

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

**MONDAY, AUGUST 1, 2016
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**
Motion to accept new liquor license application and direct staff to proceed accordingly with use of said application – Information Only.
- 4. Police Department**
 - a. Recommendation to approve an Ordinance Amending Title 5 “Business Licenses and Regulation”, Chapter 5.08 “Alcoholic Beverages”, Section 5.08.100 “License Fees; Late Night Permit Fees; Fees Established”, and Section 5.08.130 “License – Hours of Sale” of the St. Charles Municipal Code.
 - b. Recommendation to approve amplification equipment and parking lot and street closures for the 2016 Arcada 90th anniversary celebration.
- 5. Finance Department**
 - a. Presentation of the Convention and Visitor’s Bureau and consideration of funding request of \$526,500 for Fiscal Year 2016/17.
 - b. Presentation Update Regarding City’s Preliminary Financial Results for 4th Quarter ending April 30, 2016 – Information Only.
 - c. Recommendation to approve a Resolution Authorizing a Budget Amendment to the City’s FY 15/16 Budget and Authorizing the Finance Director and City Treasurer of the City of St. Charles to Transfer Funds Between the General Fund and Capital Projects Fund.
- 6. Executive Session**
 - Personnel – 5 ILCS 120/2(c)(1)
 - Pending Litigation – 5 ILCS 120/2(c)(11)
 - Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
 - Property Acquisition – 5 ILCS 120/2(c)(5)
 - Collective Bargaining – 5 ILCS 120/2(c)(2)
 - Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)
- 7. Additional Items from Mayor, Council, Staff, or Citizens.**
- 8. Adjournment**

		AGENDA ITEM EXECUTIVE SUMMARY												
		Title:		Motion to accept new liquor license application and direct staff to proceed accordingly with use of said application – Information Only.										
		Presenter:		Mayor Rogina										
<i>Please check appropriate box:</i>														
X	Government Operations (08/01/16)				Government Services									
	Planning & Development				City Council									
	Public Hearing]	Liquor Control Commission									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Estimated Cost:</td> <td style="width: 30%;"></td> <td style="width: 10%;">Budgeted:</td> <td style="width: 10%;">YES</td> <td style="width: 10%;"></td> <td style="width: 10%;">NO</td> <td style="width: 10%;"></td> </tr> </table>								Estimated Cost:		Budgeted:	YES		NO	
Estimated Cost:		Budgeted:	YES		NO									
If NO, please explain how item will be funded:														
Executive Summary:														
<p>City staff has been revising a more comprehensive liquor license application. This application was reviewed for comment of the major signature departments: Fire, Community & Economic Development, Finance, and Police so that all areas of requirements are covered before a license is issued.</p> <p>This application went before the Liquor Control Commission on July 18, 2016 and was recommended with a vote for approval. Vote: Ayes: 3; Nays: 0; Absent: 1</p>														
Attachments: <i>(please list)</i>														
Liquor License Application														
Recommendation / Suggested Action <i>(briefly explain):</i>														
Motion to accept new liquor license application and direct staff to proceed accordingly with use of said application – Information Only.														
For office use only:		Agenda Item Number: 3												

City of St. Charles, Illinois Liquor Control Commissioner
CITY RETAIL LIQUOR DEALER LICENSE APPLICATION
APPLICATION FEE IS NON-REFUNDABLE



Incomplete applications will not be accepted.

Completed applications may be submitted to:

Two East Main Street, St. Charles, IL 60174-1984

Date Application Received: _____ ☐ **New Application** ☐ **Renewal Application**

APPLICATION CHECKLIST

Check items to confirm all are attached to this application	Applicant	Office Use Only
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
Completed Application for all questions applicable to your business.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Lease/Proof of Ownership	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Articles of Corporation , if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Completed B.A.S.S.E.T. (Beverage Alcohol Sellers & Servers Training) form – filled out for all employees. A copy of the B.A.S.S.E.T. certificate is only needed for each manager . It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for all of their employees.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Site Plan for Establishment (Drawn to scale including the parking lot, patio and/or deck, outdoor seating).	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Floor Plan for Establishment (Drawn to scale and must include the layout of the establishment with tables, chairs, aisles, displays, cash register, bar, and lounge area with dimensions, percentage, and square footage noted for each space). Be sure to also include all fixed objects , such as pool tables, bar stools, vending/amusement machines; as well as all exits .	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Business Plan, to include: <input type="checkbox"/> Hours of Operation <input type="checkbox"/> Copy of Menu <input type="checkbox"/> Whether or not live music will be played at this establishment <input type="checkbox"/> Will there be outdoor seating and/or outdoor designated smoking area <input type="checkbox"/> Do not include a marketing or financial plan with this business plan	<input type="checkbox"/>	<input type="checkbox"/>
Are any building alterations planned for this site? If not sure, please contact Building & Code Enforcement at 630.377.4406 and/or Fire Prevention Bureau at 630.377.4458 to discuss whether or not a walk-thru and/or permit are necessary for this business.	<input type="checkbox"/>	<input type="checkbox"/>
All managers have been fingerprinted who are employed by your establishment. When new management is hired, it is imperative you contact the Mayor's office to be fingerprinted so the City's business files are appropriately updated.	<input type="checkbox"/>	<input type="checkbox"/>

OFFICIAL USE ONLY

☐ **Approved*** ☐ **Denied** **Date Approved/Denied:** _____ **Customer Number:** _____

 Signature of Mayor, Liquor Control Commissioner

 Date Issued

***ISSUANCE OF THIS LICENSE IS CONTINGENT ON MEETING ALL REQUIRED BUILDING AND FIRE DEPARTMENT REQUIREMENTS.**

07.05.2016

APPLICANT INFORMATIONA. Type of Business: ☐ Individual ☐ Partnership ☐ Corporation ☐ Other (explain):

B. Business Name:

C. Business Address:

D. IL Tax ID Number:

E. Business Phone:

F. Business E-mail:

G. Business Website:

H. Contact Person:

I. Title:

J. Phone No.:

K. If Corporation, Corporation Name:

L. Corporation Address (city, state, zip code):

BUSINESS ESTABLISHMENT LOCATION INFORMATIONA. **Type of Establishment:** ☐ Package ☐ Restaurant ☐ Tavern ☐ Hotel/Banquet/Arcada/Q-Center ☐ Other

B. Address applying for liquor license (exact street address):

C. Number of Parking Spaces:

D. Outside Dining s.f. [17.20.020-R]:

E. Holding Bar s.f. [5.08.010-F]:

F. Total Building s.f.:

G. Total Number of Seats:

H. Number of Bar Seats:

I. Sale Counter s.f.:

J. Live Entertainment Area s.f. [5.08.010-H]:

K. Kitchen s.f.:

L. Cooler s.f.:

M. Dry Storage s.f.:

N. Seating Area s.f.:

O. Retail/public Area s.f.:

P. Service Bar s.f. [5.08.010-O]:

Q. Brief Business Plan description based on type of establishment listed above:

MANAGER INFORMATION

Full Name, include middle initial:

Title:

Birthdate:

Birthplace:

Driver's License#:

Home Phone:

Home Address:

Full Name, include middle initial:

Title:

Birthdate:

Birthplace:

Driver's License#:

Home Phone:

Home Address:

Full Name, include middle initial:

Title:

Birthdate:

Birthplace:

Driver's License#:

Home Phone:

Home Address:

PROPOSED FLOOR PLAN/LAYOUT OF PROPERTY**Mandatory: attach to this application a floorplan or layout of the proposed facility to include the following:****CLASS B LICENSES**

1.	Every application for a Class B license, whether an initial application or a renewal application, shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale showing the following (check off once complete): <ul style="list-style-type: none">a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;b. The designated use of each room or segregated area (i.e. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided);c. The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.**
2.	The site drawing is subject to the approval of the Local Liquor Control Commissioner. The Local Liquor Commissioner may impose such restrictions as he deems appropriate on any license by noting the same on the approved site drawing or as provided on the face of the license.
3.	A copy of the approved site drawing shall be attached to the approved license and is made a part of said license.
4.	It shall be unlawful for any Class B licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing.

CLASS C LICENSES

1.	Every application for a Class C license, whether an initial application or a renewal application, shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale, showing the following (check off once complete): <ul style="list-style-type: none">a. The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;b. The designated use of each room or segregated area (e.g. dining room, holding bar, service bar, kitchen, restrooms, outdoor seating areas, all rooms and segregated areas, including outdoor areas, where alcoholic liquor may be served or consumed and all locations where live entertainment may be provided;c. The proposed seating capacity of rooms or segregated areas where the public is permitted to consume food and/or alcoholic beverages and/or live entertainment may be provided.**
2.	The site drawing is subject to the approval of the Local Liquor Commissioner. The Local Liquor Commissioner may impose such restrictions as he deems appropriate on any licensee by noting the same on the approved site drawing or as provided on the face of the license.
3.	A copy of the approved site drawing shall be attached to the approved license and is made a part of said license.
4.	It shall be unlawful for any Class C licensee to operate and/or maintain the licensed premises in any manner inconsistent with the approved site drawing.

****THE FIRE PREVENTION BUREAU WILL FURNISH ALL FINAL, PERMITTED OCCUPANCY NUMBERS FOR THIS LICENSE.**

CORPORATION / PREMISES QUESTIONS

1.	<p>If applicant is an individual or partnership, is each and every person a United States citizen (5.08.070-2)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is any individual a naturalized citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, print name(s), date(s), and place(s) of naturalization:</p>
2.	List the type of business of the applicant (5.08.070-3):
3.	Number of years of experience for the above listed type of business (5.08.070-4):
4.	Amount of merchandise that normally will be in inventory when in operation (5.08.070-5): \$
5.	Location/address and description of business to be operated under this applied for license (5.08.070-6):
6.	Is the premises owned or leased (5.08.070-6A)? <input type="checkbox"/> Owned <input type="checkbox"/> Leased
7.	<p>If the premises are leased, list the names and addresses of all direct owners or owners of beneficial interests in any trusts, if premises are held in trust (5.08.070-6B):</p> <p>Name of Building Owner:</p> <p>Address of Building Owner:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Phone Number: E-mail Address:</p> <p>Name of Building Owner:</p> <p>Address of Building Owner:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Phone Number: E-mail Address:</p> <p>Name of Building Owner:</p> <p>Address of Building Owner:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Phone Number: E-mail Address:</p>
8.	<p>Does the applicant currently operate, or operated in the past, any other establishment within the City of St. Charles that requires a liquor license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please list the business name(s) and address(es):</p>

9.	<p>Does applicant have any outstanding debt with the City of St. Charles, including, but not limited to, utility bills, alcohol tax, and permit fees, for any current or previous establishment owned, operated or managed by the applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please note the City of St. Charles requires all debt to be paid in full before consideration of a new or renewed liquor license is issued.</p>
10.	<p>Are any improvements planned for the building and/or site that will require a building permit? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, has a building permit been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, date building permit was applied for with Building & Code Enforcement:</p>
11.	<p>Has applicant applied for a similar or other license on the premises other than the one for which this license is sought (5.08.070-7)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what was the disposition of the application? Explain as necessary:</p>
12.	<p>Has applicant (and all persons listed on page 1 of this application) ever been convicted of a felony under any Federal or State law, or convicted of a misdemeanor opposed to decency or morality (5.08.070-8)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is applicant (and all persons listed on page 1 of this application) disqualified from receiving a liquor license by reason of any matter contained in Illinois State law and/or City of St. Charles Municipal Ordinances? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
13.	<p>List previous liquor licenses issued by any State Government or any subdivision thereof (5.08.070-9). Use additional paper if necessary.</p> <p>Government Unit:</p> <p>Date: _____ Location, City/State: _____</p> <p>Special Explanations:</p> <p>Government Unit:</p> <p>Date: _____ Location, City/State: _____</p> <p>Special Explanations:</p>
14.	<p>Have any liquor licenses possessed ever been revoked (5.08.070-9)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list all reasons on a separate, signed letter accompanying this application.</p> <p>Has any director, officer, shareholder, or any of your managers, ever been denied liquor license from any jurisdiction?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, proceed to Question 15. If more space is needed, please attach a separate sheet of paper with the information.</p>

15.	<p>Complete ONLY if yes was answered to the questions above (14):</p> <p>Name: _____ Name of Business: _____</p> <p>Position with the Business: _____</p> <p>Date(s) of Denial: _____</p> <p>Reason(s) for Denial of License: _____</p>
16.	<p>Date of Incorporation (Illinois Corporations) (5.08.070-10):</p> <p>Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation): _____</p>
17.	<p>Has the applicant and all designated managers read and do they all understand and agree not to violate any liquor laws of the United States, the State of Illinois, and any of the ordinances of the City of St. Charles in conducting business(5.08.070-11)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you, or in the case of a corporation, the local manager, or in the case of a partnership any of the partners, ever been convicted of any violation of any law pertaining to alcoholic liquor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you, or in the case of a corporation the local manager, or in the case of a partnership any of the partners, ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you ever been convicted of a gambling offense? <input type="checkbox"/> Yes <input type="checkbox"/> No (If a partnership or corporation, include all partners and the local manager(s).)</p> <p>Will you and all your employees refuse to serve or sell alcoholic liquor to an intoxicated person or to a minor?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
18.	<p>Mandatory: All individual owners, partners, officers, directors, and/or persons holding directly or beneficially more than five (5) percent in interest of the stock of owners by interest listed on page 1 of this application must be fingerprinted by the City of St. Charles Police Department (5.08.070-A12).</p> <p>Has this been done? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, date(s): _____</p>
19.	<p>Mandatory: Has the applicant attached proof of Dram Shop Insurance to this application or already furnished it to the City of St. Charles (5.08.060)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If already furnished, date of delivery: _____</p> <p>NOTE: Insurance must be issued from May 1, 20XX – April 30, 20XX in accordance with City code 5.08.060. Request a prorated rate from your insurance company if you are applying for a new license during this timeframe.</p>

- | | |
|-----|---|
| 20. | <p>Mandatory: Is the premises within 100 feet of any real property of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands, or children; and/or any military or naval station (5.08.230)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
|-----|---|

COMMENTS/ADDITIONAL INFORMATION

B.A.S.S.E.T. TRAINING

Please list employees required to have B.A.S.S.E.T training on this page – include all managers, assistant managers, bartenders, and clerks who are permitted to make alcoholic liquor sales. **Include copies of certificates for managers only and mark Manager if applicable. Add another page, if needed.**

Name:

(First)

(Last)

(Middle)

Manager

Home Street Address:

City, State, Zip:

Date of Course:

Place Course was Taken:

Birthdate:

Certificate Granted:

Expiration:

Name:

(First)

(Last)

(Middle)

Manager

Home Street Address:

City, State, Zip:

Date of Course:

Place Course was Taken:

Birthdate:

Certificate Granted:

Expiration:

Name:

(First)

(Last)

(Middle)

Manager

Home Street Address:

City, State, Zip:

Date of Course:

Place Course was Taken:

Birthdate:

Certificate Granted:

Expiration:

Name:

(First)

(Last)

(Middle)

Manager

Home Street Address:

City, State, Zip:

Date of Course:

Place Course was Taken:

Birthdate:

Certificate Granted:

Expiration:

NEW MANAGEMENT REQUIREMENTS

Whenever a new manager comes on board, the City must be notified and that person must be fingerprinted.

It is the business establishment's responsibility to keep copies of all B.A.S.S.E.T. certificates on file for their employees.

APPLICATION FOR LATE NIGHT PERMIT

SUPPLEMENTAL TO LIQUOR LICENSE FOR CLASS B/C

To: St. Charles Liquor Control Commission

Date:

I now possess or have applied for a liquor license Class

Applicant's Name:

Name of Business:

Business Address:

Business Phone:

SUPPLEMENTAL PERMIT APPLIED FOR**Payment of Late Night Permit fee is required at the time the permit is issued.**

- ☐ 1:00 a.m. Late Night Permit – fee of \$800.00
- ☐ 2:00 a.m. Late Night Permit – fee of \$2,300.00

NOTE: Other permits that may be available upon request include:

- Class E – Special Event License (1 to 3-day event @ \$100.00 per day)
- Outdoor Dining Permit (Contact Community & Economic Development @ 630.377.4443)

SIGNATURES_____
Applicant's Signature

- ☐ Liquor Commissioner hereby directs City Clerk to issue permit indicated above.

Liquor Commissioner's Signature_____
Date

ADDENDUM TO RETAIL LIQUOR LICENSE APPLICATION**To be completed by the City of St. Charles Police Department**

Date:	Name of Applicant:
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Name of Business:

Address of Business:	Ward Number:
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To Liquor Control Commissioner, City of St. Charles, Illinois

Pursuant to the provision of the City of St. Charles Municipal Code, Chapter 5.08, Alcoholic Beverages, the following guide shall be in effect for the investigation of an applicant for a Retail Dealer's Liquor License:

1.	Date on which applicant will begin selling retail alcoholic liquors at this location:
2.	Is the location within 100 feet of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands or children; or any military or naval station? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<p>If the answer to question 2 is yes, answer the following: Is applicant's place of business a hotel offering restaurant service, a regularly organized club, a restaurant, a food shop, or other place where the sale of alcoholic liquors is not the principal business? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, answer a, b and c:</p> <ul style="list-style-type: none">a. State the kind of such business:b. Give date on which applicant began the kind of business named at this location:c. Has the kind of business designated been established at this location for such purpose prior to February 1, 1934, and carried on continuously since such time by either the applicant or any other person? <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
4.	<p>If premises for which an alcoholic liquor license is herein applied for are within 100 feet of a church, have such premises been licensed for the sale of alcoholic liquor at retail prior to the establishment of such church? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, have the premises been continuously operated and licensed for the sale of alcoholic liquor at retail since the original alcoholic liquor license was issued therefore? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
5.	Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Is there any access leading from premises to any other portion of the same building or structure used for dwelling or lodging purposes and which is permitted to be used or kept accessible for use by the public? (Connection between premises and such other portion of building or structure as is used only by the applicant, his/her family and personal guests not prohibited.) <input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Is applicant conducts or will conduct in the same place any other class of business in addition to that of City Retailer of Alcoholic Liquor, state the kind and nature of such business: <input type="checkbox"/> Yes <input type="checkbox"/> No

8.	Are all rooms where liquor will be sold for consumption on the premises continuously lighted during business hours by natural light or artificial white light so that all parts of the interior shall be clearly visible? <input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are premises located in any building belonging to or under the control of the State of Illinois or any other political subdivision thereof, such as county, city, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Are the premises for which license is herein applied for a store or place of business where the majority of customers are minors of school age or where the principal business transacted consists of school books, school supplies, food or drinks for such minors? <input type="checkbox"/> Yes <input type="checkbox"/> No
11.	It is required by the City of St. Charles that all employees undergo BASSET training. Provide a copy of the certificate of training completion for each manager. All certificates for managers have been submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No
12.	From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state exceptions:
13.	Have all persons named in this application been fingerprinted? <input type="checkbox"/> Yes <input type="checkbox"/> No Fingerprinted by: _____ Date: _____
14.	Other necessary data:

SIGNATURES

ENDORSEMENTS AND APPROVALS

INVESTIGATING OFFICER

Investigating Officer Signature

Badge Number & Rank

ENDORSEMENT OF THE CHIEF OF POLICE

Recommend Issuing Liquor License: ☐ Yes ☐ No

Signature Of Chief of Police

Date

ENDORSEMENT OF THE LIQUOR CONTROL COMMISSIONERRecommend Issuing: ☐ Yes ☐ No Date: _____Comments: _____

Liquor Commissioner**ENDORSEMENT OF THE FIRE CHIEF**Recommend Issuing: ☐ Yes ☐ No Date: _____Comments: _____

Fire Chief**ENDORSEMENT OF THE BUILDING COMMISSIONER**Recommend Issuing: ☐ Yes ☐ No Date: _____Comments: _____

_____Zoning Classification: _____

Building Commissioner**ENDORSEMENT OF THE FINANCE DIRECTOR**Recommend Issuing: ☐ Yes ☐ No Date: _____Comments: _____

Finance Director**APPROVAL OF THE CITY COUNCIL**Approved for Issuing: ☐ Yes ☐ No Vote: Ayes _____ Nays __________
Date: _____

Attested to by City Clerk

Another important thing to note is that the Fire Department (377-4457), Police Department (377-4435), and Tri-Com (911 Dispatch Center, 232-4739) all require information about building ownership, business ownership, business managers, after hours emergency call numbers, and emergency notification personnel. It is vital that the information is current in case of emergency.



This pamphlet is offered as a guideline and is not all inclusive.

Please contact the Fire Prevention

Bureau (377-4457) and/or the

Building and Zoning (377-4406) for specifics.

Important Telephone Numbers

Fire Department/Fire Prevention Bureau
— 377-4457

Building and Zoning Department 377-4406

Community Development
377-4443

Economic Development
443-4093

Police Department
377-4435

Tri-Com Dispatch
232-4739

Utility Billing
377-4426

CITY OF ST. CHARLES

112 N. First Avenue
St. Charles, IL 60174-1984

Phone: (630) 377-4457
Fax: (630) 377-4982
City Website: www.stcharlesil.gov

CITY OF ST. CHARLES

Before You Open A Business

Things you should know about
fire code requirements



**St. Charles Fire Department,
Fire Prevention Bureau**

Tel: 630-377-4457

For Your Information

The City of St. Charles has

adopted certain Building and Fire Prevention Codes to enhance and maintain the safety of all commercial buildings in the community. Following are guidelines to help you determine what is required by the **Fire Prevention Bureau** in order to gain occupancy. These guidelines address new tenants, change of use*, remodeling, additions, and new buildings. These items must be met before your establishment can open for business. For specifics, please contact the Fire Prevention Bureau at (630) 377-4457.

SPECIAL NOTE: Building permits are required for any structural changes totaling \$100.00 or more. Building plans are to be submitted to the Building and Zoning Department. If you have any questions as to whether a building permit is required, please contact the Building and Zoning Department at (630) 377-4406.

*A change of use for fire and building code purposes is different from a zoning use. Use Groups for our purpose determines the type of fire protection required; they include Business, Mercantile, Assembly, Storage, Factory, etc. For example, if a building had a retail tenant (mercantile) and a new tenant's business would be an office (business), this would be a change of use.

Change of Tenant—no changes to building, no change of use

Check for:

- Fire extinguishers
- Exit lights
- Emergency lights
- Working fire alarm system (if exists)
- Door locks
- Any other code requirements

Change of Tenant—no changes to building, but change in use

Review building's safety provisions to determine what is needed, if anything. This could include the installation or upgrade of a fire alarm system, sprinkler system, fire extinguishers, exit and emergency lighting, door hardware, additional exits, etc.

Remodel of existing building—new tenant or same tenant, building permit required

Before Permit is Issued:

A complete plan review of architectural plans is required. This review would include building construction type, use group, size of structure, fire separation, fire protection requirements, exit and emergency lighting, storage arrangements (if any), occupancy load, etc.

After Permit is Issued, But Before Final Occupancy Inspection:

All items noted on the plan review must be addressed. If modifications are necessary to the fire alarm and/or sprinkler system, plans are required to be submitted for review and approval.

Acceptance tests of the fire alarm system and hydrostatic tests of the sprinkler system are required before final occupancy inspection.


New Building or Additions—Building Permit Required

Before Permit is Issued:

A complete plan review of architectural plans is required. This review would include building construction type, use group, size of structure, fire separations, fire protection requirements, exit and emergency lighting, storage arrangements (if any), occupancy load, etc.

After Permit is Issued, But Before Final Occupancy Inspection:

All items noted on the plan review must be addressed. If a fire alarm and/or sprinkler system is required, plans are required to be submitted for review and approval. A full diameter flush and hydrostatic test of the underground water supply for the sprinkler system is required before connection to the city water supply and the aboveground system. Acceptance tests of the fire alarm system and hydrostatic tests of the sprinkler system are required to be performed before scheduling the final occupancy inspection.

		AGENDA ITEM EXECUTIVE SUMMARY						
		Title:	Recommendation to Approve an Ordinance an Amending Title 5 "Business License Regulations," Chapter 5.08 "Alcoholic Beverages," Section 5.08.100 "License Fees; Late Night Permit Fees; Fees Established", and Section 5.08.130 "License – Hours of Sale" of the St. Charles Municipal Code					
		Presenter:	Chief Keegan					
<i>Please check appropriate box:</i>								
X	Government Operations (8/1/16)				Government Services			
	Planning & Development				City Council			
	Public Hearing				Liquor Control Commission			
Estimated Cost:				Budgeted:	YES		NO	
If NO, please explain how item will be funded:								
Executive Summary:								
<p>The attached ordinance revisions represent our efforts to work with area businesses and be responsive to their needs and business plans. Both of these modification proposals are in response to requests we received from local businesses to offer alcohol sales at holiday brunches, meal offerings and over-the-counter sales before 10:00 am on the dates indicated below. Outside of several "housekeeping" measures that clean up outdated ordinance language, the hours of operations modifications include the following:</p> <ul style="list-style-type: none"> • Packaged liquor stores already receive some dispensation from 10:00 am to 8:00 am on Christmas Eve and New Year's Eve days in regards to sales that fall on Sundays. This was enlarged to also include New Year's Eve Day, New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve Day, and Christmas. • All restaurants, banquet facilities and hotels have also been scaled back on holidays as outlined above that fall on Sundays from 10:00 am to 7:00 am. This mirrors their Monday-Saturday regulations. <p>Also the License Fees table for liquor licenses was revised with some housekeeping updates.</p> <p>This item went before the July 18, 2016 Liquor Control Commission and was recommended to go before this Government Operations Committee. Vote: Ayes:3; Nays: 0; Absent: 1</p>								
Attachments: <i>(please list)</i>								
Ordinance								
Recommendation / Suggested Action <i>(briefly explain):</i>								
Recommendation to Approve an Ordinance an Amending Title 5 "Business License Regulations," Chapter 5.08 "Alcoholic Beverages," Section 5.08.100 "License Fees; Late Night Permit Fees; Fees Established", and Section 5.08.130 "License – Hours of Sale" of the St. Charles Municipal Code.								
For office use only:		Agenda Item Number: 4a						

City of St. Charles
Ordinance No. 2016-M-_____

**An Ordinance Amending Title 5 “Business License Regulations,”
Chapter 5.08 “Alcoholic Beverages,” Section 5.08.100 “License Fees; Late
Night Permit Fees; Fees Established”, and Section 5.08.130 “License – Hours
of Sale” 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 License Regulations,” Chapter 5.08
“Alcoholic Beverages,” Section 5.08.100 “License Fees; Late Night Permit Fees; Fees
Established”, of the St. Charles Municipal Code, be amended as follows:

5.08.100 License Fees; Late Night Permit Fees; Fees Established

- A. Fees Established. The fees for the various Classes of local liquor licenses authorized in
this chapter shall be as follows:

Class License	Annual License Fee	Comments
A-1	\$1,600.00	Package Liquor Stores Only
A-2	1,600.00	Grocery Stores
A-2B	1,600.00	Wine/Beer Sales Only
A-4	1,600.00	Brewery Sales
A-5	1,800.00	Wine by Glass & Bottle Sales
B-1	1,200.00	Basic Restaurant Liquor License
B-2	1,800.00	Purchase Wine w/Takeout
B-3	1,800.00	Restaurant/Retail Wine Area
C-1 & C-2	1,200.00	Basic Tavern Liquor License <i>or Beer/Wine Only</i>
C-2	1,200.00	Beer/Wine Only
C-3	1,800.00	Sale of Bottled Wine
D-1	4,000.00	Pheasant Run
D-2	2,000.00	Hotels
D-3	2,000.00	Banquet Halls/Country Clubs
D-4	1,000.00	Moose/Clubs
D-5	2,000.00	Arcada
D-6	2,000.00	Q-Center
D-7	500.00	Steele Beam Theatre
D-8	\$1,200.00	Arts & Entertainment License
E-1	50.00 per day	Not for Profit
E-2	100.00 per day	Special Events B/C licensees
E-3	50.00 per day	Kane County Fair
E-4	100.00 per day	City Owned Premises
E-5	500.00 annual	Harley Davidson
E-6	100.00 per day	Special Late Night Permit Event <i>(up to 4 events per year)</i>
E-7	100.00 per day	Special Events A-2/A-2B licensees

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F-1	100.00	BYOB Beer and Wine Only
F-2	250.00	BYOB Beer, Wine, and Spirits

SECTION TWO: That Title 5 “Business License Regulations,” Chapter 5.08 “Alcoholic Beverages,” Section 5.08.130 “License – Hours of Sale”, of the St. Charles Municipal Code; paragraphs A, B, C, D, E, F, and G are deleted in its entirety and replaced as follows:

5.08.130 – License - Hours of Sale

- A. It shall be unlawful for any person holding a Class A-1, A-2, A-2B, A-4, A-5, F-1, F-2 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises any alcoholic liquor prior to the hour of 7:00 a.m. and after the hour of 10:00 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and prior to the hour of 10:00 a.m. and after the hour of 10:00 p.m. on Sunday except where ~~December 24 or December 31~~ *New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas Day, and New Year's Eve* occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 10:00 p.m.
(Ord. 2015-M-14 § 1; Ord. 2012-M-30 § 8.)
- B. It shall be unlawful for any person holding a Class B-1 or B-2 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 12:00 midnight and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday; and between the hours of 12:00 midnight and 10:00 a.m. on Sunday *except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 12:00 midnight.*
(Ord. 2015-M-14 § 1; Ord. 2013-M-55 § 1; Ord. 2012-M-30 § 8.)
- C. It shall be unlawful for any person holding a Class B-1, B-2, *B-3*, C-1, C-2, ~~or C-3~~, *or D8* license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 12:00 midnight and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and between the hours of 12:00 midnight and 10:00 a.m. on Sunday *except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 12:00 midnight.*
(Ord. 2015-M-14 § 1; Ord. 2014-M-4 § 4; Ord. 2013-M-55 § 2; Ord. 2012-M-30 § 8.)
- D. It shall be **lawful** for any person holding a B-1, B-2, *B-3*, C-1, C-2 or C-3 license issued pursuant to this chapter to sell, offer for sale, in or upon any licensed premises, any alcoholic liquor until 2:00 a.m. on January 1 *without being issued a Late Night Permit.*
(Ord. 2015-M-14 § 1; Ord. 2014-M-5 § 3; Ord. 2014-M-4 § 4.)

E. It shall be unlawful for any person holding a Class D-1 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2:00 a.m. and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday and Friday; between the hours of 3:00 a.m. and 7:00 a.m. on Saturday; and between the hours of 3:00 a.m. and 10:00 a.m. on Sunday *except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 3:00 a.m..*

(Ord. 2015-M-14 § 1; Ord. 2012-M-30 § 8.)

F. It shall be unlawful for any person holding a Class D-2, D-4, D-5, D-6, or D-7 license issued pursuant to this liquor chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2:00 a.m. and ~~10:~~7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday; and *between the hours of 2:00 a.m. and 10:00 a.m. on Sunday except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 2:00 a.m.*

(Ord. 2015-M-14 § 1; Ord. 2012-M-30 § 8.)

G. It shall be unlawful for any person holding a Class D-3 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2:00 a.m. and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and between the hours of 2:00 a.m. and 10:00 a.m. on Sunday *except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7:00 a.m. and after the hour of 2:00 a.m..*

(Ord. 2015-M-14 § 1; Ord. 2012-M-30 § 8.)

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SECTION THREE: 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 FOUR: 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 _____, 2016.

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

Ordinance No. 2016-M-

4 | Page

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

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes : _____

Nays : _____

Absent : _____

APPROVED AS TO FORM:

City Attorney

DATE: _____



AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve Amplification Equipment and Parking Lot and Street Closures for the 2016 Arcada 90 th Anniversary Celebration
Presenter:	Chief Keegan

Please check appropriate box:

X	Government Operations 8.1.2016		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	Police: \$550.00 Public Services: TBD	Budgeted:	YES		NO	X
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If NO, please explain how item will be funded:

Fees for City services will be paid in full by the event organizers.

Executive Summary:

This application was received on June 24th and forwarded on to special event committee members on July 5th. The committee met with the event organizer on July 12, 2016.

This event has been proposed to take place Monday, September 5, 2016 (Labor Day). This event is being organized by Arcada staff to commemorate the 90 year anniversary of the Arcada Theater.

The Arcada Theater is requesting to have an organized procession which would begin on 1st Street travel across the Main Street Bridge, turn right (south) on to S. 2nd Avenue, right (west) on to Walnut Ave, and then end on S. Riverside Avenue next to the Arcada Theater.

Attachments: *(please list)*

Diagram of proposed procession route; listing of requested street/parking lot closures
Special Event Application

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve amplification equipment and parking lot and street closures for the 2016 Arcada 90th anniversary celebration.

For office use only:

Agenda Item Number: 4b

Arcada Theatre 90th Anniversary - Marquee Party

To celebrate the Arcada's 90th year and the history of St. Charles along the way

Nick Solideo – Project Manager – Onesti Entertainment
w: 630.635.6425 c: 847.504.6701 e: nick@oshows.com

September 5th 2016, Labor Day

5pm-8pm to allow for setup and breakdown before and after. Procession will last no more than 1 hour.

Estimated # of participants: 130

General event plan for short procession: Organize the groups in designated starting point south of 64 on 1st St, begin procession up 1st St, turn on 64, pass Arcada, loop around Arcada's block, end.

(The Arcada Theatre requests a police escort for the planned procession in lieu of major street closures originally requested. On Rt. 64, 2 lanes and side of street parking spots requested to allow for enough space during procession.)

Possible organizations that will be part of this celebration: Midwest Chapter Model T Ford Club, St. Charles East High School Marching Band, St. Charles North High School Marching Band, Illinois Wheelmen Antique Bicycle Club, possibly a small rented float related to 1920s, local school theatre program,

When the groups in this procession turn onto Rt. 64, all will give a salute to Hotel Baker, as it was established in 1928, close to the Arcada's establishment date.

See below for images of designated event points and route information:



Red arrows indicate procession route. Yellow triangle indicates break point aka point when most groups break off from "procession." Purple star indicates final end point of remaining procession participants.



Red lines show parking we wish to have reserved for car club(s); Blue L marks spot for live sound underneath Arcada marquee (speeches, etc.); Yellow line marks reserved parking which should be made available for some "car club" cars to pull in after they pass Arcada during procession.

Requested Street Closures:

- 1st Street between Illinois and Main Street: 5:00 pm – 6:30 pm (or until last procession unit is on Main Street, whichever is sooner).
- One lane of Main Street from 1st Street to 2nd Avenue (via police escort)
- Riverside Avenue between Main Street and Walnut Avenue.

Requested Parking Restrictions:

- 1st Street (5:00 pm – 6:30 pm) both sides of street between Main Street and Illinois, plus temporary lot on the east side of 1st street just south of Main Street.
- Main Street (5:00 pm – 6:30pm) south side of main street bridge.
- Main Street (5:00 pm – 8:00pm) south side from Riverside Ave. – 2nd Ave (In front of the Arcada Theater).
- Riverside Avenue (5:00 pm – 8:00pm) both sides from main Street to Walnut Ave.

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



Permit No. 16-23741 Date of Meeting: 1/12/2016 Revised date 01/28/2015
 Name of the Event: ARCADA THEATRE 90th ANNIVERSARY-MARQUEE PARTY Date(s) of Event: 8:30 AM 9/5/2016

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

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

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

Special Event Submittal Check List

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

Received: <u>6/24/2016</u>	Fee Paid: \$
Receipt #	Check #
Copies of application distributed to:	
Police: <u>7/15/2016</u>	Fire: <u>7/15/2016</u> PW: <u>7/15/2016</u>
Electric: <u>7/15/2016</u>	

SECTION 1 - TASK LIST AND DUE DATES

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

Task to be completed for Events that require <u>90 days</u> (All items due to City unless noted)	Days Due Before Event	Due Date
Date of the Special Event	- N/A -	9/15/16
If event takes place in downtown St. Charles you are to complete an application through the St. Charles Downtown Partnership.	120 days	mission 7/7/2016
Submit Special Event Application	90 days	6/24/16
Payment of any outstanding funds due to the City of St. Charles	At time of submittal	
Provide verification of organization legal status, i.e. NFP, Partnership, Corporation A copy of 501(C)3 document is to be submitted with application.	At time of submittal	
Submit Class E Liquor License Application	90-days	N/A
Submit Outdoor Sales Permit Application	90-days	
Submit Loudspeaker/Amplifier License Application	90-days	N/A
Submit Raffle Permit Application (Kane & DuPage County)	At time of submittal	N/A
Submit Carnival License Application	90 days	N/A
Submit Fireworks Permit Application	60 days	N/A
Submit Original Certificate of Insurance	21 days	
Submit copies of other required permits	At time of submittal	
Emergency Phone Tree	At time of submittal	6/24/16
Emergency /Crisis Management Procedures	At time of submittal	6/24/2016
Submit Listing of Participating Retail Merchants/Applicable Food Vendors to Finance Department using Pre-Defined Form in Excel format	14 days	N/A
Notify residents/businesses of special event	14 days	

City Services Requested:			Comments
Police	Yes	No	
Fire/EMS	Yes	No	
EMA	Yes	No	
Public Services	Yes	No	
Electric	Yes	No	
Water	Yes	No	
Other:	Yes	No	STREET CLOSURES

SECTION 2 - GENERAL INFORMATION

Permit No. 116-23744

Name of Event: ARCADA THEATRE 90TH ANNIVERSARY - MARQUEE PARTY

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

Location of Event: DOWNTOWN ST. CHARLES, - around the Arcada Theatre

Date(s) of Event: 9/5/16 Hours of Event: 6 to 8 Estimated Attendance: 1000

Event Website: TBD. tentative: www.arcadalve.com

Purpose of the event: ARCADA THEATRE BIRTHDAY CELEBRATION

Name of sponsoring organization(s): ONESTI ENTERTAINMENT CORPORATION

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

(Documentation will need to be submitted providing status)

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

Contact person from sponsoring organization: NICK SOLIDEO

Organizer address: 105 E. Main St.

City: St. Charles State: IL Zip: 60174

Home Phone: _____ Cell Phone: 847 504 6701 E-mail: NICK@OSHOUS.COM

Second contact person (emergency): RON ONESTI Phone: 773 928 5535

Is this an annual event? ☐ YES ☒ NO If yes, please provide event date(s) for next year: _____

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

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

SECTION 3 - PERMITS

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

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

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

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

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

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

Are you holding a raffle at your event? ☐ YES ☒ NO

If yes, you may have to submit a **Raffle Permit Application**. For the raffle permit application for Kane County, please visit www.co.kane.il.us/COC, or contact the Kane County Clerk's Office at 630.232.5950. For the raffle permit application for DuPage County, please visit http://www.dupageco.org/countyclerk/generic.cfm?doc_id_631 or contact the DuPage County Clerk's Office at 630-407-5500.

Will you serve alcohol at your event? ☒ YES ☐ NO

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

Will there be amusement rides at the event? ☐ YES ☒ NO

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

Will you serve food at your event? ☒ YES ☐ NO

If yes, please indicate the number of vendors

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

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

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

Parking garage on S 1st St b/w (64) & Illinois St.

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

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

STREET	FROM	TO	DATES	TIMES
S 1 st St	Garage	Main St	9/5	6-7 pm
S Riverside Ave	Main St	Walnut Ave	9/5	6-8 pm
S 2 nd Ave	Main St	Walnut Ave	9/5	6-8 pm
Walnut Ave	Riverside Ave	S 2 nd Ave	9/5	6-8 pm

Does your event require the use of city sidewalks?

☐ YES ☒ NO

Does your event require temporary electric service?

☐ YES ☒ NO

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

Does your event require temporary water/hydrant meter? ?

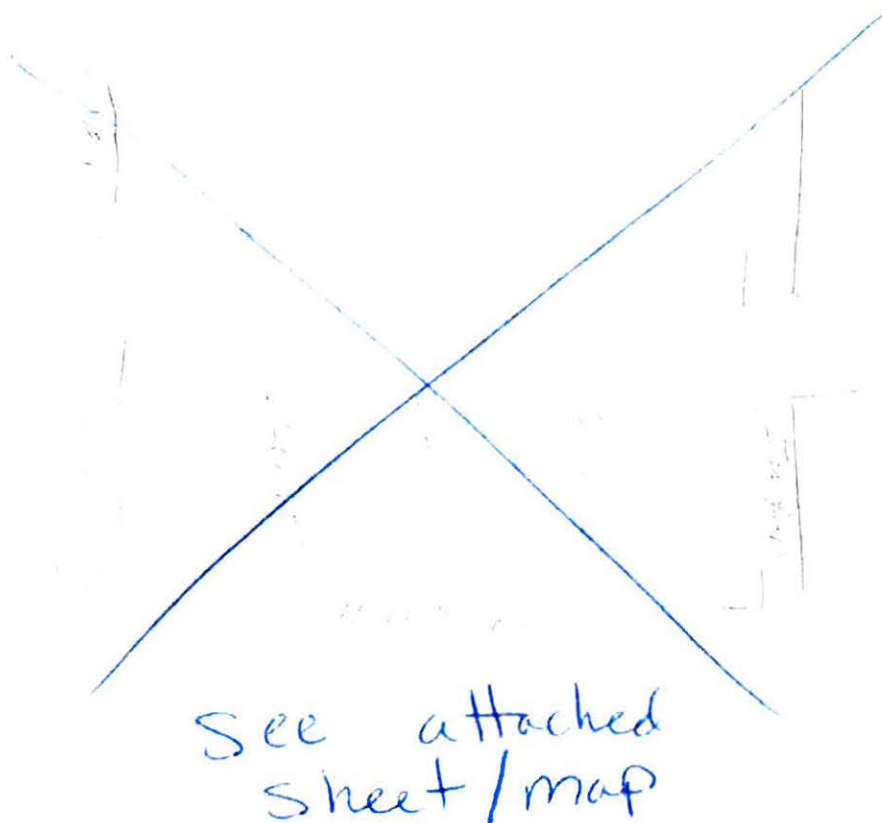
☐ YES ☒ NO

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

* Requires at least 1 lane of (64) (eastbound)
Closed From 1st St. to 2nd Ave, 9/5, 6-8 pm

SECTION 4 - SITE PLAN AND/OR ROUTE MAP

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



If applicable, the following must be included:

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

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



Map of St. Charles, Illinois, showing the location of the St. Charles Municipal Complex and surrounding streets. The map includes a scale bar and a north arrow. The map is titled "Precision GIS" and is dated 11/11/11.

Section 5 – Emergency Phone Tree

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

Event Title ARCATA THEATRE 90th ANNIVERSARY
MARQUEE PARTY Date(s) of Event 9/6/16

Emergency Contact Information

Primary Contact: NICK SOLIDEO Secondary Contact: RON DNESTI

Title: PROJECT MANAGER Title: OWNER, PRESIDENT, CEO

Phone No: 847 504 6701 Phone no.: 773 908 5535

Tertiary Contact: Romi Herron Operations Manager: DANIELLA SPIZZIRRI

Title: Assistant to CEO Title: OP. MNG.

Phone No: 630 352 7481 Phone no.: 847 489 4396

Site Managers and miscellaneous contacts

Location: _____ Location: _____

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

Name: _____ Name: _____

Phone # _____ Phone #: _____

Location: _____ Location: _____

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

Name: _____ Name: _____

Phone # _____ Phone # _____

Location: _____ Location: _____

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

Name: _____ Name: _____

Phone #: _____ Phone # _____

Section 6- Emergency or Crisis Management Procedures

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

Emergency/Crisis Management Procedures

1. In the case of any incident, accident or anything deemed "out of the ordinary" (including inclement weather and its potential affects on patrons, property and/or equipment).
NICK SOLIDED has designated RON ONESTI with the responsibility of being the CRISIS MANAGER (CM). This position will empower the designated person to make decisions on behalf of anyone, coordinate with local authorities for an action plan and to make any statements to the press (if applicable).
2. In the case of any incident, accident or anything deemed "out of the ordinary" (including inclement weather and its potential affects on patrons, property and/or equipment) ALL event staff will be instructed to:
 - a. Act as quickly and professionally as possible;
 - b. To contact their immediate supervisor and/or the on-site event management representative;
 - c. Have as much factual information available as possible – not to speculate as to the cause of the incident, accident, etc., unless requested by the CM;
 - d. Follow the directions of the immediate supervisor and/or the on-site event management representative explicitly;
 - e. Recommend that people leave the area first, or at the very least go to their vehicles. If unable to evacuate (staff, disabled, families, etc.) use the lower levels of the parking decks. (West Side, Walnut Street & 1st Street), (East Side, Walnut Avenue & 3rd Avenue). In the event of Tornado Warnings on Saturday and Sunday, Park District staff will open the Pottawatomie Park Community Center so people can seek shelter there, if desired;

If at a location with food, vendors and/or ride operators: turn off all power, gas and grills so unattended energy sources do not catch on fire.
3. These steps should be taken immediately following any incident/accident:
 - a. Get medical help to the parties involved (if applicable);
 - b. Work with sound/announcer, lighting, etc. to inform the patrons of necessary information and/or divert the patron's attention;
 - c. Resume scheduled activity as soon as possible (subject to #5 below);
 - d. Call the police or other authorities and report any accident;
 - e. Identify witnesses to the incident to obtain statements if necessary;
 - f. Contact a Site Manager for an Incident Report.
4. The CM will communicate to all staff, volunteers, and other personnel that all communication with the press, police, or any other authority will be handled solely by the CM. Police may request information from event personnel and everyone associated with

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

team

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

Additional Notes:

SECTION 7 – RETAIL MERCHANTS

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

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

Will your event include:

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

* interest

If no, no further action is necessary.

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

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

Signature: _____

Date: _____

Name: _____

Title: _____

SECTION 8 – INDEMNIFICATION/HOLD HARMLESS

In consideration of the City of St. Charles permitting the ONESTI ENTERTAINMENT CORP.
("Organization") to conduct ARC. TH. 90th ANNIV. MARQUEE PARTY ("Event"), the Organization
(name of organization)
(name of event)
recognizes, acknowledges and assumes any and all risks arising from or in any way
related to the Event.

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

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

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

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

provisions contained herein.

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

ONESTI ENTERTAINMENT CORP
(Name of Organization)

6/22/16
(Date)

by N. Seie
Authorized Signatory

N. Seie 6/24/16

Signed and sworn to before me this 24th day of June, 2016.

Karen Muehlfelt
Notary Public



All applications must be signed and notarized.

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

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

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

Club Arcada
- NICK SOLIDEO -
847 504. 6701

Downtown St. Charles Event Review Proposal

1. Please describe the purpose of your event including proposed date(s)/time(s).
9/6/16 - 90th anniversary of Arcada Theatre; parade + open house;
celebration of our historic theatre; evening event.
2. Explain how your event will comply with the evaluation criteria, as described in the Downtown Events Evaluation summary.
 - a. Benefit to Downtown Business high attendance
 - b. Ease and Ability of Production experienced sponsor
 - c. Broad Popularity proven @ Arcada Theatre
 - d. Coordination and Collaboration experience + close relationship w/ DSCP
 - e. Expansion and Diversity of the Downtown Event Calendar less 'music' related, more historic + celebratory
3. What distances will people travel to participate in the event? Please justify. (i.e. local participants who live within a 5 - 10 mile radius or regional event attracting people from 3 - 5 states with a 5 - 10 hour driving distance)
People will travel from all around Chicagoland, but most will be local as they know of the area.
4. What is the estimated number of event a) Participants b) Attendees? Please justify.
 - a) 50 - 100 (Diverse outreach + extensive Arcada relationship)
 - b) 1000 + (proven marketing + draw track record)
5. Safety and the impact on downtown businesses, residents and the City are major priorities. Please describe what street closures, detours, and parking you would request and how you would address concerns from these stakeholders?
Event would require closure of streets Riverside, Walnut, Main St., + 5th Ave (forming a rectangle) for a short time after rush hour.

6. Please describe what makes this event unique to Downtown St. Charles.

Arcade is a DSC staple; this celebrates our town's history + diversity over nearly a century.

7. How will you measure success?

Attendance + Feedback

8. If success, as you have defined it, is reached, please describe future plans for this event.

May repeat for 100th anniversary.
TBD.

9. Attach the business and marketing plans with expected revenue, expenses, and sponsors secured.

~~Will~~ Will provide @ later date if sponsors get involved.

10. How will your organization secure funding necessary to pay for any requested or required City resources?

Proven track record of St. Charles.
in this regard.

11. Provide a list of downtown businesses you have identified as likely to be affected by your event/promotion and a brief summary of your communication with them to date.

Few businesses if any will be drastically affected, let alone negatively affected.
This event attracts people to downtown St. Charles to celebrate the town.

 <p>ST. CHARLES SINCE 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY						
	Title:	Presentation of the Convention and Visitor's Bureau and Consideration of Funding Request of \$526,500 for Fiscal Year 2016/17					
	Presenter:	Chris Minick, Finance Director					
Please check appropriate box:							
X	Government Operations (8/1/2016)		Government Services				
	Planning & Development		City Council				
	Public Hearing						
Estimated Cost:	\$526,500	Budgeted:	YES	X	NO		
If NO, please explain how item will be funded:							
Executive Summary:							
<p>Representatives of the Convention and Visitors Bureau (CVB) will make a presentation outlining their activities and Marketing Plan for the CVB's upcoming fiscal year. They will also be requesting the annual allocation of hotel/motel tax revenue from the City.</p> <p>Staff has presented the funding request amount at \$526,500 which is consistent with funding from 2015-2016 and incorporates previous direction to reduce civic groups' funding levels by 10%. The funding level for FY 14/15 was \$585,000. Staff has included the proposed fiscal year 2016 – 2017 service agreement as well as a recent history of hotel/motel tax revenues.</p>							
Attachments:							
CVB Presentation							
Recommendation / Suggested Action (briefly explain):							
Presentation of the Convention and Visitor's Bureau and consideration of funding request of \$526,500 for Fiscal Year 2016/17.							
For office use only:	Agenda Item Number: 5a						

The Greater St. Charles Convention and Visitors Bureau

Natural Charm

2016-2017 Marketing Plan

Overview

- ◆ Top 5 Competitors
- ◆ Sales and Marketing Plans by Segment
- ◆ Planned Activities
- ◆ Your GSCCVB Team
- ◆ Questions

Escape and savor the moments...

TOP 5 COMPETITORS

Schaumburg, IL

Rockford, IL

Galena, IL

Madison, WI

St. Charles, MO



Sales and Marketing Plans by Segment

A photograph of a crowd of people silhouetted against a night sky, watching a large, bright firework explode. The scene is festive and celebratory, with the firework's light reflecting on the water in the foreground.

- Leisure and Transient
- Corporate and Associations
- Group Tours
- Travel Agents
- Sports
- Health and Wellness
- Hobbies, Toys and Collectables
- Political
- *Voluntourism*
- International
- Convention Services

Escape and savor the moments...

SEGMENT: LEISURE/TRANSIENT

TEAM MEMBER ASSIGNED: LULA S. CASSIDY,
DEANN WAGNER AND VIKKI MYERS



LEISURE/TRANSIENT

Plan Highlights:

- Hometown Tourist /Tourism campaign / Growing our “Staycations” in Illinois
- Targeted Social Marketing Campaigns/Interfuse

SEGMENT: CORPORATE & ASSOCIATIONS

Assigned: All Sales Team Members



CORPORATE & ASSOCIATIONS

FINANCIAL 2016/2017:

EOA: 675 Room Nights

EEI: \$417,825.00

Targeted Goal: 300% increase

SEGMENT: CORPORATE & ASSOCIATIONS

Assigned: All Sales Team Members



CORPORATE & ASSOCIATIONS

Plan Highlights:

- Review all past conferences from 2012 to 2015. Rebook 70% of past conferences for upcoming years/ Sign multi-year agreements.
- Target key accounts that have met in competitive areas/marketplaces in the last three years. Engage in a competitive strategy to contact and peruse these accounts to our destination
- Prioritize new direct sales efforts on agriculture and industry related to the Greater St. Charles area, the Fox Valley region and the state of Illinois.

SEGMENT: GROUP TOUR

Sales Manager Assigned: Michelle Cianferri

Marketing Manager Assigned: Vikki Myers



GROUP TOUR

FINANCIAL 2016/2017:

EOA: 148 Room Nights

EEI: \$ 63,579.00

Plan Highlights:

- Utilize database of motorcoach tours from the past to create quarterly happenings for day trips into the St. Charles area. Prepare itineraries six months to one year ahead in order to capture increase revenue and more economic impact.

SEGMENT: TRAVEL AGENTS

Executive Director Assigned: Lula S. Cassidy

Marketing Manager Assigned: Vikki Myers



TRAVEL AGENTS

FINANCIAL FY 2016/2017:

EOA: 15,000

EEI: \$ 5,549,000

Plan Highlights:

- Direct Sales contact with the “*One Billion Dollar and over*” revenue producers in the industry.

SEGMENT: SPORTS

Sales Manager Assigned: Nick Bacik

Marketing Manager Assigned: Vikki Myers



SPORTS

FINANCIAL FY 2016/2017 (20% increase):

EOA: 5,155 Room Nights

EEI: \$2,319,750

Plan Highlights:

- Establish quarterly property visits to the Greater St. Charles area sports venues within the public & private sectors to determine new opportunities for sport tourism.
- Establish annual signature sporting events & tournaments that will be associated with the GSCCVB and our community.
- Trending: rebates & financial incentives

SEGMENT: HEALTH AND WELLNESS

TEAM MEMBER ASSIGNED : NICK BACIK

Marketing Manager Assigned: Vikki Myers



HEALTH AND WELLNESS

FINANCIAL FY 2016/2017:

EOA: 4,500 Room Nights

EI: \$2,025,000

Plan Highlights:

- Direct Sales & Marketing efforts to companies & associations that have conferences related to this industry.
- Create ongoing social media campaigns designated to healthy living in the Greater St. Charles area. Ex: *"Farm to Fork"*

SEGMENT: HOBBIES, TOYS, COLLECTABLES &
SPECIAL INTERESTS

Sales Manager Assigned: Michelle Cianferri



HOBBIES, TOYS, COLLECTABLES & SPECIAL INTERESTS

FINANCIAL FY 2016/2017:

EOA: 1,140 Room Nights

EEl: \$597,360

Plan Highlights:

- Direct sales efforts to focus on hobbies & toys that are historical. Example: historical trains, toy soldiers & coins.

SEGMENT: **POLITICAL**

Sales Manager Assigned: Michelle Cianferri



POLITICAL

FINANCIAL FY 2016/2017:

Targeted Goal: New Segment

EOA: 370

EEI: \$ 98,000.00

Plan Highlights:

- Utilize the 2016 Election as a way to secure overnight room nights for hotel partners of the Greater St. Charles area.
- Secure local, regional and national media attention for St. Charles, IL by hosting campaigning government officials to our area

SEGMENT: VOLUNTOURISM

Sales Manager Assigned: Michelle Cianferri

Marketing Manager Assigned: Vikki Myers



VOLUNTOURISM

FINANCIAL FY 2016/2017:

Targeted Goal: New Segment

EOA: 1,000

EEI: \$109,000

Plan Highlights:

Promote *voluntourism* through social media and blog writers that specialize in this emerging trend in travel.

SEGMENT: INTERNATIONAL

Executive Director Assigned: Lula S. Cassidy

Marketing Manager Assigned: Vikki Myers



INTERNATIONAL

FINANCIAL FY 2016/2017:

EOA: 7,500

EEI: \$ 2,745,000

Plan Highlights:

- Implement an integrated plan to market the Greater St. Charles area to the International traveler, trade media and groups, in order to incrementally increase travel to this destination. Target markets: UK, Germany, Sweden, Ireland, China and Canada.

SEGMENT: CONVENTION, CONFERENCE,
TOUR & GROUP SERVICES

TEAM MEMBER ASSIGNED : DIANE LYNCH
Marketing Manager Assigned: Vikki Myers



CONVENTION, CONFERENCE, TOUR & GROUP SERVICES

Conference Support Services
Area Expert
Maintains inventory of visitor service collateral

Planned Activities

- Scarecrow Fest 2016
- Merchandising
- Tradeshows
- Advertising

Escape and Savor the Moments



PLANNED ACTIVITIES

SEGMENT: **SCARECROW FEST**

Associate Director Assigned: DeAnn Wagner



SCARECROW FEST

FINANCIAL FY 2016/2017:

Economic Impact: \$ 6,000,000

Plan Highlights:

- Utilize press releases, email marketing, social marketing and advertising to promote festival in the Midwest.

PLANNED ACTIVITIES

SEGMENT: MERCHANDISING

Assigned: Team

Marketing Manager Assigned: Lula S. Cassidy



MERCHANDISING

Plan Highlights:

- Promote and sell items exclusive to the Greater St. Charles area,
- Have created fox toys and fox logoed retail clothing line to be sold as souvenirs.
- Connect with Big Box (Local Retailers) in local area so local souvenirs from St. Charles can be sold. Generating additional revenue source.

PLANNED ACTIVITIES

SEGMENT: ADVERTISING AND TRADESHOWS

TRADESHOWS:

*U.S. Travel Association's IPW - June 3-7, 2017

Sports

- TEAMS '16 Conference & Expo – September 26-29, 2016

Meetings & Conventions

- Small Market Meetings – October 2-4, 2016
- Connect Marketplace – August 25-27, 2016
- *Cvent Connect – June 28-30, 2017
- *HelmsBriscoe Annual Business Conference April 2017

*With State Grant Funding Only

PLANNED ACTIVITIES

SEGMENT: ADVERTISING AND TRADESHOWS

ADVERTISING

Leisure

- Daily Herald – Special Arcada Theatre section
 - \$5000 with the Fox Valley Coop including a full page ad in the Fall/Winter Illinois Travel magazine featuring St. Charles as a couple's destination.
 - July/August Midwest Living
 - September Indianapolis Monthly Magazine's Travel Issue
 - September/October 2016 AAA Living Magazine distributed in IL, IN, WI, and MI.
 - Monthly/Bimonthly e-blasts to the Leisure email lists totaling over 20,000 addresses
 - *\$10,000 in Digital advertising with preferred vendor
- *With State Grant Funding Only

PLANNED ACTIVITIES SEGMENT:
ADVERTISING AND TRADESHOWS

ADVERTISING

Sports

Sports Illinois Guide

Motorcoach

August Group Tour magazine

***With State Grant Funding Only**

Your GSCCVB Team

Lula S. Cassidy, Executive Director

360.377.6161 Ext. 103

lula@visitstcharles.com

DeAnn Wagner, Associate Director

630.377.6161 Ext 102

deann@visitstcharles.com

Michelle Cianferri, Sales Manager

630.377.6161 Ext 101

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Nick Bacik, Sales Manager

630.377.6161 Ext 106

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Vikki J. Myers, Marketing

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Diane Lynch,

Communications/Administrative Support

630.377.6161 Ext 104

diane@visitstcharles.com

Questions





ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Presentation Update Regarding City's Preliminary Financial Results for 4 th Quarter Ending April 30, 2016 – Information Only
Presenter:	Christopher A. Minick Finance Director

Please check appropriate box:

X	Government Operations (8/1/16)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:		Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

A brief summary of the financial results for 4th quarter ending April 30, 2016 for the City's main operating funds will be presented. A comparison of actual amounts to budget amounts and major financial trends will be discussed.

Attachments: (please list)

Narrative Explanation
Summary Spreadsheets

Recommendation / Suggested Action (briefly explain):

Presentation Update Regarding City's Preliminary Financial Results for 4th Quarter Ending April 30, 2016 – Information Only.

For office use only:

Agenda Item Number: 5b

June 20, 2016

Preliminary April 2016 Monthly Financial Results

In an effort to improve communications regarding the City's financial results, we have consolidated and simplified the various financial reports provided to City Council as well as City employees. It is our goal to provide meaningful financial data in a format that is easy to read and understand. This report will be prepared monthly and will be presented to City Council as well as made available to all City employees.

It is important to note that the results are presented on the cash basis of accounting (revenues are booked when cash is received and expenditures are booked when cash is disbursed). The City will convert results to a modified accrual basis of accounting (revenues are recognized when available and expenses are recognized as the liability is incurred) as required by generally accepted accounting principles. This conversion takes place during the fiscal year end audit process.

The report consists of 3 sections:

1. A brief narrative that summarizes the financial highlights for the quarter. The narrative follows the overview of the report format.
2. Charts and graphs that give a view of the financial performance of the City's General Fund, Electric Fund, Water Fund and Wastewater Fund.
3. Summary financial statements that document the status of the City's General Fund, Electric Fund, Water Fund, and Wastewater Fund.

Any questions regarding this report may be submitted to your department director, Chris Minick, or Mark Koenen.

Overview of the Report

Charts

The Charts section consists of information that was previously presented in the quarterly snapshot report. These charts are intended to give a quick, high-level summary of the financial performance of each of the major revenue and expenditure streams and the individual funds.

Chart #1 is a summary of Revenues for each of the 4 major operating funds: General Fund, Electric Fund, Water Fund and Wastewater Fund. Chart #1 compares the current year revised budgeted amount, the current year annual forecast amount, and the previous fiscal year's actual amount of revenue.

Chart #2 is a summary of Expenditures for each of the 4 major operating funds. It also compares the current year annual revised budget, the current year annual forecast amount, and the previous fiscal year's actual expenditures.

Chart #3 highlights the Top 7 Revenue Sources of the General Fund, the City's main operating fund. It includes the current year annual revised budget, the current year forecast amount, and the previous fiscal year's actual.

Charts #4-7 are a comparison of Revenues and Expenditures for each of the 4 major operating funds. It also compares the current year revised budget, the current year forecast, and the previous year's actual.

Reports

The reports reflect the monthly financial results for each of the City's four main operating funds. Each fund is represented on a separate page. These reports present the same information that had been contained in the employee financial report. These reports have been summarized somewhat for ease and convenience of use. Additionally, one-time revenue sources and expenditures are no longer segregated but appear in the proper revenue or expense category for ease of use and to present the information in a more understandable format.

The reports include a revenue section, an expenditure section, and a net surplus or (deficit). The revenue section is made up of the major revenue sources for that fund. Expenditures are broken down by Personal Services, Commodities, Contractual Services, Other Operating Expenses, Departmental Allocations, Capital, Debt Service, and Transfers Out.

The surplus or deficit is the net result of revenues over or under expenditures.

The columns are presented uniformly throughout the reports. Below is a description of each column:

Column 1 (Original Budget) represents the current fiscal year's original budget as passed in April.

Column 2 (Revised Budget) reflects the original budget and the impact of any budgetary transfers, additions, or deletions that have occurred since the beginning of the fiscal year. This is the budget as it stands as of the end of the month.

Column 3 (Year to Date (YTD) Actual) reflects the actual revenues received or expenses incurred for the current fiscal year through the end of the month. This column reflects the actual operating results of the fund for the fiscal year to date.

Column 4 (YTD Actual vs Budget %) calculates what percentage of the revised annual budget has been received or spent for the fiscal year to date. It is a percentage determined by Column 3 divided by Column 2.

Column 5 (Prior YTD Actual) reflects the revenues received or expenses incurred as of the same month from the prior fiscal year.

Column 6 (Inc/Dec from Prior Year %) calculates how our current YTD results compare with prior YTD results for the same period. Percentages greater than 100 indicate that we have received/spent more in the current fiscal year to date than in the prior fiscal year; whereas percentages below 100 indicate that we have received/spent less in the current year than in the previous year. It is a percentage determined by taking the difference between Column 3 and Column 5 and then dividing that amount by Column 5).

Column 7 (Fiscal Year Forecast) represents the forecasted financial results based on the year-to-date actual amounts reflected in Column 3 and the anticipated results of the remainder of the fiscal year. In other words, this column reflects our current projection of the financial results for each line item for the fiscal year. The City will place great importance on the numbers in this column to track and evaluate the anticipated results of operations for the fiscal year. The amounts in this column are tracked and analyzed to try to discern any trends that would require the City to take action during the fiscal year.

Column 8 (Forecast vs Revised Budget) is the difference between the forecasted amount and the revised budget. Positive differences indicate that we are projected to receive/spend more than the revised annual budget. Negative differences indicate that we are projected to receive/spend less than the revised annual budget for the fiscal year.

Column 9 (Forecast vs Budget %) reflects the same information as in Column 8, but in percentage format. Percentages greater than 100 indicate that we are projected to receive/spend more than the revised annual budget whereas percentages less than 100 indicate that we are projected to receive/spend less than the revised annual budget. It is a percentage determined by Column 8 divided by Column 2).

Column 10 (FY 14-15 Actual) represents the total amount of revenue received or expense incurred for the previous fiscal year for the line item indicated. It is possible that this number will change between the months of May through October as the results of the City's annual audit are finalized. The City will utilize audited numbers in this column as soon as they become available.

Discussion of Preliminary April 2016 Results

Please note that the amounts presented within these statements are preliminary and unaudited and are not in compliance with Generally Accepted Accounting Principles (GAAP). Changes will result from the adjustments necessary to present the amounts in accordance with GAAP.

General Fund

The General Fund is where the vast majority of City operations are accounted for. This includes almost all of the services provided by the City, as well as expenses needed to support most departments and employees.

Through April, General Fund revenues are expected to be slightly above the revised budget by 0.9%. The City's largest revenue stream, sales and use tax, is above last year's amount by 3.3%. It is also currently above budget by 2.8%. Hotel tax revenues, income tax disbursements from the State of Illinois and alcohol tax are also above prior year amounts as well as budget through April. Electric franchise fees are above last year's collections, mainly due to electric rate increases, while telecommunications tax revenues are below last year's results; however, both revenue sources are performing below budget expectations. Property tax collections ended up slightly behind collections from last year and budgeted amounts. Property tax assessment challenges and non collections by the County have resulted in property tax revenues that are lower than budgeted and projected.

Forecast expenditures through April are currently 6.1% below the revised budget. Personal services, commodities, contractual services and other operating expenses are all currently projected to be below the revised budget. The milder winter we experienced this year is the primary reason for these positive results; we have incurred minimal expenses for snow removal operations.

As of April 30, the General Fund is currently projected to end the year with a surplus of \$1,509,572. However, as stated previously, these are preliminary results and are subject to change once all year end GAAP adjustments are made.

Electric Fund

Through April, electric sales were ahead of FY 14-15 sales by approximately 2.3% but ended below the revised budget by 2.6% for the fiscal year. The increase from the prior year is due to a rate increase that took effect in June 2015. The drop below budget is due to the relatively mild summer we experienced as well as the milder than usual winter, resulting in consumption levels below our budgeted expectations. As of April 30, total expenses, excluding capital, are projected to be below budgeted amounts by 4.9% for the year. Personal service costs are slightly above budget and prior year due to overtime incurred this fiscal year. The additional overtime was scheduled overtime relating to an overhead reinforcement project. Even with the overtime cost, the project resulted in a savings over using outside contractors. Commodities are also above budget and prior year due to the write off of Electric obsolete inventory. The Contractual Services expense category is projected to be below budget by approximately \$1.9 million. This is due to Wholesale Power costs coming in below budgeted amounts through April, again due to the milder than normal temperatures we experienced this summer and winter,

resulting in lower than projected wholesale power purchases. Other Operating Expenses are also projected to be under budget as well.

These preliminary results indicate a projected cash basis surplus of \$3,109,092 for the fiscal year. This compares to a projected surplus of \$1,645,057 at the time the budget was approved. However, these results are preliminary and will change as required year end GAAP adjustment are made.

Over the last decade, the City's electric consumption patterns have changed while costs for wholesale power have increased. The rate structure had not kept pace with both the rates that the City is charged for wholesale power as well as the cost increases that have occurred because of the manner in which customer consumption trends have changed. The City Council has directed staff to take a long term approach to rectify that situation and assure that the City's rate structure is adequate to provide for operating and capital needs of the utility system. To that end, the rate structure for all City utilities was analyzed as part of the budget process for fiscal year 2011-2012. Staff recommended changes to the rate structure for that fiscal year which were essentially consistent with the rate study that was completed in April of 2011. These changes included increasing fixed monthly service charges for all classes of customer as well as changes to the non-summer rates.

These concepts have been incorporated into the City's rates every year since 2011, including the rate adjustments for fiscal year 2015-2016 that were approved in April of 2015 and were effective beginning with June 2015 billings. As part of the budget process for fiscal year 2016-2017, staff recommended additional changes to the electric rate structure for the fiscal year beginning May 1, 2016 to keep pace with anticipated increases in the costs of wholesale power. The City Council approved the rate structure changes as proposed and the changes will be reflected on utility bills mailed to customers after June 1, 2016.

Water Fund

Water user charge revenue through the end of April is 7.6% higher than the same time frame last year, but is forecasted to be under budget by 6.5%, mainly due to the overall milder and wetter summer we experienced during 2015. Operating expenses, excluding capital, are currently projected to be under budgeted amounts by 4.2%. It is currently projected that the Water Fund will end the year with a cash basis deficit of \$581,204, as compared to the original budgeted surplus of \$171,674. However, these results are preliminary and will change as required year end GAAP adjustment are made.

The water rate structure has also been adjusted as part of the rate study process that was completed during FY 11-12. The City wants to assure a rate structure adequate to allow for operating and capital cost recapture. Based on current costs, the unadjusted rate structure was not adequate to provide for operations and capital projects, including the construction of a third water tower as well as replacement of the North 5th Ave waterline. The rate adjustments approved in April of 2015 (effective with June billings) are

continuing the multi-year process of rate structure adjustments to bring the revenues in line with the costs of operating the system. Additional rate adjustments have been enacted for the 2016-2017 fiscal year so that the water utility can cover its costs and return to a position of self sustainability.

Wastewater Fund

User charge revenue in the Wastewater Fund is higher than prior year to date by 6.7%. Operating expenses, excluding capital, are currently projected to be under budgeted amounts by 1.6%. Currently, the Wastewater Fund is projected to end the year with a cash basis deficit of \$311,519. This compares to a budgeted deficit of \$276,118 at the time the budget was approved. However, these results are preliminary and will change as required year end GAAP adjustment are made.

As with the Water Fund, the rate structure is being changed over a multi-year period to assure that operating and anticipated future capital expenses can be recovered through the rates charged for services. The Wastewater Fund's rate structure was again adjusted during April of 2015 (effective with June 2015 billings). Current results indicate that the rate structure is insufficient to meet these costs. Significant capital projects, like the reconstruction of the existing bio-solids building have recently been completed. Significant capital projects are also anticipated in future years as the City works toward compliance with new phosphorus discharge standards as promulgated by the Illinois Environmental Protection Agency. Additionally, significant maintenance and replacement projects are anticipated as various components of the wastewater treatment plant are nearing the ends of their operational lives. Staff has investigated various funding options for these necessary improvements as part of the 2016-2017 budget process and recommended appropriate changes to the rate structure to meet current and future operating and capital needs. Staff has recommended the implementation of a fixed charge per wastewater account to finance various projects as mandated by State and Federal oversight agencies. These rate structure changes, including the EPA Mandate Compliance Fee, have been approved and will be implemented beginning with June 2016 billings to residents.

City of St. Charles
Monthly Financial Report
April 30, 2016 **Preliminary**
General Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Audited)
Revenues										
Property Taxes	\$ 12,534,572	\$ 12,499,081	\$ 12,352,793	98.8%	\$ 12,413,313	-0.5%	\$ 12,352,793	\$ (146,288)	-1.2%	\$ 12,413,313
Sales and Use Taxes	16,056,851	16,056,851	16,509,988	102.8%	15,984,886	3.3%	16,509,988	453,137	2.8%	15,954,886
State Income Tax	3,264,426	3,264,426	3,514,119	107.6%	3,229,295	8.8%	3,514,119	249,693	7.6%	3,229,295
Electric Franchise Fee	3,144,460	3,144,460	2,857,425	90.9%	2,800,742	2.0%	2,857,425	(287,035)	-9.1%	2,800,742
Hotel Tax	1,727,627	1,727,627	1,993,222	115.4%	1,768,106	12.7%	1,993,222	265,595	15.4%	1,768,106
Telecommunication Tax	1,135,000	1,135,000	1,002,199	88.3%	1,037,563	-3.4%	1,002,199	(132,801)	-11.7%	1,037,563
Alcohol Tax	1,055,312	1,055,312	1,078,361	102.2%	1,062,211	1.5%	1,078,361	23,049	2.2%	1,062,211
Other	2,848,836	2,881,172	2,821,405	97.9%	2,377,652	18.7%	2,821,405	(59,767)	-2.1%	2,407,652
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Total Revenues	\$ 41,767,084	\$ 41,763,929	\$ 42,129,512	100.9%	\$ 40,673,768	3.6%	\$ 42,129,512	\$ 365,583	0.9%	\$ 40,673,768
Expenditures										
Personal Services	\$ 27,888,769	\$ 27,928,019	\$ 27,237,656	97.5%	\$ 26,152,602	4.1%	\$ 27,237,656	\$ (690,363)	-2.5%	\$ 26,152,602
Commodities	1,860,659	1,833,964	1,439,010	78.5%	1,697,211	-15.2%	1,439,010	(394,954)	-21.5%	1,697,211
Contractual	9,802,502	9,922,080	8,424,838	84.9%	9,337,868	-9.8%	8,424,838	(1,497,242)	-15.1%	9,337,868
Other Operating Expenses	1,405,758	1,414,578	1,371,375	96.9%	1,422,697	-3.6%	1,371,375	(43,203)	-3.1%	1,422,697
Departmental Allocations	(4,863,926)	(4,863,926)	(4,863,926)	100.0%	(4,742,856)	2.6%	(4,863,926)	-	0.0%	(4,742,856)
Capital	141,245	183,627	151,748	82.6%	186,100	-18.5%	151,748	(31,879)	-17.4%	186,100
Debt Service	4,586	4,586	4,586	100.0%	4,586	0.0%	4,586	-	0.0%	4,586
Transfers Out	6,011,827	6,838,686	6,854,653	100.2%	5,766,617	18.9%	6,854,653	15,967	0.2%	5,766,617
Total Expenditures	\$ 42,251,420	\$ 43,261,614	\$ 40,619,940	93.9%	\$ 39,824,825	2.0%	\$ 40,619,940	\$ (2,641,674)	-6.1%	\$ 39,824,825
Surplus (Deficit)	\$ (484,336)	\$ (1,497,685)	\$ 1,509,572		\$ 848,943		\$ 1,509,572	\$ 3,007,257		\$ 848,943

City of St. Charles
Monthly Financial Report
April 30, 2016 **Preliminary**
Electric Fund

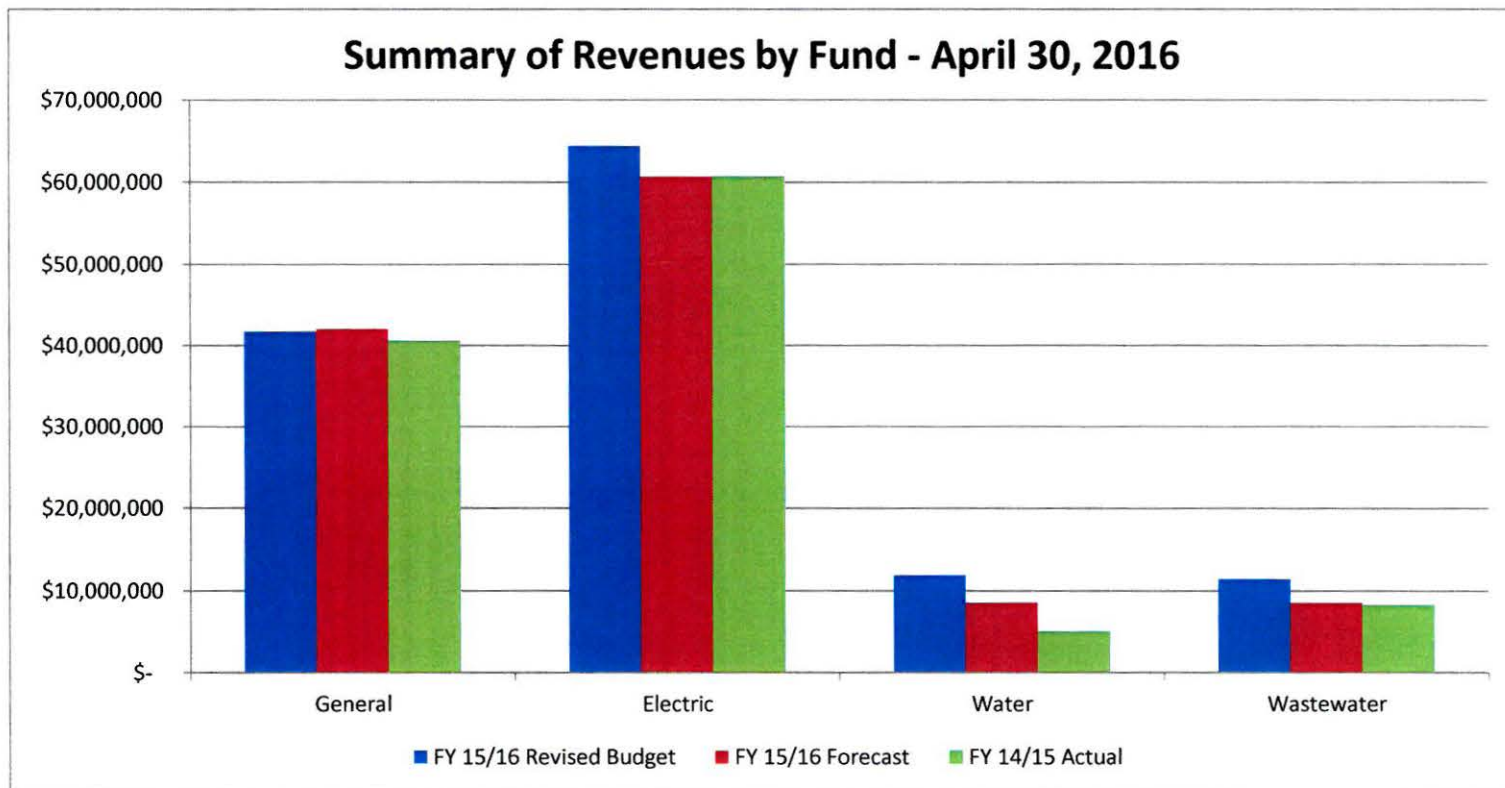
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Audited)
Revenues										
User Charges	\$ 60,782,843	\$ 60,782,843	\$ 59,177,490	97.4%	\$ 57,856,615	2.3%	\$ 59,177,490	\$ (1,605,353)	-2.6%	\$ 57,856,615
Connection Charges	54,500	54,500	94,597	173.6%	71,120	33.0%	94,597	40,097	73.6%	71,120
MV/Equip/WC Reserve	406,053	406,053	406,053	100.0%	409,113	-0.7%	406,053	-	0.0%	409,113
Reimbursement for Projects	220,000	516,000	301,015	58.3%	283,574	6.2%	301,015	(214,985)	-41.7%	283,574
Other Operating Revenues	339,651	339,652	446,591	131.5%	467,134	-4.4%	446,591	106,939	31.5%	443,602
Bond Proceeds	2,100,000	2,100,000	-	0.0%	1,215,583	0.0%	-	(2,100,000)	-100.0%	-
Non-Operating Revenue	61,664	61,664	61,664	0.0%	1,439,576	0.0%	61,664	-	0.0%	1,439,576
Transfers In	223,500	223,500	230,256	103.0%	252,656	0.0%	230,256	6,756	3.0%	252,656
Total Revenues	\$ 64,188,211	\$ 64,484,212	\$ 60,717,666	94.2%	\$ 61,995,371	-2.1%	\$ 60,717,666	\$ (3,766,546)	-5.8%	\$ 60,756,256
Expenses										
Personal Services	\$ 3,795,651	\$ 3,821,150	\$ 3,870,108	101.3%	\$ 3,483,268	11.1%	\$ 3,870,108	\$ 48,958	1.3%	\$ 2,337,056
Commodities	330,922	306,909	329,780	107.5%	213,539	54.4%	329,780	22,871	7.5%	204,585
Contractual	43,880,237	43,993,581	42,055,356	95.6%	41,812,148	0.6%	42,055,356	(1,938,225)	-4.4%	41,449,328
Other Operating Expenses	6,262,767	6,264,881	5,292,683	84.5%	5,322,855	-0.6%	5,292,683	(972,198)	-15.5%	8,700,021
Departmental Allocations	1,925,471	1,925,471	1,925,471	100.0%	1,868,268	3.1%	1,925,471	-	0.0%	1,339,468
Capital	4,791,250	5,598,351	2,574,904	46.0%	2,402,744	7.2%	2,574,904	(3,023,447)	-54.0%	1
Debt Service	1,059,610	1,059,610	1,058,954	99.9%	1,068,926	-0.9%	1,058,954	(656)	-0.1%	336,559
Transfers Out	497,246	497,246	501,318	100.8%	444,994	12.7%	501,318	4,072	0.8%	444,994
Total Expenses	\$ 62,543,154	\$ 63,467,199	\$ 57,608,574	90.8%	\$ 56,616,742	1.8%	\$ 57,608,574	\$ (5,858,625)	-9.2%	\$ 54,812,012
Surplus (Deficit)	\$ 1,645,057	\$ 1,017,013	\$ 3,109,092		\$ 5,378,629		\$ 3,109,092	\$ 2,092,079		\$ 5,944,244

City of St. Charles
Monthly Financial Report
April 30, 2016 **Preliminary**
Water Fund

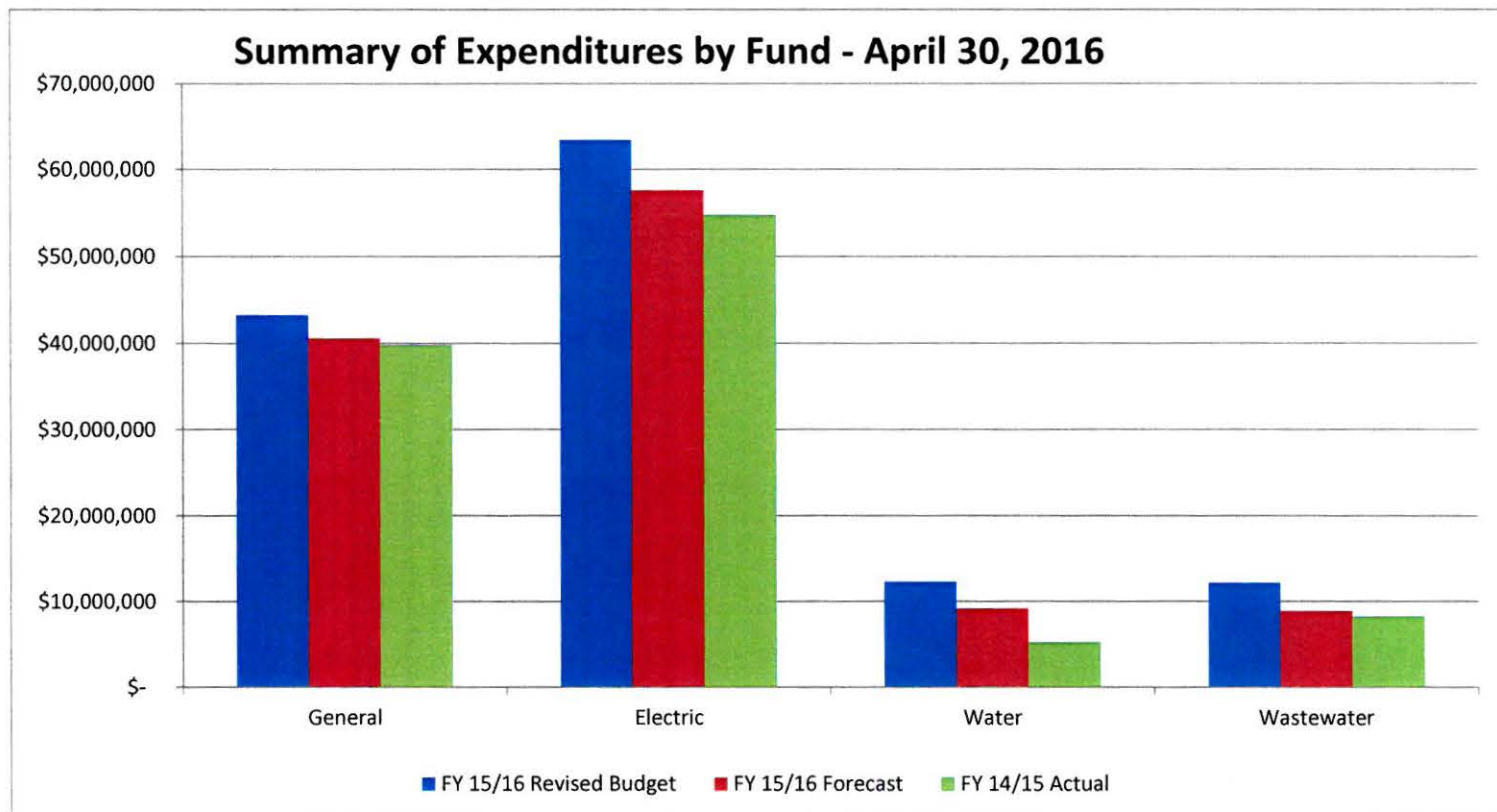
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Audited)
Revenues										
User Charges	\$ 5,483,701	\$ 5,483,701	\$ 5,129,516	93.5%	\$ 4,766,012	7.6%	\$ 5,129,516	\$ (354,185)	-6.5%	\$ 4,766,012
Connection Charges	48,932	48,932	57,160	116.8%	33,400	71.1%	57,160	8,228	16.8%	33,400
MV/Equip/WC Reserve	134,206	134,206	134,206	100.0%	138,958	-3.4%	134,206	-	0.0%	138,958
Donations/Contributions	1,000	1,000	-	0.0%	-	0.0%	-	(1,000)	-100.0%	-
Bond Proceeds	798,000	6,066,394	3,065,933	50.5%	1,112,557	0.0%	3,065,933	(3,000,461)	-49.5%	-
Other	182,882	182,882	253,177	138.4%	149,295	69.6%	253,177	70,295	38.4%	149,295
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Total Revenues	\$ 6,648,721	\$ 11,917,115	\$ 8,639,992	72.5%	\$ 6,200,222	39.3%	\$ 8,639,992	\$ (3,277,123)	-27.5%	\$ 5,087,665
Expenses										
Personal Services	\$ 1,447,063	\$ 1,456,092	\$ 1,432,084	98.4%	\$ 1,349,699	6.1%	\$ 1,432,084	\$ (24,008)	-1.6%	\$ 1,349,699
Commodities	473,311	459,321	402,596	87.7%	437,054	-7.9%	402,596	(56,725)	-12.3%	437,054
Contractual	930,717	1,007,119	939,434	93.3%	739,996	27.0%	939,434	(67,685)	-6.7%	843,187
Other Operating Expenses	144,007	162,894	149,145	91.6%	209,768	-28.9%	149,145	(13,749)	-8.4%	1,388,207
Departmental Allocations	863,981	863,981	863,981	100.0%	838,212	3.1%	863,981	-	0.0%	838,212
Capital	1,521,850	7,251,486	4,389,555	60.5%	1,937,324	126.6%	4,389,555	(2,861,931)	-39.5%	-
Debt Service	934,499	934,499	886,853	94.9%	836,009	6.1%	886,853	(47,646)	-5.1%	241,029
Transfers Out	161,619	161,619	157,548	97.5%	147,956	6.5%	157,548	(4,071)	-2.5%	147,956
Total Expenses	\$ 6,477,047	\$ 12,297,011	\$ 9,221,196	75.0%	\$ 6,496,018	42.0%	\$ 9,221,196	\$ (3,075,815)	-25.0%	\$ 5,245,344
Surplus (Deficit)	\$ 171,674	\$ (379,896)	\$ (581,204)		\$ (295,796)		\$ (581,204)	\$ (201,308)		\$ (157,679)

City of St. Charles
Monthly Financial Report
April 30, 2016 **Preliminary**
Wastewater Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Audited)
Revenues										
User Charges	\$ 8,493,905	\$ 8,493,905	\$ 8,091,622	95.3%	\$ 7,584,505	6.7%	\$ 8,091,622	\$ (402,283)	-4.7%	\$ 7,584,505
Connection Charges	59,051	59,051	85,511	144.8%	50,446	69.5%	85,511	26,460	44.8%	50,446
MV/Equip/WC Reserve	325,756	339,034	339,034	100.0%	297,370	14.0%	339,034	-	0.0%	297,370
Bond/IEPA Loan Proceeds	2,520,000	2,520,000	-	0.0%	1,996,066	0.0%	-	(2,520,000)	-100.0%	-
Other	57,270	57,270	86,708	151.4%	160,994	-46.1%	86,708	29,438	51.4%	163,592
Non-Operating Revenue	-	-	-	0.0%	179,400	0.0%	-	-	0.0%	179,400
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Total Revenues	\$ 11,455,982	\$ 11,469,260	\$ 8,602,875	75.0%	\$ 10,268,781	-16.2%	\$ 8,602,875	\$ (2,866,385)	-25.0%	\$ 8,275,313
Expenses										
Personal Services	\$ 2,037,182	\$ 2,036,872	\$ 2,092,900	102.8%	\$ 1,951,689	7.2%	\$ 2,092,900	\$ 56,028	2.8%	\$ 1,951,689
Commodities	279,406	289,688	260,569	89.9%	263,261	-1.0%	260,569	(29,119)	-10.1%	296,592
Contractual	2,337,421	2,332,786	2,177,205	93.3%	1,961,735	11.0%	2,177,205	(155,581)	-6.7%	1,905,813
Other Operating Expenses	266,235	280,484	271,524	96.8%	242,360	12.0%	271,524	(8,960)	-3.2%	2,019,556
Departmental Allocations	1,291,051	1,291,051	1,291,051	100.0%	1,257,276	2.7%	1,291,051	-	0.0%	1,257,276
Capital	3,128,450	3,494,681	354,597	10.1%	2,295,126	-84.5%	354,597	(3,140,084)	-89.9%	12,221
Debt Service	2,087,920	2,162,122	2,162,114	100.0%	1,862,977	16.1%	2,162,114	(8)	0.0%	518,980
Transfers Out	304,435	304,435	304,434	100.0%	270,845	12.4%	304,434	(1)	0.0%	270,845
Total Expenses	\$ 11,732,100	\$ 12,192,119	\$ 8,914,394	73.1%	\$ 10,105,269	-11.8%	\$ 8,914,394	\$ (3,277,725)	-26.9%	\$ 8,232,972
Surplus (Deficit)	\$ (276,118)	\$ (722,859)	\$ (311,519)		\$ 163,512		\$ (311,519)	\$ 411,340		\$ 42,341



	Revenues		
	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
General	\$ 41,763,929	\$ 42,129,512	\$ 40,673,768
Electric	\$ 64,484,212	\$ 60,717,666	\$ 60,756,256
Water	\$ 11,917,115	\$ 8,639,992	\$ 5,087,665
Wastewater	\$ 11,469,260	\$ 8,602,875	\$ 8,275,313



	Expenditures		
	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
General	\$ 43,261,614	\$ 40,619,940	\$ 39,824,825
Electric	\$ 63,467,199	\$ 57,608,574	\$ 54,812,012
Water	\$ 12,297,011	\$ 9,221,196	\$ 5,245,344
Wastewater	\$ 12,192,119	\$ 8,914,394	\$ 8,232,972

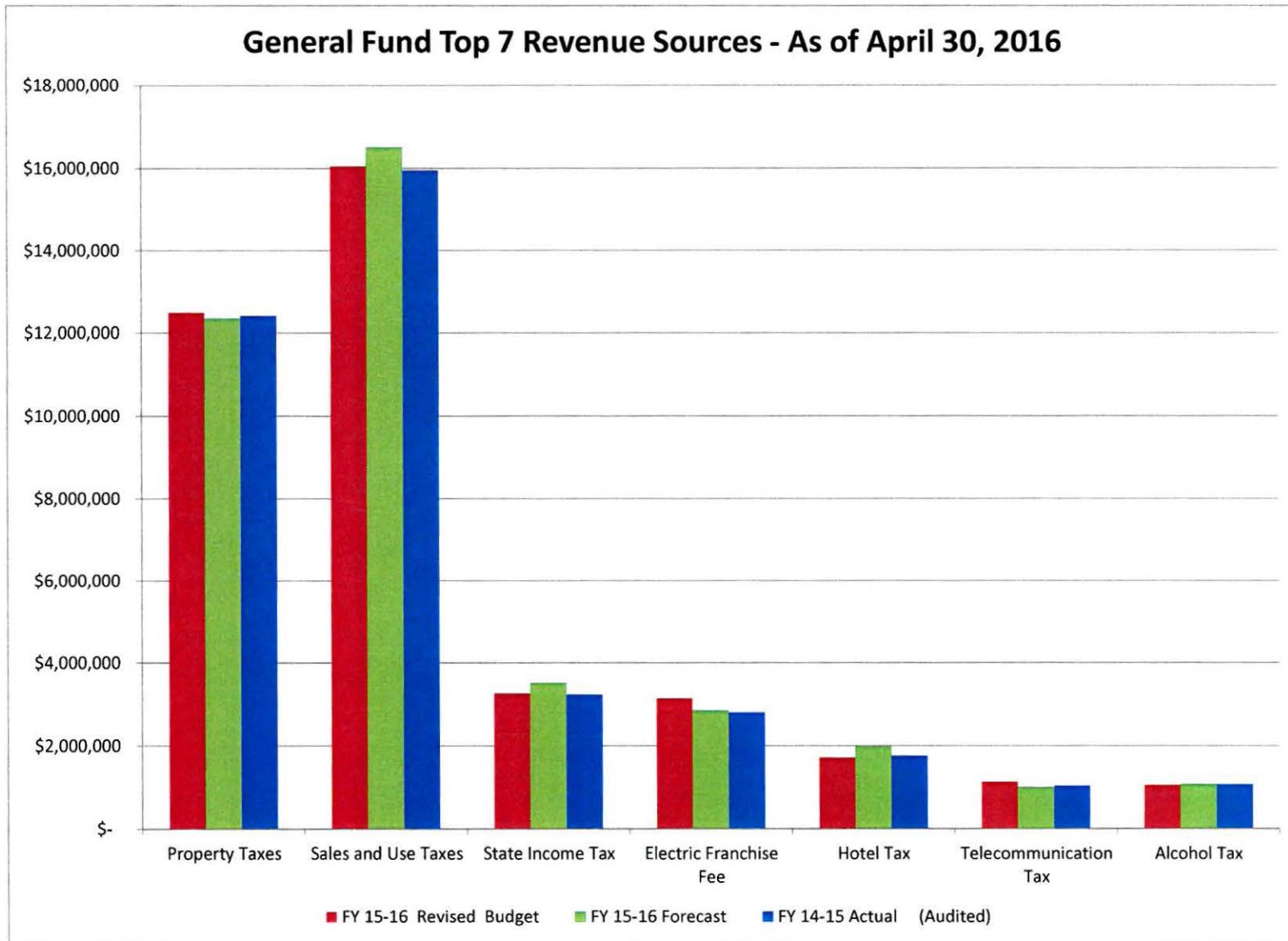
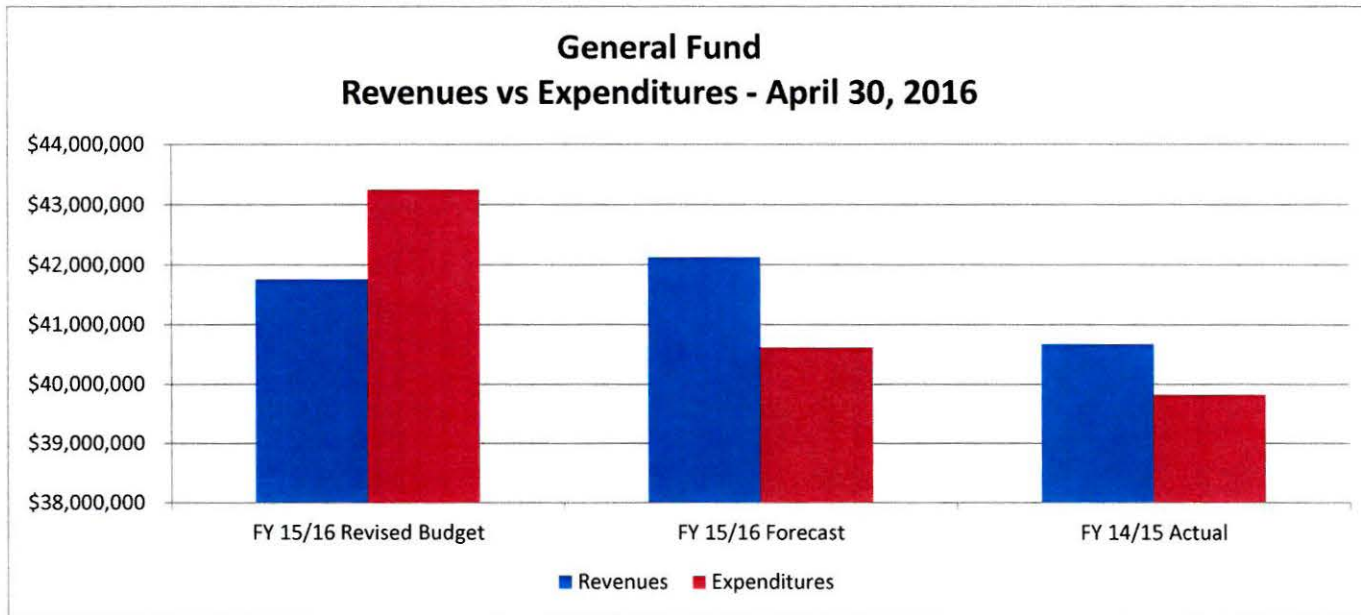
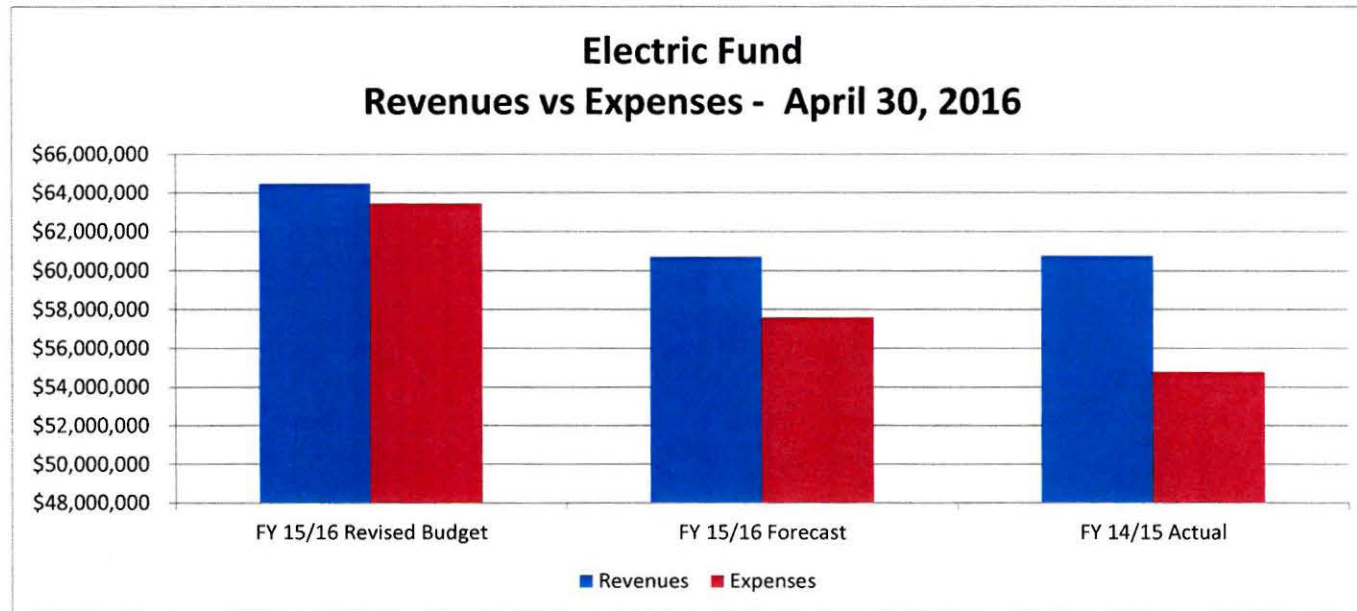


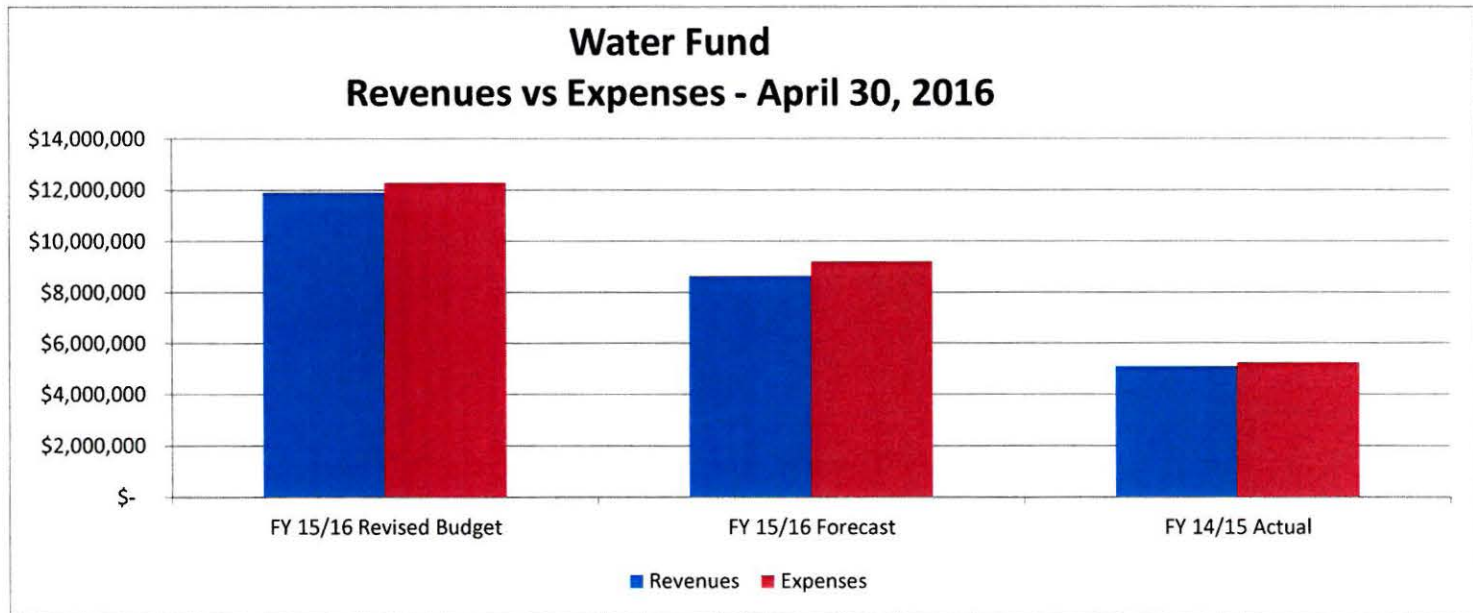
Chart 3



	General Fund		
	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 41,763,929	\$ 42,129,512	\$ 40,673,768
Expenditures	\$ 43,261,614	\$ 40,619,940	\$ 39,824,825
Surplus/Deficit	\$ (1,497,685)	\$ 1,509,572	\$ 848,943

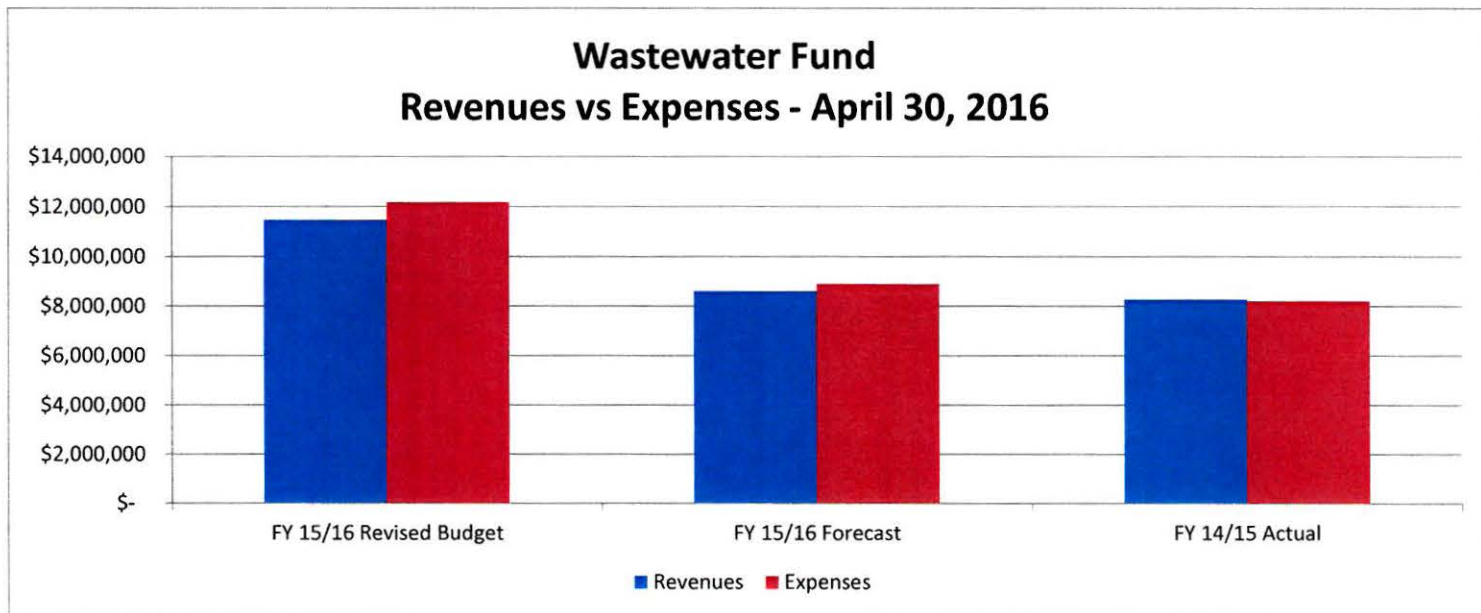


	Electric Fund		
	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 64,484,212	\$ 60,717,666	\$ 60,756,256
Expenses	\$ 63,467,199	\$ 57,608,574	\$ 54,812,012
Surplus/Deficit	\$ 1,017,013	\$ 3,109,092	\$ 5,944,244



	Water Fund		
	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 11,917,115	\$ 8,639,992	\$ 5,087,665
Expenses	\$ 12,297,011	\$ 9,221,196	\$ 5,245,344
Surplus/Deficit	\$ (379,896)	\$ (581,204)	\$ (157,679)

Chart 6



	Wastewater Fund		
	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 11,469,260	\$ 8,602,875	\$ 8,275,313
Expenses	\$ 12,192,119	\$ 8,914,394	\$ 8,232,972
Surplus/Deficit	\$ (722,859)	\$ (311,519)	\$ 42,341

Chart 7



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve a Resolution Authorizing a Budget Amendment to the City's FY 15/16 Budget and Authorizing the Finance Director and City Treasurer of the City of St. Charles to Transfer Funds Between the General Fund and Capital Projects Fund.
Presenter:	Christopher A. Minick

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (8/1/16)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost:	N/A	Budgeted:	YES	<input type="checkbox"/>	NO	X
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If NO, please explain how item will be funded:

Executive Summary:

As reflected in the preliminary financial results for FY 15/16 previously discussed, the City's General Fund is expected to close FY 15/16 on a positive note with a surplus of approximately \$1.5 million. Staff is recommending that \$1,000,000 of this surplus be set aside to help fund the ever increasing demand for capital projects, including street improvements and storm sewer improvements. To that end, staff is requesting that the General Fund budget be amended to reflect the transfer of \$1,000,000 of the projected FY 15/16 surplus to the Capital Projects Fund. Staff is also requesting approval for said transfer.

Attachments: (please list) Resolution

Recommendation/Suggested Action (briefly explain):

Recommendation approval of a Resolution Authorizing a Budget Amendment to the City's FY 15/16 Budget and Authorizing the Finance Director and City Treasurer of the City of St. Charles to Transfer Funds Between the General Fund and Capital Projects Fund.

For office use only:

Agenda Item Number: 5c

City of St. Charles, Illinois
Resolution No. _____

**A Resolution Authorizing an Amendment to the City's FY 15/16 Budget and Authorizing
the Finance Director and City Treasurer of the City of St. Charles to Transfer Funds
Between the General Fund and Capital Projects Fund**

**Presented & Passed by the
City Council on _____, 2016**

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

1. That the City of St. Charles FY 15/16 Budget is hereby amended by an increase in expenditures as follows:

General Fund (Fund 100) – Transfers Out	\$1,000,000
---	-------------

2. That the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to transfer \$1,000,000 from the General Fund (Fund 100) to the Capital Projects Fund 513 for FY 15/16 for the purpose of funding future capital projects.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois,
this _____ day of August, 2016

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois
this _____ day of August, 2016

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois,
this _____ day of August, 2016

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

(SEAL)