establishment, the Blue Goose?

Chief Keegan said as long as the primary purpose is food and beverage sales it would be okay. When a business starts encroaching into the sale of merchandise that’s when it’s not allowed. The only store that has approached the City with this concept is Blue Goose. Ald. Lewis said that she thinks it would be prudent for us to figure out how to move forward with this before we solidify something, and said she would like to hear what happened at the Liquor Control Commission (LCC) meeting earlier that evening.

Ald. Silkaitis explained that there was some discussion and concerns brought up at the LCC meeting. He and another member have concerns about walking around a grocery store drinking scotch, beer, or basically whatever you want. It’s not a concept they are comfortable with at this point. He indicated that this could cause problems with enforcement.

Ald. Vitek said that she thinks it important that St. Charles businesses be competitive with other communities. She also mentioned that she agrees that other businesses such as Meijer and Target might approach us with this, but she doesn't want to inhibit a business that wants to do it because of that. She stated based on the guidelines presented she thinks it's a good decision. She went further to say she's attended some tastings at the Blue Goose and it's been controlled.

Ald. Payleitner asked why the State allows you to drink and grocery shop but not drink and dress shop?

Chief Keegan said it's allowed as long as there is no merchandise being sold. It's what the intent or purpose of the business and the license has to be ancillary to that.

Ald. Payleitner asked Mr. Lencioni which communities are doing this.

Mr. Lencioni said he is only interested in selling wine, and that it's integrated into selling food. We're talking about a concept that's already effective in the region. This concept has been in the Chicago area for about 10 years. Angelo Caputo's in Carol Stream and Mariano's in Bloomingdale are doing this. Mr. Lencioni noted that it's not about drinking but more about culture and showing the market that you're open to ideas.

Ald. Payleitner said the culture is what she's concerned about, and she's not sure it's the St. Charles culture yet. Ald. Payleitner indicated that she's okay with wine, but doesn't agree with the alcohol portion of this.

Mr. Lencioni stated that this will be fully staffed with trained employees who understand the environment. He noted it's about shopping, and that they are in the business of managing people.

Ald. Payleitner said that she thinks it a big leap right out of the gate, and that it could be trimmed down to what your (Blue Goose) specialty is.

Ald. Lewis said she's not opposed to this concept, but she would like to take the Blue Goose out of the ordinance, and write the ordinance as to what we would like to see happen in St. Charles. She went on to say that in her opinion the Blue Goose fits the boutique shopping experience, but she would like to see an ordinance that did not include spirits. She stated the ordinance needs a bit more work before we can move forward.

Ald. Vitek asked Chief Keegan if he is comfortable with the ordinance. Chief Keegan answered that he is comfortable; he did the research and adopted this language from other municipalities, Carol Stream, Bloomingdale and Wheaton.

Ald. Vitek said she would like to see St. Charles be ahead of the curve. We have a business that wants to be competitive with businesses in the communities around us. Chief and staff are comfortable with this ordinance. I would like to see us move forward with this.

Ald. Lewis asked if Ald. Vitek would be comfortable with removing spirits from the ordinance and moving forward with beer and wine only. Ald. Vitek indicated that she would like to move forward with the ordinance as it stands.

Chief Keegan commented that he adopts business models and works with businesses that are in place as well as perspective businesses. He noted that he works with Mr. McGuirk and often times they look for best practices elsewhere. This is boiler plate language that the State looked at and that was gathered from other municipalities.

Ald. Lemke asked if consumption would take place in a defined area.

Chef Keegan said that single servings would be purchased in a controlled transaction area and would be allowed throughout the store. In this particular model, because of the grilling that takes place in spring, summer and fall, there would also be sales outside within a fenced, supervised area.

Ald. Bancroft noted that this is indicative of where all retail is going and it's experiential. He said he applauds Mr. Lencioni for being experiential and that it has to be done even for a grocery store.

Ald. Payleitner mentioned that she respects the Chief, he does his due diligence and research, but we have to think if it's good for our town and if we want to open the door for businesses to do this. She stated that she has no problem with Mr. Lencioni's application, but thinks we need to move slowly. She noted again that she has an issue with spirits.

Motion by Ald. Vitek, second by Gaugel to recommend the approval of an Ordinance Amending Title 5 "Business Licenses and Regulations", Chapter 5.08 "Alcoholic Beverages", Section 5.08.090 "License Classifications" of the St. Charles Municipal Code. (Class A2 package license – tasting.)

**Roll Call:** Ayes: Lemke, Gaugel, Vitek, Bessner; Nays: Silkaitis, Payleitner, Lewis. Chairman Bancroft did not vote as Chair. **Motion Carried.**

**c. Recommendation to approve Site Plan Modifications for The Blue Goose Supermarket located at 300 S 2<sup>nd</sup> Street, St. Charles.**

Chief Keegan presented the site plan modifications for the Blue Goose Supermarket and mentioned this will be a moot point if the ordinance does not get approved. The code does not require committee or commission approval. The approval lies with the Liquor Commissioner. Mr. Lencioni has put together a business plan and a detailed drawing of the sales/transaction area he spoke of earlier. In addition, there are some aerial shots with some fencing he's like to erect.

Motion by Ald. Payleitner, second by Ald. Lewis to recommend the approval of Site Plan Modifications for The Blue Goose Supermarket located at 300 S 2<sup>nd</sup> Street, St. Charles.

**Roll Call:** Ayes: Unanimous; Nays: None. Chairman Bancroft did not vote as Chair. **Motion Carried.**

- d. Recommendation to approve an Ordinance Amending Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.130 “License – Hours of Sale” of the St. Charles Municipal Code. (Class A, F, and G – hours of sale.)**

Chief Keegan said that he has been speaking to some businesses that are contemplating moving to St. Charles as well as some existing businesses, and has been asked to look at the code. During his research he discovered that only Geneva has a sunset clause of 10:00 pm on liquor sales at package good stores. West Chicago is midnight, South Elgin and Campton Hills are more liberal. From an enforcement and compliance perspective he would advocate that all licenses mirror one another. All of the restaurants and taverns have midnight licenses. The amendment of this ordinance will allow us to be consistent and competitive with our neighboring municipalities, but will also help with enforcement

Amending Title 5 “Business Licenses and Regulations”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.130 “License – Hours of Sale” of the St. Charles Municipal Code. (Class A, F, and G – hours of sale.)

**Roll Call:** Ayes: Unanimous; Nays: None. Chairman Bancroft did not vote as Chair.  
**Motion Carried.**

- e. Recommendation to approve a proposal for a new class B1 liquor license including a 2:00 am late night permit for Flagship on the Fox, located at 100 S. Riverside Avenue, St. Charles.**

Chief Keegan indicated that the petitioner Steve Mayer owns and operates numerous establishments in Chicago that are very successful. Mr. Mayer will be taking the northern portion of the building located at 100 S Riverside Avenue, the old Chord on Blues building. The owner has proposed some façade improvements as well as an interior build-out that will enhance the look and feel of the business.

Motion by Ald. Payleitner, second by Ald. Gaugel to recommend the approval of a proposal for a new class B1 liquor license including a 2:00 am late night permit for Flagship on the Fox, located at 100 S. Riverside Avenue, St. Charles.

**Roll Call:** Ayes: Unanimous; Nays: None. Chairman Bancroft did not vote as Chair.  
**Motion Carried.**

- f. Recommendation to approve a proposal for new class B1 liquor license including a 1:00 am late night permit for Jay’s & N Inc., dba Pub 47, located at 1890 W. Main Street, Suite B1, St. Charles.**

Chief Keegan informed Council that this was presented at the Liquor Control Commission and passed with a vote of 4 – 0. He mentioned that he would like to make a friendly amendment to a 2:00 am permit instead of a 1:00 am permit. The petitioner will buy the inventory from the current ownership group and would like to remain intact as Pub 47 for approximately 90 days. The business would then transition into Throwbacks Lounge. He has been made aware that

video gaming does not stay with the business and that there is a 1-year moratorium on that with a new license.

Ald. Payleitner inquired as to whether they will transition into a brewery. Mr. Aagoston indicated that he will not be a brewery but a sports bar. Chief Keegan indicated that he will be serving craft beer, but will not be a brewery.

Motion by Ald. Gaugel, second by Ald. Vitek to recommend approval of a proposal for a new class B1 liquor license including a 1:00 am late night permit for Jay's & N Inc., dba Pub 47, located at 1890 W. Main Street, Suite B1, St. Charles.

**Roll Call:** Ayes: Unanimous; Nays: None. Chairman Bancroft did not vote as Chair.  
**Motion Carried.**

## 7. City Administrator

- a. Continued discussion concerning Carriage Oaks Senior Complex.

City Administrator, Mark Koenen reminded the committee members of the meeting that took place regarding Carriage Oaks approximately 1 month prior, and the conversation relating to the City approving the transfer of the property, not approve the transfer, or simply withdraw as a sponsor. Staff was charged with continuing to have conversations with both the purchaser and the seller. There were a couple of issues; first, what is our level of comfort and information regarding the operations, financial record keeping, and audits that have taken place with Carriage Oaks through the years? The City of St. Charles was not involved the past number of years so we have some information, but not all, and there is concern with the level of information we have. Second, there is the concern about liability. Attorney McGuirk was able to work with the purchaser, seller, and Essex Corporation to provide us with an indemnity and hold harmless agreement if we were simply withdraw from being a member of their organization. The staff's perspective, in terms of protecting the corporate interest of the organization, is that we accept the agreement and resign as a sponsor.

Ald. Bessner asked when the agreement would be in place if we were to withdraw. Mark indicated that nothing would happen before the City Council acted on it officially on February 4. Ald. Bessner asked if the City Council were to decide to withdraw how quickly would that be put in place, or if it's tied to the closing. Attorney McGurik answered that he thinks it would happen shortly thereafter, but wasn't aware of when the closing is scheduled. Mark then indicated that there are no comments about that in the document. He said that both the City and the Township would need to take the same action and the closing would most likely be scheduled at that point.

John Freidline (resident carriage oaks 14<sup>th</sup> street). John mentioned that he was at the meeting in December, and thanked the Mayor and Council members for the probing questions they presented at that meeting. He went on to say that at the last meeting they were told that the residents were fully informed about the buy-out proposal. He said the residents were informed by a memo on or about September 28, 2018 that there would be a special meeting on October 1, 2018. All residents were encouraged to attend as they would have an important decision to make. The purpose of the meeting was a secret. At the October 1, 2018 meeting the residents were informed that the entrance fee model was becoming difficult to market and one resident

had defaulted. It would be to their advantage to recover 90% of their entrance fee and not have to worry about selling the unit when moving. The members were given a packet of material containing the proposal from Essex to convert to a for-profit rental community. The packet also contained a proxy to be voted on at the next meeting on October 9, 2018. Over the next 3 days residents were given 15 minutes with Essex representatives to ask questions. Those meetings were 2 on 1, behind closed doors where a hard sell was given. There was no general meeting of the residents for a give and take on the buy-out proposal. The following meeting on the 9<sup>th</sup>, we were to find out the results of the vote. The meeting started late, the proxy vote was voided and the meeting was adjourned until November 15, 2018. The residents were not informed of why the proxies were voided. The residents were told they would receive a new proposal and proxy. The only change in the proposal was to take 10% from the entrance fee only and not the supplemental fee paid by some when buying in. At the November 15 meeting we were told the proxy vote was 70 for the sale, 9 against the sale. Who counted the votes, and who watched the counting?

I got the board minutes and nothing was recorded about the proposal. I couldn't get minutes from the August meeting. I assume the proposal was brought up at that meeting. The board members were told at the August meeting everything was taken care of and they didn't have to be concerned. Before the proposal was given to us we had 5 vacancies, does that mean we were a failing community? How far in debt were we? Why was there so much secrecy and a rush to vote? None of these questions have been answered. There were 3 Essex representatives at the Council Meeting last month. Where was our representative? Our residents, senior citizens, have all decided to live at Carriage Oaks. I don't think that they should have to make a decision to change that at this stage of life. I think this maybe borders on senior abuse. What do I get for the 90% equity in my home? I get the opportunity to move, or live in my home as a tenant at an increase of \$1400 per month. At that rate it won't take long for Essex to make up what they paid for my home. We just got the lease and weren't allowed to see it prior to voting. We were given a verbal promise the community would continue to operate as in the past. Was it a mistake for the City to sponsor Carriage Oaks a not-for-profit, affordable, senior housing complex, and now back away from the commitment to provide for the well-being of residents?

This buy-out has caused a major disruption for those living in Carriage Oaks. Many residents have already moved, and others are trying to downsize to afford living there. I have several financial statements from when I moved into Carriage Oaks, none indicate that we are losing money. It looks as though we made money every year. I ask that if this buy-out is to take place we have a representative look at the books, check the facts, and tell us that we are a failing community, the buy-out is the necessary, and the offer is the most equitable solution to the problem.

Chair Bancroft stated that staff recommendation is focused on the right thing, the liability of the City. All of the answers that Mr. Freidline is asking can only be given by someone other than the City. We haven't been a participant and have not had a role. I think the proposal by staff; I will be in favor of it. I think it absolves the City of liability in this instance. Every concern expressed by Mr. Freidline should be expressed to their governing body.

Ald. Gaugel said he agrees and will make the motion. The alderman went on to say that he sincerely feels for Mr. Freidline and that the whole thing leaves a bad taste. He noted that he finds it hard to believe that the party forcing this action didn't know up until now that they

needed the City and the Township to be involved in this conversation. The right thing to do is to resign.

Motion by Ald. Gaugel, second by Ald. Vitek to recommend the resignation as a Sponsor Member and Release and Agreement to Indemnify and Hold Harmless.

**Roll Call:** Ayes: Unanimous; Nays: None. Chairman Bancroft did not vote as Chair.  
**Motion Carried.**

## 8. Finance Department

- \*a. Recommendation to approve Funds Transfer Resolutions authorizing budgeted transfers in the aggregate amount of \$6,142,125.72 for miscellaneous transfers.
- b. Recommendation to Approve an Ordinance Abating a Portion of the 2018 Property Tax Heretofore Levied for the City of St. Charles.

Finance Director, Chris Minick stated that last December when going through the process of passing the 2018 tax levy ordinance, for collection of taxes in calendar year 2019, we made the recommendation that we would come back before you early 2019 seeking abatement/removal of the portion of the tax levy pertaining to the general obligation bonds outstanding for the City of St. Charles. Enclosed in the packet is an ordinance that would remove approximately \$8,322,000 from the 2018 tax levy. That \$8.3M represents the debt service payments due on the outstanding general obligation bonds for calendar year 2019. Consistent with prior direction/practice payment for those obligation bonds and the debt service payments would be made from the City's General Revenue Stream. If approved, after the abatement process, the 2018 tax levy would total \$12,537,176. Staff recommends approval.

Motion by Ald. Lemke, second by Ald. Payleitner to recommend approval of an Ordinance Abating a Portion of the 2018 Property Tax Heretofore Levied for the City of St. Charles.

**Voice Vote:** Ayes: Unanimous; Nays: None. Chairman Bancroft did not vote as Chair.  
**Motion Carried**

## 9. Information Systems

- \*a. Recommendation to approve an agreement with MCC Innovations (MCCi) for Laserfiche support and maintenance in the amount of \$27,360.
- b. Information Systems Capital Budget Plan Presentation.

Director of Information Services, Larry Gunderson presented the Capital Budget Plan for Information Systems. He focused on enterprise application (software), infrastructure (network switches, hardware), Security (confidentiality, integrity, availability of the data systems).

Enterprise applications support the core business operations of our departments. Key applications are applications that manage our financials, accounting, human resources and payroll. We put in a system called Lawson in 2010. Lawson is being redeveloped and it gives us an opportunity to look at the new application, or go out to market to find something different.

A lot of our existing applications are either outdated, need to be replaced, or we don't have them. In order to meet the needs we will release RFPs in the next fiscal year, and perhaps the following fiscal year. Funding for the projects will come from bond proceeds, as well as utility enterprise funds.

The budget plan in place uses a traditional model for financing or showing the budget for these applications. Traditional meaning, we buy the software, install and maintain onsite. It doesn't take into account that going forward a lot of the software vendors will propose cloud based/internet based applications, in which case this would be more of an operating expense and there wouldn't be as much capital expense up front.

There is \$120,000 budgeted for this current fiscal year. This is for a consultant to assist with the designs we have in place and releasing an RFP, and again potentially another RFP in FY 2021.

Infrastructure – servers, data storage, networking, switches, routers, etc. We have some major projects coming focused around infrastructure and some new investments we need to put in place. We have built some equity to our replacement fund and it will probably be the core source of funding for these projects. Fiscal year 2020 we will have one RFP for both the network infrastructure and servers and data storage. There was \$40,000 in fiscal year 2018 that was for the design work.

We have put in place an information security program based on best practices. We are using a prioritized approach with a continuous and proven model. The key thing with security is that it's not just security by itself, but we will incorporate into our new hardware and infrastructure a lot of the best practices we've designed for security. It will be embedded in our entire new infrastructure going forward.

What does this provide? This will provide is alignment with several 2015 Strategic Plan Goals. One of the key things was to reduce the complexity of our systems architecture. We think this will be a good long-term investment in our technology infrastructure. What used to be long-term in hardware/software terms 10 years or so, is now more like 7 years. With the application the vendors would like you to buy the software, and never really have to replace. The end goal is to build a sustainable secure architecture and make sure the software and systems put in place are supportable by staff, cost effective, and the best value for the City.

Ald. Lewis asked if we will need to spend this money every 7 years. Larry indicated that probably won't be the case; however the cost can't be predicted. In some cases it may be less. We think our capital costs will decrease going forward because a lot of things are being moved to the internet. There will be cost but it may be lower because of that. We are building in replacement cost every year so there are small expenditures over time and reduce the impact of one time purchases.

Ald. Gaugel said that one of the best ways to control costs is to compete anything and everything possible. If we have open RFPs, and do them as a best value, meaning it's not always the lowest price, but who provides the best solution with cost in mind. By doing this we ensure we are getting the best value for the city.

Larry agreed and stated that a lot of upfront work goes into design to make sure things are defined and that there are fewer questions to what's being proposed. This allows for a much cleaner process.

Ald. Lemke asked for confirmation that we are going out for an enterprise software application and based on that we're deciding what type of server, or if it can be cloud based?

Larry stated that there have been a lot of investments made over the years that now are in need of replacement. Part is a need, secondarily we are doing this in concert to our application to ensure that what we're purchasing we don't over buy. Our goal when reducing the complexity of our infrastructure is the assumption that some will be cloud based. We are looking for a good balance between the two.

Ald. Bancroft stated that security in the IT infrastructure and the IT world in general is as much a question of culture as having the right things in place. Most of what I've seen and experienced was human failure and not system failure. I'd like to encourage that in the budgeting process you have enough funds budgeted for training. Teaching people to be secure and what the right practices are is very important.

Larry agreed and mentioned that training has been incorporated into projects as well as the operating budget.

#### **10. 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)

#### **11. Additional Item from Mayor, Council, Staff or Citizens**

#### **12. Adjournment**

Motion by Ald. Lemke, second by Ald. Payleitner to adjourn the meeting at 8:27 pm.

:tc

**MINUTES  
CITY OF ST. CHARLES, IL  
PLANNING AND DEVELOPMENT COMMITTEE  
MONDAY, JANUARY 14, 2019 7:00 P.M.**

**Members Present:** Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel, Bessner

**Members Absent:** Vitek, Lewis

**Others Present:** Mayor Rogina; Mark Koenen, City Administrator; Rita Tungare, Director of Community & Economic Development; Russell Colby, Community Development Division Manager; Ellen Johnson, City Planner; Rachel Hitzemann, City Planner; Monica Hawk, Development Engineer, Bob Vann; Building & Code Enforcement Division Manager; Fire Chief Schelstreet, Asst. Fire Chief Christensen

**1. CALL TO ORDER**

The meeting was convened by Chairman Bessner at 7:00 P.M.

**2. ROLL CALLED**

Roll was called:

Present: Stellato, Silkaitis, Payleitner, Lemke, Turner, Bancroft, Gaugel, Bessner

Absent: Vitek, Lewis

**3. OMNIBUS VOTE-None.**

**4. COMMUNITY & ECONOMIC DEVELOPMENT**

- a. Recommendation to approve a proposal from WBK Engineering for First Street East Plaza and Riverwalk design engineering services.

Mr. Colby said the proposal includes an alternate for additional services if the project is publically bid as opposed to the developer completing the work. The Redevelopment Agreement (RDA) identifies the remaining streetscape and Riverwalk improvements as “developer optional” meaning the developer has the option to construct improvements per a plan prepared by the city with a maximum cost identified in the agreement. The East Plaza/Riverwalk project was excluded from the developer optional improvement in the 2015 RDA due to uncertainty of the timing of completion of the entire Phase 3 project. Staff has confirmed that the developer has an interest in completing the East Plaza/Riverwalk project. If the Committee would support adding the project to the “developer optional improvements”, an amendment to the RDA would be required. Currently, staff is seeking feedback on amending the RDA to add the project as “developer optional improvements” as well as recommendation regarding the proposal from WBK.

Aldr. Stellato made a recommendation regarding the developer optional improvement and amending the RDA. Mr. Colby said a draft amendment will be forthcoming for the Committee to review.

**Aldr. Stellato made a motion to approve WBK’s Engineering Proposal for First Street East Plaza and Riverwalk. Seconded by Aldr. Lemke. Approved unanimously by voice vote. Motion carried 7-0.**

b. Presentation of the 2018 St. Charles Housing Affordability Analysis

Ms. Johnson said affordable housing is defined as housing that is within the means of a household with an income at or below 80 percent of Area Median Income (AMI) for owner-occupied units and 60% for rental units. To be considered affordable, housing costs cannot exceed 30% of a household income. Ms. Johnson described the methodology used for calculating the affordable housing share in the analysis and also reviewed staff's findings. This methodology was derived from the Illinois Housing Development Authority (IHDA) 2004 Report on Affordable Housing Planning and Appeals Act and has been used since 2009 to track St. Charles' housing situation.

The affordable 2019 home price for a 4 person owner-occupied unit earning 80% of the area median income is approximately \$213,000. In all, 28% of owner-occupied housing falls below this affordable home price and is considered affordable. To determine rental units, affordable rents provided by IHDA were used. These rates are scaled based on bedroom counts. Staff collected rental rates from various St. Charles apartment complexes to determine the number of units that fall under these affordable rents. A total of 13.7% of units are considered affordable. Ms. Johnson noted that this is an undercount, as single-family rentals as well as two or more conversions were counted toward the total number of units with none of these counted as affordable because rental information for these units was not available. In total, approximately 23.7% of housing stock is affordable.

As discussed in year's past, City staff and IHDA utilize different methodologies to determine the affordable housing share. IHDA changed their methodology in 2013 which has resulted in different findings. Every five years, IHDA releases their findings of each community's affordable housing share. In December 2018, their update was released and resulted in a finding of 17.1% of affordable units in St. Charles. Ms. Johnson reviewed briefly how IHDA calculates the affordable percentages. The most current information resulted in owner and renter findings being reversed. Staff found more affordable owner-occupied units while IHDA found more affordable rental units. Some of the reasons for the difference in findings include staff's use of median income for a 4 person household to determine affordable home price where IHDA uses overall Area Median Income (AMI). Staff also uses local township assessor data and current rental information from apartments in town for actual numbers of owner-occupied and rental units. IHDA utilizes American Community Survey (ACS) estimates. Staff uses a formula that has the property tax rate built in for calculating the affordable home price where IHDA uses a median property tax based on ACS estimates which results in a higher property tax. Both findings point to an increasing amount of affordable housing in St. Charles.

Ms. Johnson said under the city code, City Council is able to set the Inclusionary Housing Fee on an annual basis. In light of the findings for 2018, staff is seeking direction whether there is interest in setting a new fee or keeping the same fee. The current fee is about \$36,000 and is calculated as the cost of providing a 25% down payment for one affordable unit priced at approximately \$145,000. This was the affordable home price set after IHDA's 2013 report was generated. Another option is to recalculate the fee based on the new affordable home price, which is a little higher. The resulting fee would then be \$39,665. A third option would be to choose a new fee. The Housing Commission recommended recalculating the fee based on the updated new affordable home price.

Aldr. Turner said he understands that, however they do not know if the housing market is going to go up or down. What was done last time worked well and due to the housing uncertainty, would keep the current fee where it is.

Aldr. Payleitner stated that the Housing Commission discussed that as well. The other side of that was the development of a formula that the Housing Commission collectively feels makes sense.

Aldr. Turner said he could go either way since there is not a big difference in the fee.

Aldr. Payleitner confirmed with Ms. Johnson that they will not be looking to adjust this for another five years.

Ms. Tungare stated from staff's prospective, that the methodology made sense with Option #2 as well as going along with the Housing Commission's recommendation.

Aldr. Gaugel said he is leaning towards Option #2 as there is a formula associated with that option and this would provide a means of explanation if needed.

**Aldr. Silkaitis made a motion to approve Option #2 for the 2019 Inclusionary Housing Fee. Seconded by Aldr. Payleitner.**

**Roll was called:**

**Ayes: Turner, Bancroft, Gaugel, Stellato, Silkaitis, Payleitner, Lemke**

**Absent: Vitek, Lewis**

**Recused:**

**Nays:**

**Motion carried 7-0**

- c. Plan Commission recommendation to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) pertaining to the definition to site landscaping requirements.

Ms. Johnson said staff is proposing modifications to Chapter 17.26 of the Zoning Ordinance entitled "Landscaping and Screening" which contains standards for landscaping of private property. Staff has observed a number of issues with the current provisions that include onerous, impractical and/or difficult to administer standards. Proposed are amendments to the following sections:

1. Building foundation landscaping.
2. Public street frontage landscaping.
3. Parking lot landscaping.
4. Retaining walls.
5. Buffer yards for existing parking lots.
6. Plant Palette (Appendix C).

Plan Commission held a public hearing on 1/8/2019 and voted 8-0 to recommended approval of the General Amendment, with a condition that invasive species be removed from the Plant Palette and these species have since been removed.

Aldr. Payleitner stated that she is pleased that the City is still holding high standards while making it customer friendly and sensible.

**Aldr. Payleitner made a motion to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) pertaining to site landscaping requirements. Seconded by Aldr. Stellato. Approved unanimously by voice vote. Motion carried 7-0.**

- d. Plan Commission recommendation to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) pertaining to the definitions of Pet Care Facilities, Arbor/Trellis and Pergola and limitations on lighting.

Ms. Johnson said staff is proposing multiple minor amendments to the Zoning Ordinance under a single application. The following amendments are proposed:

1. Clarify the definition of Pet Care Facility.
2. Currently, Arbor/Trellis and Pergola are regulated separately; however Arbor/Trellis is not defined. Add a definition of Arbor/Trellis and amend the definition of Pergola to differentiate between these structures.
3. Series lighting or neon tubing used to trim windows or outline architectural features are currently prohibited. Clarify that this provision applies only to commercial and mixed-use districts. Permit this type of lighting in commercial areas for a two-month period over the holidays.
4. Clarify prohibition of backlit awnings.

Plan Commission held a Public Hearing on 1/8/19 and voted 8-0 to recommend approval with the condition that limitations on series lighting not apply in residential districts. Currently, the code is not specific as to where those standards apply. This condition has been incorporated into the proposal.

**Aldr. Turner made a motion to approve a General Amendment to Title 17 of the St. Charles Municipal Code (Zoning Ordinance) pertaining to definitions of Pet Care Facility, Arbor/Trellis and Pergola, and limitations on lighting. Seconded by Aldr. Bancroft. Approved unanimously by voice vote. Motion carried 7-0.**

## **5. FIRE DEPARTMENT**

- a. Recommendation to waive the Formal Bid Procedure, authorize a Budget Addition and approve a contract with GeoStar Mechanical for duct replacement at Fire Stations #2 and #3 in an amount not to exceed \$115,406.

Fire Chief Schelstreet said that during the installation of HVAC improvements at Fire Station #2, the contractor noticed an unknown substance on the insulation inside the duct work. When Fire Station #2 was constructed, it was common to insulate duct work on the inside of the duct itself. Air quality testing was conducted by Midwest Environmental

Consulting and the results sent to the City's Occupational Health Group. After consultation with the doctors at Tyler Medical, the decision was made to close the Fire Station and to remediate the problem on an urgent basis. This work was completed and the Fire Station received a thorough cleansing. The Station was reopened and a follow-up air quality testing was conducted, indicating a clean bill of health. Fire Station's #1 and #3 were also tested. Fire Station #1 came back with no issues, however the test at Station #3 indicated a more pervasive problem than was present at Fire Station #2. Fire Station #3 also contained insulation inside the duct work where Station #1 did not. The Occupational Health Group confirmed that the facility should be closed while the issue was addressed. Fire Station #3 is currently closed and it needs remediation work in both the front and back of the facility.

Fire Chief Schelstreet has been in regular consultation with Mr. Minick with regards to the financial impact of the project. He has advised at the end of the year, per normal procedure, there will be a review of revenue verses expenses. Unspent funds from the Fiscal Year will be used to defer these costs. If there is an insufficient amount of unspent funding available, the monies would be accessed through the reserve. Due to the need to reopen Fire Station #3 as soon as possible and restore prompt emergency service to the west side of the community, Fire Chief Schelstreet was requesting to waive the formal bid procedure and receive authorization of the budget amendment, and a contract with GeoStar Mechanical to replace the duct work at Fire Stations #2 and #3 in the amount not to exceed \$115,406.

Aldr. Gaugel asked if there was a premium paid to have expedited work done. Fire Chief Schelstreet stated that a 20% expedited fee was applied to the total cost.

**Aldr. Turner made a motion to waive the Formal Bid Procedure, authorize a Budget Addition and approve a contract with GeoStar Mechanical for duct replacement at Fire Stations #2 and #3 in an amount not to exceed \$115,406. Seconded by Aldr. Bancroft.**

**Roll was called:**

**Ayes: Turner, Bancroft, Gaugel, Stellato, Silkaitis, Payleitner, Lemke**

**Absent: Vitek, Lewis**

**Recused:**

**Nays:**

**Motion carried 7-0**

**6. ADDITIONAL BUSINESS – None**

**7. EXECUTIVE SESSION - None**

**8. ADDITIONAL ITEMS FROM MAYOR, COUNCIL, STAFF OR CITIZENS-None.**

**9. ADJOURNMENT- Motion was made and seconded to adjourn at 7:30pm. Approved unanimously by voice vote. Motion Carried 7-0.**