

AGENDA
THE CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. STEVE WEBER, CHAIR
MONDAY, MARCH 18, 2024
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET

1. Call to Order

2. Roll Call

3. Administrative - None

4. Omnibus Vote

Items with an asterisk (*) are considered to be routine matters and will be enacted by one motion. There will be no separate discussion on these items unless a council member/citizen so requests, in which event the item will be removed from the consent agenda and considered in normal sequence on the agenda.

5. Finance Department

*a. Budget Revisions February 2024

b. Recommendation to approve an **Ordinance** Reserving and Authorizing the Transfer of Volume Cap in Connection with Private Activity Bond Issues and Related Matters.

c. Discussion of FY 2024-25 Draft Budget.

6. Police Department

a. Recommendation to approve a Proposal for a B-1 Liquor License Application for Thai Corner Cuisine, Located at 615 S. Randall Road, Suite 115, St. Charles.

b. Recommendation to approve a proposal for a B-1 liquor license application for Southern Café, located at 1590 E. Main Street.

c. Recommendation to approve a proposal for a A-6 liquor license application for 7-Eleven Store #30153, located at 51 Randall Road.

7. Fire Department

a. Recommendation to approve a **Resolution** to Execute a License Agreement with the St. Charles Park District for the use of Langum Park for the Fireworks Event on July 4, 2024.

8. Information Systems

- a. Recommendation to approve a **Resolution** authorizing the purchase of a Microsoft Enterprise Agreement subscription from Dell Marketing LP in the amount of \$366,000.
- b. Recommendation to approve a **Resolution** authorizing an agreement with LiftOff LLC for Office 365 Guided Deployment Services for \$30,000.

9. Public Works

- *a. Recommendation to Authorize Public Works Director to Participate in State of Illinois Joint Purchasing Programs.

10. Public Comment

11. Additional Items from Mayor, Council or Staff

12. Executive Session

- Personnel – 5 ILCS 120/2(c)(1)
- Pending, 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)

12. Adjournment

ADA Compliance

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

CITY OF ST. CHARLES
Budget Revision Listing

February 2024

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Addition	84	100	1000	2024	10	02/22/2024	801512	51601	\$ 1,800.00	Uniform laundering Services
Budget Addition	84	100	1000	2024	10	02/22/2024	801900	31199	\$ (1,800.00)	Uniform laundering Services
84 Total									\$ -	
Budget Addition	85	100	1000	2024	10	02/27/2024	210541	54301	\$ 20,000.00	Landscape material
Budget Addition	85	100	1000	2024		02/27/2024	210900	31199	\$ (20,000.00)	Landscape material
Budget Addition	85	100	1000	2024	10	02/27/2024	100300	54402	\$ 3,000.00	Copier usage charges
Budget Addition	85	100	1000	2024	10	02/27/2024	100500	54402	\$ 1,500.00	Copier usage charges
Budget Addition	85	100	1000	2024	10	02/27/2024	100900	31199	\$ (4,500.00)	Copier usage charges
85 Total									\$ -	
Budget Transfer	86	100	1000	2024	10	02/29/2024	200522	52500	\$ 2,500.00	Meter seals
Budget Transfer	86	100	1000	2024	10	02/29/2024	200522	52807	\$ (2,500.00)	Meter seals
86 Total									\$ -	
Grand Total									\$ -	

The revisions shown herewith have been approved by the City Council, except as noted below.

Chairman, Government Operations Committee

Date


Vice Chairman, Government Operations Committee

Date

Finance Director

Date

Exceptions:

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5b
	Title:	Recommendation to approve an Ordinance Reserving and Authorizing the Transfer of Volume Cap in Connection with Private Activity Bond Issues and Related Matters	
	Presenter:	Bill Hannah, Director of Finance	
Meeting: Government Operations Committee		Date: March 18, 2024	
Proposed Cost: \$ <i>N/A</i>		Budgeted Amount: \$ N/A	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The City annually receives a volume cap allocation of tax-exempt private activity bonds (PAB) per Section 146 of the IRS code from the State. The City may use this allocation to allow private businesses or not-for-profits to finance eligible activities also known as “qualified private activities” which can include affordable housing initiatives, industrial development projects, nonmanufacturing and other uses. The City has no financial liability for any activities that may be financed by private activity bonds and the City’s volume cap. Federal guidelines determine an annual limit allocated to each State and this limit is known as the volume cap limit.</p> <p>The State of Illinois has issued its annual guidance for volume cap allocation and the allocation is \$125 per capita or \$4,093,750. This amount is based on the City’s population estimate listed in the State of Illinois 2024 Guidelines and Procedures for private activity bonding authority. The City has the right to reserve, transfer, or remand the volume cap back to the State of Illinois. In the past, the City has used its volume cap to issue private activity bonds and occasionally been able to sell its volume cap to other municipalities for other uses. The City currently does not have active plans to utilize volume cap during 2024, but Staff is recommending that we reserve the volume cap in the event an eligible project comes up during the year. The attached ordinance preserves the City’s options with regards to its volume cap.</p> <p>The City’s volume cap allocation allows for certain private activities to be funded at tax-exempt rates. Any allocation provided to a private entity would not constitute an obligation of the City. The City must adopt the ordinance reserving its volume cap by May 1 and report such reservation to the State by May 10 of its intention to reserve its volume cap for the year, or allow it to go back into a pool to be used by other home rule units of government or other State agencies.</p>			
Attachments (please list):			
Ordinance			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Approve an Ordinance Reserving and Authorizing the Transfer of Volume Cap in Connection with Private Activity Bond Issues and Related Matters.			

**City of St. Charles, Illinois
Ordinance No. 2024-M-____**

**An Ordinance Reserving and Authorizing the Transfer of
Volume Cap in Connection with Private Activity Bond
Issues and Related Matter**

WHEREAS, the City of St. Charles, Kane and DuPage Counties, (the “City”), is a municipality and a home rule unit of government under Section 6 of Article VII of the 1970 Constitution of the State of Illinois; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended (the “Code”), provides that the City has volume cap equal to \$125.00 per resident of the City in each calendar year, which volume cap may be reserved and allocated to certain tax-exempt private activity bonds; and

WHEREAS, the Illinois Private Activity Bond Allocation Act, 30 ILCS 345/1 *et seq.* (State Bar Ed. 2016), as supplemented and amended (the “Act”), provides that a home rule unit of government may transfer its allocation of volume cap to any other home rule unit of government, the State of Illinois or any agency thereof or any non-home rule unit of government; and

WHEREAS, it is now deemed necessary and desirable by the City to reserve all of its volume cap allocation for calendar year 2024 to be applied toward the issuance of private activity bonds (the “Bonds”), as provided in this Ordinance, or to be transferred, as permitted by this Ordinance;

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

Section 1. That, pursuant to Section 146 of the Code and the Act, the entire volume cap of the City for calendar year 2024 is hereby reserved by the City, which may issue the Bonds

using such volume cap, or without any further action required on the part of the corporate authorities of the City, may transfer such volume cap to a home rule unit of government, non-home rule unit of government, the State of Illinois or any agency thereof for the issuance of private activity bonds by such government entity, and the adoption of this Ordinance shall be deemed to be an allocation of such volume cap to the issuance of the Bonds or authorization of the transfer of such volume cap for use in the issuance of such other bonds; *provided*, that any such transfer shall be evidenced by a written instrument executed by the Mayor, City Administrator, or Finance Director of the City.

Section 2. That the City shall maintain a written record of this Ordinance in its records during the term that the Bonds or any other such bonds to which such volume cap is allocated remain outstanding.

Section 3. That the Mayor, the City Clerk, City Administrator and all other proper officers, officials, agents and employees of the City are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certifications as may be necessary to further the purposes and intent of this Ordinance and to comply with the provisions of the Act with respect to transfers of volume cap.

Section 4. That the provisions of this Ordinance are hereby declared to be separable, and if any section, phrase or provision of this Ordinance shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases and provisions of this Ordinance.

Section 5. That all ordinances, resolutions or orders, or parts thereof, in conflict

herewith are, to the extent of such conflict, hereby superseded; and that this Ordinance shall be in full force and effect upon its adoption and approval.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of April, 2024.

PASSED by the City Council of the City of St. Charles, Illinois, this ____ day of April, 2024.

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of April, 2024.

Lora Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes: _____

Nays: _____


Absent: _____

Abstain: _____

APPROVED AS TO FORM:

City Attorney

Date

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5c
	Title:	Discussion of FY 2024-25 Draft Budget	
	Presenter:	Bill Hannah	
Meeting: Government Operations Committee		Date: March 18, 2024	
Proposed Cost: \$ <i>N/A</i>		Budgeted Amount: \$ N/A	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>Staff has been working on developing the FY 2024-25 Draft Budget over the last several months. A brief overview of the Draft Budget will be presented at the Government Operations Committee meeting on Monday, March 18th.</p> <p>The FY 24-25 Budget Ordinance is scheduled to be approved at the April 15th City Council meeting, incorporating any necessary revisions made to the budget up until that time.</p>			
Attachments (please list):			
FY 2024-25 Draft Budget			
Recommendation/Suggested Action (briefly explain):			
Discuss and feedback on the FY 2024-25 Draft Budget.			

City of St. Charles, Illinois

2024-2025 Budget



CITY OF
ST. CHARLES
ILLINOIS • 1834

City of St. Charles
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**City of St. Charles
Principal Officials
FY 2024-2025 Budget**

Mayor

Lora Vitek

City Administrator

Heather M. McGuire

City Council (Elected)

Mark M. Foulkes	Ward 1
Ronald Silkaitis	Ward 1
Ryan Bongard	Ward 2
Jayne Muenz	Ward 2
Bob Gehm	Ward 3
Paul D. Lencioni	Ward 3
David A. Pietryla	Ward 4
Bryan Wirball	Ward 4
Ed Bessner	Ward 5
Steve Weber	Ward 5

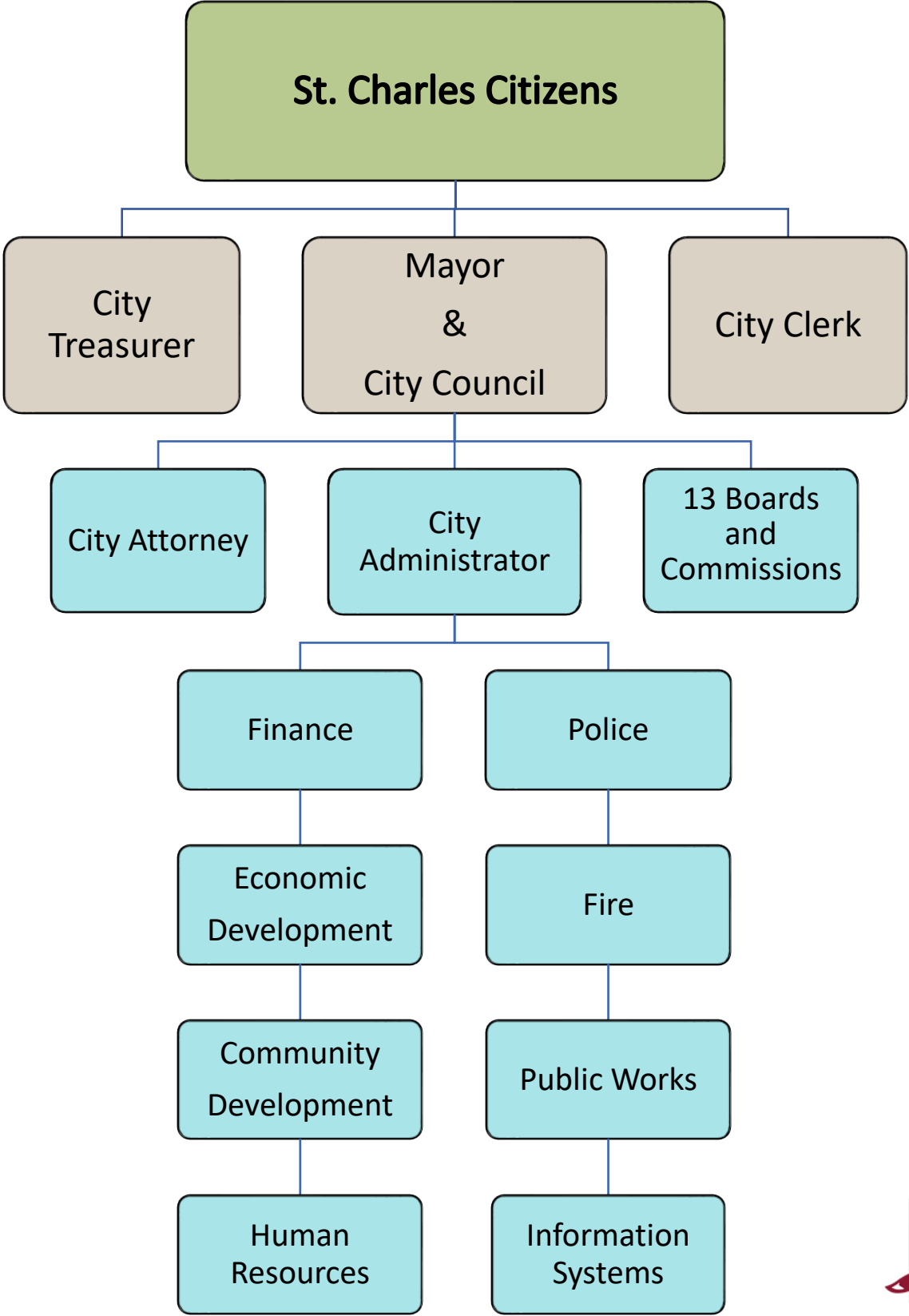
Other (Appointed)

John Harrill	City Treasurer
Nancy Garrison	City Clerk

Department Heads

Bill Hannah	Director of Finance
Peter Suhr	Director of Public Works
Russell Colby	Director of Community Development
Derek Conley	Director of Economic Development
Scott Swanson	Fire Chief
Larry Gunderson	Director of Information Systems
James Keegan	Police Chief
Jennifer McMahan	Director of Human Resources

City of St. Charles Citywide Organizational Chart





2 E. MAIN STREET
ST. CHARLES, IL 60174
630.377.4400
STCHARLESIL.GOV

March 14, 2024

To the Honorable Mayor Lora Vitek
Members of the City Council and
Citizens of the City of St. Charles

Enclosed is the Draft Budget for the City of St. Charles for the upcoming FY 2024-25. This draft spending plan will guide the allocation of financial resources to fund the City's operations and capital projects for the period of May 1, 2024 to April 30, 2025.

Over the last two years, the City has been making significant efforts to improve the budget document in order to provide more detailed information on the City's Budget for the City Council and citizens of St. Charles. This is consistent with one of the strategic goals in the City's recently adopted Strategic Plan: Strategic Priority 4 Financial Wellness.

The total draft budget for all funds is **\$226,490,421**. This budget:

- Allocates resources and funds for over \$53 million in capital projects related to the City's utilities for electric, water and wastewater, facility improvements, road and related improvements, storm sewer projects and other initiatives.
- Provides for a balanced operating budget in the General Fund with \$65,749,550 in revenues/transfers in and \$65,609,551 in expenditures/transfers out.
- Addresses goals and initiatives contained in the City's strategic plan and other planning processes.

Approval of the final budget is scheduled for Monday, April 15th. Appreciation goes out to everyone involved in the budget process from the City Administrator, Department Directors and Finance Department staff.

Respectfully Submitted,

William D. Hannah
Director of Finance

City of St. Charles
Budget Process and Financial Planning
Fiscal Year 2024-2025 Budget

General Description

The City's budgetary operations are governed by the Budget Act as provided for in the Illinois Compiled Statutes and administered by the Director of Finance. Under the Budget Act no appropriation is required to be passed but an annual budget must be adopted prior to the year the funds will be expended. St. Charles' fiscal year begins May 1.

The City's budget is developed based on input from the Mayor and City Council, City Administrator, department heads, supervisors and other employees throughout the organization. Although much of the time and effort in preparing the budget is spent during the months of November through March, the development, implementation, monitoring and review of the City's budget is part of a comprehensive process that occurs throughout the year.



City of St. Charles
Budget Process and Financial Planning
Fiscal Year 2024-2025 Budget

Budgetary Preparation and Adoption

During the first quarter of the fiscal year, Finance begins monitoring the City's major revenues and expenditures as a means of identifying any negative trends which would require corrective measures during the current year or impact the next year's budget. In January, the Director of Finance prepares preliminary revenue projections for the current fiscal year as well as the next fiscal year. These projections are the basis for developing the parameters and establishing the objectives for the City's upcoming fiscal year budget. The City's will also incorporate the fundamental elements of the Strategic Plan and consider the public input received during recent meetings regarding City initiatives.

Budget worksheets and instructions for completing the departmental operating and capital budgets are given to the budget preparer in late October. In February, departmental meetings are held with the City Administrator, Director of Finance and department staff to review their submissions. During these meetings, major operating changes, departmental services and requests for capital expenditures and personnel are discussed. Based on these discussions, changes are made to the proposed budget. In January, a Winter Budget Workshop with City Council is conducted so that the Director of Finance can present information on key budgetary topics. This meeting is a prelude to the presentation of the draft budget which takes place at a Government Operations Committee meeting held in March. At this time, City Council discusses any concerns that they may have with the draft budget. If necessary, the budget will be revised based on these conversations.

A formal public hearing on the budget is held in April and the final budget is approved in April prior to the start of the new fiscal year on May 1.

Amending the Budget

If necessary, the annual budget may be amended during the year. Budget transfers between a Fund's departments and any increase in the total budget of a fund must be approved by the City Council as a budget revision. A written request which identifies the type and amount of the revision as well as a justification for the request is submitted to Finance. The Director of Finance must then approve the request. Revisions are presented to the City Council on a monthly basis and require a two-thirds vote of approval. No revision is made to increase the budget in the event funds are not available to effectuate the purpose of the revision.

Strategic Planning

The foundation of the City's long-term planning is the 5-year Strategic Plan. This document which was updated during FY 2022-2023 specifies a mission statement, guiding principles, vision areas, and goals and objectives for the City. These long-term goals and objectives of the City act as a road map during the development of operating and capital budgets. The City Council strives to update the strategic plan every five years to ensure that the underlying components of the strategic plan remain timely and relevant.

The strategic plan that was recently completed and adopted by the City in January, 2023, identified four strategic priorities for the City. A graphic showing what those four priorities are is shown below.

City of St. Charles
Budget Process and Financial Planning
Fiscal Year 2024-2025 Budget



These four Strategic Priorities are defined in the Strategic Plan as follows:

1. **Balanced and Thoughtful Development:** Support economic growth that respects our unique character and contributes to a diverse local economy by facilitating developments that enhance the community’s quality of life.
2. **Community Engagement:** Improve the community’s experiences with the City through engaging methods of communication to enhance accessibility, increase awareness, and encourage education.
3. **Organizational Resiliency:** St. Charles will commit necessary resources to improve its infrastructure and meet public service expectations, so St. Charles continues to be a desirable community for people and businesses.
4. **Financial Wellness:** Implement policies, practices, and procedures that manage long-term liabilities, increase understanding and awareness of the City’s fiscal condition, and continue the efficient use of City resources to ensure ongoing financial strength and sustainability.

These four priorities each contain several “Strategic Goals” and several “Outcome Objectives” that the City identified in order to provide guidance to City leaders and staff on actions to be taken to further the

City of St. Charles
Budget Process and Financial Planning
Fiscal Year 2024-2025 Budget

implementation of the strategic plan. A full description of the strategic goals and outcome objectives under each of the priorities is listed in the Appendix section of this document. The full strategic plan document can be viewed on the City's website here:

<https://www.stcharlesil.gov/sites/default/files/documents/St.%20Charles%20Strategic%20Plan%202023%20rev.pdf>

Other long-term planning tools

The City utilizes a number of tools to assess its long-term financial and capital needs. These include the following:

1. The Pavement Management Program outlines strategies and initiatives that Public Works is currently to assess the condition of the City's streets and develop strategies to improve the overall condition of the City's road network. This study was updated in 2022.
2. The Water Division employs a ten-year Master Plan as a steering document to help ensure that the utility will be able to provide a continuous supply of safe, reliable and economical water to all customers.
3. The Facility Master Plan completed for the Wastewater Division serves as a guide to help ensure that the infrastructure is in place to properly treat and disinfect the wastewater produced by City residents and institutions.
4. Public Works staff maintain a long-term Year Capital Improvement Plan (CIP) which includes all capital projects with a value generally greater than \$20,000. The CIP assists with identifying priorities and allocating funding sources to maintain fiscal responsibility.
5. The City's Comprehensive Plan establishes a long-range vision for the City, defines community goals and objectives, and provides guidance for implementing programs and policies for the City's future growth. The Comprehensive Plan was last updated in 2013.
6. The Bike and Pedestrian Plan, adopted in 2023, provides the City with a roadmap to consider improvements to the City streets and pedestrian networks in order to improve the walkability and ability of bicyclists to safely travel within the City.

City of St. Charles
Calendar of Key Dates
FY 2024-2025 Budget

Date	Description of Activity/Action
October 27th	Finance Distributes Detail Budget Worksheets, Capital Worksheets and Other Information to all Departments
November 20th	Government Operations Committee Discussion of Upcoming Budget Process and Related Issues/Topics
December 13th	Distribution of Status Quo Personnel Budgets to all Departments for Review (Department Review Required by December 22)
December 18th	Deadline to Submit Initial Human Resource Modification Requests to Finance Director and HR Director
December 22nd	Deadline to Submit Multi-Year Capital Budget Information to Finance
December 22nd	Deadline for Departments to Confirm Status Quo Personnel Budgets to Finance
January 12th	Deadline for Departments to Submit Draft FY 24-25 Budget Detail Worksheets and FY 23-24 Forecasts to Finance
January 15th - 31st	Departmental Budget Meetings with Finance Director, City Administrator and other staff as appropriate
January 22nd	Winter Budget Workshop with City Council
February 1st	Deadline for Departments to Submit Updated Department Summaries and Other Required Supplementary Budget Information
February 26th - March 14th	Finance Produces Official Draft Budget Document
March 14th	City Council and Staff Receive Official Draft Budget (Thursday Prior to Meeting)

City of St. Charles
Mission, Vision and Guiding Principles
Fiscal Year 2024-2025 Budget

Development of Mission, Vision and Guiding Principles

During the strategic planning process that occurred during FY 22-23 and adopted by the City in January, 2023, the City developed a new mission statement, vision statement and guiding principles. These were developed after gathering significant input from City leaders and employees. In addition, several community forums were held and public was encouraged to participate in an on-line interactive site where members of the community could express concerns, ideas and thoughts on the process. The end result was the adoption of a new mission and vision statement and set of guiding principles for the City.

Mission Statement

We provide exceptional Services, honor Tradition,
and foster a thriving Community.



Vision Statement

An engaged community with a sense of place
and belonging where everyone is welcome.



Guiding Principles

EXCELLENCE

We strive to provide high quality services
and an exceptional quality of life.

ENGAGEMENT AND INCLUSION

We encourage all voices be heard and create accessible opportunities
for everyone to participate and contribute to our community.

SUSTAINABILITY AND RESILIENCE

We prepare for the future and cultivate progress
while valuing our natural environment and resources.

RESPECT

We treat our residents, businesses, employees,
and visitors with dignity.

SENSE OF COMMUNITY

We foster a safe and vibrant environment in which new ideas and
perspectives combine with our unique character to create a sense of place.

STEWARDSHIP AND ACCOUNTABILITY

We pledge to be honest, reliable, and open in our decision-making,
communications, and actions to earn and retain the trust of our community
because we take pride in the importance of our service to the public.

City of St. Charles
Overview of the City's Fund Structure
Fiscal Year 2024-2025 Budget

General Description

For accounting purposes, a state or local government is not treated as a single, integral entity. Rather, a government is viewed as a collection of smaller, separate entities known as “funds”. All of the funds used by a government must be classified into one of seven “fund types”. These fund types can also be grouped into one of three broad classifications; governmental funds, proprietary funds and fiduciary funds.

In addition, governmental financial reporting for state and local governments classify individual funds as either “Major” or “Nonmajor”. The impact of this distinction is that the financial activity of nonmajor funds is reported in specific instances in the audited financial statements in a consolidated format while major funds are reported separately. Generally, the General Fund, Electric Fund, Water Fund and Wastewater Fund are reported as Major Funds. The remaining City funds are considered Nonmajor Funds.

It is useful to provide an overview of the City’s fund structure since the budget is prepared, organized and presented on a fund basis. The following fund types and each fund budgeted by the City which falls into that fund type classification, are further described.

Governmental Funds

Four fund types are used to account for governmental-type activities. These are the general fund, special revenue funds, debt service funds, and capital project funds.

General Fund

This fund is used to account for most of the current day to day operations of the City which are financed through property taxes and other governmental revenues. Activities financed by the general fund include police and fire protection, highway and street maintenance, administration, finance, human resources, development and planning and central support.

Special Revenue Funds

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are restricted or committed to finance particular functions or activities and which therefore cannot be diverted to other uses. Special Revenue Funds of the City include:

Tax Increment Financing District Three: This fund is used to account for the incremental property tax revenues and redevelopment expenditures associated with the revitalization of the St. Charles Mall.

Tax Increment Financing District Four: This fund is used to account for the incremental property tax revenues and redevelopment expenditures associated with the revitalization of a section of First Street.

Tax Increment Financing District Five: This fund is used to account for the incremental property tax revenues and redevelopment expenditures associated with the revitalization of a section of the St. Charles Manufacturing property.

City of St. Charles
Overview of the City's Fund Structure
Fiscal Year 2024-2025 Budget

Tax Increment Financing District Seven: This fund is used to account for the incremental property tax revenues and redevelopment expenditures associated with the revitalization of a section of the Central Downtown.

Tax Increment Financing District Eight: This fund is used to account for the incremental property tax revenues and redevelopment expenditures associated with the revitalization of the former Pheasant Run golf course and resort facility.

Motor Fuel Tax Fund: This fund accounts for the City's share of various motor fuel taxes imposed and collected by the State and distributed on a per capital basis to municipalities. These funds may be expended on various street maintenance and improvement projects that are authorized by the Illinois Department of Transportation (IDOT).

Debt Service Funds

Debt Service Funds are used to account for the payment of interest and principal on general and special obligation bonds other than those payable from special assessments, or bonds issued to fund improvements in one of the City's enterprise funds, which are repaid directly by the respective utility. The City currently has twelve general obligation bond issues outstanding and one sales tax revenue bond issue outstanding, each accounted for in a separate fund, which are consolidated into one presentation for budgetary reporting.

Capital Project Funds

Capital Project Funds account for and report financial resources that are restricted, committed or assigned for capital outlays, including the acquisition or construction of capital facilities or other capital assets.

Capital Projects Fund: This fund accounts for the various capital equipment purchases and capital project expenditures of the City's General Fund departments, including Police, Fire, Public Services, Information Systems and Finance. Funding is typically provided through bond proceeds, grants and transfers from the General Fund and other funds. During the previous year's budget discussions, the City identified a long-term need for additional revenues in order to repair and improve the City's road network. Because the City's cost to fix and improve streets is significant and continuous it was advantageous to identify an ongoing revenue source to fund this program. To that end, the City implemented a 0.5% home rule sales tax increase which became effective on July 1, 2023. The additional \$4,800,000 in annual revenues generated by this increase is committed by the City for roads, infrastructure and related improvements.

Central Downtown Capital Project Fund: This fund accounts for the City funded public improvements within Tax Increment Financing District Seven which include a parking deck as well as streetscape and river walk renovations.

First Street/East Plaza Capital Projects Fund: This fund accounts for the design, engineering and construction of the East Plaza expansion into the One West Main Street site formally the Manor Hotel. Funding is provided through donations, General Fund transfers and grants.

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Overview of the City's Fund Structure
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Equipment Replacement Fund: This fund is used to account for the resources assigned for replacing various equipment throughout the City including computers, peripherals and related equipment.

Proprietary Funds

Proprietary funds are grouped into one of two different types, Enterprise funds and Internal Service funds.

Enterprise Funds: The Enterprise Funds provide City services primarily to external users and customers and their operations are accounted for in such a manner as to show a profit or loss similar to comparable private enterprises. The City has established four enterprise funds.

Electric Fund: This fund accounts for the revenues and expenses related to the provision of electric services to residents and businesses. The operations of the electric fund encompass the acquisition, maintenance, and daily administration of City owned electric power facilities. The fund is self-supported by user charges. There are nine electric substations throughout the City that serve 14,176 residential and 2,130 commercial and industrial customers.

Water Fund: This fund accounts for the revenues and expenses related to the provision of water services to residents and businesses. The operations of the water fund include the acquisition, maintenance, and daily administration of City owned water facilities. The fund is self-supported by user charges and fees. The City operates seven wells which collectively pump an average of 4,037,200 gallons of water per day.

Wastewater Fund: This fund accounts for the revenues and expenses resulting from the provision of wastewater services to residents and businesses. The operations of the wastewater fund entail the acquisition, maintenance, and daily administration of City owned wastewater facilities. This includes sewerage treatment and sanitary sewers. The average daily flow of wastewater treated approximates 4,736,400 gallons.

Refuse Fund: The refuse fund is used to account for the City's waste disposal program. The fund is supported through user charges, refuse bag sales, rental income and operating transfers from the general fund. Various programs are run through the refuse fund including brush pickup and leaf pickup. The operations of this fund also include a biennial Spring Clean-up Program.

Internal Service Funds: Internal Service Funds are used by state and local governments to account for the financing of goods and services provided by one department or agency to other departments or agencies, and to other governments, on a cost-reimbursement basis. The City has established four internal service funds.

Inventory Fund: This fund is used to account for the acquisition and temporary storage of materials and supplies inventory provided to various city funds on a cost reimbursement basis. The City has a centralized inventory of approximately \$4 million which is administered by the Public Services Department.

Vehicle Replacement Fund: This fund is used to account for the maintenance and replacement of all existing motor vehicles and motorized equipment for governmental funds. This fund also

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accounts for the operations of the fleet management department. The cost of parts and labor provided by fleet personnel are charged back to the respective fund or department utilizing these services.

Workers Compensation/Liability Fund: This fund accounts for the self-insurance activity related to workers compensation insurance and liability insurance for property, casualty and crime for governmental service funds.

Communications Fund: The Communications Utility operates the City's fiber system and other communications equipment which provide services to all City departments. These services are reimbursed by means of a chargeback to individual departments.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside of the government, whereby the City's role is that of trustee or custodian. The assets of these funds are restricted in purpose and do not represent discretionary assets of the government. The most common types of Fiduciary Funds are Pension Trust funds and Custodial Funds. The City budgets for two Pension Trust Funds:

Police Pension Fund: This fund provides for retirement and disability payments to St. Charles police officers. Funding is provided by investment income, police member contributions and property taxes. The amount that the City contributes from the corporate property tax levy is determined by an annual independent actuarial study. Employee contribution rates and retirement and disability benefits are set by Illinois state statutes.

Fire Pension Fund: This fund provides for retirement and disability payments to St. Charles firefighters. Funding is provided by investment income, fire member contributions and property taxes. The amount that the City contributes from the corporate property tax levy is determined by an annual independent actuarial study. Employee contribution rates and retirement and disability benefits are set by Illinois state statutes.

Other Funds Not Budgeted

The City also maintains several Funds for which an annual budget is not established for various legal or other reasons. These funds are:

- Foreign Fire Insurance (Special Revenue Fund)
- Special Service Area 21 Bonds (Custodial Fund)
- Tri-City Ambulance (Custodial Fund)
- North Central Narcotics Task Force (Custodial Fund)
- General Fixed Asset Account Group
- General Long-Term Account Group

City of St. Charles
Budgetary and Fiscal Policies
Fiscal Year 2024-2025 Budget

General Description

The City of St. Charles has a tradition of sound municipal financial management. This Annual Budget incorporates policies which are followed in managing the financial and budgetary affairs of the City. These policies will enable the City to maintain its strong financial condition as well as the ability to respond to changing financial circumstances and prioritized needs.

These policies also contain in some cases, if appropriate, a bolded and italicized description of how this budget or projected financial status meets each criterial.

Revenue Policies

1. The City strives to maintain a diversified and stable revenue base which would assist in minimizing the economic effects that short-term fluctuations in any one revenue source would have on the City's short and long-term fiscal health. The current revenue mix combines elastic and inelastic revenue sources to minimize the effect that an economic downturn or other economic event will have on the ability of the City to provide services while maintaining a sound financial position.

In the City's General Fund, 66% of revenues are elastic (sales taxes, income tax, use tax and replacement tax) and 23% are inelastic (property taxes, franchise fees and fines) with the rest being a combination. Elastic revenues are strongly based on the strength of the local, state and national economy as compared to inelastic which are more stable on a year to year basis. Over time, a greater mix of non-elastic revenues will provide more stability.

2. The City's economic development initiatives take into consideration the types of land use in order to strengthen and expand the tax base and economic well-being of the community.

The City's economic development program encompasses planned development of commercial and industrial areas, redevelopment through Tax Increment Financing (TIF) Districts, tax rebates and incentives where appropriate. This is essential for sales tax diversification because the mix of different business types helps to reduce the negative economic effects of an economic downturn in a particular industry or loss of a major sales tax contributor.

3. Existing and potential revenue sources will be examined annually during the budget process in order to determine if changes to existing revenues or implementation of new revenue sources should be considered in order to meet the service and capital goals and objectives of the City.

The City reviewed all major General Fund revenue streams and prepared current year projections and FY 2024-2025 budgets based on various economic indicators, local development activity and legislative influences. The expansion of two existing auto dealerships and the addition of a new dealership, coupled with a 3.0% increase in the City's property tax levy, enabled the City to finalize its budget without the need to add an additional revenue source or increase rates of existing fees or locally imposed taxes for the City's General Fund.

4. The City will oppose State and/or Federal legislation that will mandate costs to units of local government without providing a new or increasing an existing revenue source to pay those costs.

City of St. Charles
Budgetary and Fiscal Policies
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The City has opposed legislation either directly or through its membership in IML or Metro West that would have a negative impact on the City either through revenue reductions or increased expenditures and liabilities.

5. The City will not use one-time revenues for continuing expenditures. All new and continuing expenditures will be funded based on known and conservatively projected revenue sources. The identification of new, but one-time revenues will be used to fund one-time expenditures such as capital equipment purchases, capital improvement projects, or equipment replacement reserve contributions, as examples.

During FY 2023-2024, the General Fund contributed an additional \$883,000 and \$472,000 to the Police and Fire Pension Funds, respectively. These additional contributions will structurally improve the funded status of the Police and Fire Pension funds going forward. The General Fund also transferred \$2,600,000 and \$300,000 to the Water and Sewer Funds, respectively. These transfers will provide funding for capital projects budgeted in FY 2024-2025. The FY 2023-2024 budget was amended to accommodate these transfers which were funded with excess General Fund reserves. The FY 24-25 General Fund budget includes additional transfers of \$1,000,000 and \$200,000 to the Water and Sewer Funds, respectively. These funds are also earmarked for capital projects. The City's TIF #3 St. Charles Mall Fund FY 24-25 budget includes transfers of \$350,000 to both the Water and Sewer Funds. These funds will be used to finance that portion of the Prairie Street water and sewer main replacement project which is located within the TIF #3 boundaries.

6. The City will set fees and user charges for the Electric, Water and Sewer Funds at a level which generates a revenue stream capable of supporting operational and maintenance expenses, debt service principal and interest payments, and the funding of capital improvements.

The FY 2024-25 Budget includes a 5% increase in water and sewer rates, and no increase in electric rates. As conveyed at the budget workshop, although a significant rate increase is needed to address the funding needs in the Water and Sewer Funds, staff recognizes that a substantial increase may be difficult for many customers. Instead, a series of moderate, 5% water and sewer rate increases will be implemented over a four-year period effective for bills issued after June 1st of 2024 and each June 1st through 2027. These increases were approved by the City Council in February, 2023. These increases will provide some of the funding needed for operations and annual debt service requirements, and provide some additional funding for capital improvements to the systems. As part of this plan, staff will also look into supplementing, if necessary, the Water and Sewer Funds with other City resources in order to ensure critical capital projects necessary for system capacity and replacement continue moving forward. The electric rates were not adjusted because the fund has been able to maintain a healthy reserve balance without any further increases.

City of St. Charles
Budgetary and Fiscal Policies
Fiscal Year 2024-2025 Budget

Expenditure Policies

1. The City will maintain a level of expenditures for programs, operations, and capital projects which will provide for the public well-being and safety of the businesses and residents of the community, in accordance with the goals and objectives of City Council in a manner that promotes both optimal efficiency and effectiveness for both service delivery and ongoing capital improvements.

The FY 2024-2025 proposed budget continues to provide high service levels for the community and needed capital projects in an efficient and effective manner, while advancing many of the goals contained in the Strategic Plan.

2. Budgeted expenditures will be within the confines of available revenues for the year. Use of reserve funds shall be appropriate when part of a long-term strategy to accumulate resources for specific projects while adhering to the City's reserve policies or a one-time use of funds for a particular purpose.

The General Fund budget does not propose to expend more than is available through current revenue sources.

3. The City will forecast expenditures on a long-term basis as part of the annual budget process.

The Finance department maintains a long-term projection of expenditures, including potential changes in operating needs and capital improvement needs and the ability of the City to fund those needs within current revenue sources.

4. A competitive employee compensation package based on both internal and external equity and consistent with sound economic policies of the City is maintained to recruit and retain qualified employees.

The FY 2024-2025 payroll budget incorporates a 3.25% cost of living adjustment and a 3% merit adjustment pool for qualifying non-union employees. Union employee scale adjustments are set by contract. The FY 2024-2025 payroll budget for the International Brotherhood of Electrical Workers incorporates a 2.75% wage increase and step increases for those who qualify. The union contracts for Police Officers, Police Sergeants, Firefighters and Teamsters expire on April 30, 2024. The FY 2024-2025 payroll budgets provides for an annual increase as well as step increases for those employees who are not at the top of their pay range. Union step increases typically range from 4% to 8%.

Accounting, Auditing Budgeting and Financial Reporting Policies

1. The City Council will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).

The City has fully complied with and implemented all Generally Accepted Accounting Principles applicable to its operations.

City of St. Charles
Budgetary and Fiscal Policies
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2. To the extent possible, the reporting system will provide monthly information on the total cost of specific services by type of expenditure and by Fund.

Monthly reports by Fund and Department/Program are generated for expenditures and made available to Department personnel. A Monthly Treasurer's report is submitted to the City Council providing detailed information on monthly revenues and expenditures and significant trends.

3. The City, in adherence with the Budget Act as provided for in the Illinois Compiled Statutes, will annually adopt a balanced operating budget under normal financial circumstances which funds current expenditures with current revenues. Use of fund balance in a given year to balance the operating budget will be specifically disclosed.

The City has prepared a balanced operating budget and has disclosed the planned use of reserves in various funds, if appropriate.

4. Capital budgets, which fluctuate, will be projected on a long-term basis and adopted annually for the upcoming year based on updates to the long-term capital improvements plan to ensure that the proper mix of revenues, grants, reserves or other funding sources are available to fund the capital program. Use of fund balance and cash reserves to finance capital projects may be appropriate when planned accordingly. Any proposed capital project should provide a projection of future operating and maintenance costs associated with the project.

Capital budgets have been proposed in the context of long-term capital financial planning and projection on future operating costs have been disclosed.

5. An independent firm of certified public accountants will perform an annual financial and compliance audit in accordance with Generally Accepted Auditing Standards (GAAS) and will publicly issue an opinion which will be incorporated in the Annual Comprehensive Financial Report (ACFR).

The City underwent an audit of the April 30, 2023 financial statements and received an unmodified opinion which was incorporated into the City's ACFR.

6. The City will annually apply for the GFOA Certificate of Achievement for Excellence in Financial Reporting Program.

The City received the Certificate of Achievement award for the year ending April 30, 2022.

Cash Management

1. The City Council has adopted an investment policy which provides guidelines for the prudent investment of City funds with the objective of obtaining a competitive return on investments while minimizing risk and maintaining compliance with applicable state statutes.

During the current year, the City invested reserve and idle funds and achieved a return on its portfolio that exceeded the Investment Policy benchmark while curtailing unnecessary interest-rate risk.

City of St. Charles
Budgetary and Fiscal Policies
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2. The objectives of the City's investment activities in order of priority are:
 - i. Legal Compliance – Investments shall be undertaken in compliance with the applicable provisions of Illinois Compiled Statutes and in accordance with the provisions of this policy.
 - ii. Safety and Risk Avoidance – After ensuring the legality of an investment, the primary objective shall be to preserve investment principal. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - iii. Liquidity - The City's investment portfolio will remain sufficiently liquid to enable the City to meet cash operating requirements. In order to provide additional liquidity, a portion of the portfolio should consist of securities with active secondary markets and/or the use of local government investment pools which provide same-day liquidity.
 - iv. Yield - The overall investment portfolio shall be designed to attain a competitive market rate of return commensurate with the City's investment risk constraints, cash flow characteristics and prudent investment principles.
 - v. Diversification - The City shall diversify its investments to avoid incurring unreasonable risks regarding specific security types and/or individual financial institutions.
3. In order to maximize interest earnings, the City commingles the cash of all funds excluding the Motor Fuel Tax Fund and the Police and Fire Pension Funds. The interest revenue derived from the pooled cash is allocated to the participating funds monthly based on the relative cash balance of each fund.
4. The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to match funds to projected disbursements.

City of St. Charles
Debt Policy and Outstanding Debt
Fiscal Year 2024-2025 Budget

Debt Policy Purpose and Objective

The City Council formally adopted a Debt Issuance and Management Policy on October 17, 2022. The policy sets forth guideline sand promotes sound decision-making regarding the issuance and management of debt by the City in order to provide funding for capital improvements and other purposes for the Community while maintaining the City’s fiscal strength, stability and future financial flexibility. The objective of the policy is for the City to obtain debt financing only when necessary; to set forth the process to identify the timing and amount of debt needed to be as efficient as possible.

Debt Policy – Goals and Parameters

In following this Policy, the City shall pursue and adhere to the following goals and parameters when considering the issuance of debt:

1. Debt will not be issued to finance general operating expenses or fund operating deficits.
2. Alternatives to debt financing will be considered such as other available revenue sources, interfund loans, application of grant proceeds, State/Federal aid or other funding options to meet the long-term capital needs of the City.
3. Current credit rating metrics used by the City’s rating agency(s) will be evaluated to determine if the rating may be impacted by the issuance of debt, acceptance of long-term loans, or other financial decisions or actions by the City.
4. Capital projects with an estimated cost of \$500,000 or less will ideally be funded with funds on hand or pay-as-you-go financing, and not funded with new debt or loans. Utility rates and other revenue sources will be adjusted if needed to ensure that adequate funding will be available for projects under \$500,000. Depending on the circumstances, consideration will be given to combine multiple capital projects that are under \$500,000 into one debt issuance.
5. Debt issuances shall be structured to amortize within a twenty (20) year period, or shorter, to match the expected useful life of the assets to be financed. Principal will be amortized to best fit within the overall debt structure of the City’s general obligation debt, the repayment source and/or related tax levy at the time the new debt is issued. For issuance of revenue bonds, or general obligation bonds paid by revenues other than property tax, principal will be amortized to best fit with the overall debt structure of the specific enterprise fund or related revenue source.
6. Debt repayment shall be structured so that level or declining debt service shall be used unless operational or financial reasons dictate otherwise, or if to achieve overall level debt service with existing bonds.

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7. The potential financial benefits of issuing bank qualified bonds will be considered and, if possible, strive to limit annual issuance of debt to \$10 million or less when such estimated benefits are greater than the benefits of exceeding the bank qualification limit. Should subsequent changes in the law change this limit, the City policy will be adjusted accordingly.
8. Call provisions of approximately ten (10) years or less will be considered to provide the City flexibility to refinance debt in the future. Consideration of the call feature will be determined at the time of sale based on overall market conditions and investor acceptance.
9. Fixed rate debt as opposed to variable rate debt will be issued to minimize exposure to certain risks. If unusual circumstances warrant the issuance of variable rate debt, explanation must be provided and approved by the City Council. The par amount of outstanding variable rate debt shall not exceed 10% of the City's total outstanding debt. The City will not use derivative products in its debt structure.
10. The ratio of total annual governmental funds debt (excluding outstanding debt issued for TIF purposes and specific revenue bonds) shall be reduced and maintained to be 10% or less of total General Fund revenues.
11. Debt service coverage of at least 1.0 shall be maintained for each individual Enterprise Fund through adjustments to the utility rate structure. The 1.0 coverage ratio is applicable to general obligation debt and IEPA loans repayable by the applicable utility rate structure.
12. Consistent with the City's current *Economic Incentive Policy Section V.*, financial assistance requested for projects within a tax-increment financing (TIF) district will be considered through the pay-as-you-go increment method. General obligation bonds with a pledge of repayment by TIF revenues or straight TIF revenue bonds will not be considered.

Debt Policy – General Obligation Debt Limitation

Under Illinois Compiled Statutes, municipalities of less than 500,000, unless they are a home rule unit, are limited to the amount of general obligation bonded debt they can incur at any one time to no more than 8.625% of the total equalized assessed value of real estate property. Since the City is a home rule community, the City is not subject to this limitation.

Debt Policy – Debt Administration

Financial Disclosures. The City shall prepare all appropriate annual and other financial disclosures as required by the City's continuing disclosure undertakings as well as any specific event notices required by the Securities and Exchange Commission (SEC) to the Municipal Securities Rulemaking Board (MSRB), and any other filings required by the federal government, the State of Illinois, rating agencies, underwriters, investors, taxpayers, and other appropriate entities and persons to the ensure compliance with applicable laws and regulations.

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Review of Financing Proposals. All financing proposals that may involve a pledge of the City's credit through the sale of securities, execution of loans or lease agreements and/or otherwise directly involve the lending or pledging of the City's credit shall be referred to the Director of Finance who shall determine the financial feasibility, financial impact, and the impact on existing debt of such proposal, and shall make recommendations accordingly to the City Administrator and City Council for approval.

Rating Agency Relations. The City shall endeavor to maintain effective relations with rating agencies. The Director of Finance and other appropriate parties should meet with, make presentations to, or otherwise communicate with the rating agencies on a consistent and regular basis in order to keep the agencies informed concerning the City's capital plans, debt issuance program, and other appropriate financial information on the economic and fiscal status of the City.

Refunding Policy on Existing Issuances. The City shall consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent (3%) of the refunded par amount or greater must be achieved, unless otherwise justified and authorized by City Council.

Investment of Borrowed Proceeds. The City shall invest proceeds of debt in accordance with the City's adopted investment policy. The City acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the City. The management of public funds should enable the City to respond to changes in markets or changes in payment or construction schedules so as to (i) minimize risk, (ii) ensure liquidity, and (iii) optimize returns.

General Obligation Bonds

As of May 1, 2024 the City has twelve (12) outstanding general obligation bond issuances with a total outstanding debt amount of \$95,135,000. In 2021 Moody's Investors Service assigned a rating of "Aa1" for the City's 2021 General Obligation Corporate Purpose Bonds. The City's Aa1 rating reflects stable operating performance that has steadily bolstered reserves to very healthy levels and revenue raising flexibility as a home rule municipality. As of April 30, 2025, the City is projected to have \$88,465,00 in total outstanding general obligation debt. The City has no plans to issue any new general obligation debt for the upcoming year. This would be the third consecutive year that the City does not issue any GO debt.

- **General Obligation Corporate Purpose Bond Series 2012A**

Original Issue Amount: \$9,035,000

Outstanding Principal: \$3,480,000

Original Issue Date: October 18, 2012

Outstanding Interest: \$579,500

Date of Maturity: December 1, 2032

Current Interest Rate: 3.00%

Interest Rates: 2.00% to 4.00%

Description: Bonds issued were used to finance the construction of the Redgate bridge, electric and water projects.

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Debt Policy and Outstanding Debt
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- **General Obligation Refunding Bond Series 2012B**

Original Issue Amount: \$12,025,000	Outstanding Principal: \$2,190,000
Original Issue Date: October 18, 2012	Outstanding Interest: \$98,700
Date of Maturity: December 1, 2025	Current Interest Rate: 3.00%
Interest Rates: 2.00% to 4.00%	

Description: Bonds issued are a refunding of Series 2004 and 2005A bonds originally issued to finance the purchase and renovation of Century Stations and the construction of the public works facility.

- **General Obligation Corporate Purpose Bond Series 2013B**

Original Issue Amount: \$4,915,000	Outstanding Principal: \$2,835,000
Original Issue Date: December 4, 2013	Outstanding Interest: \$727,329
Date of Maturity: December 1, 2033	Current Interest Rate: 2.90%
Interest Rates: 1.00% to 4.625%	

Description: Bonds issued were used to finance various capital projects including acquisition of property, parking lot construction, municipal building improvements, electric, water and sewer improvements.

- **General Obligation Corporate Purpose Bond Series 2015A**

Original Issue Amount: \$2,345,000	Outstanding Principal: \$1,065,000
Original Issue Date: February 2, 2015	Outstanding Interest: \$110,273
Date of Maturity: December 1, 2029	Current Interest Rate: 3.00%
Interest Rates: 1.35% to 3.00%	

Description: Bonds issued were used to finance city hall parking lot improvements and electric substation improvements.

- **General Obligation Corporate Purpose Bond Series 2016A**

Original Issue Amount: \$7,310,000	Outstanding Principal: \$5,235,000
Original Issue Date: September 15, 2016	Outstanding Interest: \$1,465,750
Date of Maturity: December 1, 2036	Current Interest Rate: 4.00%
Interest Rates: 2.00% to 5.00%	

Description: Bonds issued were used to finance road reconstruction projects, Norton Creek rehabilitation project, design engineering for police station, electric substation and water improvements.

- **General Obligation Corporate Purpose Refunding Bond Series 2016B**

Original Issue Amount: \$11,530,000	Outstanding Principal: \$6,415,000
Original Issue Date: September 15, 2016	Outstanding Interest: \$995,450
Date of Maturity: December 1, 2029	Current Interest Rate: 4.00%
Interest Rates: 2.00% to 5.00%	

Description: Bonds issued are a refunding of Series 2006, 2007A, 2007C, 2008A, 2008B and 2008C bonds originally issued to finance the purchase of property and infrastructure costs

City of St. Charles
Debt Policy and Outstanding Debt
Fiscal Year 2024-2025 Budget

associated with TIF 4, the renovation of Fire Station 1 and new ladder truck, the river wall construction and electrical infrastructure improvements.

- **General Obligation Corporate Purpose Bond Series 2018A**
Original Issue Amount: \$20,255,000 Outstanding Principal: \$16,135,000
Original Issue Date: April 19, 2018 Outstanding Interest: \$5,078,590
Date of Maturity: December 1, 2037 Current Interest Rate: 5.00%
Interest Rates: 3.00% to 5.00%
Description: Bonds issued were used to finance the construction of the new police station, property acquisition for the 7th Ave Creek project, water and wastewater SCADA upgrade.

- **General Obligation Corporate Purpose Bond Series 2019**
Original Issue Amount: \$13,960,000 Outstanding Principal: \$12,040,000
Original Issue Date: July 16, 2019 Outstanding Interest: \$3,725,900
Date of Maturity: December 1, 2039 Current Interest Rate: 5.00%
Interest Rates: 3.00% to 5.00%
Description: Bonds issued were used to finance road reconstruction and storm sewer projects, 7th Avenue Creek improvements, construction for police station, water and wastewater improvements.

- **General Obligation Corporate Purpose Bond Series 2020A**
Original Issue Amount: \$11,440,000 Outstanding Principal: \$10,110,000
Original Issue Date: September 2, 2020 Outstanding Interest: \$2,728,400
Date of Maturity: December 1, 2040 Current Interest Rate: 4.00%
Interest Rates: 2.00% to 4.00%
Description: Bonds issued were used to finance road reconstruction and storm sewer projects, 7th Avenue Creek improvements, electric, water and wastewater improvements.

- **General Obligation Corporate Purpose Refunding Bond Series 2020B**
Original Issue Amount: \$4,150,000 Outstanding Principal: \$2,750,000
Original Issue Date: September 2, 2020 Outstanding Interest: \$458,000
Date of Maturity: December 1, 2030 Current Interest Rate: 4.00%
Interest Rates: 2.00% to 4.00%
Description: Bonds issued are a refunding of Series 2010A and 2010C bonds originally issued to finance electrical utility, water and sewer infrastructure improvements.

- **General Obligation Corporate Purpose Bond Series 2021A**
Original Issue Amount: \$11,975,000 Outstanding Principal: \$9,790,000
Original Issue Date: December 30, 2021 Outstanding Interest: \$2,857,133
Date of Maturity: December 1, 2041 Current Interest Rate: 1.50%
Interest Rates: 1.50% to 4.00%
Description: Bonds issued were used to finance various capital infrastructure improvements.

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Debt Policy and Outstanding Debt
Fiscal Year 2024-2025 Budget

- **Taxable General Obligation Corporate Purpose Refunding Bond Series 2021B**
Original Issue Amount: \$23,490,000 Outstanding Principal: \$23,090,000
Original Issue Date: December 30, 2021 Outstanding Interest: \$5,238,424
Date of Maturity: December 1, 2038 Current Interest Rate: 1.13%
Interest Rates: 0.65% to 2.65%
Description: Bonds issued are an advance refunding of Series 2013A bonds originally issued to finance First Street TIF improvements.

Revenue Bonds

As of May 1, 2024 the City has one (1) outstanding revenue bond with an outstanding debt amount of \$925,000. Revenue bonds are limited obligations of the City and are payable solely from the revenue streams that are securing the obligations.

- **Senior Lien Limited Sales Tax Revenue Refunding Bonds, Series 2016**
Original Issue Amount: \$7,195,000 Outstanding Principal: \$925,000
Original Issue Date: November 17, 2016 Outstanding Interest: \$37,000
Date of Maturity: January 1, 2025 Current Interest Rate: 4.00%
Interest Rates: 3.00% to 4.00%
Description: Bonds issued are a refunding of the Series 2008 bonds originally issued to finance land acquisition and infrastructure improvements for a retailer.

Illinois Environmental Protection Agency Loans

As of May 1, 2024 the City has twelve (12) outstanding IEPA loans. Through the Illinois Environmental Protection Agency (IEPA) the City has received low interest loans for sewer and water system improvement projects. As of May 1, 2024 the City currently has \$69,830,436 in outstanding principal for IEPA loans for projects that have been completed and repayment has begun. The total amount of outstanding IEPA loans as of April 30, 2025 is estimated to be \$67,938,792.

IEPA Loans for Completed Projects with Finalized Repayment Schedules

- **IEPA Loan #L17-2288 (Wastewater)**
Original Loan Amount: \$10,000,000 Outstanding Principal: \$1,535,873
Original Loan Date: November 17, 2003 Outstanding Interest: \$57,216
Date of Maturity: May 28, 2025
Interest Rate: 2.50%
Description: Loan issued to finance improvements to the main wastewater treatment facility.

- **IEPA Loan #L17-2344 (Water)**
Original Loan Amount: \$5,938,137 Outstanding Principal: \$2,644,682
Original Loan Date: July 6, 2010 Outstanding Interest: \$142,687
Date of Maturity: February 23, 2031
Interest Rate: 1.25%
Description: Loan issued to finance construction of water treatment facility for wells 3 and 4 for radium removal.

City of St. Charles
Debt Policy and Outstanding Debt
Fiscal Year 2024-2025 Budget

- **IEPA Loan #L17-3327 (Wastewater)**
Original Loan Amount: \$1,898,185 Outstanding Principal: \$734,191
Original Loan Date: November 2, 2009 Outstanding Interest: \$0
Date of Maturity: June 26, 2030
Interest Rate: 0.00%
Description: Loan issued to finance conversion of east side lift station to submersible pump station.

- **IEPA Loan #L17-4716 (Wastewater)**
Original Loan Amount: \$9,754,990 Outstanding Principal: \$6,177,139
Original Loan Date: November 5, 2012 Outstanding Interest: \$886,136
Date of Maturity: August 18, 2034
Interest Rate: 2.295%
Description: Loan issued to finance construction of a new main and sludge handling building.

- **IEPA Loan #L17-5203 (Water)**
Original Loan Amount: \$3,708,470 Outstanding Principal: \$2,641,668
Original Loan Date: December 17, 2014 Outstanding Interest: \$370,429
Date of Maturity: March 21, 2036
Interest Rate: 1.995%
Description: Loan issued to finance construction of new Redgate water tower and improvements to 10th Street tower.

- **IEPA Loan #L17-5285 (Water)**
Original Loan Amount: \$2,994,919 Outstanding Principal: \$2,091,058
Original Loan Date: April 24, 2015 Outstanding Interest: \$313,568
Date of Maturity: July 29, 2035
Interest Rate: 2.210%
Description: Loan issued to finance construction/replacement of 5th Avenue water main.

- **IEPA Loan #L17-5440 (Wastewater)**
Original Loan Amount: \$15,048,062 Outstanding Principal: \$13,019,121
Original Loan Date: September 25, 2017 Outstanding Interest: \$1,797,794
Date of Maturity: May 25, 2039
Interest Rate: 1.560%
Description: Loan issued to finance construction of biological and chemical phosphorous removal facilities at the eastside waste water treatment facility.

- **IEPA Loan #L17-5552 (Wastewater)**
Original Loan Amount: \$703,847 Outstanding Principal: \$617,690
Original Loan Date: April 1, 2019 Outstanding Interest: \$104,449
Date of Maturity: November 17, 2039
Interest Rate: 1.840%
Description: Loan issued to finance construction/replacement of 7th Avenue and Division Street lift station.

City of St. Charles
Debt Policy and Outstanding Debt
Fiscal Year 2024-2025 Budget

- **IEPA Loan #L17-5564 (Wastewater)**

Original Loan Amount: \$535,930

Original Loan Date: May 1, 2021

Date of Maturity: June 26, 2041

Interest Rate: 1.350%

Description: Loan issued to finance the rehabilitation of the Country Club lift station.

Outstanding Principal: \$510,024

Outstanding Interest: \$69,713

- **IEPA Loan #L17-5739 (Wastewater)**

Original Loan Amount: \$19,185,538

Original Loan Date: May 1, 2021

Date of Maturity: December 9, 2042

Interest Rate: 1.350%

Description: Loan issued to finance the westside water reclamation facility phase III expansion.

Outstanding Principal: \$18,398,556

Outstanding Interest: \$2,522,065

IEPA Loans for Completed Projects Underway without a Finalized Repayment Schedule

- **IEPA Loan #L17-5775 (Water)**

Original Loan Amount: \$7,325,000

Original Loan Date: July 1, 2022

Date of Maturity: October 21, 2043

Interest Rate: 1.100%

Description: Loan issued to finance the interconnection between well 7 and well 13. *This project has not been closed out and there is no debt service schedule yet available.

*Outstanding Principal: \$0

*Outstanding Interest: \$0

- **IEPA Loan #L17-5899 (Wastewater)**

Original Loan Amount: \$16,713,495

Original Loan Date: July 15, 2022

Date of Maturity: November 10, 2043

Interest Rate: 1.100%

Description: Loan issued to finance the removal of the existing Riverside lift station and construction of a new lift station and related improvements. *This project has not been closed out and there is no debt service schedule yet available.

*Outstanding Principal: \$0

*Outstanding Interest: \$0

City of St. Charles
Debt Policy and Outstanding Debt
Fiscal Year 2024-2025 Budget

Debt Type	Balances May 1, 2024	FY 2024-25 Debt Issues	FY 2024-25 Debt Payments	Balances April 30, 2025
General Obligation (GO) Bond Issues				
General	44,776,243	-	(4,431,880)	40,344,363
TIF	24,075,000	-	(470,000)	23,605,000
Electric	8,948,978	-	(756,060)	8,192,918
Water	8,928,494	-	(595,709)	8,332,785
Wastewater	8,406,285	-	(416,351)	7,989,934
Sub-total GO Debt	95,135,000	-	(6,670,000)	88,465,000
Illinois Environmental Protection Agency (IEPA) Loans				
Water	14,059,203	2,560,800	(984,896)	15,635,107
Wastewater	55,771,233	125,000	(3,592,548)	52,303,685
Sub-total IEPA Loans	69,830,436	2,685,800	(4,577,444)	67,938,792
Total Debt				
General	44,776,243	-	(4,431,880)	40,344,363
TIF	24,075,000	-	(470,000)	23,605,000
Electric	8,948,978	-	(756,060)	8,192,918
Water	22,987,697	2,560,800	(1,580,605)	23,967,892
Sewer	64,177,518	125,000	(4,008,899)	60,293,619
Total Debt	164,965,436	2,685,800	(11,247,444)	156,403,792

City of St. Charles
Fund Balance and Reserves Policy
Fiscal Year 2024-2025 Budget

General Fund Balance Categorizations

Governmental funds' equity (difference between assets and liabilities) is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned.

Nonspendable Fund Balance

Represents fund balances which are either not in spendable form or legally or contractually required to be maintained intact.

Restricted Fund Balance

Represents fund balances which are constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities or self-imposed by enabling legislation.

Committed Fund Balance

Represents fund balances that have self-imposed limitations put in place by formal action by the City Council. Formal actions include resolutions and ordinances approved by City Council.

Assigned Fund Balance

Represents fund balances that have limitations due to being earmarked for an intended use. Authority to assign fund balances is designated to City staff as disclosed in a later section.

Unassigned Fund Balance

Represents total General Fund balance in excess of nonspendable, restricted, committed and assigned fund balances. The categorization only applies to the General Fund. Unassigned fund balance is available and expendable for any General Fund purpose. Unassigned Fund Balance typically designates the "Reserve Level" of the General Fund.

Flow of Funds and Assignment

The City's flow assumptions are based on GASB 54 definitions. The City will spend the most restricted fund balances first thus providing the most financial flexibility. Funds are spent in the following order:

1. Restricted
2. Committed
3. Assigned
4. Unassigned

A formal public hearing on the budget is held in late March and the final budget is approved in April prior to the start of the new fiscal year.

In accordance with GASB 54, and by adoption of the FY 2024-2025 budget, the authority to determine assigned fund balances is conveyed to the Finance Director with the approval of the City Administrator.

Policy Thresholds

General Fund

By City Council policy, Unassigned Fund Balance must be maintained at a minimum level of 25% of annual expenditures and transfers out for the purposes of debt repayment; Refuse Fund operating expenditures and capital project funding. This level of fund balance will provide the capacity to:

City of St. Charles
Fund Balance and Reserves Policy
Fiscal Year 2024-2025 Budget

1. Offset unexpected downturns in elastic revenues due to fluctuations in the local, state and national economies or the loss of a major sales tax contributor(s)
2. Offset negative fiscal changes brought about by action or legislations of another unit of government or agency
3. Ensure the continued, timely repayment of debt obligations that the City may have in the event of a financial downturn
4. Provide a sufficient cash flow for daily financial needs throughout the year
5. Provide a funding source for unanticipated expenditures or emergency purchases

In the event that the fund balance for the General Fund falls below the targeted minimum, the Finance Director will present a plan to restore the fund balance to the required minimum range within a reasonable period, depending on the specific circumstances at the time.

Funds in excess of the minimum may be considered for the funding of one-time, nonrecurring expenditures, assigned for future capital activities or used for the funding of other long-term obligations. Any use of fund balance or reserves will be considered in the context of maintaining a strong level of overall budgetary flexibility and liquidity for governmental funds in total.

This City's fund balance for the General Fund was \$30,486,984 at the beginning of the current year. It is anticipated to be about \$28,500,000 +/- at April 30, 2024 which is 44.3% of applicable expenditures and transfers for resources out. This assumes that an additional \$2,900,000 will be transferred out of the General Fund to the Water and Sewer Fund's during the current year. The projected fund balance as of April 30, 2025 is about \$28,600,000, which is also about 44% of expenditures and resource out.

Electric Fund

The City will maintain a working capital level in the Electric Fund of at least 25% of operating expenses, capital outlay and debt repayment. For the purpose of this policy, working capital will be defined as current assets (excluding restricted cash and equivalents) less current liabilities. Working capital over and above this level will be considered in adherence to this policy if an operating or capital investment activity financed with reserves is planned. This level of working capital will provide the capacity to:

1. Offset the loss of a significant customer(s) or decreases in usage from customers
2. Ensure adequate resources for annual fluctuations in capital investment activities necessary to support operations
3. Provide sufficient cash flow during the year based on the timing of expenses and receipt of payments from customers
4. Ensure the continued, timely repayment of debt obligations that the City may have in the event of a financial downturn

The projected working capital level of the Electric Fund at April 30, 2024 exceeds the required amount after considering remaining bond proceeds to fund capital projects.

Water Fund

The City will maintain a working capital level in the Water Fund of at least 25% of operating expenses, capital outlay and debt repayment. For the purpose of this policy, working capital will be defined as current assets (excluding restricted cash and equivalents) less current liabilities. Working capital over and

City of St. Charles
Fund Balance and Reserves Policy
Fiscal Year 2024-2025 Budget

above this level will be considered in adherence to this policy if an operating or capital investment activity financed with reserves is planned. This level of working capital will provide the capacity to:

1. Offset the loss of a significant customer(s) or decreases in usage from customers
2. Ensure adequate resources for annual fluctuations in capital investment activities necessary to support operations
3. Provide sufficient cash flow during the year based on the timing of expenses and receipt of payments from customers
4. Ensure the continued, timely repayment of debt and loan obligations that the City may have in the event of a financial downturn

The projected working capital level of the Water Fund at April 30, 2024 falls short of the required amount after considering remaining bond and loan proceeds to fund capital projects. Challenges have been encountered to maintain this policy over the long term because of the quantity of capital improvements that have been and must be undertaken in the Water Fund to ensure the stability of the water system. However, the City is making efforts to rectify this situation by implementing 5.0% annual rate increases over the next four years beginning June 1, 2024 and by identifying other sources of funding. A rate study is planned to be initiated sometime in 2025. It is anticipated that any recommendations to the rate structure will be implemented so that the utility can ultimately move further towards the goal of being self-sustaining in the long run.

Sewer Fund

The City will maintain a working capital level in the Sewer Fund of at least 25% of operating expenses, capital outlay and debt repayment. For the purpose of this policy, working capital will be defined as current assets (excluding restricted cash and equivalents) less current liabilities. Working capital over and above this level will be considered in adherence to this policy if an operating or capital investment activity financed with reserves is planned. This level of working capital will provide the capacity to:

1. Offset the loss of a significant customer(s) or decreases in usage from customers
2. Ensure adequate resources for annual fluctuations in capital investment activities necessary to support operations
3. Provide sufficient cash flow during the year based on the timing of expenses and receipt of payments from customers
4. Ensure the continued, timely repayment of debt and loan obligations that the City may have in the event of a financial downturn

The projected working capital level of the Sewer Fund at April 30, 2024 falls short of the required amount after considering remaining bond and loan proceeds to fund capital projects. In recent years the Sewer Fund has not been able to maintain this level of working capital because of the cost of capital improvements that have been and will be undertaken to upgrade or replace wastewater systems that are near the end of their operations lives. However, the City is making efforts to rectify this situation by implementing 5.0% annual rate increases over the next four years beginning June 1, 2024 and by identifying other sources of funding. A rate study is planned to be initiated in 2025. It is anticipated that any recommendations to the rate structure will be implemented so that the utility can ultimately move further towards the goal of being self-sustaining in the long run.

City of St. Charles
Basis of Accounting and Basis of Budgeting
Fiscal Year 2024-2025 Budget

General Description

The modified accrual basis of accounting is used for all governmental fund types (General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds) and agency funds. Under the modified accrual basis of accounting, revenues are recognized as soon as they are both measurable and available. The City considers revenues to be available if they are collected within 60 to 90 days of the end of fiscal year end. Generally, expenditures are recorded when a fund liability is incurred.

The accrual basis of accounting is utilized by proprietary fund types including enterprise, internal service and pension trust fund types. Under this method, revenues and additions are recorded when earned and expenses and deductions are recorded at the time liabilities are incurred.

Both the modified accrual basis of accounting and the accrual basis of accounting are consistent with generally accepted accounting principles (GAAP).

Basis of Budgeting

The budget for the City is prepared on a basis consistent with GAAP as described above except for the following major exceptions described and identified below as the budgetary basis:

1. Capital outlay and expenditures within the proprietary fund-types are capitalized and recorded as assets on a GAAP basis (if the threshold is met), but expensed annually on the budgetary basis. In addition, depreciation expense is not shown on the budgetary basis for the proprietary fund-types since capital outlay is expensed and not depreciated. The budgetary basis provides a more accurate description of the actual capital outlays and cash flows made and planned for during the year.
2. Bond/loan proceeds in the Enterprise funds are shown as revenues for the budgetary basis, and assets on a GAAP basis. Likewise, principal payments are shown as expenditures on a budgetary basis but reflected as a decrease in long-term debt payable on a GAAP basis. Under GAAP, bond/loan proceeds for proprietary funds would be shown as an asset and offset with long-term debt payable. Interest payments are shown as expenses when due during the year whereas under GAAP interest is accrued to the amount payable at the end of the year.
3. Reimbursements from Other Funds which are normally shown as a reduction of expenditures on a GAAP basis are shown as a revenue source to that fund on the budgetary basis.
4. Pension expense and Other Post Employee Benefit (OPEB) expenses are shown as expenses on the GAAP basis in proprietary fund-types but are not shown as expenses on the budgetary basis.

City of St. Charles
Trend Analysis
FY 2024-2025 Budget

Trend Analysis

In order to prosper, municipalities must be keenly aware of their financial health. Local officials must monitor, analyze, and respond to changing environments in order to ensure their municipality's present and future viability. The City has demonstrated a history of recognizing and appropriately reacting to changing financial conditions to minimize adverse impacts to residents, services and programs.

Trend analysis allows the City of St. Charles to monitor changes and anticipate future problems. This section identifies the factors that affect financial condition and rationally arranges them to facilitate analysis and measurement. This information serves as a management tool by pulling together information from City documents and combining it with relevant economic and demographic data. The end result is a report based on a series of financial indicators that, when plotted over time, can be used to monitor changes in financial condition and alert City officials to future problems. This report contains indicators that are grouped together into six categories:

Community Growth Trends

These indicators were developed to provide information about trends in the community that influence the financial performance of the City. A community that is growing will have certain pressures placed upon it, as well as the financial gains it may realize as a result of this growth. Conversely, a community that has stagnated may have difficulty generating new revenues to keep pace with rising operational and capital costs.

Comparative Trends

This data compares the financial health of the City to its "comparable communities." St. Charles competes with other municipalities for tax dollars. In addition, neighboring communities can place demands upon the City's infrastructure.

Revenue Trends

These revenue trends provide detailed analyses concerning the City's property and sales tax base. In addition, any other significant revenue sources are included in this section.

Expenditure Trends

Understanding the City's revenue trends only presents a portion of the City's financial picture. Expenditure trends are analyzed in conjunction with revenue in order to understand the relationship between the two.

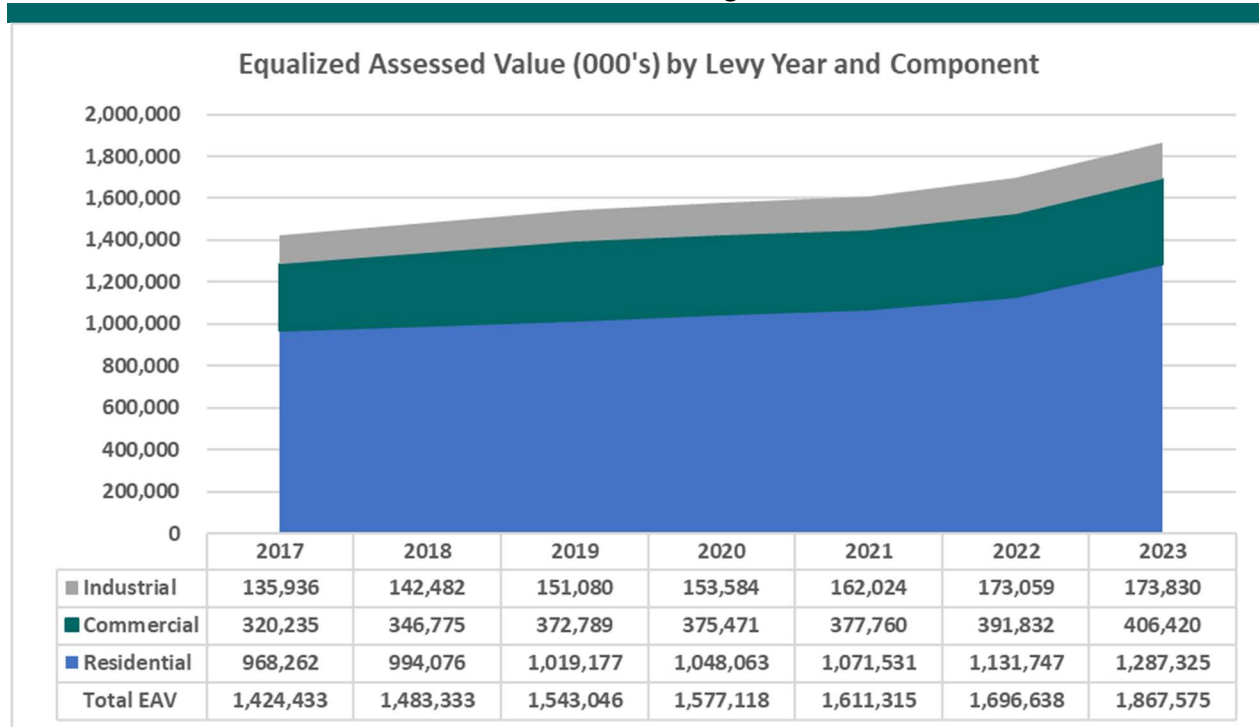
Enterprise Fund Trends

This information focuses on the City's business-type activities, also known as enterprise funds. Business-type activities include electric, water, sewer, and refuse services. These trends evaluate revenues, expenditures, and fund balances. Enterprise fund operations are intended to be financed entirely by user charges for the service provided. They are not anticipated to be subsidized by tax revenue.

Debt Service Trends

Debt service trends provide an overview of the City's debt picture by including charts that illustrate general obligation debt and overlapping debt from other jurisdictions. These indicators monitor how the City is faring in both regards.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

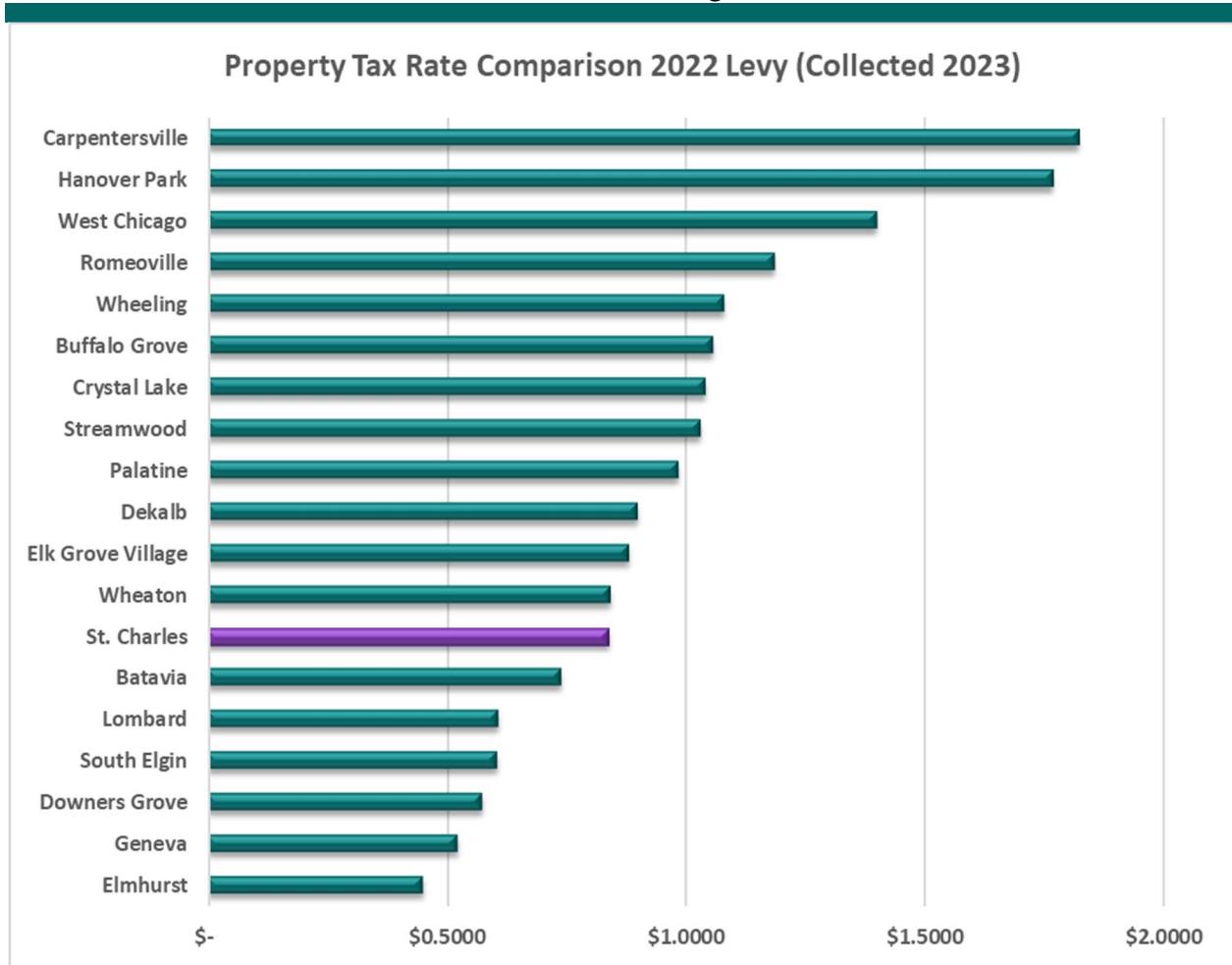
Property in Illinois is assessed at 1/3 of its fair market value and the equalized assessed value (EAV) is the base upon which the property tax rate is applied. As a home rule entity St. Charles is not subject to any tax rate limitations.

Trend Analysis

Equalized assessed value (EAV) in St. Charles has been trending upward since levy year 2014. During the seven-year period under review, EAV has grown by approximately 31.1%. During that time, the amount of the City’s property tax levy has risen 21.2%. EAV growth has outpaced levy increases because City Council chose to minimize property tax increases and instead rely on other revenue sources to finance General Fund operations and Police and Fire Pensions. To that end, the City added a two-cent local fuel tax to fund the maintenance of roads during FY 18-19. In addition, existing alcohol and hotel tax rates were each increased by one percent. Steady growth in St. Charles’ sales tax base has also enabled the City to limit property tax levies.

The City should maintain a diversified tax and revenue structure for overall sustainability and continued financial health. Property taxes are less susceptible to economic downturns and therefore are a key component to achieving revenue stability within the General Fund. In FY 22-23, property taxes contributed 24.4% to total General Fund revenues not including interfund transfers. In FY 23-24, property taxes are forecasted to comprise 23.7% of total revenues, less interfund transfers, due to significant growth in sales tax. The City increased the 2023 property tax levy by 3.0%, which will maintain property tax as a percentage of total revenue at 23.8%. The 2023 property tax levy is expected to provide an additional \$425,600 in revenue. The additional property tax will be used to fund a portion of the increase in police and fire required annual pension contributions. The 2023 general purpose levy is being reduced from the previous year as a means of funding the remaining increase in the police and fire required annual pension contribution.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



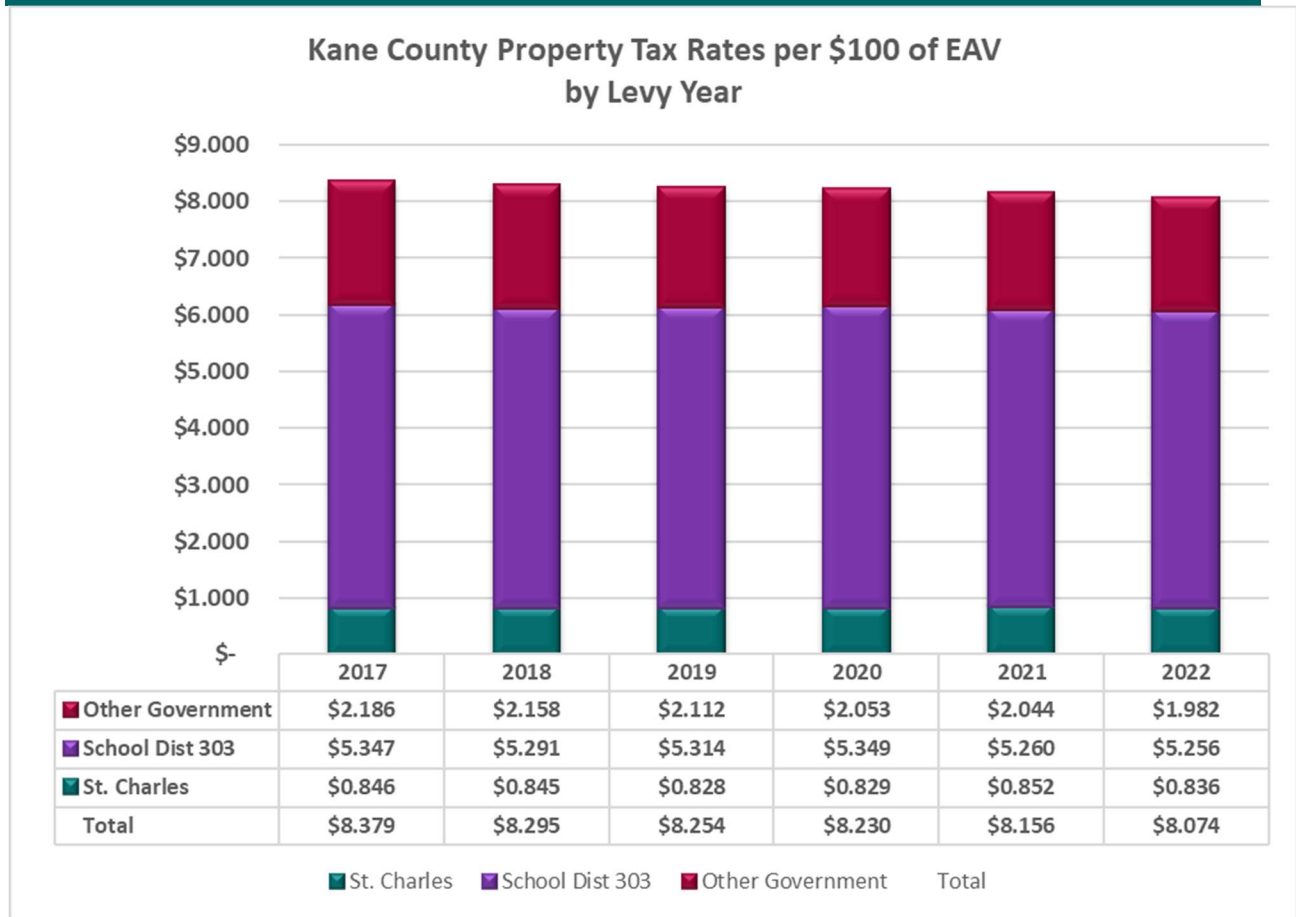
Indicator Description

St. Charles maintains a policy of levying property taxes at a rate which keeps the City comparable to neighboring communities. For comparison purposes, the property tax rates of some of the communities shown above have been adjusted to incorporate all of the services provided by the City of St. Charles. To illustrate, a community’s fire protection district is included when a City does not provide its own fire service.

Trend Analysis

The City remains mindful of the total local tax burden it places on its residents. For this reason, the City abates all of the taxes which would be levied to pay general obligation debt and sparingly extends property taxes in proportion to the growth in Equalized Assessed Value. The 2020, 2021 and 2022 property tax levies were increased 2.3%, 5.0% and 3.4% as compared to the EAV which grew 2.3%, 2.2% and 5.3%, respectively. These increases were driven by the growth in the annual required contributions to the Police and Fire Pension funds. Over the past 10 years, that portion of the total property tax levy allocated to pensions has risen from approximately 22% to nearly 49%. The 2023 preliminary property tax levy is expected to increase 3.0% which is significantly less than the growth in EAV of 10.1%. As depicted above, the City’s 2023 property tax rate remains within the bottom half of its comparable communities.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



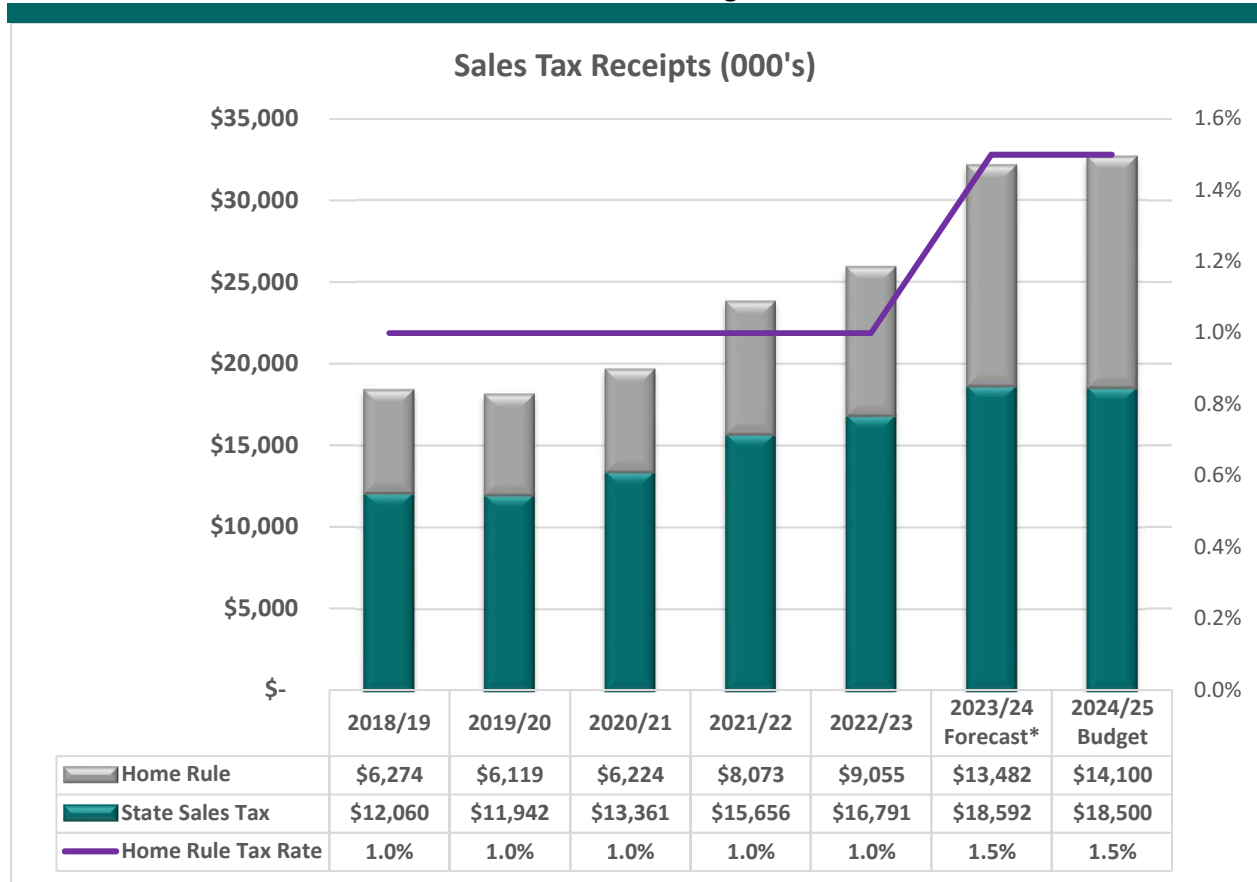
Indicator Description

The above chart graphically depicts the City’s portion of the property tax rate as compared to the total community tax rate, which includes the rates of School District 303 and other overlapping governments (i.e. County, park district, junior college, library district, etc.). Decisions related to tax levies take into consideration the total community tax rate. The City’s portion of the total property taxes levied in 2022 was 10.4%.

Trend Analysis

During the period under review, the City’s portion of the community tax rate has averaged 10%. This is a function of rising equalized assessed values (EAV) coupled with conservative and prudent increases in the amount of the property tax levied. Kane County currently estimates that the equalized assessed valuation for the City will increase by approximately 10% in total, due to an increase in the assessed valuation of existing residential properties. This increase in EAV, as currently estimated by the County, will result in a decrease in the overall City property tax rate from \$0.8361 to \$0.7824. The projected 2023 tax rate of \$0.7824 should result in the City maintaining a 10% proportionate share of the community tax rate.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

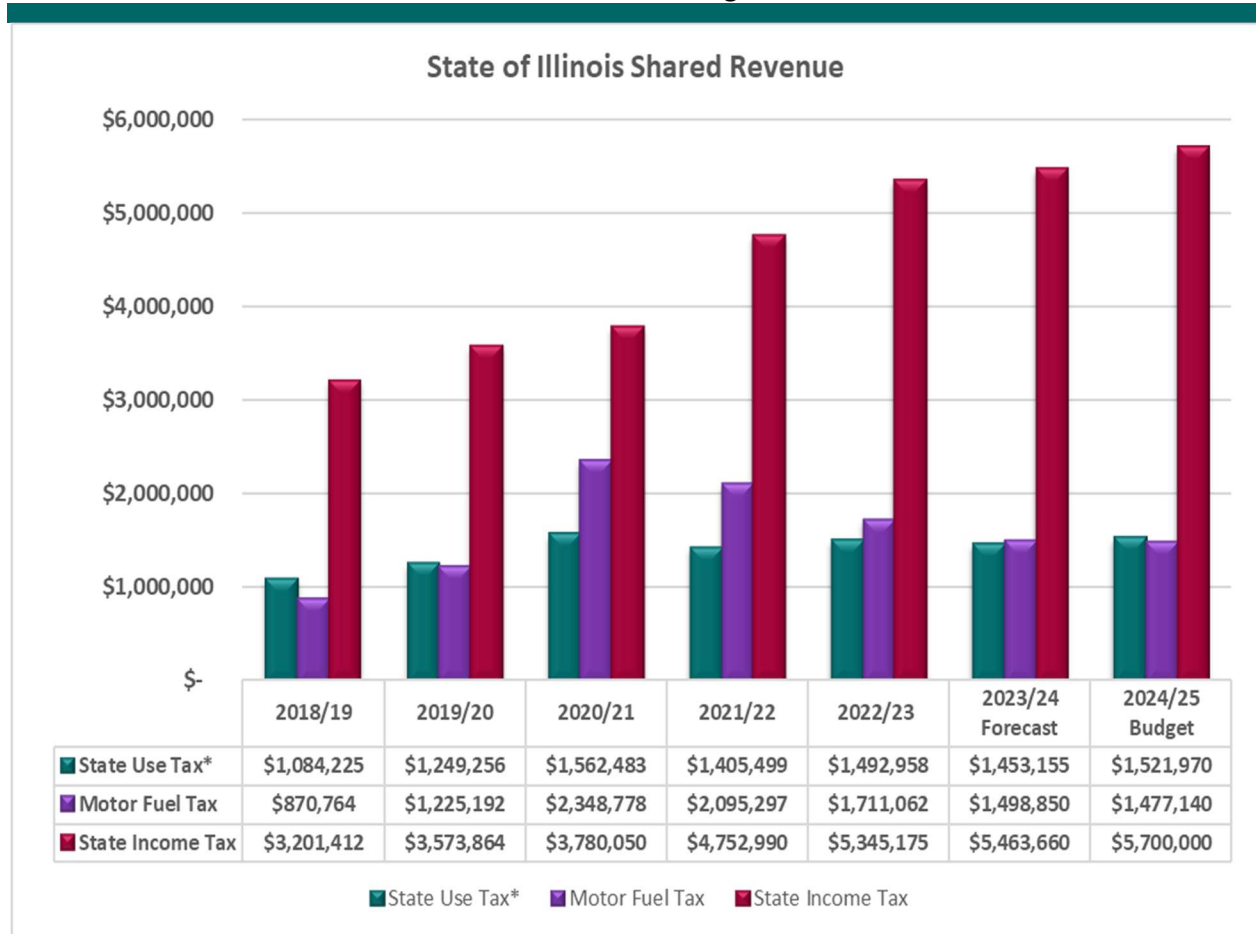
Sales tax is an elastic source of revenue, meaning it is highly dependent on local economic conditions. It is important that the City have a diverse portfolio of revenue sources that include non-elastic revenue streams to reduce the impact of an economic decline. An important attribute of sales tax is that a large portion of it is paid by non-residents.

Trend Analysis

The City had imposed a home rule sales tax of 0.25 percent in 1996, an additional 0.25 percent in 1997 and another 0.50 percent in 2004. Effective July 1, 2023, the City increased its home rule sales tax by 0.5 percent, from 1.0 percent to 1.5 percent. The revenue generated by this additional 0.5 percent tax is being utilized to fund road improvements and related infrastructure. Home rule sales tax applies to all general merchandise, excluding groceries, pharmaceutical drugs, and titled vehicles.

As depicted in the chart above, the City has experienced an annual growth in sales tax revenue with the exception of the pandemic year. Sales tax rose significantly in FY 21-22 and FY 22-23 as a result of inflationary pricing and the addition of new business establishments. The 0.5 percent home rule sales tax that was imposed on July 1, 2023, and in effect for 10 months during FY 23-24, is forecasted to generate approximately \$3,975,000. Further, the City received a large sales tax distribution in FY 23-24 as a result of an Illinois Department of Revenue audit which also increased forecasted revenue. Home rule sales tax is budgeted to increase an additional \$825,000 in FY 24-25 to account for a full twelve months of this new revenue stream. Municipal sales tax is also forecasted to increase significantly in FY 23-24 as a result of business growth and the large sales tax distribution resulting from the IDOR audit. The FY 24-25 budgeted revenues assume that growth in municipal sales tax stabilizes.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

The above chart depicts revenue sources that the City does not collect locally. Rather, these revenues are administered by the State of Illinois and shared with local governments. The State Income Tax and State portion of the Sales Tax are the most significant intergovernmental revenues that the City receives.

Trend Analysis

The State of Illinois distributes 6.06 percent of the net collections of all income tax received from individuals, trusts, and estates and 6.85 percent of the net collections received from corporations to local governments. The allocation to the governmental unit is a function of its' population in proportion to the total state population. As depicted in the chart above, income tax revenues had grown at a steady pace until FY 21-22 when the City experienced a surge in revenue receipts. This escalation was due to growth in corporate profits as well as the tight labor market which resulted in increases to employee wages and salaries. These conditions have persisted which is why income tax revenues have continued on an upward trend and are forecasted at \$5.5 million and budgeted at \$5.7 million.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**

Use tax is a form of sales tax designed to distribute the tax burden fairly among consumers and ensure fair competition between in-state and out-of-state businesses. Illinois imposes a 6.25% use tax on the privilege of using goods within its borders as a complement to sales tax. The Illinois Department of Revenue (IDOR) requires taxpayers to voluntarily report and pay use tax. Illinois has been aggressively focusing on collecting use tax by implementing various laws. These include:

October 1, 2018 – the *Marketplace Fairness Act* became effective in the State of Illinois requiring remote retailers, who make 200 or more annual transactions or \$100,000 or more in annual gross receipts, to collect and remit Use Tax on purchases made for use and consumption in Illinois.

June 2, 2019 – the *Leveling the Playing Field for Illinois Act* was passed, requiring both Remote Retailers (a retailer which does not have physical presence in IL) and Marketplace Facilitators (Amazon or eBay) to collect and remit the state and local Retailer’s Occupation Tax (ROT aka Sales Tax) based on the product delivery destination.

January 1, 2021 - Remote Retailers and Marketplace Facilitators, that meet the threshold of 200 annual transactions or \$100,000 annual gross receipts, are required to collect and remit the state and applicable local ROT (sales tax) rather than the Use Tax.

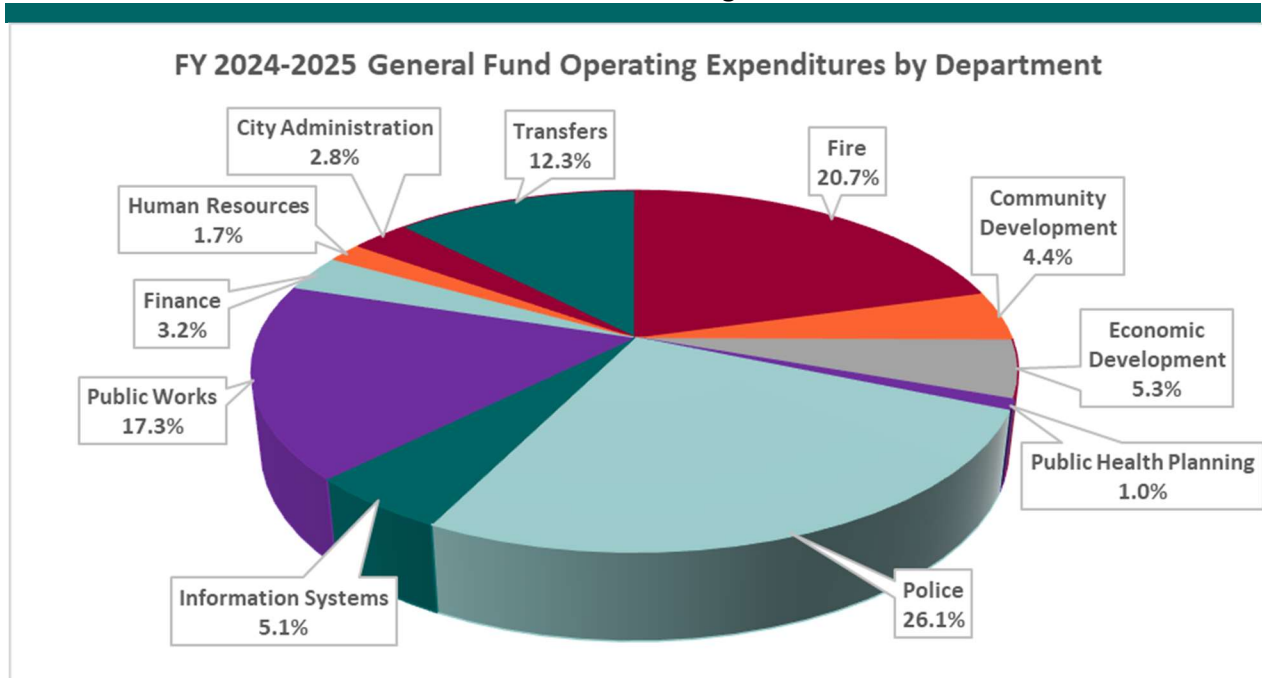
The favorable legislation enacted by the state coupled with a consumer preference for on-line shopping increased the amount of use tax collected on internet sales beginning in FY 20-21.

Motor Fuel Tax (MFT) disbursements are based on a per capita formula determined by the state. Revenue from this tax is restricted to funding maintenance and construction of City streets and rights-of-way. Effective July 1, 2019, the State increased the motor fuel tax from \$0.19 per gallon to \$0.38 per gallon of gasoline and from \$0.215 per gallon to \$0.455 per gallon of diesel fuel. This was the first increase in the MFT rates since 1990. The growth in MFT revenues during FY 2019-20 is the result of this legislation. Also, on May 1, 2020, the Illinois Department of Transportation (IDOT) announced a new \$1.5 billion grant program that provided the City with funds for infrastructure improvements. The City received three disbursements of \$362,186 in FY 20-21, two disbursements of \$362,186 in FY 21-22, and one last disbursement of \$362,186 in FY 22-23.

The table below details subsequent rate increases which have provided the MFT program with additional funding.

Motor Fuel Tax Rate History					
Date	Type	Rate	\$ Change	% Change	
Jan 1, 1990 - June 30, 2019	Gasoline	\$ 0.190	\$ -	0.0%	
	Diesel	\$ 0.215	\$ -	0.0%	
July 1, 2019 - June 30, 2020	Gasoline	\$ 0.380	\$ 0.190	100.0%	
	Diesel	\$ 0.455	\$ 0.240	111.6%	
July 1, 2020 - June 30, 2021	Gasoline	\$ 0.387	\$ 0.007	1.8%	
	Diesel	\$ 0.462	\$ 0.007	1.5%	
July 1 2021 - Dec 31, 2022	Gasoline	\$ 0.392	\$ 0.005	1.3%	
	Diesel	\$ 0.467	\$ 0.005	1.1%	
Jan 1, 2023 - June 30, 2023	Gasoline	\$ 0.423	\$ 0.031	7.9%	
	Diesel	\$ 0.498	\$ 0.031	6.6%	

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

The above chart displays the expenditures of each city department as a percentage of total General Fund expenditures. The chart below details the per resident cost of each city department.

Trend Analysis

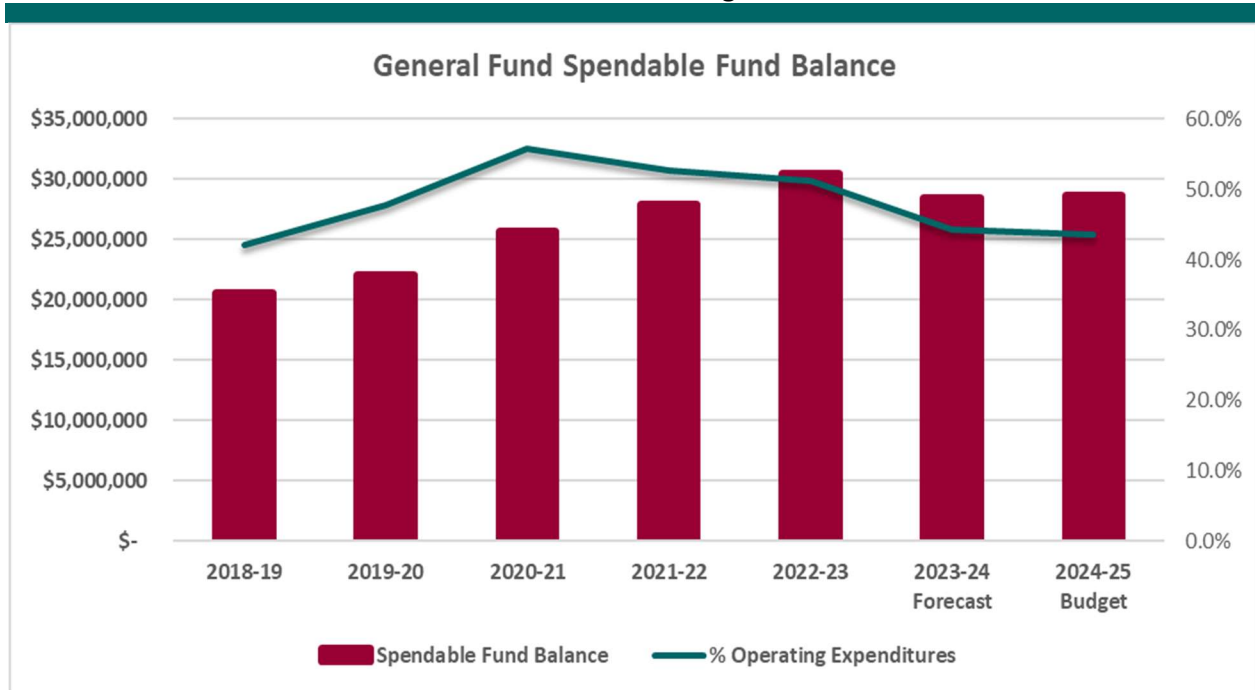
Approximately 64.1% of the municipality’s expenditures are for Public Works and Public Safety (Police and Fire). The cost to provide City services in FY 23-24 is forecasted to be \$2,024 per resident. Excluding transfers, operating expenditures are forecasted to increase \$200 per resident, or 13.2%, compared to FY 22-23. The City made additional contributions in the amount of \$88.3 per capita and \$47.2 per capita to the Police and Fire Pensions Funds, respectively. This additional funding caused the increase in FY 23-24 Fire and Police per resident costs year over year. The economic development incentives paid to area business are shown as expenditures in the Economic Development department. A new sales tax sharing agreement became effective on January 1, 2023 and is the reason for the \$34 rise in per capita expenditures in the Economic Development department. During FY 22-23, a study analyzing the operations within Community Development was conducted as a means of identifying opportunities for process improvement. The study recommended changes to positions and staffing levels and as a result, 2.35 full-time equivalents were added to the department’s headcount causing the FY 23-24 increase in per capita expenditures. FY 23-24 Information Technology per resident expenditures reflect the additional costs associated with licensing new network software programs, maintaining a new utility billing system and engaging a service provider to assist with system security. The cost of Public Works services is greater in FY 23-24 because the salaries and benefits of four administrative staff members are no longer being expensed directly to the enterprise and internal service funds which they assist. Rather, the costs associated with the support that staff provide these funds is being recouped by the General Fund through expenditure chargebacks. The FY 23-24 forecast of per capita expenditures related to transfers made to other funds is declining \$153 year over year which helps offset the increases in operating expenditures. In FY 22-23, funds were transferred out of the General Fund to finance capital projects in other funds and this amount has been reduced in the current year. In total, the increase in forecasted FY 23-24 General Fund expenditures per resident cost is \$47.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**

Department	FY Actual 2021/22	FY Actual 2022/23	FY Forecast 2023/24	FY Budget 2024/25	FY Change
Fire	\$ 367	\$ 384	\$ 423	\$ 429	\$ 6
Community Development	68	60	80	92	12
Economic Development	14	35	69	109	40
Public Health Planning	19	19	19	20	1
Police	454	476	540	540	-
Information Systems	71	77	95	106	11
Public Works	298	322	339	359	20
Finance	62	60	69	67	(2)
Human Resources	31	31	32	36	4
City Administration	52	48	46	59	13
Operating Expenditures	1,436	1,512	1,712	1,817	105
Transfers	343	465	312	255	(57)
Total Expenditures	\$ 1,779	\$ 1,977	\$ 2,024	\$ 2,072	\$ 48

The per capita cost for City services in FY 24-25 is budgeted at \$2,072, which equates to an increase of \$48 or 2.4% as compared to the FY 23-24 forecast. The increased per capita costs in the Community Development department reflects the total cost of adding several new positions and assumes that the department will remain fully staffed during the year. The additional positions added to this department in FY 23-24 were only staffed for part of the year and an existing position was left vacant as a result of retirement. Economic Development departmental costs are budgeted higher than the FY 23-24 forecast. The FY 24-25 budget includes payments related to three new economic incentive agreements. One of these agreements requires that the City reimburse a grocer for capital improvements and the other two oblige the City to rebate sales tax. The budget for Information Technology expenditures is increasing as a result of moving the cost associated with the City's Microsoft Enterprise subscription into the General Fund. Previously, this cost was paid out of an internal service fund. Also, expenditures for wages and benefits are higher than the FY 23-24 forecast because a position was left vacant for most of that year. The per capita cost of Public Works services is greater than the previous year forecast which reflects anticipated wage and benefit increases and assumes the department will remain at full staff throughout the year. Also, the FY 24-25 budget anticipates that the cost to maintain the City's facilities and streets will rise as a result of inflation. The FY 24-25 City Administration budget is greater than the forecast because the Hotel Tax disbursements to the Cultural Commission and Visitor's Bureau have been increased. Also, the City Administrator's and Community and Public Affairs offices were short staffed in FY 23-24. The outgoing transfers to finance the capital projects in other funds have been reduced, which helps to offset the departmental budget increases.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

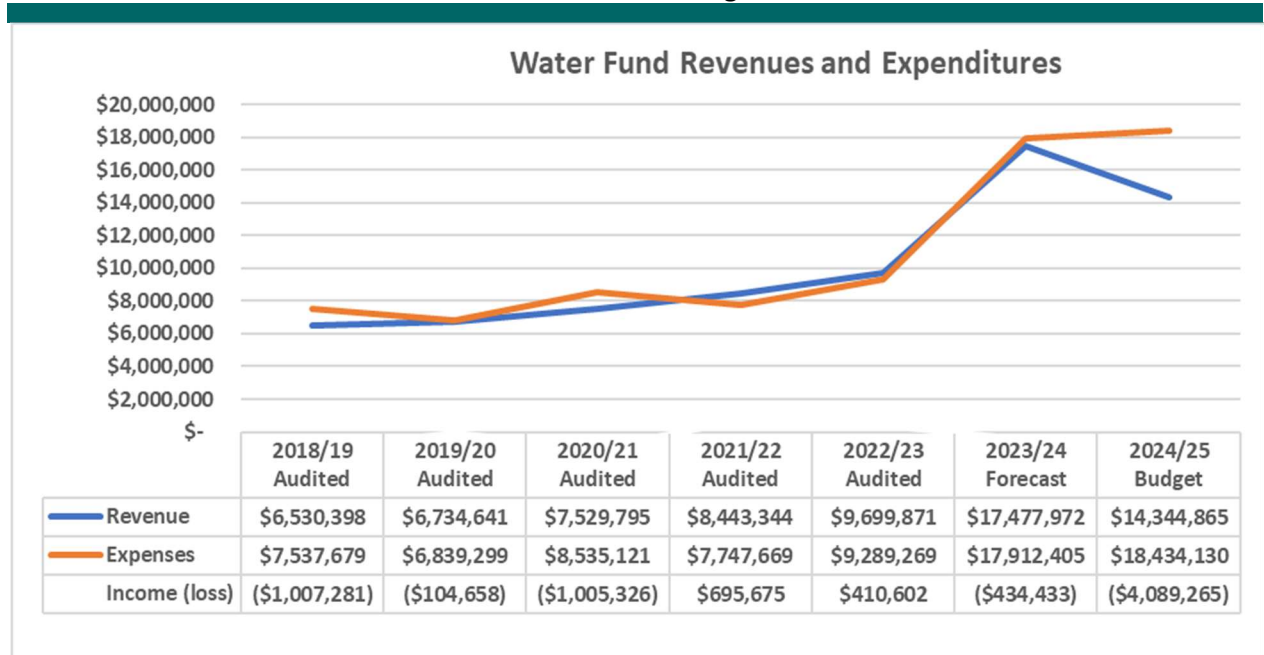
The size of the City's General Fund spendable fund balance affects its ability to withstand financial emergencies brought about by fluctuations in the economy or legislative actions of another unit of government. In addition, accumulated fund balance can be utilized for capital purchases, thereby eliminating the need to issue debt. Strong reserve levels also help to lower interest costs when the City does issue debt by maintaining a strong bond rating, which is currently Aa1 from Moody's. The City's policy is to maintain a minimum spendable General Fund balance of 25% of operating expenditures.

Trend Analysis

The City has consistently maintained well above the required 25% spendable General Fund balance of operating expenditures since instituting this threshold in 2004. During the past five fiscal years, spendable fund balance has risen steadily. Over this period of time the City has experienced year over year growth in income tax revenue and significant growth in sales tax revenue. In addition, one-time transfers in of \$1.9 million from the Capital Project Fund and \$2.4 million from the Health Insurance Fund were received upon the closing of these funds in FY 21-22 and FY 22-23, respectively.

The City anticipates that FY 23-24 will close with a General Fund deficit approximating \$2,018,000 thus reducing the level of accumulated reserves. This assumes that the General Fund transfers \$2,600,000 and \$300,000 to the Water and Sewer Funds, respectively. These transfers will provide funding for capital projects budgeted in FY 24-25. The FY 24-25 budget projects that revenue will be \$140,000 greater than expenditures.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**

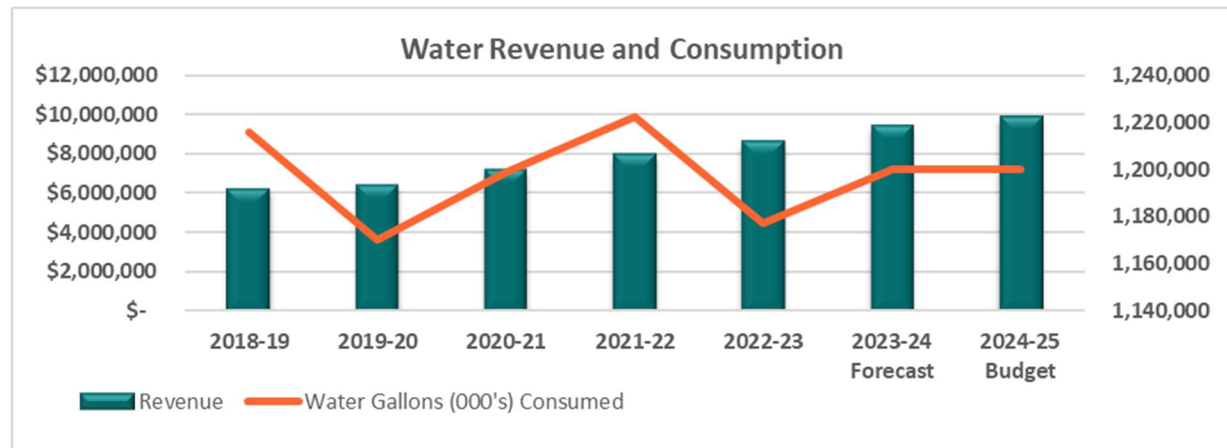


Indicator Description

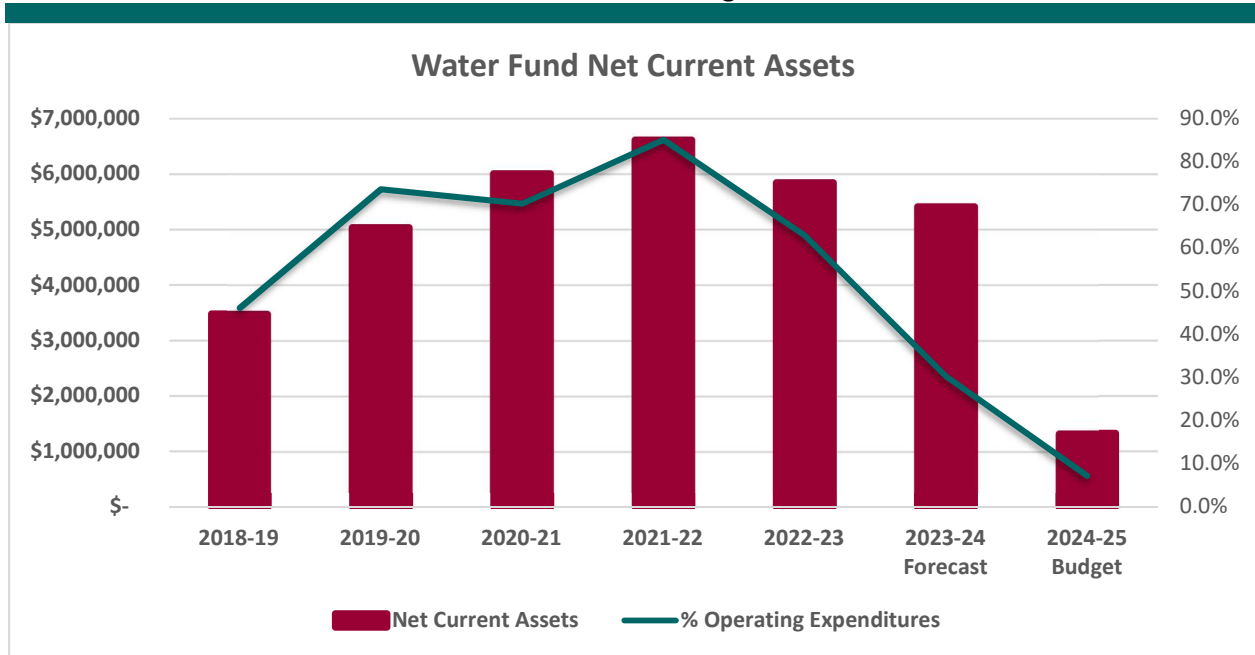
This chart displays the amount of total revenue (primarily generated by user fees) and expenses (including depreciation) for the past five audited fiscal years. Also, the current year forecast and FY 24-25 budget, prepared on a budgetary basis, is presented. Rates for water services are set by determining current operating needs as well as needs for future system maintenance and expansions. In order for an enterprise fund to achieve self-sufficiency, revenues must match current levels of expenses. A rate study is planned to be initiated in 2025. Recommendations to the rate structure will help ensure positive financial performance in the long term, given the anticipated level of system maintenance and future capital projects.

Trend Analysis

Total water usage has averaged 1,198,000 thousand gallons over the period presented, with a low of 1,170,088 thousand gallons in FY 19-20. The year to year fluctuations are a by-product of temperature, rainfall and the installation of water-efficient fixtures and appliances. Despite declining usage or stagnant usage, revenues have risen slightly over time because of annual water rate increases.



**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



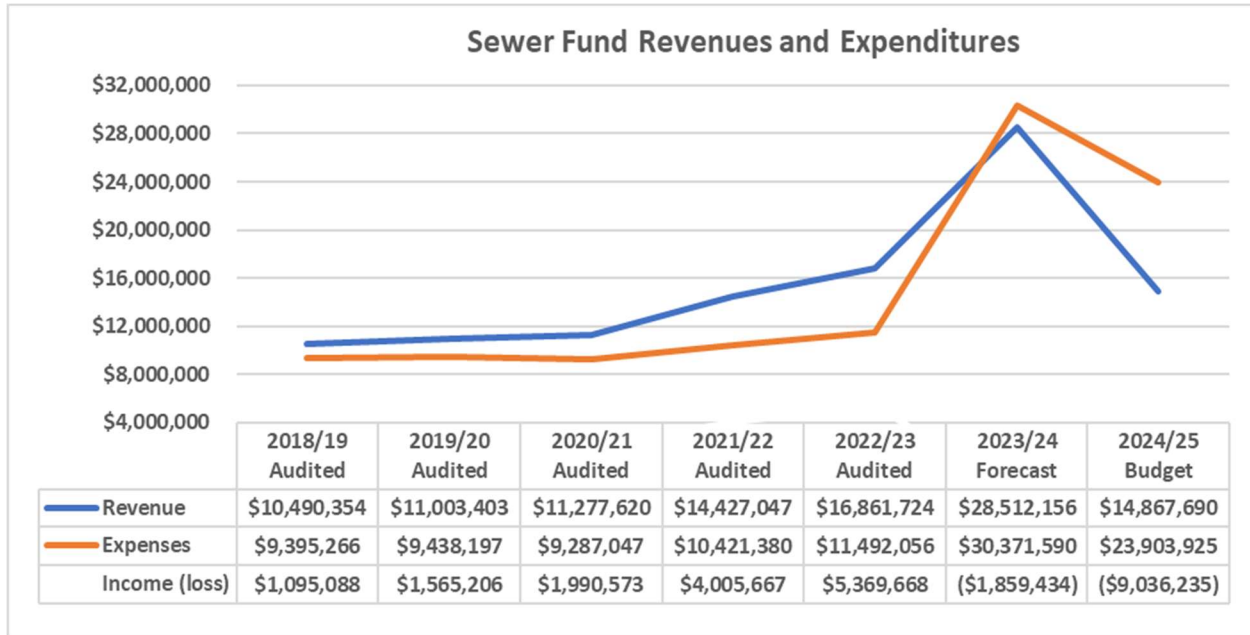
Indicator Description

The water utility is a business-type activity of the City, and is intended to recover the cost of providing services to the users of the system. In contrast to general governmental funds, enterprise funds such as the water fund are financed primarily through user charges. The policy goal is to maintain an available net current assets ratio (current assets-current liabilities) of at least 25% of operating expenses. Net current assets reflect the amount of cash available to fund capital projects.

Trend Analysis

The Water Fund has been able to maintain a current ratio of available net current assets to expenses above the suggested policy level by issuing General Obligation debt and Illinois Environmental Protection Agency loans as well as raising utility rates. This practice has substantially increased the fund’s debt burden so an effort has been made to limit the issue of debt to finance capital and infrastructure projects. As a result, the FY 23-24 forecast and FY 24-25 budget is utilizing net current assets as supplements to the IEPA loans to fund projects. Use of net current assets will result in a deviation from the 25% policy goal. In the long term, future changes to the Water utility rate structure are probable in order to create a more financially stable and self-sustaining fund.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**

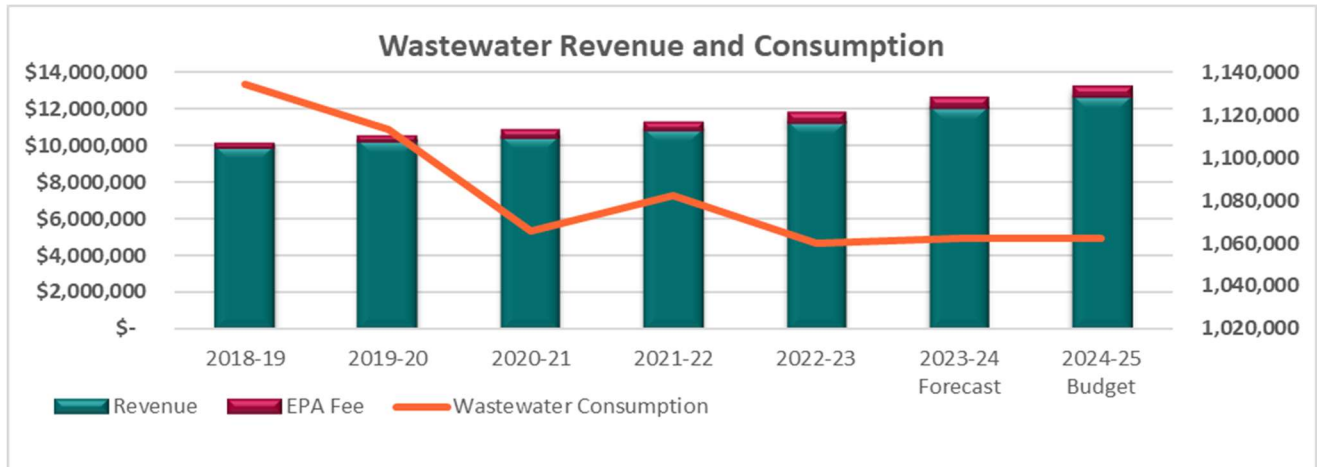


Indicator Description

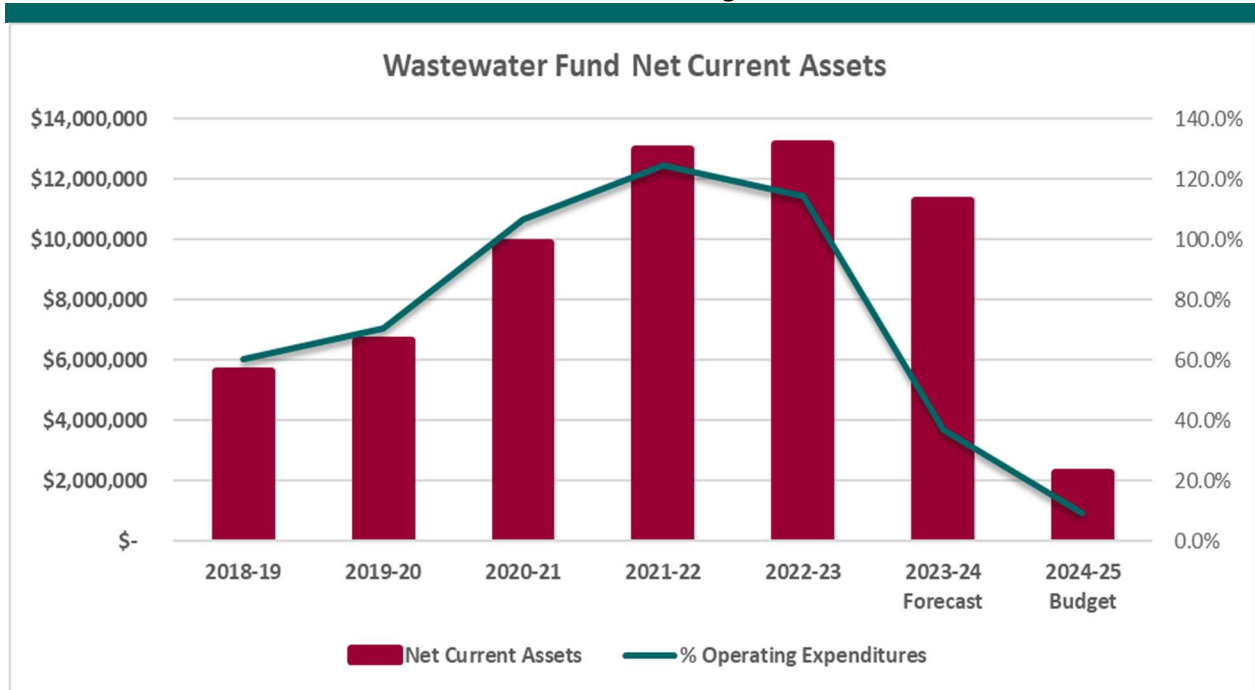
This chart displays the amount of total revenue (primarily generated by user fees) and expenses (including depreciation) for the past five audited fiscal years. Also, the current year forecast and FY 24-25 budget, prepared on a budgetary basis, is presented. In order for an enterprise fund to achieve self-sufficiency, the utility rate charged must generate the revenues needed to finance all operating and capital expenses incurred to provide this service. A rate study is planned to be initiated in 2025. Recommended rate structure changes will help ensure that the fund will be fiscally sound over the long term.

Trend Analysis

Sewer usage is based on water consumed and is therefore susceptible to the same fluctuations. A sewer rate cap is applied to residential bills during June, July and August which reduces consumption volatility during the summer. The steady rise in revenues is due mainly to increases in sewer rates and additions to the number of meter connections. The sewer rate structure includes a base monthly customer charge and EPA fee which is not dependent on usage.



**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



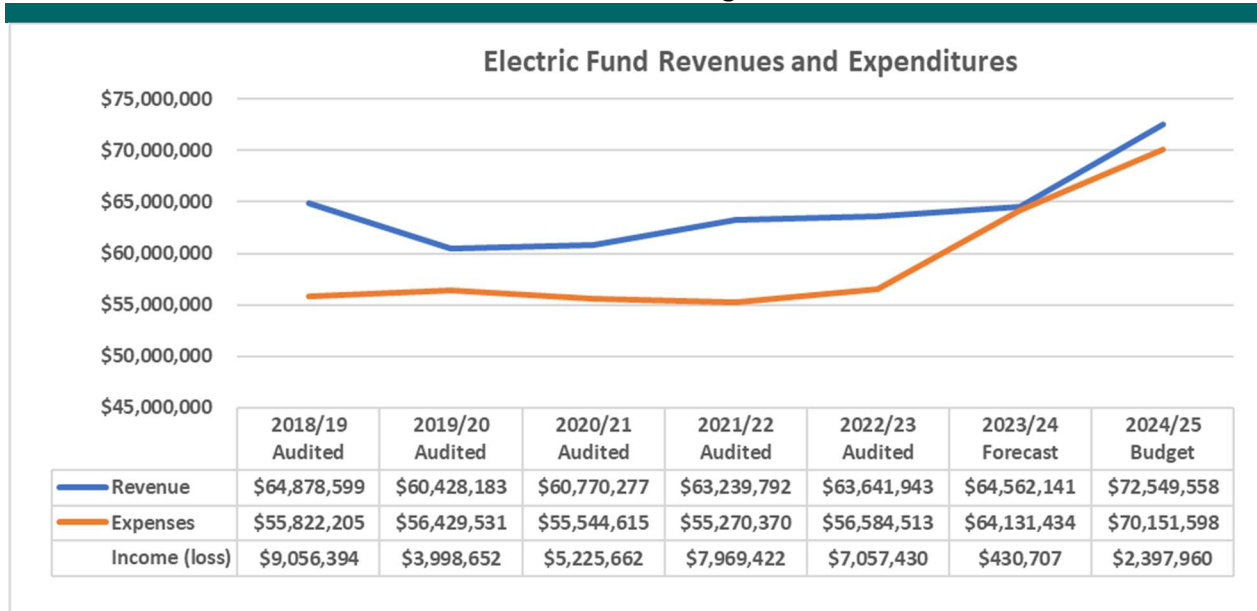
Indicator Description

The sewer utility is a business-type activity of the City, and is intended to recover the cost of providing services to the users of the system. In contrast to general governmental funds, enterprise funds, such as the sewer fund, are financed primarily through user charges. The policy goal is to maintain an available net current assets ratio (current assets-current liabilities) of at least 25% of operating expenses. Net current assets are an indication of the amount of cash available to fund capital projects.

Trend Analysis

The Sewer Fund has been able to maintain a current ratio of available net current assets to expenses above the suggested policy level by issuing General Obligation debt and Illinois Environmental Protection Agency loans as well as raising utility rates. This practice has substantially increased the fund’s debt burden so an effort has been made to limit the issue of debt to finance capital and infrastructure projects. As a result, the FY 23-24 forecast and FY 24-25 budget is utilizing net current assets as supplements to the IEPA loans to fund projects. Use of net current assets will result in a deviation from the 25% policy goal. In the long term, future changes to the Sewer utility rate structure are probable in order to create a more financially stable and self-sustaining fund.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**

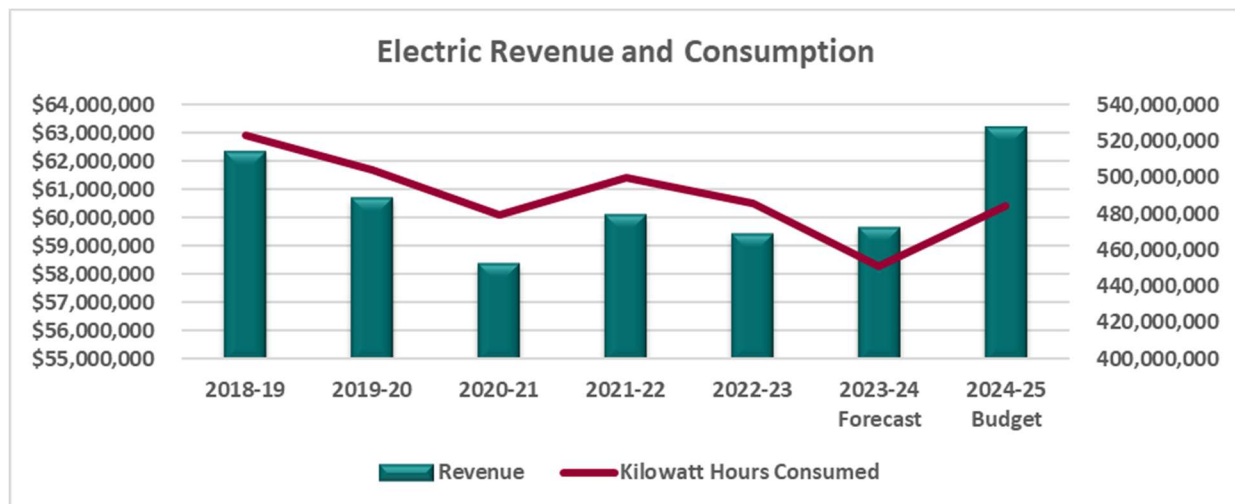


Indicator Description

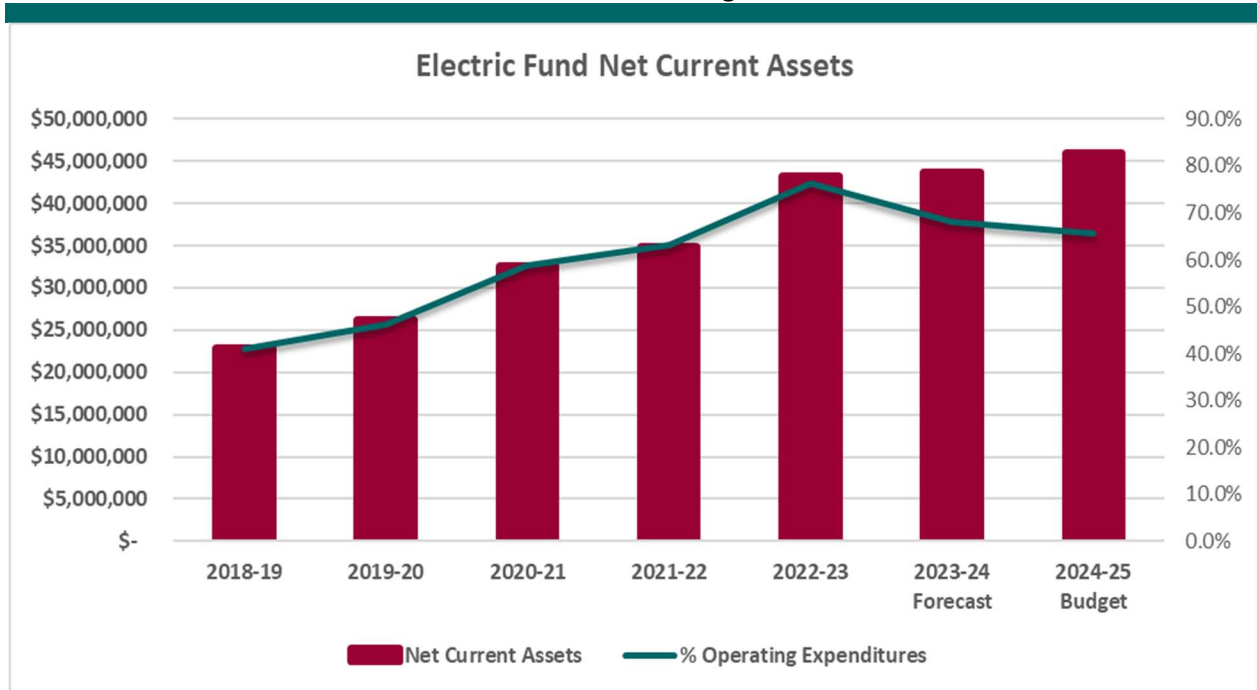
This graph is an illustration of the operating revenues and expenses (including depreciation and less debt payments) for the electric enterprise fund for the last five audited fiscal years. Also, the current year forecast and FY 24-25 budget, prepared on a budgetary basis, is presented. The current rate structure has allowed the fund to maintain financial sustainability. A rate study is planned to be initiated in 2025. This rate study will determine if the Electric Fund’s rate structure is adequate to maintain its fiscal health given the anticipated level of future system maintenance and capital projects.

Trend Analysis

Over the past decade, the Electric Fund has consistently generated surpluses and financial performance is anticipated to remain strong. The Electric Fund rate structure includes a fixed monthly service charge, kilowatt hour (kWh) usage charge as well as a demand charge which is applied to non-residential accounts. The mix of kWh usage and commercial/industrial demand charges vary from year to year which impacts revenue. For the past four years utility rates have remained constant, therefore revenues have ebbed and flowed in conjunction with usage and demand charges.



**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



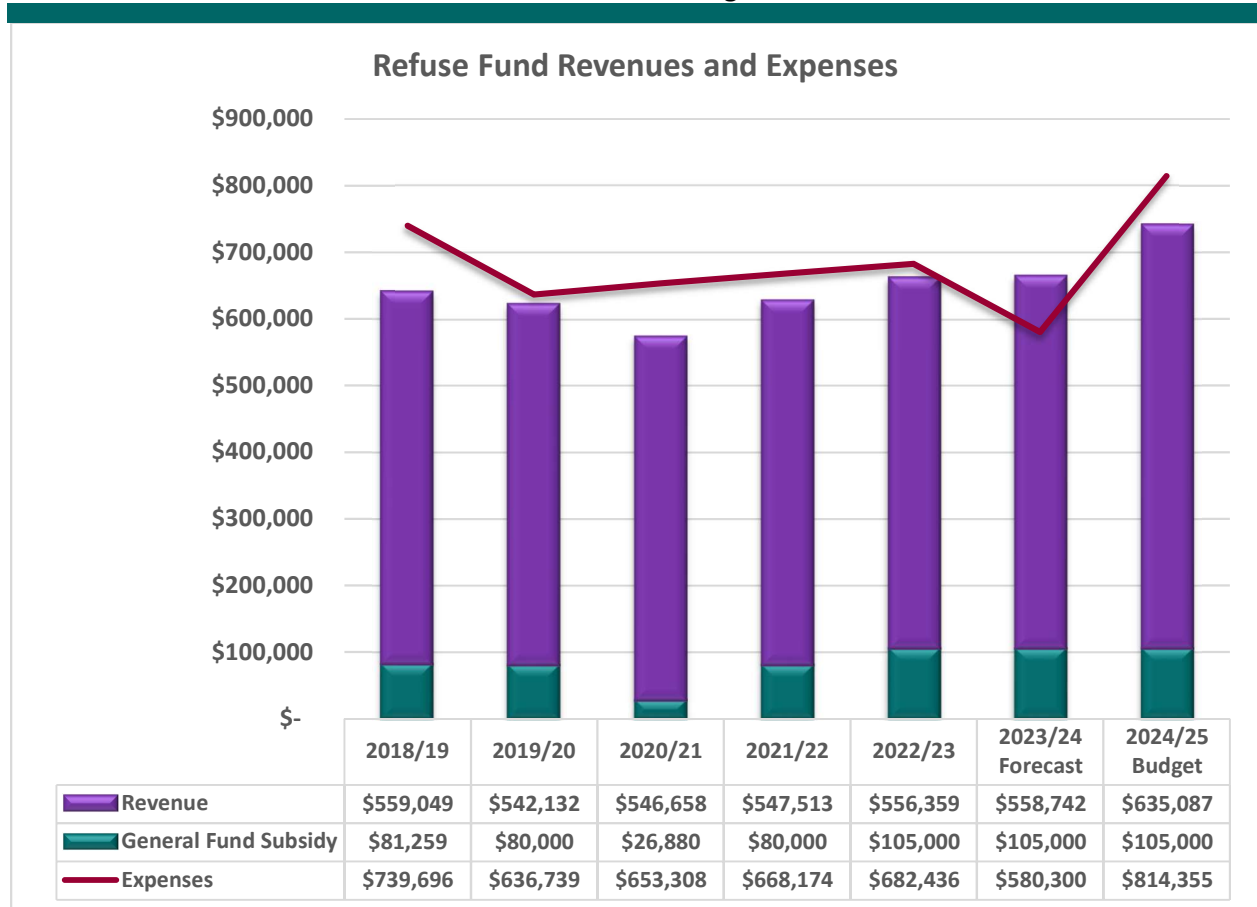
Indicator Description

Cities often engage in business-type activities, where the intent is to recover the cost of providing goods or services to customers. The City’s policy goal with respect to its business-type activities is to maintain an available net current asset ratio (current assets-current liabilities) of at least 25% of operating expenses. Net current assets reflect the amount of cash available to fund capital projects.

Trend Analysis

During the review period, the Electric Fund achieved a current ratio of available current assets to expenditures in excess of 25%. The maintenance of the Electric infrastructure is a priority, so that these costs are not a burden to future system users. Over the long term, the City's projected rate structure plan provides adequate recovery of the utility's costs in keeping with the "business focus" of an enterprise utility fund.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

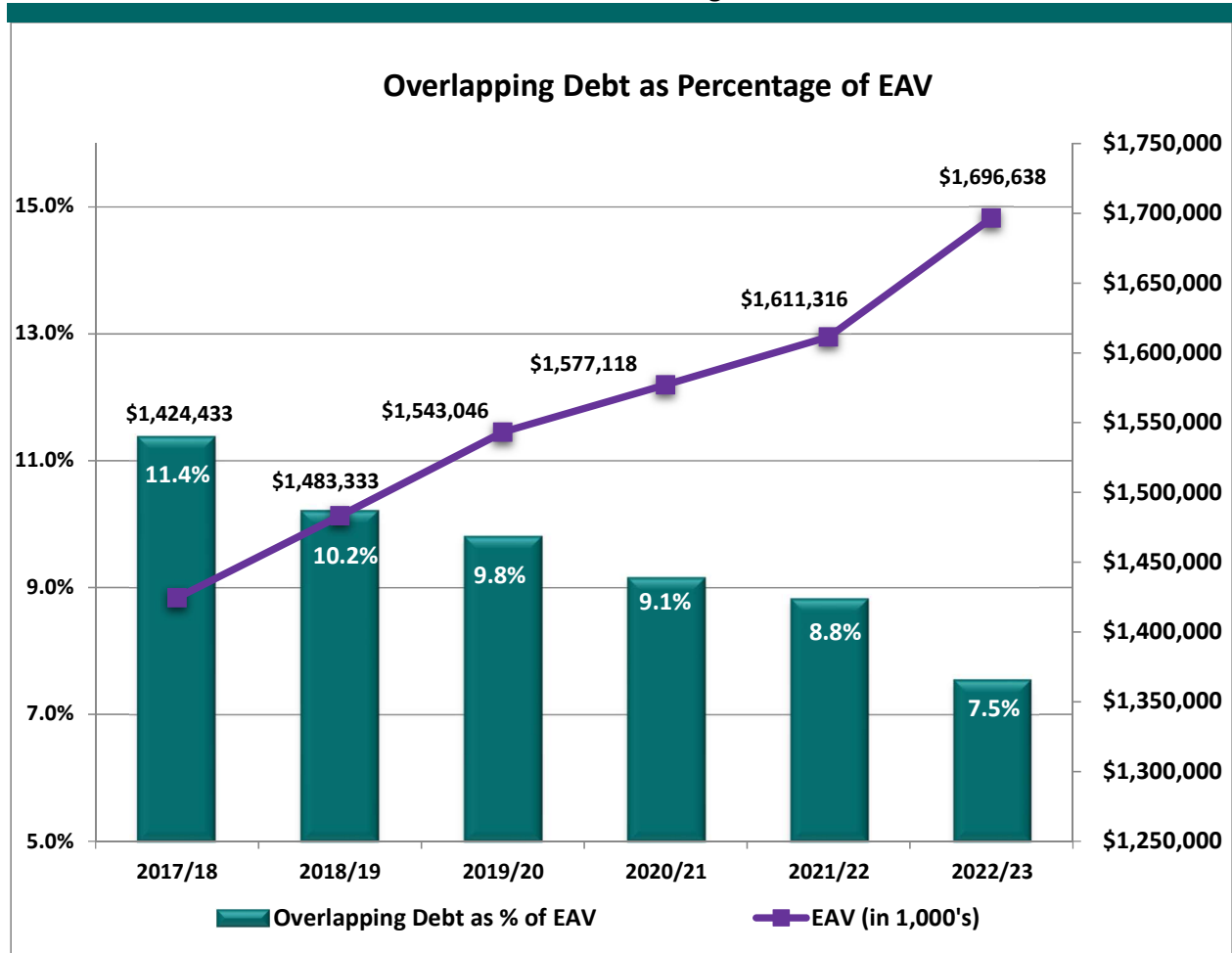
The Refuse Fund is the fourth enterprise, or business-type activity of the City. Like the others, it should be self-sustaining and supported by revenues from rates charged to users. However, a policy decision was made which allows for a subsidy from the General Fund to support various services accounted for in the Refuse Fund.

Trend Analysis

Refuse collection and disposal services are provided to residents living within the City limits. Currently, residents have two payment options with respect to refuse service. They can pay a monthly rental fee directly to the City’s contracted refuse hauler based on the size refuse cart they utilize or may purchase refuse stickers or bags. Since the cost of providing residential refuse service is not a direct cost of the City this service is not accounted for in this fund.

The City contracts for leaf and brush collection services and bills residents a monthly fee which is included on the utility bill. The City also sponsors an every other year spring clean-up program and incurs costs to collect and dispose of refuse in the City’s downtown. The revenues and cost associated with leaf and brush collection as well as the expenses incurred for refuse services in the downtown and the spring clean-up program are accounted for in this fund. Historically, the General Fund has transferred funds to the Refuse fund to support the spring clean-up program and downtown refuse service. To maintain a Refuse Fund reserve level which will accommodate the spring clean-up and downtown refuse programs, the General Fund subsidy was raised to \$105,000 annually.

City of St. Charles
Trend Analysis
FY 2024-2025 Budget



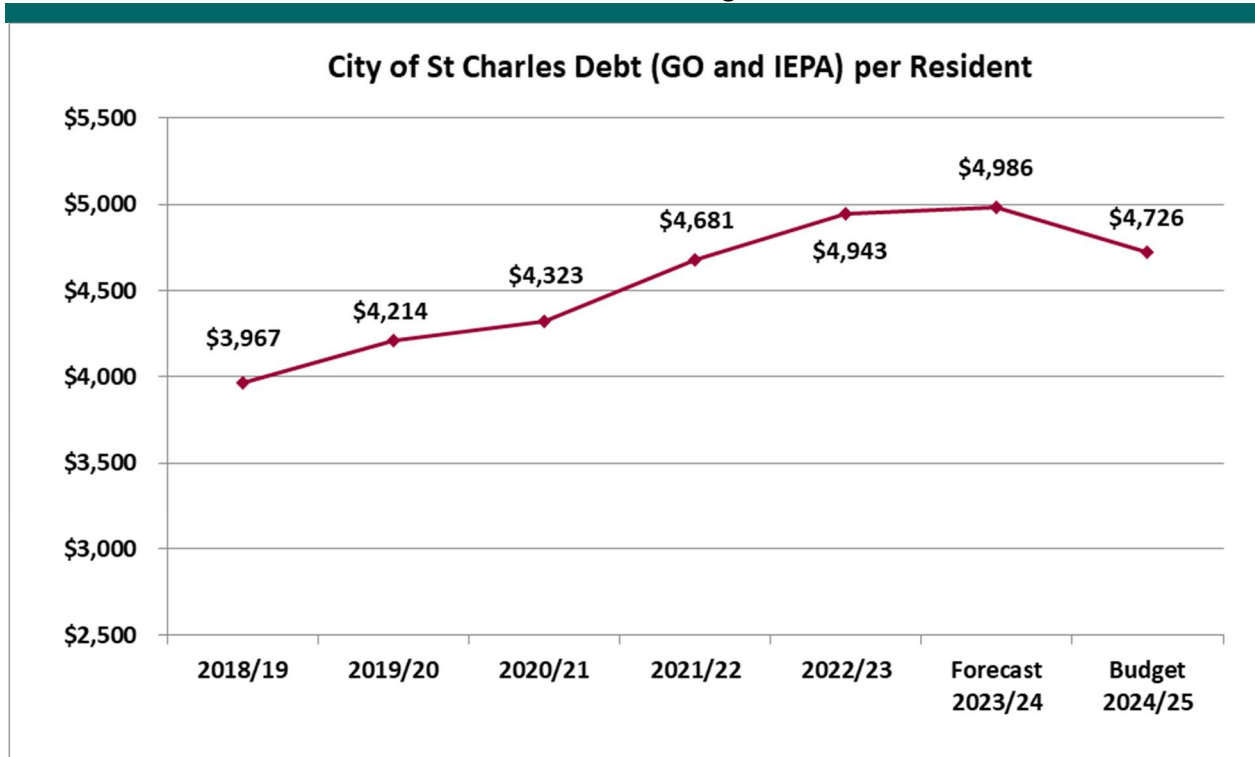
Indicator Description

Overlapping debt consists of the City's direct bonded debt (excluding enterprise fund bonded debt) and the debt of other governmental units that are within or overlap the City's boundaries (school districts, the park district, and the library district). It does not include the low interest loans utilized to fund water and wastewater capital projects.

Trend Analysis

Growth in the area and replacement of aging facilities and infrastructure have resulted in the City issuing debt to finance capital improvements. The City has historically utilized general revenue streams (sales tax, income tax, hotel tax, etc.) and incremental taxes generated in TIF districts to service debt rather than levy a property tax. Overlapping debt as a percentage of Equalized Assessed Value (EAV) is declining in part because property tax values are rising. Also, the debt levels of the other governmental units have been declining because the principal payments on existing debt are greater than the amount of any new debt being issued. Further, the City has not issued any bonded debt in the past two years.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

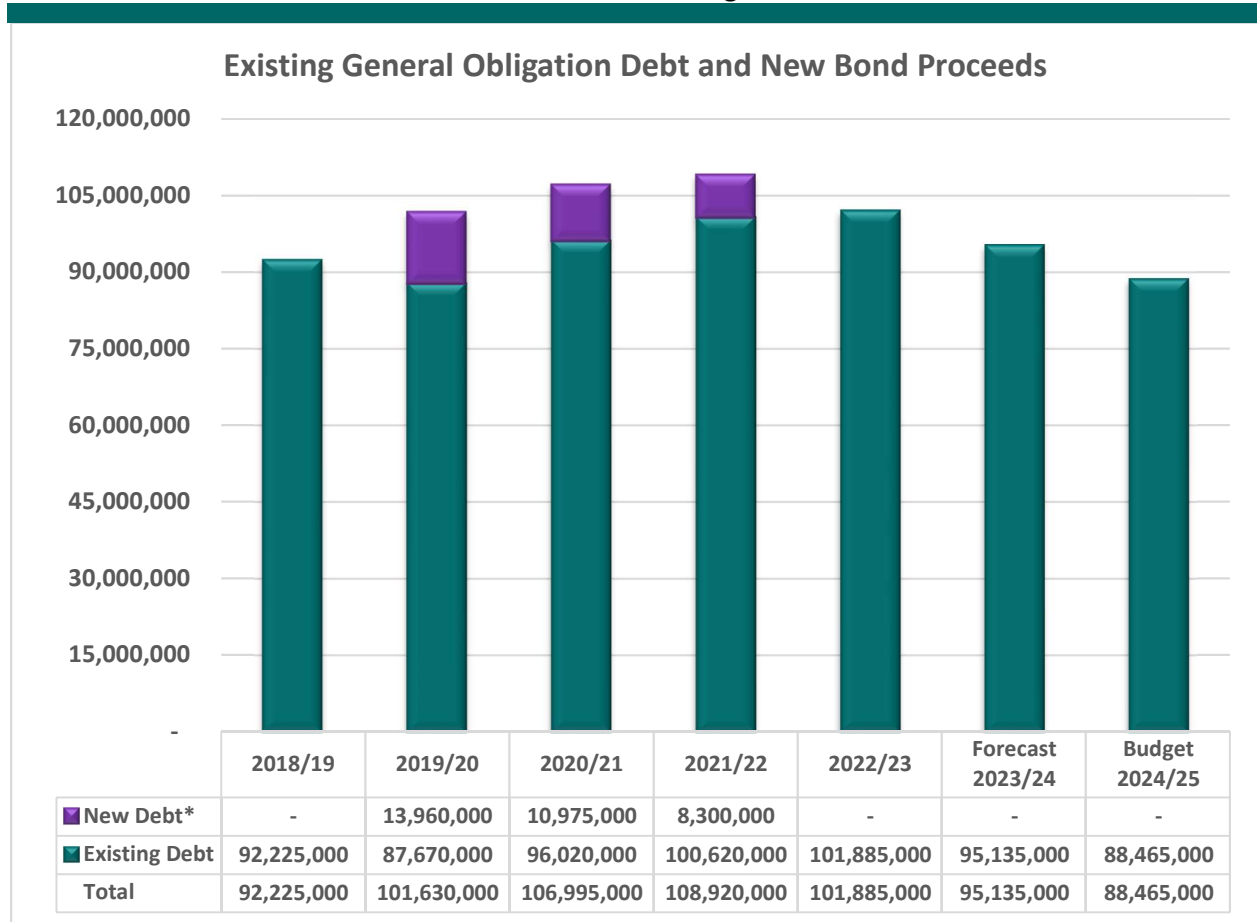
Debt per capita is a measure of the City’s debt relative to its population. It is calculated by dividing the outstanding General Obligation (GO) bond issues and the Illinois Environmental Protection Agency (IEPA) loans by the City’s population. Financial analysts use per capita debt when evaluating the City’s ability to repay its debt. This illustration of long-term debt does not include the City’s share of the debt issued by overlapping jurisdictions.

Trend Analysis

Debt per capita has been increasing because the City has issued additional amounts of debt and IEPA low-interest loans for large scale capital projects, economic development, and infrastructure improvements. The principal and interest payments for bonds and low interest loans issued on behalf of the City’s utility funds are paid by user fees. The debt payments for bonds issued on behalf of the City’s governmental funds (capital improvement, TIF, equipment replacement) are paid using general revenue streams and TIF increment. In contrast, many other units of local government collect property taxes to fund principal and interest payments. The total debt per capita indicator is on the higher end when compared to other communities.

The FY 21-22 debt per resident rose significantly due to the drawdown of loan proceeds to finance the construction of the West Plant expansion and Country Club Lift Station replacement. The FY 22-23 increase in per capita debt reflects the issuance of loans to fund the West Plant expansion, Riverside Lift Station replacement and Well #7 to Well #13 connectivity. The City anticipates utilizing new IEPA low-interest loans to finance utility capital improvements in the upcoming year. However, there are no plans or forecasted needs to issue new GO debt for general capital projects in FY 23-24 or FY 24-25 because over the last two years there has been a concerted effort to minimize, if at all possible, the issuance of additional GO debt for any purpose.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

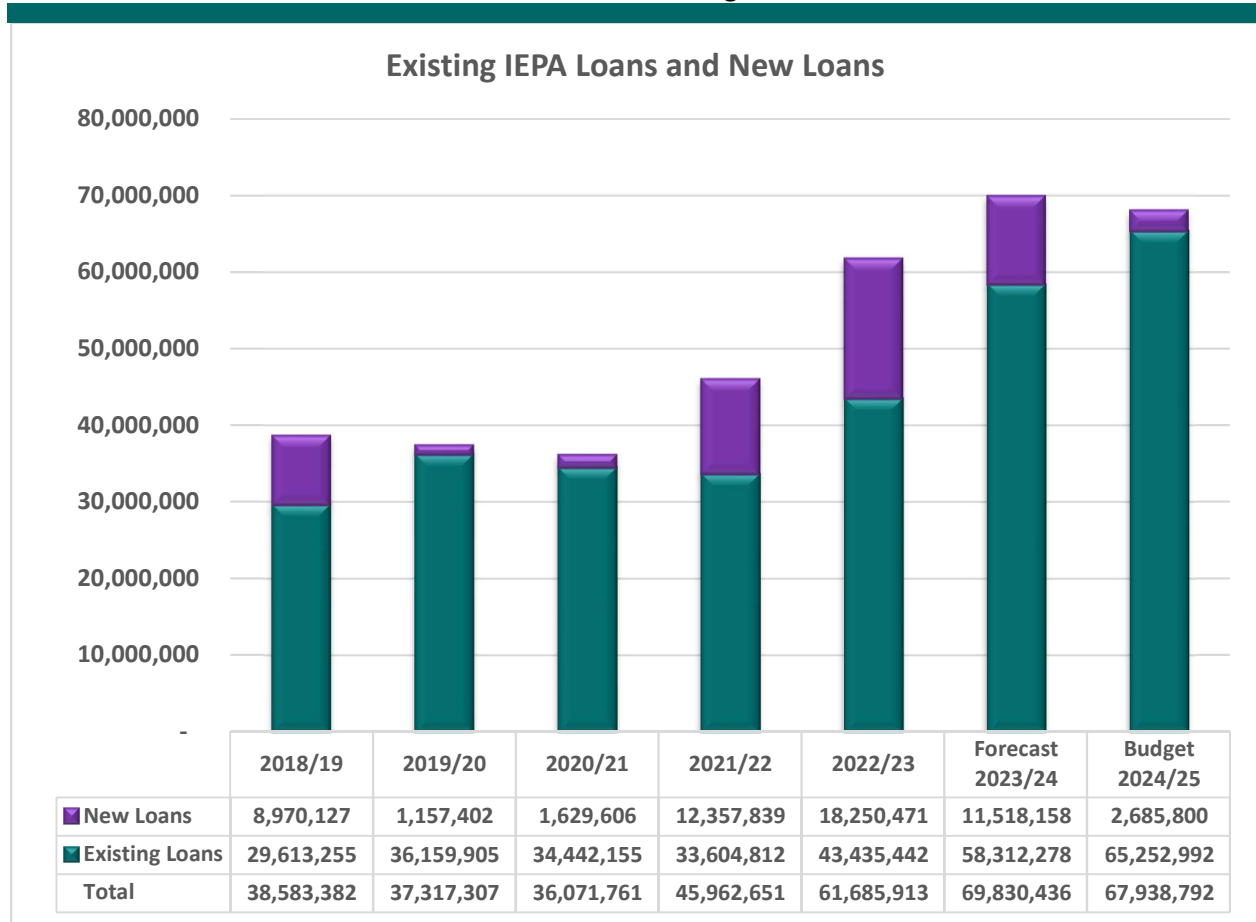
The above chart represents fiscal year end balances of General Obligation (GO) bond issuances, broken down between previously issued GO debt and newly issued bonds. The amount of the bond issue varies drastically by number and types of projects being financed. The City has made a concerted effort to reduce its debt levels and fund projects with available resources. As such, GO debt has not been issued in FY 22-23 or FY 23-24 nor are there plans to issue debt in FY 24-25. Further, as a means of providing a consistent funding mechanism for road improvements and related infrastructure, the City increased its home rule sales tax by 0.5 percent effective July 1, 2023.

Trend Analysis

Following is a list of projects corresponding to new bond issues in the seven-year period presented:

- 2017/18: New Police Station, 7th Avenue Creek Property acquisitions, Water and Wastewater SCADA replacement and Electrical System Improvements.
- 2019/20: New Police Station, street improvements, metering infrastructure, Electric, Water and Wastewater system improvements.
- 2020/21: 7th Avenue Creek Improvements, street improvements, metering infrastructure, Water and Wastewater system improvements.
- 2021/22: 7th Avenue Creek improvements, street improvements, Water and Wastewater system improvements.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

The chart above represents the fiscal year end balances of Illinois Environmental Protection Agency (IEPA) low interest loans, broken down between previously acquired and newly issued loans. The amounts shown include the loans issued for water and wastewater projects.

Trend Analysis

Following is a list of projects corresponding to new loans issued in the seven-year period presented:

- 2018/19: Phosphorus Digester construction and 7th Avenue and Division Street Lift Station replacement.
- 2019/20: Phosphorus Digester construction and 7th Avenue and Division Street Lift Station replacement.
- 2020/21: West Plant expansion.
- 2021/22: West Plant expansion and Country Club Lift Station replacement.
- 2022/23: West Plant expansion, Riverside Lift Station replacement and Well #7 to Well #13 connectivity.
- 2023/24: Riverside Lift Station replacement and Well #7 to Well #13 connectivity.
- 2024/25: Water Well #8 expansion

City of St. Charles
All Funds
Revenues and Expenditures by Type
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
Revenues					
User Charges	81,435,797	82,194,588	84,927,638	82,811,994	87,223,374
Reimbursement for Projects	1,139,772	1,217,897	6,450,000	2,825,000	7,090,000
Property Tax	15,486,057	16,923,289	17,895,068	18,091,809	18,937,262
Sales & Use Tax	25,134,536	27,338,925	31,895,000	33,527,443	34,858,670
Intergovernmental	9,463,025	8,429,918	8,143,280	9,145,238	10,532,128
Hotel Tax	1,499,765	1,723,404	2,000,000	1,800,000	1,850,000
Alcohol Tax	1,794,527	1,933,483	2,150,000	2,050,000	2,150,000
Other Taxes	1,019,449	982,053	1,020,000	924,535	908,400
Franchise Fees	3,607,490	3,580,355	3,618,000	3,504,151	3,676,500
Sale of Inventory	3,365,633	2,468,373	3,000,000	3,117,200	3,117,100
Insurance Premiums	6,062,856	6,158,681	750,000	750,000	750,000
Pension Contributions	8,146,916	8,024,163	8,203,283	9,499,696	8,750,959
Internal Service Charges	2,231,475	2,077,955	2,074,880	1,993,387	5,638,589
Investment Income	(7,264,987)	3,331,811	8,783,583	12,856,750	7,257,281
Connection Fees	503,281	1,344,560	560,000	640,000	595,000
Other Revenues	5,777,971	9,235,981	6,775,611	7,484,338	5,011,832
Debt Issues	47,098,672	17,248,279	18,539,000	18,139,648	2,685,800
Interfund Transfers	17,245,854	21,439,208	10,178,677	13,484,641	13,499,643
Total Revenues	223,748,091	215,652,923	216,964,020	222,645,830	214,532,538
Expenditures					
Personnel Services	48,158,981	51,480,753	55,766,808	55,567,923	59,354,425
Materials and Supplies	6,549,505	6,132,164	7,029,777	7,226,059	7,284,442
Contractual Services	59,403,367	62,255,464	65,549,096	67,090,745	69,449,599
Other Operating	11,926,270	8,672,985	7,806,459	7,681,104	7,912,230
Departmental Allocations	-	-	-	-	-
Capital	31,652,998	35,692,597	59,435,551	47,744,841	52,329,920
Debt Service	42,237,889	14,571,875	15,842,371	15,432,990	16,373,500
Interfund Transfers - Debt	7,585,805	8,851,191	8,251,860	8,657,825	7,368,434
Interfund Transfers - Other	6,677,313	12,555,065	1,993,065	4,893,065	6,417,872
Total Expenditures	214,192,129	200,212,094	221,674,987	214,294,552	226,490,421
Revenues Over/ (Under) Expenditures	\$ 9,555,962	\$ 15,440,829	\$ (4,710,967)	\$ 8,351,278	\$ (11,957,883)

City of St. Charles
All Funds
Expenditures by Fund
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
General Fund					
City Administration	543,290	589,498	540,305	514,827	685,988
Communications & Public Affairs	178,312	211,315	255,459	223,085	342,357
Mayors Office	34,176	37,560	42,093	38,252	44,017
City Council	104,830	135,744	163,325	154,227	160,590
City Treasurer	2,260	3,322	3,345	3,295	3,345
City Clerk	5,031	4,844	4,850	4,850	4,850
Hotel Tax Distribution	571,601	576,600	576,600	576,600	690,100
Board of Fire & Police Commission	31,118	13,536	39,525	19,275	25,500
Information Systems	1,611,062	2,555,400	3,310,850	3,132,541	3,504,728
Human Resources	755,962	1,024,347	1,114,045	1,057,572	1,200,305
Accounting	868,050	1,509,190	1,586,601	1,553,649	1,519,369
Utility Billing	(17,207)	583,056	673,688	742,022	689,162
Police	14,998,427	15,726,876	16,978,246	17,862,463	17,848,122
Youth Commission	15,000	12,685	15,000	15,000	15,000
Fire Administration	4,129,004	4,171,627	4,649,547	5,181,936	5,083,657
Fire Operations	7,863,805	8,353,027	8,868,024	8,622,035	8,888,595
Fire Emergency Management Association	153,171	179,166	189,215	174,789	211,685
Public Health & Planning	616,969	617,947	635,000	632,870	661,000
Public Works Administration & Engineering	749,643	1,541,549	2,023,418	1,787,649	1,989,246
Public Services	6,162,501	9,131,388	9,785,168	9,442,650	9,894,817
Planning Services	625,604	530,705	766,833	711,376	864,057
Building & Code	694,327	793,250	990,190	987,391	1,208,631
Development Engineering	294,672	411,604	407,622	686,440	692,306
Special Service Area 1B	262,000	262,000	262,000	262,000	272,000
Economic Development	451,193	1,150,839	2,182,844	2,288,844	3,613,527
Interfund Transfers - Debt	5,108,932	5,821,972	5,497,460	5,499,101	5,411,663
Interfund Transfers - Other	6,113,414	9,443,257	1,931,401	4,831,401	3,029,754
Departmental Chargebacks	-	(5,877,193)	(2,775,870)	(2,775,870)	(2,944,820)
Total General Fund	52,927,145	59,515,111	60,716,784	64,230,270	65,609,551

City of St. Charles
All Funds
Expenditures by Fund
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
<u>Electric Fund</u>					
Electric Administration	3,239,451	2,225,638	2,983,155	2,560,669	2,939,358
Electric Operations	55,057,916	50,529,300	65,252,520	59,506,300	65,173,509
Electric Meter	359,442	430,639	462,841	682,526	620,487
Interfund Transfers - Debt	294,515	295,914	297,109	297,109	297,984
Interfund Transfers - Other	-	2,110,929	1,084,830	1,084,830	1,120,260
Total Electric Fund	58,951,324	55,592,420	70,080,455	64,131,434	70,151,598
<u>Water Fund</u>					
Water Administration	2,938,317	2,022,967	2,668,990	2,347,271	2,648,701
Water Operations	6,312,467	10,638,921	16,804,560	14,220,965	14,260,046
Water Meter	443,463	382,884	434,104	442,212	534,250
Interfund Transfers - Debt	161,178	161,598	162,027	162,027	162,343
Interfund Transfers - Other	14,853	1,772,077	739,930	739,930	828,790
Total Water Fund	9,870,278	14,978,447	20,809,611	17,912,405	18,434,130
<u>Sewer Fund</u>					
Wastewater Administration	4,336,341	3,692,113	4,855,623	4,519,183	5,626,103
Wastewater Plant Operations	4,302,964	11,124,961	15,939,884	19,029,726	8,039,068
Wastewater Collections	2,561,862	1,853,955	4,778,906	4,568,773	6,722,397
Wastewater Connections	15,321,926	11,179,421	3,457,358	1,052,774	2,270,000
Interfund Transfers - Debt	248,361	959,255	250,024	250,024	250,587
Interfund Transfers - Other	-	1,637,541	951,110	951,110	995,770
Total Sewer Fund	26,771,454	30,447,246	30,232,905	30,371,590	23,903,925
<u>Refuse Fund</u>					
Refuse Operating	550,057	564,319	575,000	580,300	814,355
Interfund Transfers - Other	118,117	118,117	-	-	-
Total Refuse Fund	668,174	682,436	575,000	580,300	814,355
<u>TIF 3 - St. Charles Mall Fund</u>					
TIF 3 Special Revenue	213,963	219,864	799,702	1,205,667	890,570
Total TIF 3	213,963	219,864	799,702	1,205,667	890,570
<u>TIF 4 - First St. Development Fund</u>					
TIF 4 Special Revenue	465,583	475,981	424,700	425,208	499,390
Total TIF 4	465,583	475,981	424,700	425,208	499,390
<u>TIF 5 - St. Charles Manufacturing Fund</u>					
TIF 5 Special Revenue	206,228	210,706	223,315	221,674	225,395
Total TIF 5	206,228	210,706	223,315	221,674	225,395
<u>TIF 7 - Central Downtown Fund</u>					
TIF 7 Special Revenue	843,667	518,293	593,507	593,792	521,752
TIF 7 Phase 3 Capital	3,993	-	5,470	-	-
TIF 7 Building 6 Capital	84,153	-	-	-	-
Total TIF 7	931,813	518,293	598,977	593,792	521,752

City of St. Charles
All Funds
Expenditures by Fund
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
<u>First Street East Plaza Capital Project Fund</u>					
First Street East Plaza Capital	654,379	141,659	4,483,601	4,448,395	278,912
Total First Street East Plaza	654,379	141,659	4,483,601	4,448,395	278,912
<u>Motor Fuel Tax Fund</u>					
Motor Fuel Tax	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000
Total Motor Fuel Tax Fund	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000
<u>Capital Projects Fund</u>					
Information Systems	268,360	176,139	433,191	145,286	328,000
Finance	6,547	348	200,000	-	-
Police	-	-	900,000	741,800	741,800
Fire	-	-	-	-	287,000
Street & Bridge	1,355,150	954,240	439,500	432,836	8,201,000
Storm	3,039,149	713,808	2,590,000	723,269	3,445,000
Special Services	121,570	88,989	2,475,000	1,805,964	3,385,000
Community Development	493,894	490,000	96,000	-	575,000
Interfund Transfers - Debt	139,516	2,350	-	-	-
Total Capital Projects Fund	5,424,186	2,425,874	7,133,691	3,849,155	16,962,800
<u>Equipment Replacement Fund</u>					
IT Equipment Replacements	177,592	141,291	163,225	244,109	47,239
Interfund Transfers - Other	452,093	-	-	-	-
Total Equipment Replacement Fund	629,685	141,291	163,225	244,109	47,239
<u>Debt Service Funds</u>					
Debt Service	36,957,828	8,895,957	8,409,844	8,408,044	8,107,935
Interfund Transfers - General	-	-	-	-	2,422,542
Total Debt Service Funds	36,957,828	8,895,957	8,409,844	8,408,044	10,530,477
<u>Inventory Fund</u>					
Inventory Operations	3,893,184	2,896,880	3,526,860	3,617,376	3,798,886
Interfund Transfers - Other	283,383	283,383	-	-	-
Total Inventory Fund	4,176,567	3,180,263	3,526,860	3,617,376	3,798,886
<u>Motor Vehicle Replacement Fund</u>					
Fleet Services	1,208,849	1,130,625	1,211,891	1,193,491	1,363,544
Police Vehicle Replacement	110,790	224,625	240,000	183,520	345,000
Fire Vehicle Replacement	-	1,301,277	160,000	208,727	80,000
Public Services Vehicle Replacement	63,900	602,724	765,000	867,807	669,994
Community Dev Vehicle Replacement	-	83,876	92,000	116,735	-
Total Motor Vehicle Replacement Fund	1,383,539	3,343,127	2,468,891	2,570,280	2,458,538
<u>Health Insurance Fund</u>					
Health Insurance	5,006,016	5,410,299	-	-	-
Interfund Transfers - Other	69,384	3,181,192	-	-	-
Total Health Insurance Fund	5,075,400	8,591,491	-	-	-

City of St. Charles
All Funds
Expenditures by Fund
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
<u>Risk Insurance Fund</u>					
Worker's Compensation & Liability	803,064	819,367	949,025	914,990	1,121,130
Interfund Transfers - Other	21,492	21,492	-	-	-
Total Risk Insurance Fund	824,556	840,859	949,025	914,990	1,121,130
<u>Communications Fund</u>					
Communications Fiber	250,756	291,704	319,700	588,314	248,823
Interfund Transfers - Other	49,020	49,020	61,664	61,664	61,664
Total Communications Fund	299,776	340,724	381,364	649,978	310,487
<u>Pension Funds</u>					
Police Pension Fund	3,933,200	4,679,793	4,195,955	4,366,511	4,767,044
Fire Pension Fund	2,605,745	2,877,104	2,976,082	3,202,028	3,419,242
Total Pension Funds	6,538,945	7,556,897	7,172,037	7,568,539	8,186,286
Total All Funds	214,192,129	200,212,094	221,674,987	214,294,552	226,490,421

City of St. Charles
Revenues, Expenditures & Fund Balance Summary
FY 2024-2025 Budget

	Forecasted May 1, 2024 Fund Balance	Revenues & Other Financing Sources	Expenditures & Other Financing Uses	Operating Surplus (Deficit)	Projected April 30, 2025 Fund Balance
GENERAL FUND	28,469,108	65,749,550	65,609,551	139,999	28,609,107
ENTERPRISE FUNDS					
Electric Fund	43,605,596	72,549,558	70,151,598	2,397,960	46,003,556
Water Fund	5,411,905	14,344,865	18,434,130	(4,089,265)	1,322,639
Wastewater Fund	11,290,483	14,867,690	23,903,925	(9,036,235)	2,254,249
Refuse Fund	260,177	740,087	814,355	(74,268)	185,909
SPECIAL REVENUE FUNDS					
TIF District #3 - St. Charles Mall	110,091	1,407,000	890,570	516,430	626,521
TIF District #4 - First Street	(467,232)	505,200	499,390	5,810	(461,422)
TIF District #5 - St. Charles Manufacturing	(959,462)	225,820	225,395	425	(959,037)
TIF District #7 - Central Downtown	1,404,291	1,507,419	521,752	985,667	2,389,958
TIF District #8 - Pheasant Run Industrial Park	-	250,000	-	250,000	250,000
Motor Fuel Tax Fund	2,852,476	1,620,500	1,745,000	(124,500)	2,727,976
CAPITAL PROJECTS FUNDS					
Capital Projects Fund	12,735,338	8,920,800	16,962,800	(8,042,000)	4,693,338
First Street/East Plaza Capital Project Fund	278,912	-	278,912	(278,912)	-
Equipment Replacement Fund	1,813,086	370,054	47,239	322,815	2,135,901
DEBT SERVICE FUNDS					
Series 2012A G.O. Bond Fund	-	359,403	359,403	-	-
Series 2012B G.O. Refunding Bond Fund	-	1,155,701	1,155,701	-	-
Series 2013B G.O. Bond Fund	-	270,180	270,180	-	-
Series 2015A G.O. Bond Fund	-	96,737	96,737	-	-
Series 2016A G.O. Bond Fund	-	308,034	308,034	-	-
Series 2016B G.O. Refunding Bond Fund	-	1,072,707	1,072,707	-	-
Series 2018A G.O. Bond Fund	-	1,395,723	1,395,723	-	-
Series 2019 G.O. Bond Fund	-	685,586	685,586	-	-
Series 2020A G.O. Bond Fund	-	191,550	191,550	-	-
Series 2021A G.O. Bond Fund	-	920,057	920,057	-	-
Series 2021B G.O. Refunding Bond Fund	-	687,757	687,757	-	-
Series 2016 Sales Tax Revenue Bond Fund	2,585,342	801,700	3,387,042	(2,585,342)	-
INTERNAL SERVICE FUNDS					
Inventory Fund	4,384,865	3,950,174	3,798,886	151,288	4,536,153
Vehicle Replacement Fund	7,388,572	3,127,891	2,458,538	669,353	8,057,925
Workers Compensation & Liability Fund	2,834,211	949,002	1,121,130	(172,128)	2,662,083
Communications Fund	962,496	406,834	310,487	96,347	1,058,843
ALL CITY FUNDS	124,960,255	199,437,579	218,304,135	(18,866,556)	106,093,699
TRUST FUNDS					
Police Pension Fund	50,337,307	8,004,238	4,767,044	3,237,194	53,574,501
Fire Pension Fund	54,064,882	7,090,721	3,419,242	3,671,479	57,736,361

**City of St. Charles
Interfund Transfer Schedule
FY 2024-2025 Budget**

From Fund	To Fund	Amount	Purpose
General Fund (100)	Debt Service Fund (721)	359,403	For 2012A GO Debt Service
General Fund (100)	Debt Service Fund (727)	599,808	For 2012B GO Debt Service
General Fund (100)	Debt Service Fund (728)	270,180	For 2013B GO Debt Service
General Fund (100)	Debt Service Fund (729)	96,737	For 2015A GO Debt Service
General Fund (100)	Debt Service Fund (730)	308,034	For 2016A GO Debt Service
General Fund (100)	Debt Service Fund (731)	739,607	For 2016B GO Debt Service
General Fund (100)	Debt Service Fund (732)	1,280,716	For 2018A GO Debt Service
General Fund (100)	Debt Service Fund (733)	685,585	For 2019 GO Debt Service
General Fund (100)	Debt Service Fund (734)	191,550	For 2020A GO Debt Service
General Fund (100)	Debt Service Fund (735)	880,043	For 2021A GO Debt Service
General Fund (100)	Electric Fund (200)	200,000	For Streetlight Maintenance
General Fund (100)	Water Fund (210)	1,000,000	For Water Project
General Fund (100)	Wastewater Fund (220)	200,000	For Wastewater Project
General Fund (100)	Refuse Fund (230)	105,000	For Refuse Services
General Fund (100)	Capital Project Fund (513)	1,200,000	For Capital Projects & Improvements
General Fund (100)	Equipment Replacement Fund (520)	324,754	For Equipment Replacement Reserve
		8,441,417	
Electric Fund (200)	Debt Service Fund (727)	280,835	For 2012B GO Debt Service
Electric Fund (200)	Debt Service Fund (735)	17,149	For 2021A GO Debt Service
		297,984	
Water Fund (210)	Debt Service Fund (727)	94,768	For 2012B GO Debt Service
Water Fund (210)	Debt Service Fund (732)	56,142	For 2018A GO Debt Service
Water Fund (210)	Debt Service Fund (735)	11,433	For 2021A GO Debt Service
		162,343	
Wastewater Fund (220)	Debt Service Fund (727)	180,289	For 2012B GO Debt Service
Wastewater Fund (220)	Debt Service Fund (732)	58,865	For 2018A GO Debt Service
Wastewater Fund (220)	Debt Service Fund (735)	11,433	For 2021A GO Debt Service
		250,587	
TIF 3 St. Charles Mall Fund (322)	Water Fund (210)	350,000	For Water Project
TIF 3 St. Charles Mall Fund (322)	Wastewater Fund (220)	350,000	For Wastewater Project
TIF 4 First Street Development Fund (305)	Debt Service Fund (713)	499,390	For 2016B & 2021B GO Debt Service
TIF 7 Central Downtown Fund (308)	Debt Service Fund (713)	521,467	For 2016B & 2021B GO Debt Service
		1,720,857	
First St East Plaza Capital Project Fund (508)	General Fund (100)	203,912	For Close-Out of Fund
		203,912	
Debt Service Fund (715)	General Fund (100)	2,422,542	For Close-Out of Fund
		2,422,542	
Communications Fund (804)	Electric Fund (200)	61,664	For Interfund Loan Payment For Fiber
		61,664	
	Total Interfund Transfers	13,561,306	

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
100 - General			
	Information Systems	GIS Hardware	\$ 1,000
	Information Systems	UPS Replacement	1,000
	Information Systems	Network Cards and Drives	500
	Information Systems	Switch Replacements	2,000
	Information Systems	Ultrium Tape Drive	22,000
		Sub-total	26,500
	Utility Billing	Office Furniture	11,000
	Fire Operations	Replace Fire Hose/Fittings	10,000
	Fire Operations	Replace Fire Hurst Rescue Equipment	9,000
	Fire Operations	Replace Fire Rescue and Safety Equipment	9,500
	Fire Operations	Replace Fire Hose Nozzles	6,000
		Sub-total	34,500
	Fire Operations	Furniture Bedding and Appliances	7,000
	Fire Operations	Radio Equipment Replacement	8,000
	Fire Operations	Technical rescue supplies and	9,000
	Fire Operations	Monitoring equipment	4,500
	Fire Operations	Pager Replacements	3,000
	Fire Operations	Extractor Washer	18,000
		Sub-total	42,500
	Emergency Management	EOC Upgrade	36,000
	Planning Services	Workstation Reconfiguration and Furniture	12,000
	Planning Services	Conference and Workstation Chairs	12,000
		Sub-total	24,000
	Building & Code	Desk Chair	450
		Sub-total	450
Total General Fund			\$ 181,950

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
200 - Electric			
	Electric Administration	Computer Replacement	\$ 1,233
	Electric Administration	Work Order Software	31,000
	Electric Administration	Engineering Analysis Model	85,000
		Sub-total	117,233
	Electric Operating	Replacement of 2007 IHC 4300 Digger Derrick	342,723
	Electric Operating	Replacement of 2010 IHC Aerial Truck	300,000
	Electric Operating	Fleet Addition Ford F150	50,000
	Electric Operating	Substation Transformer Replacement	448,724
	Electric Operating	Substation Gang Operated Air Break Switches	80,000
	Electric Operating	Substation SEL Breaker Reprogramming	125,000
	Electric Operating	Substation Capital Unplanned Failures	40,000
	Electric Operating	3T1 Tranformer Refurbishment	640,000
	Electric Operating	Substation SCADA integration RTAC and HDMI	103,000
	Electric Operating	34 kV Cable Grounding Transmission Improvement	100,000
	Electric Operating	Pheasant Run Industrial Park Development Improvements	5,000,000
	Electric Operating	Prairie Center Development Improvements	800,000
	Electric Operating	Emergent Reimbursable Development Improvements	800,000
	Electric Operating	RR Donnelly Development Improvements	250,000
	Electric Operating	Cable Replacement/Reinforcement	200,000
	Electric Operating	Leaking & Failed Transformer Replacement	300,000
	Electric Operating	Overhead System Replacements	500,000
	Electric Operating	Power Factor Correction Equipment	45,000
	Electric Operating	Rotted Switchgear Replacements	320,000
	Electric Operating	Substation Exit Cable Replacement	200,000
	Electric Operating	Storm Hardening-Residential Overhead to Underground cable	100,000
	Electric Operating	Unplanned Underground Equipment Failure Replacements	300,000
	Electric Operating	New Service Installations	45,000
	Electric Operating	Red Concrete w Frankenstein Replacement	275,000
	Electric Operating	Streetlight Controller Replacements	25,000
	Electric Operating	Streetlight LED Upgrades	200,000
	Electric Operating	Unplanned St. Light/Traffic Signal Concrete Pole Replacements	20,000
	Electric Operating	Unplanned Streetlight Replacements	40,000
		Sub-total	11,649,447
	Electric Meters	Replacement of 2012 Ford Escape	50,000
	Electric Meters	Fleet Addition Ford F150	50,000
		Sub-total	100,000
Total Electric Fund			\$ 11,866,680

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
210 - Water			
	Water Administration	Computer Replacement	\$ 617
		Sub-total	617
	Water Operations	Replacement of 2015 F550	177,380
	Water Operations	Replacement of 2015 F550	270,000
	Water Operations	Replacement of 2007 Mac-Lander Trailer	20,000
	Water Operations	Chlorine Gas Equipment Replacement	35,000
	Water Operations	Supervisory Control and Data Acquisition (SCADA) System Enhancements	150,000
	Water Operations	Water Meter Replacements	622,000
	Water Operations	MFT Annual Street Program Water Main Replacement	555,000
	Water Operations	Annual Pressure Reduction Valve Replacement	100,000
	Water Operations	Annual Lead Line Replacement	140,000
	Water Operations	7th Ave Creek Rte. 25 Culvert Replacement	185,000
	Water Operations	Swenson FDR (Kirk to Kautz)	474,000
	Water Operations	Prairie (12th/13th to Randall Rd)	1,715,000
	Water Operations	7th, 6th & 4th Street Watermain Replacement Phase 2	1,944,000
	Water Operations	Water Well #8 Expansion Design Engineering	739,800
	Water Operations	Division (IL25 to Kirk)	97,000
	Water Operations	Stern & Stetson FDR (Kirk to Kautz)	44,000
	Water Operations	Beatrice Water Main, S. 7th to W. Dead-end	57,000
	Water Operations	N 12 Street Water Main, W. Main to Dean Street	40,000
	Water Operations	N 6th Street Water Main, State St Creek to State St	22,000
	Water Operations	Water Well Test Drilling	300,000
	Water Operations	Well House Master Meter Replacement	40,000
	Water Operations	Well #7 Redirect to Well #13 Construction	1,206,000
	Water Operations	Well #11 Preventative Maintenance	70,000
	Water Operations	Well #11 Improvements	125,000
	Water Operations	Water Well Development	315,000
	Water Operations	Well #8 Booster Pump Maint #A	21,000
	Water Operations	Well #8 Booster Pump Maint #B	21,000
	Water Operations	Cathodic Protection Well #8 Reservoir	40,000
		Sub-total	9,525,180
Total Water Fund			\$ 9,525,797

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
220 - Wastewater			
	Wastewater Administration	Computer Replacement	\$ 986
		Sub-total	986
	Wastewater Plant Operations	Fleet Addition Ford F150	50,000
	Wastewater Plant Operations	Supervisory Control and Data Acquisition (SCADA) System Enhancements	150,000
	Wastewater Plant Operations	Wastewater Pump Replacement	150,000
	Wastewater Plant Operations	Digester & Clarifier Exhaust Replacement	265,000
	Wastewater Plant Operations	East Side LS Fine Screen and Packer Repairs	100,000
	Wastewater Plant Operations	Primary Tank South Tank Helicoid Replacement and Repairs	80,000
	Wastewater Plant Operations	Boiler Tube Replacement	20,000
	Wastewater Plant Operations	Lab Generator	30,000
	Wastewater Plant Operations	Ultra Violet Light Disinfection Replacement Construction Engineering	50,000
	Wastewater Plant Operations	Influent Chanel Maint	15,000
	Wastewater Plant Operations	Grit Tank Replacement	320,000
	Wastewater Plant Operations	Riverside Lift Station Replacement Construction	125,000
	Wastewater Plant Operations	Woods of Fox Glen Electrical Panel Replacement	190,000
	Wastewater Plant Operations	Woods of Fox Glen Check Valve Replacement and Manhole	150,000
	Wastewater Plant Operations	Final Clarifier Rehabilitation	2,420,000
	Wastewater Plant Operations	Roof Replacement Recycling Building (F-Clarifier)	36,000
	Wastewater Plant Operations	Roof Replacement Main Chlorine Building	84,500
		Sub-total	4,235,500
	Wastewater Collections	Replacement of 2009 JD Backhoe Loader	286,000
	Wastewater Collections	Replacement of 2006 Load Trailer	20,000
	Wastewater Collections	Replacement of Shoring	50,000
	Wastewater Collections	Dunham & Royal St. George Improvements	260,000
	Wastewater Collections	Capacity Management, Operation and Maintenance (CMOM) Program Step 3	444,000
	Wastewater Collections	MFT Annual Street Program Sanitary Replacement	50,000
	Wastewater Collections	State St Creek Sanitary Replacement	115,400
	Wastewater Collections	Prairie St Sanitary Replacement	1,805,000
	Wastewater Collections	Stern & Stetson FDR	37,500
	Wastewater Collections	Indiana St. Btwn 13th & 14th	1,188,000
	Wastewater Collections	S 3rd St Resurf (Main to Gray)	44,000
	Wastewater Collections	Campton Hills Resurf (Peck to 64)	23,000
	Wastewater Collections	CMOM Program Flow Monitoring Step 1	116,000
	Wastewater Collections	CMOM Program Sanitary Sewer Evaluation Survey (SSES) Step 2	201,000
	Wastewater Collections	4th & Indiana Sts - Heavy Flows	45,000
	Wastewater Collections	7th St-Elm Back-Pitched Sewer Repl	82,000
	Wastewater Collections	N 12 Street, Sewer, W. Main to Dean Street	60,000
	Wastewater Collections	State St Creek Sanitary Replacement Construction Engineering	11,000
	Wastewater Collections	CMOM Annual Update Other Engineering Services	20,000
		Sub-total	4,857,900
	Wastewater Connections	Eastern Drainage Trunk Main Improvements	2,270,000
		Sub-total	2,270,000
Total Sewer Fund			\$ 11,364,386

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
350 - Motor Fuel Tax			
	Street Program	Annual Resurfacing Program	\$ 1,745,000
Total Motor Fuel Tax Fund			\$ 1,745,000
508 - First Street East Plaza Capital Project			
	Project Expenditures	Phase 2 Construction	\$ 75,000
Total First Street East Plaza Capital Project Fund			\$ 75,000
513 - Capital Improvement			
	Information Systems	Public Engagement Platform	\$ 123,000
	Information Systems	GIS Utility Network Data Migration	155,000
	Information Systems	Database Upgrade Software and Services	50,000
		Sub-total	328,000
	Police Department	Police Range Building Renovations	741,800
		Sub-total	741,800
	Fire Department	Fire Station Alerting Systems	158,000
	Fire Department	Fire Station Exhaust System Replacements	129,000
		Sub-total	287,000
	Street and Bridge	Parking Lot N Improvements	80,000
	Street and Bridge	Kautz Road Reconstruction	2,242,000
	Street and Bridge	Annual Street Program	3,667,000
	Street and Bridge	Swenson Base Reclamation	1,065,000
	Street and Bridge	Prairie St Resurfacing	50,000
	Street and Bridge	Bike and Pedestrian Improvements	350,000
	Street and Bridge	Alley Way Resurfacing	80,000
	Street and Bridge	Indiana Pedestrian Bridge Replacement	330,000
	Street and Bridge	Stern and Stetson Base Reclamation	15,000
	Street and Bridge	Red Gate Bridge Railing Replacement	25,000
	Street and Bridge	Prairie Bridge Repairs	297,000
		Sub-total	8,201,000
	Storm Sewer	MFT Annual Street Program Storm Sewer Replacement	270,000
	Storm Sewer	7th Avenue Creek Phase 2	2,770,000
	Storm Sewer	Swenson Base Reclamation	215,000
	Storm Sewer	Prairie Street Resurfacing	100,000
	Storm Sewer	State St Creek Improvements	70,000
	Storm Sewer	Culvert Repairs	20,000
		Sub-total	3,445,000
	Special Services	Fleet Lift Replacement	130,000
	Special Services	Fuel Island Rehabilitation	365,000
	Special Services	Council Chambers Renovation	1,500,000
	Special Services	Replacement of Century Station Rooftop A/C Units	180,000
	Special Services	Replacement of City Hall Rooftop A/C Units	315,000
	Special Services	Fire Station #2 Roof and Tuckpointing	380,000
	Special Services	Fire Station #3 Roof and Tuckpointing	330,000
	Special Services	Public Works Training Room Improvements	65,000
	Special Services	Sidewalk Gap Program	120,000
		Sub-total	3,385,000
	Community Development	Cityview Portal	60,000
	Community Development	IGA Randall Road and Woodward Road Improvements	490,000
	Community Development	Cityview Exchange & Outlook Integration	25,000
		Sub-total	575,000
Total Capital Improvement Fund			\$ 16,962,800

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
520 - Equipment Replacement			
	IT Equipment	Computer Replacement Purchases	\$ 14,239
	IT Equipment	Switch Replacements	33,000
Total Equipment Replacement Fund			\$ 47,239
800 - Inventory			
	Inventory Operations	Replacement of 2008 Forklift	\$ 150,000
	Inventory Operations	Computer Replacement Purchases	370
Total Inventory Fund			\$ 150,370
801 - Motor Vehicle Replacement			
	Fleet Services	Replacement of Ford F150	\$ 50,000
	Fleet Services	Computer Replacement Purchases	431
		Sub-total	50,431
	Motor Vehicle - Police	Replacement of 2018 Ford Explorer	60,000
	Motor Vehicle - Police	Replacement of 2018 Ford Explorer	60,000
	Motor Vehicle - Police	Replacement of 2015 Ford Taurus	60,000
	Motor Vehicle - Police	Replacement of 2012 Ford Escape	60,000
	Motor Vehicle - Police	Replacement of 2013 Ford Fusion	60,000
	Motor Vehicle - Police	Replacement of Dodge Avenger	45,000
		Sub-total	345,000
	Motor Vehicle - Fire	Replacement of 2012 Chevy Tahoe	80,000
		Sub-total	80,000
	Motor Vehicle - Public Services	Replacement of 2009 IHC 7400	144,994
	Motor Vehicle - Public Services	Replacement of 2011 Backhoe	100,000
	Motor Vehicle - Public Services	Replacement of 2011 IHC 7400	275,000
	Motor Vehicle - Public Services	Replacement of 2009 Ford F550	80,000
	Motor Vehicle - Public Services	Replacement of 2009 Skidsteer	70,000
		Sub-total	669,994
Total Motor Vehicle Replacement Fund			\$ 1,145,425
804 - Communications			
	Communications and Fiber	Facility Key Scan Equipment	\$ 4,000
	Communications and Fiber	Computer Replacement Purchases	123
	Communications and Fiber	Substation 2 to Red Gate Fiber	50,000
	Communications and Fiber	STC Park District Primrose Farms Fiber Optic System	27,150
		Sub-total	81,273
Total Communications Fund			\$ 81,273
Total Capital All Funds			\$ 53,145,920

City of St. Charles
General Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			30,486,984	30,486,984	28,469,108		
Revenues							
Property Tax	13,448,114	14,173,136	14,621,368	14,562,527	15,049,943	487,416	3.3%
Sales & Use Tax	23,910,130	26,410,590	26,908,000	28,603,155	29,321,970	718,815	2.5%
Intergovernmental	5,673,501	6,319,533	6,312,175	6,375,238	6,628,128	252,890	4.0%
Hotel Tax	1,499,765	1,723,404	2,000,000	1,800,000	1,850,000	50,000	2.8%
Alcohol Tax	1,794,527	1,933,483	2,150,000	2,050,000	2,150,000	100,000	4.9%
Other Taxes	1,019,449	982,053	1,020,000	924,535	908,400	(16,135)	-1.7%
Franchise Fees	3,607,490	3,580,355	3,618,000	3,504,151	3,676,500	172,349	4.9%
Other Revenues	1,940,326	2,390,107	2,506,406	2,660,966	2,670,090	9,124	0.3%
Investment Income	(138,479)	494,754	821,664	932,690	868,065	(64,625)	-6.9%
Interfund Transfers	1,876,815	3,292,594	799,132	799,132	2,626,454	1,827,322	228.7%
Total Revenues	54,631,638	61,300,009	60,756,745	62,212,394	65,749,550	3,537,156	5.7%
Expenditures							
Personnel Services	34,694,473	35,745,959	39,579,061	39,394,930	41,353,137	1,958,207	5.0%
Materials and Supplies	1,339,209	1,606,222	1,759,786	1,570,998	1,726,926	155,928	9.9%
Contractual Services	9,719,573	10,175,060	12,364,991	13,148,882	15,235,152	2,086,270	15.9%
Other Operating	1,648,884	2,417,200	2,224,819	2,194,420	1,615,790	(578,630)	-26.4%
Departmental Allocations	(5,877,193)	(5,877,193)	(2,775,870)	(2,775,870)	(2,944,820)	(168,950)	6.1%
Capital	175,267	178,048	130,550	361,822	181,950	(179,872)	-49.7%
Interfund Transfers - Debt	5,113,518	5,826,558	5,502,046	5,503,687	5,411,663	(92,024)	-1.7%
Interfund Transfers - Other	6,113,414	9,443,257	1,931,401	4,831,401	3,029,754	(1,801,647)	-37.3%
Total Expenditures	52,927,145	59,515,111	60,716,784	64,230,270	65,609,551	1,379,281	2.1%
Revenues Over/ (Under) Expenditures	1,704,493	1,784,898	39,961	(2,017,876)	139,999		
Ending Fund Balance			30,526,945	28,469,108	28,609,107		

City of St. Charles

General Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41110	Corporate Property Tax-Kane	1,801,650	2,013,411	2,866,627	2,024,699	2,699,205
41111	Road and Bridge Tax-Kane	43,775	44,767	45,000	46,975	47,000
41112	Street and Bridge-Kane	786,928	801,218	-	825,384	-
41113	Police Protection-Kane	1,708,405	1,814,971	1,826,263	1,815,709	1,824,649
41114	Fire Protection-Kane	1,708,405	1,814,971	1,826,263	1,815,709	1,824,649
41115	Mental Health Levy-Kane	616,096	595,211	621,478	617,894	645,029
41117	Police Pension Prop Tax-Kane	3,667,145	3,788,134	4,081,902	4,058,333	4,365,904
41118	Fire Pension Prop Tax-Kane	2,469,898	2,525,412	2,661,652	2,646,267	2,921,903
41120	SSA 1A Property Tax-Kane	72,084	77,356	81,000	80,788	81,000
41121	SSA 1B Property Tax-Kane	247,398	260,351	272,000	271,522	272,000
41122	Special Service Area Prop Tax-Kane	36,919	36,698	36,980	36,956	37,130
41123	TIF Property Tax-Kane	-	103,033	-	-	-
41150	Corporate Property Tax-DuPage	58,758	63,393	62,373	66,629	62,649
41151	Road and Bridge Tax-DuPage	104	105	105	99	
41153	Police Protection-DuPage	38,769	40,555	39,737	42,477	42,351
41154	Fire Protection-DuPage	38,769	40,555	39,737	42,477	42,351
41155	Mental Health Levy-DuPage	14,007	13,308	13,522	14,468	14,971
41157	Police Pension Prop Tax-DuPage	83,042	83,804	88,816	94,499	101,334
41158	Fire Pension Prop Tax-DuPage	55,964	55,883	57,913	61,642	67,818
Total Property Taxes		13,448,114	14,173,136	14,621,368	14,562,527	15,049,943
41200	State Sales Tax	14,874,095	16,216,131	16,540,000	18,000,000	18,500,000
41201	Home Rule Sales Tax	7,630,536	8,701,500	8,875,000	9,150,000	9,300,000
41202	Municipal Use Tax	1,275,375	1,367,237	1,356,000	1,329,195	1,395,360
41204	State Auto Rental Tax	78,357	74,368	78,000	75,000	75,000
41205	Cannabis Use Tax	51,767	51,354	59,000	48,960	51,610
Total Sales & Use Taxes		23,910,130	26,410,590	26,908,000	28,603,155	29,321,970
41300	Kane County Fairgrounds	55,735	53,912	55,000	32,400	32,400
Total Admissions Tax		55,735	53,912	55,000	32,400	32,400
41400	Electric Franchise Fees	2,983,804	2,963,340	3,000,000	2,893,510	3,068,500
41410	Telephone Franchise Fees	139,974	123,782	120,000	108,000	103,000
41420	Cable Franchise Fees	449,225	445,392	450,000	450,000	450,000
41430	NICOR Franchise Fees	34,486	47,841	48,000	52,641	55,000
Total Franchise Fees		3,607,490	3,580,355	3,618,000	3,504,151	3,676,500
41500	Hotel Occupation Tax	1,499,765	1,723,404	2,000,000	1,800,000	1,850,000
41600	Telecommunications Tax	516,843	473,170	510,000	430,000	400,000
41700	Alcohol Tax	1,794,527	1,933,483	2,150,000	2,050,000	2,150,000
41715	Charitable Games Tax	674	1,027	1,000	1,135	1,000
41800	Local Fuel Tax	446,198	453,944	454,000	461,000	475,000
Total Other Taxes		4,258,007	4,585,028	5,115,000	4,742,135	4,876,000

City of St. Charles

General Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
42100	Liquor License A	42,600	50,900	48,900	50,700	50,700
42101	Liquor License B	17,400	74,500	73,250	73,200	73,200
42102	Liquor License C	3,600	10,800	10,800	13,200	13,200
42103	Liquor License D	9,000	28,500	27,300	27,800	27,800
42104	Liquor License E	1,650	2,150	1,950	1,250	1,250
42105	Liquor License F	500	1,350	1,100	1,350	1,350
42106	Liquor License G	-	4,600	4,600	4,600	4,600
42107	Liquor License H - Catering	1,000	1,500	1,500	1,500	1,500
42110	Liquor 1 am Permit	7,200	10,400	10,400	11,200	11,200
42111	Liquor 2 am Permit	20,700	39,100	39,100	36,800	36,800
42120	Liquor Violations	-	8,000	6,000	2,250	2,250
42200	Business Licenses/Permits	100	100	100	100	100
42202	Towing License Fee	75	50	50	75	75
42203	Scavenger License	2,000	2,000	2,000	2,000	2,000
42204	Bowling Alley License	600	600	600	600	600
42205	Massage Establishment License	2,250	2,250	2,300	2,250	2,250
42206	Billiard License	75	75	75	75	75
42207	Solicitor's License	2,200	3,050	2,300	400	400
42210	Carnival License/Fees	1,180	1,605	1,175	1,520	1,520
42220	Coin	2,100	2,551	2,550	2,450	2,450
42225	Video Gaming License	38,600	45,300	43,000	48,100	48,100
42230	E-Cigarette/Lounges	-	250	250	-	-
42231	Cigarette	2,750	2,400	2,400	2,200	2,200
42240	Theater License	3,600	3,600	3,600	3,600	3,600
42290	Business License Violations	2,500	2,050	2,000	3,250	3,250
42299	Misc Business Licenses/Fees	-	-	-	-	-
42300	Building Permits	408,138	786,301	500,000	550,000	550,000
42301	GIS Building Permit Fees	6,293	6,060	6,300	6,300	6,300
42302	Bldg Permit OT Inspect Fees	3,800	4,160	4,000	16,000	15,000
42310	Truck Permits	17,515	26,425	20,000	22,775	23,000
42320	Bicycle Permits	-	3	-	-	-
42330	Sign Permits	9,050	20,471	15,000	29,650	29,650
Total Licenses and Permits		606,476	1,141,101	832,600	915,195	914,420
43100	Fines And Court Fees	1,130	4,322	2,700	2,500	2,700
43101	Traffic Fines	173,065	163,324	173,000	150,000	170,000
43102	Traffic Fines	1,947	6,262	4,000	3,000	3,000
43104	Towing/Vehicle/Storage/Dispsl	985	290	500	-	-
43105	Parking Tickets	53,510	42,788	40,000	45,000	50,000
43107	Impound Fees	99,451	83,542	100,000	75,000	80,000
43108	Fighting Ordinance Violations	8,870	10,700	9,000	8,000	8,000
43109	Booking Fees	10,313	10,618	10,500	4,000	-
Total Fines and Court Fees		349,270	321,846	339,700	287,500	313,700
44100	PP Replacement Tax - Kane	226,902	297,447	218,815	218,920	220,360
44102	PP Replacement Tax - S.C. Twp	27,094	35,600	25,310	26,140	26,310
44202	Federal Grants-Oper	46,218	46,212	40,000	-	-
44204	Federal Grants-NCNTF	188,523	161,604	-	198,968	198,968
44231	Other Grants	15,000	-	-	-	-
44300	State Income Tax Allotments	4,752,990	5,345,175	5,600,000	5,463,660	5,700,000
44401	Revenue from RTA	-	5,455	-	-	-
44404	NCNTF Reimbursements	2,872	2,872	2,880	2,880	2,880
44405	School Resource Officer	413,902	425,168	425,170	464,670	479,610
Total Intergovernmental		5,673,501	6,319,533	6,312,175	6,375,238	6,628,128

City of St. Charles

General Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
45100	Dev Fees-Planning O/S Services	25,493	14,800	25,000	12,000	12,000
45101	Dev Fees-Planning Staff Time	7,952	8,433	6,000	8,000	8,000
45102	Dev Fees-Dev Eng O/S Services	59,551	84,920	60,000	130,000	100,000
45103	Dev Fees-Dev Eng Staff Time	69,139	70,437	60,000	30,000	40,000
45105	Reimbursements-Economic Dev	17,880	39,946	38,600	10,000	15,000
45107	Reimburse of Escrow Funds	77,790	13,000	20,000	13,000	13,000
	Total Reimbursable Charges	257,804	231,536	209,600	203,000	188,000
45201	Pud/Spec Use/Rezoning/Admin	24,025	17,450	17,000	17,000	17,000
45202	Variation/Appeals Petition	-	600	-	750	750
45205	Late Penalty Charges	513	6,062	-	13,000	10,000
45212	Storm Water Mgmt Appl Fee	1,000	850	750	3,100	3,100
	Total Administrative Charges	25,538	24,962	17,750	33,850	30,850
45300	Alarm Billings - Police	12,450	23,825	18,000	40,000	30,000
45304	Billable Police Services	18,412	28,700	25,600	35,000	35,000
45306	Police Reports	6,720	5,805	5,000	6,000	6,000
45307	Police Range User Fees-Operating	20,250	22,275	22,275	24,075	24,075
45308	Police Range User Fees-Capital	1,484	591	-	-	-
45310	Fire Prevention Fees	39,017	39,416	30,000	30,500	30,500
45311	Fire Protection District Fees	-	1,000	-	-	-
45313	Billable Fire Services	6,141	4,563	5,000	7,000	5,000
45317	TCA Reimbursements	153,440	112,814	172,570	192,420	202,940
45318	Meeting Room Security Fees	386	195	200	-	-
45319	Fire OT Reimbursement	1,392	-	-	-	-
	Total Public Safety Charges	259,691	239,184	278,645	334,995	333,515
45401	Energy Reimb-Traffic Sig	2,148	1,393	2,000	2,000	2,000
45402	Tree Planting	632	2,035	1,500	6,000	2,000
45403	Maintenance Of State Highways	73,830	77,340	70,000	82,000	86,000
45405	Reimbursement For Projects	(497)	-	-	-	-
45413	Salt Reimbursement	44,049	39,540	72,000	45,000	45,000
	Total Public Works Charges	120,162	120,308	145,500	135,000	135,000
46201	Cash Over & Short	(5)	-	-	-	-
46204	Finance Charges	(61)	608	-	(500)	-
46205	Discounts	2,874	6,274	4,000	25,000	10,000
46206	Special Events Reimbursement	173,634	67,170	55,000	60,000	75,000
46207	Fingerprint Fees	100	1	-	-	-
46208	Rebates	53	4,834	-	7,822	9,000
46209	Outside Funding	91,325	58,350	50,000	88,674	90,000
46299	Miscellaneous Other Revenue	20,812	13,257	10,000	10,000	10,000
	Total Miscellaneous Revenue	288,732	150,494	119,000	190,996	194,000
47100	Unrealized Gain/Loss	(198,453)	(100,965)	-	-	-
47101	Treasurer's Pool Interest	332	10,648	-	19,092	18,000
47102	Interest On Cert Of Dep	1,765	58,370	57,768	143,376	143,148
47104	US Govt Security Interest	666	189,823	276,377	244,222	236,917
47105	Money Market Interest	28,113	328,596	485,519	526,000	470,000
47106	Gain/Loss On Sale Of Investmnt	14,372	-	-	-	-
47117	Interest-Notes	1,364	-	-	-	-
47199	Interest-Miscellaneous	13,361	8,282	2,000	-	-
	Total Investment Revenue	(138,479)	494,754	821,664	932,690	868,065

City of St. Charles

General Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47200	Rental Income	8,467	8,891	9,335	9,335	9,605
	Total Rental Revenue	8,467	8,891	9,335	9,335	9,605
47301	Sale Of Fixed Assets	3,025	500	-	-	-
47304	Sale Of Used Material	144	114	-	-	-
47305	On-Line Auction Sales	9,370	20,963	10,000	20,000	20,000
	Total Sale of Property	12,539	21,577	10,000	20,000	20,000
47604	Employee Share Ins W/H	-	-	531,676	495,970	521,000
	Total Insurance Premiums	-	-	531,676	495,970	521,000
48100	Property Damage Reimbursement	1,595	36,706	-	4,000	-
48103	Health Ins Reimbursement	-	58,420	-	-	-
	Total Insurance Recovery	1,595	95,126	-	4,000	-
48700	Donations & Contributions	1,000	2,670	2,600	-	-
	Total Donations & Contributions	1,000	2,670	2,600	-	-
48800	Inter-Fund Loan	-	-	-	-	-
48801	Lawsuit/Settlement Proceeds	9,050	32,412	10,000	31,125	10,000
	Total Non-Operating Revenue	9,050	32,412	10,000	31,125	10,000
49210	Transfers-from Water	-	184,750	-	-	-
49220	Transfers-from WasteWater	-	710,000	-	-	-
49300	Transfers-from Special Revenue	-	-	799,132	799,132	-
49500	Transfers-from Capital Project	1,876,815	-	-	-	-
49802	Transfers-from Health Ins	-	2,397,844	-	-	-
49900	Transfers-from Other Funds	-	-	-	-	2,626,454
	Total Interfund Transfers	1,876,815	3,292,594	799,132	799,132	2,626,454
	Total Revenues	54,631,638	61,300,009	60,756,745	62,212,394	65,749,550

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	19,505,779	20,437,803	22,431,965	21,490,250	23,431,161
50101	Part Time Wages	1,088,840	1,034,113	1,208,750	1,077,445	1,150,507
50103	Officer in Charge	7,215	6,020	6,000	8,765	6,000
50104	Other Wages	300,936	302,359	343,555	314,635	343,360
50105	Longevity Pay	62,283	60,668	66,205	65,790	70,750
50110	Accrued Payroll GAAP	42,317	2,957	-	-	-
50200	Overtime	922,430	951,333	1,003,980	1,096,365	1,061,425
50201	OT - Double Time	107,882	108,554	143,660	130,825	135,010
50203	Fire Asst Chief Extra Duty	94,601	101,584	96,345	94,315	100,990
50204	Police Extra Duty	26,095	19,269	31,050	31,350	31,880
50205	Foreman Emergency OT	4,755	12,479	16,400	15,915	17,400
50300	Car Allowance	34,240	41,440	43,240	43,240	43,240
50301	Cell Phone/Internet Allowance	24,715	21,851	25,890	24,848	24,210
51100	FICA	537,548	553,723	685,390	625,190	717,735
51101	Employer Pension Contribution - Police	3,750,187	3,871,938	4,170,718	5,053,757	4,467,238
51102	Employer Pension Contribution - Fire	2,525,862	2,581,296	2,719,565	3,191,600	2,989,721
51103	IMRF	1,033,690	863,053	831,260	778,370	909,595
51104	Medicare	306,874	316,770	369,449	343,430	383,375
51105	401A	84,842	90,657	99,065	95,745	105,697
51200	Health Insurance-Medical	2,990,288	3,010,963	3,900,947	3,592,520	3,839,925
51203	Life Insurance	-	-	31,385	21,196	24,365
51204	Workers Compensation	900,000	900,000	750,000	750,000	750,000
51205	Unemployment Compensation	884	19,271	-	-	-
51300	Registration and Fees	81,603	120,391	184,560	168,724	229,279
51301	City Sponsored Training	16,775	26,358	53,500	34,080	76,700
51304	Memberships and Dues	42,979	45,131	65,132	65,120	67,335
51305	Employee Reimbursed Schooling	10,661	12,177	8,000	12,000	24,000
51306	Professional Certification	316	25	210	210	1,464
51400	Transportation Expense	8,445	15,430	23,510	15,100	27,705
51401	Lodging	2,528	11,662	32,655	23,262	36,870
51402	Meals-Travel & Training	7,003	10,732	16,795	13,746	18,940
51500	New Hire Testing	30,928	35,585	38,850	32,925	43,250
51501	Current Employee Testing	5,902	16,669	24,650	22,397	50,460
51600	Uniforms	25,497	26,432	26,350	31,910	31,000
51601	Uniforms - Safety	109,574	117,266	130,030	129,905	142,550
Total Personal Services		34,694,473	35,745,959	39,579,061	39,394,930	41,353,137
52000	Office Supplies	49,347	57,131	55,221	44,088	55,469
52001	Computer Related Supplies	9,121	5,224	15,250	13,580	12,550
52002	Books and Subscriptions	14,541	13,739	19,221	17,518	18,747
52100	Refreshment Supplies	13,511	16,142	20,820	18,875	23,175
52101	Meals-Business	6,765	8,331	15,995	12,628	16,889
52200	Sympathy Gifts	-	50	750	200	750
52201	Awards	11,260	9,730	18,450	14,800	20,550
52205	Special Event Supplies	387	1,519	3,000	3,000	3,700
52206	Association Dues - Non Employee	375	375	375	375	400
52300	Janitorial/Kitchen Supplies	36,770	36,826	39,150	39,730	41,555
52302	Building Maintenance Supplies	4,898	4,846	4,900	4,900	1,900
52303	Medical Supplies	3,222	3,310	4,250	4,200	4,800
52304	Chemicals & Sprays	22,908	13,816	28,100	28,100	28,800
52305	Safety Supplies	30,630	33,461	28,940	28,300	30,105
52306	Signage/Traffic Control Supplies	69,518	76,478	77,880	75,400	76,100
52307	Plumbing Supplies	1,627	1,304	1,800	1,800	1,800

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
52308	Lumber Supplies	1,526	1,754	5,600	5,300	5,350
52309	Photography Supplies	-	238	240	240	250
52310	Small Tools and Equipment	80,499	88,002	123,010	126,084	146,809
52311	Hardware Supplies	3,734	3,238	4,900	3,500	3,500
52312	Paints, Supplies and Solvents	3,771	1,980	5,900	4,150	4,150
52313	Decorations - Lights/Banners	68,973	75,435	76,000	76,000	95,000
52314	Parts for Equipment	23,839	15,333	26,450	23,155	24,650
52319	Other General Supplies	18,652	33,544	22,035	21,562	26,045
52400	Gasoline	254,457	332,475	349,680	281,660	313,780
52401	Vehicle Fluids	4,232	3,042	4,300	4,289	4,300
52402	Motor Vehicle Parts	11,446	9,606	11,550	11,400	11,800
52500	Electrical Supplies	3,700	3,348	3,700	3,700	3,700
52502	Communications Supplies	-	-	-	-	-
52700	Water/Sewer Line Repair Material	29,193	18,862	32,000	32,000	35,000
52800	Trees	6,464	7,534	7,850	8,000	8,800
52801	Sanitary/Storm Sewer Supplies	10,023	9,499	14,300	14,300	15,500
52802	Snow/Ice Removal Chemicals	217,341	420,527	415,500	338,516	345,000
52804	Landscaping/Planter Supplies	155,037	129,496	128,060	128,060	137,850
52805	Street Repair Materials	126,490	124,307	144,600	134,000	140,000
52808	Construction Supplies	-	265	350	150	150
52900	Ammunition	26,551	29,259	31,714	30,984	46,626
52901	Police Supplies	3,647	3,996	4,300	3,554	4,300
52902	Crime Lab Supplies	5,621	3,287	3,700	3,100	6,850
52903	Fire Supplies	4,945	4,904	5,050	5,000	5,100
52904	EMS Supplies	4,013	3,813	4,650	4,600	4,800
52905	EMA Supplies	177	196	245	200	325
Total Commodities		1,339,209	1,606,222	1,759,786	1,570,998	1,726,926
54000	Telephone Service	48,929	50,706	53,000	47,323	48,013
54001	Cellular Service	86,503	107,680	111,500	112,530	117,025
54010	Natural Gas	72,846	70,667	128,760	83,620	102,000
54011	City Electric	648,166	637,003	639,000	609,100	618,700
54012	City Water	15,991	19,210	21,740	18,980	20,200
54013	City Sewer	10,603	10,141	11,470	11,090	11,635
54014	Cable/Satellite Charges	3,136	3,322	3,420	4,000	3,695
54110	General Legal	266,552	294,401	319,200	292,172	320,888
54120	Arbitration/Negotiations Legal	1,430	723	10,000	91	50,000
54130	Audit Services	72,200	72,200	74,850	72,200	73,460
54131	Actuarial Services	14,960	15,000	11,700	11,700	15,700
54133	Banking Service Charges	92,587	65,560	71,685	55,695	56,350
54134	Credit Card Service Charges	229,390	12,070	13,600	13,600	1,200
54135	Collection Services	101	20	200	-	-
54140	Police Testing Services	4,120	-	-	-	-
54141	Fire Testing Services	24,800	7,050	31,500	18,600	16,000
54142	Background Checks	5,413	7,048	7,000	9,000	9,000
54150	Consulting Services	86,502	92,046	325,300	182,300	437,300
54160	Engineering Services	156,919	207,942	170,488	468,277	490,751
54170	Health Insurance Admin - EE	-	-	7,110	-	4,650
54180	Transcript Services	21,532	9,972	21,200	20,000	22,000
54189	Other Professional Services	34,202	198,674	59,065	120,748	91,355
54200	Communication Service Projects	39,907	107,643	-	279,068	-
54201	Communication System Expense	59,878	52,928	46,607	48,564	48,564
54250	Software Licenses & Subscriptions	155,219	219,426	420,248	376,322	599,395
54251	Software Maintenance Agreement	405,856	430,902	552,293	540,246	713,604
54253	Internet Circuit Charges	37,953	46,189	58,000	52,870	54,500
54254	Hosted and Hosting Services	99,417	124,880	215,760	205,000	199,110
54256	IT Consulting Services	158,744	134,743	324,740	326,000	297,050
54301	Refuse and Hauling Service	30,760	23,635	62,000	42,000	50,000
54303	Tree Service	127,535	246,544	301,500	301,500	281,000

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54304	Mosquito Abatement	103,503	98,426	100,000	110,844	111,065
54305	Landscaping and Mowing Services	178,330	181,338	260,300	256,050	291,750
54307	Snow Removal Services	111,636	60,685	182,750	148,600	181,850
54310	Safety Program	20,148	15,718	16,028	13,550	19,475
54311	Locate Service	4,374	4,318	7,550	7,550	9,215
54319	Ride in Kane Services	25,500	22,370	45,600	71,000	76,800
54350	Tri-Com Dispatch Service	487,339	535,314	584,795	584,069	605,677
54351	Tri-City Ambulance	224,855	231,600	245,000	243,000	255,000
54353	Towing	3,920	1,540	4,000	3,300	4,000
54354	Police Investigative	1,315	930	-	-	-
54371	Testing and Inspection Services	16,897	13,864	18,350	16,500	17,300
54391	Tri City Family Services	7,725	7,728	2,484	2,484	2,110
54399	Other Contracted Services	113,371	136,227	161,663	146,143	158,100
54400	Maint Agreemnts - Facilities	443,878	406,885	446,100	446,100	446,100
54401	Maint Agreemnts - Office Equipment	4,952	3,834	4,735	4,335	4,335
54402	Maint Agreemnts - Copiers	26,781	22,819	23,270	20,580	21,270
54403	Maint Agreemnts - Computer Equipment	45,889	54,280	79,570	73,420	74,470
54450	Repair & Maintenance - Facilities	214,643	213,553	242,925	242,775	252,775
54451	Repair & Maintenance - Office Equipment	-	-	684	564	590
54453	Repair & Maintenance - Computers	-	918	950	-	1,050
54456	Repair & Maintenance - Streets	553,007	538,116	646,775	646,775	868,500
54457	Repair & Maintenance - Parking Decks	92,780	101,549	118,266	118,556	126,256
54458	Repair & Maintenance - Traffic Signals	101,569	116,080	114,661	185,207	200,750
54459	Repair & Maintenance - Storm Sewer	301,787	244,413	342,000	342,000	349,000
54467	Repair & Maintenance - Other Equipment	66,122	45,969	62,175	47,455	66,525
54468	Repair & Maintenance - Fire Facilities	113,781	90,114	103,500	103,500	103,500
54469	Repair & Maintenance - Police Facilities	33,787	56,001	37,872	37,872	30,872
54480	Central Garage Services	985,977	968,302	943,400	987,268	1,021,269
54482	Maintenance Motor Vehicles	6,048	33,475	13,550	17,804	11,900
54500	Postage	88,198	101,828	99,540	109,075	104,900
54513	Equipment Rental	44,306	54,174	54,215	54,215	54,215
54520	Printing	37,040	34,817	42,380	40,855	44,016
54530	Legal Notices	6,733	3,968	7,000	6,135	6,700
54532	Employment Notices	65,507	16,198	18,042	18,442	18,729
54540	Advertising	604	100	6,000	2,000	7,000
54541	Trade Show/Promotional Service	-	-	250	-	250
54544	Broker Tour/Developer Breakfast	-	-	200	-	200
54600	Mental Health Disbursements	616,144	616,803	634,000	632,270	660,000
54601	Downtown Partnership	262,000	262,000	262,000	262,000	272,000
54620	Visitor's Bureau	436,600	436,600	436,600	436,600	526,600
54621	Cultural Commission	135,001	140,000	140,000	140,000	163,500
54640	Façade Grants	76,578	7,523	50,000	45,000	50,000
54642	Youth Commission Grants	15,000	12,685	15,000	15,000	15,000
54644	Business Incentive Program	60,000	21,688	70,000	70,000	50,000
54646	NCNTF Flow-Thru Grant	188,523	161,604	-	198,968	198,968
54690	Park District Fire Works	13,133	16,448	16,875	16,875	16,875
54691	Economic Development Incentive Agreements	369,598	808,183	1,620,000	1,892,800	2,962,800
54693	Civic Contributions	2,546	5,750	11,000	8,750	18,750
	Total Contractual Services	9,719,573	10,175,060	12,364,991	13,148,882	15,235,152
55202	Other Governmental Fees and Taxes	114,629	114,629	116,029	116,875	6,200
55203	Recording and Filing Fees	667	993	1,900	2,100	2,500
55204	Property Taxes	2,205	3,634	3,650	-	-
55223	Motor Vehicle Replace Program	1,425,762	2,175,762	2,000,000	2,000,000	1,514,865

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55400	Inventory Carrying Charge	12,744	15,031	10,240	14,105	11,500
55401	Inventory Overhead	92,877	107,151	93,000	61,340	80,725
Total Other Operating		1,648,884	2,417,200	2,224,819	2,194,420	1,615,790
55270	Allocated Costs-GG	(2,542,775)	(2,542,775)	(1,854,720)	(1,854,720)	(2,057,440)
55271	Allocated Costs-PW	(2,965,194)	(2,965,194)	(921,150)	(921,150)	(887,380)
55272	Allocated Costs-CD	(369,224)	(369,224)	-	-	-
Total Departmental Allocations		(5,877,193)	(5,877,193)	(2,775,870)	(2,775,870)	(2,944,820)
56002	Machinery and Equipment	28,308	26,968	37,500	35,300	34,500
56003	Office Furnishings	3,238	8,225	10,550	10,050	42,450
56004	Computer Equipment	21,292	10,862	34,500	9,889	26,500
56099	Other Capital	122,428	131,993	48,000	306,583	78,500
Total Capital		175,267	178,048	130,550	361,822	181,950
55310	Principal Payment	4,586	4,586	4,586	4,586	-
Total Debt Service		4,586	4,586	4,586	4,586	-
57005	Transfer to TIF #5	141,541	119,418	91,335	92,976	-
57106	Debt Service Trsf 2011 Bonds	743,322	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	1,200,886	1,258,964	961,510	961,510	959,211
57109	Debt Service Trsf 2013B Bonds	50,061	268,816	267,665	267,665	270,180
57110	Debt Service Trsf 2015A Bonds	96,219	96,465	96,638	96,638	96,737
57111	Debt Service Trsf 2016 Bonds	1,051,659	1,048,922	1,046,770	1,046,770	1,047,641
57112	Debt Service Trsf 2018A Bonds	1,277,216	1,278,466	1,277,966	1,277,966	1,280,716
57113	Debt Service Trsf 2019 Bonds	356,215	681,242	677,965	677,965	685,585
57114	Debt Service Trsf 2020A Bonds	191,813	193,050	195,950	195,950	191,550
57115	Debt Service Trsf 2021A Bonds	-	876,629	881,661	881,661	880,043
Total Interfund Transfers - Debt		5,108,932	5,821,972	5,497,460	5,499,101	5,411,663
57200	Transfer to Electric Fund	-	-	-	-	-
57201	Street Light Maint Transfer	268,889	265,764	200,000	200,000	200,000
57300	Transfer to Refuse Fund	80,000	105,000	105,000	105,000	105,000
57303	Transfer to Replacement Fund	443,099	396,747	426,401	426,401	324,754
57307	Transfer to Capital Improvement	3,398,886	4,871,537	1,200,000	1,200,000	1,200,000
57309	Other Operating Transfers	77,790	3,804,209	-	-	-
57313	Transfer to WW	710,000	-	-	300,000	200,000
57314	Transfer to WW Connection	950,000	-	-	-	-
57315	Transfer to Water	184,750	-	-	2,600,000	1,000,000
Total Interfund Transfers - Other		6,113,414	9,443,257	1,931,401	4,831,401	3,029,754
Total Expenditures		52,927,145	59,515,111	60,716,784	64,230,270	65,609,551

City of St. Charles
City Administration
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

City Administration

The City Administrator is responsible for carrying out the policies and ordinances of the City Council and overseeing the day-to-day operations of the City. The City Administrator manages eight City departments and the Communications Division. City Administration also is responsible for running City Council, Government Operations, and Liquor Commission meetings, City Council Workshops, and performs licensing, City Code updates, and Deputy City Clerk services.

Communications Division

The Communications Division works with departments to promote news about City services, programs, and initiatives. The Division writes press releases, maintains social media pages, produces the monthly newsletter, and contributes content to the website. For most of 2023, the Division Manager operated solely. It was a challenge to maintain communication levels, complete special projects, and assist all City departments with their communications needs. But overall, communications proceeded smoothly.

2023-2024 Significant Accomplishments

Administration

Provides guidance and oversees various projects and initiatives of all departments of the City.

- ✓ Developed a plan to address the budget gap in FY 23/24.
- ✓ Responsible for hiring new Admin. Staff (Sr. Administrative Assistant & Marketing Communications Specialist).
- ✓ Oversees various development projects.
- ✓ Directed the Implementation of a pedestrian study.
- ✓ Investigated and initiated additional revenue streams for the City.
- ✓ Oversaw the completion of the 1st Street Plaza project.
- ✓ Ensures that capital projects are implemented.
- ✓ Implemented increase in sales tax and utility rates in FY 23/24.
- ✓ Implemented and oversee a Diversity Equity & Inclusion Commission and Initiative.
- ✓ Migrated the City Code to a new platform.
- ✓ Oversaw the completion of a parking study.

Communications Division

Traditional Media Activity

Developed and issued press releases to earn placements in traditional media outlets.

- ✓ 66 Press Releases earned placements in the local press—*Kane County Chronicle & Daily Herald*.
- ✓ Stories also ran on WBBM-TV, WLS-TV Chicago, Fox News Chicago, WBBM News Radio, and the *Chicago Tribune*.

Social Media by the Numbers

The City maintains a social media presence on Facebook, Twitter, Instagram, LinkedIn, and YouTube.

- ✓ 925 social media posts & stories in 2023
- ✓ 30,476 combined followers 2023
- ✓ 2517 new social media followers in 2023 +8%
- ✓ 2,914,531 combined reach for all social media posts in 2023. All numbers are organic; no paid promotion/boosting
- ✓ The real story is in our engagement on social media. Our 2023 posts earned 320,588 engagement actions, including reactions, comments, shares, views, clicks, or taps.

**City of St. Charles
City Administration
Fiscal Year 2024-2025 Budget**

City Newsletter

Produced a monthly newsletter that is sent to 2,333* subscribers who sign up for city news.

- ✓ 12 Regular monthly newsletter issues/5 special News Updates
- ✓ 219 total articles
- ✓ 265 new subscribers
- ✓ Our newsletter achieves high engagement from our subscribers: Our open rate averages at 57.3%, nearly double the industry average of 29.5%.

* MailChimp, our enews platform, unfortunately “cleaned” 422 subscribers, mostly due to conflicts with att.net/yahoo.com email services.

Website

Maintain latest news and special events pages, and assisted other departments as necessary. Participated in the website design core group.

Special Communications Projects

- ✓ National Intern Day Joint Campaign with Human Resources that focused on former City interns who went on to be successful government employees
- ✓ Public Services Recognition Week highlighted 5 Employees from various departments
- ✓ Focused messaging for Public Services Recognition Week to remind residents of
- ✓ WGN Your Hometown Focus included live interviews with businesses and staff, promotional videos on social media, and ads on wgnradio.com.
- ✓ Planned the 1st Street Plaza Opening.
- ✓ Produced and promoted 5 Mayor’s Videos.
- ✓ Applied Crisis Communications strategies to emergent issues through the development of talking points and outlining potential questions that could arise from sensitive situations.
- ✓ Developed new branded templates, email signature, and other materials reflecting the new Strategic Plan Mission.

FY 2024-25 Goals

City Administration

- ✓ Work with IS to make license applications available to complete and pay for online.
- ✓ Work with records management to establish electronic files, archive, and retention schedule for the City license files.
- ✓ Work with IS to implement new City website.

Communications Division

- ✓ Increase monthly City newsletter subscribers.
- ✓ Increase engagement on social media platforms.
- ✓ Update the Crisis Communication Plan.

**City of St. Charles
City Administration
Fiscal Year 2024-2025 Budget**

Performance Measures and Statistics	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24 YTD
Administration				
Number of Resolutions	117	133	139	124
Number of Ordinances	95	107	112	48
Liquor Licenses Issued	\$170,530.00	\$184,150.02	\$213,050.00	\$220,050.02
Video Gaming Licenses Issued	\$32,500.00	\$40,700.00	\$43,800.00	\$49,300.00
Tobacco Licenses Issued	\$1,800.00	\$2,000.00	\$2,100.00	\$2,350.00
Massage Licenses Issued	\$1,250.00	\$1,500.00	\$2,000.00	\$2,250.00
Miscellaneous Licenses Issued (loudspeaker, carnival, horse carriage, towing, amusement)	\$10,215.00	\$10,215.00	\$10,745.00	\$11,070.00
Liquor Control Commission Meetings Held	11	11	11	6
City Council Meetings Held	24	23	23	20
Special Meetings, Workshops, or Retreats Held	3	5	4	3
Government Operations Committee Meetings Held	14	19	20	18
Performance Measures and Statistics	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Projected	FY 2023-24 Estimate
Communications Division				
Website Sessions/Visits	1,996,986*	487,945	500,000	515,000
Social Media Followers	25,139	27,959	29,000	32,000
Social Media Reach/Impressions	829,384	1,624,746**	900,000	2,500,000
Number of Press Releases	65	65	65	66
Newsletter Subscribers	2402	2493	2,600	2,500

*There is an unexplained spike in Q1 2021 usage. Analytics show 1,373,309 sessions. The average sessions for all other quarters is 207,892 sessions.

**Higher than usual as 368,642 from YouTube video of the Walhburgers Wahlk of Fame event

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100110	City Administration				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	427,026	297,110	314,695	305,480	427,590
50101	Part Time Wages	34,512	35,353	38,860	24,175	-
50110	Accrued Payroll GAAP	(1,924)	696	-	-	-
50200	Overtime	6,305	3,054	5,445	1,100	5,790
50300	Car Allowance	7,200	7,500	7,200	7,200	7,200
50301	Cell Phone/Internet Allowance	328	360	360	225	780
51100	FICA	23,381	15,499	22,730	15,505	27,365
51103	IMRF	49,053	32,504	28,125	26,225	35,470
51104	Medicare	6,754	4,849	5,315	4,805	6,400
51105	401A	2,960	1,060	1,135	750	2,600
51200	Health Insurance-Medical	34,467	22,586	28,515	31,575	61,390
51203	Life Insurance	-	-	520	345	580
51204	Workers Compensation	587	448	365	365	457
51300	Registration and Fees	2,087	2,730	3,670	6,683	7,440
51304	Memberships and Dues	-	795	810	800	1,350
51400	Transportation Expense	655	-	1,300	115	1,300
51401	Lodging	-	383	2,900	871	2,800
51402	Meals-Travel & Training	-	-	975	250	575
	Total Personal Services	593,392	424,927	462,920	426,469	589,087
52000	Office Supplies	5,780	1,458	8,575	2,675	5,425
52002	Books and Subscriptions	759	293	1,175	606	620
52100	Refreshment Supplies	2,120	2,571	3,450	3,300	3,800
52101	Meals-Business	781	905	1,630	1,125	1,400
	Total Commodities	9,440	5,227	14,830	7,706	11,245
54000	Telephone Service	284	102	130	61	61
54001	Cellular Service	646	1,074	1,120	1,335	1,585
54110	General Legal	64,481	64,032	50,000	50,000	55,000
54189	Other Professional Services	-	81,815	-	11,753	14,000
54200	Communication Service Projects	672	2,030	-	5,274	-
54250	Software Licenses & Subscriptions	-	1,161	1,415	1,369	1,425
54399	Other Contracted Services	8,362	7,740	8,500	9,440	12,000
54402	Maint Agreements - Copiers	3,142	1,272	1,240	1,200	1,350
54500	Postage	17	-	150	150	150
	Total Contractual Services	77,605	159,226	62,555	80,582	85,571
55400	Inventory Carrying Charge	1	1	-	-	-
55401	Inventory Overhead	164	117	-	70	85
	Total Other Operating	165	118	-	70	85
55270	Allocated Costs-GG	(137,312)	-	-	-	-
	Total Allocations	(137,312)	-	-	-	-
	Total Expenditures	543,290	589,498	540,305	514,827	685,988

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100111	Community & Public Affairs					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	95,809	99,603	102,265	113,300	184,300	
50101	Part Time Wages	64,049	40,735	75,270	19,860	40,715	
50110	Accrued Payroll GAAP	575	(4,373)	-	-	-	
51100	FICA	9,657	8,443	11,010	8,090	13,985	
51103	IMRF	18,905	13,318	13,640	10,330	18,115	
51104	Medicare	2,259	1,975	2,580	1,895	3,270	
51105	401A	1,409	1,445	1,535	1,705	2,765	
51200	Health Insurance-Medical	17,233	9,379	10,350	9,600	27,160	
51203	Life Insurance	-	-	185	130	250	
51204	Workers Compensation	141	230	144	144	202	
51304	Memberships and Dues	54	-	145	-	145	
Total Personal Services		210,092	170,755	217,124	165,054	290,907	
52000	Office Supplies	715	169	-	-	-	
52205	Special Event Supplies	-	1,477	3,000	3,000	3,000	
Total Commodities		715	1,646	3,000	3,000	3,000	
54001	Cellular Service	678	627	660	985	1,195	
54189	Other Professional Services	14,443	34,190	28,650	42,650	40,150	
54200	Communication Service Projects	897	2,030	-	5,274	-	
54250	Software Licenses & Subscriptions	2,929	2,067	4,025	4,122	4,105	
54540	Advertising	604	-	2,000	2,000	3,000	
Total Contractual Services		19,551	38,914	35,335	55,031	48,450	
55401	Inventory Overhead	12	-	-	-	-	
Total Other Operating		12	-	-	-	-	
55270	Allocated Costs-GG	(52,058)	-	-	-	-	
Total Allocations		(52,058)	-	-	-	-	
Total Expenditures		178,312	211,315	255,459	223,085	342,357	

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100120	Mayor's Office					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	5,343	928	-	-	-	
50101	Part Time Wages	18,173	17,500	17,500	17,500	17,500	
50110	Accrued Payroll GAAP	(274)	(145)	-	-	-	
50200	Overtime	721	233	-	-	-	
50301	Cell Phone/Internet Allowance	1,718	-	-	-	-	
51100	FICA	1,571	1,155	1,085	1,085	1,085	
51103	IMRF	720	118	-	-	-	
51104	Medicare	367	270	260	255	255	
51105	401A	67	5	-	-	-	
51204	Workers Compensation	30	23	18	18	-	
51300	Registration and Fees	433	284	1,950	1,630	2,450	
51304	Memberships and Dues	-	1,489	1,600	1,489	1,600	
51400	Transportation Expense	337	537	1,300	400	1,600	
51401	Lodging	-	179	2,300	100	2,600	
51402	Meals-Travel & Training	-	-	725	50	975	
	Total Personal Services	29,206	22,576	26,738	22,527	28,065	
52000	Office Supplies	674	3,025	2,900	1,900	2,100	
52100	Refreshment Supplies	100	126	500	250	250	
52101	Meals-Business	209	220	1,575	750	1,275	
52201	Awards	275	55	250	-	250	
	Total Commodities	1,258	3,426	5,225	2,900	3,875	
54000	Telephone Service	312	113	130	67	67	
54001	Cellular Service	199	-	-	-	-	
54110	General Legal	12,938	10,757	10,000	11,000	12,000	
54189	Other Professional Services	1,268	-	-	-	-	
54200	Communication Service Projects	-	677	-	1,758	-	
54201	Communication System Expense	-	-	-	-	-	
	Total Contractual Services	14,717	11,547	10,130	12,825	12,067	
55401	Inventory Overhead	43	11	-	-	10	
	Total Other Operating	43	11	-	-	10	
55270	Allocated Costs-GG	(11,048)	-	-	-	-	
	Total Allocations	(11,048)	-	-	-	-	
	Total Expenditures	34,176	37,560	42,093	38,252	44,017	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100121	City Council					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50101	Part Time Wages	55,125	48,125	52,500	52,000	52,500	
50110	Accrued Payroll GAAP	35	35	-	-	-	
50301	Cell Phone/Internet Allowance	4,655	3,675	3,780	4,130	4,200	
51100	FICA	3,706	3,210	3,495	3,480	3,520	
51104	Medicare	867	751	814	810	820	
51204	Workers Compensation	142	78	61	61	-	
51300	Registration and Fees	1,575	405	1,900	865	3,125	
51304	Memberships and Dues	20,472	18,777	27,800	28,456	27,500	
	Total Personal Services	86,577	75,056	90,350	89,802	91,665	
52000	Office Supplies	2,135	658	2,800	850	900	
52101	Meals-Business	1,987	1,975	3,550	2,300	3,500	
52319	Other General Supplies	1,260	203	950	600	1,350	
	Total Commodities	5,382	2,836	7,300	3,750	5,750	
54110	General Legal	13,661	15,000	20,000	15,000	17,500	
54150	Consulting Services	21,600	26,400	28,800	28,800	28,800	
54690	Park District Fire Works	13,133	16,448	16,875	16,875	16,875	
	Total Contractual Services	48,394	57,848	65,675	60,675	63,175	
55401	Inventory Overhead	18	4	-	-	-	
	Total Other Operating	18	4	-	-	-	
55270	Allocated Costs-GG	(35,542)	-	-	-	-	
	Total Allocations	(35,542)	-	-	-	-	
	Total Expenditures	104,830	135,744	163,325	154,227	160,590	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund		100 General Fund				
Department		100122 City Treasurer				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50101	Part Time Wages	1,869	1,800	1,800	1,800	1,800
51100	FICA	116	113	115	115	115
51104	Medicare	27	27	30	30	30
Total Personal Services		2,012	1,940	1,945	1,945	1,945
54530	Legal Notices	1,382	1,382	1,400	1,350	1,400
Total Contractual Services		1,382	1,382	1,400	1,350	1,400
55270	Allocated Costs-GG	(1,134)	-	-	-	-
Total Allocations		(1,134)	-	-	-	-
Total Expenditures		2,260	3,322	3,345	3,295	3,345

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund		100 General Fund				
Department		100123 City Clerk				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50101	Part Time Wages	4,673	4,500	4,500	4,500	4,500
51100	FICA	290	279	280	280	280
51104	Medicare	68	65	70	70	70
Total Personal Services		5,031	4,844	4,850	4,850	4,850
Total Expenditures		5,031	4,844	4,850	4,850	4,850

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund		100 General Fund				
Department		100124 Hotel Tax Disbursements				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54620	Visitor's Bureau	436,600	436,600	436,600	436,600	526,600
54621	Cultural Commission	135,001	140,000	140,000	140,000	163,500
Total Contractual Services		571,601	576,600	576,600	576,600	690,100
Total Expenditures		571,601	576,600	576,600	576,600	690,100

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100130	Board of Fire & Police Commission					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50200	Overtime	839	517	-	-	-	
50110	Accrued Payroll GAAP	89	(89)	-	-	-	
51100	FICA	52	31	-	-	-	
51103	IMRF	101	53	-	-	-	
51104	Medicare	12	7	-	-	-	
51105	401A	12	7	-	-	-	
51500	New Hire Testing	-	5,139	5,000	100	8,500	
Total Personal Services		1,104	5,665	5,000	100	8,500	
52101	Meals-Business	421	446	650	200	600	
52206	Association Dues-Non Employee	375	375	375	375	400	
Total Commodities		796	821	1,025	575	1,000	
54140	Police Testing Services	4,120	-	-	-	-	
54141	Fire Testing Services	24,800	7,050	31,500	18,600	16,000	
54532	Employment Notices	298	-	2,000	-	-	
Total Contractual Services		29,218	7,050	33,500	18,600	16,000	
Total Expenditures		31,118	13,536	39,525	19,275	25,500	

City of St. Charles
Information Systems Department
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The Information Systems Department consists of the following functional areas:

Information Systems

- Network and Infrastructure Management is responsible for providing the technical foundation to run the City’s applications. This includes network communications, computer hardware, software, data storage, wireless communications, internet connectivity, servers, telephones, audio/visual systems, and electronic building security. Network and Infrastructure Management staff also provide first line Help Desk support for users regarding hardware, software, and telephone-related issues.
- Application Management is responsible for the implementation and support of the City’s software applications. This includes selection, configuration and development of new applications or enhancements to existing applications, and configuration and training for enterprise and departmental systems. Application Management is also responsible for Geographic Information Systems (GIS) which includes providing geographic information, programming, analysis, Global Positioning System (GPS) locates, and mapping services to all City departments.
- Program Management is responsible for providing overall leadership for projects, which includes overseeing selection and implementation of new applications and services.

Records Management

- Records Management manages all records for the City, with the exception of the Police Department. This includes responsibility for managing the entire life cycle of records, from their creation through their use and retention for business/historical purposes, or their disposal. In addition, Records Management performs scanning and indexing functions for electronic storage and access of documents. Records Management is also responsible for providing responses to Freedom of Information requests in compliance with the Illinois Freedom of Information Act (FOIA), as well as subpoenas and legal retention holds.

FY 2023-24 Significant Accomplishments

- ✓ Initiated a project to design and implement a new City website and Economic Development website.
- ✓ Implemented a communications platform for automated delivery of digital City content and notifications.
- ✓ Led the design and roll out of a new online municipal code management system.
- ✓ Partnered with the Finance Department to implement a new utility billing and customer information system, and a utility billing customer portal.
- ✓ Implemented an Identity and Access Management system to reduce complexity and enhance the security of access to City systems.

City of St. Charles
Information Systems Department
Fiscal Year 2024-2025 Budget

FY 2024-25 Goals and Objectives

- Roll out a new City website, Economic Development website and public participation platform.
- Migrate all City staff to cloud-based email and office productivity software.
- Implement new cloud-based intranet software.
- Partner with the Public Works Department to migrate water utility GIS data to a new structure with enhanced functionality.

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
<u>Information Systems</u>				
IS FTEs	9.8	9.8	9.8	10.5
IS FTEs as % of City FTEs	3.6%	3.6%	3.5%	3.7%
IS Total Expense per City FTE	\$10,519	\$12,474	\$14,302	\$14,105
IS Total Expense as % of City Budget	1.3%	1.7%	1.8%	1.7%
IS Operational vs. Capital Expense	85% vs. 15%	77% vs. 23%	77% vs. 23%	85% vs. 15%
Internal Service Requests	2902	3058	2853	3060
% Service Request Completion < 5 days	83.2%	81.6%	82.5%	83.0%
<u>Records Management</u>				
Records Management FTEs	2.0	2.0	2.0	2.0
FOIA (Non-Commercial) Requests Received	486	469	500	500
FOIA (Non-Commercial) Response Time (Avg. Days)	2.6	2.3	2.4	2.5
FOIA (Commercial) Requests Received	34	21	25	29
FOIA (Commercial) Response Time (Avg. Days)	9.0	8.7	9.0	9.0
Total # of Pages Produced for FOIA Requests	22,902	21,070	22,000	22,200
Records Added to Electronic Document Management System	51,804	60,819	71,403	83,829

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100200	Information Systems					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	1,197,307	1,288,144	1,423,500	1,358,840	1,529,080	
50101	Part Time Wages	50,908	43,911	37,495	22,265	33,180	
50110	Accrued Payroll GAAP	6,990	(2,818)	-	-	-	
50200	Overtime	2,703	3,596	-	5,735	4,360	
50300	Car Allowance	5,400	5,400	5,400	5,400	5,400	
50301	Cell Phone/Internet Allowance	4,478	4,275	4,860	4,860	4,860	
51100	FICA	72,510	77,894	91,220	82,535	97,770	
51103	IMRF	146,521	125,357	112,620	107,690	126,550	
51104	Medicare	17,330	18,589	21,335	19,660	22,865	
51105	401A	12,349	14,371	13,815	14,775	15,800	
51200	Health Insurance-Medical	155,100	202,991	243,461	232,020	245,685	
51203	Life Insurance	-	-	2,440	1,650	1,860	
51204	Workers Compensation	7,332	1,750	1,476	1,476	1,406	
51300	Registration and Fees	10,443	17,872	20,360	12,710	20,360	
51301	City Sponsored Training	4,012	7,143	6,000	6,580	25,600	
51304	Memberships and Dues	1,228	1,339	2,218	2,170	2,210	
51305	Employee Reimbursed Schooling	3,528	-	-	-	-	
51400	Transportation Expense	-	2,401	4,760	2,150	5,505	
51401	Lodging	-	3,060	6,950	4,160	7,545	
51402	Meals-Travel & Training	-	1,194	2,690	920	2,060	
51600	Uniforms	77	-	100	60	-	
Total Personal Services		1,698,214	1,816,469	2,000,700	1,885,656	2,152,096	
52000	Office Supplies	260	11,484	300	200	250	
52001	Computer Related Supplies	3,820	466	4,200	900	2,000	
52002	Books and Subscriptions	-	-	100	20	50	
52100	Refreshment Supplies	634	700	700	800	800	
52101	Meals-Business	-	-	100	50	100	
52300	Janitorial/Kitchen Supplies	-	32	100	35	100	
52305	Safety Supplies	-	-	50	20	50	
52310	Small Tools and Equipment	146	81	100	50	450	
52400	Gasoline	127	54	160	60	160	
Total Commodities		4,987	12,817	5,810	2,135	3,960	
54000	Telephone Service	5,263	5,086	5,200	5,200	5,200	
54001	Cellular Service	7,478	7,411	7,790	7,940	9,275	
54110	General Legal	1,350	2,250	2,500	500	2,500	
54189	Other Professional Services	130	-	50	20	25	
54200	Communication Service Projects	3,406	9,027	-	23,448	-	
54250	Software Licenses & Subscriptions	87,104	173,280	352,376	325,000	458,970	
54251	Software Maintenance Agreement	145,557	144,792	217,294	210,000	212,800	
54253	Internet Circuit Charges	37,953	46,189	58,000	52,870	54,500	
54254	Hosted and Hosting Services	99,417	124,880	215,760	205,000	199,110	
54256	IT Consulting Services	158,744	134,743	324,740	326,000	297,050	
54399	Other Contracted Services	9,746	5,177	4,220	4,140	3,000	
54402	Maint Agreemnts - Copiers	367	567	620	620	620	
54403	Maint Agreemnts - Computer Equipment	45,889	54,280	79,570	73,420	74,470	
54453	Repair & Maint - Computers	-	918	950	-	1,050	
54480	Central Garage Services	1,634	-	520	648	671	
54500	Postage	10	99	150	20	50	
54513	Equipment Rental	-	2,100	-	-	-	
54520	Printing	-	-	100	-	-	
Total Contractual Services		604,048	710,799	1,269,840	1,234,826	1,319,291	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund				
Department	100200	Information Systems				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55223	Motor Vehicle Replace Program	7,395	7,395	-	-	2,826
55400	Inventory Carrying Charge	136	161	-	-	-
55401	Inventory Overhead	96	75	-	35	55
	Total Other Operating	7,627	7,631	-	35	2,881
56004	Computer Equipment	21,292	7,684	34,500	9,889	26,500
	Total Capital	21,292	7,684	34,500	9,889	26,500
55270	Allocated Costs-GG	(725,107)	-	-	-	-
	Total Allocations	(725,107)	-	-	-	-
	Total Expenditures	1,611,062	2,555,400	3,310,850	3,132,541	3,504,728

City of St. Charles
Human Resources Department
Fiscal Year 2024-2025 Budget

HR Vision and Mission

Vision: To be a modern employer of choice committed to best in class municipal service.

Mission: Partner with City employees and departments to optimize individual and organizational success.

General Description and Major Areas of Responsibility

The primary responsibilities of the Human Resources Department include retention and recruitment of employees, staff organization and succession planning, performance management, employee engagement and recognition, benefit administration, legal compliance, litigation management, labor relations, employee safety management and programming, salary administration, training and staff development, leave management, and workers' compensation.



Positions within the department serve as internal consultants regarding personnel issues, and the Department Director acts as the chief negotiator when bargaining with the City's five unions. The Assistant Human Resources Director supports the Board of Fire & Police Commission by coordinating sworn Police and Fire staff recruitments, promotions, and discipline. HR staff also serves as board members and provides training and facilitation for local and state municipal organizations.

The City's benefits mission statement, which guides and informs decision-making about benefit offerings, is that the City will provide fiscally responsible, competitive, and comprehensive benefits that motivate employees to invest in their total well-being.

- **Fiscally Responsible:** Meaning that the City's benefit offerings will be within budget, regularly monitored, and palatable to the tax base who funds them.
- **Competitive:** Meaning that the City's benefit offerings will attract and retain quality employees. Benefits will retain employees by generating engagement, productivity, and commitment to their work because they feel taken care of. The benefits will be competitive within the City's market for talent.
- **Comprehensive:** Meaning that the City's benefit offerings will include a choice of health plans at various coverage levels and costs as well as a variety of supplemental benefits from which an employee can choose in order to ensure their total well-being and that of their dependents.
- **Invest:** Meaning that the City's benefit offerings will be designed in a way that shares the burden of health management and cost with the employee, motivating the employee to consistently leverage the benefit offerings to enhance their health and lower their costs.

City of St. Charles
Human Resources Department
Fiscal Year 2024-2025 Budget

- Total Well-being: Meaning that the City's comprehensive benefit offerings will provide the employee with tools that support the eight dimensions of wellness: social wellness, emotional wellness, community wellness, environmental wellness, financial wellness, occupational wellness, intellectual wellness, and physical wellness.

FY 2023-24 Significant Accomplishments

Human Resources Department by the Numbers

- ❖ FY 2023-24 Total Authorized FTE's: 4.74
 - ❖ For the sixth year in a row, secured the U.S. Department of Labor's HIRE Vets Gold Medallion Award, which recognizes employment of military veterans as part of the Honoring Investments in Recruiting and Employing American Military Veterans Act of 2017.
 - ❖ Responsible for recruiting 52 new employees in calendar year 2023, with application numbers exceeding national average. There were 37 internal promotions or transfers in 2023.
 - ❖ Experienced an employee turnover rate of 12.11%, which is on par with 12.2% nationally in municipal government. Almost half of the separations from service were long-tenured employees who retired.
-
- ✓ Implemented Community Development staffing changes recommended in the FY22-23 engineering study, providing additional staff expertise to support **Strategic Priority 1 and 3**.
 - ✓ Initiated collective bargaining with the IAFF, the Teamsters, MAP 27, and MAP 28 using the collaborative interest based bargaining method for all but one contract.
 - ✓ Updated the City's health insurance offerings to meet employee needs, thereby enhancing recruitment and retention, while being mindful of taxpayer dollars, supporting **Strategic Priority 4**.
 - ✓ Enhanced onboarding program by relaunching the mentor program, offering curated onboarding welcome gifts that promote St. Charles, revamping the new employee welcome lunch, and implementing an online onboarding program that streamlines a new employee's experience while maintaining accurate records. Launching of the onboarding program supports **Strategic Priority 2 and 3**.
 - ✓ With a consultant's assistance, executed an Equity and Inclusion (E&I) program that included awareness training for all non-union supervisors and a review of internal City policies and forms, supporting **Strategic Priority 2 and 3**.
 - ✓ Conducted leadership and teambuilding learning for the department director and assistant/deputy director team, supporting **Strategic Priority 2**.
 - ✓ Relunched the Wellness Team to enhance employee wellness, increase employee engagement and collaboration, and secure more wellness incentive dollars from the City's insurance cooperative, the Illinois Personnel Benefits Cooperative (IPBC), supporting **Strategic Priority 4**.

City of St. Charles
Human Resources Department
Fiscal Year 2024-2025 Budget

- ✓ Continued partnership with School District 303, Compass Academy, and Fox Valley Career Center highlighting local government careers to students via a job shadow program, a water/wastewater preparatory class, job fair, and campus presentations, supporting **Strategic Priority 2**.
- ✓ Produced recruitment videos showcasing current employee testimonials in order to attract top talent, supporting **Strategic Priority 2 and 3**.

FY 2024-25 Goals and Objectives

- Secure the U.S. Department of Labor’s HIRE Vets Gold Medallion Award for 2024.
- Conclude collective bargaining with four unions (Firefighter/Paramedics, Teamsters, Police Officers, and Police Sergeants).
- Implement e-assessments for represented workforce to the online tool used for non-represented employees to increase efficiency, recordkeeping, and reporting.
- Increase employee participation in wellness screenings, supporting **Strategic Priority 4**.
- Conduct teambuilding and leadership training for management and supervisory staff, supporting **Strategic Priority 2**.
- Maintain a loss ratio of under 100% across all lines of insurance, supporting **Strategic Priority 4**.
- Maintain a premium rate adjustment below national medical cost trend of 7.0%¹, supporting **Strategic Priority 4**.
- Increase employee use of medical and pharmaceutical clinical programs to optimize treatment, promote health, and enhance disease prevention, supporting **Strategic Priority 4**.
- Increase employee use of cost containment tools to lower the financial burden of healthcare on the employee and the taxpayer, supporting **Strategic Priority 4**.
- Continue to work with educational partners to reach young people of St. Charles and educate them on career options at the City, supporting **Strategic Priority 2 and 3**.
- Explore additional innovative employee benefits to continue to build the City of St. Charles as an employer of choice.

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Number of Workers Compensation Claims	22	18	18	18
Average Cost	\$ 38,721	\$10,902	\$8,000	\$9,000
Average Days Open	125	151	100	100
Number of FMLA Leaves	97	64	68	70
Total FMLA Hours	10,084	7,831	6,717	7,000
Transitional Duty Hours Worked	1,417	2,201	4,679	4,500
Military Leaves	2	2	1	1

¹ The projected percentage increase in the cost to treat patients from one year to the next, assuming benefits remain the same

**City of St. Charles
Human Resources Department
Fiscal Year 2024-2025 Budget**

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Open Positions/Recruitments	49	82	80	50
Internal Promotions	6	27	20	10
Separations from Service	48	45	35	30
Turnover Rate	12.78%	12.11%	10%	8%
Applications for Employment	1,778	1,492	1,200	1500
Average Number of full-time Employees	249	250	251	252
Average Number of Lives on Health Insurance	681	679	700	700
Paid Insurance Claims	\$3,583,161	\$3,615,048	\$3,827,555	\$4,000,000
Medical	\$2,656,927	\$2,478,421	\$2,788,292	\$2,900,000
Rx	\$926,234	\$1,136,627	\$1,039,263	\$1,100,000
Number of Stoploss Claims	10	0	0	0
Loss Ratio	104.6%	99.5%	95.7%	99%
Paid Dental Claims	\$238,853	\$230,026	\$219,067	\$230,000
Wellness Fair Participants	206	187	191	210
Employee	147	128	129	147
Spouse	43	49	54	55
Retiree	16	10	8	8
Grievances Processed	1	0	1	0
Grievances to Arbitration	0	0	0	0
Collective Bargaining Agreements Negotiated	1	0	4	0
Average Number of Active Employees	304	294	300	283
Number of Training Seminars Hosted for Employees	11	11	16	16
Number of Job Shadows	38	63	60	60
Number of Recognition Gifts	59	43	47	65
Tenure	49	28	34	53
Retiree	10	15	13	12

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100210	Human Resources					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	446,307	501,123	528,070	535,600	542,270	
50101	Part Time Wages	99,986	66,020	62,955	63,110	88,545	
50110	Accrued Payroll GAAP	(2,631)	5,793	-	-	-	
50200	Overtime	123	156	-	7,400	-	
50300	Car Allowance	5,400	5,400	5,400	5,400	5,400	
50301	Cell Phone/Internet Allowance	1,833	1,995	1,980	1,980	2,100	
51100	FICA	31,493	31,779	37,100	34,590	39,575	
51103	IMRF	63,520	53,555	45,805	47,275	51,215	
51104	Medicare	7,677	7,802	8,680	8,475	9,260	
51105	401A	6,534	7,339	7,690	7,565	7,930	
51200	Health Insurance-Medical	68,934	66,954	90,154	88,930	88,860	
51203	Life Insurance	-	-	870	610	650	
51204	Workers Compensation	799	785	595	595	567	
51300	Registration and Fees	6,802	4,848	8,500	-	3,000	
51301	City Sponsored Training	12,763	19,215	47,500	27,500	51,100	
51304	Memberships and Dues	4,823	5,367	4,870	4,870	4,450	
51306	Professional Certification	180	-	-	-	1,254	
51400	Transportation Expense	39	83	450	700	800	
51401	Lodging	-	603	2,500	606	700	
51402	Meals-Travel & Training	-	10	300	-	300	
51500	New Hire Testing	26,693	30,446	33,850	32,825	34,750	
51501	Current Employee Testing	5,902	8,630	8,350	6,797	9,460	
	Total Personal Services	787,175	817,903	895,619	874,828	942,186	
52000	Office Supplies	5,267	9,009	11,800	10,100	14,364	
52002	Books and Subscriptions	27	2,018	2,090	2,039	2,100	
52100	Refreshment Supplies	142	510	2,450	2,450	4,700	
52101	Meals-Business	1,172	1,990	4,400	4,300	5,700	
52200	Sympathy Gifts	-	50	750	200	750	
52201	Awards	8,948	8,154	15,500	12,800	17,500	
52205	Special Event Supplies	387	42	-	-	700	
52300	Janitorial/Kitchen Supplies	123	88	200	200	250	
52305	Safety Supplies	156	810	300	-	800	
	Total Commodities	16,221	22,671	37,490	32,089	46,864	
54000	Telephone Service	1,050	874	870	830	830	
54001	Cellular Service	350	-	-	-	-	
54110	General Legal	37,015	13,043	10,000	8,000	10,000	
54120	Arbitration/Negotiations Legal	1,430	723	10,000	91	50,000	
54142	Background Checks	5,325	7,048	7,000	9,000	9,000	
54150	Consulting Services	27,637	13,488	22,400	8,700	3,900	
54170	Health Insurance Admin - EE	-	-	7,110	-	4,650	
54189	Other Professional Services	10,630	50,063	16,200	12,700	23,200	
54200	Communication Service Projects	1,345	4,061	-	10,548	-	
54251	Software Maintenance Agreement	65,478	69,551	87,750	79,800	88,761	
54391	Employee Services	7,725	7,728	2,484	2,484	2,110	
54402	Maint Agreemnts - Copiers	1,178	893	930	-	-	
54500	Postage	-	-	150	-	-	
54532	Employment Notices	65,209	16,198	16,042	18,442	18,729	
	Total Contractual Services	224,371	183,670	180,936	150,595	211,180	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund		100 General Fund				
Department		100210 Human Resources				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55400	Inventory Carrying Charge	3	4	-	-	-
55401	Inventory Overhead	71	99	-	60	75
Total Other Operating		74	103	-	60	75
55270	Allocated Costs-GG	(271,880)	-	-	-	-
Total Allocations		(271,880)	-	-	-	-
Total Expenditures		755,962	1,024,347	1,114,045	1,057,572	1,200,305

**City of St. Charles
Finance Department
Fiscal Year 2024-2025 Budget**

General Description and Major Areas of Responsibility

The primary responsibilities of the Finance Department include the proper accounting and financial reporting for all City funds, establishment and monitoring of internal controls, administration of the annual budget process and preparation of the adopted budget, coordination of the annual audit and external financial reporting, computation and filing of tax levies and accurate and timely processing of payroll, accounts payable, accounts receivable, cash receipts and utility billing and collections.

Finance is also responsible for the proper accounting and financial reporting for the Police Pension Fund and Firefighter’s Pension Fund as well as processing pensioner benefits. The Department is also accountable for the City’s cash management and investment program, debt issuance and management, procurement of liability and other insurance as well as management of claims, and coordinating the City’s overall purchasing and procurement programs. The Finance Department is organized into the two divisions of Accounting and Utility Billing.



Finance Department by the Numbers

- ❖ FY 2024-25 Total Authorized FTE’s: 12.49
 - 8.0 FTE’s in Finance and Accounting and 4.49 FTE’s in Utility Billing
- ❖ Has received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the City’s Annual Comprehensive Financial Report for 37 consecutive years
- ❖ Responsible for billing and collection of approximately \$80,000,000 annually of electric, water and sewer user charges

FY 2023-24 Significant Accomplishments

Finance and Accounting

- ✓ Received the Certificate of Achievement for Excellence in Financial Reporting, issued by the Government Finance Officers Association (GFOA), for the thirty-seventh consecutive year for the Annual Comprehensive Financial Report (ACFR) ending April 30, 2022.
- ✓ Created and issued the City’s Popular Annual Financial Report (PAFR) for the year ending April 30, 2023.
- ✓ Implemented Governmental Accounting Standards Board (GASB) Statement No. 96, Subscription-based Information Technology Arrangements (SBITAs).

City of St. Charles
Finance Department
Fiscal Year 2024-2025 Budget

- ✓ Coordinated a 0.5% Home Rule Sales tax increase for the purpose of funding improvements to the City's road and pedestrian network system, including but not limited to right of way improvements and related infrastructure.
- ✓ Assisting Human Resource Department with the collaborative interest-based bargaining of the Teamsters, MAP 27 and MAP 28 union contracts and collective bargaining of the IAFF union contract.
- ✓ Assisted Economic Development with the structuring of an Economic Incentive Agreement with Fox Valley Buick-GMC.
- ✓ Assisted Economic Development with the structuring of an Economic Incentive Agreement with the Developer of the former Blue Goose site.
- ✓ Assisted Economic Development with the structuring of an Economic Incentive Agreement with the Developer of a Kia Dealership.

Utility Billing

- ✓ Transitioned utility billing and cash receipting to the NorthStar Customer Information System (CIS).
- ✓ Transitioned to SilverBlaze, a new customer portal which provides more utility bill payment options and utility account information.
- ✓ Implemented water and sewer utility rate increases necessary to fund ongoing capital improvements being made to the water and sewer systems.
- ✓ Completed the training and onboarding of a new hire to replace the existing Utility Billing Representative position.
- ✓ Redesigned the utility bill to include information about current rates, payment options, deposits and fees.

FY 2024-25 Goals and Objectives

Finance

- Receive the Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the ACFR ending April 30, 2024.
- Receive the Popular Annual Financial Reporting Award from the GFOA for the PAFR ending April 30, 2024.
- Receive unmodified opinion from auditors on annual financial statements and minimize auditor-initiated journal entries.
- Monitor state and federal legislation affecting City finances, employee pensions and benefits, and State action affecting state-shared revenues.
- Implement continued budget document and process improvements in order to improve budget and financial transparency and ease of understanding.
- Continue to evaluate options in order to provide ongoing funding for the City's Water and Wastewater capital improvement programs.

Utility Billing

**City of St. Charles
Finance Department
Fiscal Year 2024-2025 Budget**

- Continue to streamline utility billing processes in conjunction with the implementation of NorthStar CIS.
- Assist the meter department with integrating the new badger water meter reading system into NorthStar.
- Assist the meter department with maintaining the meter inventory in NorthStar CIS.

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
<u>Finance and Accounting</u>				
Moody's Bond Rating	Aa1	Aa1	Aa1	Aa1
Unmodified Audit Opinion	Yes	Yes	Yes	Yes
GFOA ACFR Award Received	Yes	Yes	Yes	Yes
GFOA PAFR Award Received	Yes	Yes	Yes	Yes
Gross Payrolls Processed	\$28,288,181	\$29,229,746	\$30,560,471	\$33,818,000
Payroll ACH Issued	7,876	7,820	8,036	8,164
AP Invoices Processed	10,386	10,454	10,845	10,500
Total AP Amount Paid	\$113,488,064	\$118,777,245	\$127,024,000	\$120,000,000
# of Purchase Orders Issued	3,970	3,793	3,800	3,800
<u>Utility Billing</u>				
Number of Active Accounts	44,502	44,637	45,035	45,433
# of Utility Bills Issued	533,357	535,184	538,958	542,732
# of Customers on Autopay	4,211	4,375	4,655	5,000
# Scheduled Payments through Paymentus*	2,022	2,148	2,665	2,700
# Customer Telephone Calls	27,446	23,385	24,000	23,000
# Customer Counter Visits	8,307	10,565	12,240	11,000

*Credit cards, checks, credit cards and debit cards

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100220	Accounting				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	689,679	825,589	867,100	860,800	912,650
50110	Accrued Payroll GAAP	(1,169)	(2,784)	-	-	-
50200	Overtime	690	655	-	510	-
50300	Car Allowance	2,025	5,400	5,400	5,400	5,400
50301	Cell Phone/Internet Allowance	1,015	1,343	1,320	1,320	1,320
51100	FICA	42,092	49,917	54,175	52,100	57,000
51103	IMRF	80,616	77,713	67,005	66,850	73,905
51104	Medicare	9,867	11,782	12,670	12,405	13,330
51105	401A	7,919	10,879	11,625	11,350	12,270
51200	Health Insurance-Medical	103,747	106,651	145,547	134,390	135,300
51203	Life Insurance	-	-	1,350	955	1,015
51204	Workers Compensation	1,397	1,075	875	875	819
51300	Registration and Fees	1,043	1,242	3,605	2,635	2,675
51304	Memberships and Dues	1,439	1,629	2,135	1,734	1,670
51305	Employee Reimbursed Schooling	-	481	-	-	-
51400	Transportation Expense	86	460	690	50	800
51401	Lodging	-	790	730	225	225
51402	Meals-Travel & Training	-	240	305	26	50
Total Personal Services		940,445	1,093,062	1,174,532	1,151,625	1,218,429
52000	Office Supplies	7,666	6,517	4,750	4,500	5,750
52001	Computer Related Supplies	490	122	700	-	-
52100	Refreshment Supplies	470	365	500	500	500
52101	Meals-Business	-	92	100	300	500
52300	Janitorial/Kitchen Supplies	257	261	400	350	400
52310	Small Tools and Equipment	530	1,956	-	-	-
Total Commodities		9,413	9,313	6,450	5,650	7,150
54000	Telephone Service	2,106	1,954	1,920	1,945	1,950
54001	Cellular Service	508	507	540	510	510
54110	General Legal	7,525	8,000	5,750	5,722	5,750
54130	Audit Services	72,200	72,200	74,850	72,200	73,460
54131	Actuarial Services	14,960	15,000	11,700	11,700	15,700
54133	Banking Service Charges	63,970	33,658	41,175	22,775	23,250
54150	Consulting Services	17,494	-	-	-	-
54189	Other Professional Services	5,030	4,930	3,430	2,930	3,180
54200	Communication Service Projects	1,793	5,415	-	14,064	-
54250	Software Licenses & Subscriptions	8,250	11,945	10,750	10,750	10,750
54251	Software Maintenance Agreement	92,622	99,756	104,240	104,343	120,495
54401	Maint Agreemnts - Office Equip	4,032	3,834	3,835	3,835	3,835
54402	Maint Agreemnts - Copiers	1,447	2,036	2,170	2,500	2,500
54500	Postage	24,998	32,078	29,100	26,350	26,350
54520	Printing	92	776	330	315	350
54530	Legal Notices	2,576	301	400	385	400
Total Contractual Services		319,604	292,390	290,190	280,324	288,480

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100220	Accounting					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
55202	Other Governmental Fees & Taxes	113,629	113,629	114,929	115,775	5,000	
55203	Recording and Filing Fees	-	59	-	-	-	
55400	Inventory Carrying Charge	314	370	-	-	-	
55401	Inventory Overhead	446	367	500	275	310	
Total Other Operating		114,388	114,425	115,429	116,050	5,310	
55270	Allocated Costs-GG	(515,800)	-	-	-	-	
Total Allocations		(515,800)	-	-	-	-	
Total Expenditures		868,050	1,509,190	1,586,601	1,553,649	1,519,369	

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100222	Utility Billing					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	221,556	236,162	265,300	292,070	251,870	
50101	Part Time Wages	68,655	73,256	92,600	93,180	98,900	
50110	Accrued Payroll GAAP	888	(1,253)	-	-	-	
50200	Overtime	100	249	-	4,000	-	
50301	Cell Phone/Internet Allowance	608	540	630	115	-	
51100	FICA	17,262	18,572	22,230	23,785	21,750	
51103	IMRF	33,962	29,202	27,490	28,615	28,240	
51104	Medicare	4,037	4,343	5,200	5,565	5,090	
51105	401A	2,422	2,575	3,000	1,470	1,207	
51200	Health Insurance-Medical	51,700	53,164	68,156	47,950	46,340	
51203	Life Insurance	-	-	395	215	230	
51204	Workers Compensation	397	418	347	347	315	
51300	Registration and Fees	-	-	1,575	-	1,575	
51305	Employee Reimbursed Schooling	-	-	-	-	4,000	
51400	Transportation Expense	-	-	600	-	800	
51401	Lodging	-	-	225	-	1,000	
51402	Meals-Travel & Training	-	-	800	-	800	
Total Personal Services		401,587	417,228	488,548	497,312	462,117	
52000	Office Supplies	2,988	1,801	900	890	2,050	
52001	Computer Related Supplies	1,344	1,933	1,500	2,620	-	
52002	Books and Subscriptions	288	-	300	-	300	
52305	Safety Supplies	29	-	-	-	-	
Total Commodities		4,648	3,734	2,700	3,510	2,350	
54000	Telephone Service	952	893	930	870	900	
54001	Cellular Service	-	-	-	350	480	
54133	Banking Service Charges	28,618	31,902	30,510	32,920	33,100	
54134	Credit Card Service Charges	228,230	12,070	13,600	13,600	1,200	
54150	Consulting Services	-	-	-	6,200	-	
54200	Communication Service Projects	1,121	3,384	-	8,790	-	
54319	Ride in Kane Service	25,500	22,370	45,600	71,000	76,800	
54401	Maint Agreements - Office Equip	-	-	-	500	500	
54500	Postage	62,506	69,081	68,600	81,500	77,000	
54520	Printing	22,508	22,334	23,200	25,445	23,675	
Total Contractual Services		369,434	162,034	182,440	241,175	213,655	
55401	Inventory Overhead	19	60	-	25	40	
Total Other Operating		19	60	-	25	40	
55270	Allocated Costs-GG	(792,894)	-	-	-	-	
Total Allocations		(792,894)	-	-	-	-	
56003	Office Furnishings and Equip	-	-	-	-	11,000	
Total Capital		-	-	-	-	11,000	
Total Expenditures		(17,207)	583,056	673,688	742,022	689,162	

**City of St. Charles
Police Department
Fiscal Year 2024-2025 Budget**

General Description and Major Areas of Responsibility

The primary responsibilities of the Police Department include: the protection of life and property, the protection of individual rights, the enforcement of ordinances and regulations, and the preservation of peace, order, and safety. The St. Charles Police Department proactively and professionally deliver these law enforcement services to the people of St. Charles in order to enhance the quality of life through the preservation of peace and order.

The St. Charles Police Department and its members are committed to the fundamental tenets of “**community orientated public service.**” It requires an understanding of, and genuine belief in, the core values, goals, and objectives collectively represented by our **vision, mission, and value statements.** Furthermore, the use of these statements (listed below) shall serve as the foundation upon which all actions, organizational directives, and operational decisions shall be based while balancing the needs of our **Community, City, and Police Department.**

By acknowledging responsibility to the citizens of St. Charles as the Department’s true source of authority; by performing duties within both the spirit and the letter of the law; by treating each person with dignity and respect while remaining sensitive to their unique needs, the St. Charles Police Department can strive to approach, if not fulfill its mission, core values, and vision. Accordingly, progress made toward achievement of these statements will be measured in terms of the Department’s day-to-day ability to:

- Prevent and repress crime;
- Detect criminal activity and apprehend offenders;
- Protect life and property;
- Facilitate the safe movement of people and vehicles;
- Assist those in danger, those in need of assistance, and those who cannot care for themselves;
- Protect individual constitutional rights;
- Resolve conflict threatening to life and property; and to
- Promote and preserve a feeling of safety and security in the community.

Vision Statement

Through the endless pursuit of excellence, the St. Charles Police Department shall remain a leader in the Fox Valley and Tri-Cities of both Kane and DuPage Counties.

Mission Statement

*The St. Charles Police Department protects and serves our community with **Respect** and **Commitment to Excellence.***

Value Statement

*The St. Charles Police Department and its employees value **Service, Courage, Professionalism, and Dedication** in serving our community. Each Department member shall serve the citizens of St. Charles using the tenets of **S.C.P.D.** as our guiding principles; allowing all of us to “**Make a Difference**” each and every day we serve.*

**City of St. Charles
Police Department
Fiscal Year 2024-2025 Budget**



Police Department by the Numbers

- ❖ Sworn Officers 60
- ❖ Civilian Staff 9 full-time
- ❖ Calls for Service in 2023 27,217
- ❖ Nationally accredited by the Commission of Accreditation for Law Enforcement agencies (CALEA) since 1989

FY 2023-24 Significant Accomplishments

Administration

- ✓ Received over 1.5 million dollars in grant funding this fiscal year to include:
 - 1.1 Million from the State of Illinois to construct a Tactical Training Center.
 - \$250,000 from the State of Illinois to acquire and improve the land north of our police facility.
 - Over \$100,000 from the Department of Justice to fund police office body-worn cameras.
 - \$77,000 from our 708-Board to fund a F/T police social worker.
- ✓ Implemented provisions of the Safe-T-Act and Pretrial Fairness Act within all internal policies and procedures.

Operations

- ✓ All three commander positions were rotated in 2023 after the retirement of Mike McCowan and the promotion of Tim Ocasek.

**City of St. Charles
Police Department
Fiscal Year 2024-2025 Budget**

- ✓ A newly formed sergeants’ position was added within Investigations (Vicicondi) and three new sergeants were promoted (Losurdo, Dony and Schumacher).
- ✓ New Records Supervisor (Lullo) and Training and Accreditation Manager (Cooker) were hired pursuant to retirements.
- ✓ A sharps grant was secured by the State of Illinois as well as additional supplies of Narcan. Sharps will now be collected at our police facility and Narcan will be available via allotments from ILEAS and the Kane County Health Department.
- ✓ We selected body-worn cameras and purchased in-car cameras through Axon.
- ✓ In-car traffic accident software was rolled out and in-car printers were ordered for squad cars.
- ✓ Mobile radios were installed in all of squad cars at no cost to the City (Star-Com 21 platform).

FY 2023-24 Goals and Objectives

Administration

- Obtain CALEA reaccreditation pursuant to a 2024 file review.
- Implement additional cameras within our downtown business district.
- Hire additional personnel pursuant to existing openings via attrition and injury.

Operations

- Build and implement a Tactical Training Center at our outdoor range facility.
- Implement both body-worn and in-car cameras ahead of the 1-1-25 deadline.

Services and Statistics	Calendar 2021	Calendar 2022	Calendar 2023	Calendar 2024 <small>Estimate/Projection</small>
Services				
City Ordinance Tickets	1,543	1,312	1,283	1,350
State UTC Tickets	1,931	2,804	2,807	2,800
Warning Tickets	3,357	4,823	4,438	4,400
False Alarm Notifications	745	725	641	725
Freedom of Information Act Requests	616	695	852	700
Administratively Impounded Vehicles	211	234	138	200
Court Requests for Records & Evidence	1,069	1,150	722	1,000
Solicitor Applications	59	51	29	40
Medication Disposal	83 lbs.	154 lbs.	199 lbs.	145 lbs.
Warrant Service (Failure to Appear Warrants)	97	135	132	120
Arrests & Accidents				
DUI Arrests	71	82	77	80
Vehicle Accidents	861	1,196	1,156	1,050
Adult Arrests	538	747	580	600

**City of St. Charles
Police Department
Fiscal Year 2024-2025 Budget**

Juvenile Arrests	58	135	74	100
Calls for Service	27,071	28,785	27,217	28,000

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100300	Police				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	7,173,456	7,540,463	8,155,085	7,759,110	8,399,145
50101	Part Time Wages	245,248	269,135	380,050	344,050	379,455
50103	Officer in Charge	7,215	6,020	6,000	8,765	6,000
50104	Other Wages	17,355	12,339	24,000	15,650	24,000
50110	Accrued Payroll GAAP	12,257	22,271	-	-	-
50200	Overtime	463,676	444,991	415,885	479,615	449,130
50201	OT - Double Time	41,944	28,594	41,880	57,925	51,100
50204	Police Extra Duty	26,095	19,269	31,050	31,350	31,880
50301	Cell Phone/Internet Allowance	1,490	1,130	1,080	563	540
51100	FICA	57,084	58,117	74,150	69,495	75,850
51101	Employer Pens Contrib-Police	3,750,187	3,871,938	4,170,718	5,053,757	4,467,238
51103	IMRF	100,927	84,661	86,640	82,185	94,595
51104	Medicare	108,491	111,710	131,955	121,355	135,540
51105	401A	18,150	18,901	19,170	21,030	22,580
51200	Health Insurance-Medical	1,037,824	1,012,754	1,371,417	1,254,890	1,321,205
51203	Life Insurance	-	-	10,750	7,190	8,400
51204	Workers Compensation	169,209	207,850	176,736	176,736	177,128
51205	Unemployment Compensation	89	-	-	-	-
51300	Registration and Fees	37,191	46,276	51,035	49,057	49,519
51304	Memberships and Dues	4,140	6,143	7,380	7,450	8,890
51305	Employee Reimbursed Schooling	7,133	11,696	8,000	12,000	20,000
51400	Transportation Expense	2,592	3,064	3,800	3,710	4,950
51401	Lodging	2,374	1,746	5,300	3,750	5,300
51402	Meals-Travel & Training	6,235	6,334	5,500	7,900	8,000
51500	New Hire Testing	2,115	-	-	-	-
51600	Uniforms	7,200	7,775	9,900	9,000	9,000
51601	Uniforms-Safety	41,710	46,989	49,800	49,500	49,800
Total Personal Services		13,341,385	13,840,166	15,237,281	15,626,033	15,799,245
52000	Office Supplies	7,050	6,260	6,500	6,500	6,900
52001	Computer Related Supplies	2,455	2,446	4,000	5,760	6,000
52002	Books and Subscriptions	175	-	400	250	250
52100	Refreshment Supplies	5,174	5,869	4,910	4,055	4,900
52101	Meals-Business	171	137	150	39	150
52201	Awards	1,502	946	1,500	900	1,350
52300	Janitorial/Kitchen Supplies	2,192	1,642	2,500	1,920	2,500
52305	Safety Supplies	1,126	285	1,000	1,180	1,500
52310	Small Tools and Equipment	25,784	39,096	69,015	74,244	81,609
52319	Other General Supplies	13,506	28,351	15,700	16,202	19,500
52400	Gasoline	99,634	114,235	141,000	100,000	110,000
52401	Vehicle Fluids	40	51	100	89	100
52900	Ammunition	26,551	29,259	31,714	30,984	46,626
52901	Police Supplies	3,647	3,996	4,300	3,554	4,300
52902	Crime Lab Supplies	5,621	3,287	3,700	3,100	6,850
Total Commodities		194,628	235,860	286,489	248,777	292,535

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100300	Police				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54000	Telephone Service	21,324	21,095	21,760	21,150	21,150
54001	Cellular Service	30,863	50,055	51,300	51,000	51,600
54010	Natural Gas	20,674	19,879	34,370	22,900	28,000
54011	City Electric	108,788	114,065	113,540	110,400	114,000
54012	City Water	3,306	3,165	4,020	3,200	3,400
54013	City Sewer	3,825	2,155	2,940	2,700	2,835
54110	General Legal	66,378	61,272	87,400	75,900	82,038
54135	Collections Services	101	20	200	-	-
54142	Background Checks	88	-	-	-	-
54200	Communication Service Projects	9,523	27,415	-	71,212	-
54201	Communication System Expense	11,454	10,177	11,033	10,953	10,953
54250	Software Licenses & Subscriptions	7,715	1,670	5,000	-	-
54251	Software Maintenance Agreement	102,200	116,803	143,009	146,103	291,548
54305	Landscaping/Mowing Services	2,331	-	4,000	-	4,000
54350	Tri-Com Dispatch Service	379,019	414,087	453,069	453,069	461,716
54353	Towing	3,920	1,540	4,000	3,300	4,000
54353	Police Investigative	1,315	930	-	-	-
54399	Other Contracted Services	81,221	78,108	100,135	93,155	99,200
54402	Maint Agreemnts - Copiers	9,490	8,957	8,660	11,660	12,000
54467	Repair & Maint - Other Equip	30,472	14,075	24,600	15,995	20,525
54480	Central Garage Services	158,963	142,117	160,790	215,059	172,526
54482	Maintenance - Motor Vehicles	4,137	31,075	10,750	15,104	9,100
54500	Postage	170	244	350	345	350
54520	Printing	7,667	4,842	7,400	7,245	9,491
54646	NCNTF Flow-Thru Grant	188,523	161,604	-	198,968	198,968
Total Contractual Services		1,253,468	1,285,350	1,248,326	1,529,418	1,597,400
55223	Motor Vehicle Replace Program	165,644	265,644	181,150	181,150	139,402
55400	Inventory Carrying Charge	220	259	-	-	-
55401	Inventory Overhead	23,752	26,128	25,000	14,655	19,540
Total Other Operating		189,616	292,031	206,150	195,805	158,942
56004	Computer Equipment	-	2,124	-	-	-
56099	Other Capital	19,330	71,345	-	262,430	-
Total Capital		19,330	73,469	-	262,430	-
Total Expenditures		14,998,427	15,726,876	16,978,246	17,862,463	17,848,122

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund 100 General Fund
Department 100320 Youth Commission

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54642	Youth Commission Grants	15,000	12,685	15,000	15,000	15,000
	Total Contractual Services	15,000	12,685	15,000	15,000	15,000
	Total Expenditures	15,000	12,685	15,000	15,000	15,000

**City of St. Charles
Fire Department
Fiscal Year 2024-2025 Budget**

General Description and Major Areas of Responsibility

The mission of the St. Charles Fire Department is to promote a safe and secure community by delivering excellent services to enhance community well-being. To accomplish our mission, the St. Charles Fire Department operates from three fire station locations with trained full-time personnel on a 24/7 basis, to provide suppression, rescue, and emergency medical response throughout the City. The Department also provides specialized response capabilities for hazardous materials, technical rescue, and water rescue & recovery incidents.

In addition to the emergency response functions, the St. Charles Fire Department is also responsible for the fire prevention, fire safety programs, and emergency preparedness in the community. The Fire Department is comprised of three functional divisions, Administration, Operations, and Emergency Management Agency.



Fire Department by the Numbers

- ❖ FY 2024-25 Total Authorized FTE's: 50.73
 - 47 Sworn FTE's and 3.73 Administrative staff FTE's
- ❖ Accredited Fire Department since 2013 for 11 consecutive years
- ❖ ISO Class 1 Fire Department since 2015 – Highest rating by the Insurance Services Office.

FY 2023-24 Significant Accomplishments

Fire

- ✓ Received Re-Accreditation from the Center for Public Safety Excellence (CPSE) Commission on Fire Accreditation International (CFAI).
- ✓ Maintained an ISO Class 1 designation from the Insurance Services Office (ISO).
- ✓ Began implementation of the St. Charles Fire Department Strategic Plan.
- ✓ Placed new Battalion 100 and Car 112 command vehicles in service.

City of St. Charles
Fire Department
Fiscal Year 2024-2025 Budget

- ✓ Responded to 5836 incidents during 2023, the busiest year of service demand in the department history.
- ✓ Acquired new RFID capable inventory program and began integration into department functions.
- ✓ Promoted officers to several ranks to maintain department operations following the retirement of Deputy Chief Christensen.

Emergency Management Agency

- ✓ Maintained the Tornado siren system and tested monthly.
- ✓ Performed severe storm monitoring and tornado siren activation to maintain community safety operational readiness.
- ✓ Worked to recruit and hire personnel in conjunction with Human Resources to reach fully staffed and effective operational workforce.
- ✓ Provided personnel to assist police and fire with safety related assignments during special events, festivals, and parades in St. Charles.

FY 2023-24 Goals and Objectives

Fire

- Begin implementation of Accreditation recommendations and continuous improvement activities.
- Review and prepare for next evaluation to maintain ISO 1 Class certification from the Insurance Services Offices.
- Complete upgrade of interior functional facilities and finish at Fire Station #3.
- Monitor state and federal legislation and regulations affecting fire, EMS, inspection services.
- Complete new RFID inventory system integration and full functional operation.
- Complete work with the Human Resources Department to achieve a new collective bargaining agreement with the firefighter's union representing department personnel.
- Continue succession planning and expand officer development functions and training to prepare for projected officer advancements.
- Finish the design and specification of the next fire engine apparatus and place the order.
- Complete the integration of updated station alerting equipment and institute operational functions into all three fire stations.
- Upgrade and modernize vehicle exhaust removal systems in all three fire stations.
- Place additional command vehicles into service.
- Replace fire gear extractor washer at Fire Station #1.

**City of St. Charles
Fire Department
Fiscal Year 2024-2025 Budget**

Emergency Management Agency

- Provide training and functional preparation to EMA personnel to improve and expand effective operational effectiveness.
- Provide personnel to assist police and fire to assist with safety measures at the special events, festivals, and parades in St. Charles.
- Test and maintain tornado siren system for emergency use.
- Assure readiness to perform severe weather preparation and spotting functions during storms.

Performance Measures and Statistics	2021	2022	2023	2024 Projected
<i>Incidents (Detail Below)</i>	<i>5171</i>	<i>5618</i>	<i>5836</i>	<i>6105</i>
Fire	93	71	88	92
Overpressure/Explosion	0	2	0	2
Rescue & EMS	3484	3853	3954	4112
Hazardous Condition	179	167	175	185
Service Incident	381	534	450	521
Good Intent Incident	353	327	394	405
False Call or Alarm	677	661	772	780
Sever Weather/Disaster	2	3	1	6
Special Incident Type	2	0	2	2
Inspections	2668	2787	2646	2800
Plan Reviews	337	331	365	375
FPB Activity	840	816	1370	1250
Training Hours	13,239	14,112	14,647	15,200

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100400	Fire Administration					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	946,690	958,884	1,078,590	1,131,000	1,180,350	
50101	Part Time Wages	31,561	30,875	41,580	66,500	-	
50104	Other Wages	27,970	27,467	29,210	28,885	28,960	
50105	Longevity Pay	5,279	3,006	6,165	6,165	7,050	
50110	Accrued Payroll GAAP	2,115	(137)	-	-	-	
50200	Overtime	5,929	18,809	16,525	16,155	27,975	
50201	OT - Double Time	-	-	715	240	1,235	
50203	Fire Asst. Chief Extra Duty	41,448	45,393	43,015	41,600	46,600	
50300	Car Allowance	3,640	1,540	3,640	3,640	3,640	
50301	Cell Phone/Internet Allowance	1,455	1,215	1,620	2,410	1,080	
51100	FICA	15,409	13,787	20,070	21,375	22,800	
51102	Employer Pension Contrib-Fire	2,525,862	2,581,296	2,719,565	3,191,600	2,989,721	
51103	IMRF	29,543	21,098	25,100	27,455	29,560	
51104	Medicare	15,163	15,369	17,705	18,420	18,805	
51105	401A	8,999	8,741	9,265	9,035	10,100	
51200	Health Insurance-Medical	120,807	103,902	189,385	194,800	219,010	
51203	Life Insurance	-	-	1,820	1,175	1,290	
51204	Workers Compensation	76,382	69,979	58,960	58,960	63,506	
51300	Registration and Fees	16,018	29,843	66,855	75,000	99,400	
51304	Memberships and Dues	5,360	4,268	9,175	8,500	9,320	
51400	Transportation Expense	1,137	1,145	1,200	1,350	1,600	
51401	Lodging	-	1,261	2,400	3,800	4,700	
51402	Meals-Travel & Training	445	1,950	2,600	2,200	2,580	
51500	New Hire Testing	2,120	-	-	-	-	
51501	Current Employee Testing	-	8,039	16,300	15,600	41,000	
Total Personal Services		3,883,332	3,947,730	4,361,460	4,925,865	4,810,282	
52000	Office Supplies	5,365	4,120	4,750	4,350	4,800	
52001	Computer Related Supplies	814	64	1,100	800	900	
52002	Books and Subscriptions	6,124	4,175	7,100	6,600	7,400	
52201	Awards	535	575	1,200	1,100	1,450	
52310	Small Tools and Equipment	99	-	150	150	200	
52314	Parts for Equipment	182	-	225	200	200	
52319	Other General Supplies	2,780	3,030	3,350	2,900	3,100	
Total Commodities		15,899	11,964	17,875	16,100	18,050	
54000	Telephone Service	2,007	645	1,060	355	355	
54001	Cellular Service	22,401	20,270	17,800	18,300	18,300	
54010	Natural Gas	22,758	21,265	38,900	23,400	28,000	
54011	City Electric	112,764	110,074	110,160	114,700	114,700	
54012	City Water	3,196	3,355	3,810	4,000	4,300	
54013	City Sewer	4,368	4,337	4,750	5,050	5,300	
54014	Cable/Satellite Charges	1,339	1,445	1,510	1,640	1,525	
54110	General Legal	113	169	3,000	2,000	3,000	
54160	Engineering Services	5,000	5,000	3,000	3,000	3,000	
54250	Software Licenses & Subscriptions	34,311	19,407	32,202	26,926	30,890	
54399	Other Contracted Services	10,429	16,461	43,430	34,430	38,450	
54402	Maint Agreemnts - Copiers	4,084	2,993	3,090	-	-	
54500	Postage	211	247	400	350	350	
54520	Printing	6,625	6,157	7,100	5,600	7,000	
Total Contractual Services		229,604	211,825	270,212	239,751	255,170	
55400	Inventory Carrying Charge	4	5	-	-	-	
55401	Inventory Overhead	165	103	-	220	155	
Total Other Operating		169	108	-	220	155	
Total Expenditures		4,129,004	4,171,627	4,649,547	5,181,936	5,083,657	

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100401	Fire Operations					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	4,496,755	4,723,899	4,802,255	4,639,915	5,000,300	
50104	Other Wages	255,612	262,553	290,345	270,100	290,400	
50105	Longevity Pay	57,004	57,662	60,040	59,625	63,700	
50110	Accrued Payroll GAAP	21,327	(9,929)	-	-	-	
50200	Overtime	304,854	346,190	407,170	379,240	391,645	
50201	OT - Double Time	1,986	324	6,665	8,245	6,965	
50203	Fire Asst. Chief Extra Duty	53,154	56,191	53,330	52,715	54,390	
50301	Cell Phone/Internet Allowance	983	1,058	1,080	1,080	1,080	
51104	Medicare	71,502	74,000	81,500	75,355	84,225	
51105	401A	6,599	6,581	6,920	5,270	5,490	
51200	Health Insurance-Medical	673,201	720,532	916,379	893,645	908,890	
51203	Life Insurance	-	-	6,025	4,131	4,800	
51204	Workers Compensation	456,061	329,172	272,020	272,020	285,415	
51400	Transportation Expense	1,589	2,539	3,300	2,800	3,000	
51601	Uniforms-Safety	65,371	62,884	72,150	72,000	83,600	
Total Personal Services		6,465,997	6,633,656	6,979,179	6,736,141	7,183,900	
52100	Refreshment Supplies	1,771	2,461	3,190	3,100	3,400	
52300	Janitorial/Kitchen Supplies	10,074	9,085	11,150	10,600	11,600	
52303	Medical Supplies	3,222	3,310	4,250	4,200	4,800	
52304	Chemicals & Sprays	5,917	3,321	7,600	7,600	8,300	
52305	Safety Supplies	11,385	11,220	9,350	9,000	9,200	
52306	Signage/Traffic Control Suppl	6,792	7,966	9,380	7,100	7,600	
52308	Lumber Supplies	1,420	974	1,350	1,050	1,100	
52310	Small Tools and Equipment	20,225	16,006	21,150	19,800	20,950	
52314	Parts for Equipment	12,507	12,976	14,950	13,150	14,100	
52400	Gasoline	42,475	59,400	57,000	50,000	52,000	
52402	Motor Vehicle Parts	9,450	8,538	9,550	9,400	9,800	
52903	Fire Supplies	4,945	4,904	5,050	5,000	5,100	
52904	EMS Supplies	4,013	3,813	4,650	4,600	4,800	
Total Commodities		134,197	143,974	158,620	144,600	152,750	
54000	Telephone Service	1,599	1,695	1,800	1,705	1,705	
54014	Cable/Satellite Charges	1,266	1,313	1,390	1,840	1,650	
54200	Communication Service Projects	7,166	26,746	-	69,475	-	
54201	Communication System Expense	19,120	17,715	18,589	17,419	17,419	
54305	Landscaping/Mowing Services	658	-	-	-	-	
54350	Tri-Com Dispatch Service	108,320	121,227	131,726	131,000	143,961	
54351	Tri-City Ambulance	224,855	231,600	245,000	243,000	255,000	
54371	Testing & Inspection Services	16,897	13,864	18,350	16,500	17,300	
54450	Repair & Maint - Facilities	3,564	13,626	4,250	4,100	4,100	
54467	Repair & Maint - Other Equip	24,878	14,871	18,950	16,100	18,200	
54480	Central Garage Services	399,018	251,588	290,730	250,925	322,030	
54482	Maintenance - Motor Vehicles	1,911	2,400	2,800	2,700	2,800	
Total Contractual Services		809,251	696,645	733,585	754,764	784,165	
55223	Motor Vehicle Replace Program	398,529	798,529	919,640	919,640	671,945	
55400	Inventory Carrying Charge	414	488	-	-	-	
55401	Inventory Overhead	12,481	15,613	13,000	9,090	11,835	
Total Other Operating		411,424	814,630	932,640	928,730	683,780	
56002	Machinery and Equipment	22,658	26,968	37,500	35,300	34,500	
56003	Office Furnishings and Equip	3,238	8,225	7,000	6,500	7,000	
56099	Other Capital	17,039	28,929	19,500	16,000	42,500	
Total Capital		42,935	64,122	64,000	57,800	84,000	
Total Expenditures		7,863,805	8,353,027	8,868,024	8,622,035	8,888,595	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund				
Department	100402	Fire Emergency Management Association				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	1,702	1,098	-	-	-
50101	Part Time Wages	70,287	75,481	111,905	95,490	121,850
50110	Accrued Payroll GAAP	(744)	783	-	-	-
51100	FICA	4,480	4,768	6,940	5,925	7,555
51103	IMRF	5,205	4,394	4,825	4,050	5,280
51104	Medicare	1,048	1,115	1,625	1,385	1,770
51204	Workers Compensation	2,836	3,254	2,970	2,970	3,049
51300	Registration and Fees	-	216	1,100	600	1,200
51304	Memberships and Dues	65	65	115	115	225
51400	Transportation Expense	-	100	250	300	300
51401	Lodging	-	250	300	600	1,200
51402	Meals-Travel & Training	-	89	300	350	400
51601	Uniforms-Safety	970	2,495	2,780	2,655	3,400
Total Personal Services		85,848	94,108	133,110	114,440	146,229
52100	Refreshment Supplies	223	147	300	250	300
52305	Safety Supplies	497	516	640	500	640
52306	Signage/Traffic Control Suppl	493	500	500	300	500
52310	Small Tools and Equipment	470	500	605	600	600
52314	Parts for Equipment	272	279	325	305	350
52400	Gasoline	373	518	500	620	620
52905	EMA Supplies	177	196	245	200	325
Total Commodities		2,504	2,656	3,115	2,775	3,335
54000	Telephone Service	1,921	1,855	1,920	1,830	1,830
54001	Cellular Service	3,584	3,569	3,710	3,730	3,580
54200	Communication Service Projects	2,654	-	-	-	-
54467	Repair & Maint - Other Equip	6,714	7,758	10,450	7,185	9,600
54480	Central Garage Services	7,664	9,221	8,410	16,571	10,966
Total Contractual Services		22,536	22,403	24,490	29,316	25,976
55223	Motor Vehicle Replace Program	28,031	28,031	-	-	-
55400	Inventory Carrying Charge	41	48	-	-	-
55401	Inventory Overhead	82	201	-	105	145
Total Other Operating		28,154	28,280	-	105	145
56099	Other Capital	14,129	31,719	28,500	28,153	36,000
Total Capital		14,129	31,719	28,500	28,153	36,000
Total Expenditures		153,171	179,166	189,215	174,789	211,685

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund		100 General Fund				
Department		100450 Public Health & Planning				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54399	Other Contracted Services	825	1,144	1,000	600	1,000
54600	Mental Health Disbursements	616,144	616,803	634,000	632,270	660,000
Total Contractual Services		616,969	617,947	635,000	632,870	661,000
Total Expenditures		616,969	617,947	635,000	632,870	661,000

City of St. Charles
Public Works Department – Administration & Engineering
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

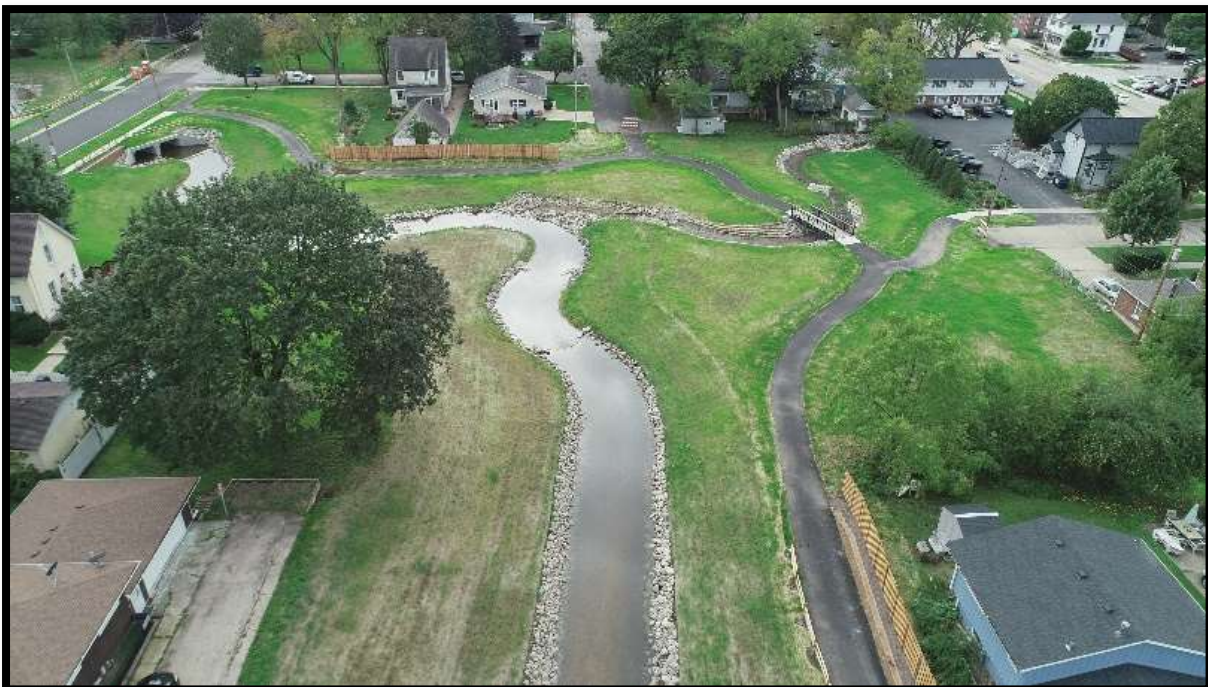
The Public Works Department is a service-oriented team comprised of several Divisions who work together to provide core services to our St. Charles customers. The Public Works Administration Team, including the PW Director and Assistant Director, are responsible for all aspects of administration, financial planning and operation of the entire Department.

The Engineering Division is responsible for providing engineering services for the City related to streets, sewers, water, traffic, and stormwater management in relation to pollutant discharge reduction. Engineering Division staff plan, manage, design and oversee construction in relation to the City's capital improvement budget, as well as a variety of additional technical and professional services.

The Engineering Division is responsible for Stormwater and Floodplain Management. Staff has oversight of the City's National Pollutant Discharge Elimination System (NPDES) Permit from the Illinois EPA for discharges from its municipal separate storm sewer system (MS4), and manages the City's Community Rating System (CRS) program and reviews and approves permits within the floodplain and floodway.

The Engineering Division has developed a pavement management program, which outlines strategies and initiatives that staff are currently employing as we work to keep City streets safe for the motoring public. Staff also manages and maintains traffic signals and bridges in St. Charles.

The Engineering Division also maintains records of utility, drainage and street projects.



City of St. Charles
Public Works Department – Administration & Engineering
Fiscal Year 2024-2025 Budget

Public Works Administration & Engineering Divisions by the Numbers

- ❖ FY 2024-25 Total Authorized FTE's: 9.408
- ❖ 168.6 Centerline Street Miles Maintained
- ❖ 22 Parking Lots
- ❖ 3 Parking Decks
- ❖ 10 Traffic Signals

FY 2023-24 Significant Accomplishments

Engineering

- ✓ Completed the Annual Street Resurfacing Program and Began Plans for Expanded Program in FY25
- ✓ Replaced Aging Water Main in the Cambridge Subdivision and Reconstructed all Streets Using the Base Reclamation Process
- ✓ Completed the New St. Charles Bike & Pedestrian Plan and Began Implementation
- ✓ Designed the Kautz Road Reconstruction Project with the City of Geneva
- ✓ The Kautz Road project was awarded an additional \$762,300 in grant funding
- ✓ Completed Advanced Removals for Improvements to the 7th Avenue Creek at Riverside
- ✓ Designed Culvert Improvements for 7th Ave. Creek under Riverside Ave.
- ✓ Designed Stormwater Improvements Along Indiana St. and 14th St.
- ✓ Completed a Phase I study for Stormwater Improvements at 12th and Dean
- ✓ Repaved the East Section of the Public Works Parking Lot
- ✓ Started Phase 2 Design for Bike and Pedestrian Downtown Wayfinding Improvements
- ✓ Passed the CRS 5 Year Cycle Visit and Maintained Our Class 5 Rating
- ✓ Completed the Design for Prairie Street Bridge Repairs

City of St. Charles
Public Works Department – Administration & Engineering
Fiscal Year 2024-2025 Budget

FY 2024-25 Goals and Objectives

Public Works Administration

- Continue to Support the Public Works Safety Culture through Training and Leadership from the PW Safety Committee

Engineering

- Complete Expanded Annual Street Resurfacing Program
- Reconstruct Swenson Ave. Using Base Reclamation
- Repave City Parking Lot N (Cedar/3rd Ave.)
- Implement Bicycle and Pedestrian Plan Projects
- Design Prairie Street Resurfacing Project
- Replace 7th Avenue Creek culvert underneath IL Route 25
- Phase 2 Design for 12th and Dean Stormwater Improvements
- Complete Prairie Street Bridge Repairs

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Complete Annual Road Program	100%	100%	100%	100%
Linear Miles of Street Rehabilitation	4.26	5.03	4.7	11.9
Complete NPDES Report & Permit Renewal	100%	100%	100%	100%
Storm Sewer Maintained	167.14 miles	169.45	169.60	169.70
Storm Structures Maintained	11,824	12,002	12,020	12,050

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100500	Public Works Administration & Engineering				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	887,769	901,361	1,239,375	1,061,335	1,160,746
50101	Part Time Wages	38,904	8,448	14,420	11,520	16,112
50110	Accrued Payroll GAAP	4,434	(9,734)	-	-	-
50200	Overtime	25	-	-	-	-
50300	Car Allowance	5,400	5,400	5,400	5,400	5,400
50301	Cell Phone/Internet Allowance	2,291	2,295	3,780	2,860	2,160
51100	FICA	53,264	51,934	78,300	62,880	73,435
51103	IMRF	106,544	84,632	96,700	78,295	93,875
51104	Medicare	13,045	12,891	18,320	15,445	17,175
51105	401A	10,378	10,418	15,385	12,725	14,135
51200	Health Insurance-Medical	122,834	153,528	192,854	122,130	136,275
51203	Life Insurance	-	-	2,110	1,220	1,300
51204	Workers Compensation	6,223	1,237	1,293	1,293	1,052
51300	Registration and Fees	3,316	9,057	13,020	10,964	24,130
51304	Memberships and Dues	2,714	2,230	4,004	4,004	4,110
51400	Transportation Expense	1,844	3,821	3,600	1,800	4,100
51401	Lodging	-	2,242	5,550	6,150	5,800
51402	Meals-Travel & Training	224	450	1,250	1,250	1,250
51600	Uniforms	313	124	600	600	600
51601	Uniforms-Safety	-	500	200	250	450
Total Personal Services		1,259,523	1,240,834	1,696,161	1,400,121	1,562,105
52000	Office Supplies	4,957	5,000	4,646	4,646	4,780
52002	Books and Subscriptions	-	-	576	576	600
52100	Refreshment Supplies	1,105	1,284	1,570	1,570	1,625
52300	Janitorial/Kitchen Supplies	5	-	50	50	55
52305	Safety Supplies	7,146	7,748	8,500	8,500	8,815
52309	Photography Supplies	-	238	240	240	250
52310	Small Tools and Equipment	-	1,155	250	250	10,260
52319	Other General Supplies	786	1,276	1,510	1,510	1,570
52400	Gasoline	370	318	520	380	500
Total Commodities		14,369	17,019	17,862	17,722	28,455
54000	Telephone Service	653	256	310	140	140
54001	Cellular Service	3,998	1,279	1,490	1,840	2,020
54010	Natural Gas	14,887	14,475	27,830	17,720	22,000
54110	General Legal	1,463	6,851	18,950	18,950	10,000
54150	Consulting Services	-	1,200	5,100	5,100	5,100
54160	Engineering Services	85,025	103,463	92,488	92,777	112,751
54189	Other Professional Services	2,533	4,474	5,735	5,735	5,800
54200	Communication Service Projects	2,256	4,438	-	-	-
54250	Software Licenses & Subscriptions	9,895	3,624	5,705	5,705	5,950
54310	Safety Program	15,556	8,937	11,550	11,550	11,975
54311	Locate Service	4,374	4,318	7,550	7,550	9,215
54399	Other Contracted Services	688	826	1,368	1,368	1,440
54402	Maint Agreemnts - Copiers	3,776	3,350	3,400	4,600	4,800
54451	Repair & Maint - Office Equip	-	-	564	564	590
54458	Repair & Maint - Traffic Sig	101,569	116,080	114,661	185,207	200,750
54467	Repair & Maint - Other Equip	269	-	575	575	600
54480	Central Garage Services	509	1,198	2,110	156	645
54500	Postage	264	79	310	310	320
Total Contractual Services		247,713	274,848	299,696	359,847	394,096

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100500	Public Works Administration & Engineering					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
55202	Other Governmental Fees & Taxes	1,000	1,000	1,100	1,100	1,200	
55203	Recording and Filing Fees	-	-	600	600	600	
55223	Motor Vehicle Replace Program	2,841	2,841	3,413	3,413	2,475	
55310	Principal Payment	4,586	4,586	4,586	4,586	-	
55400	Inventory Carrying Charge	19	23	-	-	-	
55401	Inventory Overhead	226	398	-	260	315	
	Total Other Operating	8,672	8,848	9,699	9,959	4,590	
55271	Allocated Costs-PW	(780,634)	-	-	-	-	
	Total Allocations	(780,634)	-	-	-	-	
	Total Expenditures	749,643	1,541,549	2,023,418	1,787,649	1,989,246	

City of St. Charles
Public Works Department – Public Services
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The Public Works Department is a service-oriented team comprised of several Divisions who work together to provide core services to our St. Charles customers. The Public Services Division manages several aspects of Public Works including streets, forestry & grounds, facilities, fleet maintenance, and inventory control.

The Streets service area is responsible for the maintenance, repair and improvement of City streets and off-street parking lots as well as the City’s storm sewer system. In addition, the Streets service area performs snow removal operations, street sweeping, street striping and signage, along with concrete curb and sidewalk improvements.

The Facilities service area is responsible for maintaining the value and appearance of all City-owned buildings through timely and cost-effective maintenance or repair of structural, mechanical, plumbing and electrical systems as well as supplying custodial and pest control services. The goal of these efforts is to provide a safe, clean and productive work environment for the City employees and the general public.

The Fleet service area provides maintenance and repairs to all City vehicles, including dump trucks, tractors, sweepers, police squads, fire apparatus and staff cars. Operating from a 4,000 square foot maintenance facility, a staff of four technicians complete over 2,200 scheduled and unscheduled repairs as well as preventive maintenance operations each year. Areas that are continually monitored to maintain a high level of cost-effective service include labor time, direct time billing and lifespan operating cost. The activities of the Fleet Division are accounted for in the Internal Service Fund – Motor Vehicle Equipment Fund

The Urban Forestry Division maintains over 20,000 trees on City property. This team is responsible for trimming and removing trees from the City parkways and annually conducts a cost-share tree planting reforestation program for the City’s properties and rights-of-way.

The centralized Inventory Control Division maintains an inventory record of all materials, supplies and equipment at the

City of St. Charles. The activities of this division are accounted for in the Internal Service Fund – Inventory Fund.



City of St. Charles
Public Works Department – Public Services
Fiscal Year 2024-2025 Budget

Public Services Division by the Numbers

- ❖ FY 2024-25 Total Authorized FTE's: 37.30
 - 29.296 FTE's in Public Services, 5.0 FTE's in Fleet, 3.0 FTE's in Inventory
- ❖ 168.6 Centerline Street Miles Maintained
- ❖ 258 Vehicles Maintained in 2023
 - 40 Police Vehicles
 - 30 Fire Vehicles

FY 2023-24 Significant Accomplishments

Public Services

- ✓ Coordinated the replacement of the roof over the Public Works Administration and Fleet areas.
- ✓ Completed Renovations to Fire Stations 2 and 3
- ✓ Provided a festive downtown experience through seasonal floral displays and decorating as well as special event preparation for over 20 community events.
- ✓ Planted 395 Trees
- ✓ Trimmed over 1,000 Trees as a result of Custom Service Requests and maintenance pruning
- ✓ Updated the inventory attributes for over 3,000 parkway trees in preparation for FY24/25 maintenance program
- ✓ Completed a roadway patching program that accounted for 10,000 square yards of asphalt patch material being placed on the west side of the City
- ✓ Mitigated pedestrian sidewalk hazards, focusing on the City's southeast quadrant as well as a targeted hazard replacement program in conjunction with an HOA driveway replacement initiative on Millington Way
- ✓ Responded to winter weather events and subsequent snow hauling operations to facilitate safe vehicular traffic flows.
- ✓ Oversaw 171 (219.45 acres) mowing sites as well as 39 landscape maintenance sites.
- ✓ Completed 1,110 scheduled repairs to vehicles and equipment, 260 non-scheduled repairs and 5 emergency repairs, accounting for 3,722.28 direct labor hours.

FY 2024-25 Goals and Objectives

Public Services

- Open and maintain the First Street Plaza for pedestrian use
- Design and Construct Improvements City's fuel island at the Public Works department
- Complete Replacement of Various Mechanical Roof Top Units at City Hall and Century station
- Replace the roofs at Fire Stations 2 and 3

City of St. Charles
Public Works Department – Public Services
Fiscal Year 2024-2025 Budget

- Implement Work Order, Asset Management and Service Request Software

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Maintained Parkway Trees	21,999	22,058	22,000	22,000
Street Sweeping	4,313 miles	3,992	4,000	4,500
Street Asphalt Repairs	515 tons	662	650	650
Street Concrete Repairs	462 CY	432	450	460
Sidewalk Locations Replaced	228	154	200	200
Sidewalk Squares Repaired	1,519	1,982	1,750	1,750
Tree's Planted	332	327	503	450
Vehicle Repairs	2,309	2,139	2,200	2,200
Snow/ Ice Events	23	21	18	20
Salt Used (Tons)	2,252	2,337	2,000	2,200

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100510	Public Services					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	1,975,668	2,064,961	2,329,800	2,196,935	2,359,500	
50101	Part Time Wages	19,377	60,318	66,400	68,570	70,880	
50110	Accrued Payroll GAAP	4,178	5,475	-	-	-	
50200	Overtime	127,296	123,747	148,600	183,350	163,255	
50201	OT - Double Time	63,432	79,235	94,400	64,415	75,710	
50205	Foreman Emergency OT	4,755	12,479	16,400	15,915	17,400	
50301	Cell Phone/Internet Allowance	722	702	1,080	1,230	1,230	
51100	FICA	131,327	141,371	165,500	154,685	167,430	
51103	IMRF	253,976	218,610	203,500	191,160	215,610	
51104	Medicare	30,713	33,063	38,700	36,480	39,160	
51105	401A	531	2,436	3,500	3,530	3,770	
51200	Health Insurance-Medical	431,007	420,844	468,691	429,775	465,315	
51203	Life Insurance	-	-	3,010	2,340	2,485	
51204	Workers Compensation	150,400	257,166	211,642	211,642	189,625	
51205	Unemployment Compensation	-	19,271	-	-	-	
51300	Registration and Fees	35	2,768	1,950	1,950	2,600	
51304	Memberships and Dues	453	620	1,365	1,365	1,365	
51400	Transportation Expense	12	64	800	800	850	
51401	Lodging	-	-	800	1,000	1,250	
51402	Meals-Travel & Training	-	-	300	100	300	
51600	Uniforms	16,160	16,825	12,900	19,900	17,900	
51601	Uniforms-Safety	1,359	4,061	4,500	4,900	4,700	
Total Personal Services		3,211,399	3,464,016	3,773,838	3,590,042	3,800,335	
52000	Office Supplies	2,425	2,398	2,450	2,300	2,400	
52100	Refreshment Supplies	1,511	2,027	2,000	2,000	2,000	
52101	Meals-Business	2,024	2,563	3,740	3,564	3,564	
52300	Janitorial/Kitchen Supplies	23,958	25,420	24,200	26,200	26,200	
52302	Building Maintenance Supplies	4,898	4,846	4,900	4,900	1,900	
52304	Chemicals & Sprays	16,991	10,495	20,500	20,500	20,500	
52305	Safety Supplies	9,990	12,831	9,000	9,000	9,000	
52306	Signage/Traffic Control Suppl	62,233	68,012	68,000	68,000	68,000	
52307	Plumbing Supplies	1,627	1,304	1,800	1,800	1,800	
52308	Lumber Supplies	106	780	4,250	4,250	4,250	
52310	Small Tools and Equipment	33,202	29,117	30,550	29,800	32,150	
52311	Hardware Supplies	3,734	3,238	4,900	3,500	3,500	
52312	Paints, Supplies and Solvents	3,694	1,882	5,750	4,000	4,000	
52313	Decorations-Lights/Banners	68,973	75,435	76,000	76,000	95,000	
52314	Parts for Equipment	10,878	2,078	10,950	9,500	10,000	
52400	Gasoline	106,972	153,119	144,000	126,300	144,000	
52401	Vehicle Fluids	4,192	2,991	4,200	4,200	4,200	
52402	Motor Vehicle Parts	1,995	1,068	2,000	2,000	2,000	
52500	Electrical Supplies	3,700	3,348	3,700	3,700	3,700	
52700	Water/Sewer Line Repair Materials	29,193	18,862	32,000	32,000	35,000	
52800	Trees	6,464	7,534	7,850	8,000	8,800	
52801	Sanitary/Storm Sewer Supplies	10,023	9,499	14,300	14,300	15,500	
52802	Snow/Ice Removal Chemicals	217,341	420,527	415,500	338,516	345,000	
52804	Landscaping/Planter Supplies	155,037	129,496	128,060	128,060	137,850	
52805	Street Repair Materials	126,490	124,307	144,600	134,000	140,000	
52808	Construction Supplies	-	265	350	150	150	
Total Commodities		907,650	1,113,442	1,165,550	1,056,540	1,120,464	

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100510	Public Services				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54000	Telephone Service	9,320	14,249	14,840	11,345	12,000
54001	Cellular Service	9,753	17,373	21,020	21,000	22,600
54010	Natural Gas	14,526	15,048	27,660	19,600	24,000
54011	City Electric	426,613	412,864	415,300	384,000	390,000
54012	City Water	9,490	12,690	13,910	11,780	12,500
54013	City Sewer	2,410	3,649	3,780	3,340	3,500
54014	Cable/Satellite Charges	531	564	520	520	520
54200	Communication Service Projects	5,264	12,268	-	42,855	-
54201	Communication System Expense	29,304	25,036	16,985	20,192	20,192
54250	Software Licenses & Subscriptions	4,067	5,870	6,500	-	86,330
54301	Refuse & Hauling Service	30,760	23,635	62,000	42,000	50,000
54303	Tree Service	127,535	246,544	301,500	301,500	281,000
54304	Mosquito Abatement	103,503	98,426	100,000	110,844	111,065
54305	Landscaping/Mowing Services	175,341	181,338	255,800	255,800	287,000
54307	Snow Removal Services	111,636	60,685	182,750	148,600	181,850
54310	Safety Program	4,592	6,781	4,478	2,000	7,500
54399	Other Contracted Services	2,101	26,771	3,010	3,010	3,010
54400	Maint Agreements - Facilities	443,878	406,885	446,100	446,100	446,100
54450	Repair & Maint - Facilities	211,079	199,927	238,675	238,675	248,675
54456	Repair & Maint - Streets	553,007	538,116	646,775	646,775	868,500
54457	Repair & Maint - Parking Decks	92,780	101,549	118,266	118,556	126,256
54459	Repair & Maint - Storm Sewer	301,787	244,413	342,000	342,000	349,000
54467	Repair & Maint - Other Equip	3,790	9,265	7,600	7,600	17,600
54468	Repair & Maint - Fire Facilities	113,781	90,114	103,500	103,500	103,500
54469	Repair & Maint - Police Facilities	33,787	56,001	37,872	37,872	30,872
54480	Central Garage Services	413,573	556,692	471,460	490,720	502,693
54513	Equipment Rental	44,306	52,074	54,215	54,215	54,215
54520	Printing	25	83	200	200	200
Total Contractual Services		3,278,538	3,418,910	3,896,716	3,864,599	4,240,678
55204	Property Taxes	2,205	3,634	3,650	-	-
55223	Motor Vehicle Replace Program	804,052	1,054,052	881,674	881,674	674,730
55400	Inventory Carrying Charge	11,563	13,638	10,240	14,105	11,500
55401	Inventory Overhead	54,072	62,642	53,500	35,690	47,110
Total Other Operating		871,892	1,133,966	949,064	931,469	733,340
56002	Machinery and Equipment	5,650	-	-	-	-
56004	Computer Equipment	-	1,054	-	-	-
56099	Other Capital	71,931	-	-	-	-
Total Capital		77,581	1,054	-	-	-
55271	Allocated Costs-PW	(2,184,560)	-	-	-	-
Total Allocations		(2,184,560)	-	-	-	-
Total Expenditures		6,162,501	9,131,388	9,785,168	9,442,650	9,894,817

City of St. Charles
Community Development Department
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

Community Development regulates private property usage and administers processes for review, approval and construction of all development within the City. Three work groups and accounting units comprise the department:

- Planning Services:
 - *Long-range planning*, including Comprehensive Planning, Historic Preservation, and Affordable Housing programs and initiatives.
 - *Current planning*, including public hearing and approval processes for zoning and subdivision applications; staff Development Review Team; Historic Preservation COA review; and responding to inquiries on zoning and development.
 - Staff support for Zoning Board of Appeals, Plan Commission, Historic Preservation Commission and Housing Commission.
- Building & Code Enforcement:
 - Building permitting and inspections of construction activity within St. Charles.
 - Enforcement of property maintenance, building & life safety, and zoning codes.
 - Permits for businesses, such as Outdoor Sales and Sidewalk Café.
 - Staff support for the Building Board of Review and Administrative Adjudication hearings for Code Enforcement.
- Development Engineering:
 - Professional engineering services during planning, design and construction.
 - Administration of the stormwater management ordinance; land development & engineering regulations; public improvement financial guarantees, inspections and City acceptance.
 - Coordination with Public Works Department regarding private development.
 - Administration of right-of-way permits.

Community Development Department by the Numbers

- ❖ FY 2024-25 Total Authorized FTE's: 15.12
- ❖ Process approximately 100 planning and zoning related applications each year for review and approval by Historic Preservation, Plan Commission and City Council.
- ❖ Review and issue approximately 2,000+ building permits each year, with construction values ranging from \$75 to \$115 million a year
- ❖ Conduct 4,500+ inspections in a typical year
- ❖ Engineering permits and site development/stormwater permits, with public improvements valued at \$5-15 million a year

City of St. Charles
Community Development Department
Fiscal Year 2024-2025 Budget

FY 2023-24 Significant Accomplishments

- ✓ Restructured department staffing per the recommendations of the Development Process and Staffing Study, with Assistant Directors for Planning & Engineering and Building Services.
- ✓ Facilitated the continued construction and inspection of large-scale projects on the east side, including Springs of St. Charles, Charlestowne Lakes, and Pheasant Run Industrial.
- ✓ Code Enforcement action on the former Pheasant Run Resort property, including fines through Administrative Adjudication, securing a demolition order, appointment of a receiver, and demolition of all structures, expected to be completed by Summer 2024.
- ✓ Updating the interdepartmental development review meeting structure with the expanded Weekly Development Meeting and Technical Review Committee.
- ✓ Relunched a Pre-Application meeting system to facilitate better communication and customer service with the development community.
- ✓ Assisted Economic Development with zoning and development approvals for the Whole Foods Supermarket project at the former Blue Goose location in downtown.
- ✓ Reached a Settlement Agreement with the developer of the Reserve Subdivision, enabling the City to accept the streets by securing funding for a full pavement replacement.
- ✓ Hiring of a new Code Enforcement Manager to revamp and modernize the City's Code Enforcement efforts.
- ✓ Assisted Economic Development with the Downtown Parking Study.

FY 2024-25 Goals and Objectives

- Continue to update permitting processes and procedures, with incremental changes to transition to online permit submittal and electronic plans review.
- Continue to work with potential developers on proposing a redevelopment concept for the Charlestowne Mall property.
- Work with various developers at the former Pheasant Run property to facilitate the full redevelopment of the site, including the Route 64 frontage.
- Facilitate approval and construction of the Fox Haven Square project at Stuart's Crossing, an important commercial component to the wider Charlestowne Mall area redevelopment.
- Explore code updates and potential new processes or programs to support Code Enforcement efforts.
- Updating Subdivision Code standards/procedures.
- Present the Pottawatomie Neighborhood Historic Resources Survey.
- Explore opportunities to create more affordable housing through new development and utilization of the Housing Trust Fund.

City of St. Charles
Community Development Department
Fiscal Year 2024-2025 Budget

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
<u>Planning Services</u>				
Zoning/Subdivision Apps.	51	34	45	45
Historic Designations	0	3	3	2
Historic Preservation- Certificates of Appropriateness				
--HPC review/approval	56	49	55	55
--Staff review/approval	15	25	20	20
Façade Improvement Grants				
-- Commercial projects (\$)	30,000	40,000	40,000	40,000
-- Residential Projects (\$)	7,522	0	5,000	5,000
Affordable Housing Trust Fund Grants/Loans (\$)	0	1,100,000 (allocated)	115,000	400,000
Affordable Housing %	11.3%	17%	12.9%	12%
<u>Building & Code Enforcement</u>				
Permits Issued	2,116	2,282	1,843	2,000
Total Construction Value (\$)	74,057,486	146,563,198	86,043,962	90,000,000
Commercial Permits	335	309	300	300
--Construction Value (\$)	24,085,827	61,185,901	43,791,841	40,000,000
Residential Permits	1,742	1,939	1,515	1,700
--Construction Value (\$)	45,542,878	44,392,420	39,769,155	45,000,000
Industrial Permits	20	34	18	20
--Construction Value (\$)	2,276,666	32,732,387	2,221,121	5,000,000
Inspections	4,653	5,000	5,600	5,500
Code Enforcement Cases	1,403	888	500	1,000
<u>Development Engineering</u>				
Site Development/ Stormwater Permits	13	11	10	12
Financial Guarantees Posted (\$)	4,912,209	14,342,726	5,000,000	5,000,000
Utility Right-of-Way permits	145	90	130	120

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100600	Planning Services				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	250,364	175,338	373,825	339,780	391,765
50101	Part Time Wages	192,615	188,010	136,800	130,280	146,045
50110	Accrued Payroll GAAP	(8,645)	910	-	-	-
50300	Car Allowance	4,500	5,400	5,400	5,400	5,400
50301	Cell Phone/Internet Allowance	1,860	1,620	2,160	2,185	2,160
51100	FICA	25,932	21,954	32,130	28,935	33,815
51103	IMRF	51,088	34,670	39,630	36,795	43,730
51104	Medicare	6,439	5,322	7,515	6,900	7,910
51105	401A	4,138	3,440	3,665	4,830	5,815
51200	Health Insurance-Medical	51,700	18,270	41,396	36,790	38,605
51203	Life Insurance	-	-	660	420	450
51204	Workers Compensation	657	474	497	497	482
51300	Registration and Fees	79	1,103	2,870	2,655	3,310
51304	Memberships and Dues	1,738	1,638	1,815	2,417	2,550
51400	Transportation Expense	-	427	950	800	1,050
51401	Lodging	-	1,148	1,900	1,800	1,800
51402	Meals-Travel & Training	-	381	700	600	700
	Total Personal Services	582,465	460,105	651,913	601,084	685,587
52000	Office Supplies	2,136	3,099	2,200	2,327	2,800
52001	Computer Related Supplies	24	-	100	-	1,200
52002	Books and Subscriptions	95	95	300	200	200
52100	Refreshment Supplies	131	40	600	350	350
52300	Janitorial/Kitchen Supplies	133	286	400	300	300
52305	Safety Supplies	21	36	-	-	-
	Total Commodities	2,541	3,556	3,600	3,177	4,850
54000	Telephone Service	892	867	930	855	855
54110	General Legal	22,040	29,902	30,000	25,000	35,000
54150	Consulting Services	-	11,325	-	-	35,000
54180	Transcript Services	21,532	9,972	21,200	20,000	22,000
54200	Communication Service Projects	1,345	3,384	-	8,790	-
54250	Software Licenses & Subscriptions	-	-	1,300	1,475	-
54402	Maint Agreemnts - Copiers	1,956	1,281	1,490	-	-
54520	Printing	-	210	1,000	750	1,000
54530	Legal Notices	2,775	1,655	4,800	4,000	4,500
54640	Façade Grants	76,578	7,523	50,000	45,000	50,000
	Total Contractual Services	127,119	66,119	110,720	105,870	148,355
55203	Recording and Filing Fees	511	830	600	1,200	1,200
55400	Inventory Carrying Charge	1	1	-	-	-
55401	Inventory Overhead	64	94	-	45	65
	Total Other Operating	576	925	600	1,245	1,265
55272	Allocated Costs-CD	(87,096)	-	-	-	-
	Total Departmental Allocations	(87,096)	-	-	-	-
56003	Office Furnishings and Equipment	-	-	-	-	24,000
	Total Capital	-	-	-	-	24,000
	Total Expenditures	625,604	530,705	766,833	711,376	864,057

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100603	Building & Code Enforcement					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	447,545	467,556	565,670	512,670	701,340	
50101	Part Time Wages	57,818	63,589	74,115	62,645	78,525	
50110	Accrued Payroll GAAP	613	2,158	-	-	-	
50200	Overtime	3,919	4,692	7,000	14,595	19,270	
50201	OT - Double Time	178	182	-	-	-	
50301	Cell Phone/Internet Allowance	555	540	540	765	1,080	
51100	FICA	30,866	32,225	40,260	35,975	49,770	
51103	IMRF	59,911	50,615	49,830	44,460	64,530	
51104	Medicare	7,219	7,537	9,420	8,415	11,640	
51105	401A	1,042	1,091	1,160	1,160	1,235	
51200	Health Insurance-Medical	86,167	76,064	93,446	89,945	109,170	
51203	Life Insurance	-	-	635	435	610	
51204	Workers Compensation	18,088	17,248	14,541	14,541	19,996	
51205	Unemployment Compensation	795	-	-	-	-	
51300	Registration and Fees	1,974	1,813	2,925	2,875	4,825	
51304	Memberships and Dues	359	316	635	685	685	
51400	Transportation Expense	-	-	125	125	125	
51402	Meals-Travel & Training	48	48	100	100	100	
51600	Uniforms	1,694	1,708	2,700	2,200	3,200	
51601	Uniforms-Safety	-	16	250	250	250	
	Total Personal Services	718,792	727,398	863,352	791,841	1,066,351	
52000	Office Supplies	1,419	1,642	1,650	1,950	1,950	
52001	Computer Related Supplies	174	193	3,500	3,500	2,300	
52002	Books and Subscriptions	2,295	979	500	250	250	
52100	Refreshment Supplies	130	(10)	350	150	350	
52300	Janitorial/Kitchen Supplies	28	12	150	75	150	
52305	Safety Supplies	233	15	-	-	-	
52310	Small Tools and Equipment	43	88	1,140	1,140	540	
52319	Other General Supplies	320	684	475	300	475	
52400	Gasoline	3,135	3,297	4,500	3,000	4,500	
	Total Commodities	7,775	6,900	12,265	10,365	10,515	
54000	Telephone Service	1,075	960	1,060	930	930	
54001	Cellular Service	4,954	4,576	4,950	4,750	5,000	
54110	General Legal	8,582	15,715	19,100	37,600	25,600	
54134	Credit Card Service Charges	1,160	-	-	-	-	
54150	Consulting Services	-	2,440	53,000	53,500	57,500	
54189	Other Professional Services	168	4,095	5,000	44,960	5,000	
54200	Communication Service Projects	1,569	4,061	-	10,548	-	
54305	Landscaping/Mowing Services	-	-	500	250	750	
54402	Maint Agreements - Copiers	1,159	1,255	1,360	-	-	
54451	Repair & Maint - Office Equip	-	-	120	-	-	
54480	Central Garage Services	4,616	7,486	9,380	13,189	10,648	
54500	Postage	21	-	80	50	80	
54520	Printing	-	415	1,050	800	1,300	
	Total Contractual Services	23,303	41,003	95,600	166,577	106,808	
55203	Recording and Filing Fees	156	104	300	300	300	
55223	Motor Vehicle Replace Program	16,951	16,951	14,123	14,123	23,487	
55400	Inventory Carrying Charge	27	32	-	-	-	
55401	Inventory Overhead	803	862	1,000	635	720	
	Total Other Operating	17,938	17,949	15,423	15,058	24,507	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund 100 General Fund						
Department 100603 Building & Code Enforcement						
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56003	Office Furnishings and Equipment	-	-	3,550	3,550	450
Total Capital		-	-	3,550	3,550	450
55272	Allocated Costs-CD	(73,481)	-	-	-	-
Total Departmental Allocations		(73,481)	-	-	-	-
Total Expenditures		694,327	793,250	990,190	987,391	1,208,631

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100604	Development Engineering					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	205,273	217,339	239,630	236,015	233,455	
50101	Part Time Wages	35,079	7,057	-	-	-	
50110	Accrued Payroll GAAP	1,456	(4,032)	-	-	-	
50200	Overtime	5,251	4,444	3,355	4,665	-	
50201	OT - Double Time	343	219	-	-	-	
50301	Cell Phone/Internet Allowance	555	540	1,080	585	1,080	
51100	FICA	14,704	13,726	15,130	14,835	14,545	
51103	IMRF	28,688	21,750	18,660	17,085	18,795	
51104	Medicare	3,439	3,210	3,540	3,475	3,400	
51105	401A	1,335	1,368	1,200	550	-	
51200	Health Insurance-Medical	34,467	26,764	31,346	16,490	27,160	
51203	Life Insurance	-	-	350	190	250	
51204	Workers Compensation	9,085	8,574	7,311	7,311	5,841	
51300	Registration and Fees	430	441	1,450	500	1,520	
51304	Memberships and Dues	-	-	235	235	235	
51306	Professional Certification	136	25	210	210	210	
51400	Transportation Expense	155	80	225	-	825	
51401	Lodging	153	-	200	200	1,200	
51402	Meals-Travel & Training	52	36	150	-	250	
51600	Uniforms	52	-	150	150	300	
51601	Uniforms-Safety	164	321	350	350	350	
Total Personal Services		340,816	301,862	324,572	302,846	309,416	
52000	Office Supplies	226	315	600	500	600	
52002	Books and Subscriptions	-	-	200	200	200	
52305	Safety Supplies	49	-	100	100	100	
52310	Small Tools and Equipment	-	3	50	50	50	
52312	Paints, Supplies and Solvents	77	98	150	150	150	
52319	Other General Supplies	-	-	50	50	50	
52400	Gasoline	1,371	1,534	2,000	1,300	2,000	
Total Commodities		1,723	1,950	3,150	2,350	3,150	
54000	Telephone Service	85	31	70	20	20	
54001	Cellular Service	1,093	939	1,120	790	880	
54110	General Legal	1,125	2,419	2,500	2,500	2,500	
54160	Engineering Services	66,894	99,479	75,000	372,500	375,000	
54200	Communication Service Projects	672	2,030	-	5,274	-	
54401	Maint Agreements - Office Equip	920	-	900	-	-	
54402	Maint Agreements - Copiers	183	215	310	-	-	
54480	Central Garage Services	-	-	-	-	1,090	
Total Contractual Services		70,972	105,113	79,900	381,084	379,490	
55223	Motor Vehicle Replace Program	2,319	2,319	-	-	-	
55400	Inventory Carrying Charge	1	1	-	-	-	
55401	Inventory Overhead	332	359	-	160	250	
Total Other Operating		2,652	2,679	-	160	250	
55272	Allocated Costs-CD	(121,491)	-	-	-	-	
Total Departmental Allocations		(121,491)	-	-	-	-	
Total Expenditures		294,672	411,604	407,622	686,440	692,306	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund		100 General Fund				
Department		100611 Special Service Area 1B				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54601	Downtown Partnership	262,000	262,000	262,000	262,000	272,000
Total Contractual Services		262,000	262,000	262,000	262,000	272,000
Total Expenditures		262,000	262,000	262,000	262,000	272,000

City of St. Charles
Economic Development Department
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The primary responsibility of the Economic Development Department is to develop and execute strategies to enhance the economic vitality of the City and promote a stronger economic base. Staff implements programs and initiatives that will attract new businesses and encourage expansion and retention of existing commercial and industrial businesses.

Economic Development also acts as a liaison to the existing businesses, the development community and community partners. It promotes and coordinates economic development programs through personal contacts and by establishing strong relationships with existing and potential businesses, property owners, real estate developers, and investors, with an emphasis on attracting and retaining businesses in alignment with City's Strategic Plan, Comprehensive Plan, other plans or policies and community needs. Economic Development staff may also take charge of leading strategic projects, conducting studies, and overseeing City initiatives that necessitate public input or coordination between various City Departments.



FY 2022-23 Significant Accomplishments

- ✓ Negotiated and finalized a Redevelopment Agreement with SDGFTU, LLC to attract a new Whole Foods Grocery Store to the former Blue Goose property which will bring in an estimated \$5.7 million in sales tax revenue over the life of the agreement.
- ✓ Negotiated and finalized a Redevelopment Agreement with Fox Valley Buick-GMC to retain and expand the Buick-GMC car dealership into the former Honda property which will bring in an estimated \$3.2 million in sales tax revenue over the life of the agreement.
- ✓ Awarded and/or released six building Improvement Grants totaling \$60,000, including Maple Leaf Roasters (new deck), Johnson Core Fitness Building (new façade), Andy's Custard (Demolition), Dimple Donuts (Interior Remodel), Dear Donut (Interior Remodel), Ghoulish Mortals Building (Exterior/façade/window improvements).
- ✓ Conducting 20+ formal visits to existing St. Charles businesses with a variety of businesses from retail, office, and manufacturing companies.
- ✓ Participated or lead several strategic city projects including the Bike and Pedestrian Plan Study, Parking Study, Public Engagement Platform Study, and downtown plaza extension project.

City of St. Charles
Economic Development Department
Fiscal Year 2024-2025 Budget

- ✓ Attended and participated in 50+ board meetings, committee meetings and events for the St. Charles Business Alliance, St. Charles Chamber of Commerce, Inter-governmental, and other service-oriented organization.
- ✓ Organized and facilitated 10+ BASE Visit inspections for perspective businesses/developers
- ✓ Partnered with the St. Charles Business Alliance to conduct the St. Charles Summer Broker Tour which had over 50 participants from the development community.
- ✓ Created and facilitated the adoption of a new first street outdoor dining layout, fee structure, and design standards.
- ✓ Promoted available St. Charles properties, responded to development request inquiries, and built relationships with the regional development community.
- ✓ Assisted restructured department staffing per the recommendations of the Development Process and Staffing Study, with Assistant Directors for Planning & Engineering and Building Services.

FY 2024-25 Goals and Objectives

- ✓ Continue to promote available St. Charles properties, respond to development request inquiries, and build relationships with the regional development community.
- ✓ Support the real estate and broker community in the attraction of development and new businesses to help ensure alignment with the community’s vision and development goals.
- ✓ Continue to work with staff, community, and developers to attract a development to major redevelopment sites such as Charlestowne Mall, Pheasant Run, Fox Haven Square,
- ✓ Conduct 24 formal business retention visits and share year-end key findings with City Council.
- ✓ Redesign of the City of St. Charles Economic Development website.
- ✓ Create and implement a developer satisfaction survey.
- ✓ Review existing development programs, policies, and codes and update as needed including Economic Development Incentive Policy and Downtown Overlay District.
- ✓ Research the best practices of a business registration program and present to City Council.

Performance Measures and Statistics	2021 Actual	2022 Actual	2023 Actual
Total Number of Permits (ALL)	2,116	2,282	1,843
Total Valuation of Permits (ALL)	74,057,486	146,563,198	86,043,962
Total Number of Permits (Commercial)	335	309	300
Total Valuation of Permits (Commercial)	24,085,827	61,185,901	43,791,841
Total Number of Permits (Industrial)	20	34	18
Total Valuation of Permits (Industrial)	2,276,666	32,732,387	2,221,121

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100650	Economic Development				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 22/23	Budget FY 23/24
50100	Regular Wages	37,532	138,245	146,805	147,400	156,800
50110	Accrued Payroll GAAP	2,748	130	-	-	-
50300	Car Allowance	675	5,400	5,400	5,400	5,400
50301	Cell Phone/Internet Allowance	173	563	540	540	540
51100	FICA	2,351	8,949	9,470	9,520	10,090
51103	IMRF	4,409	10,803	11,690	9,900	10,125
51104	Medicare	550	2,093	2,215	2,230	2,360
51200	Health Insurance-Medical	1,100	16,580	9,850	9,590	9,560
51203	Life Insurance	-	-	265	190	195
51204	Workers Compensation	234	239	149	149	140
51300	Registration and Fees	175	1,493	1,795	600	2,150
51304	Memberships and Dues	135	455	830	830	1,030
51400	Transportation Expense	-	709	160	-	100
51401	Lodging	-	-	600	-	750
51402	Meals-Travel & Training	-	-	100	-	600
	Total Personal Services	50,081	185,659	189,869	186,349	199,840
52000	Office Supplies	282	176	400	400	400
52001	Computer Related Supplies	-	-	150	-	150
52002	Books and Subscriptions	4,779	6,179	6,480	6,777	6,777
52100	Refreshment Supplies	-	52	300	100	200
52101	Meals-Business	-	3	100	-	100
	Total Commodities	5,061	6,410	7,430	7,277	7,627
54000	Telephone Service	85	31	70	20	20
54110	General Legal	29,882	64,991	60,000	40,000	60,000
54150	Consulting Services	19,771	37,193	216,000	80,000	307,000
54189	Other Professional Services	-	19,107	-	-	-
54200	Communication Service Projects	224	677	-	1,758	-
54250	Software Licenses & Subscriptions	948	402	975	975	975
54500	Postage	-	-	250	-	250
54520	Printing	123	-	2,000	500	1,000
54530	Legal Notices	-	630	400	400	400
54540	Advertising	-	100	4,000	-	4,000
54541	Trade Show/Promotional Service	-	-	250	-	250
54544	Broker Tour/Developer Breakfast	-	-	200	-	200
54644	Business Incentive Program	60,000	21,688	70,000	70,000	50,000
54691	Econ Dev Incentive Agreements	369,598	808,183	1,620,000	1,892,800	2,962,800
54693	Civic Contributions	2,546	5,750	11,000	8,750	18,750
	Total Contractual Services	483,177	958,752	1,985,145	2,095,203	3,405,645
55203	Recording and Filing Fees	-	-	400	-	400
55401	Inventory Overhead	30	18	-	15	15
	Total Other Operating	30	18	400	15	415
55272	Allocated Costs-CD	(87,156)	-	-	-	-
	Total Departmental Allocations	(87,156)	-	-	-	-
	Total Expenditures	451,193	1,150,839	2,182,844	2,288,844	3,613,527

City of St. Charles
General Fund Transfers
Fiscal Year 2024-2025 Budget

General Description

This organizational unit accounts for transfers out of the General Fund for various purposes. Transfers out are made to fund debt service payments by bond issue since the City abates all of the property taxes pledged for its general obligation bond issues. The General Fund provides monies for debt repayment for general capital projects not related to the City utility funds.

This unit also accounts for transfers out for other purposes, such as providing funds for general capital projects or to subsidize certain services.

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100800	General Fund Transfers					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
55270	Allocated Costs-GG	-	(2,542,775)	(1,854,720)	(1,854,720)	(2,057,440)	
55271	Allocated Costs-PW	-	(2,965,194)	(921,150)	(921,150)	(887,380)	
55272	Allocated Costs-CD	-	(369,224)	-	-	-	
	Departmental Allocations	-	(5,877,193)	(2,775,870)	(2,775,870)	(2,944,820)	
	Total Departmental Allocations	-	(5,877,193)	(2,775,870)	(2,775,870)	(2,944,820)	
57005	Transfer to TIF #5	141,541	119,418	91,335	92,976	-	
57106	Debt Service Trsf 2011 Bonds	743,322	-	-	-	-	
57108	Debt Service Trsf 2012 Bonds	1,200,886	1,258,964	961,510	961,510	959,211	
57109	Debt Service Trsf 2013B Bonds	50,061	268,816	267,665	267,665	270,180	
57110	Debt Service Trsf 2015A Bonds	96,219	96,465	96,638	96,638	96,737	
57111	Debt Service Trsf 2016 Bonds	1,051,659	1,048,922	1,046,770	1,046,770	1,047,641	
57112	Debt Service Trsf 2018A Bonds	1,277,216	1,278,466	1,277,966	1,277,966	1,280,716	
57113	Debt Service Trsf 2019 Bonds	356,215	681,242	677,965	677,965	685,585	
57114	Debt Service Trsf 2020A Bonds	191,813	193,050	195,950	195,950	191,550	
57115	Debt Service Trsf 2021A Bonds	-	876,629	881,661	881,661	880,043	
	Total Interfund Transfers - Debt	5,108,932	5,821,972	5,497,460	5,499,101	5,411,663	
57200	Transfer to Electric Fund	-	-	-	-	-	
57201	Street Light Maint Transfer	268,889	265,764	200,000	200,000	200,000	
57300	Transfer to Refuse Fund	80,000	105,000	105,000	105,000	105,000	
57303	Transfer to Replacement Fund	443,099	396,747	426,401	426,401	324,754	
57307	Transfer to Capital Improvements	3,398,886	4,871,537	1,200,000	1,200,000	1,200,000	
57309	Other Operating Transfers	77,790	3,804,209	-	-	-	
57313	Transfer to WW	710,000	-	-	300,000	200,000	
57314	Transfer to WW Connection	950,000	-	-	-	-	
57315	Transfer to Water	184,750	-	-	2,600,000	1,000,000	
	Total Interfund Transfers - Other	6,113,414	9,443,257	1,931,401	4,831,401	3,029,754	
	Total Interfund Transfers	11,222,346	9,388,036	4,652,991	10,330,502	8,441,417	

**City of St. Charles
Electric Fund
Fund Summary
FY 2024-2025 Budget**

	Actual	Actual	Budget	Forecast	Budget	FY24/25 Budget vs	
	FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			43,174,889	43,174,889	43,605,596		
Revenues							
User Charges	61,469,524	60,834,156	61,543,000	59,703,060	63,266,040	3,562,980	6.0%
Reimbursement for Projects	1,139,772	1,217,897	6,450,000	2,825,000	7,090,000	4,265,000	151.0%
Investment Income	54,023	697,826	1,157,695	1,478,742	1,655,114	176,372	11.9%
Connection Fees	77,462	60,225	50,000	65,000	65,000	-	0.0%
Property Taxes	35,000	35,000	35,000	35,000	35,000	-	0.0%
Reserves	-	-	-	-	-	-	0.0%
Other Revenues	180,269	221,242	278,616	255,339	238,404	(16,935)	-6.6%
Debt Issues	(15,388)	(15,388)	-	-	-	-	0.0%
Interfund Transfers	283,742	575,598	200,000	200,000	200,000	-	0.0%
Total Revenues	63,224,404	63,626,556	69,714,311	64,562,141	72,549,558	7,987,417	12.4%
Expenditures							
Personnel Services	3,120,348	3,692,625	4,376,691	4,212,551	4,707,080	494,529	11.7%
Materials and Supplies	299,264	247,610	279,700	385,875	287,575	(98,300)	-25.5%
Contractual Services	41,920,373	40,770,973	45,871,835	46,210,998	45,580,356	(630,642)	-1.4%
Other Operating	5,504,024	4,953,735	5,111,510	5,014,104	5,201,915	187,811	3.7%
Departmental Allocations	2,110,929	2,110,929	1,084,830	1,084,830	1,120,260	35,430	3.3%
Capital	4,726,268	2,548,859	11,969,844	5,837,031	11,866,680	6,029,649	103.3%
Debt Service	975,603	971,775	1,088,936	1,088,936	1,089,748	812	0.1%
Interfund Transfers - Debt	294,515	295,914	297,109	297,109	297,984	875	0.3%
Total Expenditures	58,951,324	55,592,420	70,080,455	64,131,434	70,151,598	\$ 6,020,164	9.4%
Revenues Over/ (Under) Expenditures	4,273,080	8,034,136	(366,144)	430,707	2,397,960		
GAAP Adjustments	\$ 3,696,337	\$ (976,705)					
Revenues Over/ (Under) Expenditures	<u>\$ 7,969,417</u>	<u>\$ 7,057,431</u>	<u>\$ (366,144)</u>	<u>\$ 430,707</u>	<u>\$ 2,397,960</u>		
Ending Net Current Assets			42,808,745	43,605,596	46,003,556		

City of St. Charles
Electric Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41122	Special Service Area Prop Tax	35,000	35,000	35,000	35,000	35,000
	Total Property Taxes	35,000	35,000	35,000	35,000	35,000
45205	Late Penalty Charges	164,557	282,251	250,000	225,000	240,000
45206	Electric Engineering Fees	-	-	-	-	-
	Total Administrative Charges	164,557	282,251	250,000	225,000	240,000
45405	Reimbursement For Projects	975,215	935,646	6,200,000	2,600,000	6,850,000
	Total Public Works Charges	975,215	935,646	6,200,000	2,600,000	6,850,000
45500	Electric User Charges	59,730,057	58,968,655	59,650,000	57,870,135	61,369,780
45501	Misc Electric Charges	(175,052)	55,365	50,000	65,000	65,000
45550	Interfund Sales	1,914,519	1,810,136	1,843,000	1,767,925	1,831,260
	Total User Charges	61,469,524	60,834,156	61,543,000	59,703,060	63,266,040
46220	Recovery Of Bad Debts-COSC	6,203	5,837	6,000	(4,260)	-
46299	Miscellaneous Other Revenue	2,997	-	-	-	-
	Total Miscellaneous Revenues	9,200	5,837	6,000	(4,260)	-
47100	Unrealized Gain/Loss	(2,087)	(226,646)	-	-	-
47102	Interest On Cert Of Dep	-	62,930	54,813	148,472	138,585
47104	US Govt Security Interest	719	338,029	559,301	390,160	519,529
47105	Money Market Interest	54,977	523,513	543,581	938,000	997,000
47106	Gain/Loss On Sale Of Investmnt	414	-	-	2,110	-
	Total Investment Income	54,023	697,826	1,157,695	1,478,742	1,655,114
47200	Rental Income	15,000	15,400	15,000	15,000	15,000
	Total Rental Income	15,000	15,400	15,000	15,000	15,000
47300	Sale Of Property	-	10,000	-	-	-
47301	Sale Of Fixed Assets	624	37,849	-	-	-
47303	Sale Of New Meters	160	-	-	-	-
47304	Sale Of Used Material	48,105	23,751	25,000	44,360	25,000
47305	On-Line Auction Sales	6,136	35	-	2,150	-
47399	Gain/Loss on Disposal	-	(18,851)	-	-	-
	Total Sales of Property Revenues	55,025	52,784	25,000	46,510	25,000
47604	Employee Share Ins W/H	-	-	80,372	80,575	80,575
	Total Insurance Premiums	-	-	80,372	80,575	80,575
48100	Property Damage Reimbursement	44,710	90,691	35,000	-	-
48102	Workers Comp Reimbursement	743	3,974	-	-	-
	Total Insurancy Recovery	45,453	94,665	35,000	-	-
48501	SECC - Vacant	375	-	-	-	-
48503	Service Enroll Connect Chg (SECC)	77,087	60,225	50,000	65,000	65,000
	Total Connection Charges	77,462	60,225	50,000	65,000	65,000
48600	Cable-Pole Rental	52,308	49,071	52,300	52,500	52,750
48601	Verizon-Pole Rental	3,283	3,485	3,280	3,350	3,415
	Total Pole Rental	55,591	52,556	55,580	55,850	56,165

City of St. Charles
Electric Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
48200	Bond Proceeds	-	-	-	-	-
48255	Gain/Loss on Refunded Bonds	(15,388)	(15,388)	-	-	-
48400	Bond Discount/Premium	-	-	-	-	-
	Total Debt Issues	(15,388)	(15,388)	-	-	-
48800	Inter-Fund Loan	-	-	61,664	61,664	61,664
	Total Non-Operating Revenue	-	-	61,664	61,664	61,664
49100	Transfers-from General Fund	268,889	265,764	200,000	200,000	200,000
49210	Transfers-from Water	14,853	-	-	-	-
49802	Transfers-from Health Ins	-	309,834	-	-	-
	Total Interfund Transfers In	283,742	575,598	200,000	200,000	200,000
	Total Revenues	63,224,404	63,626,556	69,714,311	64,562,141	72,549,558

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 23/24
50100	Regular Wages	2,271,018	2,259,917	2,848,797	2,726,370	3,074,795
50101	Part Time Wages	132,139	123,573	103,540	47,680	115,190
50102	Stand by Wages	118,990	117,661	130,770	124,165	129,640
50200	Overtime	202,991	151,790	137,260	250,730	163,810
50201	OT - Double Time	32,406	34,891	33,050	37,920	38,255
50205	Foreman Emergency OT	-	194	-	110	-
50301	Cell Phone/Internet Allowance	251	813	540	320	-
51100	FICA	157,797	156,540	202,245	187,385	218,810
51103	IMRF	307,442	233,816	242,625	222,255	275,150
51104	Medicare	38,864	37,636	47,300	45,190	51,180
51105	401A	9,724	6,782	5,680	6,325	6,035
51117	Pension Expense	(644,226)	120,068	-	-	-
51118	City Pension Contrib/Audit Reclass	-	-	-	-	-
51200	Health Insurance-Medical	362,075	386,026	554,274	461,621	513,240
51203	Life Insurance	-	-	3,860	2,340	3,000
51204	Workers Compensation	79,740	-	-	-	-
51205	Unemployment Compensation	1,186	-	-	-	-
51300	Registration and Fees	14,827	15,429	18,900	23,890	47,000
51301	City Sponsored Training	-	2,625	-	-	-
51304	Memberships and Dues	-	-	300	-	550
51400	Transportation Expense	-	859	1,400	2,400	9,100
51401	Lodging	-	-	600	4,050	10,500
51402	Meals-Travel & Training	-	-	350	350	4,375
51500	New Hire Testing	170	-	-	-	-
51600	Uniforms	989	4,800	5,150	5,150	5,150
51601	Uniforms - Safety	33,965	39,205	40,050	64,300	41,300
	Total Personal Services	3,120,348	3,692,625	4,376,691	4,212,551	4,707,080
52000	Office Supplies	1,461	1,824	2,250	2,400	2,250
52001	Computer Related Supplies	442	297	650	650	650
52002	Books and Subscriptions	3,333	2,561	4,750	4,500	4,750
52100	Refreshment Supplies	1,229	709	3,000	1,500	3,000
52101	Meals-Business	143	275	250	250	250
52201	Awards	100	-	100	-	100
52300	Janitorial/Kitchen Supplies	51	40	100	125	125
52304	Chemicals & Sprays	-	19	100	100	100
52305	Safety Supplies	2,866	37,112	6,000	6,000	6,000
52306	Signage/Traffic Control Supplies	76	-	1,000	1,000	1,000
52309	Photography Supplies	5,241	-	3,150	3,150	3,150
52310	Small Tools and Equipment	62,248	68,503	95,500	67,000	105,500
52311	Hardware Supplies	202	469	2,200	2,200	3,200
52313	Decorations - Lights/Banners	8,570	669	1,000	1,000	1,000
52400	Gasoline	29,523	40,084	40,200	36,100	38,500
52500	Electrical Supplies	36,686	41,762	42,500	42,500	44,500
52501	Street Lighting Supplies	5,938	13,096	15,000	20,000	20,000
52502	Communications Supplies	-	-	-	-	-
52503	Test Equipment	9,005	4,969	14,950	22,300	1,500
52805	Street Repair Materials	3,913	2,633	12,000	5,000	12,000
52807	Meter Supplies	13,840	21,853	25,000	100,000	25,000
52999	Audit Reclass - Supplies	-	-	-	-	-
53001	Obsolete and Damaged Inventory	114,397	10,735	10,000	70,100	15,000
	Total Commodities	299,264	247,610	279,700	385,875	287,575

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 23/24
54000	Telephone Service	483	175	390	110	110
54001	Cellular Service	19,026	18,310	19,780	18,365	18,400
54010	Natural Gas	17,659	17,008	33,170	21,000	25,000
54011	City Electric	92,338	88,962	88,420	81,710	82,000
54012	City Water	1,823	2,136	2,750	2,520	2,700
54013	City Sewer	2,660	2,727	3,460	3,120	3,370
54014	Cable/Satellite Charges	406	477	520	520	520
54110	General Legal	2,194	-	10,000	5,000	10,000
54135	Collection Services	3,463	2,864	3,000	2,000	2,000
54171	Insurance Broker Services	4,986	5,439	5,830	6,025	5,524
54189	Other Professional Services	10,015	17,563	223,520	253,492	239,120
54200	Communication Service Projects	4,136	10,999	-	28,569	57,800
54201	Communication System Expense	45,162	47,912	45,990	44,984	44,984
54250	Software Licenses & Subscriptions	914	1,208	3,410	3,917	92,223
54251	Software Maintenance Agreement	49,505	52,268	65,460	54,589	96,871
54256	IT Consulting Services	13,910	13,824	6,912	11,210	-
54300	Chemical Disposal & Transport	-	-	1,000	1,000	1,000
54301	Refuse and Hauling Service	8,049	4,255	10,000	10,000	15,000
54303	Tree Service	176,930	181,539	220,000	220,000	220,000
54305	Landscaping and Mowing Services	553	1,625	9,700	14,100	17,200
54308	Restoration Services	67,378	9,019	85,000	65,000	85,000
54310	Safety Program	6,353	194	11,000	4,000	10,000
54311	Locate Service	4,374	4,318	6,100	6,100	6,100
54360	Risk Insurance Premiums	127,115	152,884	168,110	152,444	146,848
54361	W/C Excess Premium	12,335	13,274	15,425	15,908	17,371
54370	Dielectric Testing	8,595	11,930	10,000	10,250	11,000
54380	Wholesale Power	40,755,795	39,628,466	44,145,058	44,500,000	43,713,890
54399	Other Contracted Services	-	-	1,200	1,200	1,200
54402	Maint Agreemnts - Copiers	558	82	620	-	-
54450	Repair & Maintenance - Facilities	2,754	607	6,700	6,700	10,000
54451	Repair & Maintenance - Office Equipment	-	-	500	-	500
54456	Repair & Maintenance - Streets	-	-	10,000	10,000	10,000
54467	Repair & Maintenance - Other Equipment	973	2,880	18,000	18,000	32,000
54480	Central Garage Services	115,518	87,913	95,510	70,444	115,325
54490	Maintenance - Distribution	144,657	233,469	250,000	377,000	127,000
54491	Maintenance - Substations	104,010	84,458	164,000	62,000	227,500
54492	Maintenance - Transmission	-	-	500	500	2,000
54494	Maintenance - Street Lights	114,074	67,629	125,000	125,000	125,000
54500	Postage	519	356	2,000	1,000	2,000
54513	Equipment Rental	1,000	3,820	3,000	3,000	3,000
54520	Printing	153	383	800	221	800
Total Contractual Services		41,920,373	40,770,973	45,871,835	46,210,998	45,580,356
55150	WC-Medical Payments	20,170	95,355	-	2,835	-
55152	WC-Settlement Payments	-	-	-	113,642	-
55153	WC-Reserve	171,403	(162,035)	-	-	-
55180	Liability Claims	4,768	-	-	-	-
55200	Public Utility Tax	1,596,666	1,551,985	1,577,900	1,444,200	1,550,550
55201	Municipal Franchise Fee	2,983,804	2,963,340	2,903,610	2,893,510	3,068,500
55240	Depreciation	-	-	-	-	-
55400	Inventory Carrying Charge	169,183	193,766	175,000	236,722	275,090
55401	Inventory Overhead	558,030	311,324	455,000	323,195	307,775
Total Other Operating		5,504,024	4,953,735	5,111,510	5,014,104	5,201,915

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 23/24
55270	Allocated Costs-GG	977,672	1,001,335	757,780	757,780	803,240
55271	Allocated Costs-PW	941,148	941,148	327,050	327,050	317,020
55272	Allocated Costs-CD	192,109	168,446	-	-	-
Total Allocations		2,110,929	2,110,929	1,084,830	1,084,830	1,120,260
56001	Motor Vehicle Replacements	-	69,990	1,109,000	121,352	792,723
56002	Machinery and Equipment	-	10,513	-	-	-
56003	Office Furnishings	6,934	-	-	-	-
56004	Computer Equipment	1,668	-	4,600	2,443	1,233
56101	Land Improvements	-	26,000	32,000	32,000	-
56203	Substation Capital Improvemnts	996,245	524,055	893,086	444,362	1,436,724
56204	Transmission Capital Improve	1,108,675	-	100,000	100,000	100,000
56205	Distribution Imp-Developments	584,690	546,529	7,000,000	2,600,000	6,850,000
56206	Distribution Capital Improve	1,924,869	804,053	1,745,000	1,595,000	1,965,000
56207	Services/Upgrades	35,641	25,297	45,000	45,000	45,000
56208	St. Light/Traffic Signal Capital	62,636	171,388	560,000	555,000	560,000
56301	Capitalized Software	4,910	371,034	481,158	341,874	116,000
Total Capital		4,726,268	2,548,859	11,969,844	5,837,031	11,866,680
55300	Interest Expense	309,825	262,577	361,468	361,468	333,688
55310	Principal Payment	665,778	709,198	727,468	727,468	756,060
55320	Underwriting Fees	-	-	-	-	-
55321	Other Fees	-	-	-	-	-
Total Debt Service		975,603	971,775	1,088,936	1,088,936	1,089,748
57106	Debt Service Trsf 2011 Bonds	17,167	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	277,348	278,903	280,021	280,021	280,835
57115	Debt Service Trsf 2021A Bonds	-	17,011	17,088	17,088	17,149
Total Inter-Fund Transfers		294,515	295,914	297,109	297,109	297,984
57402	Inter-Fund Debt - Loan	-	-	-	-	-
Total Interfund Transfers		-	-	-	-	-
Total Expenditures		58,951,324	55,592,420	70,080,455	64,131,434	70,151,598

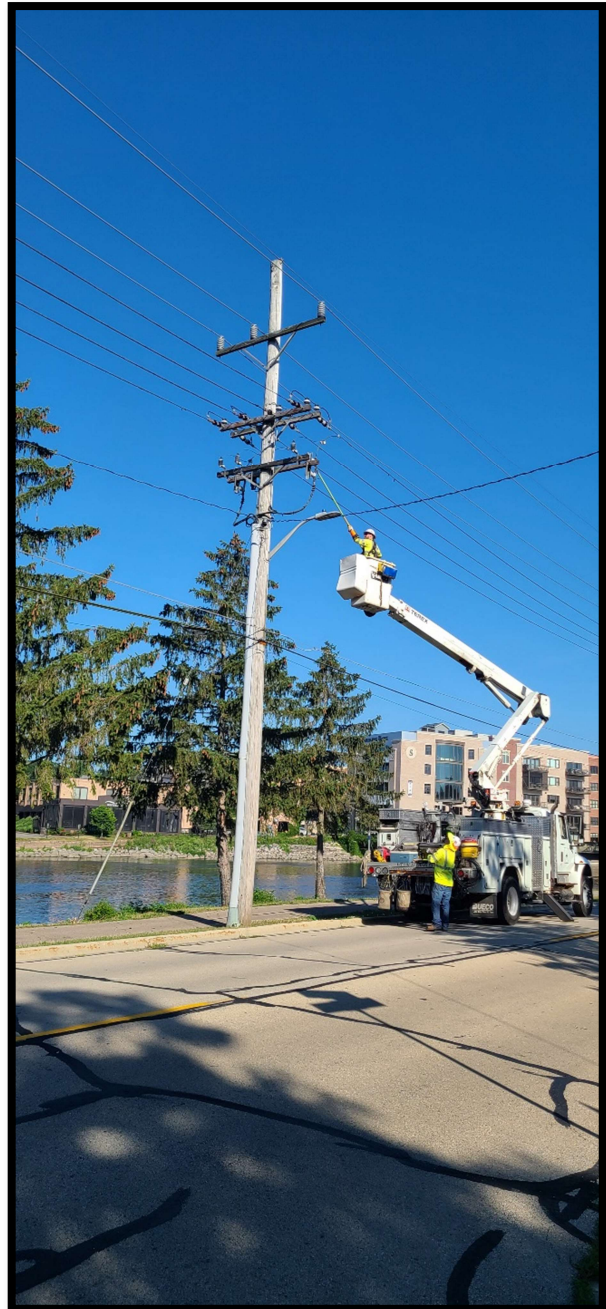
City of St. Charles
Public Works Department – Electric Division
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The Public Works Department is a service-oriented team comprised of several Divisions who work together to provide core services to our St. Charles customers. The Electric Utility Division serves over 16,200 customers with an all-time peak of 130 megawatts of power. The City has a long-term power purchase agreement with the Illinois Municipal Electric Agency (IMEA) who is responsible for our power portfolio with guidance from the Board of Directors (including St. Charles representation). Commonwealth Edison delivers power at 34,500 volts to the City's 9 electric substations. The City then transforms that power to 12,470 volts for primary distribution throughout the City to step-down transformers supplying customer meters.

The Electric Utility Division has several core responsibilities and provides specialized services including:

- An electric administration staff that handles the administrative functions such as personnel, budgeting, power purchases, rate design, interdepartmental cooperation, city wide goal setting and participation on city committees.
- The electric engineering group, responsible for system design, maintenance programs, system mapping, and adherence to codes and standards.
- An electric line group that constructs and maintains the electric infrastructure.
- The electric metering group that installs and maintains the metering equipment.
- A telecommunications group is responsible for the installation, operation and maintenance of the City owned telecommunications infrastructure



City of St. Charles
Public Works Department – Electric Division
Fiscal Year 2024-2025 Budget

Electric Division by the Numbers

- ❖ FY 2024-25 Total Authorized FTE's: 27.55
 - 25.5 FTE's in Electric, 2.05 FTE's in Communications
- ❖ 296.34 Miles of Electrical Primary Line
- ❖ 9 Electrical Substations
- ❖ 14,176 Residential Customers
- ❖ 2,130 Commercial/ Industrial Customers

FY 2023-24 Significant Accomplishments

- ✓ Continued Replacement of Streetlights to LED Technology
- ✓ Energization of the Pheasant Run Property redevelopment
- ✓ Replaced Underground Electric Cable and Reinforced Overhead Electric Cable
- ✓ Replaced several end-of-life Switchgear
- ✓ Moved Overhead Electric Cable to Underground making them more reliable
- ✓ Provided Fiber Connection to the St. Charles Park District Sportsplex
- ✓ Awarded 10-year Electric Utility and System Analysis
- ✓ Continued the expansion of Substation 3
- ✓ Implementation of preventative maintenance activities (thermography)
- ✓ Replacement of Substation distribution relays
- ✓ Completed cross bonding of splices on 34.5kV transmission line (Line 13155)
- ✓ Implementation Water Meter Advanced Metering Infrastructure (AMI) project

FY 2024-25 Goals and Objectives

- Evaluate and start Implementation on Automated Meter Reading Initiative
- Complete 10-Year Master Plan Study
- Continue to Deliver Reliable and Affordable Electric Power for our Customers
- Continue to Replace Streetlights with LED Fixtures
- Provide Fiber Connection to the St. Charles Park District East Side Sports Complex
- Provide new Communication Fiber to St. Charles North High School
- Complete Electric Rate Study
- Provide Fiber Connection to the St. Charles Park District Denny Ryan Service Center
- Continue the expansion of Substation 3
- Continue to install cross bonding on splices on 34.5kV transmission line
- Commissioning of new substation transformer at Substation 3
- Reconditioning of existing substation transformer at Substation 3
- Replacement of SCADA system

City of St. Charles
Public Works Department – Electric Division
Fiscal Year 2024-2025 Budget

- Maintenance and replacement of 34.5kV switches
- Continue the replacement of Substation relays
- Implementation of Engineering Analysis model for the Electrical Distribution System
- Continue to Implement Water Meter for AMI.

Performance Measures and Statistics	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Streetlights Owned	3385	3385	3385
Service Interruptions	42	20 ¹	n/a
Average Length of Outage (Minutes)	90	75 ¹	n/a
Electric System Wood Poles	2500	2500	2500
Wood Poles Upgraded-	66	67	50
Underground Conductors Installed (Linear feet)	74,414	104,787	65,000

Note:

(1) Outage statistics from May 1, 2022 to December 2023

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Fund	200	Electric Fund					
Department	200520	Electric Administration					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	512,872	434,431	725,727	512,870	909,320	
50101	Part Time Wages	38,289	26,386	-	-	-	
50200	Overtime	25	-	-	-	-	
50301	Cell Phone/Internet Allowance	251	405	540	20	-	
51100	FICA	33,734	28,194	45,030	31,600	56,380	
51103	IMRF	62,862	42,231	55,735	35,625	73,200	
51104	Medicare	7,907	6,643	10,530	7,395	13,185	
51105	401A	7,654	6,230	4,920	5,020	5,235	
51117	Pension Expense	(137,375)	25,603	-	-	-	
51118	City Pension Contrib/Audit Reclass	-	-	-	-	-	
51200	Health Insurance-Medical	51,874	50,354	87,072	69,191	123,980	
51203	Life Insurance	-	-	1,220	500	1,000	
51204	Workers Compensation	24,547	-	-	-	-	
51300	Registration and Fees	280	-	-	-	3,800	
51304	Memberships and Dues	-	-	300	-	550	
51400	Transportation Expense	-	-	600	1,600	4,400	
51401	Lodging	-	-	-	2,050	4,500	
51402	Meals-Travel & Training	-	-	-	-	1,575	
51500	New Hire Testing	170	-	-	-	-	
51601	Uniforms-Safety	228	-	750	-	2,000	
	Total Personal Services	603,318	620,477	932,424	665,871	1,199,125	
52000	Office Supplies	437	500	1,000	1,000	1,000	
52002	Books and Subscriptions	461	-	250	-	250	
52100	Refreshment Supplies	494	-	1,500	-	1,500	
52201	Awards	100	-	100	-	100	
52310	Small Tools and Equipment	-	65	8,500	-	8,500	
	Total Commodities	1,492	565	11,350	1,000	11,350	
54000	Telephone Service	199	72	130	45	45	
54001	Cellular Service	15,418	14,833	16,070	14,800	14,800	
54110	General Legal	-	-	5,000	-	5,000	
54135	Collections Services	3,463	2,864	3,000	2,000	2,000	
54142	Background Checks	-	-	-	-	-	
54171	Insurance Broker Services	4,986	5,439	5,830	6,025	5,524	
54189	Other Professional Services	5,014	3,845	176,020	198,492	176,620	
54200	Communication Service Projects	940	2,115	-	5,494	-	
54201	Communication System Expense	-	-	-	-	-	
54250	Software Licenses & Subscriptions	914	1,208	3,410	3,917	92,223	
54251	Software Maintenance Agreement	47,667	50,720	60,860	49,989	59,171	
54256	IT Consulting Services	13,910	13,824	6,912	11,210	-	
54310	Safety Program	786	244	1,000	-	-	
54360	Risk Insurance Premiums	127,115	152,884	168,110	152,444	146,848	
54361	W/C Excess Premium	12,335	13,274	15,425	15,908	17,371	
54402	Maint Agreements - Copiers	547	82	620	-	-	
54451	Repair & Maint - Office Equip	-	-	500	-	500	
54500	Postage	10	-	1,000	-	1,000	
54520	Printing	153	383	800	221	800	
	Total Contractual Services	233,457	261,787	464,687	460,545	521,902	
55401	Inventory Overhead	8	-	-	-	-	
	Total Other Operating	8	-	-	-	-	
55270	Allocated Costs-GG	977,672	-	-	-	-	
55271	Allocated Costs-PW	243,948	-	-	-	-	
55272	Allocated Costs-CD	192,109	-	-	-	-	
	Total Allocations	1,413,729	-	-	-	-	

**City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget**

Fund	200	Electric Fund					
Department	200520	Electric Administration					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
56003	Office Furnishings and Equip	6,934	-	-	-	-	
56004	Computer Equipment	-	-	4,600	2,443	1,233	
56301	Capitalized Software	4,910	371,034	481,158	341,874	116,000	
Total Capital		11,844	371,034	485,758	344,317	117,233	
55300	Interest Expense	309,825	262,577	361,468	361,468	333,688	
55310	Principal Payment	665,778	709,198	727,468	727,468	756,060	
55320	Underwriting Fees	-	-	-	-	-	
55321	Other Fees	-	-	-	-	-	
Total Debt Service		975,603	971,775	1,088,936	1,088,936	1,089,748	
57402	Inter-Fund Debt - Loan	-	-	-	-	-	
Total Interfund Transfers		-	-	-	-	-	
Total Expenditures		3,239,451	2,225,638	2,983,155	2,560,669	2,939,358	

**City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget**

Fund	200	Electric Fund					
Department	200521	Electric Operations					
	Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
	50100	Regular Wages	1,669,791	1,730,840	2,015,245	1,924,625	2,050,035
	50101	Part Time Wages	1,248	46	-	-	-
	50102	Stand by Wages	118,990	117,661	130,770	124,165	129,640
	50110	Accrued Payroll GAAP	-	-	-	-	-
	50200	Overtime	202,214	151,633	137,260	248,550	160,520
	50201	OT - Double Time	32,406	34,891	33,050	37,780	38,255
	50205	Foreman Emergency OT	-	97	-	-	-
	50301	Cell Phone/Internet Allowance	-	408	-	-	-
	50502	Accrued Vacation Pay - GAAP	-	-	-	-	-
	50599	Non-Cash Compensation	-	-	-	-	-
	51100	FICA	113,022	116,741	144,110	135,125	147,930
	51103	IMRF	234,328	182,759	178,510	170,800	192,070
	51104	Medicare	28,374	28,279	33,700	32,965	34,600
	51105	401A	1,773	276	-	195	-
	51107	OPEB Expense	-	-	-	-	-
	51117	Pension Expense	(463,435)	86,373	-	-	-
	51118	City Pension Contrib/Audit Reclass	-	-	-	-	-
	51200	Health Insurance-Medical	275,734	288,858	407,411	330,160	330,000
	51203	Life Insurance	-	-	2,480	1,560	1,700
	51204	Workers Compensation	38,171	-	-	-	-
	51205	Unemployment Compensation	1,186	-	-	-	-
	51300	Registration and Fees	14,547	14,900	16,600	21,590	39,900
	51400	Transportation Expense	-	859	-	-	2,700
	51401	Lodging	-	-	-	-	2,000
	51402	Meals-Travel & Traing	-	-	-	-	1,400
	51600	Uniforms	-	4,800	4,800	4,800	4,800
	51601	Uniforms-Safety	30,656	35,086	35,000	60,000	35,000
		Total Personal Services	2,299,005	2,794,507	3,138,936	3,092,315	3,170,550
	52000	Office Supplies	959	926	1,100	1,100	1,100
	52001	Computer Related Supplies	231	-	300	300	300
	52002	Books and Subscriptions	2,872	2,561	4,500	4,500	4,500
	52100	Refreshment Supplies	657	709	1,300	1,300	1,300
	52101	Meals-Business	143	275	250	250	250
	52300	Janitorial/Kitchen Supplies	-	28	50	75	75
	52304	Chemicals & Sprays	-	19	100	100	100
	52305	Safety Supplies	1,367	36,399	5,000	5,000	5,000
	52306	Signage/Traffic Control Suppl	76	-	1,000	1,000	1,000
	52309	Photography Supplies	5,241	-	3,150	3,150	3,150
	52310	Small Tools and Equipment	61,575	66,734	85,000	65,000	95,000
	52311	Hardware Supplies	10	462	2,000	2,000	3,000
	52313	Decorations-Lights/Banners	8,570	669	1,000	1,000	1,000
	52400	Gasoline	25,113	33,923	34,100	30,000	32,000
	52500	Electrical Supplies	29,956	36,321	38,000	38,000	40,000
	52501	Street Lighting Supplies	5,938	13,096	15,000	20,000	20,000
	52502	Communications Supplies	-	-	-	-	-
	52503	Test Equipment	9,005	4,969	14,950	22,300	1,500
	52805	Street Repair Materials	3,913	2,633	12,000	5,000	12,000
	53001	Obsolete and Damaged Inventory	114,397	10,735	10,000	70,100	15,000
		Total Commodities	270,023	210,459	228,800	270,175	236,275
	54000	Telephone Service	170	62	130	40	40
	54010	Natural Gas	17,659	17,008	33,170	21,000	25,000
	54011	City Electric	26,017	25,639	25,670	27,000	27,000
	54012	City Water	547	606	710	700	750
	54013	City Sewer	647	690	750	830	870
	54014	Cable/Satellite Charges	406	477	520	520	520
	54110	General Legal	2,194	-	5,000	5,000	5,000

**City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget**

Fund	200	Electric Fund				
Department	200521	Electric Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54189	Other Professional Services	5,001	13,718	47,500	55,000	62,500
54200	Communication Service Projects	3,008	7,192	-	18,680	57,800
54201	Communication System Expense	45,162	47,912	45,990	44,984	44,984
54250	Software Licenses & Subscriptions	-	-	-	-	-
54300	Chemical Disposal & Transport	-	-	1,000	1,000	1,000
54301	Refuse & Hauling Service	8,049	4,255	10,000	10,000	15,000
54303	Tree Service	176,930	181,539	220,000	220,000	220,000
54305	Landscaping/Mowing Services	553	1,625	9,700	14,100	17,200
54308	Restoration Services	67,378	9,019	85,000	65,000	85,000
54310	Safety Program	4,473	(188)	8,000	2,000	8,000
54311	Locate Service	4,374	4,318	6,100	6,100	6,100
54370	Dielectric Testing	8,595	11,930	10,000	10,250	11,000
54380	Wholesale Power	40,755,795	39,628,466	44,145,058	44,500,000	43,713,890
54450	Repair & Maint - Facilities	2,754	607	6,700	6,700	10,000
54456	Repair & Maint - Streets	-	-	10,000	10,000	10,000
54467	Repair & Maint - Other Equip	-	-	13,500	13,500	24,500
54480	Central Garage Services	87,826	72,466	72,690	60,743	95,378
54490	Maintenance - Distribution	144,657	233,469	250,000	377,000	127,000
54491	Maintenance - Substations	104,010	84,458	164,000	62,000	227,500
54492	Maintenance - Transmission	-	-	500	500	2,000
54494	Maintenance - Street Lights	114,074	67,629	125,000	125,000	125,000
54500	Postage	509	356	1,000	1,000	1,000
54513	Equipment Rental	1,000	3,820	3,000	3,000	3,000
	Total Contractual Services	41,581,788	40,417,073	45,300,688	45,661,647	44,927,032
55150	WC-Medical Payments	20,170	93,808	-	1,707	-
55152	WC-Settlement Payments	-	-	-	113,642	-
55153	WC-Reserve	171,403	(162,571)	-	-	-
55180	Liability Claims	4,768	-	-	-	-
55200	Public Utility Tax	1,596,666	1,551,985	1,577,900	1,444,200	1,550,550
55201	Municipal Franchise Fee	2,983,804	2,963,340	2,903,610	2,893,510	3,068,500
55240	Depreciation	-	-	-	-	-
55400	Inventory Carrying Charge	164,616	188,380	170,000	229,835	274,450
55401	Inventory Overhead	554,049	305,007	448,500	306,555	296,705
	Total Other Operating	5,495,476	4,939,949	5,100,010	4,989,449	5,190,205
55271	Allocated Costs-PW	697,200	-	-	-	-
	Total Allocations	697,200	-	-	-	-
56001	Motor Vehicles - Replacements	-	69,990	1,109,000	121,352	692,723
56004	Computer Equipment	1,668	-	-	-	-
56101	Land Improvements	-	26,000	32,000	32,000	-
56203	Substation Capital Improvemnts	996,245	524,055	893,086	444,362	1,436,724
56204	Transmission Capital Improve	1,108,675	-	100,000	100,000	100,000
56205	Distribution Imp-Developments	584,690	546,529	7,000,000	2,600,000	6,850,000
56206	Distribution Capital Improve	1,924,869	804,053	1,745,000	1,595,000	1,965,000
56207	Services/Upgrades	35,641	25,297	45,000	45,000	45,000
56208	St. Light/Traffic Signal Capital	62,636	171,388	560,000	555,000	560,000
	Total Capital	4,714,424	2,167,312	11,484,086	5,492,714	11,649,447
	Total Expenditures	55,057,916	50,529,300	65,252,520	59,506,300	65,173,509

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Fund 200 Electric Fund						
Department 200522 Electric Meter						
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	88,355	94,646	107,825	288,875	115,440
50101	Part Time Wages	92,602	97,141	103,540	47,680	115,190
50200	Overtime	752	157	-	2,180	3,290
50201	OT - Double Time	-	-	-	140	-
50205	Foreman Emergency OT	-	97	-	110	-
50301	Cell Phone/Internet Allowance	-	-	-	300	-
51100	FICA	11,041	11,605	13,105	20,660	14,500
51103	IMRF	10,252	8,826	8,380	15,830	9,880
51104	Medicare	2,583	2,714	3,070	4,830	3,395
51105	401A	297	276	760	1,110	800
51117	Pension Expense	(43,416)	8,092	-	-	-
51118	City Pension Contrib/Audit Reclass	-	-	-	-	-
51200	Health Insurance-Medical	34,467	46,814	59,791	62,270	59,260
51203	Life Insurance	-	-	160	280	300
51204	Workers Compensation	17,022	-	-	-	-
51300	Registration and Fees	-	529	2,300	2,300	3,300
51301	City Sponsored Training	-	2,625	-	-	-
51400	Transportation Expense	-	-	800	800	2,000
51401	Lodging	-	-	600	2,000	4,000
51402	Meals-Travel & Training	-	-	350	350	1,400
51600	Uniforms	989	-	350	350	350
51601	Uniforms-Safety	3,081	4,119	4,300	4,300	4,300
Total Personal Services		218,025	277,641	305,331	454,365	337,405
52000	Office Supplies	65	398	150	300	150
52001	Computer Related Supplies	211	297	350	350	350
52100	Refreshment Supplies	78	-	200	200	200
52300	Janitorial/Kitchen Supplies	51	12	50	50	50
52305	Safety Supplies	1,499	713	1,000	1,000	1,000
52310	Small Tools and Equipment	673	1,704	2,000	2,000	2,000
52311	Hardware Supplies	192	7	200	200	200
52400	Gasoline	4,410	6,161	6,100	6,100	6,500
52500	Electrical Supplies	6,730	5,441	4,500	4,500	4,500
52807	Meter Supplies	13,840	21,853	25,000	100,000	25,000
Total Commodities		27,749	36,586	39,550	114,700	39,950
54000	Telephone Service	114	41	130	25	25
54001	Cellular Service	3,608	3,477	3,710	3,565	3,600
54011	City Electric	66,321	63,323	62,750	54,710	55,000
54012	City Water	1,276	1,530	2,040	1,820	1,950
54013	City Sewer	2,013	2,037	2,710	2,290	2,500
54200	Communication Service Projects	188	1,692	-	4,395	-
54201	Communication System Expense	-	-	-	-	-
54251	Software Maintenance Agreement	1,838	1,548	4,600	4,600	37,700
54310	Safety Program	1,094	138	2,000	2,000	2,000
54399	Other Contracted Services	-	-	1,200	1,200	1,200
54402	Maint Agreemnts - Copiers	11	-	-	-	-
54467	Repair & Maint - Other Equip	973	2,880	4,500	4,500	7,500
54480	Central Garage Services	27,692	15,447	22,820	9,701	19,947
Total Contractual Services		105,128	92,113	106,460	88,806	131,422

**City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget**

Fund	200	Electric Fund				
Department	200522	Electric Meter				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55150	WC-Medical Payments	-	1,547	-	1,128	-
55153	WC-Reserve	-	536	-	-	-
55400	Inventory Carrying Charge	4,567	5,386	5,000	6,887	640
55401	Inventory Overhead	3,973	6,317	6,500	16,640	11,070
Total Other Operating		8,540	13,786	11,500	24,655	11,710
56001	Motor Vehicles - Replacements	-	-	-	-	100,000
56002	Machinery and Equipment	-	10,513	-	-	-
Total Capital		-	10,513	-	-	100,000
Total Expenditures		359,442	430,639	462,841	682,526	620,487

**City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget**

Fund Department	200 200800	Electric Fund Electric-Inter-Fund Transfers	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
		Account Description					
		55270 Allocated Costs-GG	-	1,001,335	757,780	757,780	803,240
		55271 Allocated Costs-PW	-	941,148	327,050	327,050	317,020
		55272 Allocated Costs-CD	-	168,446	-	-	-
		Total Other Operating	-	2,110,929	1,084,830	1,084,830	1,120,260
		57106 Debt Service Trsf 2011 Bonds	17,167	-	-	-	-
		57108 Debt Service Trsf 2012 Bonds	277,348	278,903	280,021	280,021	280,835
		57115 Debt Service Trsf 2021A Bonds	-	17,011	17,088	17,088	17,149
		Total Other Budgeting Expenses	294,515	295,914	297,109	297,109	297,984
		Total Expenditures	294,515	2,406,843	1,381,939	1,381,939	1,418,244

**City of St. Charles
Water Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			5,846,338	5,846,338	5,411,905		
Revenues							
User Charges	7,892,950	8,645,821	9,702,750	9,329,745	9,795,220	465,475	5.0%
Connection Fees	175,708	566,975	225,000	275,000	230,000	(45,000)	-16.4%
Other Revenues	321,287	142,707	205,345	249,240	252,845	3,605	1.4%
Bond/IEPA Proceeds	1,100,541	3,949,659	7,360,000	4,582,455	2,560,800	(2,021,655)	-44.1%
Investment Income	(17,456)	177,680	78,079	173,036	156,000	(17,036)	-9.8%
Interfund Transfers	365,871	158,774	-	2,868,496	1,350,000	(1,518,496)	0.0%
Total Revenues	9,838,901	13,641,616	17,571,174	17,477,972	14,344,865	(3,133,107)	-17.9%
Expenditures							
Personnel Services	1,384,887	1,772,752	1,418,642	1,793,545	1,861,812	68,267	3.8%
Materials and Supplies	624,625	741,166	862,087	966,508	956,917	(9,591)	-1.0%
Contractual Services	1,774,243	2,140,354	2,297,656	2,884,224	2,921,570	37,346	1.3%
Other Operating	56,178	77,666	63,310	94,828	75,295	(19,533)	-20.6%
Departmental Allocations	1,587,327	1,587,327	739,930	739,930	828,790	88,860	12.0%
Capital	2,703,511	6,765,232	13,152,258	9,369,519	9,525,797	156,278	1.7%
Debt Service	1,563,476	1,547,602	2,113,701	1,901,824	2,101,606	199,782	10.5%
Interfund Transfers - Debt	176,031	346,348	162,027	162,027	162,343	316	0.2%
Total Expenditures	9,870,278	14,978,447	20,809,611	17,912,405	18,434,130	521,725	2.9%
Revenues Over/ (Under) Expenditures	(31,377)	(1,336,831)	(3,238,437)	(434,433)	(4,089,265)		
GAAP Adjustments	1,022,067	1,747,437					
Revenues Over/ (Under) Expenditures	990,690	410,606	(3,238,437)	(434,433)	(4,089,265)		
Ending Net Current Assets			2,607,901	5,411,905	1,322,639		

City of St. Charles
Water Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
45200	Subdivision Review Inspection	9,000	-	-	-	-
45205	Late Penalty Charges	37,637	45,460	40,000	29,000	30,000
	Total Administrative Charges	46,637	45,460	40,000	29,000	30,000
45407	Temporary Service	-	-	-	30	-
	Total Public Works Charges	-	-	-	30	-
45510	Water User Charges	7,766,554	8,514,884	9,540,800	9,217,400	9,677,200
45512	Hydrant Water Meter Fees	462	550	550	400	500
45550	Interfund Sales	125,934	130,387	161,400	111,945	117,520
	Total User Charges	7,892,950	8,645,821	9,702,750	9,329,745	9,795,220
46220	Recovery Of Bad Debts-COSC	858	791	800	(800)	-
	Total Miscellaneous Revenues	858	791	800	(800)	-
47100	Unrealized Gain/Loss	(39,663)	1,160	-	-	-
47102	Interest On Cert Of Dep	-	5,716	7,985	7,985	8,000
47104	US Govt Security Interest	9,300	19,001	31,302	23,051	23,000
47105	Money Market Interest	10,461	151,803	38,792	142,000	125,000
47106	Gain/Loss On Sale Of Investmnt	2,446	-	-	-	-
	Total Investment Income	(17,456)	177,680	78,079	173,036	156,000
47200	Rental Income	83,891	86,233	86,870	85,700	87,300
	Total Rental Income	83,891	86,233	86,870	85,700	87,300
47303	Sale Of New Meters	76,005	72,069	45,000	100,000	100,000
47305	On-line Auction Sales	-	-	-	4,185	-
47399	Gain/Loss on Disposal	-	(79,984)	-	-	-
	Total Sales of Property Revenues	76,005	(7,915)	45,000	104,185	100,000
47604	Employee Share Ins W/H	-	-	32,675	31,125	35,545
	Total Insurance Premiums	-	-	32,675	31,125	35,545
48100	Property Damage Reimbursement	-	724	-	-	-
	Total Insurance Recovery	-	724	-	-	-
48505	Water Connection Fees	175,708	566,975	225,000	275,000	230,000
	Total Connection Charges	175,708	566,975	225,000	275,000	230,000
48701	Contributed Capital	113,896	-	-	-	-
	Total Donations & Contributions	113,896	-	-	-	-
48200	Bond Proceeds	1,030,000	-	-	-	-
48255	Gain/Loss on Refunded Bonds	(7,132)	(7,132)	-	-	-
48300	IEPA Loan Proceeds	-	3,956,791	7,360,000	4,582,455	2,560,800
48400	Bond Discount/Premium	77,673	-	-	-	-
	Total Debt Issues	1,100,541	3,949,659	7,360,000	4,582,455	2,560,800
48801	Lawsuit/Settlement Proceeds	-	17,414	-	-	-
	Total Other Non-operating	-	17,414	-	-	-

**City of St. Charles
Water Fund
Revenue
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
49100	Transfers-from General Fund	184,750	-	-	2,600,000	1,000,000
49802	Transfers-from Health Ins	-	121,239	-	-	-
49900	Transfers-from Other Funds	181,121	37,535	-	268,496	350,000
	Total Interfund Transfers In	365,871	158,774	-	2,868,496	1,350,000
	Total Revenues	9,838,901	13,641,616	17,571,174	17,477,972	14,344,865

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual	Actual	Budget	Forecast	Budget
		FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25
50100	Regular Wages	998,735	1,060,180	843,175	1,066,500	1,075,685
50101	Part Time Wages	86,512	103,149	98,140	81,845	121,515
50200	Overtime	59,144	119,729	52,900	144,930	132,190
50201	OT - Double Time	32,531	46,954	21,550	66,605	53,710
50205	Foreman Emergency OT	1,488	2,797	3,790	2,005	2,690
50301	Cell Phone/Internet Allowance	806	945	540	610	1,190
51100	FICA	70,635	80,266	63,465	83,075	86,245
51103	IMRF	123,881	110,434	72,195	98,610	104,515
51104	Medicare	16,539	18,823	14,850	19,440	20,200
51105	401A	3,239	3,385	1,970	2,110	2,100
51117	Pension Expense	(247,254)	46,082	-	-	-
51200	Health Insurance-Medical	189,566	167,843	229,812	210,631	244,255
51203	Life Insurance	-	-	1,150	980	920
51204	Workers Compensation	39,027	-	-	-	-
51300	Registration and Fees	1,482	2,939	6,315	6,512	6,542
51304	Memberships and Dues	210	460	1,150	1,152	1,165
51400	Transportation Expense	-	556	520	270	370
51401	Lodging	620	463	1,000	1,000	1,150
51402	Meals-Travel & Training	-	220	220	220	320
51500	New Hire Testing	745	-	-	-	-
51501	Current Employee Testing	360	-	-	900	900
51600	Uniforms	6,162	3,999	3,400	3,900	3,900
51601	Uniforms - Safety	459	3,528	2,500	2,250	2,250
Total Personal Services		1,384,887	1,772,752	1,418,642	1,793,545	1,861,812
52000	Office Supplies	798	913	1,000	1,410	1,550
52001	Computer Related Supplies	-	-	534	534	534
52002	Books and Subscriptions	850	1,315	3,945	3,945	3,945
52100	Refreshment Supplies	850	1,628	1,746	1,746	1,770
52101	Meals-Business	409	1,016	620	820	920
52300	Janitorial/Kitchen Supplies	1,312	2,242	2,250	2,925	2,950
52301	HVAC Supplies	-	2,007	3,168	3,000	3,200
52302	Building Maintenance Supplies	444	709	1,322	1,322	1,350
52304	Chemicals & Sprays	171,830	190,055	218,026	234,793	244,922
52305	Safety Supplies	10,223	17,379	34,555	11,665	34,605
52306	Signage/Traffic Control Suppl	896	22,728	3,600	3,600	3,600
52307	Plumbing Supplies	16,813	23,123	25,700	35,627	37,500
52309	Photography Supplies	-	557	576	576	576
52310	Small Tools and Equipment	6,339	11,145	14,400	18,100	15,000
52311	Hardware Supplies	2,979	5,070	6,300	5,800	6,300
52312	Paints, Supplies and Solvents	64,577	67,786	69,945	69,945	69,945
52314	Parts for Equipment	26,484	49,325	45,600	45,600	49,000
52400	Gasoline	28,495	35,960	39,500	36,750	38,500
52700	Water/Sewer Line Repair Materials	100,266	103,188	132,000	171,600	150,000
52701	Lab Supplies	4,984	12,797	18,750	18,750	18,750
52805	Street Repair Materials	56,319	149,584	111,550	171,000	145,000
52807	Meter Supplies	129,757	42,639	127,000	127,000	127,000
Total Commodities		624,625	741,166	862,087	966,508	956,917

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual	Actual	Budget	Forecast	Budget
		FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25
54000	Telephone Service	1,020	904	990	870	870
54001	Cellular Service	14,745	13,395	14,290	14,140	14,140
54010	Natural Gas	16,105	14,121	29,520	19,600	23,000
54011	City Electric	420,373	393,598	407,400	388,400	400,000
54012	City Water	6,971	9,570	10,670	9,965	10,500
54013	City Sewer	2,381	2,544	2,930	4,750	5,000
54110	General Legal	38,131	10,174	10,000	7,000	8,000
54135	Collection Services	807	412	700	350	700
54142	Background Checks	240	-	-	-	-
54171	Insurance Broker Services	2,276	2,483	2,600	2,682	2,407
54189	Other Professional Services	86,819	12,192	71,140	55,000	116,000
54200	Communication Service Projects	2,068	3,807	-	9,890	15,100
54201	Communication System Expense	66,030	61,172	61,168	60,010	61,010
54251	Software Maintenance Agreement	20,693	23,399	51,229	65,638	168,879
54256	IT Consulting Services	10,433	10,368	5,184	-	-
54301	Refuse and Hauling Service	42,943	93,911	59,400	206,000	200,000
54305	Landscaping and Mowing Services	6,477	2,550	36,660	36,660	36,657
54308	Restoration Services	46,400	76,297	65,000	182,000	84,000
54310	Safety Program	2,296	964	4,495	2,295	4,495
54311	Locate Service	5,037	5,011	7,250	7,250	7,250
54317	Annual Valve Program	414,855	480,042	501,000	501,000	501,000
54320	Cross Connection Control Program	-	-	25,000	-	25,000
54321	Hydrant Replacement Program	207,428	234,200	270,000	270,000	270,000
54360	Risk Insurance Premiums	62,385	73,588	80,980	74,664	74,543
54361	W/C Excess Premium	6,767	6,934	7,610	7,092	6,726
54371	Testing and Inspection Services	15,556	5,619	28,600	28,650	46,400
54399	Other Contracted Services	-	1,000	10,000	3,250	25,000
54450	Repair & Maintenance - Facilities	36,985	31,757	6,000	30,900	30,900
54456	Repair & Maintenance - Streets	44,906	52,750	55,150	57,000	60,000
54462	Repair & Maint - Wells	42,890	46,846	48,363	48,663	70,663
54463	Repair & Maint - Water Lines	54,888	383,225	327,370	723,120	554,545
54467	Repair & Maint - Other Equip	14,939	5,852	19,007	19,007	19,007
54480	Central Garage Services	67,923	63,303	53,450	23,578	52,878
54500	Postage	140	113	5,100	5,400	7,500
54513	Equipment Rental	12,336	18,253	19,400	19,400	19,400
Total Contractual Services		1,774,243	2,140,354	2,297,656	2,884,224	2,921,570
55150	WC-Medical Payments	922	1,773	-	-	-
55400	Inventory Carrying Charge	16,585	19,561	15,310	21,100	12,780
55401	Inventory Overhead	38,671	56,332	48,000	73,728	62,515
Total Other Operating		56,178	77,666	63,310	94,828	75,295
55270	Allocated Costs-GG	545,790	545,790	464,950	464,950	566,590
55271	Allocated Costs-PW	941,148	941,148	274,980	274,980	262,200
55272	Allocated Costs-CD	100,389	100,389	-	-	-
Total Allocations		1,587,327	1,587,327	739,930	739,930	828,790

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual	Actual	Budget	Forecast	Budget
		FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25
56001	Motor Vehicle Replacements	-	57,590	375,000	196,625	467,380
56002	Machinery and Equipment	162,023	165,087	185,000	214,000	185,000
56004	Computer Equipment	-	-	4,100	-	617
56007	Water Meters	-	-	225,000	478,291	622,000
56101	Land Improvements	1,838,543	898,965	2,343,500	2,312,209	4,839,000
56150	Design Engineering - Capital	92,375	91,425	1,860,000	351,000	1,029,800
56160	Construction Engineering - Capital	249,746	336,484	530,700	618,611	344,000
56170	Other Engineering Services - Capital	44,413	70,627	510,000	247,929	300,000
56200	Structures and Improvements	-	-	72,000	60,000	-
56201	Remodeling and Renovation	26,558	-	-	-	-
56209	Wells	287,398	4,499,537	6,198,000	4,582,000	1,698,000
56211	District Reservoir & Standpipe	-	595,950	696,900	259,700	40,000
56301	Capitalized Software	2,455	49,567	152,058	49,154	-
Total Capital		2,703,511	6,765,232	13,152,258	9,369,519	9,525,797
55300	Interest Expense	275,969	220,649	348,429	348,429	323,982
55301	IEPA Interest Payment	148,529	138,340	211,814	169,941	197,019
55310	Principal Payment	507,928	556,057	576,192	576,192	595,709
55311	IEPA Principal Payment	622,095	632,556	977,266	807,263	984,896
55320	Underwriting Fees	7,411	-	-	-	-
55321	Other Fees	1,544	-	-	-	-
Total Debt Service		1,563,476	1,547,602	2,113,701	1,901,824	2,101,606
57106	Debt Service Trsf 2011 Bonds	11,445	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	93,591	94,115	94,493	94,493	94,768
57112	Debt Service Trsf 2018A Bonds	56,142	56,142	56,142	56,142	56,142
57115	Debt Service Trsf 2021A Bonds	-	11,341	11,392	11,392	11,433
57309	Other Operating Transfers	14,853	-	-	-	-
57311	Transfer to General Fund	-	184,750	-	-	-
Total Inter-Fund Transfers		176,031	346,348	162,027	162,027	162,343
Total Expenditures		9,870,278	14,978,447	20,809,611	17,912,405	18,434,130

City of St. Charles
Public Works Department – Water Division
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The Water Fund accounts for all activities associated with the provision of water service to the City’s customers. The Water Division is part of the Environmental Services Division of the Public Works Division.

The Public Works Department is a service-oriented team comprised of several Divisions that work together to provide core services to our St. Charles customers. The Water Division is responsible for providing safe water to the 35,000 customers we serve. The Water Division maintains seven water supply wells, six storage reservoirs, 241 miles of water main, 3,880 valves, and 2,877 fire hydrants and 12,743 domestic service connections and meters. The water supply is chlorinated and fluoridated as required by State and federal Regulations. Water usage averages about 4.5 million gallons per day.

Projects have been guided by the 2018 Water utility master plan and funded through water rate increases as outlined in the 2019 utility rate study. These increases have been necessary to fund the capital projects related to the water utility fund paid either by the issuance of bonds or acceptance of IEPA loans, all of which requires repayment from the water utility and rate payers over a period of time.



Water Division by the Numbers

- ❖ FY 2024-25 Total Authorized FTE’s: 14.03
- ❖ 1,473,577,596 Gallons of Water Pumped in 2023
- ❖ 7 Water Wells
 - 3 Deep Wells
 - 4 Shallow Wells
- ❖ 241 Miles of Water Main

City of St. Charles
Public Works Department – Water Division
Fiscal Year 2024-2025 Budget

FY 2023-24 Significant Accomplishments

- ✓ Began working on a new Water Utility Master Plan
- ✓ Worked towards completion of a draft Lead Line Replacement Plan
- ✓ Construction of the Water Well #7 & #13 reconstruction project including Iron Treatment
- ✓ Replaced Filter and Softener Media at Water Well #3/4
- ✓ Replaced 3,059 feet of water main replacement on Lancaster, Liberty and South 4th Street
- ✓ Finished the repairs and repainting of the Well #8 Reservoir
- ✓ Replaced six lead service lines

FY 2024-25 Goals and Objectives

- Continue to Provide Safe and Reliable Drinking Water to our Customers.
- Continue to Engage with the Illinois Water Environmental Association and Other Various Water and Sewer Organizations.
- Begin the construction of the Well #8 Expansion project, providing needed capacity improvements for the water system.
- Complete maintenance activities for well #4 including the conversion to a pitless adapter.
- Complete the 5,320 feet of water main replacement projects on Rte. 25, Swenson, Prairie St, 7th, 6th and 4th Street.

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Water Pumped Billion Gallons	1.527	1.504	1.637	1.650
Average Water Pumped Million Gallons Per Day	4.485	4.270	4.037	4.100
Water Quality Test Performed	22,500	25,000	25,000	25,000
Fire Hydrants Managed/Flushed	2,794	2,821	2,877	2,900
Water Valves Managed	3,781	3,800	3,880	3,900
Water Service Meter Accounts Managed	12,619	12,721	12,743	12,800
Water Main Leaks Repaired	105	114	160	130

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Fund	210	Water Fund				
Department	210540	Water Administration				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	179,032	191,467	112,475	119,160	120,785
50101	Part Time Wages	19,382	20,152	14,145	32,310	29,955
50200	Overtime	25	-	-	-	-
50301	Cell Phone/Internet Allowance	251	405	540	130	740
51100	FICA	11,912	12,599	7,885	9,290	9,390
51103	IMRF	19,848	16,900	9,730	9,290	12,140
51104	Medicare	2,805	2,997	1,845	2,180	2,195
51105	401A	1,193	1,260	-	50	-
51117	Pension Expense	(41,900)	7,809	-	-	-
51200	Health Insurance-Medical	17,233	23,407	29,645	31,261	29,240
51203	Life Insurance	-	-	180	250	270
51204	Workers Compensation	218	-	-	-	-
51300	Registration and Fees	957	336	2,415	2,417	2,437
51304	Memberships and Dues	170	340	735	737	750
51400	Transportation Expense	-	-	250	-	-
51401	Lodging	301	-	500	500	500
51402	Meals-Travel & Training	-	100	100	100	100
51500	New Hire Testing	745	-	-	-	-
Total Personal Services		212,172	277,772	180,445	207,675	208,502
52000	Office Supplies	373	462	500	500	550
52002	Books and Subscriptions	850	1,315	3,945	3,945	3,945
52100	Refreshment Supplies	436	547	832	832	850
Total Commodities		1,659	2,324	5,277	5,277	5,345
54000	Telephone Service	1,020	904	990	870	870
54001	Cellular Service	11,609	10,264	11,010	11,000	11,000
54110	General Legal	38,131	10,174	10,000	7,000	8,000
54135	Collections Services	807	412	700	350	700
54142	Background Checks	240	-	-	-	-
54171	Insurance Broker Services	2,276	2,483	2,600	2,682	2,407
54189	Other Professional Services	86,819	9,880	69,000	55,000	116,000
54200	Communication Service Projects	188	423	-	1,099	-
54251	Software Maintenance Agreement	18,893	18,267	21,040	21,039	108,090
54256	IT Consulting Services	10,433	10,368	5,184	-	-
54310	Safety Program	2,296	964	4,295	2,295	4,295
54360	Risk Insurance Premiums	62,385	73,588	80,980	74,664	74,543
54361	W/C Excess Premium	6,767	6,934	7,610	7,092	6,726
54399	Other Contracted Services	-	1,000	-	250	-
Total Contractual Services		241,864	145,661	213,409	183,341	332,631
55401	Inventory Overhead	6	41	-	-	-
Total Other Operating		6	41	-	-	-
55270	Allocated Costs-GG	545,790	-	-	-	-
55271	Allocated Costs-PW	243,948	-	-	-	-
55272	Allocated Costs-CD	100,389	-	-	-	-
Total Allocations		890,127	-	-	-	-
56004	Computer Equipment	-	-	4,100	-	617
56201	Remodeling and Renovation	26,558	-	-	-	-
56301	Capitalized Software	2,455	49,567	152,058	49,154	-
Total Capital		29,013	49,567	156,158	49,154	617
55300	Interest Expense	275,969	220,649	348,429	348,429	323,982
55301	IEPA Interest Payment	148,529	138,340	211,814	169,941	197,019
55310	Principal Payment	507,928	556,057	576,192	576,192	595,709

**City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget**

Fund						
	210	Water Fund				
Department						
	210540	Water Administration				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55311	IEPA Principal Payment	622,095	632,556	977,266	807,263	984,896
55320	Underwriting Fees	7,411	-	-	-	-
55321	Other Fees	1,544	-	-	-	-
Total Debt Service		1,563,476	1,547,602	2,113,701	1,901,824	2,101,606
Total Expenditures		2,938,317	2,022,967	2,668,990	2,347,271	2,648,701

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Fund	210	Water Fund				
Department	210541	Water Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	650,014	707,512	636,300	803,170	818,000
50101	Part Time Wages	5,395	18,236	12,045	17,010	14,310
50200	Overtime	57,450	117,915	52,900	142,415	123,550
50201	OT - Double Time	32,464	46,709	21,550	66,375	53,710
50205	Foreman Emergency OT	1,488	2,700	3,790	1,990	2,690
50301	Cell Phone/Internet Allowance	555	540	-	480	450
51100	FICA	44,736	54,022	45,265	62,930	63,040
51103	IMRF	84,104	78,269	55,145	77,900	80,660
51104	Medicare	10,462	12,634	10,590	14,720	14,745
51105	401A	1,749	1,850	1,970	1,970	2,100
51117	Pension Expense	(171,607)	31,983	-	-	-
51200	Health Insurance-Medical	137,866	107,464	145,923	127,280	163,065
51203	Life Insurance	-	-	840	590	650
51204	Workers Compensation	31,307	-	-	-	-
51300	Registration and Fees	525	2,603	3,650	3,845	3,855
51304	Memberships and Dues	40	120	415	415	415
51400	Transportation Expense	-	556	270	270	270
51401	Lodging	319	463	500	500	500
51402	Meals-Travel & Training	-	120	120	120	120
51501	Current Employee Testing	360	-	-	900	900
51600	Uniforms	5,962	3,799	3,000	3,500	3,500
51601	Uniforms-Safety	459	3,312	2,000	2,000	2,000
Total Personal Services		893,648	1,190,807	996,273	1,328,380	1,348,530
52000	Office Supplies	425	451	500	910	1,000
52001	Computer Related Supplies	-	-	534	534	534
52100	Refreshment Supplies	338	1,081	714	714	720
52101	Meals-Business	407	1,012	600	800	900
52300	Janitorial/Kitchen Supplies	1,312	2,242	2,250	2,925	2,950
52301	HVAC Supplies	-	2,007	3,168	3,000	3,200
52302	Building Maintenance Supplies	444	709	1,322	1,322	1,350
52304	Chemicals & Sprays	171,830	190,055	218,026	234,793	244,922
52305	Safety Supplies	10,136	17,379	34,425	11,535	34,475
52306	Signage/Traffic Control Suppl	896	22,728	3,600	3,600	3,600
52307	Plumbing Supplies	16,546	23,119	23,200	34,627	35,000
52309	Photography Supplies	-	557	576	576	576
52310	Small Tools and Equipment	5,168	10,885	13,000	17,000	13,700
52311	Hardware Supplies	2,510	5,023	5,300	5,300	5,300
52312	Paints, Supplies and Solvents	64,577	67,786	69,795	69,795	69,795
52314	Parts for Equipment	26,235	49,325	45,000	45,000	46,000
52400	Gasoline	20,609	26,564	28,500	30,000	30,500
52700	Water/Sewer Line Repair Materials	100,266	103,188	132,000	171,600	150,000
52701	Lab Supplies	4,984	12,797	18,750	18,750	18,750
52805	Street Repair Materials	56,319	149,584	111,550	171,000	145,000
Total Commodities		483,002	686,492	712,810	823,781	808,272
54010	Natural Gas	16,105	14,121	29,520	19,600	23,000
54011	City Electric	420,373	393,598	407,400	388,400	400,000
54012	City Water	6,971	9,570	10,670	9,965	10,500
54013	City Sewer	2,381	2,544	2,930	4,750	5,000
54189	Other Professional Services	-	2,312	2,140	-	-
54200	Communication Service Projects	1,504	3,384	-	8,791	15,100
54201	Communication System Expense	66,030	61,172	61,168	60,010	61,010
54251	Software Maintenance Agreement	1,800	5,132	22,389	22,389	22,389
54301	Refuse & Hauling Service	42,943	93,911	59,400	206,000	200,000

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Fund	210	Water Fund				
Department	210541	Water Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54305	Landscaping/Mowing Services	6,477	2,550	36,660	36,660	36,657
54308	Restoration Services	46,400	76,297	65,000	182,000	84,000
54311	Locate Service	5,037	5,011	7,250	7,250	7,250
54317	Annual Valve Program	414,855	480,042	501,000	501,000	501,000
54320	Cross Connection Control Program	-	-	25,000	-	25,000
54321	Hydrant Replacement Program	207,428	234,200	270,000	270,000	270,000
54371	Testing & Inspection Services	15,556	5,619	28,600	28,650	46,400
54450	Repair & Maint - Facilities	36,985	31,757	6,000	30,900	30,900
54456	Repair & Maint - Streets	44,906	52,750	55,150	57,000	60,000
54462	Repair & Maint - Wells	42,890	46,846	48,363	48,663	70,663
54463	Repair & Maint - Water Lines	54,888	383,225	327,370	723,120	554,545
54467	Repair & Maint - Other Equip	14,939	5,852	19,007	19,007	19,007
54480	Central Garage Services	63,354	57,321	48,550	19,506	48,068
54500	Postage	140	113	100	5,400	2,500
54513	Equipment Rental	12,336	18,253	19,400	19,400	19,400
	Total Contractual Services	1,524,298	1,985,580	2,053,067	2,668,461	2,512,389
55150	WC - Medical Payments	922	1,773	-	-	-
55400	Inventory Carrying Charge	11,664	13,757	10,310	14,200	12,460
55401	Inventory Overhead	27,235	44,847	36,000	65,778	53,215
	Total Other Operating	39,821	60,377	46,310	79,978	65,675
55271	Allocated Costs-PW	697,200	-	-	-	-
	Total Allocations	697,200	-	-	-	-
56001	Motor Vehicles - Replacements	-	57,590	375,000	196,625	467,380
56002	Machinery and Equipment	162,023	165,087	185,000	214,000	185,000
56007	Water meters	-	-	225,000	478,291	622,000
56101	Land Improvements	1,838,543	898,965	2,343,500	2,312,209	4,839,000
56150	Design Engineering - Capital	92,375	91,425	1,860,000	351,000	1,029,800
56160	Construction Engineering - Capital	249,746	336,484	530,700	618,611	344,000
56170	Other Engineering Services - Capital	44,413	70,627	510,000	247,929	300,000
56200	Structures and Improvements	-	-	72,000	60,000	-
56209	Wells	287,398	4,499,537	6,198,000	4,582,000	1,698,000
56211	District Reservoir & Standpipe	-	595,950	696,900	259,700	40,000
	Total Capital	2,674,498	6,715,665	12,996,100	9,320,365	9,525,180
	Total Expenditures	6,312,467	10,638,921	16,804,560	14,220,965	14,260,046

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Fund	210	Water Fund				
Department	210542	Water Meter				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	169,689	161,201	94,400	144,170	136,900
50101	Part Time Wages	61,735	64,761	71,950	32,525	77,250
50200	Overtime	1,669	1,814	-	2,515	8,640
50201	OT - Double Time	67	245	-	230	-
50205	Foreman Emergency OT	-	97	-	15	-
51100	FICA	13,987	13,645	10,315	10,855	13,815
51103	IMRF	19,929	15,265	7,320	11,420	11,715
51104	Medicare	3,272	3,192	2,415	2,540	3,260
51105	401A	297	275	-	90	-
51117	Pension Expense	(33,747)	6,290	-	-	-
51200	Health Insurance-Medical	34,467	36,972	54,244	52,090	51,950
51204	Life Insurance	-	-	130	140	-
51204	Workers Compensation	7,502	-	-	-	-
51300	Registration and Fees	-	-	250	250	250
51400	Transportation Expense	-	-	-	-	100
51401	Lodging	-	-	-	-	150
51402	Meals-Travel & Training	-	-	-	-	100
51600	Uniforms	200	200	400	400	400
51601	Uniforms-Safety	-	216	500	250	250
Total Personal Services		279,067	304,173	241,924	257,490	304,780
52100	Refreshment Supplies	76	-	200	200	200
52101	Meals-Business	2	4	20	20	20
52305	Safety Supplies	87	-	130	130	130
52307	Plumbing Supplies	267	4	2,500	1,000	2,500
52310	Small Tools and Equipment	1,171	260	1,400	1,100	1,300
52311	Hardware Supplies	469	47	1,000	500	1,000
52312	Paints, Supplies and Solvents	-	-	150	150	150
52314	Parts for Equipment	249	-	600	600	3,000
52400	Gasoline	7,886	9,396	11,000	6,750	8,000
52807	Meter Supplies	129,757	42,639	127,000	127,000	127,000
Total Commodities		139,964	52,350	144,000	137,450	143,300
54001	Cellular Service	3,136	3,131	3,280	3,140	3,140
54200	Communication Service Projects	376	-	-	-	-
54251	Software Maintenance Agreement	-	-	7,800	22,210	38,400
54310	Safety Program	-	-	200	-	200
54399	Other Contracted Services	-	-	10,000	3,000	25,000
54480	Central Garage Services	4,569	5,982	4,900	4,072	4,810
54500	Postage	-	-	5,000	-	5,000
Total Contractual Services		8,081	9,113	31,180	32,422	76,550
55400	Inventory Carrying Charge	4,921	5,804	5,000	6,900	320
55401	Inventory Overhead	11,430	11,444	12,000	7,950	9,300
Total Other Operating		16,351	17,248	17,000	14,850	9,620
Total Expenditures		443,463	382,884	434,104	442,212	534,250

**City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget**

Fund	210	Water Fund				
Department	210800	Water-Inter-Fund Transfers				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55270	Allocated Costs-GG	-	545,790	464,950	464,950	566,590
55271	Allocated Costs-PW	-	941,148	274,980	274,980	262,200
55272	Allocated Costs-CD	-	100,389	-	-	-
Total Other Operating		-	1,587,327	739,930	739,930	828,790
57106	Debt Service Trsf 2011 Bonds	11,445	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	93,591	94,115	94,493	94,493	94,768
57112	Debt Service Trsf 2018A Bonds	56,142	56,142	56,142	56,142	56,142
57115	Debt Service Trsf 2021A Bonds	-	11,341	11,392	11,392	11,433
57309	Other Operating Transfers	14,853	-	-	-	-
57311	Transfer to General Fund	-	184,750	-	-	-
Total Other Budgeting Expenses		176,031	346,348	162,027	162,027	162,343
Total Expenditures		\$ 176,031	\$ 1,933,675	\$ 901,957	\$ 901,957	\$ 991,133

**City of St. Charles
Wastewater Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Current Net Assets			13,149,917	13,149,917	11,290,483		
Revenues							
User Charges	11,232,949	11,778,604	12,837,200	12,615,505	13,209,655	594,150	4.7%
Connection Fees	250,111	717,360	285,000	300,000	300,000	-	0.0%
Other Revenues	278,668	227,318	156,444	139,412	159,800	20,388	14.6%
Grants/ARPA	1,179,234	3,666,433	882,554	879,479	-	(879,479)	-100.0%
Bond/IEPA Proceeds	14,832,589	13,314,008	11,179,000	13,557,193	125,000	(13,432,193)	-99.1%
Investment Income	(4,871)	283,414	246,103	583,098	523,235	(59,863)	-10.3%
Interfund Transfers	1,905,122	188,594	-	437,469	550,000	112,531	100.0%
Total Revenues	29,673,802	30,175,731	25,586,301	28,512,156	14,867,690	(13,644,466)	-47.9%
Expenditures							
Personnel Services	1,600,896	1,925,560	2,231,106	1,851,437	2,369,361	517,924	28.0%
Materials and Supplies	445,744	599,436	662,159	681,428	691,454	10,026	1.5%
Contractual Services	2,849,784	2,461,935	2,921,967	2,861,543	3,093,486	231,943	8.1%
Other Operating	146,173	96,559	67,105	68,880	62,170	(6,710)	-9.7%
Departmental Allocations	1,637,541	1,637,541	951,110	951,110	995,770	44,660	4.7%
Capital	16,967,507	19,610,269	18,917,594	19,670,482	11,364,386	(8,306,096)	-42.2%
Debt Service	2,875,448	3,156,691	4,231,840	4,036,686	5,076,711	1,040,025	25.8%
Interfund Transfers - Debt	248,361	959,255	250,024	250,024	250,587	563	0.2%
Total Expenditures	26,771,454	30,447,246	30,232,905	30,371,590	23,903,925	\$ (6,467,665)	-21.3%
Revenues Over/ (Under) Expenditures	2,902,348	(271,515)	(4,646,604)	(1,859,434)	(9,036,235)		
GAAP Adjustments	\$ 1,517,486	\$ 5,641,182					
Revenues Over/ (Under) Expenditures	\$ 4,419,834	\$ 5,369,667	\$ (4,646,604)	\$ (1,859,434)	\$ (9,036,235)		
Ending Current Net Assets			8,503,313	11,290,483	2,254,249		

**City of St. Charles
Wastewater Fund
Revenue
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
44211	State Grants-Capital-PW	1,179,234	70,766	-	-	-
44231	Other Grants	-	3,595,667	882,554	879,479	-
44400	Revenue From City Of Geneva	53,081	59,830	60,000	63,780	67,000
	Total Intergovernmental Revenue	1,232,315	3,726,263	942,554	943,259	67,000
45205	Late Penalty Charges	44,052	53,236	40,000	40,000	40,000
	Total Administrative Charges	44,052	53,236	40,000	40,000	40,000
45520	Wastewater User Charges	10,626,428	11,127,636	12,158,000	11,973,290	12,561,490
45546	EPA Compliance Fee	451,997	509,720	515,000	520,075	520,075
45550	Interfund Sales	154,524	141,248	164,200	122,140	128,090
	Total User Charges	11,232,949	11,778,604	12,837,200	12,615,505	13,209,655
46220	Recovery Of Bad Debts-COSC	2,708	1,949	2,000	2,000	2,000
	Total Miscellaneous Revenues	2,708	1,949	2,000	2,000	2,000
47100	Unrealized Gain/Loss	(25,114)	(37,459)	-	-	-
47102	Interest On Cert Of Dep	-	28,389	31,323	33,770	37,235
47104	US Govt Security Interest	-	21,497	46,100	46,528	46,000
47105	Money Market Interest	19,038	270,987	168,680	502,800	440,000
47106	Gain/Loss On Sale Of Investmnt	1,205	-	-	-	-
	Total Investment Income	(4,871)	283,414	246,103	583,098	523,235
47200	Rental Income	3,060	1,569	3,060	3,060	3,060
	Total Rental Income	3,060	1,569	3,060	3,060	3,060
47305	On-Line Auction Sales	6,725	1,544	1,500	-	-
47399	Gain/Loss on Disposal	-	20,549	-	-	-
	Total Sales of Property Revenues	6,725	22,093	1,500	-	-
47604	Employee Share Ins W/H	-	-	49,884	30,572	47,740
	Total Insurance Premiums	-	-	49,884	30,572	47,740
48507	Sanitary Sewer Connection Fees	240,182	717,360	275,000	300,000	300,000
48508	Westside Sewer Special Connect	9,929	-	10,000	-	-
	Total Connection Charges	250,111	717,360	285,000	300,000	300,000
48701	Contributed Capital	155,338	74,937	-	-	-
48702	Developer Contributions-Required	13,704	13,704	-	-	-
	Total Donations & Contributions	169,042	88,641	-	-	-
48200	Bond Proceeds	3,440,000	-	-	-	-
48255	Gain/Loss on Refunded Bonds	3,286	4,652	-	-	-
48300	IEPA Loan Proceeds	11,127,400	13,309,356	11,179,000	13,557,193	125,000
48400	Bond Discount/Premium	261,903	-	-	-	-
	Total Debt Issues	14,832,589	13,314,008	11,179,000	13,557,193	125,000

**City of St. Charles
Wastewater Fund
Revenue
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
49100	Transfers-from General Fund	1,660,000	-	-	300,000	200,000
49802	Transfers-from Health Ins	-	188,594	-	-	-
49900	Transfers-from Other Funds	245,122	-	-	137,469	350,000
	Total Interfund Transfers In	1,905,122	188,594	-	437,469	550,000
	Total Revenues	29,673,802	30,175,731	25,586,301	28,512,156	14,867,690

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	1,181,921	1,135,278	1,432,610	1,152,415	1,536,235
50101	Part Time Wages	13,257	10,919	40,685	12,755	14,230
50102	Stand by Wages	57,990	58,358	44,480	61,835	64,480
50200	Overtime	63,079	82,533	78,095	60,495	79,675
50201	OT - Double Time	29,056	40,011	35,460	31,005	36,323
50205	Foreman Emergency OT	506	570	-	-	-
50301	Cell Phone/Internet Allowance	806	944	-	765	1,130
51100	FICA	79,769	79,404	101,609	80,625	107,820
51103	IMRF	151,125	120,089	124,936	102,450	139,900
51104	Medicare	18,668	18,616	23,765	18,860	25,221
51105	401A	2,588	2,732	1,575	1,125	3,610
51117	Pension Expense	(325,988)	60,756	-	-	-
51200	Health Insurance-Medical	206,800	286,210	319,714	302,050	320,680
51203	Life Insurance	-	-	1,890	1,106	1,450
51204	Workers Compensation	102,124	-	-	-	-
51300	Registration and Fees	2,226	2,274	6,255	5,919	18,285
51304	Memberships and Dues	8,782	14,678	10,172	10,172	10,462
51400	Transportation Expense	-	630	260	260	260
51401	Lodging	-	306	-	-	-
51402	Meals-Travel & Training	174	239	200	200	200
51500	New Hire Testing	172	-	-	-	-
51501	Current Employee Testing	388	-	-	-	-
51600	Uniforms	6,742	9,750	7,400	7,400	7,400
51601	Uniforms - Safety	711	1,263	2,000	2,000	2,000
Total Personal Services		1,600,896	1,925,560	2,231,106	1,851,437	2,369,361
52000	Office Supplies	966	1,333	1,397	1,425	1,440
52001	Computer Related Supplies	-	3	528	528	528
52002	Books and Subscriptions	294	915	1,400	1,300	1,300
52100	Refreshment Supplies	659	1,627	2,500	2,520	2,520
52101	Meals-Business	253	1,100	424	1,453	600
52300	Janitorial/Kitchen Supplies	2,870	2,907	3,015	3,165	3,015
52302	Building Maintenance Supplies	770	211	1,404	1,121	1,401
52304	Chemicals & Sprays	217,076	288,096	309,150	358,115	358,195
52305	Safety Supplies	40,849	43,061	47,320	28,440	12,380
52306	Signage/Traffic Control Supplies	1,275	261	1,670	-	-
52307	Plumbing Supplies	193	279	300	375	375
52310	Small Tools and Equipment	1,680	2,876	3,475	3,775	8,775
52311	Hardware Supplies	380	425	1,000	1,092	1,095
52312	Paints, Supplies and Solvents	508	388	2,000	2,000	2,000
52314	Parts for Equipment	96,811	128,829	143,450	143,450	143,450
52400	Gasoline	36,627	42,864	50,500	33,500	40,000
52401	Vehicle Fluids	242	223	380	300	380
52402	Motor Vehicle Parts	122	11	-	-	-
52500	Electrical Supplies	193	105	300	300	300
52700	Water/Sewer Line Repair Material	8,518	10,609	13,300	13,300	13,300
52701	Lab Supplies	31,585	47,490	47,546	54,169	69,300
52804	Landscaping/Planter Supplies	25	25	100	100	100
52805	Street Repair Materials	3,848	25,798	31,000	31,000	31,000
Total Commodities		445,744	599,436	662,159	681,428	691,454

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54000	Telephone Service	4,053	4,041	4,270	4,010	4,010
54001	Cellular Service	34,288	30,096	34,000	22,000	23,000
54010	Natural Gas	73,257	74,562	152,460	122,160	126,000
54011	City Electric	719,173	656,605	725,840	655,000	675,000
54012	City Water	100,424	99,782	125,590	89,800	95,000
54013	City Sewer	138,023	124,920	154,250	113,550	120,000
54015	ComEd Utility Charges	3,242	3,534	3,700	3,170	3,300
54110	General Legal	29,468	2,107	6,432	-	6,432
54135	Collection Services	1,500	1,178	1,000	1,000	1,000
54160	Engineering Services	83,499	26,939	68,000	68,000	68,000
54171	Insurance Broker Services	3,924	4,281	4,900	5,034	4,968
54189	Other Professional Services	64,039	77	7,180	7,180	57,180
54200	Communication Service Projects	3,196	7,191	-	18,680	18,200
54201	Communication System Expense	47,095	46,291	42,087	45,683	45,683
54251	Software Maintenance Agreement	18,893	23,327	63,439	86,438	174,489
54256	IT Consulting Services	10,433	10,368	5,184	-	-
54301	Refuse and Hauling Service	3,829	7,261	21,200	18,000	21,200
54305	Landscaping and Mowing Services	8,736	20,600	57,600	57,600	57,600
54306	Sludge Removal	143,788	169,276	169,000	115,000	140,000
54308	Restoration Services	-	689	1,644	1,644	1,644
54310	Safety Program	2,687	7,669	6,000	-	6,000
54311	Locate Service	4,374	4,318	5,200	5,200	5,200
54312	Sewer Lining Projects	749,170	488,807	450,000	450,000	450,000
54314	Sewer Line Flushing	-	-	42,000	42,000	60,000
54360	Risk Insurance Premiums	111,070	135,536	159,860	143,665	138,273
54361	W/C Excess Premium	8,661	9,905	11,320	11,218	11,626
54371	Testing & Inspection Services	20,038	13,335	21,486	21,486	21,486
54399	Other Contracted Services	129,078	109,023	86,960	100,960	95,960
54402	Maint Agreemnts - Copiers	533	170	250	250	250
54450	Repair & Maintenance - Facilities	12,293	30,237	38,000	184,000	184,000
54456	Repair & Maintenance - Streets	-	13,456	15,900	15,900	15,900
54461	Repair & Maintenance - Pumps	5,499	18,794	34,500	34,500	34,500
54464	Repair & Maintenance - Lift Stations	50,861	56,014	69,100	80,100	80,100
54465	Repair & Maintenance - Sewer Lines	80,453	74,510	126,460	126,460	126,460
54467	Repair & Maintenance - Other Equipment	83,732	23,134	96,885	96,885	96,885
54480	Central Garage Services	94,579	158,449	102,580	107,630	116,700
54500	Postage	896	626	550	200	300
54513	Equipment Rental	5,000	4,827	7,140	7,140	7,140
Total Contractual Services		2,849,784	2,461,935	2,921,967	2,861,543	3,093,486
55150	WC-Medical Payments	6,742	94,113	-	-	-
55153	WC-Reserve	79,711	(58,744)	-	-	-
55202	Other Governmental Fees & Taxes	40,500	40,500	41,500	40,800	41,500
55400	Inventory Carrying Charge	3,326	3,922	7,605	10,475	4,155
55401	Inventory Overhead	15,894	16,768	18,000	17,605	16,515
Total Other Operating		146,173	96,559	67,105	68,880	62,170
55270	Allocated Costs-GG	596,004	596,004	631,990	631,990	687,610
55271	Allocated Costs-PW	941,148	941,148	319,120	319,120	308,160
55272	Allocated Costs-CD	100,389	100,389	-	-	-
Total Allocations		1,637,541	1,637,541	951,110	951,110	995,770

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56001	Motor Vehicle Replacements	-	107,212	485,000	660,412	356,000
56002	Machinery and Equipment	238,101	354,515	476,000	546,405	830,000
56003	Office Furnishings	1,794	-	-	-	-
56004	Computer Equipment	-	-	6,700	-	986
56100	Land	52,393	-	100,000	-	100,000
56101	Land Improvements	2,137,515	5,263,201	3,672,333	1,738,153	4,963,900
56150	Design Engineering - Capital	479,005	718,415	1,923,500	1,849,564	1,574,000
56160	Construction Engineering - Capital	1,179,415	604,125	745,025	823,041	979,000
56170	Other Engineering Services - Capital	159	20,400	170,000	110,000	40,000
56200	Structures and Improvements	12,876,670	12,468,116	11,166,000	13,868,695	2,520,500
56301	Capitalized Software	2,455	74,285	173,036	74,212	-
Total Capital		16,967,507	19,610,269	18,917,594	19,670,482	11,364,386
55300	Interest Expense	199,972	199,754	300,878	299,479	283,700
55301	IEPA Interest Payment	448,256	667,117	664,069	602,953	784,111
55310	Principal Payment	354,081	395,161	403,825	403,825	416,351
55311	IEPA Principal Payment	1,844,849	1,894,659	2,863,068	2,730,429	3,592,548
55320	Underwriting Fees	27,413	-	-	-	-
55321	Other Fees	877	-	-	-	-
Total Debt Service		2,875,448	3,156,691	4,231,840	4,036,686	5,076,711
57106	Debt Service Trsf 2011 Bonds	11,445	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	178,051	179,049	179,767	179,767	180,289
57112	Debt Service Trsf 2018A Bonds	58,865	58,865	58,865	58,865	58,865
57115	Debt Service Trsf 2021A Bonds	-	11,341	11,392	11,392	11,433
57311	Transfer to General Fund	-	710,000	-	-	-
Total Inter-Fund Transfers		248,361	959,255	250,024	250,024	250,587
Total Expenditures		26,771,454	30,447,246	30,232,905	30,371,590	23,903,925

City of St. Charles
Public Works Department – Wastewater Division
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The Public Works Department is a service-oriented team comprised of several Divisions who work together to provide core services to our St. Charles customers.

The Wastewater Treatment Division is responsible for ensuring that all wastewater produced by City residents is properly treated and disinfected prior to its return to the environment. This Division operates and maintains fourteen intermediate pumping stations and two wastewater treatment facilities. Both treatment facilities were designed and built according to the standards established by the Illinois Environmental Protection Agency and are capable of treating up to 9.7 million gallons of wastewater daily. In addition to process control and compliance monitoring, the City’s Environmental Laboratory monitors industrial activities and provides analytical data necessary to fulfill all reporting requirements as required by the Clean Water Act (CWA).

The Wastewater Division also is responsible for the sanitary sewer collection system. The system totals nearly 187 miles of underground piping. The purpose of the stormwater collection sewers is to keep rainwater and snow-melt water out of homes and businesses and to enhance local surface water quality. The sanitary sewers transport used water from sinks and showers around the city to one of the two wastewater treatment plants.



City of St. Charles
Public Works Department – Wastewater Division
Fiscal Year 2024-2025 Budget

Wastewater Division by the Numbers

- ❖ FY 2024-25 Total Authorized FTE’s: 17.45
- ❖ 1,828.3 Million Gallons of Wastewater Treated in 2023
- ❖ 186.42 Miles of Sanitary Sewer
- ❖ 4,985 Sanitary Structures
- ❖ 16 Lift Stations

Environmental Services

- ✓ Negotiated a New Refuse and Recycling Contract
- ✓ Started a Wastewater Utility Master Plan
- ✓ Lined 14,035 feet of sewer main as part of the CMOM I & I Program
- ✓ Design of the UV Light Disinfection System at the Main Plant
- ✓ Renovated and Replaced the Riverside and Wildwood Lift Stations
- ✓ Completed with West Side Treatment Plant Reconstruction Project
- ✓ Completed the Kautz Road section of the Eastern Drainage Sanitary Trunk Main

FY 2023-24 Goals and Objectives

Environmental Services

- Continue the design Eastern Drainage Sanitary Trunk Main to Serve Development Projects
- Continue the replacement of the State Street Sanitary Sewer
- Continue the City’s Capacity, Management, Operations and Maintenance (CMOM) Plan for Improvements to our Sanitary Sewer Network
- Start construction on the main plant clarifier rehab
- Complete the West Side Treatment Plant Expansion Project

Performance Measures and Statistics	FY 2022-23 Actual	FY 2023-24 Actual	FY 2024-25 Estimate
Environmental Lab Samples Analyzed	10,192	7,905	8,000
West Plant Treatment Annual MGD	167.24	149.27	160
Main Plant Treatment Annual MGD	1,661.06	1,380.53	1,500

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Fund	220	Wastewater Fund					
Department	220550	Wastewater Administration					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	179,025	191,459	112,475	119,155	120,785	
50101	Part Time Wages	-	-	14,145	-	-	
50200	Overtime	25	-	-	-	-	
50301	Cell Phone/Internet Allowance	251	404	-	20	-	
51100	FICA	10,703	11,334	7,849	7,275	7,490	
51103	IMRF	19,838	16,892	9,726	9,285	9,725	
51104	Medicare	2,516	2,697	1,835	1,700	1,751	
51105	401A	1,189	1,259	-	50	-	
51117	Pension Expense	(40,917)	7,626	-	-	-	
51203	Life Insurance	-	-	180	-	-	
51300	Registration and Fees	725	75	3,709	3,373	3,679	
51304	Memberships and Dues	8,582	14,358	9,547	9,547	9,837	
51402	Meals-Travel & Training	174	-	-	-	-	
	Total Personal Services	182,111	246,104	159,466	150,405	153,267	
52000	Office Supplies	500	490	525	525	530	
52002	Books and Subscriptions	272	-	400	300	300	
52100	Refreshment Supplies	-	539	1,000	1,000	1,000	
	Total Commodities	772	1,029	1,925	1,825	1,830	
54110	General Legal	29,468	2,107	3,252	-	3,252	
54135	Collections Services	1,500	1,178	1,000	1,000	1,000	
54160	Engineering Services	83,499	26,939	68,000	68,000	68,000	
54171	Insurance Broker Services	3,924	4,281	4,900	5,034	4,968	
54189	Other Professional Services	63,639	-	5,000	5,000	55,000	
54200	Communication Service Projects	408	423	-	1,099	-	
54251	Software Maintenance Agreement	18,893	18,267	21,040	21,039	108,090	
54256	IT Consulting Services	10,433	10,368	5,184	-	-	
54310	Safety Program	1,925	5,000	3,100	-	3,100	
54360	Risk Insurance Premiums	111,070	135,536	159,860	143,665	138,273	
54361	W/C Excess Premium	8,661	9,905	11,320	11,218	11,626	
	Total Contractual Services	333,420	214,004	282,656	256,055	393,309	
55270	Allocated Costs-GG	596,004	-	-	-	-	
55271	Allocated Costs-PW	243,948	-	-	-	-	
55272	Allocated Costs-CD	100,389	-	-	-	-	
	Total Allocations	940,341	-	-	-	-	
56003	Office Furnishings and Equip	1,794	-	-	-	-	
56004	Computer Equipment	-	-	6,700	-	986	
56301	Capitalized Software	2,455	74,285	173,036	74,212	-	
	Total Capital	4,249	74,285	179,736	74,212	986	
55300	Interest Expense	199,972	199,754	300,878	299,479	283,700	
55301	IEPA Interest Payment	448,256	667,117	664,069	602,953	784,111	
55310	Principal Payment	354,081	395,161	403,825	403,825	416,351	
55311	IEPA Principal Payment	1,844,849	1,894,659	2,863,068	2,730,429	3,592,548	
55320	Underwriting Fees	27,413	-	-	-	-	
55321	Other Fees	877	-	-	-	-	
	Total Debt Service	2,875,448	3,156,691	4,231,840	4,036,686	5,076,711	
	Total Expenditures	4,336,341	3,692,113	4,855,623	4,519,183	5,626,103	

City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget

Fund	220	Wastewater Fund				
Department	220551	Wastewater Plant Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	577,716	607,883	801,820	734,260	865,165
50101	Part Time Wages	13,257	10,919	26,540	12,755	14,230
50102	Stand by Wages	57,990	58,358	44,480	61,835	64,480
50200	Overtime	55,315	66,882	59,760	55,165	60,945
50201	OT - Double Time	28,586	35,935	27,960	30,350	28,660
50205	Foreman Emergency OT	506	570	-	-	-
50301	Cell Phone/Internet Allowance	555	540	-	745	1,130
51100	FICA	43,120	46,484	59,805	54,340	64,360
51103	IMRF	82,414	72,140	73,150	68,975	83,470
51104	Medicare	10,084	10,871	13,990	12,710	15,055
51105	401A	1,399	1,473	1,575	1,075	3,610
51117	Pension Expense	(169,121)	31,520	-	-	-
51200	Health Insurance-Medical	120,633	188,245	190,931	186,780	197,000
51203	Life Insurance	-	-	1,090	695	800
51204	Workers Compensation	34,289	-	-	-	-
51300	Registration and Fees	1,126	1,649	1,996	1,996	2,056
51304	Memberships and Dues	200	320	460	460	460
51400	Transportation Expense	-	630	260	260	260
51401	Lodging	-	306	-	-	-
51402	Meals-Travel & Training	-	239	200	200	200
51500	New Hire Testing	172	-	-	-	-
51501	Current Employee Testing	28	-	-	-	-
51600	Uniforms	3,903	4,996	3,900	3,900	3,900
51601	Uniforms-Safety	396	1,263	1,000	1,000	1,000
Total Personal Services		862,568	1,141,223	1,308,917	1,227,501	1,406,781
52000	Office Supplies	407	483	500	500	500
52002	Books and Subscriptions	22	915	1,000	1,000	1,000
52100	Refreshment Supplies	321	652	1,000	1,000	1,000
52101	Meals-Business	-	-	100	100	100
52300	Janitorial/Kitchen Supplies	2,642	2,645	2,650	2,800	2,650
52302	Building Maintenance Supplies	694	186	1,080	800	1,080
52304	Chemicals & Sprays	215,018	285,361	301,800	350,765	350,845
52305	Safety Supplies	37,243	38,171	37,940	22,940	3,000
52307	Plumbing Supplies	162	230	250	325	325
52310	Small Tools and Equipment	604	823	1,025	1,325	1,325
52311	Hardware Supplies	327	318	460	552	555
52314	Parts for Equipment	66,979	98,026	106,000	106,000	106,000
52400	Gasoline	9,804	9,904	14,000	8,500	10,000
52401	Vehicle Fluids	130	165	380	300	380
52500	Electrical Supplies	193	105	300	300	300
52701	Lab Supplies	31,585	47,490	47,546	54,169	69,300
Total Commodities		366,131	485,474	516,031	551,376	548,360
54000	Telephone Service	2,527	2,467	2,600	2,435	2,435
54001	Cellular Service	5,919	5,434	5,570	5,500	6,000
54010	Natural Gas	73,257	74,562	152,460	122,160	126,000
54011	City Electric	719,173	656,605	725,840	655,000	675,000
54012	City Water	100,424	99,782	125,590	89,800	95,000
54013	City Sewer	138,023	124,920	154,250	113,550	120,000
54015	ComEd Utility Charges	3,242	3,534	3,700	3,170	3,300
54110	General Legal	-	-	3,180	-	3,180
54200	Communication Service Projects	1,484	4,230	-	10,988	9,100
54201	Communication System Expense	47,095	46,291	42,087	45,683	45,683
54251	Software Maintenance Agreement	-	5,060	22,399	22,399	22,399

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Fund	220	Wastewater Fund				
Department	220551	Wastewater Plant Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54305	Landscaping/Mowing Services	8,736	20,600	57,600	57,600	57,600
54306	Sludge Removal	143,788	169,276	169,000	115,000	140,000
54310	Safety Program	762	2,669	2,900	-	2,900
54371	Testing & Inspection Services	20,038	13,335	21,090	21,090	21,090
54399	Other Contracted Services	122,295	105,523	77,800	91,800	86,800
54402	Maint Agreemnts - Copiers	533	170	250	250	250
54450	Repair & Maint - Facilities	12,293	30,237	38,000	184,000	184,000
54461	Repair & Maint - Pumps	5,499	18,794	34,500	34,500	34,500
54464	Repair & Maint - Lift Stations	50,861	56,014	69,100	80,100	80,100
54467	Repair & Maint - Other Equip	60,841	23,134	90,460	90,460	90,460
54480	Central Garage Services	29,934	32,161	21,510	32,900	28,725
54500	Postage	896	626	550	200	300
Total Contractual Services		1,547,620	1,495,424	1,820,436	1,778,585	1,834,822
55150	WC-Medical Payments	-	10,740	-	-	-
55400	Inventory Carrying Charge	765	902	-	-	3,515
55401	Inventory Overhead	7,525	6,956	8,000	13,985	10,090
Total Other Operating		8,290	18,598	8,000	13,985	13,605
55290	Allocated Facilities Costs	348,600	-	-	-	-
Total Allocations		348,600	-	-	-	-
56001	Motor Vehicles - Replacements	-	60,665	60,000	60,661	50,000
56002	Machinery and Equipment	238,101	354,515	100,000	180,000	780,000
56101	Land Improvements	70,955	54,263	75,000	35,000	-
56150	Design Engineering - Capital	118,127	20,374	330,500	656,435	420,000
56160	Construction Engineering - Capital	265,356	311,339	455,000	557,488	465,000
56170	Other Engineering Services - Capital	-	20,400	100,000	100,000	-
56200	Structures and Improvements	477,216	7,162,686	11,166,000	13,868,695	2,520,500
Total Capital		1,169,755	7,984,242	12,286,500	15,458,279	4,235,500
Total Expenditures		4,302,964	11,124,961	15,939,884	19,029,726	8,039,068

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Fund	220	Wastewater Fund					
Department	220552	Wastewater Collections					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	425,180	335,936	518,315	299,000	550,285	
50200	Overtime	7,739	15,651	18,335	5,330	18,730	
50201	OT - Double Time	470	4,076	7,500	655	7,663	
51100	FICA	25,946	21,586	33,955	19,010	35,970	
51103	IMRF	48,873	31,057	42,060	24,190	46,705	
51104	Medicare	6,068	5,048	7,940	4,450	8,415	
51117	Pension Expense	(115,950)	21,610	-	-	-	
51200	Health Insurance-Medical	86,167	97,965	128,783	115,270	123,680	
51203	Life Insurance	-	-	620	411	650	
51204	Workers Compensation	67,835	-	-	-	-	
51300	Registration and Fees	375	550	550	550	12,550	
51304	Memberships and Dues	-	-	165	165	165	
51501	Current Employee Testing	360	-	-	-	-	
51600	Uniforms	2,839	4,754	3,500	3,500	3,500	
51601	Uniforms-Safety	315	-	1,000	1,000	1,000	
	Total Personal Services	556,217	538,233	762,723	473,531	809,313	
52000	Office Supplies	59	360	372	400	410	
52001	Computer Related Supplies	-	3	528	528	528	
52100	Refreshment Supplies	338	436	500	520	520	
52101	Meals-Business	253	1,100	324	1,353	500	
52300	Janitorial/Kitchen Supplies	228	262	365	365	365	
52302	Building Maintenance Supplies	76	25	324	321	321	
52304	Chemicals & Sprays	2,058	2,735	7,350	7,350	7,350	
52305	Safety Supplies	3,606	4,890	9,380	5,500	9,380	
52306	Signage/Traffic Control Suppl	1,275	261	1,670	-	-	
52307	Plumbing Supplies	31	49	50	50	50	
52310	Small Tools and Equipment	1,076	2,053	2,450	2,450	7,450	
52311	Hardware Supplies	53	107	540	540	540	
52312	Paints, Supplies and Solvents	508	388	2,000	2,000	2,000	
52314	Parts for Equipment	29,832	30,803	37,450	37,450	37,450	
52400	Gasoline	26,823	32,960	36,500	25,000	30,000	
52401	Vehicle Fluids	112	58	-	-	-	
52402	Motor Vehicle Parts	122	11	-	-	-	
52700	Water/Sewer Line Repair Materials	8,518	10,609	13,300	13,300	13,300	
52804	Landscaping/Planter Supplies	25	25	100	100	100	
52805	Street Repair Materials	3,848	25,798	31,000	31,000	31,000	
	Total Commodities	78,841	112,933	144,203	128,227	141,264	
54000	Telephone Service	1,526	1,574	1,670	1,575	1,575	
54001	Cellular Service	28,369	24,662	28,430	16,500	17,000	
54189	Other Professional Services	400	77	2,180	2,180	2,180	
54200	Communication Service Projects	1,304	2,538	-	6,593	9,100	
54251	Software Maintenance Agreement	-	-	20,000	43,000	44,000	
54301	Refuse & Hauling Service	3,829	7,261	21,200	18,000	21,200	
54308	Restoration Services	-	689	1,644	1,644	1,644	
54311	Locate Service	4,374	4,318	5,200	5,200	5,200	
54312	Sewer Lining Projects	749,170	488,807	450,000	450,000	450,000	
54314	Sewer Line Flushing	-	-	42,000	42,000	60,000	
54371	Testing & Inspection Services	-	-	396	396	396	
54399	Other Contracted Services	6,783	3,500	9,160	9,160	9,160	

City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget

Fund	220	Wastewater Fund					
Department	220552	Wastewater Collections					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
54456	Repair & Maint - Streets	-	13,456	15,900	15,900	15,900	
54465	Repair & Maint - Sewer Lines	80,453	74,510	126,460	126,460	126,460	
54467	Repair & Maint - Other Equip	22,891	-	6,425	6,425	6,425	
54480	Central Garage Services	64,645	126,288	81,070	74,730	87,975	
54513	Equipment Rental	5,000	4,827	7,140	7,140	7,140	
	Total Contractual Services	968,744	752,507	818,875	826,903	865,355	
55150	WC-Medical Payments	6,742	83,373	-	-	-	
55153	WC - Reserve	79,711	(58,744)	-	-	-	
55202	Other Governmental Fees & Taxes	40,500	40,500	41,500	40,800	41,500	
55400	Inventory Carrying Charge	2,561	3,020	7,605	10,475	640	
55401	Inventory Overhead	8,369	9,812	10,000	3,620	6,425	
	Total Other Operating	137,883	77,961	59,105	54,895	48,565	
55290	Allocated Facilities Costs	348,600	-	-	-	-	
	Total Allocations	348,600	-	-	-	-	
56001	Motor Vehicles - Replacements	-	46,547	425,000	599,751	306,000	
56002	Machinery and Equipment	-	-	376,000	366,405	50,000	
56101	Land Improvements	233,915	135,233	1,730,000	1,534,153	3,663,900	
56150	Design Engineering - Capital	237,503	155,617	323,000	499,908	504,000	
56160	Construction Engineering - Capital	-	29,379	120,000	75,000	314,000	
56170	Other Engineering Services - Capital	159	-	20,000	10,000	20,000	
56200	Structures and Improvements	-	5,545	-	-	-	
	Total Capital	471,577	372,321	2,994,000	3,085,217	4,857,900	
	Total Expenditures	2,561,862	1,853,955	4,778,906	4,568,773	6,722,397	

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Fund						
220	Wastewater Fund					
Department						
220553	Wastewater Connection					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56100	Land	52,393	-	100,000	-	100,000
56101	Land Improvements	1,832,645	5,073,705	1,867,333	169,000	1,300,000
56150	Design Engineering - Capital	123,375	542,424	1,270,000	693,221	650,000
56160	Construction Engineering - Capital	914,059	263,407	170,025	190,553	200,000
56170	Other Engineering Services - Capital	-	-	50,000	-	20,000
56200	Structures and Improvements	12,399,454	5,299,885	-	-	-
Total Capital		15,321,926	11,179,421	3,457,358	1,052,774	2,270,000
Total Expenditures		15,321,926	11,179,421	3,457,358	1,052,774	2,270,000

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Fund	220	Wastewater Fund					
Department	220800	Wastewater-Inter-Fund Transfers					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
55270	Allocated Costs-GG	-	596,004	631,990	631,990	687,610	
55271	Allocated Costs-PW	-	941,148	319,120	319,120	308,160	
55272	Allocated Costs-CD	-	100,389	-	-	-	
	Total Other Operating	-	1,637,541	951,110	951,110	995,770	
57106	Debt Service Trsf 2011 Bonds	11,445	-	-	-	-	
57108	Debt Service Trsf 2012 Bonds	178,051	179,049	179,767	179,767	180,289	
57112	Debt Service Trsf 2018A Bonds	58,865	58,865	58,865	58,865	58,865	
57115	Debt Service Trsf 2021A Bonds	-	11,341	11,392	11,392	11,433	
57311	Transfer to General Fund	-	710,000	-	-	-	
	Total Other Budgeting Expenses	248,361	959,255	250,024	250,024	250,587	
	Total Expenditures	248,361	2,596,796	1,201,134	1,201,134	1,246,357	

**City of St. Charles
Refuse Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			116,811	176,735	260,177		
Revenues							
User Charges	526,211	532,256	529,750	532,000	608,000	76,000	14.3%
Other Revenues	21,018	22,369	19,715	24,742	25,087	345	1.4%
Investment Income	283	1,735	1,400	2,000	2,000	-	0.0%
Interfund Transfers	80,000	105,000	105,000	105,000	105,000	-	0.0%
Total Revenues	627,512	661,360	655,865	663,742	740,087	76,345	11.5%
	627,512	661,360	655,865	663,742	740,087		
Expenditures							
Materials and Supplies	2,625	4,138	4,200	9,200	9,500	300	3.3%
Contractual Services	547,432	560,181	570,800	571,100	804,855	233,755	40.9%
Departmental Allocations	118,117	118,117	-	-	-	-	0.0%
Total Expenditures	668,174	682,436	575,000	580,300	814,355	234,055	40.3%
Revenues Over/ (Under) Expenditures	(40,662)	(21,076)	80,865	83,442	(74,268)		
Ending Net Current Assets			197,676	260,177	185,909		

City of St. Charles
Refuse Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
45530	Refuse Charges	27,778	29,529	29,500	30,000	30,000
45531	Yardwaste/Cleanup	498,433	502,727	500,250	502,000	578,000
	Total User Charges	526,211	532,256	529,750	532,000	608,000
46220	Recovery Of Bad Debts-COSC	62	63	-	30	-
	Total Miscellaneous Revenues	62	63	-	30	-
47105	Money Market Interest	283	1,121	1,400	2,000	2,000
47190	Interest-Leases	-	614			
	Total Investment Income	283	1,735	1,400	2,000	2,000
47200	Rental Income	7,463	8,909	8,215	8,212	8,587
	Total Rental Income	7,463	8,909	8,215	8,212	8,587
47302	Sale Of New Material	3,036	4,679	4,000	6,500	6,500
47304	Sale Of Used Material	10,457	8,718	7,500	10,000	10,000
	Total Sales of Property Revenues	13,493	13,397	11,500	16,500	16,500
49100	Transfers-from General Fund	80,000	105,000	105,000	105,000	105,000
	Total Interfund Transfers In	80,000	105,000	105,000	105,000	105,000
	Total Revenues	627,512	661,360	655,865	663,742	740,087

**City of St. Charles
Refuse Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
52806	Refuse Supplies	2,625	4,138	4,200	9,200	9,500
	Total Commodities	2,625	4,138	4,200	9,200	9,500
54135	Collection Services	92	24	100	100	100
54301	Refuse and Hauling Service	45,460	58,277	67,700	69,000	226,755
54302	Brush and Leaf Service	501,880	501,880	503,000	502,000	578,000
	Total Contractual Services	547,432	560,181	570,800	571,100	804,855
55270	Allocated Costs-GG	63,505	63,505	-	-	-
55271	Allocated Costs-PW	54,612	54,612	-	-	-
	Total Other Operating	118,117	118,117	-	-	-
	Total Expenditures	668,174	682,436	575,000	580,300	814,355

**City of St. Charles
Refuse Fund
Fiscal Year 2024-2025 Budget**

General Description

The Refuse Fund accounts for the leaf collection and yard waste clean-up services charged to residents on the utility bill. The City contracts these services which also provides for a spring clean-up event every two years. The spring clean-up program offers residents the opportunity to place unwanted items at the curb for pick up at no charge.

Refuse collection and disposal services are provided by a contracted refuse hauler. Residents pay the service provider a monthly rental fee based on the size refuse cart they utilize or may purchase refuse stickers or bags. The City does not bear any cost or collect any fees related to this service.

The contract for the above services lapses on December 31, 2028.

FY 2023-24 Significant Accomplishments

- ✓ Managed leaf collection and yard waste clean-up service contract
- ✓ Successfully procured refuse collection and disposal services for residents living within the City limits

FY 2024-25 Goals and Objectives

- Successfully manage the execution of the bi-annual spring clean-up program

**City of St. Charles
Refuse Fund
Expenditures
FY 2024-2025 Budget**

Fund						
230	Refuse Fund					
Department						
230560	Refuse					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
52806	Refuse Supplies	2,625	4,138	4,200	9,200	9,500
	Total Commodities	2,625	4,138	4,200	9,200	9,500
54135	Collection Services	92	24	100	100	100
54301	Refuse and Hauling Service	45,460	58,277	67,700	69,000	226,755
54302	Brush and Leaf Service	501,880	501,880	503,000	502,000	578,000
	Total Contractual Services	547,432	560,181	570,800	571,100	804,855
Total Expenditures		550,057	564,319	575,000	580,300	814,355

**City of St. Charles
Refuse Fund
Expenditures
FY 2024-2025 Budget**

Fund		230 Refuse Fund				
Department		230800 Refuse-Inter-Fund Transfers				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55270	Allocated Costs-GG	63,505	63,505	-	-	-
55271	Allocated Costs-PW	54,612	54,612	-	-	-
Total Other Operating		118,117	118,117	-	-	-
Total Expenditures		118,117	118,117	-	-	-

City of St. Charles
TIF 3 - St. Charles Mall Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			(40,055)	(40,042)	110,091		
Revenues							
Property Tax	454,154	931,919	1,350,000	1,351,240	1,395,000	43,760	3.2%
Investment Income	196	1,705	700	4,560	12,000	7,440	163.2%
Total Revenues	454,350	933,624	1,350,700	1,355,800	1,407,000	51,200	3.8%
Expenditures							
Contractual Services	563	564	570	570	190,570	190,000	33333.3%
Interfund Transfers	213,400	219,300	799,132	1,205,097	700,000	(505,097)	-41.9%
Total Expenditures	213,963	219,864	799,702	1,205,667	890,570	(315,097)	-26.1%
Revenues Over/ (Under) Expenditures	240,388	713,760	550,998	150,133	516,430		
Ending Fund Balance			510,943	110,091	626,521		

City of St. Charles
TIF 3 - St. Charles Mall Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41123	TIF Property Tax-Kane	454,154	931,919	1,350,000	1,351,240	1,395,000
	Total Property Tax	454,154	931,919	1,350,000	1,351,240	1,395,000
47105	Money Market Interest	196	1,516	500	2,600	10,000
47199	Interest-Miscellaneous	-	189	200	1,960	2,000
	Total Investment Income	196	1,705	700	4,560	12,000
	Total Revenues	454,350	933,624	1,350,700	1,355,800	1,407,000

City of St. Charles
TIF 3 - St. Charles Mall Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	563	564	570	570	570
54399	Other Contracted Services	-	-	-	-	190,000
	Total Contractual Services	563	564	570	570	190,570
57003	Transfer to Mall TIF #3 Bond Fund	213,400	219,300	-	-	-
57311	Transfer to General Fund	-	-	799,132	799,132	-
57313	Transfer to Wastewater	-	-	-	137,469	350,000
57315	Transfer to Water	-	-	-	268,496	350,000
	Total Inter-Fund Transfers	213,400	219,300	799,132	1,205,097	700,000
	Total Expenditures	213,963	219,864	799,702	1,205,667	890,570

City of St. Charles
TIF 4 - First St Development Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 22/23 Forecast	
						\$	%
Beginning Fund Balance			(530,862)	(531,462)	(467,232)		
Revenues							
Property Tax	463,731	460,717	422,900	486,535	502,000	15,465	3.2%
Investment Income	155	1,760	1,800	2,903	3,200	297	10.2%
Interfund Transfers	213,406	-	-	-	-	-	0.0%
Total Revenues	677,292	462,477	424,700	489,438	505,200	15,762	3.2%
Expenditures							
Contractual Services	2,081	656	-	508	-	(508)	0.0%
Interfund Transfers - Debt	463,502	475,325	424,700	424,700	499,390	74,690	17.6%
Total Expenditures	465,583	475,981	424,700	425,208	499,390	74,182	17.4%
Revenues Over/ (Under) Expenditures	211,709	(13,504)	-	64,230	5,810		
Ending Fund Balance			(530,862)	(467,232)	(461,422)		

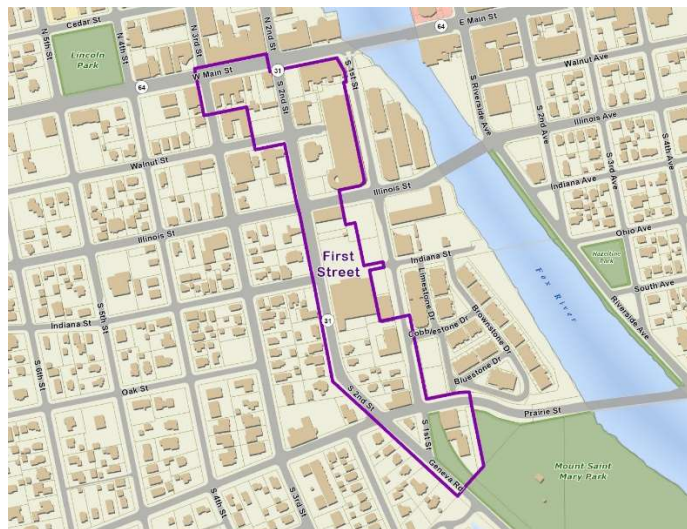
City of St. Charles
Tax Increment Financing First Street District #4
Fiscal Year 2024-2025 Budget

General Description

The Tax Increment Financing District #4 Fund was established on March 18, 2002. The last levy year for the TIF is 2025. This TIF District was created to fund the City’s vision of a pedestrian oriented shopping district with new parking structures, realigned and expanded roadway and parking, relocation of existing businesses, plaza construction behind Main street businesses and other improvements.

The City issued \$28,910,000 in general obligation bonds from 2006 through 2008 to fund the public infrastructure and other aspects of the development. These bonds were refinanced with the 2013A issuance and again with the 2021B issuance in order to allow for the development to be constructed and begin to generate increment and take advantage of low bond interest refinancing rates. Most of the planned development for the site has been completed, but a couple of parcels remain for development opportunity.

In 2015, a portion of the original First Street TIF on the eastern portion of the TIF District was removed from the TIF District and combined with new parcels east of the Fox River to form a new Central Downtown TIF #7. This de-TIF/re-TIF process will assist in providing redevelopment opportunities within the two TIF Districts and funds to assist in repaying the outstanding debt obligations.



FY 2023-24 Significant Accomplishments

- ✓ A redevelopment agreement with the new owners of the former Blue Goose supermarket was approved. The owners will renovate the property and it will be leased to Whole Foods Market

FY 2024-25 Goals and Objectives

- Continue to work with developers expressing interest in the remaining available parcels within the TIF District.

City of St. Charles
TIF 4 - First St Development Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41123	TIF Property Tax-Kane	463,731	460,717	422,900	486,535	502,000
	Total Property Tax	463,731	460,717	422,900	486,535	502,000
47105	Money Market Interest	155	1,667	1,800	2,200	2,500
47199	Interest-Miscellaneous	-	93	-	703	700
	Total Investment Income	155	1,760	1,800	2,903	3,200
49300	Transfers-from Spec Revenue	213,406	-	-	-	-
	Total Interfund Transfers In	213,406	-	-	-	-
	Total Revenues	677,292	462,477	424,700	489,438	505,200

City of St. Charles
TIF 4 - First St Development Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	2,081	656	-	508	-
	Total Contractual Services	2,081	656	-	508	-
57004	Transfer to First St. TIF #4 Bond Fund	463,502	475,325	424,700	424,700	499,390
	Total Inter-Fund Transfers	463,502	475,325	424,700	424,700	499,390
	Total Expenditures	465,583	475,981	424,700	425,208	499,390

City of St. Charles
TIF 5 - St Charles Manufacturing Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			(979,987)	(959,987)	(959,462)		
Revenues							
Property Tax	205,607	210,391	223,000	221,317	225,000	3,683	1.7%
Investment Income	76	329	315	882	820	(62)	-7.0%
Interfund Transfers	20,531	20,000	-	-	-	-	0.0%
Total Revenues	226,214	230,720	223,315	222,199	225,820	3,621	1.6%
Expenditures							
Contractual Services	563	-	-	-	395	395	0.0%
Interfund Transfers - Debt	205,665	210,706	223,315	221,674	225,000	3,326	1.5%
Total Expenditures	206,228	210,706	223,315	221,674	225,395	3,721	1.7%
Revenues Over/ (Under) Expenditures	19,986	20,014	-	525	425		
Ending Fund Balance			(979,987)	(959,462)	(959,037)		

City of St. Charles
Tax Increment Financing St. Charles Manufacturing District #5
Fiscal Year 2024-2025 Budget

General Description

The Tax Increment Financing District #5 Fund was established on May 5, 2003. The last levy year for the TIF is 2026. This TIF District was created to fund improvements to the southwest corner of E. Main St. and Tyler Road.

The City originally issued \$4,435,000 in general obligation bonds to fund improvements to the TIF District. Funds were utilized for site improvements necessary for a car dealership and office condominiums. The City also advanced \$980,000 to assist with repayment of the bonds since the TIF increment is not sufficient for repayment. The City also transferred approximately \$1,050,000 to assist with the financing of the bond repayments. The final debt payment on those bonds was made in FY 23-24. Future TIF increment will be transferred to the City to partially repay advances from the General Fund.



FY 2023-24 Significant Accomplishments

- ✓ The City made the final debt payment on the outstanding bonds associated with the TIF District.

FY 2024-25 Goals and Objectives

- Transfer funds in the amount of \$225,000 to the City as repayment for previously advanced funds.

City of St. Charles
TIF 5 - St Charles Manufacturing Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41123	TIF Property Tax-Kane	205,607	210,391	223,000	221,317	225,000
	Total Property Tax	205,607	210,391	223,000	221,317	225,000
47105	Money Market Interest	76	286	275	562	500
47199	Interest-Miscellaneous	-	43	40	320	320
	Total Investment Income	76	329	315	882	820
49100	Transfers-from General Fund	20,531	20,000	-	-	-
	Total Interfund Transfers In	20,531	20,000	-	-	-
	Total Revenues	226,214	230,720	223,315	222,199	225,820

City of St. Charles
TIF 5 - St Charles Manufacturing Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	563	-	-	-	395
	Total Contractual Services	563	-	-	-	395
57005	Transfer to TIF #5 Bond Fund	205,665	210,706	223,315	221,674	-
57402	Inter-Fund Debt - Loan	-	-	-	-	225,000
	Total Inter-Fund Transfers	205,665	210,706	223,315	221,674	225,000
	Total Expenditures	206,228	210,706	223,315	221,674	225,395

City of St. Charles
TIF 7 - Central Downtown Fund
Fund Summary
FY 2024-2025 Budget

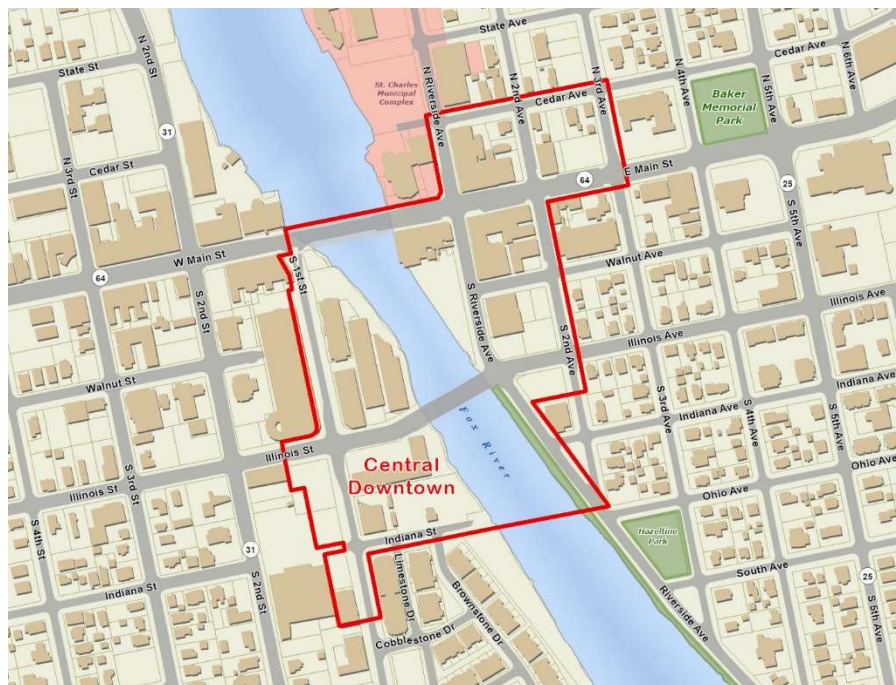
	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			820,759	540,753	1,404,291		
Revenues							
Property Tax	856,049	1,088,314	1,219,000	1,410,290	1,455,419	45,129	3.2%
Investment Income	1,724	21,178	7,000	47,040	52,000	4,960	10.5%
Other Revenues	(10)	-	-	-	-	-	0.0%
Total Revenues	857,763	1,109,492	1,226,000	1,457,330	1,507,419	50,089	3.4%
Expenditures							
Contractual Services	4,556	508	5,470	285	285	-	0.0%
Capital	84,153	-	-	-	-	-	0.0%
Interfund Transfers	843,104	517,785	593,507	593,507	521,467	(72,040)	-12.1%
Total Expenditures	931,813	518,293	598,977	593,792	521,752	(72,040)	-12.1%
Revenues Over/ (Under) Expenditures	(74,050)	591,199	627,023	863,538	985,667		
Ending Fund Balance			1,447,782	1,404,291	2,389,958		

City of St. Charles
Tax Increment Financing Central Downtown District #7
Fiscal Year 2024-2025 Budget

General Description

The Tax Increment Financing District #7 Fund was established on February 17, 2015. The last levy year for the TIF is 2038. This TIF District was created from part of the original First Street TIF #4, and new parcels incorporating property east of the river. Increment from this TIF District is primarily being used to fund the debt service obligations from the original First Street TIF #4.

Development and redevelopment opportunities exist in the Central Downtown TIF Fund that can ultimately spur economic revitalization in key areas of the TIF District. In prior years some funds have gone towards completing improvement projects including sidewalks, pavers and landscaping improvements.



FY 2023-24 Significant Accomplishments

- ✓ Transferred \$593,507 to the First Street TIF #4 Fund providing partial funds to support First Street TIF #4 debt service.

FY 2024-25 Goals and Objectives

- Continue to support repayment of First Street TIF #4 obligations and identify other potential improvements that can be funded, if possible.

City of St. Charles
TIF 7 - Central Downtown Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41123	TIF Property Tax-Kane	856,049	1,088,314	1,219,000	1,410,290	1,455,419
	Total Property Tax	856,049	1,088,314	1,219,000	1,410,290	1,455,419
47105	Money Market Interest	1,723	20,958	7,000	45,000	50,000
47199	Interest-Miscellaneous	1	220	-	2,040	2,000
	Total Investment Income	1,724	21,178	7,000	47,040	52,000
47300	Sale of Property	(10)	-	-	-	-
	Total Property Tax	(10)	-	-	-	-
Total Revenues		857,763	1,109,492	1,226,000	1,457,330	1,507,419

City of St. Charles
Central Downtown (TIF 7) Capital Project Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	563	508	-	285	285
54189	Other Professional Services	3,993	-	5,470	-	-
Total Contractual Services		4,556	508	5,470	285	285
56101	Land Improvements	84,153	-	-	-	-
Total Capital		84,153	-	-	-	-
57004	Transfer to TIF #4	731,298	517,785	593,507	593,507	521,467
57007	Transfer to TIF #7 Capital	111,806	-	-	-	-
Total Fund Transfers		843,104	517,785	593,507	593,507	521,467
Total Expenditures		931,813	518,293	598,977	593,792	521,752

City of St. Charles
TIF 8 - Pheasant Run
Fund Summary
FY 2024-2025 Budget

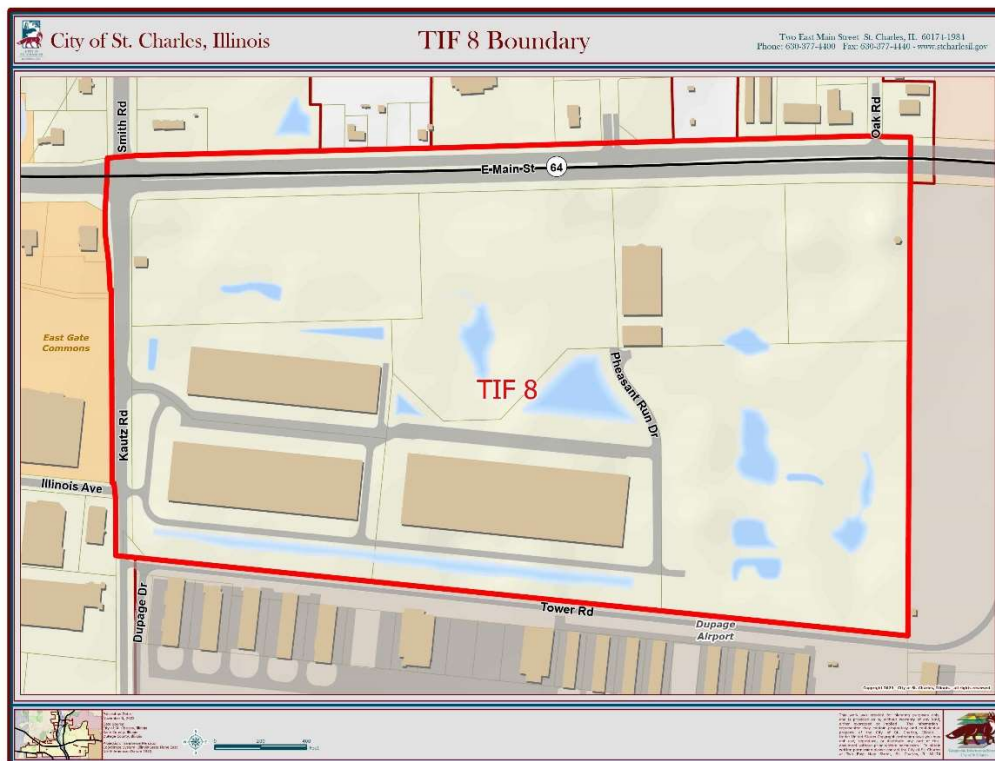
	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			-	-	-		
Revenues							
Property Tax	-	-	-	-	250,000	250,000	100.0%
Investment Income	-	-	-	-	-	-	100.0%
Total Revenues	-	-	-	-	250,000	250,000	100.0%
Expenditures							
Contractual Services	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	-	-	-	-	-	-	0.0%
Revenues Over/ (Under) Expenditures	-	-	-	-	250,000		
Ending Fund Balance			-	-	250,000		

City of St. Charles
Tax Increment Financing Pheasant Run TIF District
Fiscal Year 2024-2025 Budget

General Description

The Tax Increment Financing District #8 Fund was established on February 6, 2023. The first year that the TIF will receive increment is for the 2023 tax levy year, to be received in FY 2024-25. The base year for the TIF is 2021. It is the first City TIF District in DuPage County.

This TIF District was created due to the dilapidation and eventual fire which destroyed most of the old Pheasant Run resort, hotel and golf course. The resort served the community and area from 1956 until 2020 after it fell into foreclosure and was not sustainable any longer. In May of 2022, a significant fire destroyed or severely damaged most of the buildings on site. A TIF was established to encourage a variety of new uses such as industrial, commercial and other uses.



FY 2023-24 Significant Accomplishments

- ✓ Work continued on the approval of a redevelopment agreement for four different industrial buildings on the southern portion of the TIF District.

FY 2024-25 Goals and Objectives

- Finalize redevelopment agreement for the southern half of the TIF District and facilitate discussions for the redevelopment of the portion of the District that front Rt. 64/North Avenue.

**City of St. Charles
Motor Fuel Tax Fund
Fund Summary
FY 2024-2025 Budget**

	Actual	Actual	Budget	Forecast	Budget	FY24/25 Budget vs	
	FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			3,597,172	3,597,172	2,852,476		
Revenues							
Intergovernmental Revenue	2,095,297	1,711,062	1,424,000	1,512,000	1,512,000	-	0.0%
Investment Income	5,270	63,248	78,512	94,650	108,500	13,850	14.6%
Total Revenues	2,100,567	1,774,310	1,502,512	1,606,650	1,620,500	13,850	0.9%
Expenditures							
Land Improvements	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000	(606,346)	-25.8%
Total Expenditures	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000	(606,346)	-25.8%
Revenues Over/ (Under) Expenditures	879,261	(339,138)	(1,022,488)	(744,696)	(124,500)		
Ending Fund Balance			2,574,684	2,852,476	2,727,976		

**City of St. Charles
Motor Fuel Tax Fund Summary
Fiscal Year 2024-2025 Budget**

General Description

The Motor Fuel Tax Fund accounts for the City’s share of motor fuel tax (MFT) revenues imposed by the State and then distributed to municipalities on a per-capita basis. The monies given to municipalities are restricted in use for programs authorized by the Illinois Department of Transportation (IDOT). On July 1, 2019, the State increased the motor fuel tax from \$0.19 per gallon to \$0.38 per gallon of gasoline and \$0.215 cents per gallon to \$0.455 per gallon of diesel. These taxes are increased by an inflation factor annually and as of January 1, 2024 the rates were \$0.454 per gallon for gasoline and \$0.529 per gallon for diesel.

The State also approved in 2019 a \$45 billion Rebuild Illinois capital plan that distributed additional monies to municipalities. Beginning in 2020 through 2023, the City received an additional \$2,173,116 in funds for road improvements. These additional funds have supplemented the City’s MFT annual road improvement program.

MFT funds have historically been the primary source of funding for resurfacing, rehabilitation or reconstruction of the City’s road network.

FY 2023-24 Significant Accomplishments

- ✓ Utilized \$2,351,345 of MFT revenues to help fund the City’s road improvements on portions of the following streets:
 - Antoine Place, Voltaire Lane, Provence Drive, Renard Lane, River Ridge Drive, Prairie Crossing Drive, River View Drive, Hampton Course, Fox Chase Blvd., Lexington Avenue, Lancaster Avenue, Liberty Avenue and Cranbrook Avenue

FY 2024-25 Goals and Objectives

- ✓ Fund improvements to the City road network using a total of \$1,745,000 of accumulated MFT funds and the remaining Rebuild Illinois Funds on 3.7 miles of the following streets:
 - King Alford Ct., King William Ct., King Richard Ct., King James Ct., Queen Anne Ct., King Edward Ave., King Charles Ln., King George Ln., King Henry Ln., Valley View Dr., Horizon Dr., Red Sky Dr., Langston Cir., Via Veneto Dr. and N. 9th St.

Performance Measures and Statistics	2021-22 Actual	2022-23 Actual	2023-24 Projected	2024-25 Estimate
Miles of Road Improvements with MFT revenues	3.2	3.9	4.7	3.7

City of St. Charles
Motor Fuel Tax Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 21/22	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
44211	State Grants-Capital	724,372	362,186	-	-	-
44310	Motor Fuel Tax Allotments	1,370,925	1,348,876	1,424,000	1,512,000	1,512,000
Total Intergovernmental Revenue		2,095,297	1,711,062	1,424,000	1,512,000	1,512,000
47100	Unrealized Gain/Loss	-	(30,812)	-	-	-
47102	Interest on Certificate of Deposit	-	7,268	7,492	7,500	7,500
47104	US Govt Security Interest	-	10,630	11,020	11,000	11,000
47105	Money Market Interest	5,270	76,162	60,000	76,150	90,000
Total Investment Income		5,270	63,248	78,512	94,650	108,500
Total Revenues		2,100,567	1,774,310	1,502,512	1,606,650	1,620,500

**City of St. Charles
Motor Fuel Tax Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56101	Land Improvements	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000
	Total Capital	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000
	Total Expenditures	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000

City of St. Charles
First Street East Plaza Capital Project Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			3,896,280	3,884,307	278,912		
Revenues							
Other Revenues	156,153	-	587,321	727,000	-	(727,000)	-100%
Investment Income	1,422	15,104	-	116,000	-	(116,000)	-100%
Interfund Transfers	111,806	3,804,209	-	-	-	-	0%
Total Revenues	269,381	3,819,313	587,321	843,000	-	(843,000)	-100%
Expenditures							
Materials and Supplies	1,516	1,738	-	-	-	-	0%
Contractual Services	-	-	-	11,000	-	(11,000)	-100%
Capital	652,863	139,921	4,483,601	4,437,395	75,000	(4,362,395)	-98%
Interfund Transfers	-	-	-	-	203,912	203,912	100%
Total Expenditures	654,379	141,659	4,483,601	4,448,395	278,912	(4,373,395)	-98%
Revenues Over/ (Under) Expenditures	(384,998)	3,677,654	(3,896,280)	(3,605,395)	(278,912)		
Ending Fund Balance			-	278,912	-		

City of St. Charles
First Street Plaza Fund
Fiscal Year 2024-2025 Budget

General Description

The First Street Plaza Capital Fund accounts for the activities related to the design and construction of plaza improvements along First Street west of the river and south of Rt. 64/Main Street. The City purchased the parcel of land in January 2020 and concepts for the plaza expansion were developed. Funding for the project is provided by the City of St. Charles, with a portion of the funding coming from the St. Charles Initiative as part of the public-private partnership.



FY 2023-24 Significant Accomplishments

- ✓ Completed construction of the plaza expansion.

FY 2024-25 Goals and Objectives

- Coordinate renovation of the Fountain Plaza which includes removal of the wind screen, saw cutting of the wall, removal and reinstallation of the bricks and concrete paving.

City of St. Charles
First Street East Plaza Capital Project Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47105	Money Market Interest	1,422	15,104	-	116,000	
	Total Investment Income	1,422	15,104	-	116,000	-
48700	Donations & Contributions	156,153	-	587,321	727,000	-
	Total Donations & Contributions	156,153	-	587,321	727,000	-
49100	Transfers-from General Fund	-	3,804,209	-	-	-
49900	Transfers-from Other Funds	111,806	-	-	-	-
	Total Interfund Transfers In	111,806	3,804,209	-	-	-
	Total Revenues	269,381	3,819,313	587,321	843,000	-

City of St. Charles
First Street East Plaza Capital Project Fund
Expenditures
FY 2024-2025 Budget

Fund	508	First St Plaza East Project Fund					
Department	508667	First St Plaza Project Expenditures					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
52306	Signage/Traffic Control Suppl	1,516	1,738	-	-	-	
	Total Commodities	1,516	1,738	-	-	-	
54399	Other Contracted Services	-	-	-	8,000	-	
54458	Repair & Maint - Traffic Sig	-	-	-	3,000	-	
	Total Contractual Services	-	-	-	11,000	-	
56101	Land Improvements	489,898	85,477	4,289,841	4,318,695	75,000	
56150	Design Engineering - Capital	9,557	-	-	-	-	
56160	Construction Engineering - Capital	153,408	54,444	193,760	118,700	-	
	Total Capital	652,863	139,921	4,483,601	4,437,395	75,000	
57311	Transfer to General Fund	-	-	-	-	203,912	
	Total Inter-Fund Transfers	-	-	-	-	203,912	
	Total Expenditures	654,379	141,659	4,483,601	4,448,395	278,912	

**City of St. Charles
Capital Project Funds
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance	-	-	9,314,018	9,314,018	12,735,338		
Revenues							
Property Taxes	23,402	23,812	23,800	24,900	24,900	-	0.0%
Sales & Use Tax	-	-	3,667,000	3,975,000	4,800,000	825,000	20.8%
Intergovernmental Revenue	1,694,227	399,323	407,105	1,258,000	2,392,000	1,134,000	90.1%
Public Works Charges	-	-	-	368,249	-	(368,249)	-100.0%
Investment Income	5,601	196,708	160,000	435,395	503,900	68,505	15.7%
Debt Issuances	3,199,792	-	-	-	-	-	0.0%
Other Non-Operating	10	50,119	-	8,931	-	(8,931)	-100.0%
Interfund Transfers	3,854,882	4,871,537	1,200,000	1,200,000	1,200,000	-	0.0%
Total Revenues	8,777,914	5,541,499	5,457,905	7,270,475	8,920,800	1,650,325	22.7%
Expenditures							
Contractual Services	49,421	67,475	357,000	124,476	326,000	201,524	161.9%
Other Operating	490,217	490,000	-	-	490,000	490,000	100.0%
Capital	4,716,467	1,866,049	6,774,341	3,724,679	16,146,800	12,422,121	333.5%
Debt Service	28,565	2,350	2,350	-	-	-	0.0%
Interfund Transfer - Debt	139,516	-	-	-	-	-	0.0%
Total Expenditures	5,424,186	2,425,874	7,133,691	3,849,155	16,962,800	13,113,645	340.7%
Revenues Over/ (Under) Expenditures	3,353,728	3,115,625	(1,675,786)	3,421,320	(8,042,000)		
Ending Fund Balance			7,638,232	12,735,338	4,693,338		

City of St. Charles
Capital Projects Fund
Fiscal Year 2024-2025 Budget

General Description

The City maintains a general Capital Projects Fund which accounts for resources used to fund various major capital projects throughout the City. These resources can include:

- Bond Proceeds
- Federal State and Local Grants
- Transfers of funds from other funds such as the General Fund
- Dedicated or restricted revenues meant to finance capital projects

Capital improvements funded out of this fund include major City facility improvement projects, street improvements, bridge and pedestrian improvements, storm sewer and watershed improvements, major information systems and information technology projects.

Prior to FY 22-23, the City had relied heavily on the issuance of bonds to fund general capital projects, payable ultimately from other General Fund revenues. Revenues from video gaming have been allocated to this fund since inception. This funding source currently generates approximately \$360,000 annually. On February 21, 2023, the City Council approved the implementation of an additional 0.50% home rule sales tax to fund street and related infrastructure improvements on an annual basis. Funds generated by this additional home rule sales tax are committed by the City Council to fund improvements to the City's road and pedestrian network system including right-of-way improvements and related infrastructure. The FY 23-24 revenue forecast for the additional 0.5% home rule sales tax is \$3,975,000 and the FY 24-25 budget is \$4.8 million.

City of St. Charles
Capital Projects Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41122	Special Service Area Property Tax	23,402	23,812	23,800	24,900	24,900
	Total Property Taxes	23,402	23,812	23,800	24,900	24,900
41201	Home Rules Sales Tax - 0.50%	-	-	3,667,000	3,975,000	4,800,000
	Total Sales & Use Taxes	-	-	3,667,000	3,975,000	4,800,000
44201	Federal Grants - Capital PW	819,434	-	-	-	-
44211	State Grants - Capital PW	518,881	50,000	-	900,000	2,032,000
44230	Local Grants - Kane County	70,000	-	-	-	-
44231	Other Grants	-	-	47,105	-	-
44315	Video Gaming Revenue	285,912	349,323	360,000	358,000	360,000
	Total Intergovernmental Revenue	1,694,227	399,323	407,105	1,258,000	2,392,000
45404	Reimbursement for Improvements	-	-	-	368,249	-
	Total Public Works Charges	-	-	-	368,249	-
46299	Miscellaneous Other Revenue	10	742	-	-	-
	Total Miscellaneous Revenue	10	742	-	-	-
47102	Interest On Cert Of Dep	-	-	-	2,395	9,400
47104	US Govt Security Interest	-	-	-	13,000	44,500
47105	Money Market Interest	5,354	196,708	160,000	420,000	450,000
47106	Gain/Loss on Sale of Investments	247	-	-	-	-
	Total Investment Income	5,601	196,708	160,000	435,395	503,900
48200	Bond Proceeds	2,950,000	-	-	-	-
48400	Bond Discount/Premium	249,792	-	-	-	-
	Total Debt Issuances	3,199,792	-	-	-	-
48801	Lawsuit/Settlement Proceeds	-	49,377	-	8,931	-
	Total Other Non-Operating	-	49,377	-	8,931	-
49100	Transfers-from General Fund	3,398,886	4,871,537	1,200,000	1,200,000	1,200,000
49900	Transfers-from Other Funds	455,996	-	-	-	-
	Total Interfund Transfers	3,854,882	4,871,537	1,200,000	1,200,000	1,200,000
	Total Revenues	8,777,914	5,541,499	5,457,905	7,270,475	8,920,800

City of St. Charles
Capital Projects Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	20,816	-	-	-	-
54189	Other Professional Services	2,728	-	-	-	-
54256	IT Consulting Services	25,877	67,475	357,000	124,476	326,000
Total Contractual Services		49,421	67,475	357,000	124,476	326,000
55202	Other Government Fees & Taxes	490,000	490,000	-	-	490,000
55401	Inventory Overhead	217	-	-	-	-
Total Other Operating		490,217	490,000	-	-	490,000
56002	Machinery and Equipment	52,975	20,460	35,000	44,750	130,000
56004	Computer Equipment	245,070	71,660	50,000	-	-
56100	Land	-	5,200	25,000	10,000	-
56101	Land Improvements	3,974,821	972,222	2,626,500	1,004,203	10,444,000
56150	Design Engineering - Capital	230,339	278,820	390,000	47,936	795,000
56160	Construction Engineering - Capital	105,489	51,978	225,000	92,500	552,000
56170	Other Engineering Services - Capital	34,147	116,635	20,000	41,466	30,000
56200	Structures and Improvements	65,772	311,722	3,045,000	2,463,014	4,108,800
56301	Capitalized Software	7,854	37,352	357,841	20,810	87,000
Total Capital		4,716,467	1,866,049	6,774,341	3,724,679	16,146,800
55300	Interest Expense	2,350	2,350	2,350	-	-
55320	Underwriting Fees	21,225	-	-	-	-
55321	Other Fees	4,990	-	-	-	-
Total Debt Service		28,565	2,350	2,350	-	-
57308	Transfer Levy Reserve	139,516	-	-	-	-
Total Interfund Transfers		139,516	-	-	-	-
Total Expenditures		5,424,186	2,425,874	7,133,691	3,849,155	16,962,800

**City of St. Charles
Equipment Replacement Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			1,308,318	1,586,494	1,813,086		
Revenues							
Investment Income	2,038	22,615	15,000	44,300	45,300	1,000	2.2%
Sale of Property	700	-	-	-	-	-	0.0%
Interfund Transfers	443,099	396,747	426,401	426,401	324,754	(101,647)	-31.3%
Total Revenues	445,837	419,362	441,401	470,701	370,054	(100,647)	-21.4%
Expenditures							
Capital	177,592	141,291	163,225	244,109	47,239	(196,870)	-416.8%
Interfund Transfers - Other	452,093	-	-	-	-	-	0.0%
Total Expenditures	629,685	141,291	163,225	244,109	47,239	(196,870)	-80.6%
Revenues Over/ (Under) Expenditures	(183,848)	278,071	278,176	226,592	322,815		
Ending Fund Balance			1,586,494	1,813,086	2,135,901		

**City of St. Charles
Equipment Replacement Fund
Fiscal Year 2024-2025 Budget**

General Description

The City maintains an Equipment Replacement Capital Fund in order to accumulate funds for the replacement of equipment throughout the City, primarily focused on information technology equipment.

Funding is provided by interfund transfers based on the estimated useful life and replacement cost of the equipment.

City of St. Charles
Equipment Replacement Fund
Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47100	Unrealized Gain/Loss	-	(5,444)	-	-	-
47102	Interest On Cert Of Dep	-	5,477	-	6,300	6,300
47104	US Govt Security Interest	-	2,833	-	4,000	4,000
47105	Money Market Interest	2,038	19,749	15,000	34,000	35,000
	Total Investment Income	2,038	22,615	15,000	44,300	45,300
47300	Sale Of Property	700	-	-	-	-
	Total Sale of Property	700	-	-	-	-
49100	Transfers-from General Fund	443,099	396,747	426,401	426,401	324,754
	Total Interfund Transfers In	443,099	396,747	426,401	426,401	324,754
	Total Revenues	445,837	419,362	441,401	470,701	370,054

City of St. Charles
Equipment Replacement Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56004	Computer Equipment	64,815	134,975	100,000	131,770	47,239
56301	Software Replacement	-	-	63,225	112,339	-
Total Capital		177,592	141,291	163,225	244,109	47,239
57307	Transfer to Capital Improvements	452,093	-	-	-	-
Total Inter-Fund Transfers		452,093	-	-	-	-
Total Expenditures		629,685	141,291	163,225	244,109	47,239

**City of St. Charles
Debt Service Funds
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balances			2,475,955	2,475,955	2,585,342		
Revenues							
Sales & Use Taxes	1,224,407	928,335	1,320,000	949,288	736,700	(212,588)	-22.39%
Investment Income	521	48,964	20,000	120,000	65,000	(55,000)	-45.83%
Debt Issues	27,981,138	-	-	-	-	-	0.00%
Interfund Transfers	8,012,790	7,931,858	7,448,144	7,448,143	7,143,435	(304,708)	-4.09%
Total Revenues	37,218,856	8,909,157	8,788,144	8,517,431	7,945,135	(572,296)	-6.72%
Expenditures							
Contractual Services	163,031	2,500	4,300	2,500	2,500	-	0.00%
Debt Service	36,794,797	8,893,457	8,405,544	8,405,544	8,105,435	(300,109)	-3.57%
Inter-Fund Transfers	-	-	-	-	2,422,542	2,422,542	100.00%
Total Expenditures	36,957,828	8,895,957	8,409,844	8,408,044	10,530,477	2,122,433	25.24%
Revenues Over/ (Under) Expenditures	261,028	13,200	378,300	109,387	(2,585,342)		
Ending Fund Balances			2,854,255	2,585,342	-		

**City of St. Charles
Debt Service Funds
Fiscal Year 2024-2025 Budget**

General Description

The City maintains Debt Service Funds to account for all of the principal and interest payments associated with the City's outstanding general obligation bonds and other similar type debt. Since the City abates all of the property taxes associated with its general obligation bond debt, funds are transferred from a variety of sources based on the projects that were ultimately funded with those bonds. These sources include the General Fund, Electric Fund, Water Fund, Wastewater Fund and Tax-Increment Financing Districts. As of April 30, 2024, the City's total outstanding general obligation bonds were \$95,135,000 and outstanding revenue bonds were \$925,000.

FY 2023-24 Significant Accomplishments

- ✓ Timely made all principal and interest payments on the City's outstanding general obligation debt.
- ✓ Analyzed potential refunding opportunities on the City's outstanding bonds.

FY 2024-25 Goals and Objectives

- Manage the City's current outstanding general obligation debt and potential future issuances in accordance with the City's Debt Policy.

City of St. Charles
Debt Service Funds
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41200	State Sales Tax	781,805	574,678	840,000	591,794	463,800
41201	Home Rule Sales Tax	442,602	353,657	480,000	357,494	272,900
	Total Sales & Use Taxes	1,224,407	928,335	1,320,000	949,288	736,700
47105	Money Market Interest	521	48,964	20,000	120,000	65,000
	Total Investment Revenue	521	48,964	20,000	120,000	65,000
48200	Bond Proceeds	27,675,000	-	-	-	-
48400	Bond Discount/Premium	306,138	-	-	-	-
	Total Debt Issues	27,981,138	-	-	-	-
49100	Transfers-from General Fund	5,088,400	5,801,973	5,497,462	5,499,102	5,411,664
49200	Transfers-from Electric	294,515	295,914	297,109	297,109	297,984
49210	Transfers-from Water	161,177	161,599	162,027	162,027	162,343
49220	Transfers-from WasteWater	248,360	249,255	250,024	250,024	250,587
49300	Transfers-from Spec Revenue	1,613,865	1,423,117	1,241,522	1,239,881	1,020,857
49500	Transfers-from Capital Project	606,472	-	-	-	-
	Total Interfund Transfers	8,012,790	7,931,858	7,448,144	7,448,143	7,143,435
	Total Revenues	37,218,856	8,909,157	8,788,144	8,517,431	7,945,135

City of St. Charles
Debt Service Funds
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	158,531	-	-	-	-
54133	Banking Service Charges	2,500	2,500	2,500	2,500	2,500
54139	Other Financial Services	-	-	1,800	-	-
54189	Other Professional Services	2,000	-	-	-	-
Total Contractual Services		163,031	2,500	4,300	2,500	2,500
55300	Interest Expense	3,304,977	2,663,873	2,478,028	2,478,028	2,278,562
55310	Principal Payment	5,667,213	6,229,584	5,927,516	5,927,516	5,826,873
55320	Underwriting Fees	185,546	-	-	-	-
55321	Other Fees	37,496	-	-	-	-
57500	Payment to Escrow Agent	27,599,565	-	-	-	-
Total Other Operating		36,794,797	8,893,457	8,405,544	8,405,544	8,105,435
Total Expenditures		36,957,828	8,895,957	8,409,844	8,408,044	8,107,935

**City of St. Charles
Inventory Fund
Fund Summary
FY 2024-2025 Budget**

	Actual	Actual	Budget	Forecast	Budget	FY24/25 Budget vs	
	FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			4,068,117	4,068,117	4,384,865		
Revenues							
Sale of Property	3,365,633	2,468,373	3,000,000	3,117,200	3,117,100	(100)	0.0%
Charges to other funds	954,598	789,684	871,370	799,896	816,046	16,150	2.0%
Investment Income	247	(1,340)	-	2,000	2,000	-	0.0%
Other Revenues	-	-	15,185	15,028	15,028	-	100.0%
Transfers In	-	40,413	-	-	-	-	0.0%
Total Revenues	4,320,478	3,297,130	3,886,555	3,934,124	3,950,174	16,050	0.4%
Expenditures							
Personnel Services	364,684	321,352	388,371	362,905	397,565	34,660	9.6%
Commodities	3,465,020	2,514,532	3,060,650	3,180,600	3,180,900	300	0.0%
Contractual Services	56,762	54,013	72,342	67,916	68,746	830	1.2%
Other Operating	1,662	6,983	3,255	3,037	1,305	(1,732)	-57.0%
Departmental Allocations	283,383	283,383	-	-	-	-	0.0%
Capital	5,056	-	2,242	2,918	150,370	147,452	5053.2%
Total Expenditures	4,176,567	3,180,263	3,526,860	3,617,376	3,798,886	181,510	5.0%
Revenues Over/ (Under) Expenditures	143,911	116,867	359,695	316,748	151,288		
GAAP Adjustments	\$ (36,291)	\$ (23,697)	\$ -	\$ -	\$ -		
Ending Fund Balance	\$ 107,620	\$ 93,170	\$ 4,427,812	\$ 4,384,865	\$ 4,536,153		
Ending Net Current Assets			4,427,812	4,384,865	4,536,153		

**City of St. Charles
Inventory Fund
Fiscal Year 2024-2025 Budget**

General Description

The City maintains a centralized Inventory Fund and system used to purchase, store and inventory materials and supplies for a variety of purposes across all funds and departments. The costs for maintaining the Inventory system and related expenses are added to the cost of goods acquired and used throughout the City.

The staff supporting the operations of the City's Inventory Control system are part of a division of the Public Works Department.

As an Internal Service Fund, the overriding purpose of the Fund is to provide services to other City Departments on a cost-reimbursement basis. Most of the net current assets shown in the Fund financial statements consists of inventory on hand at the end of the year, and are not spendable financial resources.

FY 2023-24 Significant Accomplishments

- ✓ Continued to meet the procurement needs of all City Departments throughout the year.

FY 2024-25 Goals and Objectives

- Continue to discuss and identify ways to improve the procurement process and inventory control systems.

City of St. Charles

Inventory Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47105	Money Market Interest	247	(1,340)	-	2,000	2,000
	Total Investment Income	247	(1,340)	-	2,000	2,000
47305	On-Line Auction Sales	160	950	-	1,100	1,000
47400	Sale of Inventory	3,365,473	2,467,423	3,000,000	3,116,100	3,116,100
	Total Sale of Property	3,365,633	2,468,373	3,000,000	3,117,200	3,117,100
47604	Employee Share Ins W/H	-	-	15,185	15,028	15,028
	Total Insurance Premiums	-	-	15,185	15,028	15,028
47710	Inventory Overhead Charges	740,404	542,829	648,000	496,546	496,546
47711	Inventory Carrying Charges	214,194	246,855	223,370	303,350	319,500
	Total Charges to Other Funds	954,598	789,684	871,370	799,896	816,046
49802	Transfers-from Health Insurance	-	40,413	-	-	-
	Total Transfers - In	-	40,413	-	-	-
	Total Revenues	4,320,478	3,297,130	3,886,555	3,934,124	3,950,174

City of St. Charles
Inventory Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	258,874	221,548	235,665	228,745	257,130
50102	Stand by Wages	-	-	-	-	-
50200	Overtime	1,366	3,514	11,900	4,965	5,565
50201	OT - Double Time	920	139	9,065	2,965	2,475
50301	Cell Phone/Internet Allowance	-	-	-	-	-
51100	FICA	15,173	13,002	16,005	13,925	16,535
51103	IMRF	30,629	20,978	19,825	18,515	21,470
51104	Medicare	3,549	3,040	3,745	3,260	3,870
51105	401A	494	539	-	20	-
51200	Health Insurance-Medical	51,874	55,670	89,436	87,930	87,840
51203	Life Insurance	-	-	285	205	230
51300	Registration and Fees	-	450	450	450	450
51304	Memberships and Dues	-	155	270	100	100
51600	Uniforms	1,805	2,153	1,500	1,500	1,500
51601	Uniforms-Safety	-	164	225	325	400
Total Personal Services		364,684	321,352	388,371	362,905	397,565
52000	Office Supplies	1,558	1,178	1,500	1,500	1,500
52001	Computer Related Supplies	-	3	150	150	150
52002	Books and Subscriptions	-	-	100	100	100
52100	Refreshment Supplies	644	918	985	985	985
52101	Meals-Business	-	-	50	50	50
52300	Janitorial/Kitchen Supplies	165	318	500	500	500
52302	Building Maintenance Supplies	10	14	460	460	460
52304	Chemicals & Sprays	26	69	225	225	225
52305	Safety Supplies	133	322	630	630	630
52306	Signage/Traffic Control Suppl	329	181	350	350	350
52310	Small Tools and Equipment	654	987	1,100	1,100	1,100
52311	Hardware Supplies	345	61	350	350	350
52312	Paints, Supplies and Solvents	45	43	100	100	100
52314	Parts for Equipment	-	208	250	250	250
52400	Gasoline	1,764	1,578	2,500	1,200	2,000
52401	Vehicle Fluids	50	-	200	200	200
52402	Motor Vehicle Parts	-	45	100	100	100
52403	Core Deposits	-	128	1,000	750	750
52500	Electrical Supplies	25	98	100	-	-
53000	Cost of Goods Sold	3,365,473	2,467,403	3,000,000	3,116,100	3,116,100
53001	Obsolete and Damaged Inventory	41,870	41,020	45,000	45,000	45,000
53002	Inventory Adjustments	51,929	(42)	5,000	10,500	10,000
Total Commodities		3,465,020	2,514,532	3,060,650	3,180,600	3,180,900

**City of St. Charles
Inventory Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54000	Telephone Service	1,046	949	1,020	920	920
54001	Cellular Service	1,512	1,497	1,610	1,525	1,525
54010	Natural Gas	8,068	7,544	15,520	10,890	13,000
54011	City Electric	18,049	17,787	17,810	19,125	19,125
54012	City Water	380	420	490	480	510
54013	City Sewer	449	479	530	570	600
54200	Communication Service Projects	752	1,269	-	3,297	-
54250	Software Licenses & Subscriptions	600	2,310	2,500	2,500	2,500
54399	Other Contracted Services	40	3,545	4,452	4,452	4,452
54402	Maint Agreements - Copiers	177	275	310	-	310
54450	Repair & Maint - Facilities	2,358	3,747	7,000	7,000	5,000
54467	Repair & Maint - Other Equip	2,790	-	2,900	2,900	2,900
54480	Central Garage Services	7,649	7,085	5,400	2,757	4,404
54500	Postage	459	82	600	800	800
54501	Freight	12,434	7,024	10,200	10,700	10,700
54513	Equipment Rental	-	-	2,000	-	2,000
Total Contractual Services		56,762	54,013	72,342	67,916	68,746
55150	WC - Medical Payments	-	5,093	-	-	-
55202	Other Governmental Fees & Taxes	-	-	500	-	-
55400	Inventory Carrying Charge	952	1,123	1,755	2,417	640
55401	Inventory Overhead	710	767	1,000	620	665
Total Other Operating		1,662	6,983	3,255	3,037	1,305
55270	Allocated Costs-GG	204,377	204,377	-	-	-
55271	Allocated Costs-PW	79,006	79,006	-	-	-
Total Allocations		283,383	283,383	-	-	-
56002	Machinery and Equipment	-	-	-	-	150,000
56003	Office Furnishings and Equip	5,056	-	-	-	-
56004	Computer Equipment	-	-	600	-	370
56301	Capitalized Software	-	-	1,642	2,918	-
Total Capital		5,056	-	2,242	2,918	150,370
Total Expenditures		4,176,567	3,180,263	3,526,860	3,617,376	3,798,886

City of St. Charles
Motor Vehicle Replacement Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			6,463,801	6,463,801	7,388,572		
Revenues							
Charges for Services	1,276,877	1,288,271	1,203,510	1,193,491	1,313,543	120,052	10.1%
Rental Income	1,433,702	2,183,702	2,000,000	2,000,000	1,514,865	(485,135)	-24.3%
Investment Income	9,486	89,951	190,000	267,683	285,845	18,162	6.8%
Other Revenues	116,298	141,655	13,650	33,877	13,638	(20,239)	100.0%
Interfund Transfers	77,790	53,884	-	-	-	-	0.0%
Total Revenues	2,914,153	3,757,463	3,407,160	3,495,051	3,127,891	(367,160)	-10.5%
Expenditures							
Personal Services	524,715	491,642	505,230	481,881	601,249	119,368	24.8%
Materials and Supplies	369,501	413,272	398,025	428,680	427,900	(780)	-0.2%
Contractual Services	273,721	185,073	269,550	252,541	258,254	5,713	2.3%
Other Operating	40,913	40,638	36,070	26,985	25,710	(1,275)	-4.7%
Capital	174,690	2,212,502	1,260,016	1,380,193	1,145,425	(234,768)	-17.0%
Interfund Transfers - Other	-	-	-	-	-	-	
Total Expenditures	1,383,539	3,343,127	2,468,891	2,570,280	2,458,538	(111,742)	-4.3%
Revenues Over/ (Under) Expenditures	1,530,614	414,336	938,269	924,771	669,353		
GAAP Adjustments	\$ (606,707)	\$ 1,297,427					
Ending Fund Balance	\$ 923,906	\$ 1,711,763	\$ 7,402,070	\$ 7,388,572	\$ 8,057,925		
Ending Net Current Assets			7,402,070	7,388,572	8,057,925		

City of St. Charles
Motor Vehicle Replacement Fund
Fiscal Year 2024-2025 Budget

General Description

The Motor Vehicle Replacement Fund accounts for the activities of the City's fleet services division which provides for repairs and maintenance of all City owned vehicles and related equipment. Fleet services is also responsible for the forecasting, acquiring and replacement of City vehicles and equipment when in the best interests of the City to do so. Staffing of the fleet services are a division of the Public Works Department.

This fund also accumulates funds for the replacement of City vehicles through chargebacks based on acquisition and/or estimated replacement cost for the City's operating departments in the City's General Fund. Vehicle replacements related to the City's utility operations are made in the respective Electric, Water or Sewer Fund.

FY 2023-24 Significant Accomplishments

- ✓ Continued to provide for the repair and maintenance of City vehicles
- ✓ Successfully completed the acquisition of new vehicles despite the ongoing presence of supply-chain issues.

FY 2024-25 Goals and Objectives

- Procure twelve (12) different vehicles next for \$1,257,000 for Police, Fire, Public Services and Community Development the following vehicles for the upcoming year

City of St. Charles
Motor Vehicle Replacement Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47700	Fleet Services	1,276,877	1,288,271	1,203,510	1,193,491	1,313,543
	Total Charges to Other Funds	1,276,877	1,288,271	1,203,510	1,193,491	1,313,543
47100	Unrealized Gain/Loss	-	(36,878)	-	-	-
47102	Interest On Cert Of Dep	-	18,281	18,000	18,620	11,000
47104	US Govt Security Interest	-	26,747	59,000	29,063	54,845
47105	Money Market Interest	7,136	79,451	113,000	220,000	220,000
47199	Interest-Miscellaneous	2,350	2,350	-	-	-
	Total Investment Income	9,486	89,951	190,000	267,683	285,845
47500	Motor Vehicle Replacement Reserve	1,433,702	2,183,702	2,000,000	2,000,000	1,514,865
	Total Reserves	1,433,702	2,183,702	2,000,000	2,000,000	1,514,865
47604	Employee Share Ins W/H	-	-	13,650	13,638	13,638
	Total Insurance Premiums	-	-	13,650	13,638	13,638
47305	On-Line Auction Sales	11,118	325	-	20,239	-
47399	Gain/Loss on Disposal	105,180	141,330	-	-	-
	Total Sale of Property	116,298	141,655	-	20,239	-
49100	Transfers-from General Fund	77,790	-	-	-	-
49802	Transfers-from Health Insurance	-	53,884	-	-	-
	Total Interfund Transfers In	77,790	53,884	-	-	-
	Total Revenues	2,914,153	3,757,463	3,407,160	3,495,051	3,127,891

City of St. Charles
Motor Vehicle Replacement Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 2/25
50100	Regular Wages	327,974	316,718	316,140	313,850	418,750
50200	Overtime	3,711	10,437	15,960	9,000	9,060
50201	OT - Double Time	1,383	6,428	12,160	4,000	4,030
50205	Foreman Emergency OT	3,537	578	-	1,000	1,450
50301	Cell/Phone Internet Allowance	389	378	-	20	-
51100	FICA	20,383	20,197	21,470	21,280	27,020
51103	IMRF	38,898	31,265	26,595	27,091	35,080
51104	Medicare	4,767	4,724	5,025	4,980	6,320
51105	401A	546	554	-	25	-
51200	Health Insurance-Medical	86,167	82,228	96,236	86,700	81,300
51203	Life Insurance	-	-	380	425	425
51204	Workers Compensation	24,287	-	-	-	-
51300	Registration and Fees	628	830	950	1,196	1,050
51304	Membership & Dues	381	290	464	464	464
51305	Employee Reimbursed Schooling	3,400	7,400	-	600	2,500
51400	Transportation Expense	66	-	350	350	350
51401	Lodging	-	-	600	600	600
51402	Meals-Travel & Training	-	-	200	200	200
51600	Uniforms	8,060	2,134	2,000	2,300	2,500
51601	Uniforms - Safety	139	7,481	6,700	7,800	10,150
Total Personal Services		524,715	491,642	505,230	481,881	601,249
52000	Office Supplies	48	44	50	50	50
52100	Refreshment Supplies	269	234	350	350	350
52101	Meals-Business	55	242	200	385	200
52300	Janitorial/Kitchen Supplies	1,200	827	1,300	650	1,300
52304	Chemicals & Sprays	2,483	2,388	2,500	2,500	2,500
52305	Safety Supplies	798	581	800	400	800
52307	Plumbing Supplies	100	78	100	100	100
52310	Small Tools and Equipment	9,972	9,467	12,300	28,050	14,200
52311	Hardware Supplies	554	457	950	950	950
52312	Paints, Supplies, and Solvents	968	1,112	1,150	1,150	1,150
52314	Parts for Equipment	556	512	575	575	650
52400	Gasoline	-	-	1,000	4,000	4,000
52401	Vehicle Fluids	21,505	21,857	23,000	11,370	23,000
52402	Motor Vehicle Parts	330,845	375,405	353,600	378,000	378,500
52500	Electrical Supplies	149	68	150	150	150
Total Commodities		369,501	413,272	398,025	428,680	427,900
54000	Telephone Service	142	51	130	35	35
54001	Cellular Service	371	17,895	18,540	17,710	21,700
54010	Natural Gas	7,329	6,853	14,100	9,900	13,000
54011	City Electric	16,420	16,181	16,210	17,470	17,470
54012	City Water	345	382	450	440	475
54013	City Sewer	408	436	480	520	550
54200	Communication Service Projects	752	1,692	-	4,395	-
54250	Software License and Subscriptions	7,058	4,792	9,190	10,824	9,530
54300	Chemical Disposal & Transport	2,851	1,442	4,000	2,500	2,850
54399	Other Contracted Services	100	100	100	100	100
54402	Maint Agreements - Copiers	7	15	130	-	-
54467	Repair & Maint - Other Equip	5,322	3,255	5,350	5,350	5,350
54480	Central Garage Services	5,232	3,219	3,170	2,697	2,969
54482	Maintenance - Motor Vehicles	227,114	128,565	197,500	180,000	184,000
54500	Postage	268	195	200	600	225
Total Contractual Services		273,721	185,073	269,550	252,541	258,254

City of St. Charles
Motor Vehicle Replacement Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 2/25
55223	Motor Vehicle Replace Program	7,940	7,940	-	-	-
55400	Inventory Carrying Charge	7,529	8,880	9,070	12,495	7,350
55401	Inventory Overhead	25,443	23,818	27,000	14,490	18,360
	Total Other Operating	40,913	40,638	36,070	26,985	25,710
56001	Motor Vehicles - Replacements	174,690	2,212,502	1,257,000	1,376,789	1,144,994
56004	Computer Equipment	-	-	1,100	-	431
56301	Capitalized Software	-	-	1,916	3,404	-
	Total Capital	174,690	2,212,502	1,260,016	1,380,193	1,145,425
	Total Expenditures	1,383,539	3,343,127	2,468,891	2,570,300	2,458,538

**City of St. Charles
Risk Insurance Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			2,808,831	2,808,831	2,834,211		
Revenues							
Insurance Premiums	900,000	900,000	750,000	750,000	750,000	-	0.0%
Investment Income	7,614	34,732	105,685	120,670	129,302	8,632	7.2%
Other Revenue	97,886	145,623	58,000	69,700	69,700	-	0.0%
Total Revenues	1,005,500	1,080,355	913,685	940,370	949,002	8,632	0.9%
	1,005,500	1,080,355	913,685	940,370	949,002		
Expenditures							
Contractual Services	587,494	594,329	659,025	647,757	701,430	53,673	8.3%
Other Operating	215,570	225,038	290,000	267,233	419,700	152,467	57.1%
Departmental Allocations	21,492	21,492	-	-	-	-	0.0%
Total Expenditures	824,556	840,859	949,025	914,990	1,121,130	206,140	22.5%
Revenues Over/ (Under) Expenditures	180,944	239,496	(35,340)	25,380	(172,128)		
Ending Net Current Assets			2,773,491	2,834,211	2,662,083		

**City of St. Charles
Workers Comp and Liability Fund
Fiscal Year 2024-2025 Budget**

General Description and Major Areas of Responsibility

The Workers Comp and Liability Fund accounts for the costs incurred by the City in procuring workers compensation and liability coverage. The City engages a broker to go out to market and obtain competitive quotes for workers compensation, general liability, law enforcement liability, public officials' liability, automobile, property, inland marine and cyber coverage. The City annually evaluates its desired self-insured/deductible amounts in order to procure the most comprehensive coverage possible. The City is self-insured for workers comp costs up to \$250,000, and self-insured up to \$100,000 for most liability and automobile coverage, and \$50,000 for property and cyber.

That portion of the cost of these coverages applicable to the City's Electric, Water and Sewer utility operations are allocated directly to those funds.

In 2019, the City became a member of a risk insurance pool, [the Illinois Public Risk Fund \(IPRF\)](#). IPRF is an intergovernmental joint insurance pool providing for the defense and payment when due of all compensation and other benefits under the Illinois Workers' Compensation Act and the Illinois Workers' Occupational Diseases Act, on behalf of its governmental entity and public agency members.

Workers Comp and Liability Fund by the Numbers

- ❖ Secured IPRF safety grant for fourth consecutive year, amounting to \$20,853
- ❖ Total Insured property values are \$219,111,229

FY 2023-24 Significant Accomplishments

- ✓ Secured IPRF safety grant for fifth consecutive year, amounting to \$20,853.
- ✓ Hosted employee training on First Aid/CPR/AED, proper lifting, and fire extinguisher usage.
- ✓ Ensured every employee was trained on harassment in the workplace.
- ✓ Successfully reduced the cost of competitive cyber coverage after going through a rigorous underwriting process

FY 2024-25 Goals and Objectives

- Secure IPRF safety grant for sixth consecutive year.
- Leverage loss control tools provided by IPRF to prevent accidents and reduce accident severity.
- Meet with IPRF's loss control consultant quarterly to review accident data, trends, and prevention measures.
- Host safety trainings on accident investigation, reasonable suspicion, and active shooter.

**City of St. Charles
Workers Comp and Liability Fund
Fiscal Year 2024-2025 Budget**

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Number of Liability Claims	6	15	14	15
Total dollars/claims paid	\$34,061	\$72,903	\$75,007	\$75,000
Average Number of Employees	298	294	300	283
Number of Workers Compensation Claims	22	18	18	18
Average Cost	\$ 38,721	\$10,902	\$8,000	\$9,000
Average Days Open	125	151	100	100
Number of OSHA-recordable Claims	16	18	12	14
Safety Grant Amounts	\$16,405	\$18,174	\$20,853	\$23,000

City of St. Charles
Risk Insurance Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47100	Unrealized Gain/Loss	-	(48,014)			
47102	Interest On Cert Of Dep	-	18,381	18,911	24,200	27,302
47104	US Govt Security Interest	-	17,280	25,774	25,470	32,000
47105	Money Market Interest	6,358	47,085	61,000	71,000	70,000
47106	Gain/Loss On Sale Of Investmnt	1,256	-	-	-	-
Total Investment Income		7,614	34,732	105,685	120,670	129,302
47600	Insurance Premiums	900,000	900,000	750,000	750,000	750,000
Total Insurance Premiums		900,000	900,000	750,000	750,000	750,000
48100	Property Damage Reimbursement	-	2,999	-	-	-
48102	Workers Comp Reimbursement	97,886	142,624	58,000	69,700	69,700
Total Insurance Recovery		97,886	145,623	58,000	69,700	69,700
Total Revenues		1,005,500	1,080,355	913,685	940,370	949,002

City of St. Charles
Risk Insurance Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	68,087	50,263	90,000	50,000	75,000
54171	Insurance Broker Services	19,257	20,296	20,690	21,467	21,500
54181	Workers Comp TPA	3,500	3,500	-	3,500	3,500
54360	Risk Insurance Premiums	357,190	391,989	417,075	428,070	449,474
54361	W/C Excess Premium	139,460	128,281	131,260	144,720	151,956
Total Contractural Services		587,494	594,329	659,025	647,757	701,430
55150	WC-Medical Payments	277,675	302,562	290,000	200,000	200,000
55152	WC-Settlement Payments	342,442	156,016	-	59,000	150,000
55153	WC -Reserve	(350,730)	(257,889)	-	-	-
55180	Liability Claims	46,919	56,890	-	69,700	69,700
55181	Liability Claims Reserve	(100,736)	(32,541)	-	(61,467)	-
Total Other Operating		215,570	225,038	290,000	267,233	419,700
55270	Allocated Costs-GG	21,492	21,492	-	-	-
Total Department Allocations		21,492	21,492	-	-	-
Total Expenditures		824,556	840,859	949,025	914,990	1,121,130

**City of St. Charles
Communications Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			898,415	898,415	962,586		
Revenues							
User Charges	314,163	403,751	314,938	631,684	344,459	(287,225)	-45.5%
Investment Income	798	3,651	4,080	30,000	10,000	(20,000)	-66.7%
Sales of Property	-	(28,775)	-	-	-	-	0.0%
Reserves	52,375	52,375	52,375	52,375	52,375	-	0.0%
Total Revenues	367,336	431,002	371,393	714,059	406,834	(307,225)	-43.0%
Expenditures							
Personal Services	157,158	128,401	207,790	80,705	76,435	(4,270)	-5.3%
Materials and Supplies	1,405	3,378	3,170	2,770	3,270	500	18.1%
Contractual Services	34,046	16,476	41,090	127,785	67,500	(60,285)	-47.2%
Other Operating Expenses	9,086	26,199	10,390	11,617	20,345	8,728	75.1%
Departmental Allocations	49,020	49,020	-	-	-	-	0.0%
Capital Expenditures	48,318	116,978	56,880	365,347	81,273	(284,074)	-77.8%
Interfund Transfers	-	-	61,664	61,664	61,664	-	0.0%
Total Expenditures	299,033	340,452	380,984	649,888	310,487	\$(339,401)	-52.2%
Revenues Over/ (Under) Expenditures	68,303	90,550	(9,591)	64,171	96,347		
Ending Net Current Assets			888,824	962,586	1,058,933		

**City of St. Charles
Communications Fund
Fiscal Year 2024-2025 Budget**

General Description

The Communications Fund accounts for the City's activities related to the maintenance of the City's fiber optic system. Staffing that is allocated to this Fund are from the Electric and Communications Division of the Public Works Department. The City charges back the costs of the Communications Fund to other operating Departments of the City. The City has partnered with other governments to allow them to utilize portions of the City's fiber optic system, and a portion of the user charges shown as revenue in this fund are from other neighboring governments.

City of St. Charles
Communications Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
45560	Fee-Other Governments	135,810	137,976	187,772	160,618	217,293
45561	Fee-City	127,166	127,166	127,166	127,166	127,166
45563	Capital-Sewer	3,196	13,199	-	18,680	-
45564	Capital-All User	41,787	110,604	-	286,760	-
45565	Capital-Electric	4,136	10,999	-	28,570	-
45566	Capital-Water	2,068	3,807	-	9,890	-
Total User Charges		314,163	403,751	314,938	631,684	344,459
47105	Money Market Interest	798	3,651	4,080	30,000	10,000
Total Investment Income		798	3,651	4,080	30,000	10,000
47399	Gain/Loss on Disposal	-	(28,775)	-	-	-
Total Sale of Property		-	(28,775)	-	-	-
47500	Motor Vehicle Replacement Reserve	-	-	-	-	-
47504	Communications Reserve	52,375	52,375	52,375	52,375	52,375
Total Reserves		52,375	52,375	52,375	52,375	52,375
Total Revenues		367,336	431,002	371,393	714,059	406,834

City of St. Charles
Communications Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	129,297	107,075	176,850	67,020	62,945
50200	Overtime	-	-	-	-	-
50201	OT - Double Time	-	-	-	-	-
50205	Foreman Emergency OT	-	97	-	-	-
51100	FICA	7,661	6,356	10,965	4,040	3,905
51103	IMRF	14,845	9,826	13,580	5,100	5,070
51104	Medicare	1,790	1,485	2,565	945	915
51105	401A	-	-	-	-	-
51203	Life Insurance	-	-	230	-	-
51300	Registration and Fees	3,541	3,549	3,600	3,600	3,600
51600	Uniforms	24	13	-	-	-
Total Personal Services		157,158	128,401	207,790	80,705	76,435
52000	Office Supplies	100	700	250	250	250
52101	Meals-Business	-	-	20	20	20
52305	Safety Supplies	-	23	100	100	100
52310	Small Tools and Equipment	699	885	1,000	500	1,000
52311	Hardware Supplies	-	-	100	100	100
52319	Other General Supplies	7	441	500	500	500
52500	Electrical Supplies	599	968	600	700	700
52502	Communications Supplies	-	361	600	600	600
Total Commodities		1,405	3,378	3,170	2,770	3,270
54000	Telephone Service	28	10	70	-	-
54001	Cellular Service	568	356	620	-	-
54150	Consulting Services	-	-	10,000	10,000	15,000
54200	Communication Service Projects	376	-	-	-	-
54201	Communication System Expense	-	-	-	-	-
54251	Software Maintenance Agreement	3,703	8,458	10,000	10,000	10,000
54405	Maint Agreemnts - Alarm System	21,748	-	-	-	-
54454	Repair & Maint - Radios	-	-	500	500	-
54455	Repair & Maint - Alarm System	6,021	-	-	-	-
54466	Repair & Maint - Comm Equip	398	-	1,000	1,000	1,000
54467	Repair & Maint - Other Equip	937	64	2,500	500	1,500
54493	Maintenance - Fiber	130	1,409	1,400	72,000	5,000
54514	Pole Rental	136	6,179	15,000	33,785	35,000
Total Contractual Services		34,046	16,476	41,090	127,785	67,500
55223	Motor Vehicle Replace Program	-	-	-	-	-
55400	Inventory Carrying Charge	3,874	4,569	4,390	6,047	7,350
55401	Inventory Overhead	5,212	21,630	6,000	5,570	12,995
Total Other Operating		9,086	26,199	10,390	11,617	20,345
55270	Allocated Costs-GG	40,888	40,888	-	-	-
55289	Allocated Costs-PW	8,132	8,132	-	-	-
Total Allocations		49,020	49,020	-	-	-
56002	Machinery and Equipment	5,500	337	4,000	4,000	4,000
56004	Computer Equipment	-	-	4,700	-	123
56213	Fiber Optic System	42,818	116,641	47,625	360,375	77,150
56301	Capitalized Software	-	-	555	972	-
Total Capital		48,318	116,978	56,880	365,347	81,273
57401	Inter-Fund Debt Repay - Fiber	-	-	61,664	61,664	61,664
Total Interfund Transfers		-	-	61,664	61,664	61,664
Total Expenditures		299,033	340,452	380,984	649,888	310,487

**City of St. Charles
Communications Fund
Expenditures
FY 2024-2025 Budget**

Fund	804	Communications Fund					
Department	804530	Communications Fiber					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	129,297	107,075	176,850	67,020	62,945	
50200	Overtime	-	-	-	-	-	
50201	OT - Double Time	-	-	-	-	-	
50205	Foreman Emergency OT	-	97	-	-	-	
51100	FICA	7,661	6,356	10,965	4,040	3,905	
51103	IMRF	14,845	9,826	13,580	5,100	5,070	
51104	Medicare	1,790	1,485	2,565	945	915	
						-	
51203	Life Insurance	-	-	230	-	-	
51300	Registration and Fees	3,541	3,549	3,600	3,600	3,600	
51402	Meals-Travel & Training	451	-	-	-	-	
51600	Uniforms	24	13	-	-	-	
	Total Personal Services	157,609	128,401	207,790	80,705	76,435	
52000	Office Supplies	100	700	250	250	250	
52101	Meals-Business	-	-	20	20	20	
52305	Safety Supplies	-	23	100	100	100	
52310	Small Tools and Equipment	699	885	1,000	500	1,000	
52311	Hardware Supplies	-	-	100	100	100	
52319	Other General Supplies	7	441	500	500	500	
52500	Electrical Supplies	599	968	600	700	700	
52502	Communications Supplies	-	361	600	600	600	
	Total Commodities	1,405	3,378	3,170	2,770	3,270	
54000	Telephone Service	28	10	70	-	-	
54001	Cellular Service	568	356	620	-	-	
54150	Consulting Services	-	-	10,000	10,000	15,000	
54200	Communication Service Projects	376	-	-	-	-	
54201	Communication System Expense	-	-	-	-	-	
54251	Software Maintenance Agreement	3,703	8,458	10,000	10,000	10,000	
54405	Maint Agreements - Alarm System	21,748	-	-	-	-	
54454	Repair & Maint - Radios	-	-	500	500	-	
54455	Repair & Maint - Alarm System	6,021	-	-	-	-	
54466	Repair & Maint - Comm Equip	398	-	1,000	1,000	1,000	
54467	Repair & Maint - Other Equip	937	64	2,500	500	1,500	
54493	Maintenance - Fiber	130	1,409	1,400	72,000	5,000	
54514	Pole Rental	136	6,179	15,000	33,785	35,000	
	Total Contractual Services	34,046	16,476	41,090	127,785	67,500	
55223	Motor Vehicle Replace Program	-	-	-	-	-	
55400	Inventory Carrying Charge	3,874	4,569	4,390	6,047	7,350	
55401	Inventory Overhead	5,212	21,630	6,000	5,570	12,995	
	Total Other Operating	9,086	26,199	10,390	11,617	20,345	
56002	Machinery and Equipment	5,500	337	4,000	4,000	4,000	
56004	Computer Equipment	-	-	4,700	-	123	
56213	Fiber Optic System	42,818	116,641	47,625	360,375	77,150	
56301	Capitalized Software	-	-	555	972	-	
	Total Capital	48,318	116,978	56,880	365,347	81,273	
	Total Expenditures	250,464	291,432	319,320	588,224	248,823	

**City of St. Charles
Police Pension Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY 24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Position			45,215,205	45,215,205	50,337,307		
Revenues							
Investment Income	(3,617,871)	763,373	2,835,000	3,745,810	2,835,000	(910,810)	24.32%
Contributions	5,091,433	4,903,825	4,885,718	5,742,803	5,169,238	(573,565)	-9.99%
Total Revenues	1,473,562	5,667,198	7,720,718	9,488,613	8,004,238	(1,484,375)	-15.64%
Expenditures							
Personal Services	3,809,259	4,569,894	4,110,455	4,256,204	4,645,044	388,840	9.14%
Contractual Services	116,877	101,899	85,500	110,307	122,000	11,693	10.60%
Other Operating	7,064	8,000	-	-	-	-	0.00%
Total Expenditures	3,933,200	4,679,793	4,195,955	4,366,511	4,767,044	400,533	9.17%
Revenues Over/ (Under) Expenditures	(2,459,638)	987,405	3,524,763	5,122,102	3,237,194		
Ending Net Position			48,739,968	50,337,307	53,574,501		

**City of St. Charles
Police Pension Fund
Fiscal Year 2024-2025 Budget**

General Description

The Police Pension Fund accounts for revenues and expenditures associated with the provision of retirement, disability and other defined-benefit pension benefits to sworn police personnel of the St. Charles Police Department. The defined benefits and employee and employer minimum contributions to the fund are defined by Illinois Compiled Statutes (40 ILCS 5/3-1). Participants are required to contribute 9.91% of pensionable salary. The Police Pension Board is comprised of two active police officers, one retired police officer and two individuals appointed by the City. Although the fund is legally separate from the City, it is reported as a fiduciary pension trust fund since its sole purpose is to provide retirement benefits for the City's sworn police personnel.

The City is responsible for determining on an annual basis through an actuarial study an amount necessary to properly fund the future benefits to be earned by participants in the Fund at a funding level set by the State. Effective January 1, 2011, this amount per ILCS is a 90% funding level by 2040 (previous schedule was 100% by 2033). The City's current policy and practice is to provide funding to meet a 100% funding goal by 2040. The City has historically incorporated the recommended amount annually in its property tax levy for the upcoming year.

In 2019, the State passed legislation which created a new state-wide Investment Fund to manage the investment activities of all local Police Pension Boards, rather than have those funds invested locally. The new entity, the Illinois Police Officers Pension Investment Fund (IPOPIF) manages investment funds for all local Police Pension Funds, with the management of benefits and pension determinations remaining the responsibility of the local Police Pension Board.

FY 2023-24 Significant Accomplishments and Activities

- ✓ Approved a partnership with a local accounting firm to provide administrative management assistance for the pension fund's activities.

FY 2024-25 Goals and Objectives

- Continue to hold quarterly meetings to approve new retirement or disability pension benefit determinations.

Performance Measures and Statistics	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual
City's Actuarially Determined Contribution	\$2,892,514	\$3,296,585	\$3,756,438	\$3,871,938
Market Value Investment Return	2.7%	30.8%	(7.8%)	1.5%
Total# of Participants (Active, Retired, etc.)	116	121	128	130
Total Pension Liability (TPL)	\$78,556,020	\$83,297,231	\$88,947,426	\$92,611,653
Ending Plan Net Position	\$35,183,340	\$46,687,439	\$44,227,800	\$45,215,205
City's Net Pension Liability	\$43,234,245	\$36,609,792	\$44,719,626	\$47,396,448
Plan Net Position as% of TPL	44.96%	56.05%	49.72%	48.82%

City of St. Charles
Police Pension Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47100	Unrealized Gain/Loss	(6,356,560)	2,631,738	2,325,000	3,270,038	2,400,000
47102	Interest on CDs	22,811	2,865	-	-	-
47103	Dividends	1,994,746	62,260	-	-	-
47104	US Government Security Interest	208,852	25,132	-	-	-
47105	Money Market Interest	446	22,924	10,000	45,000	35,000
47106	Gain/Loss on Sale of Investments	430,439	(2,260,388)	-	73,890	-
47108	Corporate Bond Interest	81,314	11,301	-	-	-
47109	Dividends - Illinois Pension Fund	-	197,611	500,000	350,995	400,000
47110	Other Income - Illinois Pension Fund	-	69,158	-	-	-
47199	Interest - Miscellaneous	81	772	-	5,887	-
Total Investment Revenue		(3,617,871)	763,373	2,835,000	3,745,810	2,835,000
48710	Pension Contributions - Members	638,431	667,388	715,000	682,000	702,000
48711	Pension Contributions - City	3,750,187	3,871,938	4,170,718	5,053,757	4,467,238
48712	Pension Contributions - Transfer	702,815	364,499	-	7,046	-
Total Contributions		5,091,433	4,903,825	4,885,718	5,742,803	5,169,238
Total Revenues		1,473,562	5,667,198	7,720,718	9,488,613	8,004,238

City of St. Charles
Police Pension Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
51108	Service Pensions	2,972,268	2,996,614	3,142,976	3,242,087	3,530,565
51109	Non-Duty Disability Pensions	66,955	66,955	66,960	66,960	71,995
51110	Duty Disability Pensions	361,307	456,937	397,183	395,321	504,821
51112	Surviving Spouse Pensions	298,410	364,870	394,292	394,292	450,405
51114	QILDRO	107,114	107,903	103,749	103,749	81,963
51116	Creditable Service Transfer	-	573,097	-	50,000	-
51300	Registration and Fees	2,410	1,700	3,000	3,000	3,000
51304	Memberships and Dues	795	795	795	795	795
51401	Lodging	-	579	1,000	-	1,000
51402	Meals-Travel & Training	-	444	500	-	500
Total Personal Services		3,809,259	4,569,894	4,110,455	4,256,204	4,645,044
54110	General Legal	13,655	15,001	25,000	16,007	20,000
54131	Actuarial Services	2,550	-	1,500	500	1,000
54136	Illinois Pension Fund Fees & Expenses	-	45,986	30,000	58,800	60,000
54139	Other Financial Services	74,245	30,051	-	6,000	6,000
54360	Risk Insurance Premiums	7,388	7,661	9,000	9,000	10,000
54399	Other Contracted Services	19,039	3,200	20,000	20,000	25,000
Total Contractual Services		116,877	101,899	85,500	110,307	122,000
55245	IDOI Filing Fee	7,064	8,000	-	-	-
Total Other Operating		7,064	8,000	-	-	-
Total Expenditures		3,933,200	4,679,793	4,195,955	4,366,511	4,767,044

**City of St. Charles
Fire Pension Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY 24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Position			48,854,726	48,854,726	54,064,882		
Revenues							
Investment Income	(3,522,830)	374,790	3,060,550	4,655,291	3,509,000	(1,146,291)	24.62%
Contributions	3,055,483	3,120,338	3,317,565	3,756,893	3,581,721	(175,172)	-4.66%
Total Revenues	(467,347)	3,495,128	6,378,115	8,412,184	7,090,721	(1,321,463)	-15.71%
Expenditures							
Personal Services	2,489,423	2,822,976	2,949,082	3,133,675	3,342,742	209,067	6.67%
Contractual Services	108,353	54,128	27,000	68,353	76,500	8,147	11.92%
Other Operating	7,969	-	-	-	-	-	0.00%
Total Expenditures	2,605,745	2,877,104	2,976,082	3,202,028	3,419,242	217,214	6.78%
Revenues Over/ (Under) Expenditures	(3,073,092)	618,024	3,402,033	5,210,156	3,671,479		
Ending Net Position			52,256,759	54,064,882	57,736,361		

**City of St. Charles
Fire Pension Fund
Fiscal Year 2024-2025 Budget**

General Description

The Fire Pension Fund accounts for revenues and expenditures associated with the provision of retirement, disability and other defined-benefit pension benefits to sworn fire personnel of the St. Charles Fire Department. The defined benefits and employee and employer minimum contributions to the fund are defined by Illinois Compiled Statutes (40 ILCS 5/4-1). Participants are required to contribute 9.455% of pensionable salary. The Fire Pension Board is comprised of two active firefighters, one retired firefighter and two individuals appointed by the City. Although the fund is legally separate from the City, it is reported as a fiduciary pension trust fund since its sole purpose is to provide retirement benefits for the City’s sworn fire department personnel.

The City is responsible for determining on an annual basis through an actuarial study an amount necessary to properly fund the future benefits to be earned by participants in the Fund at a funding level set by the State. Effective January 1, 2011, this amount per ILCS is a 90% funding level by 2040 (previous schedule was 100% by 2033). The City’s current policy and practice is to provide funding to meet a 100% funding goal by 2040. The City has historically incorporated the recommended amount annually in its property tax levy for the upcoming year.

In 2019, the State passed legislation which created a new state-wide Investment Fund to manage the investment activities of all local Fire Pension Boards, rather than have those funds invested locally. The new entity, the Firefighters’ Pension Investment Fund (FPIF) manages investment funds for all local Fire Pension Funds, with the management of benefits and pension determinations remaining the responsibility of the local Fire Pension Board.

FY 2024-25 Goals and Objectives

- Continue to hold quarterly meetings to approve new retirement or disability pension benefit determinations.

Performance Measures and Statistics	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual
City’s Actuarially Determined Contribution	\$1,955,183	\$2,245,665	\$2,530,046	\$2,581,296
Market Value Investment Return	(3.1%)	27.7%	(7.0%)	0.7%
Total # of Participants (Active, Retired, etc.)	80	80	80	81
Total Pension Liability (TPL)	\$64,518,370	\$67,743,066	\$72,607,408	\$76,512,216
Ending Plan Net Position	\$39,845,804	\$51,309,794	\$48,236,702	\$48,854,726
City’s Net Pension Liability	\$24,672,566	\$16,433,272	\$24,370,706	\$27,657,490
Plan Net Position as % of TPL	61.76%	75.74%	66.43%	63.85%

**City of St. Charles
Fire Pension Fund
Revenue
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47100	Unrealized Gain/Loss	(3,614,488)	2,084,465	2,455,000	3,695,350	2,500,000
47101	Treasurer's Pool Interest	3	87	50	110	-
47102	Interest on CDs	5,723	-	-	-	-
47103	Dividends	209,316	-	-	-	-
47104	US Government Security Interest	48,066	-	-	-	-
47105	Money Market Interest	1,447	13,743	15,000	20,518	15,000
47106	Gain/Loss on Sale of Investments	(436,516)	(2,197,497)	-	(40,000)	-
47107	Interest - Illinois Pension Fund	216,706	103,703	90,000	612,905	624,000
47108	Corporate Bond Interest	45,556	-	-	-	-
47109	Dividends - Illinois Pension Fund	-	372,600	500,000	362,569	370,000
47110	Other Income - Illinois Pension Fund	-	(2,876)	-	-	-
47199	Interest - Miscellaneous	1,357	565	500	3,839	-
Total Investment Revenue		(3,522,830)	374,790	3,060,550	4,655,291	3,509,000
48700	Pension Contributions - Additional 1%	15,080	16,179	18,000	19,695	22,000
48710	Pension Contributions - Members	514,541	522,863	580,000	545,598	570,000
48711	Pension Contributions - City	2,525,862	2,581,296	2,719,565	3,191,600	2,989,721
Total Contributions		3,055,483	3,120,338	3,317,565	3,756,893	3,581,721
Total Revenues		(467,347)	3,495,128	6,378,115	8,412,184	7,090,721

**City of St. Charles
Fire Pension Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
51108	Service Pensions	1,878,921	2,158,512	2,277,253	2,462,697	2,662,654
51110	Duty Disability Pensions	132,255	133,840	135,426	135,426	137,011
51111	Occupational Disease Disability Pensions	126,283	141,600	144,494	144,494	147,388
51112	Surviving Spouse Pensions	216,950	216,950	216,948	216,948	216,950
51114	QILDRO	133,019	163,880	171,166	170,315	174,944
51115	Refund of Contributions	-	6,874	-	-	-
51300	Registration and Fees	1,200	525	3,000	3,000	3,000
51304	Memberships and Dues	795	795	795	795	795
51401	Lodging	-	-	-	-	-
51402	Meals-Travel & Training	-	-	-	-	-
Total Personal Services		2,489,423	2,822,976	2,949,082	3,133,675	3,342,742
54110	General Legal	200	350	5,000	1,000	2,500
54131	Actuarial Services	-	-	1,000	-	1,000
54136	Illinois Pension Fund Fees & Expenses	1,652	37,260	-	48,000	52,000
54139	Other Financial Services	98,811	-	-	-	-
54360	Risk Insurance Premiums	7,690	7,893	9,000	7,953	9,000
54399	Other Contracted Services	-	8,625	12,000	11,400	12,000
Total Contractual Services		108,353	54,128	27,000	68,353	76,500
55245	IDOI Filing Fee	7,969	-	-	-	-
Total Other Operating		7,969	-	-	-	-
Total Expenditures		2,605,745	2,877,104	2,976,082	3,202,028	3,419,242

City of St. Charles
Demographics
FY 2024-2025 Budget

Early St. Charles History

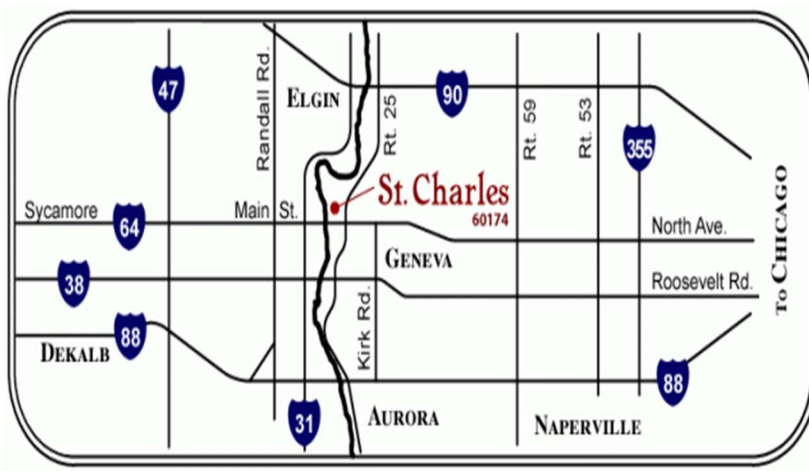
The initial settlers of St. Charles arrived in 1833 and built the first log cabin in 1834. They were attracted to the area because of the Fox River, which was a source of waterpower. The first industries in town were lumber mills, gristmills, and carding mills, all powered by water wheels near the dam. Below is an overview of some of the early milestones in the City's history:

- In 1833, Evan Shelby explored the Fox Valley and claimed a site which was to become St. Charles.
- In 1834, Evan Shelby, Ira Minard, and Read Ferson founded the town and named it Charleston after a town in Mr. Ferson's home state of Vermont. The town name was changed to St. Charles because there already was a town called Charleston in downstate Illinois.
- In 1861, Camp Kane was created as a major union training facility first for the 8th & 17th Illinois Cavalries in the Civil War. This area would later become Langum Park.
- In 1874, St. Charles became incorporated with Dr. James K. Lewis as the first mayor.
- The first bridge across the Fox was built in 1836 and was 18 feet wide. The bridge had been destroyed and rebuilt three times through 1857.
- Lester Norris invested \$500,000 to build the Arcada Theatre which opened on Labor Day in 1926.
- Built by Colonel Edward J. Baker, the Hotel Baker opened its doors on June 2, 1928.
- On May 20, 1912, Pottawatomie Park opened; the first to open under a new Illinois Parks Act.
- Ground was broken in July 1939 for Delnor Hospital on 5th Avenue, north of Iroquois. The hospital and ten acres for future expansion were given to the City by Lester and Dellora Norris.
- In 1940, the iconic Municipal Building was completed. It was a gift to the St. Charles community from two of St. Charles' most generous benefactors. The Norris family donated the land and the Baker family provided for the design and construction. It was entered into the National Register of Historic Places in 1991.
- In early 1969, the St. Charles Chamber of Commerce sponsored a contest to select a slogan for the town. Long-time resident William R. Ross submitted the winning entry: "The Pride of the Fox." The City of St. Charles proudly uses this award-winning slogan to this day.
- In 1972, Dellora and Lester Norris donated 70 acres of land where St. Charles East High School was built. Additional Norris grants were responsible for construction of the Dellora Norris Cultural Arts Center, the Lester Norris Sports Complex, and the John B. Norris Recreation Center.

Over the years, St. Charles has received numerous recognitions for its architecture, top-notch schools, parks, events and entertainment, and as a top place to live and raise a family.

**City of St. Charles
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Map of St. Charles



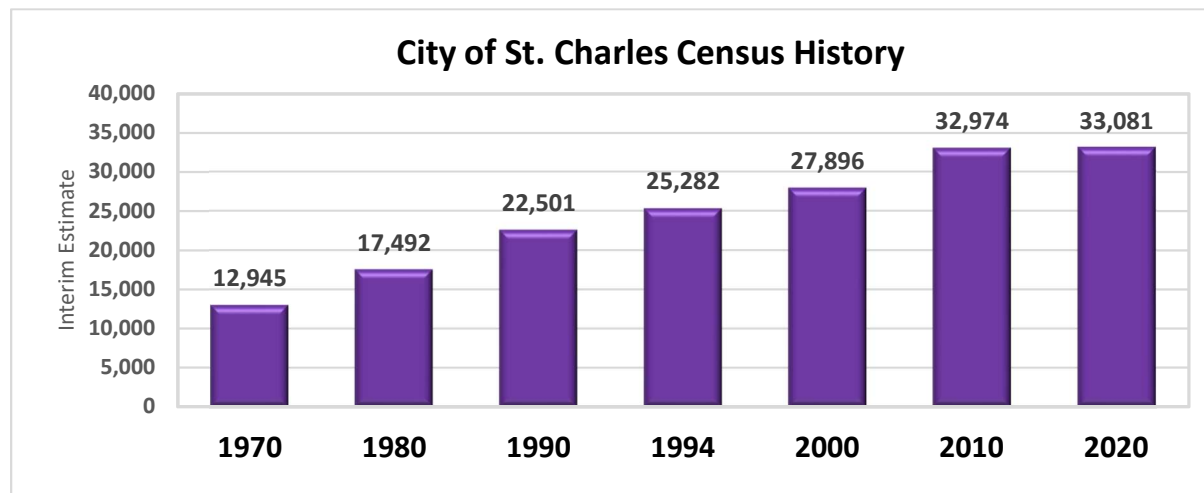
The City of St Charles is 34 miles west of downtown Chicago and is located in both Kane and DuPage Counties.

Government

The City is under a Mayor-Council form of government with five wards and ten alderpersons. The Mayor is elected at large to a four-year term and the City Council is elected by ward to staggered four-year terms. The elected officials and appointed officials are listed in the front of the budget summary section of this document.

Population

The City’s population has a significant financial consequence. This is because State shared revenues, such as motor fuel taxes and Illinois income taxes, are distributed on a per capita basis. The count used for these purposes must be an official census certified by the Bureau of Census. The 2010 census resulted in a growth of St. Charles’ population to 32,974 from 27,896 in 2000. The U.S. Bureau of the Census shows the City’s population to be 33,081 as of April 1, 2020.



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City Demographics

Demographics are the characteristics of a population that have been categorized by distinct criteria such as income, age and education. These various characteristics of the City’s population influence its mission, vision and guiding principles.

Size of Household (ACS 2022)	Number	Percent
No Bedroom Household	106	0.80%
One Bedroom Household	1,344	10.12%
Two or Three Bedroom Household	7,386	55.62%
Four or more Bedrooms Household	4,443	33.46%
Total Household	13,279	100.00%

Average Household Size -2.49

Occupied/Vacant Status (ACS 2022)	Number	Percent
Occupied	13,279	96.16%
Vacant	735	5.32%
Total Housing Units	13,809	101.48%

Owner/Renter Status (ACS 2022)	Number	Percent
Owner Occupied	9,407	70.40%
Renter Occupied	3,872	29.60%
Total Occupied Housing Units	13,279	100.00%

Household Income (ACS 2022)	Number	Percent
Less than \$10,000	372	2.80%
\$10,000-\$14,999	239	1.80%
\$15,000-\$24,999	398	3.00%
\$25,000-\$34,999	544	4.10%
\$35,000-\$49,999	1,062	8.00%
\$50,000-\$74,999	1,952	14.70%
\$75,000-\$99,999	1,593	12.00%
\$100,000-\$149,999	2,921	22.00%
\$150,000-\$199,999	1,620	12.20%
\$200,000 or more	2,576	19.40%
Total	13,279	100.00%

Educational Attainment (ACS 2022)	Number	Percent	Median
Less Than High School Graduate	1,241	5%	\$ 28,329
High School Graduate	3,957	17%	\$ 41,226
Some College or Associate's Degree	5,825	25%	\$ 53,210
Bachelor's Degree	6,890	30%	\$ 66,154
Graduate or Professional Degree	5,064	22%	\$ 85,679
Total Population 25 and Over	22,977	100%	

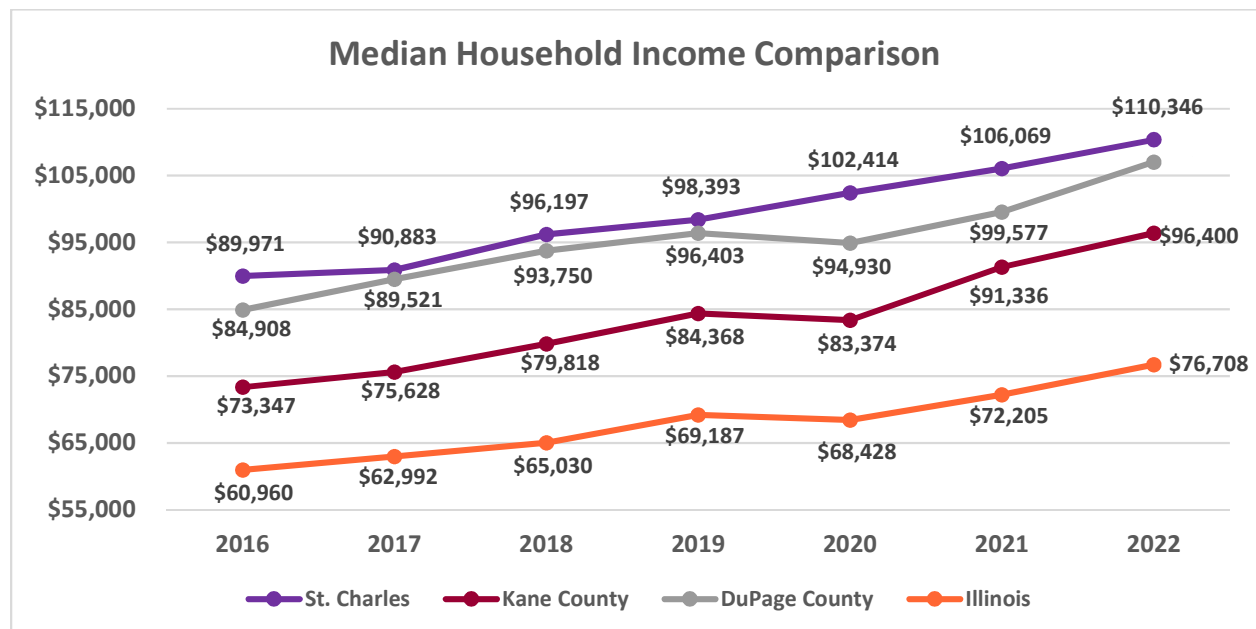
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Age Distribution (ACS 2022)	Number	Percent
Under 5 Years	1,679	5.10%
5 to 9 Years	1,465	4.45%
10 to 14 Years	1,723	5.24%
15 to 19 Years	2,297	6.98%
20 to 24 Years	2,635	8.01%
25 to 29 Years	2,105	6.40%
30 to 34 Years	1,667	5.07%
35 to 39 Years	1,998	6.07%
40 to 44 Years	1,882	5.72%
45 to 49 Years	1,871	5.69%
50 to 54 Years	2,767	8.41%
55 to 59 Years	2,415	7.34%
60 to 64 Years	2,595	7.89%
65 Years and older	5,677	17.25%
Total	32,776	99.60%

Median Age - 41.8 years

Median Household Income

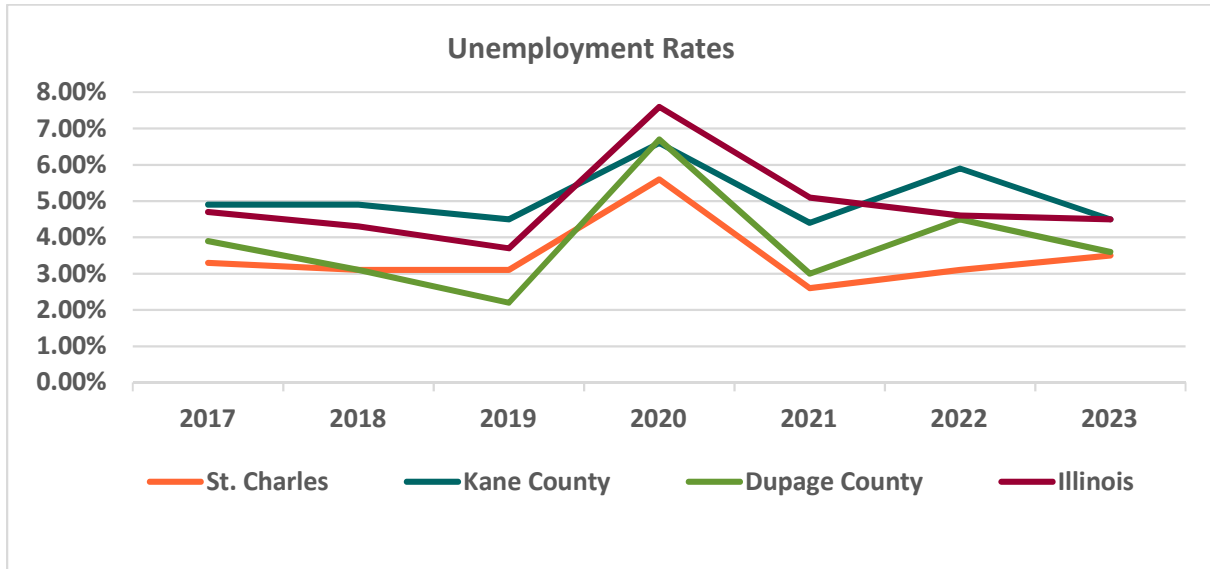
Median household income is one measure of a community's capacity to pay taxes. In theory, the higher the household income, the greater disposable income and ability to pay taxes. Credit rating agencies use this indicator as one measure of a local government's ability to repay debt. These agencies compare income with per resident governmental expenditures to determine whether growth in income is keeping pace with growth in expenditures. The average median income in St. Charles has consistently outpaced the Counties and State medians.



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Unemployment Rates

The latest unemployment rate (December 2023) for the City was 3.5%, which compares favorably to 4.5% for Kane County, 3.6% for DuPage County and to 4.5% for the State of Illinois. The City's unemployment rate has historically been below County and State levels. The following chart displays the month of December's unemployment rates for the past seven years.

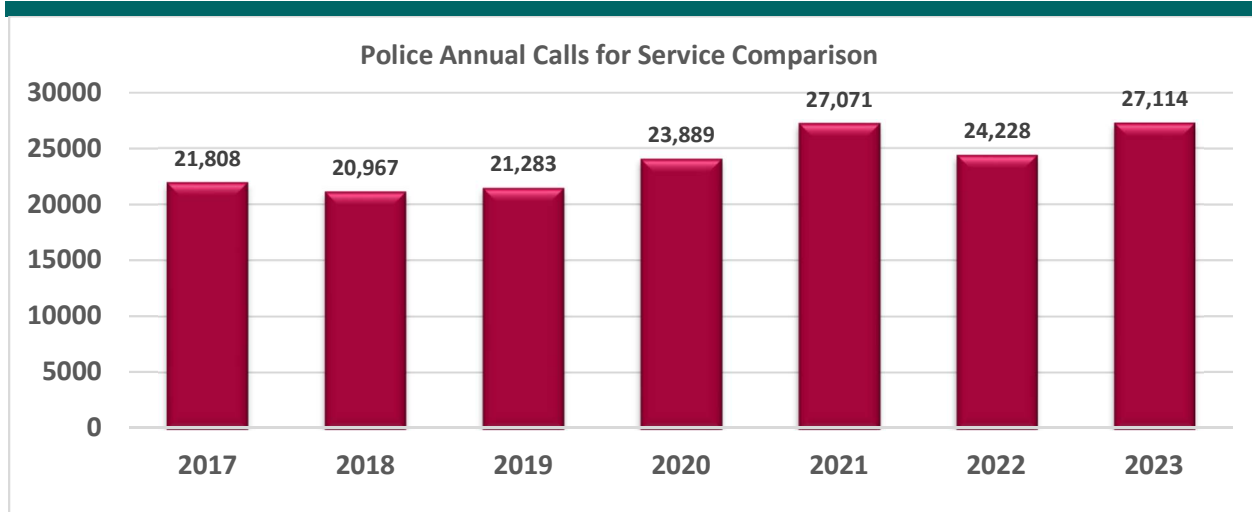


Police Protection

The St. Charles Police Department is comprised of dedicated officers and civilian personnel whose mission is to protect and serve the community with respect and a commitment to excellence. The number of sworn officers included in the FY 24-25 budget are listed in the chart below. The graph that follows presents a comparison of calls for service over the past seven years.

Rank	Count
Police Chief	1
Police Deputy Chiefs	2
Section Commanders	3
Sergeants	7
Detectives	4
School Liaison Officers	4
Patrol Officers	36
Traffic Safety Officer	1
Crime Prevention/Youth Officer	1
Narcotics Officer	1
Total Sworn Officers	60

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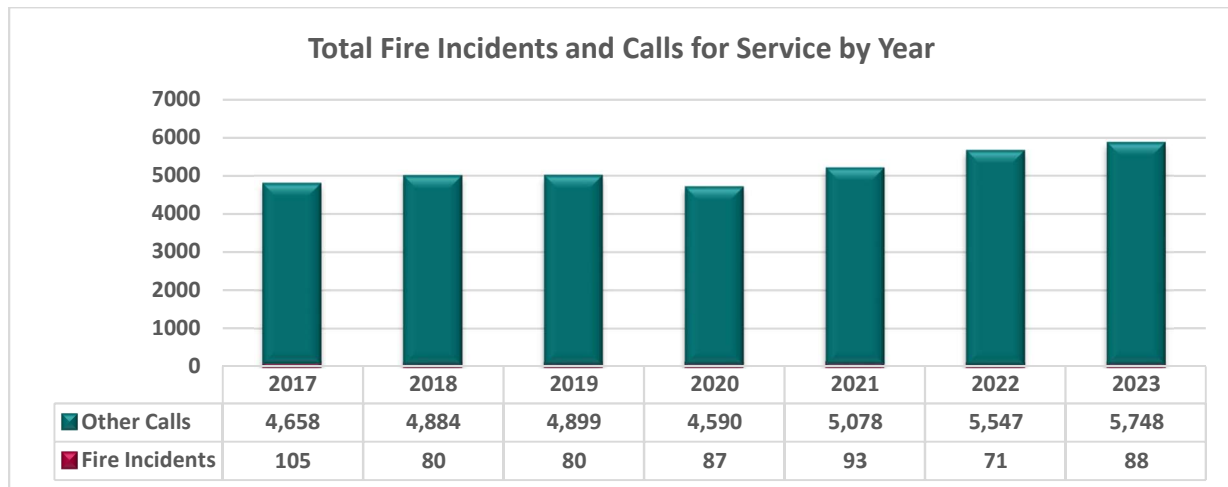


Fire Protection

The St. Charles Fire Department is an accredited, ISO Class 1 Fire Department. The department provides fire suppression, emergency medical services, hazardous materials response, technical rescue response water rescue and recovery response as well as comprehensive fire prevention and public education programs. The Fire Department operates out of three fire stations. The number of sworn officers included in the FY 24-25 budget are listed in the chart below.

Rank	Count
Fire Chief	1
Deputy Fire Chiefs	2
Battalion Chiefs	3
Captains	3
Lieutenants	11
Firefighter/Paramedic	26
Firefighter	1
Total Sworn Officers	47

The graph that follows provides a history of calls for service over the past seven years.



City of St. Charles
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During 2023, the Fire Department responded to 88 fires and 5,748 other incidents. While the St. Charles Fire Department handles a wide spectrum of incident types, the vast majority of emergency calls are medical related.

Public Services Division

The St. Charles Public Services Division oversees a number of important functional areas including streets, facilities, storm sewers, fleet service, urban forestry and inventory control. The work performed by the streets department is highly visible and effects all commuters. Street operations encompass snow removal, street sweeping, street striping and signage, as well as concrete curb and sidewalk improvements. The number of miles maintained (center line miles) by Public Services is shown below.

Type	Miles
Residential	135.0
Industrial	11.6
County	6.0
State	18.5
Total Miles	171.1

Environmental Services Division

The Environmental Services Division maintains, operates and administers the public water supply, wastewater treatment, sanitary sewer, and the collection and disposal of solid waste (including recycling).

The City’s Water Division is accountable for providing safe water to more than 12,700 residential, commercial and municipal customers. Operations include maintaining seven water supply wells, six storage reservoirs, 241 miles of water main, 3,880 valves, and 2,877 fire hydrants as well as 12,745 domestic service connections and meters. Presently, water usage averages about 4.04 million gallons per day.

The City’s Wastewater Treatment Division is responsible for ensuring that all wastewater produced by City residents is properly treated and disinfected prior to its return to the environment. This division operates and maintains 4,988 sanitary structures, two wastewater treatment facilities and 16 lift stations. The treatment facilities are capable of treating up to 9.7 million gallons of wastewater daily.

Water	Volume
Storage Capacity	6,700,000
Maximum Day Consumption	6,942,468
Wastewater	Volume
Gallons of wastewater – daily flow	4,750,000
Treated at Main Plant	1,569,590,000
Treated at West Plant	159,210,000
Miles of Sanitary Sewer	186.13

Electric Utility

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This Electric Utility serves nearly 16,000 residential, commercial and municipal customers and at peak production generates 130 megawatts. The electric engineering group is responsible for system design, system mapping, maintenance programs and adherence to codes and standards. The electric line area constructs and maintains the electric infrastructure and the metering group installs and maintains metering equipment. The City has a long-term power purchase agreement with the Illinois Municipal Electric Agency (IMEA) that is in force until 2035.

Operations	
Number of Substations	9
Average monthly kWh billed	41,891,866
Total kWh billed in FY 2021/2022	502,702,397
Miles of Electrical Conduit	292

Transportation

The City of St. Charles is located in Kane and DuPage Counties on the Fox River, approximately 34 miles directly west of the City of Chicago. The City has convenient access to all points throughout the Chicago metropolitan area utilizing various methods of transportation.

Modes of Transportation	Distance
East-West Tollway (I-88)	9 miles south
Northwest Tollway (I-90)	15 miles north
O'Hare International Airport	20 miles northeast
Midway Airport	35 miles southeast
DuPage Airport	Eastern border
Union Pacific Railroad	1.5 miles south

Community & Economic Development

The Community and Economic Development Department administers all new construction projects throughout the City of St. Charles. Projects range from downtown development activity, industrial construction/additions, single and multi-family residential construction and commercial developments. Below is a summary of new construction activity for the past seven years.

Fiscal Year	New Commercial*		New Business*		New Residential		Total Value
	# of Permits	Value	# of Permits	Value	Dwelling Units	Value	
2017/18	-	---	10	35,594,963	251	37,912,738	133,399,227
2018/19	-	---	3	21,544,363	129	16,502,004	115,591,433
2019/20	-	---	6	6,362,046	36	8,844,417	56,469,996
2020/21	-	---	3	3,380,298	25	10,050,321	107,492,794
2021/22	-	---	7	9,350,000	38	18,760,852	74,057,487
2022/23	-	---	11	40,131,000	26	10,259,740	106,310,312
2023/24**	-	---	5	18,248,194	170	25,993,780	103,192,588

* Total permits issued include new construction, alterations, additions and repairs.

** FY23/24 number of permits and construction value is as of March 12, 2024.

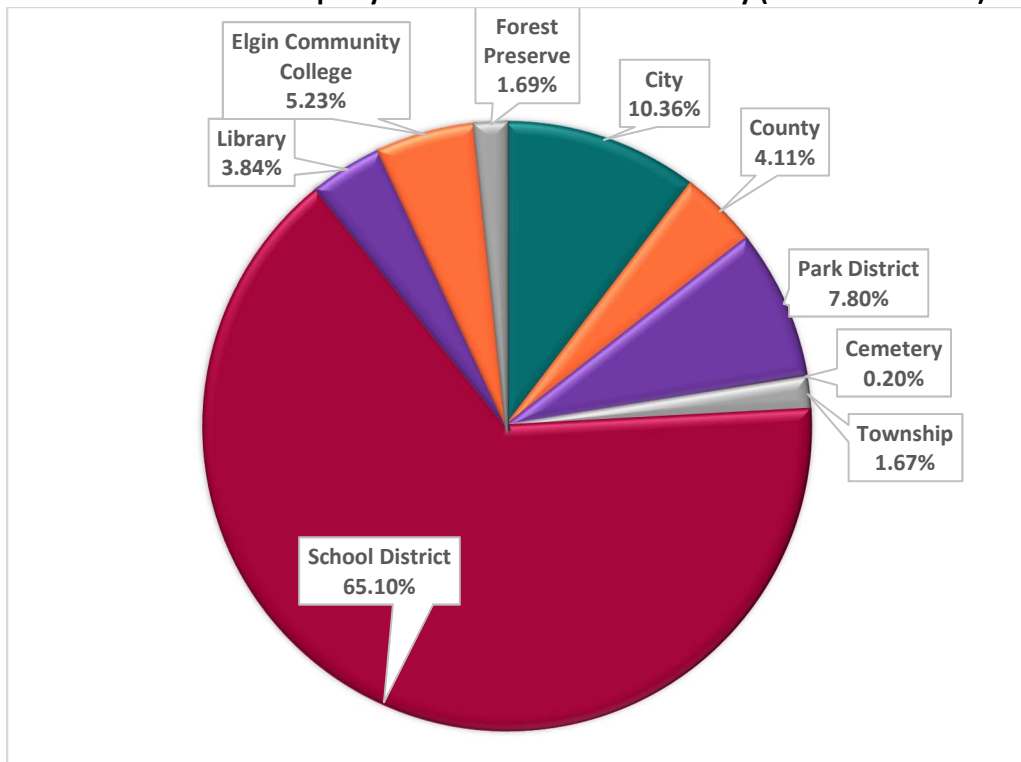
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Property Tax Rate

The City’s 2022 levy year property tax rate and those levied by other units of government expressed as a dollar for each \$100 of equalized assessed value is presented below.

Government Unit	Amount
City of St. Charles	\$0.8361
Kane County	0.3322
Forest Preserve	0.1367
Township	0.1347
Cemetery	0.0160
Park District	0.6298
Library	0.3099
School District #303	5.2561
Elgin Community College #509	0.4225
Total Tax Rate	\$8.0742

Property Tax Distribution for 2022 Levy (Collected in 2023)



A common misconception about property tax is that all of the money a property tax owner pays is remitted to the City. As indicated by the graphic above, the City of St. Charles received 10.36 percent of every dollar of property tax levied in 2022. The remaining portion of each dollar, 89.64 cents, was allocated to other taxing districts. This important revenue source pays the City’s employer contributions to the Police pension and Fire pension funds as well as supports public safety and public works services.

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Tax Payers

The top ten taxpayers of the City in terms of equalized assessed value are detailed in the table below.

Tax Payer	2022 EAV
LEGIA St. Charles Assoc. LLC	\$26,619,537
Prairie Winds LLC	19,664,876
Q Center LLC	16,061,177
AMVF at St. Charles	9,203,540
Axiom St. Charles LLC	8,142,535
RMG Fox Run LLC	7,482,482
FLT Park Shore LLC	7,266,640
8895 McThurstan Court LLC	6,519,045
4515 Marlowe LLC	6,315,463
Smithfield Packaged Meats Corp	5,953,590

Sales Tax Rate

The City of St. Charles became a Home Rule community in 1995 due to a special census count conducted in 1994, which resulted in a population of 25,282. As a result of this Home Rule status, the City is able to impose a home rule sales tax. Effective July 1, 2023, the total sales tax rate in St. Charles increased from 8.0% to 8.5%. The additional 0.5% tax funds improvements to the City’s road and pedestrian network system, including but not limited to right-of-way improvements and related infrastructure. The chart below identifies the four different components of the City’s sales tax.

Sales Tax Components	Rate 7/1/2023
State of Illinois	5.00%
City of St. Charles (Municipal & Home Rule)	2.50%
County	0.25%
RTA	0.75%
Total	8.50%

The City’s website is www.stcharlesil.gov. The City endeavors to provide a variety of useful information to the internet user. This information is monitored and updated regularly. Financial documents accessible on the City’s website include the Comprehensive Annual Financial Report(s), Auditor’s Management Letter and Fiscal Year Approved Budget(s). In addition, agendas for all City related meetings are posted weekly. Other information on the website includes active job openings, City newsletters, a listing of aldermen, council committees, the City mission statement, a brief description City services, construction information and a complete listing of E-mail addresses for contacting City employees.

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Abatement - A partial or complete cancellation of a levy imposed by the City. Abatements usually apply to tax levies, special assessments and service charges.

Accountability - The condition, quality, fact or instance of being obliged to reckon or report for actions or outcomes.

Accrual basis of accounting – A method of accounting that recognizes financial transactions when they occur regardless of the time of the intake of cash.

Activity – A specific service performed by a component unit of a governmental organization that is responsible for a function, such as police, is an activity of the public safety function.

Agency Fund - A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

Annexation - The incorporation of land into an existing city with a resulting change in the boundaries of that city.

Appropriation - A specific amount of money authorized by City Council to make expenditures and incur obligations for specific purposes, frequently used interchangeably with "expenditures."

Assessed Value - A valuation set upon real estate or other property by the Township Property Appraiser as a basis for levying taxes.

Asset allocation – The process to determine which types of investments are to be included in the composition of an overall investment portfolio.

Audit - A systematic collection of sufficient, competent evidential matter needed to attest to the fairness of the presentation of the City's financial statements. The audit tests the City's accounting system to determine whether the internal accounting controls are both available and being used.

Available Fund Balance - That portion of fund balance collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Balance Sheet - That portion of the City's financial statement that discloses the assets, liabilities, reserves and balances of a specific governmental fund as of a specific date.

Basis of Accounting - A term used when revenues, expenditures, expenses, transfers, assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on the cash, modified accrual or the accrual method.

Basis of budgeting – A method used to determine the recognition of Revenues and Expenditures for the budgetary process.

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Benchmarking - Comparing one's own performance to that of their past performance or to that of comparable communities.

Bond - A written promise to pay a specified sum of money, called face value or principal, at a specified date in the future, called maturity date, together with periodic interest at a specified rate.

Bond Refinancing - The payoff and re-issuance of bonds, to obtain better interest rates and or bond conditions.

Bottom Line - This is a common expression, most often used in private industry that refers to the profitability of a particular organization or entity.

Budget - A comprehensive financial plan of operations which attempts to allocate limited revenues among competing expenditure requirements for a given time period.

Budgetary Control - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Budget Revision - A change to the adopted budget as authorized by the City Council.

Business-type activities – One of two classes of activities reported on government-wide financial statements. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. These activities are usually reported in enterprise funds.

CALEA - Commission on Accreditation of Law Enforcement Agencies.

Capital Budget - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

Capital Equipment - Equipment with a value in excess of \$25,000 and an expected life of more than five years such as automobiles, data processing equipment and furniture.

Capital Improvements - Charges for the acquisition at the delivered price including transportation costs, of equipment, land, buildings, or improvements of land or buildings, fixtures, and other permanent improvements with a value in excess of \$25,000 and a useful life expectancy of at least two years.

Capital Improvement Project - An undertaking that has a specific objective, can be easily distinguishable from other work being performed, has a definite beginning and end, does not occur annually, and has a total cost in excess of \$100,000.

Capital Outlay - Expenditures that result in the acquisition of or addition to fixed assets.

Capital Projects Fund - Used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

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Cash basis of accounting – Basis of accounting that recognizes transactions or events when related cash amounts are received or disbursed.

Cash Management - The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the balance of the highest interest and return, liquidity, and minimal risk with these temporary cash balances.

Charges for Service - User charges for services provided by the City to those specifically benefiting from those services.

Commodities - Items which, after use, are consumed or show material change in or an appreciable impairment of their physical condition, and which generally have limited value and are characterized by rapid depreciation.

Comparable Communities - Those communities, as designated by council, which contain some of the same characteristics as St. Charles. Comparative communities can be used as a "yardstick" in which to measure the policies and procedures of St. Charles.

Comprehensive Plan - An official public document adopted by a local government as a policy guide to decisions about the physical development of the community. It is a general long-range physical plan.

Constituent - One represented politically or in business; a voter; client.

Contingency - The appropriation of reserve funds for future allocation in the event specific budget allotments have expired and additional funds are needed.

Covenant - An agreement entered into by two or more parties. A covenant is entered into when a local government issues a bond. The terms of the bond issue must be clearly stated in the covenant.

Debt - A financial obligation resulting from the borrowing of money. Debts of government include bonds, notes, and land contracts.

Debt Ratio - Ratios that provide a measure of assessing debt load and ability to repay debt, which play a part in the determination of credit ratings. They are used to evaluate the City's debt position over time and against its own standards and policies.

Debt Service - The payment of principal and interest on borrowed funds.

Debt Service Funds - Used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit - The excess of expenditures or expenses over revenues or income during a single accounting period.

Department - An organizational unit responsible for carrying out a major governmental function, such as Finance or Public Works.

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Depreciation - The decrease in value of physical assets due to use and the passage of time.

Discretionary Income - Income that is not specifically allocated for an expense and or income that allows for a certain level of "freedom" on how that money may be spent.

Elasticity - Increasing or diminishing readily in response to a changing stimulus. Sales taxes are very elastic because the amount of taxes collected increases with sales and decreases when sales are low. The stimulus is the economy, which has a direct effect on the purchasing power of citizens, which translates into sales tax revenues.

Encumbrance - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund - Used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the costs of providing goods or services are financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Equalized Assessed Value - The value of property resulting from the multiplication of the assessed value by an equalization factor to make all property in Illinois equal one-third of its market value.

Equalization Factor - A factor determined by the State which when applied to the counties' assessed value will cause all property to equal one-third of its market value.

Expenditures - Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers.

Expenses - Charges incurred, whether paid or unpaid, resulting from the delivery of goods or services.

Facade - The front, visible part, or most conspicuous component of a building. St. Charles has implemented a facade improvement program for its downtown businesses, in an effort to revitalize the area.

Fiduciary Funds - Funds that are used when a government holds or manages financial resources in an agent or fiduciary capacity.

Fiscal Policies - The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year (FY) - Any consecutive twelve-month period designated as the budget year. The City's budget year begins May 1, and ends April 30 of the following calendar year.

Fixed Assets - Assets of a long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

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Franchise Fee - A fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include telephone, natural gas and cable television.

Full Time Equivalent (FTE) - A standardized unit of measure used to determine the equivalent number of full-time employees. It is calculated by dividing the total hours actually worked or planned for a job class (regular and overtime) by a standard number of hours a full-time employee would work for the job class.

Fund – Fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, residual equities, revenues, and expenditures, or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance - The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures. Fund balances increase when revenues exceed expenditures and decrease when expenditures exceed revenues.

Generally Accepted Accounting Principles - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

General Fund - The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

General Obligation Bonds - Those bonds that are backed by the "full faith and credit" of a municipality. The taxing power of local government is pledged in the covenant of one of these bond issues.

Goal - A long-range desirable development attained by objectives designed to implement a strategy.

Governmental Fund Types - Funds that account for a government's "governmental-type" activities. These funds are the general fund, special revenue funds, debt service funds and capital project funds.

Grant - Contributions or gifts of cash or other assets from another government to be used for a specified purpose, activity, or facility. Grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

Home Rule Municipality - A home rule unit may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to regulate for the protection of public health, safety, morals and welfare; to license; to tax; and to incur debt, unless preempted by the State of Illinois. A municipality is granted powers under home-rule if their population reaches 25,000 or by referendum.

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Improvements - The necessary changes to a parcel(s) of land that is required for its future development. These often include modifications of the roadways, water and sewer mains, and the parcels' capacity for electricity.

IMRF - Illinois Municipal Retirement Fund. Retirement system established for municipal employees of the state.

Income - A term used in proprietary fund type accounting to represent: (1) revenues; or (2) the excess of revenues over expenses.

Infrastructure - The permanent foundation or essential elements of a municipality. Roadways are a component of a local government's infrastructure.

Installment Contract - A financing method whereby the City contracts with a vendor to pay for equipment, an improvement, or construction over a period of time not to exceed ten years. The contractor makes an assignment of the rights to payment to a financial institution in return for payment of the original contracted price.

Interfund Transfer - Payment from one fund to another fund primarily for work or services provided.

Intergovernmental Revenues - Revenues from other governments in the form of grants, entitlement, shared revenues, or payments in lieu of taxes.

Internal Service Fund - Funds used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

Investment - The placing of money, capital, or other resources to gain a profit, as in interest.

LEADS - Law Enforcement Agency Data System is a system used as a nationwide tool to track criminal activity, such as warrants for arrest and missing persons.

Levy - (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by the City.

Liability - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date.

Line Item - A specific item or group of similar items defined by detail in a unique account in the financial records. Revenue and expenditure justifications are reviewed, anticipated and appropriated at this level.

Liquidity - The amount of cash and easily sold securities a local government has at one time.

Millage - The tax rate on real property based on \$1.00 per \$1,000 of assessed property value.

Mobile Data Terminals (MDT) - Mobile Data Terminals are terminals that will allow police officers instant access from the squad cars to the National Crime Information Center. This will allow the officer to immediately check on stolen property or check a warrant.

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Modified Accrual Accounting - A basis of accounting in which revenues are recorded when collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period, and expenditures are recognized when the related liability is incurred. Governmental fund types utilize this basis of accounting.

MFT - Motor Fuel Tax is a tax on fuel consumption. Distribution of the tax collected is based on population. There are also state-funded programs for street resurfacing, curb and gutter work and storm sewer work.

Net Income - Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

Non-operating Expenditures - The costs of government services which are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to Human Service organizations.

Non-operating Revenues - The incomes received by the government, which are not directly attributable to providing a service. An example would be interest on investments.

Objective - Something to be accomplished in specific, well-defined, and measurable terms and is achievable within a specific time frame.

Operating Budget - A financial plan that presents proposed expenditures for the fiscal year and estimates of revenue to finance them.

Part I Offenses - According to the Uniform Crime Report of the Federal Bureau of Investigation, these offenses include murder, manslaughter, rape, robbery, assault, and property crimes of burglary, larceny-theft, motor vehicle theft, and arson.

Part II Offenses - These are all criminal offenses that are not categorized as a Part I offense.

Performance Budget - A budget that focuses on activities rather than line items. Work load and unit cost data are collected in order to assess the efficiency of services.

Performance Indicators - Specific quantitative and qualitative measures of work performed as an objective of the department.

Portfolio - A compilation of investments held by an entity.

Privatization - The transfer of services from the public sector to the private sector in an attempt to save tax dollars. This has been done to varying degrees and levels of success across the country.

Private Sector - Business owned and operated by private individuals, as opposed to government-owned operations.

Public Sector - The policies and procedures as conducted by local governments, states and the federal government. The majority of these activities are financed through tax levies.

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Program - An organized set of related work activities within a bureau of a department, which are directed toward a common purpose or goal and represent a well-defined use of City resources. Each City department usually is responsible for a number of related service programs.

Program Budget - A budget that structures budget choices and information in terms of "programs and their related" work activities, (i.e., repairing roads, treating water, etc.). A program budget provides information on what each program is committed to accomplish in the long run (goals) and in the short run (objectives), and measures the degree of achievement of program objectives (performance measures).

Property Tax - A tax levied on the assessed value of real property (also known as "ad valorem taxes").

Proprietary Fund Types - The classification used to account for the City's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The Generally Accepted Accounting Principles (GAAP) used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the Governmental Accounting Standards Board (GASB) has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

Referendum - The submission of a proposed public measure or law, which has been passed upon by legislature or convention, to a vote of the people for ratification or rejection.

Revenue Bonds - Bonds whose principal and interest are payable exclusively from earnings of a specific, defined activity or facility which can be public, quasi-public, or private.

Retained Earnings - An equity account reflecting the accumulated earnings of the City's proprietary funds.

Revenues - Funds that the government receives as income. It includes such items as tax receipts, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

SCADA - Supervisory Control and Data Acquisition. Computer controlled system operation and information in regards to the city's electrical and water system.

SEA Reporting - Service Efforts and Accomplishments Reporting. This is a highly structured form of performance reporting as developed by the Governmental Accounting Standards Board (GASB).

Special Assessment Bond - Bonds payable by property owners to defray the cost of a specific capital improvement deemed to benefit primarily those properties. Each property is responsible for an amount determined to be equal to the benefit received.

Special Revenue Funds - Funds used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

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Special Service Area Bond - Bonds payable by property owners to defray the cost of a capital improvement or City services above those typically provided deemed to benefit primarily those properties. Each property owner is responsible for an amount equal to the value of their property compared to all others.

Tax Levy - The total amount to be raised by general property taxes for operating and debt service purposes.

Tax Rate - The amount of tax levied for each \$100 of assessed valuation.

Tax Increment Finance District (TIF) – A special district established to revitalize a degenerating parcel of land/building funded through incremental property taxes.

Trust and Agency Funds - Funds used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

Unearned revenue – Specific type of deferred revenue that does not involve the application of the availability criterion, and therefore applies equally to both accrual and modified accrual financial statements.

User Fees – A fee charged for receipt of a public service to the party who benefits from the service

Working Capital - This term generally refers to current assets minus current liabilities. Some organizations may exclude certain current assets (e.g. inventory) from this general formula.

Yield - The yield on a fixed-income security is its current rate until maturity, based on its face value, its current market price and any interest coupons.

WHO WE ARE

Mission Statement

We provide exceptional Services, honor Tradition,
and foster a thriving Community.



Vision Statement

An engaged community with a sense of place
and belonging where everyone is welcome.



Guiding Principles

EXCELLENCE

We strive to provide high quality services
and an exceptional quality of life.

ENGAGEMENT AND INCLUSION

We encourage all voices be heard and create accessible opportunities
for everyone to participate and contribute to our community.

SUSTAINABILITY AND RESILIENCE

We prepare for the future and cultivate progress
while valuing our natural environment and resources.

RESPECT

We treat our residents, businesses, employees,
and visitors with dignity.

SENSE OF COMMUNITY

We foster a safe and vibrant environment in which new ideas and
perspectives combine with our unique character to create a sense of place.

STEWARDSHIP AND ACCOUNTABILITY

We pledge to be honest, reliable, and open in our decision-making,
communications, and actions to earn and retain the trust of our community
because we take pride in the importance of our service to the public.

PLAN AT A GLANCE

What is a Strategic Plan?

The Strategic Plan is a living document that guides the City of St. Charles in its decision-making. The Strategic Plan defines WHAT the city wants to become and its vision for the future. It also defines what the city will prioritize and focus on to achieve its vision, the specific actions that will be taken, and how progress will be measured.

The City of St. Charles has identified four Strategic Priorities, as shown in the graphic below. Each Strategic Priority has a goal statement, strategic goals, and outcome objectives which are further explained on the subsequent pages.



STRATEGIC PRIORITY 1

BALANCED AND THOUGHTFUL DEVELOPMENT

Support economic growth that respects our unique character and contributes to a diverse local economy by facilitating developments that enhance the community's quality of life.

STRATEGIC GOALS

- ◆ Evaluate existing development programs, policies, and codes and ensure all are updated to improve efficiency and impacts on community stakeholders.
- ◆ Ensure zoning, land use, and other policies align with the community's vision and development goals.
- ◆ Partner with regional and local river advocacy organizations to explore strategies to enhance the river's health while providing opportunities to recreate and enjoy.
- ◆ Create a mobility plan that includes streets, sidewalks, bike paths, and traffic-calming to enhance walkability and accessible movement throughout the city.
- ◆ Complete a comprehensive downtown parking plan to enhance the parking experience for visitors and residents.
- ◆ Identify top priority development sites and implement a targeted development attraction plan to increase select business interests.
- ◆ Support the real estate and broker community in the attraction of development and new businesses to help ensure alignment with the community's vision and development goals.
- ◆ Create a business retention/visit program to increase the City's awareness of the local business environment and facilitate the retention of existing businesses.
- ◆ Promote and encourage the development of diverse and quality housing options to help ensure all can live in our community.
- ◆ Streamline development process workflow to improve entitlement process, permitting procedure, and communications with the developer community.



OUTCOME OBJECTIVES

- ◆ Update the City's Comprehensive Plan with community engagement by the end of 2027.
- ◆ Conduct 24 business visits annually, prepare comprehensive findings report, and present to City Council.
- ◆ Create and implement a business/development attraction campaign and disseminate a progress report to City Council quarterly.
- ◆ Determine and publish top priority development sites for the east side, west side, and downtown annually.
- ◆ Create and implement a developer satisfaction survey by the end of 2023.
- ◆ Conduct a Development Review Process study by January 2023.
- ◆ Complete the Downtown Comprehensive Parking study, which includes a signage analysis, by April 2023.
- ◆ Create a developer procedure and process playbook by the end of 2024.
- ◆ Review existing development programs, policies, and codes and update as needed:
 - Economic Development Incentive Policy by the end of 2023.
 - Downtown Overlay District by the end of 2023.
 - Affordable Housing requirements and programs by the end of 2024.

STRATEGIC PRIORITY 2

COMMUNITY ENGAGEMENT

Improve the community's experiences with the City through engaging methods of communication to enhance accessibility, increase awareness, and encourage discussion.

STRATEGIC GOALS

- ◆ Modernize the City's digital presence to increase accessibility, information sharing, and services online.
- ◆ Employ digital tools for residents and community partners to increase opportunities for feedback, discussion, and two-way engagement.
- ◆ Strengthen relationships with community partners and neighborhoods to increase the City's visibility and improve its public presence.
- ◆ Enhance communication platforms to increase outreach and awareness of city services, accomplishments, initiatives, procurement listings, and job opportunities.
- ◆ Provide interpersonal training opportunities for city employees to enhance their interactions with the public and each other, particularly in high-stress or volatile situations.
- ◆ Increase transparency of City operations to expand community understanding.
- ◆ Evaluate public meeting structure to foster increased communication between staff, elected officials, and the public.
- ◆ Explore strategies or initiatives that recognize a diverse community that is accessible and welcoming to the public.



OUTCOME OBJECTIVES

- ◆ Launch a new City website by the end of 2023.
- ◆ Complete the implementation of the Public Engagement Platform by the end of 2025.
- ◆ Create a new online portal for residents to view and pay utility bills by the end of 2023.
- ◆ Increase the number of digital forms over current PDFs/paper forms on the City website.
- ◆ Develop an open data portal by the end of 2025.
- ◆ Increase the City's attendance and participation at community partner meetings and events (e.g. taxing jurisdiction, business associations, service groups, or community groups).
- ◆ Increase the number of City residents enrolled to receive monthly newsletter.
- ◆ Increase the number of followers and engagement on social media platforms.
- ◆ Increase the number of non-safety personnel employees with interpersonal, de-escalation techniques, mental health recognition and communication, and customer service training by 2024.
- ◆ Evaluate the procurement process and determine methods to increase participation from vendors.
- ◆ Update the Crisis Communication Plan by the end of 2023.
- ◆ Explore branding and communication standards by the end of 2024.
- ◆ Conduct an updated resident survey by the end of 2027.
- ◆ Establish regular meetings with community partners to coordinate and enhance digital service delivery by the end of 2023.
- ◆ Publish and present to City Council a progress report of the strategic plan outcomes objectives annually.

STRATEGIC PRIORITY 3

ORGANIZATIONAL RESILIENCY

St. Charles will commit necessary resources to improve its infrastructure and meet public service expectations, so St. Charles continues to be a desirable community for people and businesses.

STRATEGIC GOALS

- ◆ Develop a workforce strategy that focuses on retention, recruitment, and staff development to fulfill the City's mission and achieve its strategic priorities.
- ◆ Evaluate departmental core services to align resources, identify challenges, and ensure service level expectations are maintained.
- ◆ Update facility studies for presentation of capital maintenance and improvement plans to the City Council to ensure alignment with strategic priorities, community needs, and service level expectations.
- ◆ Develop infrastructure maintenance plan (roads, bridges, facilities, and fleet) to ensure service delivery and proper asset maintenance continuity.
- ◆ Evaluate water quality to understand potential needs and costs related to water supply within the city.
- ◆ Ensure that programs, policies, and procedures are accessible, inclusive, and represent and respond to the needs of the community.
- ◆ Implement technology to improve internal and external processes and increase efficiencies.
- ◆ Identify and prepare for high risk, low frequency disaster preparedness events including planning for the immediate aftermath and long-term impacts in order to provide stability in the community.
- ◆ Evaluate risks to the organization to identify and address potential security issues and technology concerns.



OUTCOME OBJECTIVES

- ◆ Conduct water quality study and present to City Council by the end of 2025.
- ◆ Review existing capital plans, programs, and policies and update as needed:
 - Complete a Road Maintenance Plan by end of 2023.
 - Complete Street Rating Evaluation and update the Streets Maintenance Plan by the end of 2023.
 - Complete the Bicycle and Pedestrian Plan and Complete Streets Plan by the end of 2023.
 - Update the Homeowner Sewer Assistance Policy by early 2024.
 - Update the Connection Fee Policy by early 2023.
 - Update the Water Utility Master Plan by the end of 2023.
 - Update the Sewer Utility Master Plan by the end of 2025.
 - Update the Electric Utility Master Plan by early 2024.
- ◆ Complete an Emergency Preparedness and Continuity of Operations Plan and adopted by the end of 2024.
- ◆ Conduct a Technology Risk Assessment and present the assessment to City Council by the end of 2024.
- ◆ Develop a Strategic Technology Plan by the end of 2025.
- ◆ Increase views of job postings and applications for jobs through the City's applicant tracking system.
- ◆ Reduce vacancy time for hard-to-fill positions.

STRATEGIC PRIORITY 4

FINANCIAL WELLNESS

Implement policies, practices, and procedures that manage long-term liabilities, increase understanding and awareness of the City's fiscal condition, and continue the efficient use of City resources to ensure ongoing financial strength and sustainability.


STRATEGIC GOALS


- ◆ Ascertain appropriate level of annual revenues needed to fund the City's core capital project programs with ongoing revenue sources.
- ◆ Evaluate and implement utility rates that provide the resources necessary to fund improvements to the City's water, sewer, and electric utility systems.
- ◆ Evaluate the City's charges for services for development-related items to better understand the costs and benefits of doing business in St. Charles.
- ◆ Identify ways to expand fiscal and budget transparency for the community to increase understanding of the City's finances.
- ◆ Maintain an appropriate general fund reserve balance in relation to the City's overall financial position to provide financial stability.
- ◆ Develop a Debt Issuance and Management Policy that will manage current outstanding debt and provide guidance for the evaluation process of issuing of new debt.



OUTCOME OBJECTIVES

- ◆ Complete and update the City's capital planning process and projections and identify level of revenues needed to fund the improvements with ongoing revenues on a long-term basis.
- ◆ Determine and set appropriate utility rates to fund operating, capital and annual debt/loan debt service requirements on an annually basis.
- ◆ Development Services Fee study completed by the end of 2025.
- ◆ Improve the content and presentation of the City's annual budget document to provide clearer and more information to be more in line with GFOA best practices for the FY 2025-26 budget document.
- ◆ Continue to develop and issue for the community an annual Popular Annual Financial Report (PAFR) which summarizes the City's financial condition at the end of the year.
- ◆ Evaluate current fund balance metrics to determine if any changes should be recommended by the end of 2024.
- ◆ Implement and revise, if necessary, the City's Debt Policy by April 2023.
- ◆ Maintain good ongoing relations with bond rating agencies.

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6a
	Title:	Recommendation to approve a Proposal for a B-1 Liquor License Application for Thai Corner Cuisine, Located at 615 S. Randall Road, Suite 115, St. Charles	
	Presenter:	Police Chief Keegan	
Meeting: Government Operations Committee		Date: March 18, 2024	
Proposed Cost:		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>Thai Corner Cuisine, located at 615 S. Randall Road, Suite 115, is requesting approval of a B-1 liquor license application for their business.</p>			
Attachments (please list):			
Liquor License			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve a proposal for a B-1 Liquor License application for Thai Corner Cuisine located at 615 S. Randall Road, Suite 115, St. Charles.			

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6b
	Title:	Recommendation to approve a Proposal for a B-1 Liquor License Application for Southern Cafe, Located at 1590 E. Main Street	
	Presenter:	Police Chief Keegan	
Meeting: Government Operations Committee		Date: March 18, 2024	
Proposed Cost:		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>The new owners of Southern Cafe, located at 1590 E Main Street, are requesting approval of a B-1 liquor license application for their business.</p>			
Attachments (please list):			
Liquor License			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve a proposal for a B-1 Liquor License application for Southern Café, located at 1590 E Main Street, St. Charles.			



Memo

Date: 3/12/2024

To: Lora Vitek, Mayor-Liquor Commissioner

From: James Keegan, Chief of Police J.K.

Re: Background Investigation-Southern Cafe/Class-B; 1590 E. Main Street

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

As is customary procedure, a detective was assigned this investigation and reviewed both the site location/floor plans and the corresponding application material.

It should be noted that this is an asset sale of the current business after the buildout/remodel of the former Gino's East within the Stone Creek Shopping Center. This is a Class B request.

Overall, the police department found nothing of a derogatory nature that would preclude either the site location or the applicants from moving forward with both liquors sales and on-site consumption, subject to City Council approval.

Thank you in advance for your consideration in this matter.

LIQUOR APPLICANT BACKGROUND CHECK LIST



APPLICANT(S): Darpan S. Patel/Pritesh M. Patel/Chirag R. Patel

BUSINESS: Southern Cafe

ADDRESS: 1590 E. Main St.

	REQUESTED	COMPLETED
APPLICATION	_____	X _____
BUSINESS PLAN/FLOOR PLAN/MENU	_____	X _____
LEASE (OR LETTER OF INTENT)	_____	X _____
BASSET CERTIFICATE(S)	_____	X _____
FINGERPRINTS (<u>ALL</u> MANAGERS)	_____	X _____
DRAM SHOP (CERTIFICATE OF INSURANCE)	_____	X _____
TLO	_____	X _____
I-CLEAR	_____	X _____
CERTIFICATE OF NATURALIZATION (IF APPLICABLE)	_____	X _____
POLICE RECORDS CHECK	_____	X _____
APPLICANT'S HOMETOWN RESIDENCY LETTER	_____	X _____
ILLINOIS LIQUOR COMMISSION	_____	X _____
SITE VISIT	_____	N/A _____

* COMMENTS: _____

INVESTIGATOR ASSIGNED: Detective Jacobo #374

SUPERVISOR REVIEW: Sgt. Vicicondi 368



Memo

Date: 3/14/2024
To: Chief Keegan #300 (via Chain of Command)
From: Detective Jacobo #374 *EV368*
Re: Liquor License Background Southern Café CPD Inc., DBA Southern Café

The purpose of this memo is to outline steps taken during the background investigation for a liquor license application. The investigation was done based on the application submitted for Class B-1 for the business, Southern Café CPD Inc., DBA Southern Café. This business is located at 1590 E. Main St.

Applicants/Owners:

Darpan Patel	Pritesh M. Patel	Chirag R. Patel
03/04/95	08/02/84	08/08/82
1420 Blume Dr.	1317 Seabury Cir.	1621 Crowfoot Cir N.
Elgin, IL 60124	Carol Stream, IL 60188	Hoffman Estates, IL 60169

Application

The application was received on 02/23/24. The application appears to be complete including, signed lease, Certificate of Insurance, floor plan, menu and business plan. Darpan has a valid BASSET Certification, which is included in the application.

On-Site Manager/Owner:

Darpan S. Patel
DOB: 03/04/95

On 03/05/24, I met with Darpan S. Patel, Pritesh M. Patel and Chirag R. Patel at the St. Charles Police Department where they signed waiver forms to allow me to conduct their background investigation. I was advised that all 3 are part owners of the business. Darpan will be on the on-site manager for Southern Café. Darpan advised that eventually they will be hiring a new manager for the restaurant. I was advised they decided to buy Southern Café from the previous owner and will be keeping the operation of restaurant the same.

Darpan has a current BASSET certification. I verified that Darpan's ILCC BASSET (5A-0110606) certification is valid with an expiration date of 01/25/27.

Darpan's fingerprints were submitted to the FBI and Illinois Bureau of Identification; there was no record of any arrests.

Darpan provided his Certificate of Naturalization (No. 37125809), which is included with the application.

Applicant/Owner:

Pritesh M. Patel

DOB: 08/02/84

Pritesh resides at 1317 Seabury Cir. Carol Stream, IL and has resided at this residence for 20 years.

In regards to why are they taking over Southern Café, Pritesh explained the current owner is retiring and they saw a listing for the business that it was for sale. Darpan, Pritesh and Chirag decided to purchase the restaurant.

Pritesh advised that there is a liquor inventory at this time and it is being sold under the soon to be ex-owner's liquor license.

Pritesh stated that he has never had a liquor license in the past.

Pritesh stated that they are officially taking over ownership of the restaurant on 03/15/24.

Pritesh stated that they plan to continue to serve alcohol once this liquor license application is approved.

There are no renovations to be done on the restaurant.

The business currently has a total of 16 employees, and Darpan will be on the onsite manager.

A check with the Carol Stream Police Department revealed only one contact in which Pritesh filed a report for Identity Theft on 06/05/21.

A search of ICLEAR showed no contacts for Pritesh.

A search of our department's New World system and Kane County Aegis Link shows last contact in 2010 by Geneva PD on a traffic stop.

A check of the Kane County Circuit Court Clerk, DuPage County Circuit Court Clerk, Cook County Circuit Clerk's Office and the TLOxp database revealed nothing that would prohibit Darpan from performing his duties.

Pritesh's fingerprints were submitted to the FBI and Illinois Bureau of Identification; there was no record of any arrests.

Pritesh provided his Certificate of Naturalization (No. 30549920), which is included with the application.

Applicant/Owner:

Chirag R. Patel

DOB: 08/08/82

Chirag R. Patel resides at 1621 Crowfoot Cir N. Hoffman Estates, IL 60169 and has resided at this residence for 4 years. Prior Chirag resided at 1235 Tyburn Dr. Schaumburg, IL from 07/2002-08/2020

In regards to why are they taking over Southern Café, Chirag explained the current owner is retiring and they saw a listing for the business that it was for sale. Darpan, Pritesh and Chirag decided to purchase the restaurant.

Chirag advised that there is a liquor inventory at this time and it is being sold under the soon to be ex-owner's liquor license.

Chirag stated that he has a current liquor license in Schaumburg, IL. The name of his business is Sportsman Cardinal located 1421 Schaumburg, Rd. Schaumburg, IL 60194.

Chirag stated that he has never had any liquor law violations.

Chirag stated that they are officially taking over ownership of the restaurant on 03/15/24.

Chirag stated that they plan to continue to serve alcohol once this liquor license application is approved.

There are no renovations to be done on the restaurant.

The business currently has a total of 16 employees, and Darpan will be on the onsite manager.

A check with the Hoffman Estates Police Department revealed no record for Chirag.

A check with the Schaumburg Police Department revealed no record for Chirag.

A search of our department's New World system and Kane County Aegis Link shows one contact by our department in 2019 for a vehicle accident report.

A check of the Kane County Circuit Court Clerk, DuPage County Circuit Court Clerk, Cook County Circuit Clerk's Office and the TLOxp database revealed nothing that would prohibit Chirag from performing his duties.

Chirag's fingerprints were submitted to the FBI and Illinois Bureau of Identification; there was no record of any arrests.

Chirag provided his Certificate of Naturalization (No. 27365619), which is included with the application.

A check of the Illinois Liquor Control Commission showed a current active license for Southern Café and Sportsman Cardinal Wine & Spirits.

A business entity search was completed and found an active license for Southern Café CPD Inc. Along with BHAVANI1421 INC.

A check with the Schaumburg Police Department revealed no record for Chirag. However, I am still awaiting a response from Schaumburg concerning any contact/past issues with Chirag's liquor license.

I will complete an addendum to this investigation once it is received.

This concludes this background investigation.


Detective J. Jacobo #374

City of St. Charles, Illinois Liquor Control Commission
CITY RETAIL LIQUOR DEALER LICENSE APPLICATION



Incomplete applications will not be accepted.

Applications may be submitted to: 2 E. Main Street, St. Charles, IL 60174-1984

Business Name

APPLICATION CHECKLIST

Check items to confirm all are attached to this application	Applicant	Office Use
Application Fee of \$200 (5.08.070C) non-refundable <small>Non-refundable</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completed Application for all questions applicable to your business.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Lease/Proof of Ownership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Articles of Corporation, if applicable.	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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.	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Alcohol Tax Acknowledgement and Business Information Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OFFICIAL USE ONLY

Signature of Investigating Officer

Badge Number & Rank

Approval Recommended* Approval NOT Recommended

Signature of Chief of Police

Date

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



Receipt

Date: February 22, 2024

Payment Method	Check No.	Received From
Check	1888	Southern Cafe

Notes:

Class B liquor license application fee and fingerprint fee for Southern Cafe.

Qty	Cost	Description	Account Code	Fee
		Liquor License Class A - Packaged	100999-42100	\$ -
1.00	\$200.00	Liquor License Class B - Restaurants	100999-42101	\$ 200.00
		Liquor License Class C - Tavern/Bar	100999-42102	\$ -
		Liquor License Class D - Specific	100999-42103	\$ -
		Liquor License Class E - Temporary	100999-42104	\$ -
		Liquor Violations Fee	100999-42290	\$ -
		Massage Establishment License Fee/Renew	100999-42205	\$ -
		Loudspeaker License	100999-42210	\$ -
		Towing License	100999-42202	\$ -
		Scavenger/Refuse License	100999-42203	\$ -
		Bowling Alley License	100999-42204	\$ -
		Billiard License	100999-42206	\$ -
		Carnival License/Fees	100999-42210	\$ -
		Coin-Operated Amusement	100999-42220	\$ -
		Cigarette	100999-42230	\$ -
		Cigarette OTC	100999-42231	\$ -
		Theater License	100999-42240	\$ -
1	\$50.00	Fingerprint Fee (\$50 per person)	100999-46299	\$ 50.00
		Legal Fees	100120-54110	\$ -
		Miscellaneous Revenue/Legal Fees	100999-46299	\$ -
		Liquor License Late Fee	100999-45205	\$ -
		Tobacco/Massage Violations	100999-42290	\$ -
		Video Gaming Devices/License	100999-42225	\$ -
Total				\$ 250.00

Thank you for your business!

LICENSE INFORMATION:

A Package \$3200-3600 A1 A2 A4 A5 A6

B Restaurant \$2400-3600 B1 B2 B3

Late Night Permit 1:00am \$800 (B/C only)

C Tavern \$2400-3600 C1 C2 C1

Late Night Permit 2:00am \$2300 (B/C only)

D Hotel/Banquet/Arcada/Q-Center/Entertainment/Club - \$varies **D-Type** _____

G Brewery/Restaurant or Site License - \$varies G1 G2

H Catering License - \$varies H1 H2

**Initial Liquor License fees for A, B, C, D, G are reduced by 50% for annual renewals and licenses issued after Nov 1.*

**Licenses are valid until April 30 following issuance and a renewal application is required for the next year (May 1-April 30) (5.08.040)*

APPLICANT INFORMATION

1. Type of Business: Individual Partnership Corporation Other (explain):

2. Business Name:
The Southern Cafe

3. Business Address:
1590 E. Main* st. st. Charles, IL, 60174

4. Type of Business (5.08.070-3):
Restaurant

5. Length of Time in this Business (5.08.070-4):

6. Value of merchandise that normally will be in inventory when in operation (5.08.070-5): \$5000

7. Business Phone:
630-945-3437

8. Business E-mail:
southerncafe2@gmail.com

9. Business Website:
thesoutherncafe.com

10. Illinois Tax ID Number:
93-4162273

11. Applicant/Contact Person Name:
Darpan Patel

12. Title:
Secretary

13. Email:
darpanpatel95@gmail.com

18. If Corporation, Corporation Name:
Southerncafe CPD INC.

19. Corporation Address (city, state, zip code):
1317 Seabury Cir.
Carol Stream, IL 60188

ADDITIONAL OWNERS, INVESTORS (greater than 5% interest), and MANAGER INFORMATION

Full Name, include middle initial: Pritesh M Patel Title: president

Full Name, include middle initial: Chirag R Patel

Title: Treasurer

Full Name, include middle initial:

Title:

Birthdate:

Birthplace:

Driver's License#:

Home Phone:

Home Address, and all addresses for the last 10 years:

Email Address:

BUSINESS ESTABLISHMENT LOCATION INFORMATION

1. Exact Street Address for liquor license: 1590 E. Main St. St. Charles IL 60174	2. # Parking Spaces: 35	3. Outside Dining s.f. [17.20.020-R]: 300	4. Total Building s.f.: 4400
5. Total # Seats: 160	6. Live Entertainment Area s.f. [5.08.010-H]: -		

7. Brief Business Plan description based on type of establishment listed above (5.08.070-6):

- Existing breakfast restaurant

PROPOSED FLOOR PLAN/LAYOUT OF PROPERTY

Attach to this application a floorplan or layout of the proposed facility to include the following:

- Every application for Liquor license shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale showing the following:
 - The location of all rooms, segregated areas, including outdoor seating areas and the square footage thereof;
 - 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);
 - 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.
- 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.
- A copy of the approved site drawing shall be attached to the approved license and is made a part of said license.
- It shall be unlawful for any 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. If applicant is an individual or partnership, is each and every person a United States citizen (5.08.070-2)? Yes No
 Is any individual a naturalized citizen? Yes No
 If yes, print name(s), date(s), and place(s) of naturalization:
Darpan Patel

2. Is the premises owned or leased (5.08.070-6A)? Owned Leased

3. 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):

Name of Building Owner: DLJ stone creek LLC Phone Number: 636-464-9009
 Address of Building Owner: 3494 Jeffco Blvd E-mail Address: djones@fortune-fin corp.com
Arnold, MO, 63010
 Mailing Address of Building Owner (if different):

Name of Building Owner: Phone Number:
 Address of Building Owner: E-mail Address:
 Mailing Address of Building Owner (if different):

Name of Building Owner: Phone Number:
 Address of Building Owner: E-mail Address:
 Mailing Address of Building Owner (if different):

4. Does the applicant currently operate, or operated in the past, any other establishment within the City of St. Charles that requires a liquor license? Yes No
 If yes, please list the business name(s) and address(es):

5. 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?
 Yes No
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. (5.08.050)

6. Are any improvements planned for the building and/or site that will require a building permit? Yes No
 If yes, has a building permit been applied for? Yes No Date of permit application _____

7. 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)? Yes No
 If yes, what was the disposition of the application? Explain as necessary:

8.	<p>Has applicant (and all persons listed on page 2 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 checked="" type="checkbox"/> No</p> <p>Is applicant (and all persons listed on page 2 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 checked="" type="checkbox"/> No</p>
9.	<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: _____ Location, City/State: _____</p> <p>Date: _____ Special Explanations: _____</p> <p>Government Unit: _____ Location, City/State: _____</p> <p>Date: _____ Special Explanations: _____</p>
10.	<p>Have any liquor licenses possessed ever been revoked (5.08.070-9)? <input type="checkbox"/> Yes <input checked="" 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? <input type="checkbox"/> Yes <input checked="" 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>
11.	<p>Complete ONLY if yes was answered to the question above (10):</p> <p>Name: _____ Name of Business: _____</p> <p>Position with the Business: _____ Date(s) of Denial: _____</p> <p>Reason(s) for Denial of License: _____</p>
12.	<p>Date of Incorporation (Illinois Corporations) (5.08.070-10): 09/07/2023</p> <p>Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation): _____</p>
13.	<p>Has the applicant and all designated managers read and do they all understand and agree not to violate any 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)? <input checked="" 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 checked="" 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 checked="" type="checkbox"/> No</p> <p>Have you ever been convicted of a gambling offense? <input type="checkbox"/> Yes <input checked="" 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

14. 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 2 of this application must be fingerprinted by the City of St. Charles Police Department (5.08.070-A12).
 Has this been done? Yes No
 If yes, date(s):

15. 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)? Yes No
 If already furnished, date of delivery:

16. 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)?
 Yes No

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, Middle, Last): Darpan S Patel Birthdate: 03/04/1995
 Home Street Address, Incl City, State, Zip: 1420 Blume Drive, Elgin, IL 60124
 Date of Course: 01/25/2024 Place Course was Taken: American safety council Certificate Granted? Y/N Expiration: 01/25/2027

Name (First, Middle, Last): Birthdate:
 Home Street Address, Incl City, State, Zip:
 Date of Course: Place Course was Taken: Certificate Granted? Y/N Expiration:

Name (First, Middle, Last): Birthdate:
 Home Street Address, Incl City, State, Zip:
 Date of Course: Place Course was Taken: Certificate Granted? Y/N Expiration:

Name (First, Middle, Last): Birthdate:
 Home Street Address, Incl City, State, Zip:
 Date of Course: Place Course was Taken: Certificate Granted? Y/N 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.

COMMENTS/ADDITIONAL INFORMATION

Business Name: The Southern Cafe

SIGNATURES

D. Spate

Applicant's Signature

Subscribed and sworn before me this 21st day of February, 2024

(Seal)



Kelly K Ranck
Notary Public

ADDENDUM TO RETAIL LIQUOR LICENSE APPLICATION

To be completed by the City of St. Charles Police Department

Date: _____ Name of Applicant: _____

Name of Business: _____

Address of Business: _____ Ward Number: _____

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? Yes No
3. 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? Yes No

If yes, answer a, b and c:
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?
 Yes No
4. 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? Yes No

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? Yes No

5.	<p>Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
6.	<p>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.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
7.	<p>If 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</p>
8.	<p>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</p>
9.	<p>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</p>
10.	<p>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</p>
11.	<p>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</p>
12.	<p>From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, state exceptions:</p>
13.	<p>Have all persons named in this application been fingerprinted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fingerprinted by: _____ Date: _____</p>
14.	<p>Other necessary data:</p>



DLJ Properties, Inc.

COMMERCIAL REAL ESTATE SERVICES

DANIEL L. JONES, PRESIDENT
djones@fortunefincorp.com

COMMERCIAL LEASE

ARTICLE 1 LEASE INFORMATION

Date of Lease: January 2, 2024

Landlord: DLJ Stone Creek, LLC, a Missouri limited liability company

Landlord's Address: 3494 Jeffco Blvd.: Arnold, MO 63010

Tenant: Southerncafe CPD, Inc., an Illinois corporation

Tenant's Address: 1590 East Main Street; St. Charles, IL 60174

Leased Property: Approximately 4,400 rentable square feet known as 1590 East Main Street in the Tin Cup Pass Retail Buildings (the "Complex") in the City of St. Charles, County of Kane, State of Illinois, together with the real property upon which it is situated, including all facilities and improvements thereon.

Term: Ten (10) Years

Commencement Date: Closing Date of Sale of The Southern Cafe

Termination Date: February 28, 2034

Base Rent:	Year 1	Rent psf - \$18.73	Annual - \$82,412.00	Monthly - \$6,867.67
	Year 2	Rent psf - \$19.10	Annual - \$84,040.00	Monthly - \$7,003.33
	Year 3	Rent psf - \$19.48	Annual - \$85,712.00	Monthly - \$7,142.67
	Year 4	Rent psf - \$19.87	Annual - \$87,428.00	Monthly - \$7,285.67
	Year 5	Rent psf - \$20.27	Annual - \$89,188.00	Monthly - \$7,432.33
	Year 6	Rent psf - \$20.68	Annual - \$90,992.00	Monthly - \$7,582.67
	Year 7	Rent psf - \$21.09	Annual - \$92,796.00	Monthly - \$7,733.00
	Year 8	Rent psf - \$21.51	Annual - \$94,644.00	Monthly - \$7,887.00
	Year 9	Rent psf - \$21.94	Annual - \$96,536.00	Monthly - \$8,044.67
	Year 10	Rent psf - \$22.38	Annual - \$98,472.00	Monthly - \$8,206.00

Tenant's Proportionate Share: 14.26% of the total CAM and Real Estate Taxes for the Complex (total of 30,851 square feet) and 100% of any CAM related specifically and exclusively to the Tenant. As of the date of this lease the current CAM and Real Estate Taxes per month are approximately \$2,101.00 and shall be paid monthly in addition to base rent. Annual changes to CAM and Real Estate Tax charges can change annually after the year end Landlord reconciliation.

Tenant Improvements: None.

Option to Renew: Landlord shall grant Tenant the option to renew this lease for three (3) additional consecutive terms of five (5) years each as specified in Article 5.

Security Deposit: \$5,867.00 credited to Southerncafe CPD, Inc. by transfer on business closing statements.

Real Estate Brokers: None for Landlord.

Exhibits to Lease: All Exhibits to this Lease are by this reference made a part hereof as though set out in full herein.

Exhibit A - Leased Property Rules

Exhibit B - Exclusives

Exhibit C - Guaranty

ARTICLE 2

PREMISES

In consideration of the covenants, terms, conditions, rent, and agreements set forth in this Lease, Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord the Leased Property described in Article 1.

ARTICLE 3

USE AND PARKING

The Leased Property shall be used and occupied by the Tenant for the use of a breakfast and lunch restaurant that is open to the public and for no other purposes whatsoever; provided, however, that the Tenant shall not use or occupy the Leased Property for any unlawful business use or purpose. Tenant and its employees, customers, and licensees shall have the nonexclusive right to use, in common with other tenants in the Building, the Leased Property, and the building complex owned by Landlord and commonly known as 1544-1590 East Main Street; St. Charles, IL 60174 (the "Complex"), and subject to the Leased Property Rules, the common areas in the Complex, including common parking areas, if any (exclusive of the parking or truck loading areas designated or to be designated by Landlord for the exclusive use of other tenants in the Complex), driveways and alleys adjacent to the Building.

ARTICLE 4

TERM

The term of this Lease shall be for the period described in Article 1 (the "Term"). Tenant and Landlord agree the commencement date shall be as noted in Article 1. Subject to the availability of the Leased Property, the Tenant shall have the right prior to the commencement date to enter upon the Leased Property at reasonable times for the purpose of preparing the Leased Property for its intended use. If by mutual consent of the parties Tenant takes possession of the Leased Property prior to the commencement date (other than pursuant to the previous sentence), then during such pre-term period, Tenant shall pay rent as herein established on a pro rata basis and such occupancy shall be under all of the terms and conditions of the Lease, but in such event the expiration date as set forth above shall remain the same. If the Leased Property is not ready for Tenant's occupancy on the Commencement Date, Tenant's obligation to pay rent shall not commence until the date the Tenant takes possession of the Leased Property and the rent shall abate pro rata for the month in which the Commencement Date occurs. If the Commencement Date is a date other than as set forth in Article I, Landlord and Tenant shall execute and deliver to one another a written statement specifying the Commencement Date.

ARTICLE 5

OPTION TO RENEW

So long as Tenant is not in default of its obligations under this Lease, Tenant is hereby granted the option to extend the Term with respect to the Premises for three (3) additional consecutive terms of five (5) years each, which if timely exercised shall extend the Termination Date accordingly. Tenant to give Landlord at least one hundred eighty (180) days' notice prior to the end of the current Term of its desire to exercise the next option. Landlord and Tenant to agree on rental rates and terms at that time for each option exercised.

ARTICLE 6

RENT AND OTHER CHARGES

The Tenant shall pay to the Landlord the monthly Base Rent described in Article 1 in lawful money of the United States in advance and without demand on the first day of each month throughout the Term. However, if the

commencement date occurs on a date other than the first day of a calendar month, the monthly Base Rent for the partial calendar month during which the commencement date occurs shall be prorated, based on a thirty (30) day month, and due and payable on the commencement date. In addition to the monthly Base Rent, the Tenant shall pay to the Landlord all charges for any services, goods, or materials furnished by Landlord at Tenant's written request, which are not required to be furnished by Landlord under this Lease, within thirty (30) days after the Landlord renders a statement therefor to Tenant. Subject to any applicable cure or grace periods, all sums hereunder are payable without deduction, abatement, or setoff of any nature whatsoever, at the office of the Landlord, at the address set forth in Article 1, or at such other place as the Landlord may from time to time designate in writing. All past due obligations of the Tenant shall bear interest at the Prime Rate, as published in The Wall Street Journal, plus two (2) percent or, if such rate be unlawful, at the highest lawful rate.

The Tenant shall further pay to Landlord, as additional rent, Tenant's Proportionate Share of Landlord's "Common Area Maintenance Costs" or "CAM" (as hereinafter defined) with respect to the Complex of which the Leased Property forms a part. Such CAM shall be paid monthly and adjusted for reasonable increases or decreases annually. CAM as used herein shall mean and include all operating costs and expenses of every kind, type, or nature paid or incurred by Landlord with respect to the Complex (exclusive of charges and expenses that are the responsibility of Tenant pursuant to this Lease or of other tenants in the Complex pursuant to their respective leases). By way of example and not limitation, such operating costs and expenses include all: (i) repair and maintenance expenses of Landlord including snow removal, the cutting of grass, and extermination costs; (ii) wages and salaries of all janitorial and maintenance employees engaged in the operation and maintenance of the Complex, including all taxes, insurance and benefits relating thereto; (iii) all supplies and materials used in the operation and maintenance of the Complex; (iv) cost of all maintenance and service agreements; (v) cost of water, trash removal, sewer services, storm water detention structures, electric, gas, power, heating, lighting, ventilating, air-conditioning and other utilities servicing the common areas of the Complex; (vi) cost of repairs, maintenance and upkeep of the landscaping, grounds, walkways, controls, fire protection sprinklers, underground lawn sprinkler systems, and parking areas of the Complex, including reasonable reserves for all such maintenance and upkeep; (vii) Complex management fees, if any; (viii) personal property taxes assessed against property owned by Landlord and used in the maintenance and operation of the Complex; (ix) the reasonable cost of all accounting, legal and other professional fees, including contingent fees, expenses and costs incurred by Landlord in protesting any assessments, levies, or tax rates (Tenant acknowledges that any limitations on CAM herein shall not apply to any legal or other professional fees incurred by Landlord in connection with Landlord's enforcement of any obligations or responsibilities of Tenant under this Lease); (x) cost of property insurance, (xi) cost of any fire alarm service and support agreement; and (xii) cost, as reasonably amortized by the Landlord (with interest at the rate per annum equal to the generally prevailing prime rate as published daily in The Wall Street Journal on the date of installation of the capital improvement) of any capital improvement made after the date of this Lease which reduces other operating costs and expenses, but in an amount not to exceed such reduction for the relevant year, or of any capital improvement required by government authority. CAM shall not include (i) any costs for which Landlord has been or is entitled to be paid or reimbursed by Tenant or any other tenant in the Complex or any third party; (ii) brokerage fees or commissions; or (iii) any taxes assessed against Landlord's business.

Tenant agrees to pay monthly installments on the first day of each month (to be credited toward the satisfaction of Tenant's CAM obligations herein) amounts reasonably estimated by Landlord from time to time. Within one hundred twenty (120) days following the end of each calendar year, Landlord shall furnish to Tenant a statement showing the total amount of CAM incurred during such calendar year, the amount of Tenant's Proportionate Share thereof and the total payments made by Tenant during such calendar year with respect thereto. If the amount of Tenant's Proportionate Share of the CAM for any such year exceeds the payments on account thereof made by Tenant, then Tenant shall pay the deficiency to Landlord within thirty (30) days after the receipt of such statement. If Tenant's Proportionate Share for such year is less than the payments on account thereof made by Tenant, then Landlord shall apply such excess on any amounts next falling due under this Lease. The obligation of the Tenant with respect to the payment of additional rent shall survive the expiration or termination of this Lease. Tenant and Landlord agree that Tenant's Proportionate Share shall be as defined in Article I and Tenant's Proportionate Share shall not hereafter be recalculated unless there is a change hereafter in the actual size of the Leased Property or the rentable area of the Complex. Nothing contained in this Section shall be construed as requiring Landlord to perform any services or make any expenditure with respect to the Complex or the Leased Property unless affirmatively and expressly provided elsewhere in this Lease.

ARTICLE 7 **TAXES**

(a) **Payment of Taxes.** Tenant shall pay to Landlord monthly installments on the first day of each month (to be credited toward satisfaction of Tenant's tax obligations herein) amounts reasonably estimated by Landlord from time to time to be Tenant's Proportionate Share of Real Property Taxes. Tenant's tax obligations herein shall include any and all Real Property Taxes now or hereafter applicable to the Leased Property and applicable to the Complex (limited to Tenant's Proportionate Share) during the Term but excluding federal or state income taxes on income earned

by Landlord from Landlord's ownership of the Leased Property. If any Real Property Taxes to be paid by Tenant shall cover any period of time prior to or after the expiration or earlier termination of the Term hereof, such Real Property Taxes shall be equitably prorated to cover only the period of time within the tax fiscal year this Lease is in effect. If Tenant shall fail to pay any taxes required by this Lease to be paid by Tenant, Landlord shall have the right to pay the same, and Tenant shall reimburse Landlord therefor upon demand. Tenant and Landlord shall each have the right to contest the validity and/or amount of any Real Property Taxes. Within one hundred twenty (120) days following the end of each calendar year, Landlord shall furnish to Tenant a statement showing the total amount of taxes incurred during such calendar year, the amount of taxes attributed to the Leased Property and the amount of Tenant's Proportionate Share taxes on the Complex and the total payments made by Tenant during such calendar year with respect thereto. If the amount of the taxes for any such year exceeds the payments on account thereof made by Tenant, then Tenant shall pay the deficiency to Landlord within thirty (30) days after the receipt of such statement. If the taxes for such year is less than the payments on account thereof made by Tenant, then Landlord shall apply such excess on any amounts next falling due under this Lease. The obligation of the Tenant with respect to the payment of taxes herein as additional rent shall survive the expiration or termination of this Lease. Tenant shall pay directly to any taxing authority all of Tenant's Personal Property Taxes.

(b) **"Real Property Taxes"** shall mean and include any form of real estate tax or assessment, general, special, ordinary or extraordinary, and any license fee, commercial rental tax, improvement bond or bonds, levy or tax (or payments in lieu of any of the foregoing) imposed upon the Leased Property or the Complex by any authority having the direct or indirect power to tax, including any city, state or federal government, or any school, agricultural, sanitary, fire, street, drainage or other improvement district thereof, levied against any legal or equitable interest of Landlord or Tenant in the Leased Property or in the real property of which the Leased Property are a part. The term "Real Property Taxes" shall also include any tax, fee, levy, assessment or charge, or any increase therein, imposed by reason of events occurring, or changes in Applicable Law taking effect, during the Term, including, but not limited to, any change in the improvements thereon, the execution of this Lease, or any modification, amendment or transfer thereof, whether or not contemplated by the Parties.

(c) **Personal Property Taxes.** Tenant shall pay prior to delinquency all taxes assessed against and levied upon Tenant's trade fixtures, furnishings, equipment, and all personal property of Tenant contained in the Leased Property subject, however, to Tenant's right to contest the amount and/or validity thereof.

ARTICLE 8

MAINTENANCE, REPAIRS, IMPROVEMENTS AND ALTERATIONS

(a) **Maintenance.** Subject to the Landlord's repair and maintenance obligations set forth herein, Tenant shall, at Tenant's sole cost and expense and at all times, maintain and keep the Leased Property and every part thereof in good order, condition, and repair (including janitorial and lightbulbs). Tenant, in keeping the Leased Property in good order, condition and repair, shall exercise and perform good maintenance practices and shall at all times comply with all health and sanitary rules and regulations. Tenant's obligations shall include restorations, replacements, or renewals when necessary to keep the Leased Property and all improvements thereon or constituting a part thereof in good order, condition, and state of repair, and in as good condition as at the beginning of the Term, reasonable wear and tear excepted.

Tenant will be responsible for routine, normal preventative maintenance of the HVAC system servicing the Leased Property on a semi-annual basis. Tenant shall use a professional and reputable HVAC company to perform the preventative maintenance.

Tenant will also be responsible for any repair of the HVAC system (separate from the above semi-annual maintenance) servicing the Leased Property up to \$1,000.00 per occurrence and Landlord will be responsible for any amount above \$1,000.00 per occurrence subject to Landlords' review and approval of documentation of such maintenance and repairs.

Notwithstanding anything contained herein to the contrary, Landlord shall, at its sole cost and expense, maintain and keep in good order, condition and repair: (i) the structural soundness of the Building, including but not limited to, its roof, foundation, and exterior walls (including windows, plate glass, doors or doors frames); (ii) the HVAC system servicing the Building and/or Leased Property subject to the above semi-annual maintenance and dollar limitation; (iii) all plumbing and sanitary sewer systems servicing the Building; (iv) the electrical systems servicing the Building; and (v) any and all other parts of the Leased Premises and the Building other than Tenant's trade fixtures, business equipment and personal property located in the Leased Premises. Landlord shall, as part of the CAM, maintain and keep in good order, condition and repair the equipment and areas located outside of the Leased Property including but not limited to grass, landscaping, driveways, exterior drainage and sewer lines, parking lots, fences,

sidewalks and parkways, and shall be responsible for the removal and treatment of snow and ice and other hazardous situations occurring or existing in such areas, and the disposal of trash.

(b) **Repair/Reconstruction.** Except as caused by Landlord or any of its employees, agents, or representatives, if any damage or destruction shall occur to the Leased Property for which Tenant is responsible and which, in Landlord's reasonable judgment, interferes with Tenant's use of the Leased Property for the purposes for which they have been let to Tenant, and this Lease has not otherwise been terminated, Tenant shall repair the Leased Property to restore same to its condition immediately prior to such damage.

(c) **Tenant's Obligations.** Tenant shall promptly pay, when due, the cost of all maintenance, repairs, and improvements for which it is responsible. Upon completion of such work, Tenant shall deliver to Landlord, if payment is made directly to contractors, evidence of payment, contractors' affidavits, and full and final waivers of all liens for labor, services, or materials. Tenant shall indemnify, defend, and hold harmless Landlord and the Building from all costs, damages and liens and expenses related to such work. In connection with such work, Tenant shall never be deemed an agent of Landlord. All work done by Tenant or Tenant's contractors shall be done in a first-class workmanlike manner using only good grades of materials and shall comply with all applicable laws, statutes, ordinances, rules, regulations, permits, licenses, and insurance requirements. Any improvements or alterations to the Leased Property shall (without compensation to Tenant) become Landlord's property at the termination of the Term, and shall be relinquished to Landlord in good condition, ordinary wear excepted.

(d) **Landlord's Obligations.** Except as otherwise expressly provided herein, it is intended by the Parties hereto that Landlord have no obligation, in any manner whatsoever, to repair and maintain the Leased Property, the improvements located or to be located thereon, or the equipment therein. It is the intention of the Parties that the terms of this Lease govern the respective obligations of the Parties as to maintenance and repair of the Leased Property. Tenant and Landlord expressly waive the benefit of any statute now or hereafter in effect to the extent it is inconsistent with the terms of this Lease with respect to any maintenance, repairs, or replacements to the Leased Property.

ARTICLE 9 INSURANCE

(a) **Payment for Insurance.** Tenant shall pay for any and all insurance required under this paragraph or applicable law or otherwise obtained or maintained by Tenant. Tenant shall provide Landlord with a Certificate of Insurance showing Landlord as an additional insured. If Tenant fails to obtain or maintain any insurance policy required by this Lease or applicable law, Landlord shall have the right to obtain or maintain the same and Tenant shall reimburse Landlord therefor upon demand. Prior to Landlord obtaining or maintaining insurance on behalf of Tenant, it shall first receive proposals (including premiums) from at least three nationally known insurance carriers and shall choose the insurance policy with the lowest annual insurance premium.

(b) **Liability Insurance.** Tenant shall obtain and keep in force during the Term a commercial general liability insurance policy respecting the Leased Property in an amount not less than \$1,000,000.00 and naming Landlord as an additional insured thereunder. In addition, Landlord shall obtain and maintain, with respect to the Leased Property and the common areas, including the parking lots and sidewalks, for the duration of the Term, a commercial general liability insurance policy in an amount not less than \$1,000,000.00 and naming Tenant as an additional insured thereunder.

(c) **Property Insurance**

(i) **Building and Improvements.** Tenant shall pay for, as included in CAM, Tenant's Proportionate Share of the costs of Landlord's property insurance.

(ii) **Tenant's Personal Property Insurance.** Tenant shall either obtain a separate policy or by endorsement to a policy already carried, maintain insurance coverage on all of Tenant's personal property in, on, or about the Leased Property. The proceeds from any such insurance shall be used by Tenant for the replacement of Tenant's personal property.

ARTICLE 10
UTILITIES

Tenant shall pay for all sewer, electricity, water, gas, heat, light, power, telephone, supplies, janitorial (including lightbulbs), and any and all other utilities and services now or hereafter supplied or to be supplied to the Leased Property, together with any taxes thereon. Tenant shall make such payments directly for all utilities and other services separately metered and shall pay upon receipt of invoice from Landlord for all utilities and other services that are not separately metered.

ARTICLE 11
INDEMNIFICATION

Tenant shall, at all times during the Term hereof, protect, indemnify and save harmless Landlord from and against all liabilities, obligations, claims, damages, penalties, causes of action, contests and expenses (including, without limitation, all reasonable attorneys' fees and expenses) imposed upon, incurred by, or asserted against, Landlord and not covered by insurance, and which result from Tenant's exercise and satisfaction of, or failure to exercise and/or satisfy its duties and obligations under this Lease or otherwise with respect to Tenant's operations at the Leased Property, or any negligent act or omission on the part of Tenant resulting in (a) a death or injury, (b) a loss of or damage to any equipment or property within the Leased Property, and against any breach of any term, covenant or condition of this Lease by Tenant, (c) damages, losses and expenses relating to any metropolitan or other sewer district charges and fees, tax liens, mechanic's and suppliers liens including by way of example and not limitation, interest, penalties, costs, and attorneys' fees, and (d) violations of any laws, ordinances, or regulation with respect to the construction, use, operation, maintenance, alteration or improvement of the Leased Property, including by way of example and not limitation, all damages, losses, costs and expenses, fines and penalties.

Landlord shall, at all times during the Term hereof, protect, indemnify and save harmless Tenant from and against all liabilities, obligations, claims, damages, penalties, causes of action, contests and expenses (including, without limitation, all reasonable attorney's fees and expenses) imposed upon, incurred by, or asserted against, Tenant and not covered by insurance, and which result from Landlord's exercise and satisfaction of, or failure to exercise and/or satisfy, its duties and obligations under this Lease or otherwise with respect to the Leased Property or the Complex, or any negligent act or omission on the part of Landlord resulting in (a) a death or injury, (b) a loss of or damage to any equipment or property within the Leased Property, and against any breach of any term, covenant or condition of this Lease by Landlord, (c) damages, losses and expenses relating to any metropolitan or other sewer district charges and fees, tax liens, mechanics' and suppliers' liens including by way of example and not limitation, interest, penalties, costs and attorneys' fees, and (d) violations of any laws, ordinances, or regulation with respect to the construction, use, operation, maintenance, alteration or improvement of the Leased Property or the Complex, including by way of example and not limitation, all damages, losses, costs and expenses, fines and penalties.

ARTICLE 12
SURRENDER UPON TERMINATION

Upon any termination of this Lease, the Tenant shall surrender the Leased Property broom clean and in as good condition as it was at the beginning of the Term, reasonable use and wear excepted. Tenant shall also surrender to Landlord all keys to the Leased Property and Building. Prior to the expiration of the Term, the Tenant shall remove all of Tenant's personal property. Tenant shall repair any damage occasioned by the removal of Tenant's furnishings, equipment, and alterations. If Tenant fails to remove Tenant's personal property or fails to leave the Leased Property in the condition described above, Landlord may remove such personal property and restore the Leased Property and charge Tenant for the actual cost of such removal and restoration. When Landlord is satisfied that all conditions of surrender have been met, then Landlord will refund Security Deposit, if any, to Tenant. If Landlord is not satisfied that all conditions of surrender have been met, then Landlord has the right to use any or all of the Security Deposit to restore the Premises to a satisfactory condition.

ARTICLE 13
DEFAULT AND LANDLORD'S REMEDIES

(a) If Tenant shall default in the payment of any installment of the Rent or in the payment of any other sum required to be paid by Tenant under this Lease and such default shall continue for ten (10) days after receipt of written notice to Tenant, or if Tenant shall default in the observance or performance of any of the other covenants or conditions in this Lease which Tenant is required to observe or perform and such default shall continue for thirty (30) days after written notice to Tenant (except that if such default cannot, with due diligence, be cured within thirty (30)

days, then said 30-day period shall be extended for such period as may be necessary to cure such default with due diligence, provided that Tenant begins to cure such default within such period and pursues such cure at all times with due diligence), or if a default involves a hazardous condition and is not cured by Tenant immediately upon written notice to Tenant, or if the interest of Tenant in this Lease shall be levied upon under execution or other legal process, or if any involuntary petition in bankruptcy shall be filed against Tenant under any federal or state bankruptcy or insolvency act and shall not have been dismissed within sixty (60) days following the filing thereof, or if a receiver shall be appointed for Tenant or any of the property of Tenant by any court and such receiver shall not be dismissed within sixty (60) days from the date of appointment, or if Tenant shall make an assignment for the benefit of creditors, or if Tenant's Chief Executive or Chief Financial Officer shall admit in writing Tenant's inability to meet Tenant's debts as they mature, then Landlord may treat the occurrence of any one or more of the foregoing events as a breach of this Lease and thereupon at Landlord's option may, without notice or demand of any kind to Tenant or any other person, exercise one or more of the following described remedies, subject to Landlord exercising commercially reasonable efforts to mitigate any damages to it under this Lease, in addition to all other rights and remedies provided at law or in equity; provided that in any event, Landlord shall be entitled to recover all reasonable attorney's fees incurred by Landlord as a result of Tenant's default and Landlord shall (in the event of a bankruptcy by Tenant) be entitled to withdraw any remaining Security Deposit:

(i) Landlord may terminate this Lease and the estate created hereby, in which event Landlord may forthwith repossess the Leased Property and may be entitled to recover forthwith, in addition to any other sums or damages for which Tenant may be liable to Landlord as damages, an amount, if any, equal to the Rent which would have been payable during any period of rent-free occupancy provided to Tenant by this Lease, together with a sum of money equal to the Rent provided to be paid by Tenant for the balance of the term. If Landlord enters into a new lease for the Leased Premises which new lease begins prior to the Termination Date of this Lease, then Tenant's obligation to pay Rent for the balance of the Term shall be prorated such that Tenant shall be obligated to pay Rent only for that period of time that the Leased Premises remains unoccupied.

(ii) Landlord may terminate Tenant's right of possession and may repossess the Leased Property by forcible entry or unlawful detainer suit, by taking peaceful possession or otherwise without terminating this Lease, in which event Landlord may relet the same for the account of Tenant, for such rent and upon such terms as shall be satisfactory to Landlord. For the purpose of such reletting, Landlord is authorized to decorate, repair, remodel or alter the Leased Property. If Landlord shall fail to relet the Leased Property, Tenant shall pay to Landlord as damages a sum equal to the amount of the Rent reserved in this Lease for the balance of the then-existing Term. If the Leased Property is relet and a sufficient sum shall not be realized from such reletting after paying all of the reasonable costs and expenses of all decoration, repairs, remodeling, alterations and additions and the expenses of such reletting to satisfy the Rent provided for in this Lease and the amounts recoverable by Landlord from Tenant pursuant to Subparagraph (a) of this paragraph, Tenant shall satisfy and pay the same upon demand therefor from time to time. Landlord may file suit to recover any sums falling due from time to time and no suit or recovery of any portion due Landlord hereunder shall be any defense to any subsequent action brought for any amount not theretofore reduced to judgment in favor of Landlord.

(iii) No waiver of any default by Tenant shall be implied from any omission by Landlord to take any action on account of said default if such default persists or shall be repeated, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated. No failure of Landlord to exercise any power given Landlord hereunder or to insist upon strict compliance with any obligation hereunder and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of Landlord's right to demand exact compliance with the terms hereof. The provisions of this section shall survive any termination of this Lease, unless the parties otherwise agree in writing.

(b) If Tenant shall fail to make any payment required under Articles 6, 7, 8, 9 or 10, Landlord may, at Landlord's option, pay such amounts as are due for taxes, maintenance, repairs, insurance or utilities, and Tenant shall reimburse Landlord for all such amounts, plus interest at the Prime Rate, as published in the Wall Street Journal, plus two (2) percent or, if such rate be unlawful, at the highest rate allowed by law.

ARTICLE 14 **RIGHT OF ENTRY**

Landlord and Landlord's agents shall have the right to enter the Leased Property at any time, in the case of an emergency, and otherwise upon reasonable prior notice and during Tenant's business hours for the purpose of

inspecting the Leased Property or part thereof, as may be reasonably necessary to verify that Tenant is fulfilling Tenant's obligations under this Lease, performing any work which the Landlord elects to undertake for the safety, preservation, benefit or welfare of the Building and to cure any defaults by Tenant hereunder which Tenant shall have failed to cure after written notice thereof from Landlord and the expiration of any applicable cure periods hereunder. During the last six (6) months of the Lease term, the Landlord and Landlord's representatives may enter the Leased Property at any reasonable time after reasonable prior notice for the purpose of exhibiting the Leased Property to prospective tenants.

ARTICLE 15 CONDEMNATION

If all of the Leased Property is taken by condemnation, this Lease shall terminate on the date when the Leased Property shall be so taken, and the rent shall be apportioned as of that date. If part of the Building or Leased Property is taken by condemnation and the Building or Leased Property is thereby rendered not reasonably suitable for the continued conduct of Landlord's or Tenant's business, taking into consideration the nature, size and scope of such business immediately prior to the taking, then either party may elect by giving written notice to the other, to terminate this Lease, and in the event of such termination, all charges and rentals shall be apportioned as of the date of taking. No part of any award shall belong to the Tenant; provided, however, that nothing contained herein shall be construed to preclude Tenant from pursuing any claim directly against the condemning authority for loss of business, depreciation to, damage to, or cost of removal of, or for the value of trade fixtures, furniture, business equipment or other personal property belonging to Tenant.

ARTICLE 16 ASSIGNMENTS AND SUBLETTING

Tenant shall not assign, mortgage or encumber this Lease, nor sublet or permit the Leased Property or any part thereof to be used by others, without the prior written consent of Landlord in each instance which consent shall not be unreasonably withheld, and any attempt to do any of the foregoing without Landlord's consent shall be void. The sub-lease or assignment in no way mitigates Tenant's responsibilities of the lease terms incorporated herein. Notwithstanding anything contained herein to the contrary, Tenant may at any time request that the Lease be assigned in connection with the proposed or pending sale of substantially all of the Tenant's business assets, in which case the Tenant will be released from all liabilities under the lease after the effective date of the lease assignment. Landlord shall have discretion in approving or disapproving a proposed assignee and will have discretion on whether to assign this existing lease or enter into a new Lease with assignee. In the case of a business sale, Landlord and Tenant will enter into any applicable Termination Agreement as needed.

ARTICLE 17 LIABILITY

Except as otherwise provided by this Lease or except where caused solely by Landlord's (or any of its employees', agents' or representatives') negligence or intentional misconduct, the Landlord shall not be responsible or liable to the Tenant for any injury or damage resulting from acts or omissions of persons occupying property adjoining the Leased Property or any part of the Building of which the Leased Property is a part, or for any injury or damage resulting to the Tenant or Tenant's property from bursting, stoppage, or leaking of water, gas, electricity, sewer or steam pipes or from damage occasioned by water, snow, or ice being upon any sidewalk or any entranceway or being or coming through the roof, skylight, trap door or any opening in the Building or the Leased Property, or for loss resulting from theft, or mysterious disappearance, or any interference with light or air.

Except as otherwise provided in this Lease, Tenant hereby releases, discharges and agrees to defend, indemnify, protect and save harmless Landlord of and from any and all claims, demands, and liabilities for any loss, damage, injury or casualty whether it be that of either of the parties hereto or of third persons, caused by, growing out of, or happening in connection with Tenant's use or occupancy of the Leased Property or Tenant's use of any equipment, facility or property in or adjacent to the Building.

ARTICLE 18
AUTHORIZATION

Each individual executing this Lease on behalf of a corporation, partnership, limited liability company, or trust represents and warrants that he or she has full power and authority to execute this Lease on behalf of such entity, and that this Lease constitutes the valid and binding obligation of such entity enforceable in accordance with its terms.

ARTICLE 19
AMERICANS WITH DISABILITIES ACT

Tenant shall be responsible for compliance with the requirements of the Americans With Disabilities Act (the "ADA") with respect to the Leased Property, and the use and occupancy of the Leased Property by Tenant, and agrees to hold Landlord harmless with respect to failure by Tenant to fulfill Tenant's obligations under the ADA with respect to the occupancy and use of the Leased Property. Landlord represents that it has no knowledge of any violations of the ADA with respect to the Leased Property. Landlord shall be responsible for compliance with the requirements of the ADA with respect to the Complex (other than with respect to the Leased Property), and the use and occupancy of the Complex (other than the Leased Property) and agrees to hold Tenant harmless with respect to failure by Landlord to fulfill Landlord's obligations under the ADA with respect to the occupancy and use of the Complex (other than the Leased Property).

ARTICLE 20
HAZARDOUS MATERIALS

The Building was constructed in compliance with the codes and regulations in effect at the time of construction. Landlord agrees to comply with all applicable laws and regulations relating to hazardous materials associated with the Building structure and common areas. The foregoing does not relate to compliance with laws or regulations which are applicable to the use or occupancy of premises in the Building by individual tenants or the conduct of such tenant's business in those premises and compliance with those laws and regulations shall be the sole responsibility of the individual tenants. As of the date of this Lease, to the best of Landlord's knowledge, the Leased Property contain no asbestos, and Landlord has received no notice with respect to the Building from any governmental agency of any violation of the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), Resource Conservation and Recovery Act ("RCRA") or any similar law or regulations in the State in which the Property is located.

ARTICLE 21
GENERAL PROVISIONS

21.1. **Notices.** Any notice under this Lease shall be in writing and shall be deemed to be duly given only when delivered personally or mailed by certified mail, return-receipt requested, addressed to the Landlord at the Landlord's notice address, to the Tenant at the Tenant's notice address, or to Guarantor at Guarantor's notice address.

21.2. **Restrictions of Use.** The Tenant shall not allow, permit or suffer any noise, smoke or odor to escape from the Leased Property in a manner in which will constitute a public or private nuisance, or keep open any exterior or corridor door thereto, or permit any portion of the Leased Property visible from the exterior thereof to become unsightly or in disrepair, or permit any unsafe or hazardous condition to exist in the Leased Property.

21.3. **Leased Property Rules and Regulations.** The Landlord shall, from time to time, have the right to make, establish and promulgate reasonable rules and regulations for the Leased Property, and the occupants and tenants thereof, and the Tenant shall observe, keep and comply with such rules and regulations, provided that such rules are provided to Tenant prior to their effective dates. Current Leased Property Rules are attached hereto as Exhibit A and by this reference made a part hereof.

21.4. **Tenant's Damages.** In no event shall Landlord be liable to Tenant for consequential or incidental damages arising out of or relating to this Lease.

21.5. **Landlord's Title.** Landlord's title is and shall always be paramount to the title of Tenant. Nothing herein contained shall empower Tenant to do any act which can, shall or may encumber the title of Landlord.

21.6. **Quiet Enjoyment.** Subject to the provisions of this Lease, Landlord covenants that Tenant, on paying the Rent and performing the covenants of this Lease on Tenant's part to be performed, shall and may peaceably and quietly have, hold, and enjoy the Leased Property for the Term.

21.7. **Subordination.** This Lease is subject, junior and subordinate to all present or future financial encumbrances on the Building or the Leased Property and to all modifications, supplements, extensions, renewals and replacements thereof and to all advances made or hereafter to be made on the security thereof as fully as if such instruments had been executed, delivered and recorded prior to the Lease. Such subordination shall be self-executing without further act on the part of Landlord or Tenant; provided, however, that Tenant shall at any time hereafter, at the request of Landlord or any lienholder, execute any instruments that may be required by any lienholder for the purpose of confirming such subordination. If within thirty (30) days after receipt of a written request therefore, Tenant fails to execute and deliver to Landlord the instrument confirming the subordination, then Tenant hereby irrevocably authorizes Landlord to execute and deliver in the name of Tenant any such instrument.

21.8. **Attornment.** In the event of any foreclosure of, or in the event of any exercise of the power of sale under any mortgage and/or deed of trust made by Landlord covering the Leased Property, Tenant shall attorn to and recognize such successor in interest as the Landlord under this Lease; provided, however that such successor may, at its sole option, accept or reject such attornment within two business days after such event by providing written notice thereof to Tenant. Upon acceptance by the successor in interest, such attornment shall be self-executing without further act on the part of Tenant; provided, however, that Tenant shall at any time hereafter, at the request of Landlord or any lienholder, execute any instruments that may be required to confirm such attornment.

21.9. **Successors and Assigns.** The covenants, conditions and agreements contained in this Lease shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and such assigns and subtenants as may be permitted hereunder. In the event of the sale of the Leased Property or transfer by Landlord of all of Landlord's interest in the Leased Property, Landlord shall be and hereby is entirely free and relieved of all covenants and obligations of Landlord hereunder.

21.10. **Lender Approval.** This Lease and all terms contained herein are made subject to and conditional upon Landlord's lender's approval, which shall be requested forthwith. Landlord shall use reasonable best efforts to obtain its lender's consent prior to the Commencement Date and shall provide evidence of such consent to Tenant upon its receipt. Tenant agrees to provide such financial information as may be reasonably required by Landlord or Landlord's lender to enable Landlord's lender to render such approval. Each of Landlord and Landlord's lender shall hold such information of Tenant's in confidence, and shall not disclose, any such information to any party without Tenant's prior written consent (except as may be required under law).

21.11. **Interpretation of Words.** All words which refer to Landlord and Tenant shall be considered to be of the gender and number required, and if the Tenant be more than one person, the provisions hereof shall apply to them jointly and severally.

21.12. **No Waiver.** The failure or delay of Landlord in requiring strict performance by Tenant of any covenant of this Lease shall not constitute a waiver of such covenant or Landlord's right to require strict performance thereof.

21.13. **Real Estate Brokers.** Landlord and Tenant each represent to the other that it has dealt only with the broker(s) named in Article 1 as broker(s) in connection with this Lease and agrees to indemnify and hold the other harmless from all loss, cost or expense (including reasonable attorneys' fees) suffered or incurred by the indemnified party as a result of any claims or demands of any other broker or brokers as a result of the parties entering into this Lease.

21.14. **Legal Requirements.** Tenant will not do or permit any act or thing which constitutes a public or private nuisance or waste, or which is contrary to any applicable law or legal requirement, or which might impair the value or usefulness of the Leased Property or any part thereof, or which might violate any jurisdiction over the Leased Property.

21.15. **Estoppel Certificate.** Tenant agrees that from time to time upon not less than fifteen (15) days' prior written request by Landlord, Tenant will deliver to Landlord a statement in writing certifying (a) that this Lease is unmodified and in full force and effect (or if there have been modifications, that the Lease as modified is in full force and effect and identifying the modifications); (b) the dates to which the rent and other charges have been paid; (c) that Tenant is not in default under any provision of this Lease, or, if in default, the nature thereof in detail; (d) that Tenant is in occupancy and paying rent on a current basis with no rental offsets or claims; (e) that there has been no prepayment of rent other than that provided for in this Lease; (f) that there are no actions, whether voluntary or otherwise, pending against Tenant under the bankruptcy laws of the United States or any State thereof; and (g) as to such other matters as Landlord may reasonably request; and Tenant agrees that any such statements may be relied upon by Landlord and any prospective purchaser or mortgagee of the Leased Property or any other lender of Landlord.

21.16. **Mortgage Deed of Trust Holder Protection Clause.** On the date hereof and at such times as there are changes, Landlord shall provide Tenant with a true, complete, and correct list, with contact information, of all names of mortgagees and deed of trust holders of Landlord with respect to the Building. Tenant agrees to give any mortgagees

or deed of trust holders of Landlord with respect to the Building, by certified mail, a copy of any notice of default served upon the Landlord. Tenant further agrees that if Landlord is in default of Landlord's obligations hereunder, Tenant shall not commence any legal action to recover damages or terminate this Lease as a result of such default (it being acknowledged that, except as otherwise provided in this Lease, Tenant shall in no event be permitted to offset any damages or claims by Tenant against any amounts of base rent or additional rent owed hereunder), until Tenant has notified, by certified mail or overnight courier, such mortgagees and/or deed of trust holders of Tenant's intent to commence such action or terminate this Lease and such mortgagees and/or trust deed holders shall have failed to cure such default within twenty (20) days of receipt of such notice, or if such default cannot be cured within that time, then such additional time as may be necessary if within such 20-day period, any mortgagee and/or trust deed holder has commenced and is diligently pursuing the remedies necessary to cure such default (including, but not limited to, commencement of foreclosure proceedings, if necessary to effect such cure) in which event this Lease shall not be terminated while such remedies are being so diligently pursued.

21.17. **Severability.** If any provisions of this Lease or its application to any person or circumstance shall be invalid or unenforceable to any extent, the remainder of this Lease and its application to other persons or circumstances shall not be affected and shall be enforced to the greatest extent not prohibited by law.

21.18. **Holding Over.** Unless otherwise agreed to in writing by Landlord and Tenant, if Tenant retains possession of the Leased Property or any part thereof after the termination of the Term, Tenant shall pay Landlord rent at 150% the monthly rate in effect immediately prior to the termination of the Term for the time Tenant thus remains in possession and, in addition thereto, Tenant shall pay Landlord for all damages, consequential as well as direct, sustained by reason of Tenant's retention of possession. The provisions of this Section do not exclude Landlord's rights of re-entry or any other right hereunder. No such holding over shall be deemed to constitute a renewal or extension of the term hereof.

21.19. **Landlord's Right to Transfer Interest.** Landlord has the right to transfer Landlord's interest in the Leased Property and in this Lease, and upon any such transfer, Landlord shall automatically be released from all liability under this Lease, and Tenant shall look solely to such transferee for the performance of Landlord's obligations hereunder. Landlord may assign Landlord's interest in this Lease to a mortgage lender as additional security provided that such assignment shall not release Landlord from Landlord's obligations hereunder, and Tenant shall continue to look solely to Landlord for the performance of Landlord's obligations hereunder.

21.20. **Applicable Law and Partial Invalidity.** This Lease shall be governed by and enforced in accordance with the laws of the State in which the Leased Property is located. The invalidity or unenforceability of any provision of this Lease shall not affect or impair any other provision.

21.21. **Force Majeure.** Any provision, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, inability to obtain labor or materials, governmental restrictions, regulations or controls, enemy or hostile government action, civil commotion, fire or other casualty or other causes beyond the reasonable control of the party required to perform shall excuse the performance by such party for a period equal to any such prevention, delay or stoppage, except for the obligations, imposed with regard to Rent and other charges to be paid by Tenant pursuant to this Lease.

21.22. **Non-Binding Unless Signed.** Submission of the form of this Lease for examination shall not bind Landlord in any manner, and no lease or other obligation of Landlord shall arise until this instrument is signed by both Landlord and Tenant, approved by the holder of any mortgage, deed of trust, or other financial encumbrance on the Leased Property having such approval rights, and delivery is made to each party.

21.23. **Disclosure.** The terms and conditions of this Lease may not be disclosed by Tenant to third parties, except to Tenant's employees, attorneys, accountants and other persons or entities as Tenant deems may be appropriate on a confidential basis, or otherwise to allow Tenant to carry out Tenant's obligations and to effect Tenant's rights under this Lease, without the prior written consent of Landlord.

21.24. **Waiver of Trial by Jury.** Each of Landlord and Tenant hereby agrees not to elect a trial by jury of any issue triable of right by jury and waives any right to trial by jury fully to the extent that any such right shall now or hereafter exist with regard to the claim, counterclaim, or other action arising in connection therewith. This waiver of right to trial by jury is given knowingly and voluntarily, and is intended to encompass individually each instance and each issue to which the right to a trial by jury would otherwise accrue. Each of the parties is hereby authorized to file a copy of this paragraph in any proceeding as conclusive evidence of this waiver by both parties hereto.

21.25. **Time of the Essence.** Time is of the essence with respect to the performance and observance of all of the terms, covenants, and conditions hereof by Tenant.

21.26. **Headings.** The headings are for the convenience of reference only, and in no way define, limit, or describe the scope of any part of this Lease, nor are they considered as forming a part of this Lease or affecting it.

21.27 **Entire Agreement.** This Lease, together with the Exhibits hereto, constitutes the sole and entire agreement between the parties relative to the Leased Property. No representations as to the Leased Property or agreements have been made by the Landlord to the Tenant either directly or indirectly prior to or at the execution of this Lease that are not included in this Lease.

21.28 **Memorandum of Lease.** This Lease shall not be recorded. Notwithstanding the foregoing, at either party's request, Landlord and Tenant shall execute, acknowledge, and deliver a memorandum of lease in form suitable for recording. The requesting party may thereupon record such memorandum of lease at its expense. Upon expiration or sooner termination of the Term, Tenant shall execute and deliver to Landlord such customary documents and instruments, in form suitable for recording, as Landlord may reasonably request to evidence the termination of the Lease and the memorandum of lease.

LANDLORD AND TENANT HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THIS LEASE SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS LEASE IS EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LANDLORD AND TENANT WITH RESPECT TO THE LEASED PROPERTY.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Lease as of the day and year first above written.

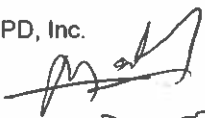
LANDLORD
DLJ Stone Creek, LLC

By: _____

Title: _____

Date: _____

TENANT
Southerncafe CPD, Inc.

By: 
PRITESH PATEL

Title: PRESIDENT

Date: 02-19-2024

By: Darpan Patel D.S. Patel

Title: Secretary

Date: 02-19-2024

By: Chirag Patel CPD

Title: Treasurer

Date: 02-19-2024

EXHIBIT A
LEASED PROPERTY RULES

Tenant's use of the Building, Leased Property, and Complex shall be governed by the following rules. Landlord reserves the right to unilaterally amend or add to the rules, subject to the terms and conditions of the Lease, and such amendments and additions shall be effective when notice of the same is given to Tenant in the manner provided in the Lease.

1. Subject to the express provisions of the Lease, nothing shall be displayed, painted or affixed by Tenant on any part of the exterior or interior of the Building or Leased Property (except within the Leased Property) without the prior written consent of Landlord, and then only of such color, size, style and material as shall be reasonably approved by Landlord and in compliance in all respects with any and all applicable laws, ordinances, codes and regulations. Subject to the express provisions of the Lease, window treatments shall not be placed in the Leased Property without the prior written consent of Landlord, which consent shall not be unreasonably withheld.
2. Other than those machines installed as of the date hereof, Tenant shall not install any vending machines without Landlord's consent, which shall not be unreasonably withheld. Tenant shall not install or permit on the Leased Property any coin or token operated amusement devices whatsoever.
3. Upon the prior written consent of Landlord, Tenant may place a sign upon the Leased Property to advertise Tenant's business and Tenant's activities on the Leased Property. Any such sign shall comply in all respects with all applicable laws, codes, and ordinances, and shall be erected in accordance with all applicable approvals, licenses and permits.
4. The exterior areas of the Leased Property shall not be obstructed by Tenant or used in any way except for ingress and egress. Tenant shall place no objects outside the Leased Property without Landlord's consent.
5. The bathroom fixtures shall not be used for purposes other than those for which they were constructed. The cost of repairing any damage shall be borne by Tenant.
6. Tenant shall not permit littering of the exterior area of the Leased Property and shall keep the exterior of the Building and Leased Property free and clear of all trash, debris, waste, and rubbish.
7. Tenant shall not make noises, cause disturbances or vibrations or use any electrical or electronic devices or other devices that emit unreasonable sound or other waves or disturbances or create odors outside the Leased Property except at the top of the vent stack, any of which in the reasonable judgment of Landlord may be offensive to other tenants of the Building or which would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the Building or elsewhere, and shall not place or install any musical instrument or equipment or any similar device inside or outside the Leased Property without the prior written approval of Landlord, which will not be unreasonably delayed or withheld if such device is consistent in all respects with the Permitted Use. The use thereof, if permitted, shall be subject to the reasonable control of Landlord to the end that others shall not be disturbed or annoyed.
8. Tenant assumes full responsibility for protecting the Leased Property from theft, robbery, and pilferage, which includes keeping doors locked and other means of entry to the Leased Property closed and secured at appropriate times.
9. No animals or birds shall be allowed in any part of the Leased Property without the prior consent of Landlord, which may be withheld or delayed if the keeping of such items is not consistent in all respects with the Permitted Use.
10. All janitorial service to the Leased Property shall be the responsibility of Tenant at Tenant's cost. Landlord shall in no way be responsible for any loss of property on or from the Leased Property.
11. Except as appropriate under the Permitted Use, Tenant shall not accumulate or store on the Leased Property any wastepaper, discarded records, books, paper files, rags, rubbish, or other combustible matter. Tenant shall not place in any trash receptacle any materials which cannot be disposed of in the ordinary course, and, subject to number 12 below, Tenant shall keep all trash within Tenant's Leased Property. All garbage and refuse disposal shall be made in accordance with Landlord's instructions as designated from time to time.
12. All trash and garbage shall be stored in vermin-proof containers, shall be deposited in areas and containers specified by Landlord, and shall be prepared for collection in the manner and at the times and places specified by Landlord. Tenant shall not install automatic garbage disposal equipment without Landlord's prior written consent, which consent shall not be unreasonably withheld or delayed.

13. No auction, bankruptcy, going out of business or similar sale shall be held on the Leased Property; however, a grand opening sale or event shall be permitted.
14. Tenant shall police all of the Leased Property for litter and collect and remove such litter.
15. Tenant shall maintain a pest control contract with a licensed pest exterminator approved by Landlord. Such services shall be sufficient to keep the Leased Property reasonably free of pests and vermin.
16. Tenant shall obtain and maintain at Tenant's expense all approvals, licenses, and permits necessary for the conduct of Tenant's business on the Leased Property and Tenant shall conduct Tenant's business on the Leased Property in compliance with all applicable laws, ordinances, codes, rules, regulations, approvals, permits and licenses.
17. Tenant shall comply with the reasonable suggestions of Landlord's or Tenant's insurance carrier for the Leased Property.

EXHIBIT B
EXCLUSIVES

Exclusive use granted to Tenant, Southerncafé CPD, Inc.:

- (a) Provided Tenant shall (i) operate its business in the Premises (exclusive of closures for casualty and condemnation), (ii) use the Premises solely for the Permitted Use, and (iii) not be in default under the Lease beyond any applicable notice and cure period allowed herein, Tenant shall have the exclusive right in the Shopping Center to operate a "Breakfast Restaurant" and Landlord shall not operate, sell, lease, license or permit any person or entity to operate a Breakfast Restaurant within the Shopping Center.

- (b) As used in this Lease, "Breakfast Restaurant" is defined as any eating or drinking establishment advertising or holding itself out to the public to be a breakfast restaurant; provided, however, notwithstanding anything to the contrary contained herein, the term Breakfast Restaurant shall not include a donut shop, a bagel shop, a bakery or a coffee shop.

Exhibit C **Guaranty**

In order to induce DLJ Stone Creek, LLC ("**Landlord**") to enter into that certain Lease Agreement dated January 17, 2024 (the "**Lease**") between Landlord and Southerncafe CPD, Inc. ("**Tenant**"), and in consideration of the benefits inuring to the undersigned (collectively, the "**Guarantor**") under said Lease, the receipt and sufficiency of which is represented by the Guarantor to Landlord to be sufficient and adequate, the Guarantor hereby unconditionally guarantees the performance of all of Tenant's obligations under the Lease, including, without limitation, the payment of rental as provided therein (the "**Guaranteed Obligations**"). This Guaranty shall remain in full force throughout the original lease Term and any renewals thereof. This Guaranty shall be binding upon Guarantor and Guarantor's heirs, legal representatives, successors and assigns, and shall inure to the benefit of Landlord and its successors and assigns. If there is more than one Guarantor, the liability of each Guarantor shall be joint and several.

This Guaranty is a guaranty of payment and performance and not of collection. Guarantor hereby waives notice of acceptance of this Guaranty agreement and all other notices in connection with the liabilities, obligations and duties guaranteed hereby, including notices to it of default by Tenant under the Lease, and hereby waives diligence, presentment, protest and suit on the part of Landlord in the enforcement of any liability, obligation or duty guaranteed hereby. Guarantor further agrees that Landlord shall not be first or concurrently required to enforce against Tenant or any other person, any liability, obligation or duty guaranteed hereby before seeking enforcement thereof against Guarantor. The liability of Guarantor shall not be affected by any indulgence, compromise, settlement or variation of terms which may be extended to Tenant by Landlord, or agreed upon by Landlord or Tenant, and shall not be affected by any assignment or sublease by Tenant of its interest in the Lease, nor shall the liability of the Guarantor be affected by the insolvency, bankruptcy (voluntary or involuntary), or reorganization of Tenant, nor by the voluntary or involuntary liquidation, sale, or other disposition of all or substantially all of the assets of Tenant, or by the release of any other guarantor. Landlord and Tenant, without notice to or consent by Guarantor, may at any time or times enter into such modifications, extensions, amendments or other covenants respecting the Lease as they may deem appropriate, and Guarantor shall not be released thereby but shall constitute to be fully liable to the performance of all obligations and duties of Tenant under the Lease as so modified, extended or amended.

Guarantor further agrees, to the extent permitted by law, to pay any costs or expenses, including the reasonable fees of an attorney (including in-house and staff counsel), incurred by Landlord in enforcing this Guaranty.

The Guarantor acknowledges that Landlord may assign its rights under the Lease to an institutional investor as security for a loan to be made by such institutional investor to Landlord, and as long as any indebtedness of Landlord shall be outstanding and such assignment of the Lease shall exist, such institutional investor assignee shall be entitled to bring any suit, action or proceeding against the undersigned for the enforcement of any provision of this Guaranty, and it shall not be necessary in any such suit, action or proceeding to make Landlord a party thereto.

All existing and future advances by Guarantor to Tenant and all existing future debts of Tenant to Guarantor shall be subordinated to all Guaranteed Obligations owed to Landlord under the Lease and this Guaranty. Guarantor assumes the responsibility to remain informed of the financial condition of Tenant and of all other circumstances bearing upon the risk of Tenant's default, which reasonable inquiry would reveal, and agrees that Landlord shall have no duty to advise Guarantor of information known to it regarding such condition or any such circumstance. Landlord shall not be required to inquire into the powers of Tenant or the officers, employees, partners or agents acting or purporting to act on its behalf, and any indebtedness made or created in reliance upon professed exercise of such powers shall be guaranteed under this Guaranty. Guarantor hereby represents and warrants to Landlord that Guarantor has received a copy of the Lease, has read or had the opportunity to read the Lease, and understands the terms of the Lease. Any reference in those provisions to Tenant shall mean each Guarantor and any reference in those provisions to the Lease shall mean this Guaranty.

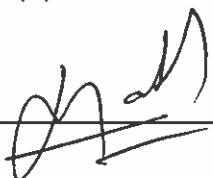
Guarantor covenants and agrees with Landlord: (a) to deliver to Landlord all of those financial statements, reports and other information of Guarantor reasonably requested by Landlord but no more often than once a year unless Guarantor is in default after notice and cure periods; and (b) not to transfer any material portion of Guarantor's assets for less than full value until all of the Tenant's obligations under the lease are satisfied in full. A "transfer" means any type of disposition of any right, title or interest whatsoever, whether voluntarily or involuntarily, directly, or indirectly, including without limitation any sale, exchange, assignment, gift, or similar disposition. Notwithstanding the foregoing, Guarantor may transfer the Guarantor's assets to any future trust of which Guarantor is the sole grantor provided such trust executes a guaranty in form and substance substantially similar to this Guaranty for the benefit of the Landlord.

If any one or more of the provisions of this Guaranty shall be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Guaranty, and this Guaranty shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. This Guaranty shall be construed according to the laws of the state where the Leased Premises are located (the "State"). By execution hereof, the undersigned specifically consent to this choice of law designation and consent that all actions or proceedings arising directly, indirectly or otherwise in connection with, out of, related to, or from this Guaranty or the Lease shall be litigated only in the courts located in the State, and the undersigned (i) consent and submit to the in personam jurisdiction of any state or federal court locating within the State, (ii) waive any right to transfer or change the venue of litigation brought against the undersigned, and (iii) agree to service of process, to the extent permitted by law, by mail.

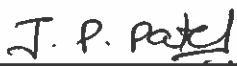
TO THE EXTENT PERMITTED BY APPLICABLE LAW AND ACKNOWLEDGING THAT THE CONSEQUENCES OF SAID WAIVER ARE FULLY UNDERSTOOD, THE UNDERSIGNED HEREBY EXPRESSLY WAIVE THE RIGHT TO TRIAL BY JURY, IN ANY ACTION OR PROCEEDING INSTITUTED AGAINST THE UNDERSIGNED OR ANY OTHER PERSON LIABLE ON THE LEASE.

IN WITNESS WHEREOF, Guarantor has caused this instrument to be executed this _____ day of _____, 2024.


GUARANTOR(S)



Pritesh Patel




Jagu Patel



Chirag Patel



Hemangi Patel



Darpan Patel



E&A Insurance Group LLC
20276001 Tom Traina
(999) 999-9999
tom@eaigroup.net

Commercial Insurance Proposal

Prepared for :
Southerncafe CPD Inc DBA Southern Cafe
1590 E Main St
Saint Charles, IL 60174-2327
614-373-6049
ACCOUNT 2000012021

Prepared by :
E&A Insurance Group LLC
316 W Northwest Hwy
Barrington, IL 60010
(999) 999-9999

Agent :
20276001 Tom Traina

Date Prepared :
02/14/2024



E&A Insurance Group LLC
 20276001 Tom Traina
 (999) 999-9999
 tom@eaigroup.net

Southerncafe CPD Inc DBA Southern Cafe
Commercial Insurance Proposal

Account Summary

Coverage	Quote ID	Quote Date	Quote Effective Date	Premium
Businessowners	0005857155	02/14/2024	02/29/2024	\$ 4,747.00
Liquor Liability	0007179886	02/14/2024	02/29/2024	\$ 443.00
Cyber Liability	0007034148	02/14/2024	02/29/2024	\$ 273.00
Commercial Umbrella	0007202592	02/14/2024	02/29/2024	\$ OPTIONAL 684.00
Total Estimated Annual Premium :				\$ 6,147.00

Premiums and pay plan options displayed are estimates and may be subject to change upon policy issuance.

- Full Pay One installment of \$6,147.00
- Semi-Annual Two equal installments of \$3,073.50
- Quarterly Four equal installments of \$1,536.75
- Monthly New Business, 2 months down of \$1,024.50 with 10 equal installments billed thereafter of \$512.25
 Renewal, Twelve equal installments of \$512.25

If you elect the full pay option, the amount listed above is what you will pay. All other options (semi-annual, quarterly and monthly) are subject to fees to cover additional costs associated with installment billing. These charges will be included in your payment schedule and added to your policy balance at the time each bill is sent.

If you prefer to pay in installments but still want to save money, paying by recurring ACH from your checking or savings account will reduce your future installment fees to \$2. All other installment bills are subject to a \$7 fee.

To enroll in a recurring ACH plan, visit our Policyholder Services site and register for an online account.

Please note that these fees are not included in your overall total policy premium and that both installment amounts and intervals may be adjusted due to policy changes. If you would like to make changes to your payment plan, please contact our Premium Receivables Department.

Thank you for considering Society Insurance to protect your business.

20276001 Tom Traina

This quotation contains only a general description of coverages and is not a statement of contract. All coverages are subject to the exclusions and conditions in the policy. Coverage is not bound and no coverage will be afforded by this quotation. Premium charges are based on information provided by the applicant and rates in force at the time of quotation on 02/14/2024. This quotation is valid until 03/29/2024.

SOCIETY INSURANCE, a mutual company

150 Camelot Drive P.O. Box 1029, Fond du Lac, WI 54936-1029

Subject To/Contingencies

Restaurant

Quote subject to the kitchen hood exhaust system and hood automatic fire suppression systems being professionally serviced at a minimum of a semi-annual frequency.

Coverage is subject to a favorable risk control survey.

Quote subject to the insured not having any wood burning stoves, fireplaces, pellet stoves, or other solid fuel heating devices.



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20276001 Tom Traina
(999) 999-9999
tom@eaigroup.net

Southerncafe CPD Inc *Businessowners Proposal*

Account: 2000012021

Quote: 0005857155

BUSINESSOWNERS

Total Businessowners Estimated Annual Premium \$ 4,747.00

LIABILITY LIMITS

Occurrence Limit:	1,000,000
Aggregate Limit:	2,000,000
Products/Completed Operations Aggregate Limit:	2,000,000
Personal and Advertising Injury Limit:	1,000,000
Medical Expense Limit:	1,000

CREDITS

Sprinkler Credit	Location 1
Individual Risk Premium Modification (IRPM) Credit	

BOP COVERAGES

The following additional coverages and/or limits are within your policy forms.

Coverage	Limit
Personal Property Off Premises	10,000
Tenants Improvements and Betterments	Included in BPP Limit



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 tom@eaigroup.net

Southerncafe CPD Inc
Businessowners Proposal

Account: 2000012021

Quote: 0005857155

POLICY LEVEL COVERAGES

Coverages	Limit
Electronic Data	10,000
Employee Dishonesty	10,000
Business Income - Contamination	Three Weeks
Business Income - Waiting Period	0 Hours
Business Income - Extended Period of Indemnity	60 Days
Civil Authority	4 Consecutive Weeks
Forgery and Alteration	10,000
Money Orders and Counterfeit Money	10,000
Interruption Of Computer Operations	10,000
Contamination-Clean Up Expense	25,000
Customer Expense Reimbursement	Fourteen Days
Guest Personal Property	15,000
Watercraft - Extension Of BPP	5,000
Terrorism	
Employment-Related Practices Liability Endorsement	25,000
Deductible - 1,000	
Retroactive Date - 02/29/2024	
Prior Or Pending Litigation Date -	
Liability to Non-Employee	
Special Events	
Amendment - Aggregate Limits Of Insurance (Per Project)	
Amendment Of Personal And Advertising Injury Definition	
Sponsored Athletic Event	
Additional Insured - Automatic Status When Required in Written Contract or Agreement (NonConstruction)	

Total Estimated Policy Level Premium **\$ 905.00**



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Southerncafe CPD Inc
Businessowners Proposal

Account: 2000012021

Quote: 0005857155

Location 1 - Building 1

Classification: Restaurants NOC - With sales of alcoholic beverages - 09607

Construction Type: Masonry Non-combustible

Building Property of Others Basis: Replacement Cost with 0% Increase for Inflation Protection

Sprinkler: Yes

Year Built: 1970

Coverage	Limit	Deductible	Premium
Business Personal Property	300,000		\$ 690.00
Building Property of Others	10,000		\$ 25.00
Damage to Premises Rented To You	100,000		
Accounts Receivable	30,000		
Outdoor Property	20,000		
Portable Storage Unit	10,000		
Valuable Papers and Records			
On-Premises Limit	10,000		
Off-Premises Limit	5,000		
Liability And Medical Expenses (Occupant Liability)			
Product Contamination	10,000	1,000	
Product Spoilage	10,000	1,000	
Service Interruption Business Income and Extra Expense			
Terrorism			
Business Income Dependent Properties	5,000		
Special Events Extended Personal Property	10,000		

Total Location 1 Building 1 Level Premium \$ **3,546.00**

Total Businessowners Estimated Annual Premium \$ **4,747.00**



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Southerncafe CPD Inc

Liquor Liability Proposal

Account: 2000012021

Quote: 0007179886

LIQUOR LIABILITY

Total Liquor Liability Estimated Annual Premium

\$ 443.00

LIMITS

Occurrence Limit: \$ 1,000,000
Aggregate Limit: \$ 1,000,000

Policy Level Coverages

Additional Insured – Volunteer Workers

Exposure

Premium

\$ 12.00

Primary State: Illinois

Location 1 1590 E Main St, Saint Charles, IL 60174-2327

Coverage

RESTAURANTS AND BARS

Exposure

75,000

Premium

\$ 431.00

Location(s) Premium \$ 431.00

Total Estimated Liquor Liability Premium \$ 443.00

Subject to state statute sub-limits if applicable

Southerncafe CPD Inc

Cyber Liability Proposal

Account: 2000012021

Quote: 0007034148

CYBER LIABILITY

Total Cyber Liability Estimated Annual Premium: \$ 273

Revenue: \$ 1,580,000

LIMITS

Maximum Policy Aggregate Limit: \$ 50,000

CYBER LIABILITY COVERAGES

Third Party Liability Coverage Agreements

	Each Claim	Aggregate ¹	Deductible
Multimedia Liability	\$ 50,000	\$ 50,000	\$ 0
Security and Privacy Liability	\$ 50,000	\$ 50,000	\$ 0
Privacy Regulatory Defense and Penalties	\$ 50,000	\$ 50,000	\$ 0
PCI DSS Liability	\$ 50,000	\$ 50,000	\$ 0
TCPA Defense	\$ 5,000	\$ 5,000	\$ 0

First Party Liability Coverage Agreements

	Each Claim	Aggregate ¹	Deductible
Breach Event Costs	\$ 50,000	\$ 50,000	\$ 0
Post Breach Remediation Costs	\$ 5,000	\$ 5,000	\$ 0
BrandGuard®	\$ 50,000	\$ 50,000	See Below ²
System Failure	\$ 50,000	\$ 50,000	See Below ³
Cyber Extortion	\$ 50,000	\$ 50,000	\$ 0
Cyber Crime	\$ 5,000	\$ 5,000	\$ 0
Reward Expenses	\$ 5,000	\$ 5,000	\$ 0
Court Attendance Costs	\$ 5,000	\$ 5,000	\$ 0

¹ Subject to maximum annual aggregate

² 2 week waiting period, 6 months period of indemnity

³ 8 Hour waiting period, 6 months period of indemnity



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Southerncafe CPD Inc

Cyber Liability Proposal

Cyber Property Damage Coverage

Property Damage - First Party Sub-limit	1,000 Deductible
\$ 5,000 Occurrence Limit	
\$ 5,000 Aggregate Limit	
Property Damage - Third Party Sub-limit	1,000 Deductible
\$ 5,000 Property Damage Claim Limit	
\$ 5,000 Aggregate Limit	
Combined Property Damage Aggregate Limit	
\$ 5,000 Limit	



E&A Insurance Group LLC
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Southerncafe CPD Inc

Commercial Umbrella Proposal

Account: 2000012021

Quote: 0007202592

UMBRELLA

Total Commercial Umbrella Estimated Annual Premium \$ 684.00

Primary State: IL

Coverage	Limit
Umbrella	\$ 1,000,000
Liquor	\$ 1,000,000

Description	Premium
Umbrella Liability Coverage	\$ 600.00
Umbrella Liquor Liability Coverage	\$ 84.00

Total Commercial Umbrella Estimated Annual Premium \$ 684.00



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tom@eaigroup.net

Southerncafe CPD Inc

Commercial Insurance Proposal

Additional Insured Schedule - Account 2000012021

LOB	Quote/Policy	Additional Insured Name/ Address	Coverage	Form #
	Businessowners 0005857155	DLJ Stone Creek LLC 3494 Jeffco Blvd Arnold, MO 63010	Additional Insured - Managers Or Lessors Of Premises	BP 04 02

Southerncafe CPD Inc

Commercial Insurance Proposal

The below is a comprehensive list of forms that apply to all policies quoted above. Please reference each individual policy to note which coverages apply to the specific policies.

Forms List

Form Number	Edition Date	Form Name	Line of Business
BP0003	07-13	Businessowners Coverage Form	Businessowners
BP0154	01-18	Illinois Changes	Businessowners
BP0402	07-13	Additional Insured - Managers Or Lessors Of Premises	Businessowners
BP0417	01-10	Employment-Related Practices Exclusion	Businessowners
BP0441	07-13	Business Income Changes - Time Period	Businessowners
BP0483	01-10	Removal Of Insurance-To-Value Provision	Businessowners
BP0493	01-06	Total Pollution Exclusion With A Building Heating Equipment Exception And A Hostile Fire Exception	Businessowners
BP0501	07-02	Calculation of Premium	Businessowners
BP0515	12-20	Disclosure Pursuant To Terrorism Risk Insurance Act	Businessowners
BP0517	01-06	Exclusion - Silica Or Silica-Related Dust	Businessowners
BP0523	01-15	Cap On Losses From Certified Acts Of Terrorism	Businessowners
BP0538	01-15	Exclusion Of Other Acts Of Terrorism Committed Outside The United States; Cap On Losses From Certified Acts Of Terrorism	Businessowners
BP0542	01-15	Exclusion Of Punitive Damages Related To A Certified Act Of Terrorism	Businessowners
BP0598	07-13	Amendment Of Insured Contract Definition	Businessowners
BP0643	04-06	Illinois Changes - Defense Costs	Businessowners
BP0695	01-10	Illinois - Employment-Related Practices Liability Endorsement	Businessowners
BP0702	07-02	Amendment - Aggregate Limits Of Insurance (Per Project)	Businessowners
BP1417	01-10	Designated Location(s) General Aggregate Limit	Businessowners

Southerncafe CPD Inc

Commercial Insurance Proposal

Forms List

Form Number	Edition Date	Form Name	Line of Business
BP1491	07-13	Amendment Of Personal And Advertising Injury Definition	Businessowners
BP1504	05-14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - With Limited Bodily Injury Exception	Businessowners
BP1511	12-16	Exclusion Unmanned Aircraft	Businessowners
BP1530	09-19	Cannabis Property Exclusion	Businessowners
BP1532	09-19	Cannabis Liability Exclusion	Businessowners
BP1560	02-21	Cyber Incident Exclusion	Businessowners
EPL120	01-21	Liability to Non-Employee	Businessowners
SIBP0404	08-22	Business Personal Property Limit - Automatic Increase	Businessowners
SIBP2103	08-23	Exclusion - Violations Involving Biometric Information Privacy	Businessowners
TBP3020	01-21	Outdoor Signs	Businessowners
TBP3040	01-21	Personal Property Off-Premises	Businessowners
TBP12	01-21	Product Spoilage	Businessowners
TBP13	01-21	Product Contamination	Businessowners
TBP1583	05-22	Additional Insured - Automatic Status When Required In Written Contract Or Agreement	Businessowners
TBP200	03-21	Equipment Breakdown Coverage	Businessowners
TBP3010	01-21	Outdoor Property	Businessowners
TBP3060	01-21	Collectibles	Businessowners
TBP3080	01-21	Service Interruption	Businessowners
TBP3150	01-21	Business Income And Extra Expense	Businessowners
TBP440	01-21	Asbestos - Exclusion	Businessowners
TBP453	01-21	Water Back-Up And Sump Overflow	Businessowners

Southerncafe CPD Inc

Commercial Insurance Proposal

Forms List

Form Number	Edition Date	Form Name	Line of Business
TCE310	01-21	Restaurant Extension Endorsement	Businessowners
CG0033	04-13	Liquor Liability Coverage Form	Liquor Liability
CG0200	01-18	Illinois Changes - Cancellation And Nonrenewal	Liquor Liability
CG3122	09-02	Illinois Changes - Liquor Liability	Liquor Liability
IL0017	11-98	Common Policy Conditions	Liquor Liability
IL0021	09-08	Nuclear Energy Liability Exclusion Endorsement (Broad Form)	Liquor Liability
IL0147	09-11	Illinois Changes - Civil Union	Liquor Liability
IL0162	10-13	Illinois Changes - Defense Costs	Liquor Liability
SICG2101	11-22	Cannabis Liquor Liability Exclusion	Liquor Liability
SICG3401	11-22	Additional Insured - Volunteer Workers	Liquor Liability
CLI101	06-19	Cyber Liability Insurance Policy	Cyber Liability
CLI104	03-23	Illinois Changes	Cyber Liability
CLI105	06-19	Policyholder Disclosure Notice Of Terrorism Insurance Coverage	Cyber Liability
CLI109	08-21	Property Damage Coverage	Cyber Liability
CU0001	04-13	Commercial Liability Umbrella Coverage Form	Commercial Umbrella
CU0200	01-18	Illinois Changes - Cancellation And Nonrenewal	Commercial Umbrella
CU2123	02-02	Nuclear Energy Liability Exclusion Endorsement (Broad Form)	Commercial Umbrella
CU2124	11-16	Exclusion - Non-Owned Aircraft	Commercial Umbrella
CU2126	04-13	Exclusion - Cross Suits Liability	Commercial Umbrella
CU2127	12-04	Fungi Or Bacteria Exclusion	Commercial Umbrella
CU2130	01-15	Cap On Losses From Certified Acts Of Terrorism	Commercial Umbrella

Southerncafe CPD Inc

Commercial Insurance Proposal

Forms List

Form Number	Edition Date	Form Name	Line of Business
CU2131	01-15	Exclusion Of Other Acts Of Terrorism Committed Outside The United States; Cap On Losses From Certified Acts Of Terrorism	Commercial Umbrella
CU2136	01-15	Exclusion Of Punitive Damages Related To A Certified Act of Terrorism	Commercial Umbrella
CU2150	03-05	Silica Or Silica-Related Dust Exclusion	Commercial Umbrella
CU2152	12-05	Total Pollution Exclusion With A Building Heating, Cooling And Dehumidifying Equipment Exception And A Hostile Fire Exception	Commercial Umbrella
CU2171	06-15	Exclusion - Unmanned Aircraft	Commercial Umbrella
CU2186	05-14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - With Limited Bodily Injury Exception	Commercial Umbrella
CU2189	11-16	Public Or Livery Passenger Conveyance Exclusion	Commercial Umbrella
CU2264	12-01	Exclusion - Damage To Work Performed By Subcontractors On Your Behalf	Commercial Umbrella
CU2432	04-13	Limited Coverage Territory	Commercial Umbrella
CU3422	12-20	Cannabis Exclusion	Commercial Umbrella
IL0017	11-98	Common Policy Conditions	Commercial Umbrella
IL0147	09-11	Illinois Changes - Civil Union	Commercial Umbrella
IL0162	10-13	Illinois Changes - Defense Costs	Commercial Umbrella
IL0985	12-20	Disclosure Pursuant To Terrorism Risk Insurance Act	Commercial Umbrella
UXL20	01-09	Personal Injury-Following Form	Commercial Umbrella
UXL4	08-17	Asbestos Exclusion	Commercial Umbrella
UXL510	01-09	Revised Umbrella Definitions: Bodily Injury And Insured Contract	Commercial Umbrella

ILLINOIS NOTICE WAIVER OF MINE SUBSIDENCE COVERAGE

This Notice does not form a part of your insurance contract. No coverage is provided by this Notice, nor can it be construed to replace any provisions of your policy (including its endorsements). If there is any conflict between this Notice and the Policy (including its endorsements), the provisions of the Policy (including its endorsements) shall prevail.

Carefully read your policy, including the endorsements attached to your policy.

This Notice provides information concerning mine subsidence coverage, which applies to your new or renewal policy being issued by us.

Notice Concerning The Waiver Of Mine Subsidence Coverage In Illinois

Non-Mandatory Counties

If your property is not located in a county listed below, you may add mine subsidence coverage to your policy by contacting your insurance agent. The coverage is reasonably affordable and could save you thousands of dollars in out-of-pocket repairs.

Mandatory Counties

Illinois law requires that every insurer that issues a new or renewal policy for a residence, commercial building or living unit in one of 34 mandatory counties listed below must provide Mine Subsidence Coverage, unless waived in writing by the insured, and the insurer must continue to charge the premium level set for that coverage by the Illinois Mine Subsidence Insurance Fund.

Bond	Fulton	LaSalle	Marshall	Putnam	Tazewell
Bureau	Gallatin	Logan	Menard	Randolph	Vermilion
Christian	Grundy	McDonough	Mercer	Rock Island	Washington
Clinton	Jackson	Macoupin	Montgomery	St. Clair	Williamson
Douglas	Jefferson	Madison	Peoria	Saline	
Franklin	Knox	Marion	Perry	Sangamon	

This form shall serve as notice that if Mine Subsidence Coverage is in force when mine subsidence damage first becomes reasonably observable as confirmed by the Illinois Mine Subsidence Insurance Fund, coverage thereafter may not be necessary and is optional, but continued coverage on the damaged residence or commercial building shall terminate only upon written waiver by you. Mine subsidence premiums paid for coverage on a damaged residence or commercial building subsequent to the established date of loss shall be refunded within 60 days after you provide the following signed waiver of Mine Subsidence Coverage to us.

To waive Mine Subsidence Coverage in Illinois, please complete the backside of this notice and return it to:

**Society Insurance
Commercial Underwriting Department
PO Box 1029
Fond du Lac WI 54936-1029**

Waiver Of Mine Subsidence Coverage In Illinois

- I confirm that I have fully read and understood the aforementioned Notice.
- I, the first named insured/applicant, have fully read and understood the above noted information and hereby: (check the following)
 - affirmatively waive this offer.
- I understand and agree that this waiver shall be construed to be applicable to the Policy or binder of insurance described below, on all future renewals of the Policy, and on all replacement policies unless I make a written request for such coverage.

Name of First Named Insured/Applicant: _____

Signature of First Named Insured/Applicant: _____

Date: _____

Policy/Binder No.: _____

Insurer: _____

Producer Name: _____

Producer Code: _____

ATTENTION TO *Details*

SPECIALIZED SERVICE

TRUE BUSINESS PROTECTION STARTS AND ENDS WITH THE DETAILS

Society Insurance provides more than generic coverage and expected service. Working alongside small businesses for more than a century has given us a wealth of knowledge and experience dealing with the issues that your business is most likely to face. Our attention to the small details truly makes a big difference.

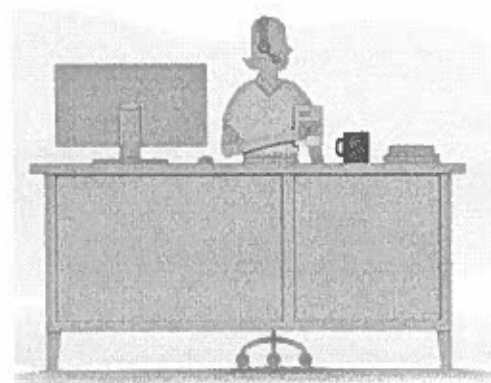
Customized risk control service:

- Focus on problem-solving and prevention of financial loss and injury
- In-depth knowledge of your unique type of business operations
- Thoughtful advice and sustainable solutions tailored to your specific needs
- Collaborative partnership and exclusive safety resources



Outstanding claims handling:

- Dedicated claims specialists available to assist 24 hours a day, 365 days a year
- Experts in the types of claims most likely to affect your business
- Thorough and timely investigations with access to carefully-managed legal defense
- Focus on returning your business back to operation quickly



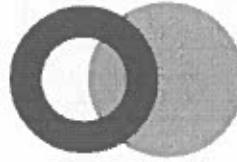
To learn more about business protection and the Small Details that make a Big Difference, visit us at societyinsurance.com.

Society Insurance
150 Camelot Drive, P.O. Box 1029, Fond du Lac, WI 54936-1029
P. 888.576.2438 | societyinsurance.com

 **SOCIETY
INSURANCE.**

Small details. Big difference.™





E&A INSURANCE
INSURING THE RESTAURAN

Southern Café

Insurance Carriers	Society Insurance	
		REVISED QUOTE
Based On Gross Sales of:	1,580,000	
INSURANCE PREMIUMS		
Business Owners	5,114	4,747
Liquor Liability	501	443
Cyber	273	273
Umbrella OPTIONAL		
Work Comp	3,999	3,796
Quoted Premium:	9,887	9,259

684 - OPTIONAL

Basic Coverages	Limits	
Business Personal Property	300,000	Equipment/Furniture/ Fixtures
Accounts Receivable	10,000	
Employee Dishonesty	10,000	Employee Theft
Food Contamination	10,000	Pays for replacing contamina
Food Spoilage	10,000	Equip breakdown Power Out:
Outdoor Property	20,000	Outdoor seating/plants
Equipment Breakdown	Included	Wear and Tear not Covered
Outdoor Sign	20,000	Outdoor Sign Awning coverag
Water Backup and Sump Overflow	15,000	Sewer backup or Sump Pump
Damage to Premise rented to you	100,000	Provides limited coverage for
Medical Expense Limit	1,000	Pays medical bills for a third p
Employment Practice Liability	25,000	Employee sues you for wrong
Data Compromise	50,000	Credit Card Machine gets Ha
Cyber Security	50,000	Internet gets Hacked
Hired Non-Owned Auto	N/A	Provided Only need if doing i
Business income and Extra Expense	12 Months ALS	If you are closed down/ Leng

BUSINESS LIABILITY COVERAGES

General Aggregate	2,000,000
Each Occurrence	1,000,000
Products Completed	2,000,000
Personal & Advertising Injury Limit	1,000,000

Liquor Liability Coverage	\$1M	Sales \$100k
----------------------------------	------	--------------

Work Comp Premiums and Coverages

Insurance Carrier	AMTrust	
Premium Amount	4,394	
Premium Based on Payroll of:	400,000	
Coverages	Each Accident/ Policy Limit/ Each Employee	Each Accident/ Policy Limit/ Ea
Limits	\$1M/1M/1M	

FORM **BCA 2.10**
ARTICLES OF INCORPORATION
Business Corporation Act

Filing Fee: \$150

File #: 74371213

Approved By: MAP

FILED
SEP 07 2023
Alexi Giannoulis
Secretary of State

1. Corporate Name: SOUTHERNCAFE CPD INC.

2. Initial Registered Agent: PRITESH PATEL
First Name Middle Initial Last Name

Initial Registered Office: 1317 SEABURY CIR
Number Street Suite No.
CAROL STREAM IL 60188-4823 DU PAGE
City ZIP Code County

3. Purposes for which the Corporation is Organized:
The transaction of any or all lawful businesses for which corporations may be incorporated under the Illinois Business Corporation Act.

4. Authorized Shares, Issued Shares and Consideration Received:

Class	Number of Shares Authorized	Number of Shares Proposed to be Issued	Consideration to be Received Therefor
COMMON	1000	1000	\$ 1000

NAME & ADDRESS OF INCORPORATOR

5. The undersigned incorporator hereby declares, under penalties of perjury, that the statements made in the foregoing Articles of Incorporation are true.

Dated SEPTEMBER 07, 2023
Month & Day Year

PRITESH PATEL
Name

1317 SEABURY CIR
Street

CAROL STREAM IL 60188
City/Town State ZIP Code

BASSET Card



01/01

DARPAN PATEL
1420 BLUME DR
ELGIN IL 60124

February 2, 2024



Letter ID: L0753613768

License No.: 5A-0110606
Expiration Date: 1/25/2027
License Type: Basset Card

Your "Student ID number" is: 28051385

Your "Trainer's ID number" is: 5A-0110606

Your BASSET Card is located BELOW

DO NOT throw away this letter as you will need your "Student ID number" directly above to re-print your card.

IMPORTANT:


To re-print your card, visit the Illinois Liquor Control Commission website at ILCC.illinois.gov
(click on the RESOURCES tab to access the "BASSET Card Lookup" page).

ILLINOIS LIQUOR CONTROL COMMISSION
50 W. Washington Street, Suite 209 - Chicago, IL 60601
BEVERAGE ALCOHOL SELLERS AND SERVERS
EDUCATION AND TRAINING [BASSET] CARD

Date of Certification: 02/02/2024 Expires: 1/25/2027
Trainer's IL License Number: 5A-0110606

DARPAN PATEL
1420 BLUME DR
ELGIN IL 60124

****Card is not transferrable****



**EXHIBIT B
PREMISES**

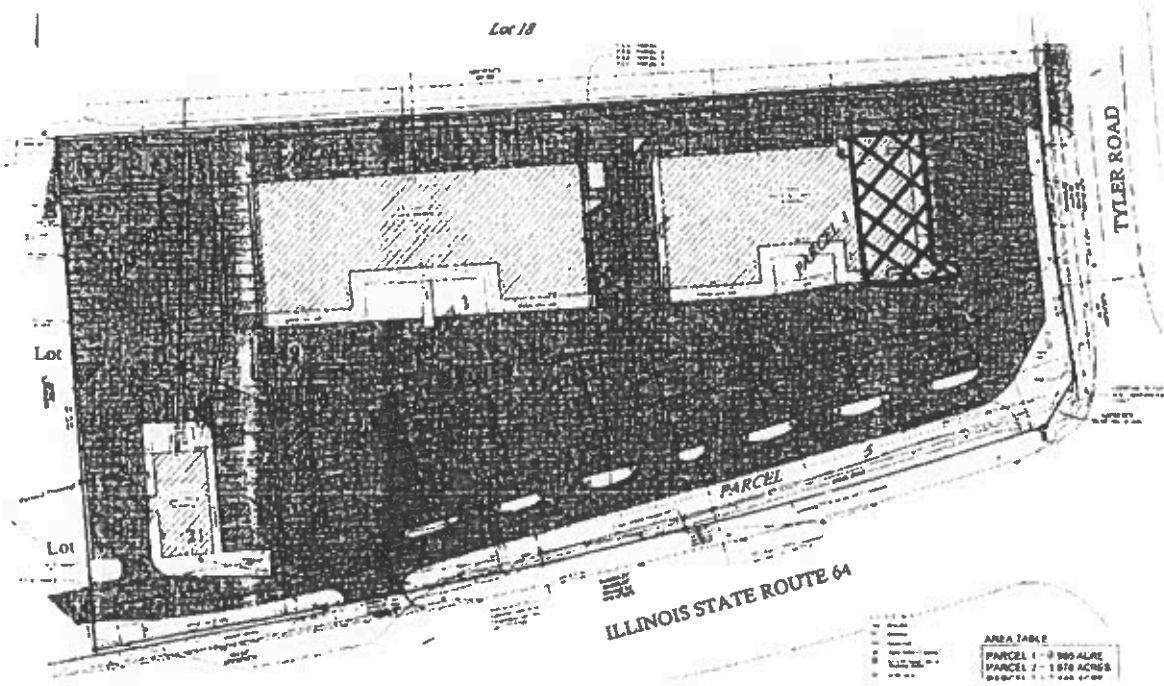


Exhibit B
Lease



FOR PERMIT 10.29.19

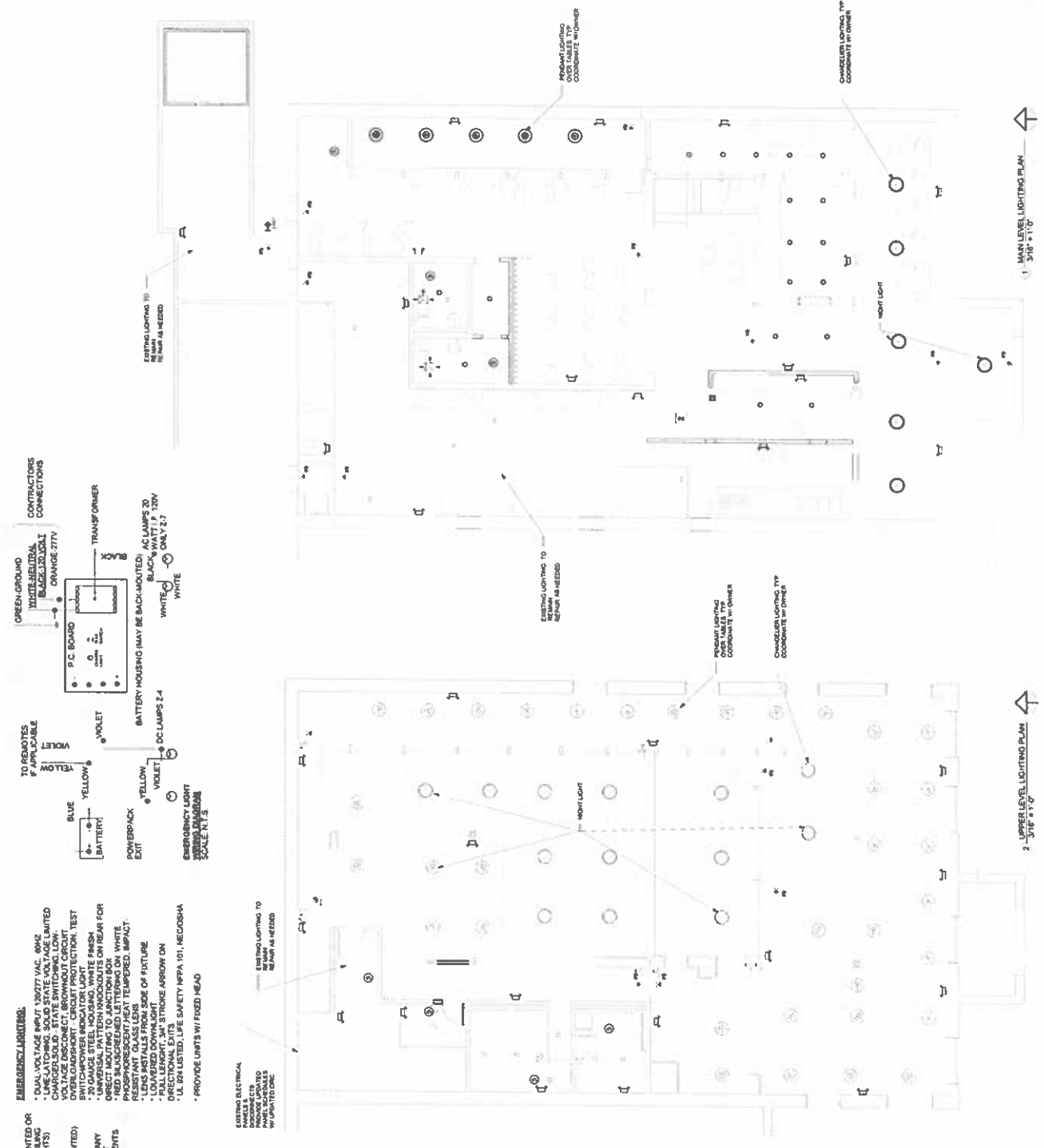
SHEET NO
E02

LIGHTING PLANS

JOB NO. 19-000000
DATE 10/19/18
DRAWN BY ANDY BACHMAYER
CHECKED BY A.A.

INTERIOR RENOVATIONS OF
EXISTING RESTAURANT
1590 E MAIN ST
ST. CHARLES, IL 60174

ISSUE DATES
DATE DESCRIPTION
NO. REV. BY CITY
2 08/17/18
3 08/17/18
4 08/17/18
5 08/17/18
6 08/17/18
7 08/17/18
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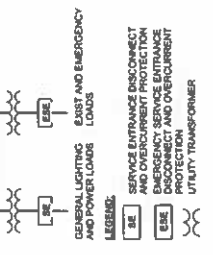
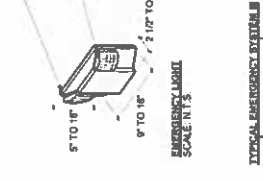
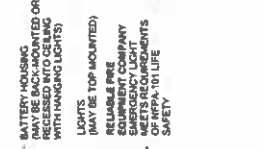


1 - MAIN LEVEL LIGHTING PLAN
3/16" = 1'-0"

2 - UPPER LEVEL LIGHTING PLAN
3/16" = 1'-0"

EMERGENCY LIGHTING:

- DUAL VOLTAGE W/MT. 120V (AC, 60HZ)
- LINE LATCHING, SOLID STATE VOLTAGE LIMITED
- CHARGED, SOLID STATE SWITCHING, LOW
- OVERLOAD PROTECTION
- OVERLOAD PROTECTION CIRCUIT
- OVERLOAD PROTECTION CIRCUIT TEST
- SWITCHPOWER INDICATOR LIGHT
- 70 GAUGE STEEL HOUSING, WHITE FINISH
- EMERGENCY LIGHT EQUIPMENT COMPANY
- DIRECT MOUNTING TO JUNCTION BOX OR HESAR FOR
- RED SUSCRIBED LETTERING ON WHITE
- RESISTANT, GLASS LENS
- TEMPERED, IMPACT-
- RESISTANT, GLASS LENS
- LENS INSTALLS FROM SIDE OF FIXTURE
- DIRECTIONAL EXITS
- FULL LENGTH, 3/4" STROKE ARROW ON
- UL LISTED, LIFE SAFETY W/PA, 101, MEGOSHA
- PROVIDE UNITS W/ FROD HEAD



SYSTEM NOTES:

- SYSTEM SHALL CONSIST OF TWO SOURCES OF CURRENT SUPPLY, AS FOLLOWS:
 - THE NORMAL SOURCE OF CURRENT SUPPLY
 - THE SECOND SOURCE OF CURRENT SUPPLY SHALL BE PROVIDED FOR THE EMERGENCY ILLUMINATION
- THE SECOND SOURCE OF CURRENT SUPPLY SHALL BE PROVIDED AS AN AUXILIARY SOURCE
- A TRANSFER SWITCH SHALL NOT BE REQUIRED

LIGHT TO BE INCANDESCENT WESTERN LIGHTING

- 5. SERIES ASSETS
- 6. SERIES ASSETS
- 8. SERIES ASSETS
- 13.5"
- 3.34"

EXISTENCE SCALE: 1/4" = 1'-0"



Southern Café Business Plan - St. Charles

1590 E. Main St, St. Charles, IL 60174

Hours of Operation:

Open 7 Days

Sunday-Monday 6:30am-3pm

Business Plan for Southern Cafe in St. Charles, IL

Overview

Southern Cafe is a renowned dining establishment in St. Charles, IL, offering a unique blend of traditional home cooking with a touch of culinary innovation. This cafe is committed to providing exceptional service and a friendly atmosphere, ensuring a memorable dining experience for every guest.

Location

1590 E Main St, St. Charles, IL 60174

Hours of Operation

- **Sunday to Saturday: 6:30 AM - 3:00 PM**

The consistent operating hours across the week simplify planning for both staff and patrons, ensuring the community knows they can enjoy Southern Cafe's offerings any day.

Menu

A diverse menu is a cornerstone of Southern Cafe's appeal, featuring an array of dishes that cater to a wide range of tastes and dietary needs. The detailed menu will be provided separately to be included in this document, highlighting the cafe's commitment to variety and quality.

Live Music and Entertainment

In line with the cafe's ambiance and operational focus, there will be **NO live music** or entertainment. This decision is to maintain a relaxed and conversational atmosphere, where patrons can enjoy their meals and company without additional distractions.

Outdoor Seating and Smoking Policy

Southern Cafe boasts an outdoor fenced patio seating area on the east side of the building, allowing guests to enjoy their meals in an open-air setting. This feature is particularly appealing during warmer months, providing a pleasant dining experience outside the confines of the indoor space.

Smoking Policy

To ensure a comfortable and healthy environment for all patrons, smoking is **not allowed on the premises**, including the outdoor seating area. This policy is in place to maintain the overall quality of the dining experience and adhere to health and safety standards.

Conclusion

Southern Cafe in St. Charles, IL, is a premier breakfast hotspot for those seeking a blend of comfort food with a modern twist. With its strategic location, consistent operating hours, diverse menu, and commitment to a smoke-free environment, Southern Cafe is poised for continued success.

THE SOUTHERN CAFE

BISCUIT LOVE

Our bread & our country gravy were born in the south. Homemade daily & sure to please!

BASKET OF BISCUITS Fluffy biscuits served with homemade jam and apple butter or honey butter. Great for sharing. **\$8.99**

BO-NUTS Fried biscuit donuts tossed in cinnamon sugar with blueberry mascarpone & cream. **7.99**

THE B&O Fluffy biscuit smothered in our homemade country gravy & crispy hash browns. **13.99**

THE B&O, ADD THE "T" Same as above but with two eggs your way. **14.99**

CHICKEN FRIED CHICKEN House-made drop biscuit with buttermilk chicken fried chicken, smothered in country gravy, topped with shredded cheddar & crumbled hickory smoked bacon. Served with two eggs your way & crispy hash browns. **16.99**

THE NASTY BISCUIT Buttermilk baby drop biscuit stuffed with our crispy Southern fried chicken breast topped with cheesy scrambled eggs and smothered in country gravy atop crispy hash browns. **16.99**

COUNTRY FRIED STEAK & EGGS House-made drop biscuit topped with country fried steak & smothered in country gravy. Served with two eggs your way & crispy hash browns. **16.99**

EGGS

Includes hash browns or grits. Egg Whites \$2 upcharge. Two slices of toast or pancakes. Upgrade to a Signature Pancake \$3.8 or House Hash Browns \$2.5 Egg Whites \$2 upcharge.

EGGS YOUR WAY Two eggs served how you like them with crispy hash browns. **9.99**

ADD PROTEIN TO "EGGS YOUR WAY" Hickory smoked bacon, country ham, pork sausage links, house-made sausage patties, Canadian bacon, chorizo or turkey sausage. **4**

CORNED BEEF HASH N' EGGS Two eggs and corned beef hash with green peppers & onion. **16.99**

AVOCADO TOAST Toasted multigrain bread topped with avocado spread, grilled corn, black beans, jalapenos, Sriracha aioli, and poached egg. Served with hash browns, toast or pancakes not included. **14.99**

CHILAQUILES Homemade tortilla chips bathed in a spicy salsa with chorizo, green pepper, onion, mozzarella cheese and two eggs your way. Served with hash browns, toast or pancakes not included. **16.99**

PORKBELLY & EGGS Thick cut slice of our BBQ rubbed pork belly served with two eggs your way & crispy hash browns. **17.99**

SPECIALTY OMELETS

Served with hashbrowns or grits. Served with toast or pancakes. Upgrade to a Signature Pancake \$3.8 or House Hash Browns \$2.5 Egg Whites \$2 upcharge. (Only one substitution on our specialty omelets)

THE SOUTHERN OMELET Griddled country ham, sausage, hickory smoked bacon, onion & green bell peppers. **16.99**

AVOCADO BACON OMELET Crumbled hickory smoked bacon, sliced tomatoes, avocado & pepper jack cheese. **15.99**

SPINACH & FETA We use fresh spinach with the finest imported Greek feta cheese. **16.99**

ROASTED VEGETABLE & FETA OMELET Large, fluffy omelet stuffed with feta cheese, roasted red pepper, tomatoes, mushrooms, onion & fresh spinach. **16.99**

AY CARAMBA Chorizo, jalapenos, onion, avocado & mozzarella cheese. **15.99**

FRESH MARKET OMELET Loaded with fresh spinach, mushrooms, tomato & onion. **15.99**

COUNTRY MUSIC STAR Loaded with country ham, sausage, onions & cheddar cheese. Topped with country gravy & crumbled bacon. **16.99**

THE BISCUIT Yes, We know, it's crazy. But it works. Infused & topped with country gravy, sausage, cheddar cheese & our house-made biscuit. **15.99**

ORINOPY GOAT Stuffed with turkey sausage, sundried tomatoes, spinach and goat cheese. **16.99**

BUILD YOUR OWN UP TO 3 INGREDIENTS (+ \$1.00 per additional) Make it how you like it with choice of: Hickory smoked bacon, country ham, pork sausage, chorizo, fresh mushrooms, broccoli, onion, spinach, tomatoes, sun-dried tomatoes, red or green bell pepper, jalapenos.

Cheese: American, Swiss, cheddar, white cheddar, mozzarella, pepper jack, smoky pepper jack cheese sauce. **15.99**

Add: Avocado, Feta, Blue Cheese, Turkey Sausage or Andouille Sausage + 1

SPECIALTY SKILLET

Skillets are all served with a complimentary house-made drop biscuit, topped with hash browns & topped with two eggs any style. Served with Toast or Pancakes. Upgrade to a Signature Pancake \$3.8 or House Hash Browns \$2.5 Egg Whites \$2 upcharge. (Only one substitution on our specialty skillets)

RISKY SKILLETChunks of smoked beef brisket, hickory smoked bacon, jalapenos, onions, cheddar cheese and two eggs your way. **19.99**

THE SOUTHERN SKILLET Griddled country ham, sausage, hickory smoked bacon, onion, green bell peppers & a blend of cheeses. **16.99**

SASSY EGGS Chorizo-potato hash with cheddar cheese, red bell peppers, jalapenos, guacamole & sour cream then topped with eggs your way. **16.99**

THE NASTY SKILLET Country ham, sausage, cheddar cheese & biscuit topped with eggs your way, country gravy & crumbled bacon. **17.99**

CHICKEN FRIED CHICKEN Buttermilk chicken fried chicken, fried to perfection with green bell peppers, onions, blend of cheeses topped with eggs your way, country gravy, crumbled bacon & shredded cheddar. **16.99**

FRESH MARKET Spinach, mushrooms, tomato, onion, pepper jack cheese & cheddar. **16.99**

THE IRISHMAN House-made corned beef hash with Swiss cheese, griddled peppers and onions. **16.99**

LOUISIANA Super flavorful Cajun Andouille sausage griddled with chopped onions, red & green bell peppers atop crispy scallion hash browns with melted pepper jack cheese. **16.99**

SKIRT STEAK SKILLET Tender pieces of skirt steak, fresh mushrooms, griddled peppers, onions & mozzarella cheese. **16.99**

BUILD YOUR OWN UP TO 3 INGREDIENTS (+ \$1.00 per additional) Make it how you like it with choice of: Hickory smoked bacon, country ham, pork sausage, chorizo, fresh mushrooms, broccoli, onion, spinach, tomatoes, sun-dried tomatoes, red or green bell pepper, jalapenos.

Cheese: American, Swiss, cheddar, white cheddar, mozzarella, pepper jack, smoky pepper jack cheese sauce. **16.99**

Add: Avocado, Feta, Blue Cheese, Turkey Sausage or Andouille Sausage + 1

SIGNATURE BREAKFAST!

THE SUGGA N' TAMMA Our famous Southern-fried chicken breast drizzled with spicy honey sauce, topped off with cheesy scrambled eggs between two pearl sugar waffles. Served with crispy hash browns. **16.99**

THE SUGGA BABY Waffle breaded sandwich with cheesy scrambled eggs, house-made sausage patty, shaved country ham & hickory smoked bacon between two pearl sugar waffles glazed with maple syrup. Served with crispy hash browns. **16.99**

STACKED & LOADED 3 thick slices of Greek French toast soaked in our vanilla-infused buttermilk batter. One layer stuffed with shaved country ham & cheese, the other drizzled with hickory smoked bacon & cheese, then drizzled with warm maple syrup, topped with 2 cheesy scrambled eggs. **16.99**

BOBBER'S CHIX & BA' 'ON WAFFLE A Belgian waffle with bacon topped with our famous Southern-fried chicken breast and two eggs scrambled with cheddar & a side of country gravy. **16.99**

TEX MEX POLLO LOCO No one does chicken fried chicken like we do. House-made biscuit with buttermilk fried chicken breast, smothered in our spicy, cheesy, chorizo country gravy topped with two eggs your way & scallions. Served with crispy hash browns & a roasted jalapeno. **16.99**

CHIX & FRENCH TOAST STACK Two thick slices of our Butcho French toast stuffed with shaved country ham, hickory smoked bacon and cheese then topped with our famous Southern-fried chicken breast drizzled with honey butter and two cheesy scrambled eggs then drizzled with maple syrup. **16.99**

STUFFED CALJUN CHEESE STEAK BISCUIT Buttermilk baby drop biscuit stuffed with shaved Ribeye steak marinated in garlic butter & Cajun seasonings, griddled with green peppers, onions and mushrooms then topped with two eggs over easy smothered in our house-made smoky pepper jack cheese sauce atop crispy hash browns. **16.99**

SAUSAGE HEAD BISCUIT Buttermilk baby drop biscuit stuffed with Andouille sausage & crumbled chorizo, griddled with jalapenos and onions then topped with two eggs over easy smothered in our house-made smoky pepper jack cheese sauce and sliced avocado atop crispy hash browns. **16.99**

BENNYS

Served with our crispy hash browns or a cap of seasoned fruit.

CLASSIC BENNY Toasted English muffin topped with griddled Canadian bacon, poached eggs & our creamy Hollandaise. **14.99**

COUNTRY BENNY House-made sausage patty on a biscuit topped with poached eggs & country gravy. **15.99**

DIRTY BIRD BENNY Smashed Potato Topped with house made drop biscuit, our famous southern fried chicken breast, poached eggs, cajun cream sauce and scallions. **16.99**

CAROLINA BENNY Toasted English muffin topped with fried green tomatoes, guacamole, hickory smoked bacon, poached eggs, scallions & drizzled with our house-made Remolada Sauce. **15.99**

CRAB CAKE BENNY Toasted English Muffin, topped with golden fried crab cakes, wilted spinach, poached eggs, and a cajun cream sauce garnished with pickled cherry peppers. **16.99**

BAYOU BENNY Golden-fried crab cakes topped with andouille sausage, griddled green peppers, onions, jalapeno, two poached eggs and cajun cream sauce. **16.99**

PANCAKES

Add fresh strawberries, blueberries, banana, chocolate chips, pecans, cinnamon apples, cherry compote, strawberry compote, blueberry compote, crumbled hickory smoked bacon + \$2. May order gluten free + \$3

B-U-T-T-E-R-M-I-L-K A full stack of our signature pancakes served with butter & warm maple syrup. **16.99**

BUMPERJACK Two large buttermilk pancakes, a slice of country ham, two hickory smoked bacon strips, two sausage links, 2 eggs your way & crispy hash browns. **17.99**

2 X 2 X 2 Pancakes, 2 eggs your way, 2 bacon or 2 pork sausage links. **14.99**

BANANA CRUNCH Pancakes filled with granola & fresh bananas topped with cinnamon butter, pecans, more fresh bananas & whipped cream. **13.99**

CINNAMON SWIRL A delicious swirl of cinnamon butter-infused pancakes topped with our creamy cream cheese icing. **13.99**

MORE SMORES Chocolate chip pancakes drizzled with chocolate syrup & marshmallow sauce, topped with whipped cream & graham crackers. **13.99**

GRANNY'S STREUSEL CAKES Pancakes layered with apple butter topped with cinnamon apples and a house baked streusel topping, dusted with powdered sugar. **13.99**

THE SILVER SKILLET Two large pancakes stuffed with sausage, ham and hickory smoked bacon, soaked with warm maple syrup and topped with cheesy scrambled eggs and two strips of bacon. **15.99**

LOADED CORNBREAD PANCAKES Stuffed with bacon, corn, green onion and cheddar cheese. Served with a thick cut slice of our BBQ rubbed pork belly & your choice of two eggs your way. **17.99**

FRENCH TOAST

Our eggyness are the champions of brunch. Served to golden perfection. Add fresh strawberries, blueberries, banana, chocolate chips, pecans, cinnamon apples, cherry compote, strawberry compote or blueberry compote + \$2.00. May order gluten free + \$2

SIMPLY THICK Soaked in our vanilla-infused buttermilk batter. **15.99**

THE FRENCH LADY Half order of French toast, 2 eggs your way with 2 bacon or 2 pork sausage links. **13.99**

APPLE STREUSEL French toast Stuffed with a sweetened cream cheese topped with cinnamon apples, a house baked streusel topping, whipped cream and caramel drizzle. **15.99**

BANANA ANNA House-made banana walnut bread, baked with chocolate chips & dipped in our special batter, topped with fresh banana slices, drizzled with sea salt caramel garnished with walnuts & a dust of powdered sugar. **15.99**

FRENCH TOAST EXTREME Stuffed with our in house sweet cream cheese topped with fresh bananas, fresh blueberries, sea salt caramel sauce, house-made strawberry compote, pecans & whipped cream. **15.99**

BREAKFAST

GRIT BOWLS & OATS

If you didn't like grits before, you'll be sure to love them now.

- ② **CAJUN SHRIMP & JALAPINO CHEDDAR GRITS** Creamy white cheddar grits with fresh shrimp, lemons, jalapeños, mushrooms, minced garlic, Cajun spices & a blend of cheeses melted in our house-made Cajun cream sauce & topped with two eggs over easy. **17.49**
- FRIED GREEN TOMATOES & CHEDDAR GRITS** Creamy white cheddar grits topped with fried green tomatoes, spinach, mushrooms and two eggs over easy then drizzled with our house-made Cajun cream sauce. **16.49**
- GEORGIA CATFISH & JALAPINO CHEDDAR GRITS** Creamy white cheddar grits with lemons, jalapeños, mushrooms, minced garlic, Cajun spices & a blend of cheeses served in our house-made Cajun cream sauce & topped with two eggs over easy and a fried catfish fillet. **17.49** | Add 3 Cajun Shrimp + \$5
- OLD FASHIONED OATMEAL BOWL** Simply served with milk and brown sugar. **7.99** Choose any topping for +1 | strawberries, blueberries, bananas, peaches, walnuts or raisins.

CRÊPES & BLINTZES

Our take on French style pancakes, made with a splash of buttermilk & topped up with sweet toppings & flavored syrups.

Add fresh strawberries, blueberries, bananas, chocolate chips, pecans, cinnamon apples, cherry compote, strawberry compote or blueberry compote + \$2.00

PLAIN CRÊPES Simply served with butter & warm maple syrup. **13.99**

CHEESE BLINTZES Crêpes filled with our house-made blintz cheese.

Served same way as above. **14.49**

BANANA NUTELLA Multi-layer-mouth crêpes layered with hazelnut chocolate spread, fresh banana slices, fresh strawberries & crushed walnuts with whipped cream. **16.49**

- ② **CINNAMON APPLE BLINTZES** Crêpes infused with cinnamon butter, filled with roasted cinnamon apples & our house-made blintz cheese. Topped with more cinnamon apples & pecans. Drizzled with sea salt caramel sauce & lightly dusted with powdered sugar. **15.99**

WAFFLES

Add fresh strawberries, blueberries, bananas, chocolate chips, pecans, cinnamon apples, cherry compote, strawberry compote, blueberry compote, drizzled honey roasted bacon + \$2.00

BELGIUM Simply served with butter & warm maple syrup. **10.99**

WAFFLE COMBO A Belgian waffle, 2 eggs your way with 2 bacon or 2 pork sausage links. **14.99**

- ② **OLD SOUTH** Belgian waffle drizzled with honey butter & warm maple syrup, two bacon, two eggs links and two pieces of fried chicken (leg & thigh), two eggs your way & crispy hash and 16.99 | White meat + 1

WILBUR'S CHIK & WAFI... 3 One Belgian Waffle, 2 pieces fried chicken (leg & thigh), 2 eggs your way, fresh brownie or gelato. **17.99** | Substitute for fried coffee + \$3

STEAKS, CHOPS & EGG SHOPPE

All served with crispy hash browns & toast or potatoes.

Substitute egg whites + \$3
We suggest upgrading to a Signature Pancake + \$2.00 or House Made Brownie (green pepper, onion and smoky pepper jam cheese sauce) + \$3.00

BROILED SKIRT STEAK & EGGS Seasoned just right & served with two eggs your way. **26.99**

- ② **SMOTHERED PORK CHOPS** Two bone-in pork chops breaded & fried with golden brown, smothered in our house-made country gravy & served with two eggs your way. **17.99**

SILVER Baseball of top choice charcoal-broiled perfection & served with two eggs your way. **21.99**

BREAKFAST SIDES & MORE

SAUSAGE PATRIS 5.99

SAUSAGE LINKS 4.99

HICKORY SMOKED BACON 4.99

TURKEY SAUSAGE 4.99

COUNTRY HAM 3.99

CORNED BEEF HASH 3.99

CANADIAN BACON 4.99

HOUSE HASH BROWNS 5.99

HASH BROWNS 3.99

COUNTRY GRAVY 2.99

CHORIZO COUNTRY GRAVY 3.99

PEARL SUGAR WAFFLE 3.99

CUP OF OATMEAL OR GRITS 3.99

LUNCH

SANDWICHES

Served with crispy french fries & a cup of soup (Substitute side salad \$1)
Upgrade to sweet potato fries \$2

B.L.T. CLUB Layers of hickory smoked bacon, crisp lettuce, tomatoes and mayo on white toast. **15.99**

- ② **THE CUBANO** Slow roasted pulled pork, shaved country ham, white cheddar, Dijon mustard, light BBQ sauce & mayo with sweet & spicy pickles then pressed to perfection on a broil-toasted bun. **16.99**

- ② **THE SOUTHERN CHICKEN** Buttermilk breaded chicken breast, fried to a golden brown, topped with hickory smoked bacon, cheddar cheese, mayo, crisp lettuce, tomato & served on a broil-toasted bun. **16.99**

RUBY REUBEN House-made corned beef, sauerkraut & Swiss cheese on Rye. **16.99**

TUNA MELT House-made tuna salad with American cheese on Rye. **16.49**

THE CLUB CLUB Layers of hickory smoked bacon, turkey, tomatoes, American cheese, avocado, crisp lettuce & mayo on white toast. **16.99**

- ② **AVOCADO SANTA FE CHICKEN SANDWICH** Grilled chicken with avocado, roasted red peppers, crisp lettuce, tomato, pepper jack cheese & Cajun ranch served on a broil-toasted ciabatta bread. **16.99**

CARIN CHEESE STEAK Tender slices of shaved Ribeye steak marinated in garlic butter & Cajun seasoning, roasted with caramelized onion, green peppers, mayo, and white American cheese. **16.49**

GRILLED CHEESE Buttered & grilled sour dough bread, thin slices of country ham, Hickory smoked bacon, fried green tomatoes, smoked gouda & white cheddar cheese. **14.49**

SOUP COMBO / HALF SANDWICH Your choice of turkey, ham, corned beef, chicken salad or tuna salad with a bowl of soup. **11.99** | Add cheese + 1

CAJUN SHRIMP PO'BOY Loads of fresh shrimp sautéed with Cajun Spices on a garlic toasted ciabatta roll with fried green tomatoes, shredded lettuce and our house-made Remoulade sauce. **16.99**

NASHVILLE HOT Fried chicken breast basted with a very spicy paste made in house, topped with American cheese, creamy coleslaw and sweet & spicy pickles. **16.49**

CHAR-BURGERS

Half Pound Double Burger, Served with crispy french fries & a cup of soup (Substitute side salad \$1) Upgrade to sweet potato fries \$2

BACON WILD C.B. Mayo, lettuce, tomato, caramelized onion, white American cheese, hickory smoked bacon. **16.99**

- 1 **SOUTHWEST BURGER** Lettuce, tomato, chorizo, American cheese and roasted jalapeño. **16.99**

DANO BURGER Remoulade sauce, hickory smoked bacon, sautéed mushrooms, caramelized onions, smoked gouda cheese. **16.99**

CRIBBLED PATTY Classic patty melt on grilled rye bread with caramelized onions, American & Swiss cheeses. **18.99**

LUNCH ENTREES

Available after 11 AM | All entrees come with a cup of soup or side salad.
Complete dinner includes soup & salad + \$2

- ② **ROSCOE'S CATFISH** 2 fresh catfish fillets breaded & fried to perfection. Served with tartar sauce, one side & cornbread or biscuit. **17.99**

DIRTY MAMA Our fresh baked corn bread stacked with smashed potatoes, country gravy and chicken fried chicken. **17.99**

- ② **QUMBO-LAYA (SPICY STEW)** A real southern favorite that's rich, tangy & full of zesty flavors with a bit heavy on the spice for a loving sweet burn. Chicken, shrimp, Andouille sausage, carrots, red peppers & onions served over white rice topped with collards. **17.99**

CHICKEN TENDERS Fresh chicken breast sliced, buttermilk breaded & fried to a golden brown. Served with crispy french fries, our house-made BBQ sauce & a cup of soup. **15.99**

WRAPS & SALADS

Delicious mixings & big taste. Served with a cup of soup. Dressings: Ranch, Blue Cheese, Thousand Island, Creamy Caesar, Balsamic Vinaigrette, Cajun Ranch, Jalapeño Ranch or Raspberry Vinaigrette

BREAKFAST WRAP Flour tortilla filled with smoked beef brisket, hickory smoked bacon, jalapeño, onions, cheddar cheese, lettuce, tomato and bbq ranch. **17.99**

BUFFALO CHICKEN WRAP Buttermilk breaded chicken breast. Fried to a golden brown, dipped in hot sauce & wrapped with crumbled blue cheese, shredded iceberg lettuce, tomatoes & house-made ranch dressing. **15.99**

- ② **CRABBY BLY SALAD** Fresh romaine lettuce, diced tomato, chopped bacon, diced avocado drizzled with ranch dressing and topped with 2 crab cakes. **16.49**

CAESAR SALAD Fresh romaine lettuce tossed in our house-made creamy Caesar dressing, topped with croutons & parmesan cheese. **13.99** | Add Chicken + \$5

COBB SALAD C-rip garden greens with fresh tomatoes, avocado, chopped egg, bacon & blue cheese. Topped with lemon butter char-broiled chicken. **16.49**

- ② **THE ZESTY TEXAN** Fresh romaine lettuce, green & red cabbage, fresh chopped tomatoes, black beans, corn, shredded cheddar cheese, seasoned crispy tortilla strips topped with our buttermilk breaded chicken breast. Served with our house-made jalapeño ranch dressing. **16.99**

SLENDRELLA CHICKEN SALAD Crisp garden greens topped with Mandarín wedges, pecans, apples, raisins, avocado, crumbled blue cheese & strips of char-broiled chicken. Served with our house-made raspberry vinaigrette. **16.49**

LUNCH SIDES & MORE

KRINKLE FRIES 4.99

HOUSE-MADE CHIPS 3.99

SMASHED POTATOES & GRAVY 3.99

SWEET POTATO FRIES 4.99

CREAMY COLE SLAW 3.99

CORN 3.99

PORK COLLARD GREENS 3.99

BROCCOLI 3.99

CORNBREAD 3.99

2 ROASTED JALAPEÑOS 3.00

FRIED GREEN TOMATOES 3.99

HOME OF THE NASTY BISCUIT BREAKFAST & LUNCH SPECIALS

Stuffed Blueberry Lavender Pancakes \$ 16.99

Two fluffy and moist pancakes bursting with fresh blueberries, toasted almonds and stuffed with sweet cream cheese. Topped with more toasted almonds, sweet cream cheese and more fresh blueberries. Drizzled with our special Blueberry Lavender puree and lightly dusted powder sugar.

The Nasty Pig Skillet \$19.99

Thick cut BBQ rubbed pork belly with onions, jalapeños, cheddar cheese, and BBQ ranch. Topped with two eggs your way. Served with our home-made drop biscuit and your choice of toast or pancakes.

Pork Belly Burger \$17.99

Thick cut BBQ rubbed pork belly atop our double char-burger with American cheese, mayo, lettuce, tomato and grilled onions. Topped with an over medium egg on a toasted brioche bun. Served with a side of crispy kinkle fries and a cup of soup.

SPECIALTY DRINKS 9.99

- ◆ Coconut Russian Latte
- ◆ Coconut Vanilla-Chai
- ◆ Espresso Martini
- ◆ Irish Cream Coffee
- ◆ Kahua Salted Caramel Fudge
- ◆ Kahua Dark Chocolate Fudge
- ◆ Watermelon Martini

ICED TEA & LEMONADES

- | | |
|--------------|------------|
| Blackberry | Mango |
| Coconut | Fresh |
| Cotton Candy | Raspberry |
| Desert Pear | Strawberry |
| Kiwi Mango | Watermelon |

MIMOSAS

- | | | | |
|---------------------|--------------------|------------------------|------------------|
| ~Blueberry Lavender | ~ Hibiscus | ~ Blood Orange | ~Watermelon |
| ~Cotton Candy | ~Jack Frost | ~Princess Violet | ~Watermelon Mint |
| ~Desert Pear | ~ Orange Pineapple | ~Pomegranate | ~Mango Pineapple |
| ~Cherry Bomb | ~Kiwi Mango | ~Cranberry-Pomegranate | ~SunSet |
| ~Dragon Fruit | ~Kiwi Strawberry | | |
| ~Elderflower Peach | ~ Guava | | |

CONSUMER ADVISORY

Consuming raw or undercooked meats poultry seafood or eggs
may increase risk of foodborne illness.

HOT/ICED/FROZEN

Americano
Cappuccino
Single & Double Espresso
Plain Latte
Almond Joy
Cafe Mocha
Caramel Macchiato
Caramel Mocha Hazelnut
Caramel Chai Tea
Chai Tea
Cold Brew
Coffee Cake
Dark Chocolate Raspberry
Dark Chocolate Peppermint

Frosted Cinnamon Roll
Mocha Coconut
Mint Mocha
Nitro
Oatmeal Cookie
Nutty Irish
Salted Caramel Mocha
Snickerdoodle Cookie
Sugar Cookie
Vanilla Chai
White Chocolate Peppermint
White Chocolate Raspberry
White Choc. Rasp. Cheesecake
White Chocolate Mocha

HOT CHOCOLATE

Cinnamon
Hazelnut
Peppermint
Salted Caramel
S'mores
Snickerdoodle Cookie

FRAPPUCCINO

Caramel Chocolate Chip
Dark Chocolate Strawberry
S'mores
Frozen Hot Chocolate
Frozen Horchata
Oreo
Reese's
Turtle Macchiato
White Chocolate Strawberry
Willy Wonka
S'mores Frozen Hot Chocolate

SHAKES

Caramel Coffee
Chocolate Coffee
Churro
Oreo
Mango Pineapple
Mint Oreo

No Refills

ICED TEA & LEMONADES

Blueberry
Coconut
Cotton Candy
Desert Pear
Dragon Fruit
Kiwi Mango

Mango
Peach
Raspberry
Strawberry
Watermelon

SEASONAL

Caramel Apple
Pumpkin Pie (Shake)
Pumpkin Pie (Late)
Pumpkin Cheesecake
Pumpkin Spice Macchiato
Red Velvet
Shamrock (Shake)

SMOOTHIES

BREAKFAST - Vanilla ice cream, milk, oatmeal, banana, and cinnamon.

NUTELLA - Vanilla ice cream, milk, Nutella, and banana.

PARADISE - Vanilla ice cream, milk, strawberry, banana, kiwi, and pineapple.

PEANUT BUTTER CUP - Vanilla ice cream, milk, peanut butter, chocolate chips and banana.

TRIPPLE BERRY - Vanilla ice cream, milk, blueberry, raspberry, and strawberry.

VEGAN - Almond milk, banana, flax seeds, pecans, and maple syrup.

JUICE BLENDS

SLIM & SASSY - Orange Juice, kiwi, strawberry, and banana.

BERRY QUENCHER - Orange Juice, raspberry, blueberry, and strawberry.

ACKNOWLEDGEMENT OF ALCOHOL TAX

By signing below, I acknowledge that I have received the updated information on the City's alcohol tax. I understand that it is my responsibility to collect said tax on any alcohol sales effective immediately. It is also my responsibility to remit said taxes to the City by the due dates specified in the alcohol tax ordinance. I understand that any violation of the alcohol tax ordinance can result in the imposition of fines, penalties, or sanctions including suspension or revocation of the liquor license granted by the City of St. Charles. **The tax rate on alcohol sales will be changed to 3% of the purchase price effective September 1, 2018. Please apply the tax at a rate of 3% on all alcohol sales at your establishment beginning on September 1, 2018.**

Name Darpan Patel

Title Secretary

Business Name The Southern Cafe

Address 1590 E. Main St. St. Charles, IL 60174

D.S. Patel
Signature

02/20/2024
Date

Please return the signed acknowledgement form to the City of St. Charles Administration Office .

**City of St. Charles
ALCOHOL TAX
BUSINESS INFORMATION SHEET**

As a new business serving or selling alcohol in the City of St. Charles, the following information must be provided to assist with the processing of your monthly Alcohol Tax returns.

BUSINESS CONTACT INFORMATION

Corporate name: SouthernCafe CPD Inc.

DBA: The Southern Cafe

Phone: 630-945-3437

Fax:

E-mail: SouthernCafe2@gmail.com

Address:

1590 E. Main st.

City:

St. Charles

State:

IL

ZIP Code: 60174

Expected date of business opening (Required): 03/01/2024

TAX PREPARER INFORMATION

Name of Tax Preparer:

Dhaval Patel, CPA, CMA
Pinnacle Financials

Phone:

847-558-8100


Fax:

847-620-2928

E-mail:

d.patel@pinnacle.Tax

This completed form must be submitted with your liquor license application and "Acknowledgement of City Alcohol Tax" to the City of St. Charles Administration Office.

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6c
	Title:	Recommendation to approve a Proposal for a A-6 Liquor License Application for 7-Eleven #30153C, Located at 51 S. Randall Road	
	Presenter:	Police Chief Keegan	
Meeting: Government Operations Committee		Date: March 18, 2024	
Proposed Cost:		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>The new franchise owner of 7-Eleven Store #30153C, located at 51 S. Randall Road, is requesting approval of an A-6 liquor license application for this existing business.</p>			
Attachments (please list):			
Liquor License			
Recommendation/Suggested Action (briefly explain):			
Recommendation to approve a proposal for a A-6 Liquor License application for 7-Eleven Store #30153C, located at 51 S. Randall Road, St. Charles.			



Memo

Date: 3/12/2024

To: Lora Vitek, Mayor-Liquor Commissioner

From: James Keegan, Chief of Police

A handwritten signature in black ink, appearing to be "J. Keegan", written over the printed name of the Chief of Police.

Re: Background Investigation/7-11 Mini-Mart & Gas Station/51 S. Randall Road (Class A-6)

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

This request allows alcohol sales inside gas station/mini-marts as follows: *(Class A-6 licenses shall authorize the retail sale of alcoholic liquors in original packages only, and not for consumption on the premises, in gas stations containing convenience stores where the retail sale of packaged alcoholic liquor is secondary to the sale of gasoline products and/or miscellaneous convenience store items and the square footage devoted to the retail sale of alcoholic liquor is ten percent (10%) or less of the gross square footage).* Sales can only occur between 7:00 am and 12:00 am daily.

The site location/floor plans and the corresponding application materials were reviewed by my staff. We also reviewed their business plan, floor plan, Dram Shop insurance and liquor training certificates. We found nothing of a derogatory nature that would preclude either the site location or the applicant from moving forward with alcohol sales, subject to City Council approval.

Thank you in advance for your consideration in this matter.

LIQUOR APPLICANT BACKGROUND CHECK LIST



APPLICANT(S): Arpan B. Patel

BUSINESS: AARNA24 Corporation (DBA: 7-Eleven #30153C)

ADDRESS: 51 S. Randall Rd., St. Charles, IL 60174

	REQUESTED	COMPLETED
APPLICATION	_____	X _____
BUSINESS PLAN/FLOOR PLAN/MENU	_____	X _____
LEASE (OR LETTER OF INTENT)	_____	N/A _____
BASSET CERTIFICATE(S)	_____	X _____
FINGERPRINTS (<u>ALL</u> MANAGERS)	_____	X _____
DRAM SHOP (CERTIFICATE OF INSURANCE)	_____	X _____
TLO	_____	X _____
I-CLEAR	_____	X _____
CERTIFICATE OF NATURALIZATION (IF APPLICABLE)	_____	N/A _____
POLICE RECORDS CHECK	_____	X _____
APPLICANT'S HOMETOWN RESIDENCY LETTER	_____	X _____
ILLINOIS LIQUOR COMMISSION	_____	X _____
SITE VISIT	_____	X _____

* COMMENTS: See attached memo.

INVESTIGATOR ASSIGNED: Det. Sgt. Vicicondi #368

SUPERVISOR REVIEW: Cmdr. Lamela #340 DL* 340 [Signature] 317



Memo

Date: 03/13/2024
To: Chief Keegan #300 (via chain of command)
CC: Cmdr. Lamela #340 DL # 340 *M 312*
From: Det. Sgt. Vicicondi #368
Re: Liquor License Class (A-6) – Package \$3200-3600 – Background Investigation for AARNA24 Corporation (DBA: 7-Eleven (#30153C))

IN SUMMARY:

The purpose of this memo is to outline steps taken during the background investigation for a liquor license application. This investigation was done based on the application submitted for a Class (A-6) – Package \$3200-3600 – liquor license for the business AARNA24 Corporation (DBA: 7-Eleven (#30153C)) – which is located at 51 S. Randall Rd., St. Charles, IL 60174.

APPLICANT:

Patel, Arpan B.
DOB: 10/22/83
345 Snowdrop LN,
Elgin, IL 60124
TX: 847-977-7696

APPLICATION:

The application is complete to include: a floorplan, Certificate of Liability Insurance (\$2,000,000 general aggregate / \$1,000,000 each occurrence), a menu, hours of operation, a Special Warranty Deed, and a signed Franchise Agreement.

- On page 4 of 8 of the application:
 - Question #2 inquires if the premises is owned or leased. The box for Owned is marked (indicated that its owned).



- Question #6 inquires if there are any improvements planned for the building and/or site that will require a building permit. The box for No is marked (indicating no).

PERSONAL INTERVIEW:

On 03/01/2024, I met with applicant Arpan B. Patel (DOB: 10/22/83) and manager Dhruval R. Patel (DOB: 05/13/90). Arpan and Dhruval provided me with their driver's licenses, which I photocopied (see attached). Arpan signed waivers so I could conduct this background investigation.

During the interview, I learned the following information (in summary and not verbatim):

Arpan has lived at his current address (345 Snowdrop LN, Elgin, IL) for two and a half years. In regards to where Arpan has resided for at least the past 10 years, I learned that he lived in the following:

- South Elgin, IL (05/2020 – 05/2021)
- Wisconsin Rapids, WI (12/2018 – 05/2020)
- Streamwood, IL (01/2016 – 12/2018)
- Hanover Park, IL (01/2015 – 01/2016)
- Arpan moved to America from India in 12/2014; he then lived in Hatfield, Pennsylvania with his wife.

Arpan is not a U.S. Citizen.

In regards to why the move to the St. Charles location, Arpan explained that he had worked at the 7-Eleven in South Elgin, and the owner also owned the St. Charles location (51 S. Randall Rd.). Arpan started working at the St. Charles location and ended up buying it from the owner.

There is no liquor inventory at this time.

When asked if he was a current or past liquor license holder, Arpan answered, not in Illinois. Arpan explained that he has a liquor license in Wisconsin Rapids, WI; he owns a BP gas station (3553 8th Street S., Wisconsin Rapids, WI, 54494). Arpan has owned the BP from 2020 – present.

Arpan indicated that he has not had any past violations.

Arpan plans to open/sell liquor around the middle of April 2024 (which is the business' purchase closing date).

Arpan does not have previous restaurant ownership.

In regards to when renovations will be done, Arpan answered not yet. Arpan explained that corporate will be changing the 7-Eleven sign and the wall tiles after Arpan closes on the purchase of the business.

The business will have 5 employees, and Dhruval Patel will be the onsite manager.

Dhruval Patel was fingerprinted as a liquor license applicant. It should be noted that Arpan was fingerprinted by F.I. Catt on 02/26/24.

FBI / ISP FINGER PRINT RESPONSES:

Arpan and Dhruval's FBI responses revealed NO PRIOR ARREST DATA, and their ISP responses each had a result of NO RECORD ON FILE (see attached).

RECORDS CHECKS:

I conducted records checks with the following agencies, and received the following results (in summary):

- Elgin Police Dept.: No police contacts.
- Kane County Sheriff's Dept.: The response included a Global Subject Activity Report Detail. Per the detail and in summary: Arpan had a Traffic Charge for - Operate a Motor Vehicle While Using an Electronic Communication Device (Date: 08/31/2020).
- Streamwood Police Dept.: The response included a P Ticket for No Street Parking 1:00-5:00AM (Date issued: 7/8/2018).
- Hanover Park Police Dept.: No arrests.
- Montgomery County (PA) Sheriff's Dept.: (Per the Clerk of Courts Office (Montgomery County)) - No Record.
- Hatfield Police Dept. (PA): *"We have no record of an Arpan Patel with that DOB."*
- Kalamazoo Department of Public Safety (MI): *"We have no involvements with this individual! There are a few call [sic] for services for this address. If you are interested in those, please contact Non-emergency Dispatch at 269.488.6618"*.
- Kalamazoo County Sheriff's Office (MI): *"I have searched all applicable records and found no incidents/involvements for PATEL, ARPAN B. dob: 10/22/1983 with our department."*

- Wood County Sheriff's Dept. (WI): The response included a Contact History Report. Per the report and in summary: Arpan is listed as the Complainant in a Retail Theft Under \$50 (2021) and he was listed as the Owner in a Fraud (2019).
- Wisconsin Rapids Police Dept. (WI): *"I have only 2 reports on file for Mr. Patel. One he was just reporting a shoplifter at the store in 2021. I attached a 2019 report as that was directed against him and his business just for an FYI."* The response also included police report (19-14796). Arpan is listed as the Owner in the report. Per the report and in summary:
 - The officer made contact with the complainant (Thomas). Thomas stated he and his wife often shop at the BP gas station at the corner of 8th Street South and Two Mile. Thomas stated while looking over his bank statements, he observed some transactions that appeared to be odd to him. He stated on 06/11/2019 and 06/23/2019 the amounts of \$78.70 were withdrawn from his account at that BP location. Thomas stated this was odd due to the fact he and his wife had only purchased a carton of cigarettes which totaled \$53.70. He stated his wife had been the one who had made these transactions.
 - Thomas went to the gas station and spoke with the owner and cashier attendant who had conducted the transactions. Thomas asked this individual what the amount was that he could get back in cash and he stated it was \$25.00. Thomas stated the difference between the \$53.70 and the \$78.70 was \$25.00. Thomas felt the gas station had charged him an extra \$25.00; however, he had not gotten any cash back. He also stated he has had some fraudulent withdrawals from Kroeger store #514. This Kroeger store came back to a store in Virginia.
 - Thomas spoke with his bank, and they stated approximately four or five other individuals in the Wisconsin Rapids area have had fraudulent charges from that same Kroger's store. Thomas thought this was odd and wondered if these individuals also shopped at the BP gas station and if there was a connection in some way that the BP store was giving away credit card information to the Kroeger store in Virginia.
 - The officer went to the BP gas station and spoke with the owner, who was identified as Arpan B. Patel. The officer explained the investigation to Arpan. Arpan showed the officer the only way to get cash back was on the customer's side as the customer would have to click the cash back option, and then click either yes or no when asked if the amount is correct. It should be noted that when Thomas had made contact with Arpan, his cellphone had been recording and on that recording Arpan can be heard

stating that he may have made a mistake. Thomas found it odd that this mistake had been made twice in the exact same manner.

- The officer closed his report with: *“At this time there is no evidence that shows there were any fraudulent transactions that were intentionally made by ARPAN. This report is for information only at this time. End of report.”*
- South Elgin Police Dept.: Five police reports were sent. All (5) of the reports involved 7-11 (1230 W. Spring, South Elgin, IL). Listed below are the case numbers, the incident, and Arpan’s subject type (in summary):
 - 23-2148 | Trespass to Land | Involved Other
 - Note: In the narrative of this report (23-2148), Arpan is referred to as the owner of the store.
 - 18-7267 | Theft | Reporting Person (Referred to as clerk in narrative).
 - 17-5120 | Theft | Victim (Referred to as clerk in narrative)
 - 16-6757 | Retail Theft | Reporting Person
 - 15-8266 | Theft | Reporting Person (Referred to as clerk in narrative)

-See all of the attached reports and documents for further information.

A check in AEGIS Link for Arpan disclosed of the following results (in summary):

- (ORI: IL0450000)
 - The Activity listed (1) result, which was for Traffic, Charge: Operate a Motor Vehicle While Using an Electronic Communication Device (Date: 08/31/2020).
- (ORI: IL0451400)
 - The Activity listed (4) cases:
 - 24-1933 | Retail Theft | Subject Type: Complainant
 - 23-1046 | Home Invasion | Subject Type: Other Person
 - 22-9173 | Trespass Warning | Subject Type: Complainant
 - 20-20733 | Credit Card Fraud | Subject Type: Witness

A check in New World disclosed the same (4) cases above, plus case (21-16801 | Customer/MNGMT Dispute), in which Arpan has a Subject Type of Involved Person.

A check in CLEAR for Arpan yielded negative results.

MISCELLANEOUS:

Arpan’s BASSET Certificate of Completion has the graduation date listed as 2/17/2024. Dhruval’s ILCC BASSET Certificate has 17 Feb 2024 listed as the date issued.

A check with the ilsos.gov website's Business Entity Search disclosed that AARNA24 Corporation has a status of Active.

A check with the Illinois.gov website's BASSET Card Lookup disclosed that Arpan B. Patel's BASSET Card expiration is 02/17/2027. A check was also completed on Dhruval, which disclosed two results for Dhruval Patel. One result had an expiration of 06/22/2025 and the other result had an expiration of 02/18/2027. It is believed that the latter expiration belongs to the Dhruval referenced in this memo, since his BASSET Certificate has a date issued of 17 Feb 2024.

A business search for AARNA24 Corporation in TLOxp yielded negative results.

A Comprehensive Report was run on Arpan in TLOxp, and it had the following results (in summary):

- Bankruptcy Records, Liens, Judgements, Property Foreclosures, Evictions, and Global Watch Lists all had a result of (None Found).
- Possible Criminal Records had a result of (1 Found), which was for:
 - Name: Arpan B Patel
 - DOB: 10/1983
 - Address: 2927 George RD APT 201, Wisconsin Rapids, WI 54495-3273
 - Crime Details: 04/04/2020 – WI
 - Offense Description: Speeding in 55 MPH Zone (30-34mph)

SITE VISIT:

On 03/12/24, I responded to 7-Eleven (51 S. Randall Rd.) and met with Arpan. I reviewed the floorplan and it appeared consistent with the lay out of the store. I spoke with Arpan and learned the following in summary:

Arpan confirmed that he does not own the 7-Eleven in South Elgin. I discussed the BP gas station incident (WRPD 19-14796) with him. Arpan advised that the complainant's wife was taking out \$25 without telling him. Arpan advised that he had been working the register and gave the wife the \$25 in cash, after she completed the cash back deposit option on two different dates. Arpan also advised that a pin is required to get cash back on a debit card.

This concludes this liquor license background investigation.

Respectfully Submitted,



Det. Sgt. Vicicondi #368

Vicicondi, Robert

From: Arpan Patel <711arpan@gmail.com>
Sent: Wednesday, March 13, 2024 1:23 PM
To: Vicicondi, Robert
Subject: Re: BASSET Request
Attachments: UNITED STATES OF AMERICA.pdf

Here is my green card copy

Sent from my iPhone

On Mar 11, 2024, at 4:43 PM, Arpan Patel <711arpan@gmail.com> wrote:

<image0.jpeg>

Sent from my iPhone

On Mar 11, 2024, at 4:41 PM, Vicicondi, Robert <rvicicondi@stcharlesil.gov> wrote:

Arpan,

Please send me a copy of Dhruval's BASSET certificate.

Thank you,

Rob Vicicondi

<image012f50.PNG>

Robert Vicicondi Detective Police Sergeant
630.443.3866 | rvicicondi@stcharlesil.gov
1515 W. Main Street, St. Charles, IL 60174-1627
City of St. Charles | stcharlesil.gov

<image2630fa.PNG>

City of St. Charles, Illinois Liquor Control Commission
CITY RETAIL LIQUOR DEALER LICENSE APPLICATION



Incomplete applications will not be accepted.

Applications may be submitted to: 2 E. Main Street, St. Charles, IL 60174-1984

Business Name

APPLICATION CHECKLIST

Check items to confirm all are attached to this application	Applicant	Office Use
Application Fee of \$200 (5.08.070C) non-refundable Non-refundable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completed Application for all questions applicable to your business.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Lease/Proof of Ownership <i><deed></i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Dram Shop Insurance or a letter from insurance agent with a proposed quote.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy of Articles of Corporation , if applicable.	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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 checked="" 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. <i>NO</i> <i>N/A</i>	<input checked="" 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. <i><must schedule></i>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol Tax Acknowledgement and Business Information Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OFFICIAL USE ONLY

Signature of Investigating Officer

Badge Number & Rank

Approval Recommended* Approval NOT Recommended

Signature of Chief of Police

Date

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

LICENSE INFORMATION:

- A** Package \$3200-3600
 A1
 A2
 A4
 A5
 A6
 B Restaurant \$2400-3600
 B1
 B2
 B3
 Late Night Permit 1:00am \$800 (B/C only)
 C Tavern \$2400-3600
 C1
 C2
 C1
 Late Night Permit 2:00am \$2300 (B/C only)
 D Hotel/Banquet/Arcada/Q-Center/Entertainment/Club - \$varies
 D-Type _____
 G Brewery/Restaurant or Site License - \$varies
 G1
 G2
 H Catering License - \$varies
 H1
 H2

*Initial Liquor License fees for A, B, C, D, G are reduced by 50% for annual renewals and licenses issued after Nov 1.
 *Licenses are valid until April 30 following issuance and a renewal application is required for the next year (May 1-April 30) (5.08.040)

APPLICANT INFORMATION

1. Type of Business:
 Individual
 Partnership
 Corporation
 Other (explain):
 2. Business Name:
 AARNA24 Corporation d/b/a 7-Eleven #30153C
 3. Business Address:
 51 S. Randall Trd. St. Charles IL 60174
 4. Type of Business (5.08.070-3):
 Convenience Store
 5. Length of Time in this Business (5.08.070-4):
 new franchisee
 6. Value of merchandise that normally will be in inventory when in operation (5.08.070-5):
 \$70,000.00
 7. Business Phone:
 (630) 443-4032
 8. Business E-mail:
 711arpan@gmail.com
 9. Business Website:
 10. Illinois Tax ID Number:
 4507-9943
 11. Applicant/Contact Person Name:
 Arpan B. Patel
 12. Title:
 President/Owner
 13. Email:
 711arpan@gmail.com
 18. If Corporation, Corporation Name:
 AARNA24 Corporation
 19. Corporation Address (city, state, zip code):
 345 Snowdrop Lane Elgin, IL 60124

ADDITIONAL OWNERS, INVESTORS (greater than 5% interest), and MANAGER INFORMATION

Full Name, include middle initial:
 Arpan B. Patel
 Title:
 Pres./Owner (100%)

Full Name, include middle initial: _____ **Title:** _____
Birthdate: _____ **Birthplace:** _____ **Driver's License#:** _____ **Home Phone:** _____
Home Address, and all addresses for the last 10 years: _____ **Email Address:** _____

Full Name, include middle initial: _____ **Title:** _____
Birthdate: _____ **Birthplace:** _____ **Driver's License#:** _____ **Home Phone:** _____
Home Address, and all addresses for the last 10 years: _____ **Email Address:** _____

BUSINESS ESTABLISHMENT LOCATION INFORMATION			
1. Exact Street Address for liquor license: 51 S. Randall Rd.	2. # Parking Spaces: 9	3. Outside Dining s.f. [17.20.020-R]: N/A	4. Total Building s.f.: 2,657
5. Total # Seats: 0	6. Live Entertainment Area s.f. [5.08.010-H]: N/A		
7. Brief Business Plan description based on type of establishment listed above (5.08.070-6): Convenience store with gas - retail sales			

PROPOSED FLOOR PLAN/LAYOUT OF PROPERTY	
Attach to this application a floorplan or layout of the proposed facility to include the following:	
1.	Every application for Liquor license shall have attached thereto a site drawing of the proposed licensed premises, drawn to scale showing the following: <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 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. If applicant is an individual or partnership, is each and every person a United States citizen (5.08.070-2)? Yes No
 Is any individual a naturalized citizen? Yes No *Green card Holder.*
 If yes, print name(s), date(s), and place(s) of naturalization:

2. Is the premises owned or leased (5.08.070-6A)? Owned Leased *(owned by 7-kleven)*

3. 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):

Name of Building Owner: Phone Number:
Address of Building Owner: E-mail Address:
Mailing Address of Building Owner (if different):

Name of Building Owner: Phone Number:
Address of Building Owner: E-mail Address:
Mailing Address of Building Owner (if different):

Name of Building Owner: Phone Number:
Address of Building Owner: E-mail Address:
Mailing Address of Building Owner (if different):

4. Does the applicant currently operate, or operated in the past, any other establishment within the City of St. Charles that requires a liquor license? Yes No
 If yes, please list the business name(s) and address(es):

5. 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?
 Yes No
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. (5.08.050)

6. Are any improvements planned for the building and/or site that will require a building permit? Yes No
 If yes, has a building permit been applied for? Yes No Date of permit application _____

7. 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)? Yes No
 If yes, what was the disposition of the application? Explain as necessary:

8.	<p>Has applicant (and all persons listed on page 2 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 checked="" type="checkbox"/> No</p> <p>Is applicant (and all persons listed on page 2 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 checked="" type="checkbox"/> No</p>
9.	<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: _____ Location, City/State: _____</p> <p>Date: _____ Special Explanations: _____</p> <p>Government Unit: _____ Location, City/State: _____</p> <p>Date: _____ Special Explanations: _____</p>
10.	<p>Have any liquor licenses possessed ever been revoked (5.08.070-9)? <input type="checkbox"/> Yes <input checked="" 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? <input type="checkbox"/> Yes <input checked="" 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>
11.	<p>Complete ONLY if yes was answered to the question above (10):</p> <p>Name: _____ Name of Business: _____</p> <p>Position with the Business: _____ Date(s) of Denial: _____</p> <p>Reason(s) for Denial of License: _____</p>
12.	<p>Date of Incorporation (Illinois Corporations) (5.08.070-10): <u>10-26-2023</u></p> <p>Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation): <u>N/A</u></p>
13.	<p>Has the applicant and all designated managers read and do they all understand and agree not to violate any 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)? <input checked="" 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 checked="" 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 checked="" type="checkbox"/> No</p> <p>Have you ever been convicted of a gambling offense? <input type="checkbox"/> Yes <input checked="" 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

14. 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 stated on page 3 of this application must be fingerprinted by the City of St. Charles Police Department (P.A.D. 418).

Has this been done? Yes No

If yes, date(s):

15. Has the applicant attached proof of Drunk Shop Insurance to this application or already furnished it to the City of St. Charles (P.A.D. 418)? Yes No

If already furnished, date of delivery:

16. 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 (P.A.D. 418)?

Yes No

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, Middle, Last): **AEPAN B. PATEL** Birthdate: **10/22/1985**
 Home Street Address, Incl City, State, Zip: **345 Snowdrop Ln Egin, IL 60124**

Date of Course: **12/14/23** Place Course was Taken: **7U University (online)** Certificate Granted? Yes Expiration: **11/14/24**

Name (First, Middle, Last): **MOJIB A PATEL** Birthdate: **10/18/1985**

Home Street Address, Incl City, State, Zip: **345 Snowdrop Ln Egin, IL, 60124**

Date of Course: **02/19/2024** Place Course was Taken: **online** Certificate Granted? Yes Expiration:

Name (First, Middle, Last): **PRANAV B PATEL** Birthdate: **08/11/1983**

Home Street Address, Incl City, State, Zip: **117, 3, Vista Ave Addison, IL, 60101**

Date of Course: **02/13/2024** Place Course was Taken: **online** Certificate Granted? Yes Expiration:

Name (First, Middle, Last): Birthdate:

Home Street Address, Incl City, State, Zip:

Date of Course: Place Course was Taken: Certificate Granted? Y/N Expiration:

IF YOU ARE AN ALCOHOLIC BEVERAGE VENDOR, you must be notified and that person must be fingerprinted.

IF YOU ARE AN ALCOHOLIC BEVERAGE VENDOR, you must be notified and that person must be fingerprinted.

IF YOU ARE AN ALCOHOLIC BEVERAGE VENDOR, you must be notified and that person must be fingerprinted.

Certificate of Completion

ARPAN B PATEL

Has diligently and with merit completed the

Off-Premise BASSET Alcohol Certification

from the American Safety Council.

GRADUATION DATE

2/17/2024

BASSET Student ID Number
928479109

John D. Conley
CEO, American Safety Council



TEMPORARY BASSET CARD

This document certifies that

BASSET ON THE FLY

MONAL A PATEL

has successfully completed the BASSET On The Fly
OFF-PREMISE BASSET certification course

CERTIFICATE #/STUDENT ID: 19638

ISSUE DATE: 02/18/2024

DUSTIN MEYERS

*PER ILCC RULES, THIS TEMPORARY BASSET CARD IS VALID FOR 30 DAYS

BASSET ON THE FLY

2626 Cole Ave, Suite 300 #512, Dallas, TX 75204 | 312-366-3383 | support@bassetonthe-fly.com
Licensed by the Illinois Liquor Control Commission (ILCC). License #5A-1141597.

BASSET ON THE FLY

2626 Cole Ave, Suite 300 #512, Dallas, TX 75204
312-366-3383
support@bassetonthe-fly.com
www.bassetonthe-fly.com

Per ILCC rules, this temporary BASSET card is valid for 30 days only. Your official 3-year BASSET card will be mailed by the Illinois Liquor Control Commission (ILCC).

Within 10 days of issuance, this certification should appear in the Illinois Liquor Control Commission's online database at www.ilcc.illinois.gov. If not, please contact us.

Certificate of Completion

PRAMOD B PATEL

Has diligently and with merit completed the
Off-Premise BASSET Alcohol Certification
from the American Safety Council.

BASSET Student ID Number
928482348

GRADUATION DATE
2/17/2024


CEO, American Safety Council



Illinois BASSET Training

This card certifies that

PRAMOD B PATEL

has completed the
Off-Premise BASSET Alcohol Certification


CEO, American Safety Council

3/18/2024
Exp. Date

Business Name:

SIGNATURES

COBROK

Applicant's Signature

Subscribed and sworn before me this 29th day of January, 2024



Matthew Gioe
Notary Public

ADDENDUM TO RETAIL LIQUOR LICENSE APPLICATION

To be completed by the City of St. Charles Police Department

Date:

Name of Applicant:

Name of Business:

Address of Business:

Ward Number:

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? Yes No
3. 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? Yes No
 If yes, answer a, b and c:
 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?
 Yes No
4. 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? Yes No
 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? Yes No

5.	<p>Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
6.	<p>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.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
7.	<p>If 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</p>
8.	<p>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</p>
9.	<p>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</p>
10.	<p>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</p>
11.	<p>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</p>
12.	<p>From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, state exceptions:</p>
13.	<p>Have all persons named in this application been fingerprinted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fingerprinted by: _____ Date: _____</p>
14.	<p>Other necessary data:</p>

**City of St. Charles
ALCOHOL TAX
BUSINESS INFORMATION SHEET**

As a new business serving or selling alcohol in the City of St. Charles, the following information must be provided to assist with the processing of your monthly Alcohol Tax returns.

BUSINESS CONTACT INFORMATION

Corporate name: *AARNAZ4 Corporation*

DBA: *7-Eleven # 30153C*

Phone: *(630) 443-4032* Fax:

E-mail: *711arpan@gmail.com*

Address: *51 S. Randall Rd.*

City: *St. Charles*

State: *IL*

ZIP *60174*
Code:

Expected date of business opening (Required): *4/2024*

TAX PREPARER INFORMATION

Name of Tax Preparer: *Brent Smith*

Phone: *(972) 828-8469*

Fax:

E-mail: *Brent.smith2@7-11.com*

This completed form must be submitted with your liquor license application and "Acknowledgement of City Alcohol Tax" to the City of St. Charles Administration Office.

ACKNOWLEDGEMENT OF ALCOHOL TAX

By signing below, I acknowledge that I have received the updated information on the City's alcohol tax. I understand that it is my responsibility to collect said tax on any alcohol sales effective immediately. It is also my responsibility to remit said taxes to the City by the due dates specified in the alcohol tax ordinance. I understand that any violation of the alcohol tax ordinance can result in the imposition of fines, penalties, or sanctions including suspension or revocation of the liquor license granted by the City of St. Charles. **The tax rate on alcohol sales will be changed to 3% of the purchase price effective September 1, 2018. Please apply the tax at a rate of 3% on all alcohol sales at your establishment beginning on September 1, 2018.**

Name Arpan Patel

Title Owner / franchisee

Business Name AARNA24 Corporation d/b/a 7-Eleven # 30153 C

Address 51 S. Randall Rd. St. Charles, IL 60174

Arpan Patel
Signature

11/25/24
Date

Please return the signed acknowledgement form to the City of St. Charles Administration Office .

1983 JUL 19 PM 12:09

1646046

Eleanor E. Jungels

RECORDER

060883

NOTE REGARDING TRANSFER
DECLARATIONS: Actual
consideration for property
is less than \$100.

12 - Illinois-SWD-RET
County Kane
Cities No. 12-089-018

3015

SPECIAL WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that Cities Service Company, a Delaware corporation (successor to Cities Service Oil Company, a Delaware corporation, by virtue of a Certificate of Ownership and Merger filed in the office of the Secretary of State of the State of Delaware on December 20, 1978, effective December 29, 1978), P. O. Box 300, Tulsa, Oklahoma 74102 (herein called "Grantor"), for and in consideration of the sum of One Dollar to Grantor in hand paid by CITGO Petroleum Corporation, a Delaware corporation (formerly Cities Service RMT Corporation), P. O. Box 3748, Tulsa, Oklahoma 74102 (herein called "Grantee"), the receipt whereof Grantor does hereby acknowledge, and as a contribution to the capital of Grantee, a wholly-owned subsidiary of Grantor, has granted, bargained, sold, assigned and conveyed, and by these presents does hereby grant, bargain, sell, assign and convey unto the said Grantee, its successors and assigns, the following:

- (1) That certain tract or parcel of land located in the county of Kane and state of Illinois, described in Exhibit A hereto, and the address of which is Hwy. 64 - Randall, St. Charles,
- (2) All buildings, structures, fixtures and improvements attached thereto,

(numbered items (1) and (2) are herein called the "Property")
- (3) To the extent assignable, all right, title and interest, if any, of Grantor in and to (a) all easements, rights-of-way, rights and benefits appurtenant to the Property and, if an Exhibit B is attached to this Deed, including (without limitation) the interests described in such Exhibit (such interests described in such Exhibit being herein called the "Appurtenant Interests"), (b) all permits, licenses, contracts, agreements, leases, authorizations, servitudes and other arrangements and interests therein relating to the Property, (c) all streets, easements, rights-of-way, strips, gores and land adjacent or contiguous to the Property and

Return recorded original to:
CITGO Petroleum Corporation
P.O. Box 3758
Tulsa, Oklahoma 74102
Attn: Marcus E. Smith, Jr.

EXEMPT UNDER PROVISIONS OF
PARAGRAPH 6, SECTION 4, REAL
ESTATE TRANSFER ACT.
DATE: *7/19/83*
Buyer, Seller or Representative

1646046

(d) all tangible personal property, including (without limitation) trade fixtures, signs, and all equipment, machinery and appurtenances attached to or located on the Property at the Effective Time.

(numbered item (3) is herein called the "Additional Interests")

The Property and the Additional Interests, if any, are conveyed subject to (a) current taxes and assessments not yet delinquent and taxes and assessments for subsequent years, (b) all ordinances or statutes relating to the Property or the Additional Interests (if any), (c) any condition that an accurate survey or an inspection of the premises might show, (d) any easements, rights-of-way, covenants, restrictions, conditions, mineral interests, reservations and encumbrances, if any, of record in the above county and state or, in the case of security interests to be perfected by filing in the Uniform Commercial Code records of the above state, in the place of filing mandated by the Uniform Commercial Code of such state, and (e) rights of parties in possession, all to the extent the same are valid, enforceable and affect the Property or the Additional Interests (if any).

Grantee, for itself, its successors and assigns, accepts and assumes all terms, conditions, liabilities, obligations and duties of Grantor relating to the Additional Interests, if any, to the extent the same are assignable to the extent such liabilities, obligations and duties of Grantor relate to or arise out of events occurring or actions taken or not taken after the Effective Time.

With respect to any personal property or interests in personal property conveyed hereby, Grantor EXPRESSLY DISCLAIMS AND NEGATES (a) ANY IMPLIED OR EXPRESS WARRANTY OF MERCHANTABILITY, (b) ANY IMPLIED OR EXPRESS WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, AND (c) ANY IMPLIED OR EXPRESS WARRANTY OF CONFORMITY TO MODELS OR SAMPLES OF MATERIALS.

TO HAVE AND TO HOLD the Property and the Additional Interests, if any, to Grantee, its successors and assigns, forever.

Subject only to the matters expressly set forth above, Grantor hereby binds itself and its successors to warrant and defend all and singular the Property to Grantee, its successors and assigns forever, from and against every person whomsoever lawfully claiming or to claim the same or any part thereof by, through and under Grantor, but not otherwise, but with full subrogation and substitution in and to all the rights and actions of warranty which Grantor has or may have against all preceding owners and vendors.

Reference is made to the exhibit(s) which is (are) attached hereto and made a part hereof for all purposes.

In witness whereof, the duly authorized officers of Grantor and Grantee have executed, sealed and delivered this

instrument on this 25th day of June, 1983, effective as of
March 18, 1983 at 7:00 p.m., CST (herein called the
Effective Time).

WITNESS:

CITIES SERVICE COMPANY

[Signature]
Name: JOHN C. BRANNAN, JR.

By [Signature]
Robert D. Dillsaver
Senior Vice President

GRANTOR

[Signature]
Name: Mark Lonsell

ATTEST:

[Signature]
Lewis J. Haines
Assistant Secretary

WITNESS:

CITGO PETROLEUM CORPORATION

[Signature]
Name: BEN H. POWELL III

By [Signature]
John H. Dewell
Vice President

GRANTEE

[Signature]
Name: Albert R. Jones

ATTEST:

[Signature]
John H. Dewell, Secretary
1983

Subsequent New bills to:
Citic Petroleum Corp.
Attn: Property Tax Dept.
P.O. Box 3758
Tulsa, Oklahoma 74102

Prepared By:
Marcus E. Smith, Jr.
P. O. Box 3758
Tulsa, Oklahoma 74102

Grantee address
Citic Petroleum Corp.
P.O. Box 300
Tulsa, OK 74102



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/08/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Illinois Insurance Provider, LLC 991 W Lake St Addison IL 60101-2078	CONTACT NAME: Urmish Patel PHONE (A/C, No, Ext): 630-283-0058 E-MAIL ADDRESS: info@businessmanager.com	FAX (A/C, No): 630-451-9481
	INSURER(S) AFFORDING COVERAGE	
INSURED Aarna24 Corporation dba 7 Eleven # 30153C 51 S Randall Rd Saint Charles IL 60174	INSURER A: ERIE INSURANCE COMPANY Optional AM Best INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC #

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	Q61-0363648	03/28/2024	03/28/2025	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	Q61-0363648	03/28/2024	03/28/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
A	Commercial Package	Y	Y	Q61-0363648	03/28/2024	03/28/2025	LIQUOR LIABILITY	\$ 1,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 ADDITIONAL INSURED - THE CITY OF SAINT CHARLES, IL - ITS ELECTED AND APPOINTED OFFICERS, EMPLOYEES AND AGENTS

CERTIFICATE HOLDER**CANCELLATION**

THE CITY OF SAINT CHARLES 2 E MAIN ST SAINT CHARLES IL 60174	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Urmish Patel</i>
--	--

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FORM **BCA 2.10**
ARTICLES OF INCORPORATION
Business Corporation Act

Filing Fee: \$150

File #: 74426107

Approved By: MAP

FILED

OCT 26 2023

Alexi Giannoulis
Secretary of State

1. Corporate Name: AARNA24 CORPORATION

2. Initial Registered Agent: ARPAN B PATEL

First Name

Middle Initial

Last Name

Initial Registered Office: 345 SNOWDROP LN

Number

Street

Suite No.

ELGIN

IL

60124-0238

KANE

City

ZIP Code

County

3. Purposes for which the Corporation is Organized:

The transaction of any or all lawful businesses for which corporations may be incorporated under the Illinois Business Corporation Act.

4. Authorized Shares, Issued Shares and Consideration Received:

Class	Number of Shares Authorized	Number of Shares Proposed to be Issued	Consideration to be Received Therefor
COMMON	200	200	\$ 200

NAME & ADDRESS OF INCORPORATOR

5. The undersigned incorporator hereby declares, under penalties of perjury, that the statements made in the foregoing Articles of Incorporation are true.

Dated OCTOBER 26, 2023
Month & Day Year

ARPAN B PATEL

Name

345 SNOWDROP LN

Street

ELGIN

IL

60124

City/Town

State

ZIP Code

ADDITIONAL PROVISION

7-ELEVEN PROVISION:

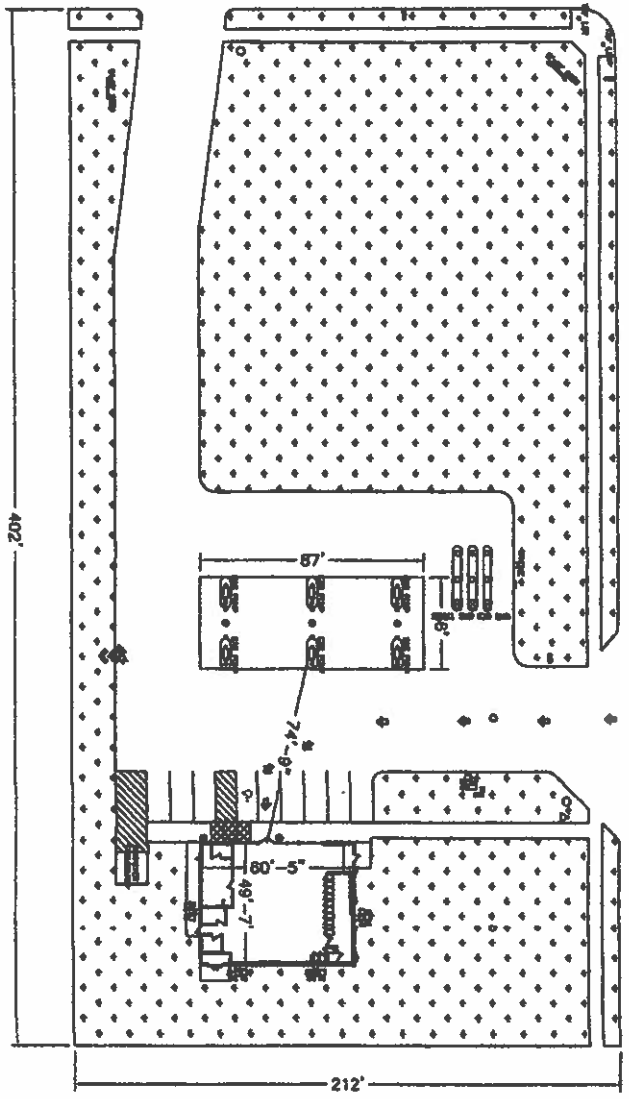
- a) **Notwithstanding anything herein to the contrary and unless otherwise required by state law, the sole shareholder(s) of this corporation shall be the "Franchisee(s)." For purposes of this document, "Franchisee(s)" shall mean and include (a) the original signatory(ies), as franchisee, to the 7-Eleven Store Franchise Agreement(s) ["Franchise Agreement(s)"] intended to be, or having been, assigned to this corporation; (b) anyone listed as a shareholder of this corporation who has participated in 7-Eleven, Inc.'s franchise qualification process and has been approved by 7-Eleven, Inc. as a shareholder of this corporation; and (c) anyone added as a franchisee by amendment to the Franchise Agreement(s); however, "Franchisee(s)" shall exclude anyone who was an original signatory or who was later added as a franchisee but who has subsequently been deleted as a franchisee by amendment to the Franchise Agreement(s). Further, each "Franchisee," during the time such person is a "Franchisee," and only while a "Franchisee," must be a shareholder of this corporation.**
- b) **Notwithstanding anything herein to the contrary, this corporation is a single-purpose corporation, the single purpose being the operation of one or more 7-Eleven stores in accordance with one or more Franchise Agreements.**
- c) **The following restrictive legend must appear clearly and legibly on each stock certificate:**
- "No shares of this corporation may be issued, encumbered, assigned, held or transferred except with the prior written consent of 7-Eleven Inc., a Texas corporation, and no shares may be held by anyone other than the "Franchisee(s)," as defined in the Articles of Incorporation of this corporation. However, shares may be owned by the fiduciary of the estate of a deceased shareholder pending an approved transfer. These restrictions may not be amended, repealed or revoked except with the prior written consent of 7-Eleven Inc."**
- d) **These Articles of Incorporation may not be revised, amended or repealed except with the prior written consent of 7-Eleven, Inc., a Texas corporation.**
- e) **Both preemptive rights and cumulative voting must be prohibited.**

DISCLAIMER
 THIS PLAN IS THE PROPERTY OF
 THE ARCHITECT AND IS NOT TO BE
 REPRODUCED OR COPIED IN ANY
 MANNER WITHOUT THE WRITTEN
 PERMISSION OF THE ARCHITECT.

WEST MAIN STREET



SOUTH RANDALL ROAD

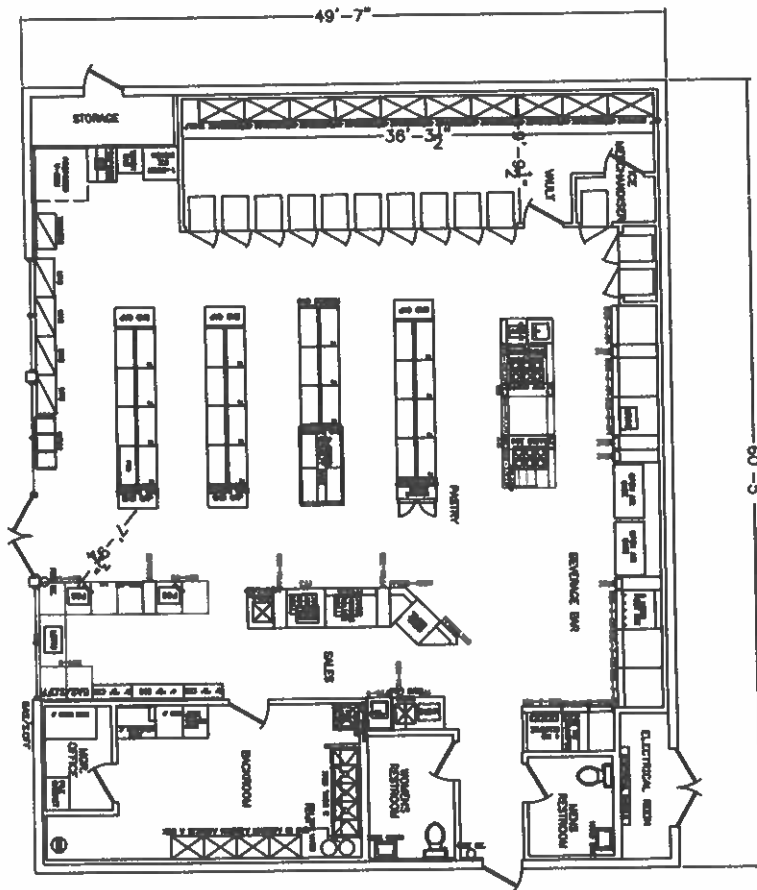


+	SEE 30153SP FOR THE PLAN
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7-ELEVEN
 STORE # 30153
 51 SOUTH RANDALL ROAD
 ST CHARLES, ILL. 60175-1046

DATE: 05/21/2004
 DRAWN BY: LDD
 CHECKED BY: LDD
 PROJECT: 30153SP
 SHEET: 1 OF 1

DISCLAIMER
 THIS IS NOT A LEGAL DOCUMENT.
 IT IS FOR INFORMATION ONLY.
 IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.



Job No. L00
 Date L00
 Size 1/8" = 1'-0"
 Date 05/21/2004
 Sheet 1 of 1
EMVISTON
 30153SP

7-ELEVEN
 STORE # 30153
 51 SOUTH RANDALL ROAD
 ST CHARLES, ILL. 60175-1046

7-Eleven #30153C
51 S. Randall Rd., St. Charles IL 60174

- Open 24 Hours/ 7 days a week
- 6-8 employees
- No live music will be played
- No outdoor seating
- Convenience store engaged in the sale of retail goods for individual and household consumption. This store offers the following:
 - Groceries
 - Household Items
 - Dry Goods
 - Prepared take-out foods (hot and cold) intended for consumption off premises
 - Tobacco
 - Lottery Gasoline
 - Packaged Goods Liquor (off premise consumption)
 -

Copy of menu attached



7-Eleven Store Menu

Note: All animal proteins* are fully pre-cooked under verified HACCP plans in federally inspected production facilities.
*Does not include stores with the Laredo Taco Company or Roost Programs

Basic 7-Eleven Store

- Fresh and Fast Foods
- Refrigerated sandwiches – up to 3-day shelf life
- Freeze to thaw sandwiches, burritos, Hot Pockets, burgers and sandwiches – up to 14-days shelf life
- Whole and cut fruits – up to 9-days shelf life
- Green Salads – up to 7-days shelf life
- Pasta/potato salads – up to 14-days shelf life
- Fresh donuts and pastries – 24-hour shelf life
- Fresh packaged bakery items – up to 14-day shelf
- Pre-cooked (re-heated at store level) breakfast sandwiches – up to 2-hours shelf life held $\geq 140^{\circ}\text{F}$
- Pre-cooked (re-heated at store level) chicken tenders, chicken wings, tacos, meat patties empanadas - heated $\geq 140^{\circ}\text{F}$ with a shelf life up to 4-hours held $\geq 140^{\circ}\text{F}$
- Pre-cooked (re-heated and assembled at store level) products i.e. Chicken sandwiches, Beef Burgers and Breakfast Sandwiches
- Shelf stable sauces, decanted, held at ambient temperatures up to 72-hours
- Re-thermalized par-cooked potato products, cheese sticks and pizzas – heated $\geq 165^{\circ}\text{F}$ with a shelf life of up to 2 hours held $\geq 140^{\circ}\text{F}$.
- Pre-cooked (re-heated at store level) hot dogs, corn dogs, Taquitos and egg rolls – up to 4-hour shelf life $\geq 140^{\circ}\text{F}$
- Pre-cooked (re-heated at store level) chili and cheese sauces – up to 48-hour shelf life held $\geq 140^{\circ}\text{F}$
- Nachos
- Fresh and processed condiments (held $\leq 40^{\circ}\text{F}$)
 - Onions
 - Tomatoes
 - Pico di Gallo
 - Lettuce
 - Pickled products i.e. relish, jalapenos and sauerkraut
 - Fresh and/or bottled salsa

Beverages – Self Serve

- Assorted brewed coffees and teas
- Assorted powder based hot chocolates and cappuccinos
- Assorted iced coffees
- Wide assortment of fountain beverages
- Wide assortment of Slurpee (frozen carbonated beverages)
- Iced Tea

Grocery and Pre-packaged foods

- Large assortment of packaged grocery items:
 - Cereals
 - Canned goods
 - Condiments
 - Crackers
 - Fresh Breads
 - Ice Cream (take home and novelty)

- Frozen Meals
- Snacks
- Chips
- Dried Meat Jerky
- Nuts/seeds
- Confectionary
- Chocolate
- Non-chocolate
- Gums
- Hard Candies
- Novelty

Cold Vault

- Canned/bottled Soda
- Juices
- Energy Drinks
- Bottled Water
- Alcoholic Beverages
- Beer
- Wine
- Hard liquor (some stores with a limited selection)
- Fresh Dairy
- Fluid dairy
- Yogurt
- Butter
- Eggs
- Refrigerated Food Products
- Packaged Deli Meats and cheeses

Non – Food Items

- Cigarettes and tobacco
- Large assortment of health and beauty items
- Cleaning products
- Auto products
- Motor Oil
- Antifreeze
- Various auto fluids
- Home use paper products
- Stationary
- Film & batteries
- Cell phones/accessories

Bake In Store - (Some Stores – Refer to Plan)

- Basic Menu: Cookies, croissants and Danish – baked from frozen pucks
- Shelf life: up to 24 hours displayed unpackaged; up to 3-days displayed packaged and labeled
- Select stores will offer a limited breakfast menu
- Breakfast Sandwiches, (in-store cooked eggs, par-cooked and fully pre-cooked meats, cheeses and breads), par-cooked hashbrowns
- Shelf life: up to 2 hours held $\geq 140^{\circ}\text{F}$. Products will be discarded at the end of the held hot shelf life.
- The menu type will be identified in the Plan Review application.

Recommended Suppliers

Product assortment list may vary from store to store and area by area.
Refer to the plans submitted for specific store/program details
02.01.2020



7-ELEVEN, INC.

**INDIVIDUAL STORE
FRANCHISE AGREEMENT**

COMPLETED AGREEMENT ACKNOWLEDGMENT

Arpan Bharatbhai Patel, owner of 7-Eleven Store # 0001913 - 30153C hereby acknowledge that we have received, completed, and executed the Completed Agreement Acknowledgment, Form # 4400164, Edition 07/2008.

FRANCHISEE

AARNA24 Corporation

By

Arpan Bharatbhai Patel
Arpan Bharatbhai Patel (Nov 12, 2023 10:40 CST)

President/Secretary/Treasurer

Arpan Bharatbhai Patel

Date

Nov 12, 2023

By

Date

By

Date

By

Date

7-ELEVEN, INC.

By

Sandifer, Elizabeth Rachael (Rachael)
Sandifer, Elizabeth Rachael (Rachael) (Nov 12, 2023 1:53:33 CST)

Assistant Secretary/Franchise Specialist

Elizabeth Rachael Sandifer

Date

Nov 12, 2023

Form # 4400164 07/2008

Completed Agreement Acknowledgement

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MARKET/STORE # 0001913-30153C

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EXHIBITS:

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- B - 7-Eleven Equipment
- C - Intentionally left blank
- D - Selected Provisions
- E - Definitions
- F - Survivorship
- G - Required Proprietary Products
- H - Release of Claims and Termination
- I - Security Agreement
- J - Procedures for Selection of Third Party Reviewer and for Reviewing Vendor Negotiating

STORE FRANCHISE AGREEMENT

In consideration of the mutual promises and agreements contained in this Agreement, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Statement of Intent and Definitions.

(a) Statement of Intent.

(1) Franchising is a method of distributing goods or services in a consistent manner. The customer expects a similar shopping experience at a franchised business, regardless of its location or operator. By signing this Agreement, you acknowledge the importance of these concepts, and agree to participate in the 7-Eleven System, which promotes a uniform method of operating a convenience store. You recognize that a uniform presentation of a high quality 7-Eleven Image is critical to the customer's perception of the 7-Eleven System, and that you agree to contribute to that perception by operating your Store in compliance with this Agreement.

(2) You recognize the benefits to you and the 7-Eleven System (including the benefits of scale that a large chain gets from its high volume of purchases) of purchasing the products and services sold at your Store from common vendors and/or distributors. You agree to provide excellent customer service.

(3) You acknowledge and agree that providing excellent customer service is vital to the success of the 7-Eleven System and your Store, and that excellent customer service includes, among other things: (a) proficiency in the English language, (b) prompt, efficient and courteous service to all customers, and any other standards we identify from time to time.

(4) You agree that the 7-Eleven System is subject to modification based on changes in technology, competitive circumstances, customer expectations, and other market variables. Those changes to the 7-Eleven System may include changes in operating standards, products, programs, services, methods, forms, policies and procedures; changes in the design and appearance of the building, signage and equipment; changes to the 7-Eleven Operations Manual; and changes to the Service Mark and Related Trademarks.

(5) You recognize the advantages of the 7-Eleven System and wish to obtain a franchise for a 7-Eleven Store. You understand and acknowledge that an investment in the Store involves business risks and that your business abilities and efforts are vital to the success of the Store. You agree that the terms of this Agreement are acceptable to you, and are material and reasonable.

(b) Headings. The captions used in the paragraphs and subparagraphs of this Agreement are inserted only for purpose of reference. These captions will not govern, limit, modify or in any other manner affect the scope, meaning or intent of the provisions of this Agreement or any part thereof, nor will they otherwise be given any legal effect.

(c) Definitions. "We", "us", "our" or "7-Eleven" means 7-Eleven, Inc., the franchisor. "You" or "your" means the Franchisee, as defined more fully in Exhibit E. Initially capitalized terms used in this Agreement are defined in Exhibit E or in one of the other Exhibits to this Agreement.

2. Independent Contractor. You and we agree that this Agreement creates an arm's-length business relationship and does not create any fiduciary, special or other similar relationship. You agree: (a) to conspicuously identify yourself as the owner and operator of the Store and to hold yourself out to the public as an independent contractor; (b) to control the manner and means by which you operate the Store; and (c) to exercise complete control over and responsibility for all labor relations and the conduct of your agents and employees. You and your agents and employees: (i) are not and may not be considered or held out to be our agents or employees; or (ii) may not negotiate or enter any agreement or incur any liability in our name, on our behalf, or purporting to bind us or any of our or your successors-in-interest. Without in any way limiting the preceding statements, we do not exercise any discretion or control over your employment policies or employment decisions, and all employees of the Store are solely your employees. No actions you, your agents or employees take will be attributable to us or be considered actions obligating us.

3. Franchise Fee, Down Payment and Grand Opening Fee. You agree to pay us the Franchise Fee, the Down Payment and the Grand Opening Fee stated in Exhibit D upon the execution of this Agreement. Except as provided in Paragraphs 4 and 6 with respect to the Down Payment and Grand Opening Fee, and Paragraphs 4, 6, 26, and 27 with respect to the Franchise Fee, the Down Payment, the Franchise Fee and the Grand Opening Fee will be deemed fully earned and nonrefundable when paid in consideration for the administrative and other expenses we incur in granting the franchise.

4. Training; 7-Eleven Operations Manual.

(a) **Initial Training.** Prior to the Effective Date, you and any individual you designate as a manager for your Store must complete to our satisfaction the initial training program for operating a franchised 7-Eleven Store. If you are a corporation or other entity, you must at all times have a designated manager for the Store. If you franchise more than one 7-Eleven store, you must at all times have a designated manager for each additional Store. Any manager you designate must successfully complete our initial training program. If your designated manager ceases employment at your Store for any reason, the individual you designate as the replacement manager must complete our initial training program within the time period that we require, as may set forth and modified in the 7-Eleven Operations Manual from time to time. You will be responsible for paying all costs and expenses related to any initial training, including your employees' wages and benefits (if applicable), except our costs of providing the initial training. If you elect to obtain initial training for more than two (2) individuals at any time during the term of this Agreement, you will also be responsible for paying us an additional fee for such training in an amount we deem appropriate. If you or any of the individuals you designate as managers fail to complete the initial training program to our satisfaction prior to the Effective Date, or we determine that you will not be able to do so prior to the completion of the initial training, then: (a) the business relationship, if any, between us will immediately terminate; (b) this Agreement will not become effective; and (c) we will refund to you the Down Payment, the Franchise Fee and the Grand Opening Fee, without interest, after deducting any amount you owe us, including any initial training expenses for which we have reimbursed you or which we have paid on your behalf. You agree that if you incur any expenses in attempting to obtain a 7-Eleven Store franchise or if you rely in any other way on the possibility that you will obtain a franchise from us (including incurring out-of-pocket expenses other than those for which we may reimburse you under this Paragraph 4), you will have done so solely at your own risk, based on your own judgment and not in reliance upon any statements or representations from us or our agents or representatives.

(b) **Ongoing Training.** We agree to offer additional training that we deem necessary based on any changes that are made to the 7-Eleven System. You will be responsible for all expenses, including any computer programs we deem necessary, the costs of travel, lodging, meals and wages, incurred by your employees and other personnel in connection with any additional training program. You agree to participate in and complete to our satisfaction, and to train your employees on any additional training programs we make available relating to: (a) the proper sale of age restricted products or the sale of other products that are regulated and which could lead to a violation of law if not properly sold; and (b) other training programs we designate as required. We may make additional training programs available through computers or other electronic devices, and you will be required to use such equipment to complete additional training.

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(c) Employee Training. You agree that you are solely responsible for ensuring that your employees are at all times adequately trained in the operation of the 7-Eleven Store so that your employees can provide excellent customer service and properly carry out the operations of the Store in accordance with the 7-Eleven System and this Agreement.

(d) 7-Eleven Operations Manual. We agree to provide you with access to our 7-Eleven Operations Manual on the 7-Eleven Intranet through your in-Store computer, or through any other means we deem appropriate. The 7-Eleven Operations Manual contains suggestions and mandatory requirements regarding, among other things, the 7-Eleven System, providing excellent customer service, training, Store operations and accounting procedures. You acknowledge the importance of the 7-Eleven Operations Manual and agree to comply with all mandatory standards, specifications, operating procedures and other material contained in the 7-Eleven Operations Manual, as amended from time to time. We may modify the 7-Eleven Operations Manual at any time in our sole discretion. We may provide assistance and information to you through methods other than the 7-Eleven Operations Manual.

5. Ownership of 7-Eleven System; Confidentiality; Noncompetition.

(a) Ownership of 7-Eleven System. You acknowledge that we are and will remain the sole owner of all rights in and to the 7-Eleven System, the 7-Eleven Operations Manual, any information, manuals, materials, and any other confidential communications (whether in electronic or other form) provided to you concerning the operation of a 7-Eleven Store or related to the 7-Eleven System. You also acknowledge that you are acquiring no property interest in or other right to them, other than a license to use them during the Term of this Agreement. You agree to at all times treat the 7-Eleven Operations Manual and any other manuals, materials, confidential communications, and the information contained therein, as confidential and must maintain such information as secret and confidential in accordance with Paragraph 5(b) of this Agreement.

(b) Confidentiality. You agree at all times: (i) not to communicate, divulge or use the Confidential Information for the benefit of any other person or entity; (ii) not to use the Confidential Information for your own benefit, except in connection with the operation of the Store during the Term of this Agreement; and (iii) to divulge such Confidential Information only to those of your employees who must have access to it in order to operate the Store. Except as we may expressly permit in writing, you agree not to download, print, transmit via e-mail or any other means, copy, duplicate, record, or otherwise reproduce the Confidential Information, in whole or in part, or otherwise make the Confidential Information available to any unauthorized person. The agreement in this Paragraph 5(b) will survive the expiration, termination or transfer of this Agreement or any interest herein and will be perpetually binding upon you. At our request, you agree to obtain execution of agreements similar to those set forth in this Paragraph 5(b) from your employees, agents, independent contractors, and any other of your personnel who have received or will have access to the Confidential Information. Such agreements must be in the form that we require.

(c) New Developments. If you or your employees develop any new concept, process or improvement in the operation or promotion of the Store, you agree to promptly notify us and provide us with all necessary related information, without compensation. You hereby grant to us a perpetual royalty-free license to use and sublicense the use of any such concept, process or improvement in any way we choose.

(d) Noncompetition.

(1) In-Term Non-compete. Except as otherwise permitted by us in writing, during the term of this Agreement, you agree not to, for yourself, or through, on behalf of or in conjunction with any other person, partnership, corporation, limited liability company or other entity or association, maintain, operate, engage in, or have any financial or beneficial interest in, advise, assist, make loans to, or lease to, a Competitive Business which is, or is intended to be, located

within 1/2 mile of any 7-Eleven convenience store, except for any interest you: (a) had in a Competitive Business as of the Effective Date of this Agreement; or (b) have in a Competitive Business located within 1/2 mile of a 7-Eleven convenience store that you owned prior to our opening of such 7-Eleven convenience store.

(2) Nothing in this Paragraph 5(d) will prevent you from owning, for investment purposes only, an ownership interest in a business entity as a passive investor without any involvement in the operations of such business entity.

(3) You and we agree that the foregoing agreement contains reasonable limitations as to time, geographical area and scope of activity to be restrained and does not impose a greater restraint than is necessary to protect our goodwill or other business interests. Such agreement will be construed as independent of any other agreement or provision of this Agreement. If all or any portion of an agreement in this Paragraph 5(d) is held unreasonable or unenforceable by a court having valid jurisdiction in an unappealed final decision to which we are a party, you agree to be bound by any lesser agreement imposed by or resulting from the court order as if the resulting agreement were separately stated in and made a part of this Paragraph 5(d).

(4) You acknowledge that we will have the right, in our sole discretion, to reduce the scope of any agreement in this Paragraph 5(d) without your consent, effective immediately upon notice to you, and you agree to promptly comply with any agreement as so modified.

(5) You agree that the existence of any claims you may have against us, whether arising under this Agreement or otherwise, will not constitute a defense to the enforcement by us of this Paragraph 5(d).

(6) You acknowledge that any breach of any of the terms of the covenant contained in Paragraph 5(d) will result in irreparable injury to us and that we are entitled to injunctive relief to prevent any such breach.

6. Effective Date.

(a) Commencement of Obligations. Your and our rights and obligations derived from the grant of the franchise and the right to become part of the 7-Eleven system of franchisees (including those set forth in Paragraphs 7(a), 8, 10, 11, 12, 14, and 17) will begin as of the Effective Date. All of your and our other rights and obligations (including, without limitation, those in Paragraphs 4, 5, 6, 7(b), 18, 19, 25, 26, 27, and 28) will become effective as of the date that the last party executes this Agreement.

(b) Conditions to Occurrence of Effective Date. We agree to use our best efforts to make the Store available to you within a reasonable time. However, you agree that, in order for the Effective Date to occur, all of the following conditions must be met to our sole satisfaction on or before the date the Store becomes available: (1) you and any individual you designate as a manager of your Store must be certified by us as having satisfactorily completed the initial training program; (2) you will have paid us all amounts you owe us under this Agreement; (3) all licenses, permits, and bonds required by applicable laws or regulations or by us for the operation of the Store (or any portion of the Store) must be available and, where possible, obtained; (4) you will not have granted a security interest in the Collateral or the franchise to anyone except us or our Affiliate; (5) you will not have made any misrepresentation to us in connection with obtaining the 7-Eleven Store franchise; and (6) you will not have taken any action that would be, or is, a breach of this Agreement.

(c) Failure to Meet Conditions for Effective Date to Occur. If (1) you fail to meet any of the conditions contained in Paragraph 6(b); (2) the Store is not available within ninety (90) days after you satisfactorily complete initial training; or (3) the Effective Date does not occur within one hundred-twenty (120) days after the date you and we signed this Agreement (or, if the Store is under construction, within thirty (30) days after the completion date, if such date is later

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than one hundred-twenty (120) days after you and we signed this Agreement), then, except for your post-termination obligations and Paragraph 5, this Agreement will not become effective and will be null and void and of no further force or effect, unless you and we agree in writing otherwise. If this Agreement does not become effective as provided in this Paragraph 6(c) through no fault of yours, then we agree to refund the Down Payment, the Franchise Fee and the Grand Opening Fee to you, without interest, minus any amount you owe us as provided in this Agreement.

7. License.

(a) **Grant of License.** As of the Effective Date, we grant to you, upon the terms and conditions in this Agreement, the right and license, and you accept the right and obligation, to operate a 7-Eleven Store at the Store location identified in Exhibit A in accordance with this Agreement under the Service Mark, Related Trademarks, and the 7-Eleven System and to use the Trade Secrets and the Proprietary Products in connection with the operation of the Store.

(b) **Reserved Rights.** You agree that this Agreement does not grant you any exclusive or protected territory. You further acknowledge that we are not obligated to grant any additional franchises to you. This Agreement does not grant you the right or license to operate the Store or to offer or sell any products or services offered and sold by 7-Eleven Stores at or from any location other than the Store location identified in Exhibit A or through any other channel or method of distribution other than a 7-Eleven Store, including by or through the Internet or similar electronic media. You agree that we and our Affiliates retain all other rights, including the right to establish and operate, and to grant others the right to establish and operate, convenience or other stores under the Service Mark and Related Trademarks, any trade names, and other service marks and trademarks, at any site other than the Store location, including sites that are adjacent or proximate to the Store location. We and our Affiliates also retain the right to offer and sell, and grant others the right to offer and sell, any products and services similar or dissimilar to those offered by 7-Eleven Stores, whether identified by the Service Mark, Related Trademarks or by other trademarks, trade names or service marks, through any other channel or by any other method of distribution, including by or through the Internet or similar electronic media, on any terms and conditions we deem appropriate. If we decide to subcontract to you (and you agree to accept) certain of our obligations in connection with the sale of products and/or services over the Internet, we will compensate you for your efforts to fulfill those obligations in a reasonable amount to be mutually agreed upon by you and us, otherwise there is no obligation to share any revenues with you related to the sale of products and/or services over the Internet or through any other channel or method of distribution.

8. Lease.

(a) **Lease of Store and 7-Eleven Equipment; Use of 7-Eleven Equipment.**

(1) Beginning on the Effective Date, we lease the Store and 7-Eleven Equipment to you solely for the operation of a franchised 7-Eleven Store pursuant to this Agreement and in accordance with the 7-Eleven System. You agree to comply with all local, state and federal laws, statutes, regulations, ordinances, and rules of any applicable governmental entity with respect to the operation, use, repair and possession of the Store and the 7-Eleven Equipment.

(2) If we currently own the Store, we may sell the Store and lease it back or enter into other similar transactions in connection with a financing of the Store or the improvements. If we currently lease the Store, then the Lease to you is a sublease and certain provisions of the master lease are included on Exhibit A. If we are not currently leasing the Store but we lease it in the future, the Lease to you will be a sublease, and we will amend Exhibit A to summarize certain provisions of the master lease. You agree to comply with all terms and provisions of the master lease referred to in Exhibit A and not cause a breach of any such master lease. We reserve from the Lease and/or common area such portions thereof, if any, as we may elect to use for: the installation of banking or other similar equipment, attended or

self-service gasoline, attended or self-service car washes, electric vehicle charging stations, a photo kiosk, signs or bill boards, or telecommunications towers and other telecommunications equipment of any type, and any additional areas that we consider necessary for the installation, maintenance, repair, and operation of related equipment. You agree to give us unobstructed non-exclusive rights to enter and exit in connection with these reserved rights. You agree that we may remodel the Store at any time in accordance with one of our remodel programs and that you cannot remodel the Store without our prior written consent.

(3) If we currently own the 7-Eleven Equipment, we may sell it and lease it back or enter into other similar transactions in connection with a financing of the 7-Eleven Equipment. If we currently lease the 7-Eleven Equipment, then the Lease to you is a sublease, and certain provisions of the master lease are included on Exhibit B. If we are not currently leasing the 7-Eleven Equipment but we lease it in the future, then the Lease to you will be a sublease, and we agree to amend Exhibit B to summarize certain provisions of the master lease. You agree to comply with all terms and provisions of the master lease referred to in Exhibit B and not cause a breach of any such master lease. We may, at our option, remove or replace any of the 7-Eleven Equipment or add new 7-Eleven Equipment, including cash registers and point of sale computers and 7-Eleven Equipment of a type or category other than that which currently exists. Any new or additional 7-Eleven Equipment will be added to the list of 7-Eleven Equipment on Exhibit B or we agree to otherwise provide you with electronic or written notice of such changes to the 7-Eleven Equipment. You agree to, at all times use, as we require, all 7-Eleven Equipment currently in the Store or that we add to the Store. The use of the 7-Eleven Equipment may require you to incur costs in connection with the operation of such 7-Eleven Equipment, including, without limitation, maintenance expenses, making Purchases, subscription fees for in-store music services, and other expenses. We may provide you with replacement Equipment if certain Equipment is damaged or becomes inoperable. If we do so, and if you fail to promptly return the damaged or inoperable equipment to us, we may charge you for the cost of the replacement Equipment by debiting your Open Account.

(4) You may not modify, alter, remodel or add to the Store or 7-Eleven Equipment or discontinue using any of the 7-Eleven Equipment required under the 7-Eleven System without first obtaining our written consent. You may not use the 7-Eleven Equipment other than in connection with the operation of the Store.

(b) Third Party Beneficiary. You are not a third-party beneficiary of, and will have no right directly or independently to enforce, any master lease. Such rights are reserved to us to exercise in our sole discretion on a case by case basis. We are not assigning to you any rights of exclusivity or non-competition or any other rights or remedies under any master lease, and we may elect to enforce, or not to enforce, our rights under any master lease (including rights of exclusivity and non-competition), in our sole discretion. In the event we elect to enforce such rights, any proceeds paid to us as a result will be first applied to reimburse us for our attorneys' fees and costs incurred. Any remaining proceeds resulting from a finding in our favor with respect to breaches of exclusivity or non-competition covenants in the master lease will be credited to your Open Account after deducting from such proceeds the amount determined by multiplying the remaining proceeds by the percentage used to calculate the 7-Eleven Charge. However, our agreement to share proceeds resulting from our enforcement of such provisions in any master lease does not imply that you have any rights or remedies under the master lease.

(c) **DISCLAIMER OF WARRANTIES. YOU AGREE TO TAKE ALL OF THE STORE AND 7-ELEVEN EQUIPMENT LEASED UNDER THIS AGREEMENT IN "AS-IS" CONDITION, WITH ALL FAULTS AND DEFECTS, SUBJECT TO THE MASTER LEASE, IF ANY, AND ALL DOCUMENTS OF RECORD AFFECTING THE STORE AND THE 7-ELEVEN EQUIPMENT. WE MAKE NO WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE STORE AND THE 7-ELEVEN EQUIPMENT, INCLUDING WARRANTIES OF HABITABILITY, MERCHANTABILITY, SUITABILITY OR FITNESS FOR A PARTICULAR PURPOSE, QUIET ENJOYMENT, NON-DISTURBANCE, INTERFERENCE OR INFRINGEMENT.**

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(d) Condemnation Awards. We will be entitled to all awards paid in connection with any condemnation affecting the Store and, to the extent necessary to effectuate this provision, you assign to us all rights in any condemnation award to which you may be entitled, whether for loss of profits, goodwill, moving expenses, loss of leasehold or otherwise. Any proceeds from a condemnation award paid to us will be first applied to pay our attorneys' fees and costs incurred. Provided you do not Transfer or receive a Refund pursuant to Paragraph 26(e), any remaining condemnation award proceeds specifically attributed to the "goodwill of the Store as a going concern" will be credited to your Open Account after deducting from such proceeds the amount determined by multiplying the remaining proceeds by the percentage used to calculate the 7-Eleven Charge.

(e) Breach of Lease. You and we intend to create only a landlord-tenant/lessor-lessee relationship with respect to the Lease provided herein. If you breach this Agreement, then we will be entitled (in addition to any other rights under this Agreement) to invoke all judicial and other rights and remedies available to a landlord or lessor, at law or in equity, including summary proceedings for possession of leased property; the right to appointment of a receiver or similar remedies; and/or the right to terminate, cancel, or declare a forfeiture of this Lease. If you receive notice of breach, non-renewal or termination from us and you fail to vacate the Store and surrender the 7-Eleven Equipment prior to the effective date of termination stated in the notice, then you will be deemed to be a tenant at sufferance and a trespasser, you agree to immediately vacate and surrender the Store and the 7-Eleven Equipment, and you will not be entitled to any notice to quit or vacate.

9. **Term**. Unless sooner terminated as provided in Paragraph 26, the Term of this Agreement will end on the Expiration Date.

10. **7-Eleven Charge**.

(a) 7-Eleven Charge. You agree to pay us the 7-Eleven Charge for the License, the Lease and our continuing services. The 7-Eleven Charge is due and payable each Collection Period with respect to the Receipts from that Collection Period at the time the deposit of those Receipts is due. We may reconcile the 7-Eleven Charge account reflected in the Financial Summaries on a monthly or other periodic basis. At the reconciliation, we may make appropriate adjustments for changes in hours of operation or other items necessitating an adjustment to the total 7-Eleven Charge for the Accounting Period or any portion thereof. You may not withhold Receipts or prevent payment of the 7-Eleven Charge to us on the grounds of the alleged non-performance or breach of any of our obligations to provide services to you or any other obligations to you under this Agreement or any related agreement.

(b) Adjustment to 7-Eleven Charge for Failure to Meet Recommended Vendor Purchase Requirement. If at any time during the Term of this Agreement we determine based upon data available to us ("Determination Date") that your total Purchases of all products, and, separately, total purchases of cigarettes, do not meet the Recommended Vendor Purchase Requirement for any consecutive three (3) full Accounting Periods, you agree that we may unilaterally amend this Agreement to increase the percentage used to calculate your 7-Eleven Charge by two (2) percentage points for the Accounting Period next following the Determination Date, regardless of whether you meet the Recommended Vendor Purchase Requirement for such Accounting Period. For example, if 50% was used to calculate your 7-Eleven Charge before the increase, 52% will be used to calculate your 7-Eleven Charge after the increase. After the Accounting Period in which the increased percentage is applied, the percentage previously used to calculate the 7-Eleven Charge may be reinstated; provided, however, that such percentage may be increased again pursuant to this Paragraph 10(b) if you fail to meet the Recommended Vendor Purchase Requirement for any other consecutive three (3) full Accounting Periods during the Term.

(c) Adjustment to 7-Eleven Charge upon Declaration of Invalidity of Certain Provisions. If any part of

Paragraphs 15, 16 and/or 22 is declared invalid by a court of competent jurisdiction and we do not terminate this Agreement under Paragraphs 31(e) and 26(a)(12), then you agree that we may unilaterally amend this Agreement to increase the percentage used to calculate your 7-Eleven Charge by two (2) percentage points for the remainder of the Term of this Agreement. If we elect to terminate this Agreement under Paragraphs 31(e) and 26(a)(12), we will offer you a different 7-Eleven franchise agreement, which you do not have to accept, with a term equal to the term then-remaining under this Agreement, the terms of which will take into account the current economic situation, the effect of the court's final decision, and such other factors as we deem appropriate.

If we adjust your 7-Eleven Charge pursuant to Paragraph 10(b) or 10(c) above, then you will continue to pay the Advertising Fee pursuant to Paragraph 22(a) during the period of the adjustment. If we adjust your 7-Eleven Charge pursuant to Paragraph 10 (c) above, then you will continue to pay the Advertising Fee if allowed by the Court's decision.

11. Your Withdrawals. Provided that you are not in breach of this Agreement, you may withdraw from the Open Account an amount up to your Available Withdrawal Amount. We may set forth in the 7-Eleven Operations Manual processes for how withdrawals will be processed.

12. Bookkeeping and Financial Matters.

(a) Bookkeeping; Inspection of Records. We have the right to maintain Bookkeeping Records with respect to your operation of the Store as part of our records. You may perform or obtain any additional bookkeeping you wish. Either party may inspect records of the operation of the Store prepared or obtained by the other party where the records are maintained during normal business hours.

(b) Deposits; Cash Payments for Daily Purchases/Operating Expenses; Payment Methods.

(1) You agree to:

(i) properly prepare and date the Cash Report and submit it daily or at other times we specify;

(ii) deposit all Receipts into Store safes or other currency control devices as designated by us before depositing such Receipts in the Bank or an approved night depository;

(iii) deposit the Receipts for each Collection Period within twenty-four (24) hours after the end of the Collection Period in the Bank or approved night depository, except for cash you spend from that day's Receipts for Purchases or Operating Expenses paid on that day, provided that you properly report, and provide us with invoices related to, such cash expenditures for Purchases and/or Operating Expenses; and

(iv) deliver to us, at the times we specify, written verification by the Bank of the deposit (this verification must be dated as of the next day the bank is open for business immediately following the end of the Collection Period).

(2) If we request, you agree to deliver the Receipts (except for authorized and documented cash expenditures for Purchases and Operating Expenses) to us rather than depositing the Receipts in the Bank. We have the right at any time to require that you cease paying for Purchases and/or Operating Expenses with cash out of the Receipts or limit those Purchases and/or Operating Expenses that you are permitted to make with cash out of the Receipts.

(3) You understand and agree that we may withdraw or use for our benefit any amounts you deposit in the Bank or deliver to us at any time, without paying any interest or other compensation to you. You agree that we have the right to apply Receipts first to the payment of the 7-Eleven Charge and then to amounts that we pay on your behalf. We

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will pay interest on credit balances in the Open Account as specified by Paragraph 13(c).

(4) You agree to accept payment for all goods and services at the Store by use of cash, checks, food stamps, specified credit cards, charge cards, fleet cards, debit cards, pre-paid cards, coupons, designated 7-Eleven customer loyalty program rewards, mobile or electronic payment, or any other payment methods used by customers that we may require from time to time.

(c) Reports and Other Bookkeeping Information.

(1) You agree to prepare and furnish to us, on forms, at times (including at each courier pick-up), and in the manner (including submission in an electronic format) that we require:

- (i) daily summaries of Purchases;
- (ii) daily reports of Receipts;
- (iii) all information we request regarding the vendors from which you make purchases;
- (iv) actual sales data; and
- (v) all additional reports that we may reasonably require from time to time.

(2) We may require you to prepare or furnish any required reports using in-store computers, cash register equipment or other types of equipment in the Store.

(3) You agree to deliver or furnish to us, with the frequency and at the times we require, copies of bank drafts, vendor and other receipts, invoices for Purchases, and receipts and bills for Operating Expenses. You also agree to keep us currently advised electronically or in writing, as we specify, of all your actual retail selling prices (which you alone will set) and of all discounts, allowances, and/or premiums you receive. In addition, you agree to use electronic equipment we provide to order, check-in and scan all products that are capable of being handled in those ways. You further agree to keep (for such time period that we specify from time to time, such time period not to exceed seven (7) years) and make available to us any records, electronic documents, or other documents relating to the operation of the Store that we request you to retain and/or make available. You acknowledge that we are relying on the accuracy of all information you provide relating to the operation of the Store. You agree that all information that you provide will be truthful, accurate, complete, and in compliance with all applicable laws and with all policies or requirements we implement from time to time, provided that any changes in policies or requirements will not change the fundamental requirements of Paragraph 12(c)(1). A further description of bookkeeping practices to be used at the Store and our bookkeeping dispute resolution procedures are included in the 7-Eleven Operations Manual; however, such bookkeeping dispute resolution procedures do not supersede the dispute resolution provisions contained in Paragraphs 29 and 30, and we are not required to comply with such bookkeeping dispute resolution procedures as a condition to the exercise of our rights under Paragraphs 29 and 30. We may require you to: (i) certify annually that you are (a) verifying the eligibility of your employees to work in the United States, including, but not limited to, obtaining valid Form I-9 documentation for all employees and completing electronic verification of all your current and prospective employees through one or more state or federal on-line systems we may designate that verify the eligibility of such employees to work in the United States, and (b) in compliance with all applicable laws relating in any way to the operation of the Store, including, without limitation, all wage and hour and immigration laws; (ii) make available to us any records, electronic documents, or other documents relating to the operation of the Store that we request in support of such certification; and (iii) engage independent auditors at your expense that we designate or approve to confirm the accuracy of such certification.

(d) Electronic Invoices. If we have an arrangement with any of your vendors to pay for Purchases through

Electronic Invoices, you agree not to pay, or request that we pay, such vendors in any manner other than through Electronic Invoices in accordance with our requirements related to Electronic Invoice payments.

(e) Financial Summaries and Assistance That We Provide You. If you are not in Material Breach of this Agreement, we may: (1) provide you with Financial Summaries; (2) enable payment, on your behalf and in accordance with the vendors' payment terms, after you approve and submit them to us, bank drafts and invoices for Purchases (as verified by the vendor statements or the appropriate vendor), and bills for Operating Expenses; provided, however, that we have the right to immediately pay all Electronic Invoices upon receipt and without your prior approval, subject to your right to dispute the accuracy of such Electronic Invoices with the vendor after payment; and (3) assist you in preparing and filing your business tax reports and returns (except your income tax, related personal tax returns, and governmental census reports) to the extent the information is available from the Bookkeeping Records. You authorize us to collect discounts and allowances that were not already deducted from invoices, and to charge you for the market value of any premiums you receive based upon Purchases. You acknowledge that we may prepare Interim Financial Summaries at any time.

(f) 7-Eleven Store Information System. You agree to use the 7-Eleven Store Information System in connection with your operation of the Store in accordance with our requirements. You agree that we own all information and data compiled by or stored in the 7-Eleven Store Information System, and that we will have electronic access to, and the right to use in any manner we elect (including selling and retaining all proceeds from such sales) the information compiled and managed by or stored in the 7-Eleven Store Information System or any other store information systems used at or by the Store at the times and in the manner that we specify. You may not in any way use or disclose all or any part of the information or data compiled by or stored in the 7-Eleven Store Information System, except in connection with your operation of the Store and as needed to effectively work with your Store suppliers. You may not sell all or any part of the information or data compiled by or stored in the 7-Eleven Store Information System to any individual or entity.

13. Open Account; Financing; and Minimum Net Worth.

(a) Open Account. As part of the Bookkeeping Records, we agree to establish and maintain an Open Account for you. You agree to pay us any unpaid balance in the Open Account upon expiration or termination of the Agreement or earlier as provided in Paragraph 13(b). We will debit all Purchases, Operating Expenses, withdrawals you make and amounts you owe us which relate directly or indirectly to the operation of the Store to the Open Account for the Accounting Period in which we receive invoices, reports or other information with respect to such Purchases, Operating Expenses and amounts you owe us, regardless of when we pay such amounts for you. We will debit the difference between the Down Payment and the unpaid balance on your initial investment to the Open Account. We will credit all Receipts to the Open Account for the Accounting Period in which the Cash Report relating to those Receipts is dated, provided that you properly deposit those Receipts in the Bank, deliver them to us, or otherwise properly account for them as provided in this Agreement. We may also credit any other amounts we owe you to the Open Account. We will compute the balance in the Open Account in the manner we consider appropriate on a monthly basis or at any time during an Accounting Period that we consider it necessary. We will show the Open Account balance in the Financial Summaries or Interim Financial Summaries that we prepare for each Accounting Period (or any portion thereof).

(b) Financing. We agree to finance any unpaid balance in the Open Account as a loan to you, provided that (1) you are not in Material Breach of this Agreement; (2) you have granted us, and we continue to have, a first lien on the Collateral; and (3) you have executed a Security Agreement and financing statements (including any renewal or continuation financing statements that we require). If at any time there has been a Material Breach by you or we believe that any of the conditions set forth above are not met or if we reasonably believe that our security interest is threatened, we may discontinue the financing described above. If we do so, you agree to immediately pay us the unpaid balance in the Open Account.

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(c) Interest. If we provide financing on the unpaid balance in the Open Account as described above, then the amount of the unpaid balance in the Open Account at the beginning of each Accounting Period will bear interest for the number of days in the then-current Accounting Period at the rate specified in Exhibit D. If there is a credit balance in the Open Account at the beginning of any Accounting Period, then the amount of the credit balance will bear interest for the number of days in the then-current Accounting Period at the rate specified in Exhibit D. We will credit or debit, as applicable, to the Open Account an amount equal to the accrued interest. However, at our sole option, we may limit the credit balance amount in the Open Account upon which we will pay interest to you upon notice to you. Any such notice will be effective three (3) days after we send such notice to you, and such notice will advise you of your right to withdraw the full current credit balance in the Open Account. We will pay you interest as determined under this Paragraph 13(c) on the current credit balance until the notice is effective.

(d) Minimum Net Worth.

(1) You agree to maintain at all times a Minimum Net Worth of at least ten thousand dollars (\$10,000).

(2) If you operate more than one (1) franchised 7-Eleven Store and your franchise agreement(s) covering such stores so provide(s), then the Minimum Net Worth requirement of your second and subsequent franchised 7-Eleven Stores is five thousand dollars (\$5,000). You further agree that we may transfer Net Worth in excess of the Minimum Net Worth in one (1) of your 7-Eleven Stores to another of your 7-Eleven Stores which has a Net Worth below the Minimum Net Worth, or directly to us if the other Store's Franchise Agreement is terminated or expires and there was an unpaid balance in the Open Account at the time of termination or expiration.

14. Audit Rights. We have the right, at our option, to enter the Store and conduct Audits and other inspections: (1) during hours that the Store is required to be open upon seventy-two (72) hours' notice or (2) at any time and without notice (a) after we learn of a Robbery, Burglary, theft, mysterious disappearance of Inventory, Receipts and/or all or any portion of the Cash Register Fund, or casualty; (b) if you fail to properly account for Receipts or report Purchases and/or Operating Expenses within the time periods provided for in this Agreement; (c) if Net Worth is less than the Minimum Net Worth required under Paragraph 13(d); or (d) if the last Audit we conducted reflects an Inventory Overage or Inventory Shortage of more than one percent (1%) of the Retail Book Inventory. You and we acknowledge that accurate Audits may be made while the Store is open for business, and you agree to cooperate with us and our representatives in conducting the Audit. You agree that, if you operate more than one (1) franchised 7-Eleven Store, and we are properly conducting an Audit at one (1) of your Stores, then we have the right to simultaneously conduct Audits of all of your 7-Eleven Stores, regardless of whether the conditions for Auditing your other 7-Eleven Stores have been met. Both parties shall receive copies of the report on each Audit. Audits shall be binding twenty-four (24) hours after receipt of such report unless either party gives notice that such party believes the Audit to be incorrect. If such notice is given, either party may cause a re-Audit to be performed within a reasonable period of time. If any such re-Audit conducted for you becomes binding and results in an adjustment in any Inventory Shortage or Inventory Overage reflected by the last Audit of more than 2% of the Retail Book Inventory, we agree to bear the reasonable cost of such re-Audit. In all other cases, you shall bear the full cost of any re-Audit. Notwithstanding anything to the contrary contained in this Agreement, we have the right to reverse any Inventory Overage that would be reflected on the Bookkeeping Records for the Store.

15. Merchandising and Inventory; Recommended Vendors.

(a) Initial Inventory. On or before the Effective Date, we agree to: (a) procure the initial Inventory which you will purchase for its Cost Value, except in the case of consigned merchandise; (b) debit your Open Account for any prepaid Operating Expenses; and (c) provide other services we deem reasonably necessary to prepare the Store to open for business.

(b) Ongoing Inventory and Categories. After the Effective Date, you agree to at all times during the Term of this Agreement carry at the Store all Categories of Inventory that we specify. You may delete any Category if such Category does not meet sales goals that we establish, provided that you obtain our prior written consent, which consent will not be unreasonably withheld. You agree to carry, use and offer for sale at the Store only the Inventory and other products that are consistent with the type, quantity, quality, and variety associated with the 7-Eleven Image and as we specify in the Agreement. You agree to comply with all of our standards and specifications for all Inventory, including Proprietary Products and other products and services carried, used or offered for sale at the Store.

(c) Proprietary Products. You agree that we have developed and may develop for use in the 7-Eleven System certain Proprietary Products all of which are proprietary to us and which constitute our Trade Secrets. You acknowledge the importance of the Proprietary Products to the 7-Eleven System, and agree to maintain in the Store at all times a Reasonable and Representative Quantity of all Proprietary Products listed in Exhibit G or otherwise in writing. We may change the Proprietary Products that you are required to offer from time to time upon reasonable notice (delivered in electronic or other form) to you by providing you with written notice of the change in the Proprietary Products that you are required to offer. Effective beginning thirty (30) days after we notify you of the change, you agree to carry and offer for sale the new or modified Proprietary Products.

(d) Product Packaging and Display. If we require that a product (including a Proprietary Product) be sold in a standardized container or special packaging (including a container or package that bears the Service Mark), or be sold using certain display cases, equipment, or other related components (including bags and napkins), you may use only the standardized containers, packaging, display cases, equipment and other components that conform to the type, style and quality we specify and that bear any distinctive identification we may designate. You agree to properly account for these items as required by this Agreement and to carry all components designated by us as necessary for displaying and selling any Proprietary Product. You may use containers, packaging, display cases, equipment and related components designated for use in connection with designated Proprietary Products only in connection with the offer, sale or promotion of designated Proprietary Products, unless you obtain our prior written permission.

(e) Nationally/Regionally Promoted Products and Exclusive Products. You agree to carry at the Store a Reasonable and Representative Quantity of all designated (i) nationally or regionally advertised or promoted products that are supported by electronic or published media and (ii) products that are exclusive to 7-Eleven in the convenience store channel. You agree to carry the products specified in (i) and (ii) above during the entire duration of the national or regional advertising or promotional campaign or period of exclusivity, as applicable. Notwithstanding the foregoing, you may discontinue carrying any nationally or regionally advertised or exclusive products if such products do not meet sales goals that we establish and you follow the process we establish for determining whether the items meet such goals. The method for determining sales goals and the process for deletion for such products will be included in the 7-Eleven Operations Manual. This Paragraph 15(e) shall not apply to Proprietary Products.

(f) Suggested Retail Selling Prices. We may suggest retail selling prices for Inventory items and services that you offer at your Store. You have no obligation to sell Inventory items and services at our suggested retail selling prices, but you agree to accurately and timely report to us your actual retail selling prices as required by this Agreement.

(g) Vendor Requirements.

(1) You agree to purchase your Inventory and other products and services only from Bona Fide Suppliers. Except for shares in publicly-traded companies, you agree not to have or maintain any ownership or voting interest in any vendor from which your Store purchases Inventory, unless we otherwise consent in writing.

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(2) You agree to at all times during the Term purchase at least eighty-five percent (85%) of your total Purchases and, separately, eighty-five percent (85%) of your cigarette purchases, both computed monthly at cost, from Recommended Vendors in compliance with the Recommended Vendor Purchase Requirement, which is further defined in Exhibit E.

(3) You acknowledge the value, importance, and benefits to the 7-Eleven System of a uniform method and close control of production, distribution, and/or delivery of Proprietary Products. You agree to purchase all of your requirements for such Proprietary Products solely from or through a source (including manufacturers, wholesalers, and distributors) we designate or from us. You agree not to offer or sell at the Store any products which directly compete with the Proprietary Products we designate as exclusive, unless you obtain our prior written consent.

(h) Recommended Vendor Procedure. If you want a Bona Fide Supplier who is not currently a Recommended Vendor to become a Recommended Vendor, you or the Bona Fide Supplier must submit to us a written request for approval and comply with the Recommended Vendor procedure set forth in this Paragraph 15(h). Upon our receipt of your request to have a Bona Fide Supplier become a Recommended Vendor, we agree to review the qualifications of the Bona Fide Supplier, after submission of all necessary data and adequate cooperation, to determine whether the Bona Fide Supplier meets our reasonable business and related requirements for a Recommended Vendor. We reserve the right to determine, in our sole discretion, whether a Bona Fide Supplier meets the necessary requirements to become a Recommended Vendor. The process for Recommended Vendor approval and the general requirements a Bona Fide Supplier must meet to become a Recommended Vendor are set out on the 7-Eleven Intranet. We reserve the right to revoke our approval of a Bona Fide Supplier as a Recommended Vendor if the Bona Fide Supplier fails to continue to meet any of our then-current criteria. We are not required to approve any particular Bona Fide Supplier as a Recommended Vendor. We will provide you with at least fifteen (15) days' notice of any new Recommended Vendors.

(i) Designated Service Vendors. We may require you to use only designated vendors that provide equipment as an integral part of certain services that are offered at your 7-Eleven Store, including pay telephone services, automated teller machines (ATMs), and other financial and/or electronic services. You agree to comply with our reporting requirements with respect to such services and revenue derived from the sale of such services, as those requirements may be modified from time to time.

(j) Our Vendor Negotiating Practices and Treatment of Discounts and Allowances.

(1) In negotiating our contracts with Recommended Vendors and manufacturers (in either case "Vendor") for products and services sold in 7-Eleven Stores, we will take the following steps.

(i) We agree to make a commercially reasonable effort to obtain the lowest cost for products and services available from such Vendor to 7-Eleven Stores on a Market Basket Basis by identifying all available discounts, allowances and other opportunities for price adjustments. We make no guarantee, warranty, or promise that we will obtain the best pricing or most advantageous terms on behalf of 7-Eleven Stores. We also do not guarantee the performance of suppliers and distributors to 7-Eleven Stores, and are not responsible or liable if the products or services provided by a supplier or distributor fail to conform to or perform in compliance with our contractual terms with the supplier or distributor.

(ii) We will then determine whether or not to accept any discounts, allowances and other opportunities for available price adjustment by:

- ┆ evaluating the limitations, restrictions and conditions placed on the adjustment by the Vendor, and

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- └ taking into consideration whether the nature and requirements of a particular Vendor's offer is consistent with our business concept and strategies.

If we decide to accept an allowance, we will ask the Vendor to lower the cost for products and services available from such Vendor to 7-Eleven Stores in lieu of providing the allowance. If the Vendor advises us that it will not lower the cost of its products and services and we decide to accept the allowance, we will do so according Paragraph 15(j) (1) (iii) through (vi).

(iii) If cooperative advertising allowances are available from the Vendor and the Vendor advises us that it will not lower the cost of its products and services to 7-Eleven Stores in lieu of providing such cooperative advertising allowances, then we will accept and use such cooperative advertising allowances as designated by the Vendor.

(iv) If there are any other allowances available from the Vendor and the Vendor advises us that it will not lower the cost of its products and services to 7-Eleven Stores in lieu of providing such allowances, then we will request that the Vendor provide such allowances as cooperative advertising to be used as designated by the Vendor.

(v) If the Vendor advises us that it will not provide such other allowances as cooperative advertising, then we will accept and use such allowances as designated by the Vendor.

(vi) We will request from the Vendor written confirmation that the Vendor will not lower the cost of its products and services to 7-Eleven Stores in lieu of providing any available allowances.

(vii) We will use commercially reasonable efforts to include in all of our contracts with Recommended Vendors provisions for minimum standards for in-stock rates, assortment, delivery time windows, quality standards, customer assistance and other standards designed to assist the Store, as well as incentives for the Recommended Vendor for meeting the standards and penalties for failure to comply with such standards.

(2) Anything in this Paragraph 15(j) or Exhibit J to the contrary notwithstanding, we will treat all discounts and allowances in the manner provided for in the definition of Cost of Goods Sold set forth in Exhibit E.

(k) Review of Vendor Negotiating Practices and Treatment of Discounts and Allowances. We agree to pay the reasonable costs, up to a total of \$75,000 per calendar year, incurred by the Franchisee Selection Committee (defined in Exhibit J) in relation to the retention of an independent third party ("Third Party Reviewer") as provided in Exhibit J and for the conduct of the review contemplated by Exhibit J, each in accordance with the procedures set forth in Exhibit J. You agree that (i) the dispute resolution procedures set forth in Exhibit J are the exclusive procedures for resolving any disputes relating to or arising from our undertaking under Paragraph 15(j)(1) and (2); (ii) the review process contemplated by this Paragraph 15(k) shall be the sole remedy for any breach or alleged breach of Paragraphs 15(j) and (k); and (iii) in no event will you be entitled to recover monetary damages or equitable relief for our failure to meet our obligations under Paragraph 15(j)(1) or under the definition of System Transaction Amounts in Exhibit E and the damages that you may be entitled to based upon our failure to meet our obligations under Paragraph 15(j)(2) are limited, all as provided in Exhibit J.

16. 7-Eleven Foodservice Standards.

(a) Compliance with 7-Eleven Foodservice Standards. You agree to operate the Store, including the Foodservice Facility, at all times in compliance with the 7-Eleven Foodservice Standards and in compliance with all applicable laws, regulations and codes, including the U.S. Food & Drug Administration Model Food Code.

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(b) 7-Eleven Foodservice Standards Related to Fresh Foods. Without limiting the generality of Paragraph 16(a), you agree to comply with all of our merchandising and shelf life requirements with respect to Fresh Foods and to purchase Fresh Foods only from Recommended Vendors.

(c) Foodservice Certification Standards. Where required by applicable laws or regulations, you agree to cause all Store employees to be certified as qualified to work in the Foodservice Facility before they begin work there and prominently display the certificates evidencing each employee's certification.

(d) Quality Inspections. We will have the right to enter the Store premises at any time during the times in which the Store is required to be open for the purpose of conducting inspections to determine whether the Store is in compliance with 7-Eleven Foodservice Standards and the 7-Eleven Image. You agree to cooperate with our representatives in such inspections by rendering such assistance as they may reasonably request. You also agree to permit us to remove a reasonable number of samples of food or non-food items from the Store, without payment, subject to your ability to properly write off any such products, in amounts reasonably necessary for testing by us or an independent laboratory to determine whether such samples meet the 7-Eleven Foodservice Standards.

(e) Failure to Comply with 7-Eleven Foodservice Standards. If you do not comply with the 7-Eleven Foodservice Standards, including quality standards or other reasonable operating standards that we establish from time to time, and you fail to cure your breach after being given a reasonable opportunity to do so, then, in addition to whatever rights we may have under Paragraph 26, we may perform (or have performed) any action necessary to remedy the breach. If we do so, we may debit your Open Account for the cost of curing the breach. If you receive three (3) notices that you have failed to comply with the 7-Eleven Foodservice Standards within any five (5) year period, then, in addition to whatever rights we may have under Paragraph 26, we may remove the entire Foodservice Facility or portions of the Foodservice Facility, as we consider appropriate, from the Store and debit your Open Account for the cost of this removal and of restoring the Store to its previous condition. If we determine, in our sole discretion, that your failure to comply with any of the 7-Eleven Foodservice Standards presents a threat to the health or safety of any person, or violates any federal, state, or local health regulation (including the U.S. Food & Drug Administration Model Food Code), then we may require you to immediately stop serving any or all items from the Foodservice Facility. In that event you will not be permitted to resume offering or selling such items until you have cured the breach to our sole satisfaction.

17. Loyalty Programs, Delivery and Digital Technology.

(a) You agree to participate in any 7-Eleven customer loyalty program which we designate from time to time in the 7-Eleven Operations Manual, including customer redemptions of qualifying merchandise. In general terms, by way of examples only, a 7-Eleven customer loyalty program may allow customers to earn points for each qualifying Store purchase, which points may then be redeemed at the Store or other 7-Eleven Stores for future 7-Eleven purchases, or may allow customers to earn a free qualifying item following a specified number of purchases of qualifying items (such as a free proprietary beverage following the prior purchase of a certain number of qualifying items). The details of any current or future 7-Eleven customer loyalty program will be described in the 7-Eleven Operations Manual and updated from time to time.

(b) We may require you to arrange for Adequate Delivery Service (as defined below) to a designated delivery area that we may determine and modify in our sole discretion, in strict compliance with all standards governing such activity as may be set forth in the 7-Eleven Operations Manual. You may only provide delivery services to customers situated within your delivery area. You acknowledge and agree that your delivery area is non-exclusive and that we and other franchisees may deliver within your delivery area. "Adequate Delivery Service" means delivery service in accordance with our then-current standards for delivery (as may be set forth in the 7-Eleven Operations Manual), including

standards governing online, smartphone or other now or hereafter developed modes enabling customers to place orders for delivery.

Adequate Delivery Service does not require you today to engage personnel and vehicles to effect delivery but, instead, requires you to utilize third party providers of delivery service to accomplish delivery on behalf of your 7-Eleven Store. Although not currently contemplated, 7-Eleven reserves the right to substitute for today's protocol a future requirement that you furnish delivery services directly and engage such personnel, and obtain such vehicles, as in the future may be specified in the 7-Eleven Operations Manual.

(c) You understand and agree that the 7-Eleven System may feature digital, e-commerce, m-commerce, delivery and other ordering capabilities, platforms, "apps" and other now or hereafter developed infrastructure, tools, systems and analytics, and that these capabilities may constantly evolve and may require continued focus, investment and innovation, all of which may trigger your need to comply with all current and any hereafter developed hardware and software maintenance and utilization requirements we impose, as provided hereafter. Among other things, such technology may facilitate customers placing orders for pickup at your 7-Eleven Store; delivery from your 7-Eleven Store; and, participation in any now or hereafter developed 7-Eleven customer loyalty program.

You agree to utilize, maintain, retire and allow replacement of the technology serving your 7-Eleven Store as and when we require in the 7-Eleven Operations Manual or otherwise in writing. This technology may include computer hardware, software, wired and/or wireless internet connections and service, required dedicated telephone and, whenever possible, power lines, "smartphone" automated customer purchase and tracking facilities, and other computer-related accessories, peripherals and equipment that we specify in the 7-Eleven Operations Manual. You also agree to maintain at all times a functioning e-mail address for your business and such wi-fi service for your customers as we designate in the 7-Eleven Operations Manual.

You understand and agree that modes of computerization and communication may rapidly evolve and that, accordingly, we may require you at your expense to maintain and utilize at your Store such hereafter developed or modified modes of computerization, hardware, software, equipment, accessories, facilities, capabilities, communication, media and/or interfaces as we, in our business judgment, determine to incorporate into the 7-Eleven System. You shall do so at such time and in such manner as we designate in the 7-Eleven Operations Manual or other written notices. In connection with the foregoing, you may be required to enter into related license and support agreements requiring you to pay for standard support and maintenance fees.

(d) You acknowledge and agree that upon notice to you, and in addition to any other remedies we may have under this Agreement, we may disable or restrict your participation in any and all delivery, customer loyalty, digital, e-commerce, m-commerce, and other similar programs set forth in this Paragraph 17 and in the 7-Eleven Operations Manual if you fail to meet brand standards applicable to any of these programs or your operation of the Store.

18. Your Indemnification and Insurance Obligations.

(a) We agree to be responsible for all fire and casualty loss or damage to the Store building (specified in Exhibit A) and 7-Eleven Equipment (specified in Exhibit B) unless caused by your intentional acts or the intentional acts of your agents or employees.

(b) You agree to be responsible for and indemnify us, our Affiliates, and our and their respective officers, directors, agents, representatives, employees, successors and assigns (collectively, the "7-Eleven Indemnified Parties") from

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all losses arising out of or relating to your Store and its operation, except those losses that arise directly and exclusively from our failure to reasonably perform our maintenance responsibilities as set forth in Paragraph 20(d). This indemnification will survive the expiration, termination, or transfer of this Agreement or any interest in this Agreement. You agree to defend (at your expense) the 7-Eleven Indemnified Parties from and against any and all proceedings directly or indirectly arising out of our relating to your Store and its operation. Any 7-Eleven Indemnified Party may, at your expense, defend (which shall include selection of counsel) and control the defense of any proceeding described in this subsection and agree to settlements and take other remedial, corrective or other actions, provided that the 7-Eleven Indemnified Party will seek your advice and counsel, and keep you informed, with regard to any proposed or contemplated settlement.

(c) You will obtain before you begin operating the Store, and maintain during the term of this Agreement, at your expense, occurrence based insurance policies protecting you and the 7-Eleven Indemnified Parties against any demand or claim for bodily injury, personal injury, death, or property damage, or any other loss, liability, or expense whatsoever arising or occurring upon or in connection with the development or operation of the Store. Such policies shall be in form and written by a responsible carrier satisfactory to us (e.g., having an AM Best Rating of at least A- with a financial size category of at least X or its equivalent by a recognized insurance rating service) who is duly licensed by the appropriate governmental authorities and shall include, at a minimum, the following:

(1) commercial general liability insurance, written on an occurrence basis, including broad form contractual liability covering your indemnity obligations in this Agreement, broad form property damage, bodily injury, personal injury, advertising injury, products/completed operations, products liability, independent contractor coverage, liquor liability (if applicable) and fire damage legal liability coverage in the amount of at least One Million Dollars (US\$1,000,000) per occurrence combined single limit for bodily injury, personal injury, and property damage, and at least Two Million Dollars (US\$2,000,000) annual aggregate for bodily injury, personal injury, and property damage. If you operate more than one Store under a 7-Eleven Franchise Agreement, this required annual aggregate amount will increase by at least One Million Dollars (US\$1,000,000) for each additional such Store that you operate;

(2) auto liability insurance covering any type of vehicle, whether owned or leased, in a combined single limit of at least One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage;

(3) special form property insurance written on ISO CP 10 30 - Commercial Property Policy -"Special Form" Causes of Loss (formerly known as All-Risk) form, or its equivalent, and at a minimum such policy shall insure against destruction or damage by fire and other perils covered under such an ISO policy, and such other hazards or risks which a prudent business person would insure against. The policy(ies) required under this Agreement shall provide up to full replacement cost coverage for Inventory and Store Supplies, and shall not exclude flood coverage if the Store is located in a Flood Zone A or V, and shall not exclude earthquake coverage. Except with our prior written consent, which shall not be unreasonably withheld, the policy shall not have a deductible amount in excess of Twenty-Five Thousand Dollars (\$25,000) for any one occurrence;

(4) workers' compensation insurance, or its equivalent, in amounts prescribed by the state in which the Store is located, including Employers' Liability, and such other insurance as may be required by the state or localities in which the Store is located; provided, that if such states or localities in which the Store is located does not require Workers' Compensation insurance, or if such insurance is required but coverage limits are not specified, then you will obtain such insurance coverage and coverage amounts that we reasonably require, but not less than the following for Employers' Liability: Five Hundred Thousand Dollars (\$500,000) for each accident, Five Hundred Thousand Dollars (\$500,000) disease - policy limit and Five Hundred Thousand Dollars (\$500,000) disease - each employee;

(5) comprehensive crime/money and securities insurance with a limit per loss of not less than Ten Thousand Dollars (\$10,000) for on premises losses and Ten Thousand Dollars (\$10,000) for off premises losses, and covering all loss, damage or destruction of money and securities while same is in the care, custody and control of you or your employees, agents or contractors or as may otherwise be your responsibility under this Agreement.

You agree that we may periodically add to, modify, substitute or delete the types and amounts of insurance coverage which you are required to maintain under this Agreement, and all features and elements thereof, by written notice to you (through modifications to the 7-Eleven Operations Manual or otherwise). Within thirty (30) days of delivery or attempted delivery of this written notice to you, you agree to purchase insurance conforming to any such newly established standards and limits.

(d) Deductibles; Waiver of Subrogation. You may, with our prior written consent, have reasonable deductibles for the insurance policies and coverages required under this Paragraph. All required insurance policies shall also include a waiver of subrogation in favor of the 7-Eleven Indemnified Parties.

(e) No Limitation/Independent Obligations. Your obligation to obtain and maintain the insurance described in this Paragraph shall not be limited in any way because of any insurance we maintain, nor shall your performance of that obligation relieve you of your independent obligations and liability under the indemnity provisions of this Agreement.

(f) Additional Insured/Loss Payee. We shall be named as an additional insured on all liability insurance policies and we shall be named as a loss payee in connection with our interest in fees under business income insurance policies and our interest, if any, in real and/or personal property under any comprehensive crime/money and securities policies. All insurance policies will contain a provision that we, although named as an additional insured and/or loss payee, shall nevertheless be entitled to recover under said policies on any loss we incur due to your negligence. All of your policies shall be written so as to provide insurance that is primary and non-contributory with respect to the coverages afforded to us and each of the 7-Eleven Indemnified Parties. Any insurance policy maintained by the 7-Eleven Indemnified Parties shall be solely for the benefit of the 7-Eleven Indemnified Parties and considered to be in excess of any policy carried or maintained by you.

(g) Proof of Insurance. At least thirty (30) days before you begin operating the Store, and at least thirty (30) days before any policy expires, you must give us Certificates of Insurance evidencing the coverage required by this Agreement. The Certificates, except for Workers' Compensation or its equivalent, shall name us as either additional insured or loss payee as applicable, and shall state that our interest will not be affected by your breach of any policy provisions. Additionally, all Certificates shall state that we will receive at least thirty (30) days' prior written notice before any material alteration to or cancellation of the coverages occurs. You shall provide us with copies of all insurance policies you obtain in connection with the requirements of this paragraph at any time we request, and you shall make any changes we request to such policies if we determine the policies do not meet the requirements of this paragraph.

(h) Failure to Obtain Insurance. If you fail to procure or maintain the insurance required by this Agreement, we may, but do not have to, immediately procure such insurance and charge you the costs for the insurance. You must immediately pay us these costs, together with a reasonable fee for our expenses in procuring such insurance. These remedies shall be in addition to any other remedies we may have.

(i) Amount and Adequacy of Insurance. By requiring the amounts of insurance coverages and limits described in this Paragraph, we are not representing that these amounts are consistent with local, state or federal laws, rules, regulations, permits, etc., that the amounts are sufficient to fully protect you for potential liability losses that may arise out of the operation of your store, or that the amounts are sufficient to adequately protect you from potential liability under this Agreement. The insurance requirements and or limits of coverage set forth in this Agreement shall in no way limit your liability arising under the Agreement or any other agreement or as a result of any related activities. You should consult with an attorney, insurance professional, or other professionals as you deem prudent or necessary to determine if the amounts

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and limits of insurance coverages required in this Paragraph are appropriate for your business and personal situations and whether you should obtain coverage in addition to the coverages we require.

19. Your Additional Covenants. In addition to your other covenants and obligations contained in this Agreement, you agree to:

- (a) maintain a high ethical standard in the conduct of the franchised business and in the operation of the Store;
- (b) devote your full time and best efforts to the business of the Store and to maximizing the Store's sales and Gross Profit;
- (c) supervise the Store's operations and make yourself available to meet with us, at our request, during reasonable business hours;
- (d) maintain the Store as a 24-Hour Operation, unless prohibited by law or we agree in writing to different operating hours;
- (e) provide us access to the Store, 7-Eleven Equipment, Inventory, Receipts, Cash Register Fund, cash register readings, banking and other equipment readings (including readings from lottery equipment), money order blanks, bank drafts, and Store supplies at any time and for any period of time during the times in which the Store is required to be open;
- (f) properly record all sales of Inventory at the time of sale at the retail prices you set and generally offer to customers of the Store;
- (g) promote the 7-Eleven System and use and display the Marks by requiring that all persons working in the Store wear only approved, branded apparel, maintained in neat and clean condition, while working in the Store;
- (h) at all times, comply with all laws, rules, regulations, and other legal and governmental requirements concerning or relating to the operation of the Store, including without limitation all labor, wage and hour, and employment laws (including obtaining valid Form I-9 documentation for all employees). In addition, you agree to verify the eligibility of your employees to work in United States by completing electronic verification of all your employees through one or more state or federal on-line systems we may designate that verify the eligibility of such employees to work in the United States;
- (i) comply with and/or to assist us to the fullest extent possible in our efforts to comply with Anti-Terrorism Laws. In connection with such compliance, you certify, represent, and warrant that none of your property or interests is subject to being "blocked" under any of the Anti-Terrorism Laws and that you are not otherwise in violation of any of the Anti-Terrorism Laws. Any violation of the Anti-Terrorism Laws by you, or your employees or any "blocking" of your assets under the Anti-Terrorism Laws will constitute grounds for immediate termination of this Agreement and any other agreement you have entered with us or one of our Affiliates, in accordance with the termination provisions of this Agreement;
- (j) refrain from representing to anyone, including the media, that you are our representative, and refrain from making any comment to anyone which purports to be a comment about us or the 7-Eleven System as one of our representatives. You agree at all times to clearly identify yourself as one of our franchisees in any public statements about

us or the 7-Eleven System;

(k) execute all license agreements or similar agreements with us or third parties required for the installation and/or use of computer hardware or software in connection with the operation of your Store;

(l) authorize us to obtain from third parties all information regarding the operation of your Store (for example, information from state lottery agencies and vendors) and execute all documentation required to effectuate such authorization; and

(m) promptly notify us when, in relation to your operation of the Store, you have (i) received a verbal or written notice of any type regarding a possible violation of any law, ordinance, rule or regulation; (ii) received a subpoena, notice of inspection, or any other law enforcement or governmental inquiry; or (iii) otherwise become aware that you or any aspect of your Store operations is the subject of law or governmental enforcement activity.

If you are an existing 7-Eleven franchisee, you hereby represent and certify that, with respect to all 7-Eleven convenience stores operated by you, your affiliates, owners or guarantors: (a) you are in compliance, and have been in compliance for the 12 months prior to your execution of this Agreement, with all laws, rules, regulations, and other legal and governmental requirements concerning or relating to labor, wage and hour, employment and immigration; and (b) you, intentionally or through your gross negligence, have not understated or inaccurately reported the sales, or otherwise misstated any reports or bookkeeping information you are required to report to us, at any of your franchised 7-Eleven stores for the 12 months prior to your execution of this Agreement.

20. Maintenance and Utilities.

(a) Your Maintenance Obligations. Except to the extent we may expressly assume any of the following responsibilities in writing, you agree to be responsible for all maintenance, repairs, replacements, janitorial services and expenses relating to the Store and 7-Eleven Equipment, including: (1) maintaining the Store, 7-Eleven Equipment, other property in the Store and landscaped areas in a clean, attractive, orderly, safe, and sanitary condition and in good repair and operating condition, reasonable wear and tear excepted (2) replacing light bulbs, ballasts, vault doors, glass, and door closers on the Store and 7-Eleven Equipment; and (3) cleaning the Store interior, the parking lot and walk areas, including snow and ice removal.

(b) Maintenance Contracts. We will arrange for the performance of your required maintenance of the 7-Eleven Equipment or any equipment in the Store that we deem appropriate by contractors that we select, which contractors may include us or our affiliates. You may be required to sign Maintenance Contracts covering some or all of such maintenance services. We will provide you with a list of the equipment that is being covered by such maintenance services. We will pay for such maintenance on your behalf, and charge such costs to your Open Account at the end of each Accounting Period in the amount stated in Exhibit D. Any services performed on your behalf will not include any maintenance services on the HVAC Equipment. Upon written notice to you, we may cease arranging for the performance of your required maintenance of the 7-Eleven Equipment or any equipment in the Store on your behalf and charging such costs to your Open Account, in which case you agree to select, and pay for, contractors we approve to perform your required maintenance. You agree to arrange for the maintenance of any other equipment in the Store not covered by such maintenance services. Any Maintenance Contracts you sign for landscaped areas outside the Store or any other services related to the Store must be with reputable, financially responsible firms.

(c) Your Failure to Maintain the Store. If the Store, 7-Eleven Equipment or landscape is not maintained as

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required above and the condition continues for seventy-two (72) or more hours after we provide notice to you, or if the condition exists upon expiration or termination of this Agreement, then we will have the right to cause the maintenance to be performed at your expense and/or to obtain Maintenance Contracts for the Store and 7-Eleven Equipment and charge you for the maintenance.

(d) Maintenance Performed By or Through Us. When we consider it necessary during the Term of this Agreement, we agree to: (1) repaint and repair the interior and exterior of the Store; (2) replace 7-Eleven Equipment, including cash registers and point-of-sale computers; (3) replace plate glass in front windows and front doors; (4) repair the floor covering, exterior walls, roof, foundation, and parking lot; (5) maintain the structural soundness of the Store; and (6) maintain the HVAC Equipment. You hereby consent to the foregoing. We may charge you for any of the repairs or replacements contemplated by this Paragraph 20(d), if, in our reasonable opinion, your abuse or neglect makes them necessary.

(e) Utilities. We agree to pay for sewer, water, gas, heating oil and electricity for operation of the Store and to pay for all telephone lines used for the operation of the Store, except for the main telephone line at the Store, the cost of which is your expense.

21. Taxes. We agree to pay all real and personal property taxes related to the Store and 7-Eleven Equipment specified in Exhibits A and B. You agree to be solely responsible for, and must pay, all other taxes, including sales, inventory, payroll, occupancy, business and income taxes and personal property taxes related to the Store and any equipment at the Store other than the 7-Eleven Equipment provided by or through us.

22. Advertising.

(a) Advertising Fee.

(1) You agree to pay us the Advertising Fee in the same manner and at the same time as you pay us the 7-Eleven Charge in accordance with Paragraph 10. Advertising Fee become our property to be spent by us in accordance with Paragraph 22(a)(3) and are not held by us in trust.

(2) The amount of the Advertising Fee will be 1% of the Current Period Gross Profit for each Accounting Period.

(3) We may arrange for all advertising of the 7-Eleven System, the Service Mark, the Related Trademarks, or merchandise sold in or services offered by 7-Eleven Stores, as we desire. We will spend the Advertising Fees we collect for Advertising Materials and Programs which may, in our sole discretion, be used for the general benefit of the 7-Eleven System, for local, regional, and/or national promotions, or for specific 7-Eleven Store(s). We may accept suggestions from 7-Eleven franchisees on the use of the funds collected as Advertising Fees. However, we have and will continue to have the sole and absolute right to determine how Advertising Fees will be spent, including the selection, direction and geographic allocation of Advertising Materials and Programs and the types of media utilized. You further agree that we and our Affiliates have no fiduciary obligation to you or to other 7-Eleven franchisees with respect to such determinations or expenditures of the Advertising Fees.

(4) We undertake no obligation to make expenditures of Advertising Fees which are equivalent or proportionate to a franchisee's Advertising Fee payment or to ensure that any particular franchisee benefits directly or pro rata from such expenditures or from the Advertising Materials and Programs funded by the Advertising Fees.

(5) You agree that we have the right to pay or reimburse our expenses of creating, developing, maintaining and administering Advertising Materials and Programs from the Advertising Fees; provided, however, that we agree not to use the Advertising Fees to pay or reimburse ourselves for any internal costs for administering Advertising Materials and Programs or for any in-house advertising agency costs. You further acknowledge that company-operated Stores or other 7-Eleven franchisees may not be required to pay an Advertising Fee, and you agree to pay the Advertising Fee notwithstanding the payment by other 7-Eleven franchisees or company-operated Stores of greater, lesser or no Advertising Fees.

(6) We agree to advise you annually of Advertising Fee receipts and our advertising expenditures, including in what markets the sums were spent and the type of advertising done, all in the form and manner which we determine in our sole discretion to be appropriate. We are not required to audit the receipts and expenditures of the Advertising Fees or any portion thereof. We will annually advise you of the total amount of our advertising expenditures that are allocated to the Company-operated stores.

(b) Local Advertising/Advertising Approval. In addition to your payment of the Advertising Fee, you may engage in any local print, radio or television advertising you wish if that advertising accurately portrays the Service Mark, the Related Trademarks and/or the 7-Eleven System, does not jeopardize the 7-Eleven Image, pertains only to the operation of your Store, is in compliance with all applicable laws, and does not breach any agreement binding on you or us. However, to protect the goodwill accumulated in the Service Mark and Related Marks, you agree to obtain our written approval before engaging in any advertising or display of the Service Mark or the Related Trademarks if the proposed advertising materials have not been prepared by us or previously approved by us during the twelve (12) month period preceding their proposed use. You agree to submit any unapproved advertising materials to us, and we agree to approve or disapprove such materials within a reasonable time of our receipt of the materials. You may not use any unapproved advertising materials that display Service Mark or the Related Trademarks. You agree to promptly discontinue the use of any advertising materials, whether or not we have previously approved them, upon notice from us. Our advertising approval procedure is set forth in the 7-Eleven Operations Manual.

(c) Internet Promotion. We expressly reserve the right to promote and display all forms of the Service Mark and Related Trademarks, the 7-Eleven System, and the 7-Eleven Image by use of the Internet. You may not: (i) engage in any advertising or display of the Service Mark or Related Trademarks; or (ii) market or promote any products or merchandise sold in 7-Eleven Stores or containing, bearing, or associated with the Service Mark or Related Trademarks by use of the Internet, Internet websites, email, mail order, or similar means, which allows for the display, marketing, or sale of any such products or merchandise other than by sale through the Store.

(d) Foodservice Promotion. You agree to properly utilize the Foodservice point-of-sale support and layouts we designate in accordance with the design of the Foodservice Facility that do not contain pre-printed prices. We may, at our option, add to or change the signs in the Foodservice Facility at any time.

23. Service Mark and Related Trademarks.

(a) Right to Use the Marks. We grant you the right to use the Service Mark and Related Trademarks during the Term of this Agreement in accordance with this Agreement and our standards and specifications. (The Service Mark and Related Trademarks are collectively referred to in this Paragraph 23 as the "Marks".)

(b) Agreements Regarding the Marks. You agree:

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(1) That as between us and you, we are the owner of all right, title and interest in and to the Marks and the goodwill associated with and symbolized by them.

(2) Not to take any action that would prejudice or interfere with our rights in and to the Marks. Nothing in this Agreement will give you any right, title, or interest in or to any of the Marks, except the right to use the Marks in accordance with the terms and conditions of this Agreement.

(3) That all goodwill arising from your use of the Marks will inure solely and exclusively to our benefit, and that upon expiration or termination of this Agreement and the license granted herein, no monetary amount will be attributable to you for any goodwill associated with your use of the Marks.

(4) Not to directly, or by assisting another, challenge or contest our ownership of or rights in or the validity or enforceability of the Marks, any license granted under this Agreement, or any Trade Secret, copyright in any work, or copyrighted works that we own, use or license.

(5) That any unauthorized use of the Marks will constitute an infringement of our rights in the Marks. You agree to provide us with all assignments, affidavits, documents, information and assistance related to the Marks that we reasonably request, including all such instruments necessary to register, maintain, enforce and fully vest our rights in the Marks.

(6) That we will have the right to substitute different trade names, trademarks, service marks, logos and commercial symbols for the current Marks to use in identifying the 7-Eleven System and 7-Eleven Stores, services and products. In such event, we may require you to discontinue or modify your use of any of the Marks or to use one or more additional or substitute marks. We will pay the costs related to such discontinuation, modification, or substitution of the Marks; provided, however, that you will be responsible for all costs associated with changing letterhead, business cards or other business-related items and permitted trademarked items and all trademarked supplies and trademarked merchandise.

(c) Use of the Marks. You further agree that you will:

(1) Operate and advertise the Store only under the name "7-Eleven", without prefix or suffix, unless otherwise authorized or required by us in writing.

(2) Not use the Marks as part of any corporate, legal or other name, or on any employment-related materials.

(3) Not use the Marks to incur any obligation or indebtedness on behalf of us.

(4) Not use any Marks except as expressly authorized in this Agreement.

(5) Comply with our instructions in filing and maintaining requisite trade name or fictitious name registrations, and execute any documents deemed necessary by us or our counsel to obtain protection of the Marks or to maintain their continued validity and enforceability.

(6) Not use the Marks as part of any domain name, homepage, e-mail address, metatag, or otherwise in

connection with any website or other online presence without our prior consent (which consent will be subject to revocation upon notice by us) and in accordance with guidelines provided by us, as may be set forth in the 7-Eleven Operations Manual or otherwise in writing.

(d) Certain Prohibited Conduct. In addition to other prohibitions in this Agreement, you may not, at any time:

(1) use, except as permitted by this Agreement, the Service Mark, any other trade indicia, that we own or license, including the Related Trademarks, the goodwill represented by any of them, the 7-Eleven System, the Trade Secrets, any Advertising Materials or Programs that we own, use or license, or claim any right to any of them, except a right to use them that is expressly granted by the terms of this Agreement;

(2) use any work of authorship which is substantially similar to a work subject to a copyright we own or license;

(3) make, support or help another to make use of any name, trademark, service mark, trade dress or other visual or audible material which is not expressly permitted by this Agreement and comprises in part the numeral "7" or the term "eleven" or is otherwise likely to cause confusion with or dilute the distinctiveness of the Service Mark or any other trade indicia, including the Related Trademarks, that we own or license; or

(4) commit any other act which may adversely affect or be detrimental to us, other 7-Eleven franchisees, or any of our rights in or to the Service Mark, other trade indicia, including the Related Trademarks, or any copyright or Trade Secret that we own or license, the 7-Eleven Image, or the 7-Eleven System.

You acknowledge that any breach of any of the terms of the covenants contained in Paragraph 23(d)(1) through (4) will result in irreparable injury to us and that we are entitled to injunctive relief to prevent any such breach.

(e) Infringement and Dilution. You agree to notify us immediately of any apparent infringement or dilution of or challenge to our use of or rights in any Mark by any person. You agree not to communicate with any person other than us or our counsel and your counsel in connection with any such apparent infringement, dilution, challenge or claim. We will have complete discretion to take any action we deem appropriate in connection with any infringement or dilution of, or challenge or claim to, any Mark and the right to control exclusively, or to delegate control of, any settlement, litigation, Patent and Trademark Office proceeding or other proceeding arising out of any such alleged infringement, dilution or challenge or claim, or otherwise relating to any Mark. You agree to execute all such instruments and documents, render such assistance, and do such acts or things as may, in our opinion, reasonably be necessary or advisable to protect and maintain our interests in the Marks.

(f) Domain Names; Use of Internet.

(1) You acknowledge that we are the lawful, rightful and sole owner of the Internet domain names "www.7-Eleven.com" and "www.7-11.com" and any other Internet domain names registered by us. You unconditionally disclaim any ownership interest in such domain names or any similar Internet domain names. You agree not to register or to use any Internet domain name in any class or category, or any other URL, that contains words and/or numbers used in or similar to those used in the Service Mark or any Related Trademark, or any abbreviation, acronym, phonetic variation or visual variation of those words and/or numbers. You will assign to us any such domain name(s) you own on the Effective Date.

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(2) You agree not to establish an Internet website that displays the Marks or relates or refers to the Store without our prior written approval and our grant of a license to use the Marks on such website.

24. Renewal of Franchise. On the Expiration Date of this Agreement, you may, at your option, exercise a one-time right to renew your franchise rights under this Agreement for one (1) term, if all of the following conditions have been met:

- (a) You give us written notice of your election to renew not less than nine (9) months or more than twelve (12) months before the Expiration Date.
- (b) We, in our sole judgment, decide to keep the Store open as a 7-Eleven Store.
- (c) The law permits the renewal of your franchise and the continued operation of the Store.
- (d) We determine, in our sole judgment, that your Store is in compliance with the 7-Eleven Foodservice Standards.
- (e) You are not in Material Breach of this Agreement, and you are current on all amounts you owe to us as of the Expiration Date.
- (f) You have maintained the Minimum Net Worth required by Paragraph 13(d) throughout the one (1) year period immediately preceding the Expiration Date.
- (g) You complete, to our satisfaction, a review of your Store operations to ensure that you are meeting the requirements of the 7-Eleven System and otherwise operating in a manner consistent with the 7-Eleven Image and standards. We will use a performance measurement rating form that we develop from time to time to evaluate your operation, and will inform you in writing of the status of your evaluation. We will begin this review process approximately 1 year prior to the Expiration Date, unless any laws require us to begin the review process sooner. If you do not meet our requirements for renewal, we will notify you of our decision not to offer you a renewal prior to the Expiration Date, and allow you the opportunity to sell your interest in the franchise pursuant to paragraph 25 of this Agreement.
- (h) You sign and deliver to us our then-current form of Store Franchise Agreement for franchise renewals, which agreement shall supersede this Agreement in all respects. The terms of the then-current renewal agreement may be materially different than the terms of this Agreement and the agreements we are then offering to prospective franchisees, including with respect to the length of the term offered thereunder.
- (i) You sign and deliver to us a mutual termination of this Agreement and general release of claims, in a form substantially similar to Exhibit H to this Agreement.
- (j) You pay us a renewal fee in connection with the renewal of the franchise in the amount of \$50,000.00.
- (k) We have not sent you four (4) or more notices of Material Breach of this Agreement during the two (2) year period immediately preceding the Expiration Date.
- (l) You have completed any additional training we require. We agree to pay the reasonable costs associated

with the training specified in Exhibit D to this Agreement.

(m) We are offering a single-unit 7-Eleven convenience store franchise program for individual store franchises in the State and MSA in which your Store is located.

(n) You meet all of our then-current qualification requirements for prospective franchisees, including, without limitation, any applicable financial or net worth requirements.

25. Assignment.

(a) Assignment by Us. We will have the right to transfer or assign this Agreement and all or any part of our rights or obligations herein to any person or legal entity without your consent, and upon such transfer or assignment, the transferee or assignee will be solely responsible for all our obligations arising under this Agreement subsequent to the transfer or assignment. Without limitation of the foregoing, we may sell our assets to a third party; may offer our securities privately or publicly; may merge with or acquire other corporations, or may be acquired by another corporation; or may undertake a refinancing, recapitalization, leveraged buyout or other economic or financial restructuring.

(b) Assignment by You.

(1) Neither your interest under this Agreement nor all, or substantially all, of the Collateral may be transferred or assigned in any way, partially or completely, without our prior written consent. Without limitation of the foregoing, you may not (a) assign the Lease or transfer an interest in all or substantially all of the Collateral without assigning the entire Agreement in accordance with this Section 25(b), (b) sublease all or any portion of the Store or 7-Eleven Equipment, or (c) transfer an ownership interest in you (if you are an entity) or a controlling ownership interest in an entity with an ownership interest in you, without our prior written consent. We may condition our consent on the satisfaction of all of the following conditions:

(i) You authorize us to provide the transferee with, and the transferee executes, a disclosure form containing a waiver and a release by the transferee of any claim against us for any amount paid to you or representation made by you;

(ii) You authorize us to provide the transferee with a list of all 7-Eleven stores available for franchise in the division or general area where the Store is located;

(iii) You execute, at our option, a mutual termination of this Agreement and general release of claims (in a form similar in all material respects to Exhibit H) or an assignment of this Agreement and general release of claims (in a form similar in all material respects to Exhibit H) and an indemnity for any claim by the transferee in any way arising out of or related to the transfer and arrangements or communications between you and the transferee;

(iv) You pay all amounts due us or our Affiliates in full and make arrangements satisfactory to us for the payment of all amounts which may become due upon delivery of final Financial Summaries, including the payment into the Open Account of all premium monies you will receive for the franchise; and

(v) This Agreement has not been terminated and no termination is pending and you are not in Material Breach of this Agreement.

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(2) We will approve or disapprove a proposed transferee or assignee for training within sixty (60) days after we have received all information regarding the proposed transaction that we reasonably require. If approved, the transferee must, at our option, execute either the then-current form of 7-Eleven Store Franchise Agreement or an assumption of this Agreement (in either case providing for the then-current financial terms, including the Down Payment, 7-Eleven Charge, Franchise Fee and all other current terms), complete the then-required training, and be otherwise determined in our sole opinion to meet all qualifications needed to become a 7-Eleven franchisee, including those general qualifications set forth in the then-current 7-Eleven Operations Manual.

(3) You and your proposed transferee must have met all of the conditions set forth in this Paragraph 25(b) in order to obtain our final approval of the proposed transfer or assignment. After you transfer or assign your interest under this Agreement and the Collateral, you will have no further right, claim or interest in or to the franchise, the Store, or any assets used or acquired in conjunction with them.

(4) You may not grant a security interest in, or otherwise encumber, this Agreement or the Collateral.

(c) Our Right of First Refusal. If you wish to transfer or assign any interest in this Agreement pursuant to any bona fide offer received from a third party to purchase such interest, then you agree to promptly notify us in writing of the offer, and provide us with such information and documentation relating to the offer as we may require. We or our designee will have the right and option, exercisable within fifteen (15) Business Days after receipt of such written notification and copies of all required documentation describing the terms of the offer, to send written notice to you that we or our designee intend to purchase the interest on the terms and conditions offered by the third party as stated in the notice. If we or our designee elect to purchase the interest, closing must occur on or before sixty (60) calendar days from the date of our or our designee's notice to you of our or our designee's election to purchase or any other date agreed by the parties in writing. If the third party offer provides for payment of consideration other than cash, we or our designee may elect to purchase the interest for the reasonable cash equivalent. A material change in the terms of any offer prior to our providing you notice of our intent to exercise our right to purchase the interest will constitute a new offer subject to the same right of first refusal as an initial offer.

26. Termination.

(a) Termination by Us with No Opportunity to Cure. We may terminate this Agreement immediately upon notice to you for the occurrence of any one (1) or more of the following events (each of which you acknowledge is a Material Breach and constitutes good cause for termination):

(1) you have made or make any material misrepresentation or omission in connection with your application for and acquisition of the franchise, execution of this Agreement, or your operation of the Store;

(2) you, intentionally or through your gross negligence, understate or fail to accurately report the Store's sales for any period, or otherwise misstate any reports or bookkeeping information you are required to report to us;

(3) you fail to comply with any federal, state, or local wage and hour law, or fail to comply with any federal, state, or local law related to any employment or immigration matter;

(4) you abandon the Store (meaning you have deserted, walked away from, or closed the Store under circumstances leading us to conclude that you have no intent to return to the Store, regardless of how many days have passed since the apparent abandonment);

(5) you, any of your owners, or the owner of a controlling ownership interest in an entity with an ownership interest in you makes a purported transfer in violation of Paragraph 25;

(6) you are or have been convicted by a trial court of, or plead or have pleaded guilty or no contest to, a felony or a crime of moral turpitude;

(7) we have evidence that you have engaged in any dishonest, unethical, immoral, or similar conduct as a result of which your association with the Store could, in our sole opinion, have a material adverse effect on the goodwill associated with the 7-Eleven System or the 7-Eleven Marks;

(8) you misappropriate or disclose without our written authorization any Confidential Information (provided, however, that we will not deem you in breach of this Agreement as a result of isolated incidents of disclosure by one of your employees if you have taken reasonable steps to prevent such disclosure, including the steps a reasonable and prudent owner of confidential and proprietary information would take to prevent disclosure of such information by its employees, and further provided that you pursue all reasonable legal and equitable remedies against such employee for such disclosure);

(9) a voluntary or involuntary petition in bankruptcy is filed by or against you, you make an assignment for the benefit of creditors or admit in writing your insolvency or inability to pay your debts generally as they become due, or a receiver or trustee is appointed;

(10) you fail on four (4) or more separate occasions within any twenty-four (24) consecutive month period to comply with the terms of this Agreement, whether or not you correct the failures after our delivery of notice to you;

(11) your assets, property, or interests are blocked under any Law relating to terrorist activities, or you or any of your owners otherwise violate any such Law; or

(12) a provision of this Agreement (including all or any part of Paragraphs 15, 16, or 22), which we, in our sole discretion, determine to be material, is declared invalid by a court of competent jurisdiction, as set forth in Paragraph 31(e).

To the extent there exists any conflict or inconsistency between the terms of this Paragraph 26(a) and any other terms of this Agreement, the terms of this Paragraph 26(a) will govern.

Any breach under Paragraphs 26(a)(1), (2), (3), (6), or (7) of this Agreement by you, your affiliates and/or any guarantor of yours will be deemed a non-curable default under this Agreement and all other 7-Eleven franchise agreements between or among us and you, your affiliates, and/or your guarantor(s); if the nature of the default under any other such agreement would have permitted us (or our affiliate) to terminate this Agreement if the default had occurred under this Agreement, then we will have the right to terminate all such other agreements in the same manner provided for in this Agreement for termination hereof.

(b) Termination by Us with an Opportunity to Cure. We may terminate this Agreement upon notice to you, subject to your right to cure within the cure periods described below, for the occurrence of any one (1) or more of the following events (each of which you acknowledge is a Material Breach and constitutes good cause for termination):

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(1) you fail to operate the Store as a 24-Hour Operation (or for a different number of hours of operation which we have agreed to in writing before the reduction in hours of operation), unless the reduction (i) is the result of governmental regulation, and (ii) is not directly or indirectly caused by your acts or omissions, and do not correct the failure within two (2) days after delivery of written notice;

(2) you (a) use any of the 7-Eleven Marks without authorization, or (b) offer or sell any Proprietary Product or other product bearing any of the 7-Eleven Marks which you have obtained from a source not authorized to produce or offer such products, and do not correct the failure within three (3) days after delivery of written notice;

(3) you fail to comply with any 7-Eleven Foodservice Standards for the Foodservice Facility and do not correct the failure within three (3) days after delivery of written notice;

(4) you (a) fail to properly record, deposit, deliver, or expend and report Receipts or deliver deposit slips, cash reports, and all supporting documents, receipts for cash Purchases, and invoices or other reports of Purchases as required by Paragraph 12, or (b) fail to permit any Audit provided for in Paragraph 14 or deny us access to any part of the Store or its records, and do not correct the failure within three (3) days after delivery of written notice;

(5) except as provided in Paragraph 26(a)(2), you fail to report the Store's sales or to pay us or any of our affiliates any amounts when due and do not correct the failure within three (3) days after delivery of written notice;

(6) the Net Worth for your Store falls below the required minimum, and you do not correct the failure within three (3) days after delivery of written notice;

(7) you fail (a) to maintain the insurance this Agreement requires (including but not limited to workers' compensation insurance) or to send us satisfactory evidence of such insurance within the required time, or significantly modify your insurance coverage without our written approval, or (b) to remit to us insurance proceeds to which we are entitled, and do not correct the failure within five (5) days after delivery of written notice;

(8) you fail to provide the certification relating to your compliance with all laws required under Paragraph 12(c)(3), fail to make available to us any records, electronic documents, or other documents relating to the operation of the Store that we request in support of such certification, fail to engage independent auditors at your sole expense to review your immigration, payroll, and personnel records and practices, and confirm the accuracy of such certification, or such independent auditors you engage fail to confirm the accuracy of such certification, and do not correct that failure within five (5) days after delivery of notice;

(9) you fail to participate in or properly implement as required any 7-Eleven Customer Loyalty Program, or fail to provide Adequate Delivery Service to all or any portion of the Delivery Area, and do not correct the failure within fifteen (15) days after delivery of written notice;

(10) you violate any law, ordinance, rule or regulation relating to the Store's operation and do not correct the noncompliance or violation within fifteen (15) days after delivery of written notice of the noncompliance or violation;

(11) you fail to notify us that you have received verbal or written notice of any type regarding a possible violation of any law, ordinance, rule or regulation relating to the Store's operation and do not correct the failure within fifteen (15) days after delivery of written notice of the failure;

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(12) you fail to pay when due any federal or state income, service, sales, employment, or other taxes due on the Store's operation, unless you are in good faith timely contesting your liability for such taxes through appropriate proceedings, and do not correct your failure within thirty (30) days after delivery of written notice;

(13) a tax lien is imposed on you which affects the Store, so long as such failure to pay or the imposition of such tax lien is not caused by us, and you fail to either satisfy the lien or provide us written evidence that you are in good faith timely contesting the lien through appropriate proceedings within thirty (30) days after delivery of written notice;

(14) you fail to obtain or maintain all licenses, permits, or bonds necessary, in our opinion, for your operation of the Store, so long as such failure to obtain or maintain the licenses, permits, or bonds is not caused by us, and do not correct that failure within thirty (30) days after delivery of notice;

(15) the unpaid balance in the Open Account becomes immediately due and payable, but you do not repay our loan to you in accordance with this Agreement, and do not correct that failure within thirty (30) days after delivery of notice; and

(16) you fail to comply with any other obligation under this Agreement or any other agreement between us (or any of our affiliates) and you relating to the Store, or with our master lease for the Store (assuming a copy of that lease or the pertinent provisions have been supplied to you), and do not correct the failure to our satisfaction within thirty (30) days after we deliver written notice.

(c) Termination on Death or Incapacitation. We may terminate this Agreement upon thirty (30) days' notice (or such longer period that we may determine or as required by applicable law) if you die or become incapacitated. However, if you are more than one (1) individual and only one (1) individual dies or becomes incapacitated, we may, at our option, (1) continue this Agreement with the survivor or non-incapacitated individual or (2) require the survivor or non-incapacitated individual to execute our then-current form of Store Franchise Agreement, which contains the same financial terms as this Agreement, for the remainder of the Term of this Agreement.

(d) Market Withdrawal. We may terminate this Agreement upon not less than thirty (30) days' Withdrawal Notice (or such longer time that we determine or as required by applicable law), if we determine, in good faith and in a normal course of business, to cease the operation of all 7-Eleven Stores in the relevant geographic market area (being the state or metropolitan statistical area ("MSA") or similar designation as periodically established by the Office of Management and Budget or any replacement governmental office), or in a geographically separate area outside of a MSA in which the Store is located. You acknowledge that such determination and action will be "good cause" for termination. In the event of a sale, transfer or assignment of all of our right in the Stores in the area, or a decision by us to close the Stores in your area, you will have the right of first refusal, or of purchase, as the case may be, to be exercised within the first ten (10) days after you receive the Withdrawal Notice, to acquire and receive assignment of all of our non-proprietary rights in and to the Store, the equipment (specifically excluding, without limitation, the 7-Eleven Store Information System) and the real property. Such right will be exercisable upon the same terms as agreed upon between us and a bona fide third party transferee, or in the absence of such an agreement, at a purchase price determined by an appraiser appointed by us and upon terms acceptable to us. If the purchase price is to be determined by an appraiser appointed by us, the decision of the appraiser will be final. All costs of appraisal will be shared equally by you and us. This Paragraph 26(d) does not apply if our agreement to sell, transfer or assign to a third-party our rights in the Store(s) in your area and/or the Franchise Agreement(s) related to such Store(s) contemplates that the Store(s) will continue to be operated as 7-Eleven Stores.

(e) Transfer and Refund Rights.

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(1) In addition to the other grounds for termination set forth in this Agreement, this Agreement will terminate before the Expiration Date:

(a) thirty (30) days before a condemnation (or transfer instead of condemnation) which results in our decision to discontinue operations of the Store as a 7-Eleven Store;

(b) if there is casualty damage to the Store or 7-Eleven Equipment which we determine cannot reasonably be repaired or replaced within thirty (30) days; or

(c) thirty (30) days before the Store permanently closes because applicable law requires permanent closure of the Store, provided that the required closure is not the result of our or your acts or omissions.

If this Agreement is terminated pursuant to this Paragraph 26(e), or if we lose our Leasehold Rights, and provided that you paid a Franchise Fee to us for the Store, then for one hundred eighty (180) days following the date of such termination, you will have the right to choose either (i) to transfer to another 7-Eleven Store available as a franchise (a "Transfer") or (ii) to receive a refund of a portion of the Franchise Fee paid by you (a "Refund"), on the terms and conditions stated below, but you will not have the right to both a Refund and a Transfer. If, upon the expiration of such one hundred eighty day (180) day period, you have not elected to Transfer as provided below, you will be deemed to have elected to receive the Refund.

(2) In order to elect to Transfer, you agree to either sign the then-current 7-Eleven Store Franchise Agreement for the new Store or complete a "Transfer Election Form". If you elect to Transfer, and you meet the conditions set forth below, the Transfer will be completed within a reasonable time after you elect to Transfer, but in no event later than six (6) months after you elect to Transfer. If you are otherwise eligible for a Transfer, you must also meet all of the following conditions:

(a) you are not selling or assigning your interest in the Store or transferring your interest to a third party pursuant to Paragraph 25;

(b) you are not in Material Breach of this Agreement at the time of your election to Transfer;

(c) you have had a Net Worth in an amount greater than or equal to the Minimum Net Worth required by Paragraph 13(d) for the one (1) year immediately before your election;

(d) you execute and deliver to us the then-current 7-Eleven Store Franchise Agreement available for 7-Eleven Stores in the area in which the Store to which you wish to Transfer is located and a mutual termination of this Agreement and general release of claims, in a form substantially similar in all material respects to Exhibit H. You will not be required to pay a Franchise Fee under the new Store Franchise Agreement that you execute, and the term of such new Store Franchise Agreement will be equal to the term then remaining under this Agreement;

(e) you have not been served with four (4) or more notices of Material Breach within the two (2) years before your election; and

(f) you complete any additional training we request, but we agree to bear the costs for the training as provided in Exhibit D.

If you have satisfied these conditions and you choose a Transfer, then the Transfer may be to any comparable 7-Eleven Store you select (i) which is available for franchise, (ii) which has been open for business as a 7-Eleven Store for at least twelve (12) months, (iii) which is located within the same MSA as the Store, and (iv) for which you meet our then-current qualifications as we determine in our sole discretion. We will not be responsible for your moving or relocation expenses or any premium amount, broker's fee or any other payment to a third party arising in connection with the Transfer.

(3) If you elect the Refund, the Refund will be calculated by dividing the Franchise Fee you paid when you signed this Agreement by one hundred eighty (180); and multiplying the result by the number of calendar months from the first day of the next month following the date you notify us of your election to receive the Refund through the month of the scheduled Expiration Date. If you are otherwise eligible for a Refund, you also agree to meet all the following conditions:

(a) you are not selling or assigning your interest in the Store for a premium, or transferring your interest to a third party pursuant to Paragraph 25;

(b) you are not in Material Breach of this Agreement at the time you elect to receive the Refund;

(c) you have had a Net Worth in an amount greater than or equal to the Minimum Net Worth required by Paragraph 13(d) for the one (1) year immediately before your election; and

(d) you execute and deliver to us a mutual termination of this Agreement and general release of claims, in a form substantially similar in all material respects to Exhibit H; and (E) you have not been served with four (4) or more notices of Material Breach within the two (2) years before your election.

(4) You will not have the right to a Transfer or Refund if (i) we terminate this Agreement for cause; (ii) you voluntarily terminate this Agreement; (iii) there has been a condemnation which results in our deciding to discontinue 7-Eleven operations at the Store and if you received any portion of a condemnation award as provided in Paragraph 8(d); or (iv) our Leasehold Rights expire and are not renewed or otherwise extended, or if our Leasehold Rights are terminated, as a result of your or your employees' acts or omissions.

(5) You agree that if one of the events giving you the right to elect a Transfer or Refund occurs, you will have no right to receive any damages from us, and the Transfer or Refund will be your sole and exclusive remedy.

(f) Our Right to Assume Operation of the Store. We may enter the Store premises and take possession of the Store, 7-Eleven Equipment, Inventory, Receipts, Cash Register Fund, money order blanks, bank drafts and Store supplies and continue the operation of the Store for your (or your heirs' or legal representatives') benefit and account pending the expiration or termination of this Agreement or resolution of any dispute under this Agreement if: (1) the Store is not open for operation as provided in Exhibit D; (2) you die or become incapacitated, except as otherwise provided in Exhibit F ("Survivorship"); or, (3) in our opinion, a divorce, dissolution of marriage, or criminal proceeding or incident in which you are involved jeopardizes the operation of the Store or harms the 7-Eleven Image. On behalf of yourself, your heirs, and your legal representatives, you hereby consent to our operating the Store pursuant to the terms of this Paragraph 26(f) and agree to release and indemnify us from and against any liability arising in connection with our operation of the Store pursuant to this Paragraph 26(f). If we elect to take possession of and continue operating the Store, then, in addition to all other fees and payments owed under this Agreement on account of the Store's operation, we may charge you a reasonable management fee, not to exceed five percent (5%) of the Store's Gross Profits, plus any out-of-pocket expenses incurred in connection with the Store's management.

27. Mutual Termination; Termination by You.

(a) Mutual Termination. This Agreement may be terminated at any time by written agreement between you and us.

(b) Termination by You. You may terminate this Agreement upon at least seventy-two (72) hours written notice to us (or shorter notice, if we accept it). If you elect to terminate this Agreement and provide us less than thirty (30) days prior written notice, you agree to pay us a termination fee in an amount equal to five thousand dollars (\$5,000). We have the right to debit such termination fee to your Open Account.

28. Close Out Procedure.

(a) Post-Expiration/Termination Obligations. Upon the expiration or termination of this Agreement, all rights granted to you hereunder will terminate and you agree to:

(1) Immediately and without any further notice (unless further notice is required by law and cannot be waived) peaceably surrender the Store and 7-Eleven Equipment, which must be in the same condition as when you first received them, normal wear and tear excepted. If we are required by law to provide you any notice, and such notice may be waived, then you hereby waive your right to receive such notice. As a condition of your surrender, we may require you to perform certain cleaning, maintenance or other functions at the Store that you are obligated to perform under this Agreement, and we may perform such requirements on your behalf and charge your Open Account if you fail to perform them;

(2) Transfer to us, or, at our option, a third-party transferee, the Final Inventory of the Store. We or such third-party transferee will pay you an amount equal to the Cost Value of the Final Inventory in accordance with Paragraph 28(b)(2) below. We agree to permit you to transfer the Final Inventory to a third-party transferee only if all amounts that you owe us and our Affiliates are paid in full and you make arrangements satisfactory to us for the payment of any amounts which may become due upon delivery of final Financial Summaries. You agree that any property belonging to you and left in the Store after the surrender and transfer will become our sole property;

(3) Transfer to us the Receipts, Cash Register Fund, prepaid Operating Expenses, money order blanks, bank drafts, lottery tickets (if applicable) and Store supplies;

(4) Immediately cease using the Service Mark, the Related Trademarks, and all elements of the 7-Eleven System, including the Confidential Information and Trade Secrets;

(5) Return to us any copy of the Trade Secrets and Confidential Information, including the 7-Eleven Operations Manual and any other manuals we provided you, along with all copies or duplicates thereof, all of which are acknowledged to be our sole property. If you possess any of the foregoing in electronic form, you will delete such material from your computers and other storage devices and not use such material and not retain any copy or record of any of the foregoing, except your copy of this Agreement and of any correspondence between you and us;

(6) Execute all necessary documentation to transfer all licenses and permits relating to the Store to us;

(7) Comply with all other post-expiration/termination obligations set forth in this Agreement.

and

(b) Settlement of Open Account. Within thirty (30) days after you surrender and transfer the Store and 7-Eleven Equipment in accordance with Paragraph 28(a), we agree to:

- (1) Credit your Open Account for the Receipts, Cash Register Fund, prepaid Operating Expenses, usual and reasonable amounts of Store supplies transferred to us, or a third-party transferee, as applicable;
- (2) Credit your Open Account an amount equal to the Cost Value of the Final Inventory;
- (3) Debit your Open Account \$200 as a closing fee; and
- (4) Remit to you any amount by which we estimate the Net Worth (except for any amount due you under Paragraph 27) will exceed the greater of \$10,000 or 25% of your total assets (as reflected on the balance sheet that we prepare for the Store for the applicable Accounting Period). We may withhold any additional amounts required by bulk transfer laws or any other similar laws or state or federal agencies.

(c) Payment of Indebtedness to Us; Delivery of Final Financial Summaries. Upon termination or expiration of this Agreement, any unpaid balance on the Open Account will be immediately due and payable upon demand by us. Within one hundred five (105) days after the last day of the month in which the surrender and transfer of the Store and 7-Eleven Equipment occurs, we agree to deliver final Financial Summaries to you. If the final Financial Summaries reflect a credit balance in the Open Account, we agree to deliver a check in the amount of the credit balance with the final Financial Summaries. If the final Financial Summaries reflect a debit balance in the Open Account, you agree to immediately pay us the debit balance. Your endorsement of any check sent with the final Financial Summaries or other acceptance of the funds tendered by us acknowledges your release of all claims affecting the figures set forth in the final Financial Summaries.

29. Mediation. We and you acknowledge that during the Term of this Agreement certain disputes may arise between us that we and you are unable to resolve, but that may be resolvable through mediation. To facilitate such resolution, we and you agree that, except as otherwise specified below, if any dispute between you and us cannot be settled through negotiation, then before commencing litigation to resolve the dispute, you and we will first attempt in good faith to settle the dispute by non-binding mediation unless you or we advise the other in writing that we decline to mediate the dispute. The mediation will be conducted under the auspices and then-prevailing mediation rules of the American Arbitration Association or any successor organization (the "AAA"), unless you and we agree to mediate under the auspices of another mediation organization or other rules. The mediation is subject to the following terms and conditions:

(a) Unless otherwise agreed, the mediation will take place at a mutually accessible neutral location within the market area in which your Store is located.

(b) You and we agree to share equally the mediator's fees and expenses and the fees charged by AAA (or any other organization used for the mediation). Each of us agrees to be solely responsible for any other expenses you or we incur in connection with the mediation. You and we agree that any mediation between you and us, and any mediation between any other 7-Eleven franchisee and us, will be confidential and non-discoverable and that statements made by either side in any such mediation proceeding will not be admissible for any purpose in a subsequent legal proceeding, and you and we agree to execute documents to evidence such agreement. Either party can terminate the mediation at any time.

(c) This mediation provision does not apply to any dispute involving (i) the Service Mark or the Related Trademarks; (ii) a failure by you to deposit Receipts as required by this Agreement; (iii) possession of the Store, (iv) any violation of law relating to the Store where you have admitted the violation or a judicial or administrative body has made a finding of a violation; (v) an alleged violation by you under Paragraph 26(a) of this Agreement.

(d) Either you or we may seek a temporary restraining order, preliminary injunction or any other equitable relief at any time prior to or during the course of a dispute if, in your or our reasonable belief, such relief is necessary to avoid irreparable damage or to preserve the status quo.

(e) Except for the judicial actions described in Paragraphs 29(c) and (d), above, if a mediation has been commenced, neither you nor we will initiate judicial proceedings or arbitration proceedings until the mediation has been completed as contemplated or terminated by Paragraph 29(b) above. Any applicable statute of limitations will be suspended for the time in which the mediation process is pending.

30. Governing Law; Jurisdiction; Enforcement

(a) Governing Law. Except to the extent governed by the United States Trademark Act of 1946 (Lanham Act, 15 U.S.C. sections 1501 et seq.), this agreement, and all controversies, disputes, or claims arising from or relating to this agreement or its validity, will be governed by and interpreted and construed under the laws of the State of Texas (without regard to its conflict of law rules).

(b) Jurisdiction. With respect to any controversy not finally resolved through mediation (as described above), you and (if you are an entity) your owners agree that all judicial actions brought by us against you or your owners, or by you or your owners against us, our affiliates, or our or their respective owners, officers, directors, agents, or employees, must be brought exclusively in the state or federal court of general jurisdiction located closest to where we, as franchisor, have our principal business address when the action is commenced. You and each of your owners irrevocably submit to the jurisdiction of such courts and waive any objection you or they might have to either jurisdiction or venue. Despite the foregoing, we may bring an action seeking a temporary restraining order or temporary or preliminary injunctive relief, in any federal or state court in the state in which you reside or the Store is located.

(c) Costs And Attorneys' Fees. If we incur costs and expenses (internal or external) to enforce our rights or your obligations under this Agreement, you agree to reimburse all costs and expenses we incur, including, without limitation, reasonable accounting, attorneys', arbitrators', and related fees. Your obligation to reimburse us arises whether or not we begin a formal legal proceeding against you to enforce this Agreement. If we do begin a formal legal proceeding against you, the reimbursement obligation applies to all costs and expenses we incur preparing for, commencing, and prosecuting the legal proceeding and until the proceeding has completely ended (including appeals and settlements).

(d) Waiver of Jury Trial. WE AND YOU (AND YOUR OWNERS) IRREVOCABLY WAIVE TRIAL BY JURY IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM, WHETHER AT LAW OR IN EQUITY, BROUGHT BY EITHER US OR YOU (OR YOUR OWNERS). WE AND YOU (AND YOUR OWNERS) ACKNOWLEDGE THAT WE AND YOU (AND THEY) MAKE THIS WAIVER KNOWINGLY, VOLUNTARILY, WITHOUT DURESS, AND ONLY AFTER CONSIDERING THIS WAIVER'S RAMIFICATIONS.

(e) Limitation of Claims. ALL CLAIMS ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE RELATIONSHIP BETWEEN US AND YOU WILL BE BARRED UNLESS A JUDICIAL PROCEEDING IS COMMENCED IN THE APPROPRIATE FORUM WITHIN TWO (2) YEARS FROM THE DATE ON WHICH THE VIOLATION, ACT, OR CONDUCT GIVING RISE TO THE CLAIM OCCURS, REGARDLESS OF WHEN THE PARTY ASSERTING THE CLAIM KNEW OR SHOULD HAVE KNOWN OF THE FACTS GIVING RISE TO THE CLAIM.

31. Miscellaneous Provisions.

(a) Nonwaiver. No act or omission by you or us, or any custom, course of dealing, or practice at variance with this Agreement, will constitute a waiver of (a) any right you or we have under this Agreement or (b) the other party's breach of this Agreement, unless it is a waiver in writing, signed by the party to be bound as provided in Paragraph 31(g) below. No waiver by you or us of any right under or breach of this Agreement will be a waiver of any other subsequent, preexisting or continuing right or breach, and our failure, refusal or neglect to exercise any right under any other franchise agreement, or to insist upon any other franchisee's strict compliance with every term of their agreement, will not be deemed to waive or impair our right to demand your strict compliance with every term of this agreement. Our acceptance of any payment you make to us after any breach of this Agreement (including our acceptance of the 7-Eleven Charge) will not be a waiver of the breach, even if we know of the breach at the time we accept the payment. No special or restrictive legend or endorsement on any check or similar item you give to us will constitute a waiver, compromise, settlement or accord and satisfaction. You authorize us to remove or obliterate any such legend or endorsement, and agree that such legend or endorsement will have no effect.

(b) Disclosure. You hereby consent to our use and disclosure of any information relating to this Agreement or the Store or contained in the Bookkeeping Records to anyone; provided, however, that we will only disclose your Financial Summaries on an anonymous basis, unless we are legally compelled to disclose them on a non-anonymous basis by subpoena, court order, or otherwise.

(c) Circumstances Beyond a Party's Control. Neither you nor we will be liable in damages to the other for any failure or delay in performance due to any acts of terrorism, governmental act or regulation, war, civil commotion, earthquake, fire, flood, other disaster or similar event, or for any other event beyond your or our control, if the affected party (a) promptly notifies the other of the failure or delay and (b) takes all reasonable steps to mitigate damages caused by such failure or delay.

(d) Notices.

(i) Except as otherwise provided herein, any notices required to be provided under this Agreement must be in writing and may be (a) personally delivered, or (b) sent by an expedited delivery service, or (c) mailed by certified or registered mail, return receipt requested, first-class postage prepaid, or (d) sent by facsimile or electronic mail, as long as the sender confirms the facsimile by sending an original confirmation copy of the notice by certified or registered mail or expedited delivery service within three (3) Business Days after transmission. If you send us a written request to give copies of your notices to someone you designate and include the name and address of your designee, we agree to send copies of your notices to your designee. If you or your designee cannot be promptly located, we agree to deliver the notice to one of your employees at the Store, and, thereafter, to mail such notice to you by prepaid postage return receipt requested. Any notice will be deemed to have been received (i) in the case of personal delivery, at the time of delivery, or (ii) in the case of an expedited delivery service, three (3) Business Days after being deposited with the service, or (iii) in the case of registered or certified mail, three (3) Business Days after the date of mailing, or (iv) in the case of facsimile or electronic mail, upon transmission with proof of receipt, as long as a confirmation copy of the notice is sent as described above. If notices are sent by electronic mail, the sender will be required to confirm the electronic mail by sending an original confirmation copy of the notice by certified or registered mail or expedited delivery service within three (3) Business Days after transmission. Notices to you by electronic mail will be addressed to the Store address, the electronic mail address for the Store computer or other electronic mail address to which you have access and that we have previously designated in a written notice to you, or to your address shown on the signature page to this Agreement. We will send an electronic reminder to your Store computer to notify you of any electronic notice. Notices to us by electronic mail will be addressed to the address shown on the signature page to this Agreement or other address that we designate in writing.

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(ii) We reserve the right to establish electronic mailings (i.e., email), web sites, or other forms of communications in which to communicate and distribute information to 7-Eleven franchisees. You agree that we may utilize such electronic communications to effectively provide binding notices to you. You agree to provide notices to us as set forth above unless we expressly consent and provide for electronic notices from you.

(e) **Severability.** Except as expressly provided to the contrary herein, each provision of this Agreement and any portion thereof is considered severable. If, for any reason, any provision of this Agreement contravenes any existing or future law or regulation, the provision will be considered modified to conform to the law or regulation as long as the resulting provision remains consistent with the parties' original intent. If it is impossible to so modify the provision, such provision will be deleted from this Agreement. If any provision of this Agreement (including all or any part of Paragraphs 15, 16 or 22) is declared invalid by a court of competent jurisdiction for any reason, the parties will continue to be bound by the remainder of this Agreement, which will remain in full force and effect; provided, that if any provision of the Agreement, which we, in our sole discretion, determine to be material, is declared invalid by a court of competent jurisdiction, we reserve the right to terminate this Agreement in accordance with Paragraph 26(a)(12) and, in connection with such termination, offer you a different 7-Eleven franchise agreement in accordance with Paragraph 10(c)

(f) **Personal Qualification.** We are entering into this Agreement with the person(s) named as the "Franchisee(s)" on the signature page; in reliance upon his, her or their personal qualifications; and upon the representation and agreement that he, she or they agree to be the Franchisee(s) of the Store, will actively and substantially participate in the operation of the Store and will have full authority and responsibility for the operation of the Store. No changes in the ownership and/or control of the franchise may be made without our advance written consent. Any person(s) subsequently added as a "Franchisee" in a writing signed by the parties must likewise actively and substantially participate in the operation of the Store and have full authority and responsibility for the operation of the Store.

(g) **Complete Agreement.** This Agreement and the Exhibits, Amendments, and Addenda to this Agreement, including any other agreements specified in Exhibit D (all of which are hereby incorporated herein and made a part of this Agreement), contain the entire, full and complete agreement between us and you concerning the Store. This is a fully integrated agreement and it supersedes all earlier or contemporaneous promises, representations, agreements and understandings. No agreement relating to the matters covered by this Agreement will be binding on us or you unless and until it has been made in writing and duly executed by you and one of our authorized officers. Our agents or employees may not modify, add to, amend, rescind or waive this Agreement in any other manner, including by conduct manifesting agreement or by electronic signature, and you are hereby put on notice that any person purporting to amend or modify this Agreement other than by a written document signed by one of our authorized officers, is not authorized to do so. You represent and warrant that you have supplied us with all information we requested and that all such information is complete and accurate. You further represent and warrant that you have not received nor relied on any representations relating to the Store except as expressly contained in this Agreement, or (i) as to the future or past income, expenses, sales volume or potential profitability, earnings or income of the Store or any other location, except as provided in Item 19 of our Franchise Disclosure Document, or (ii) as to site specific information, except as provided in our "Here Are The Facts" supplemental disclosure.

(h) **Consents.** All consents required to be given by us pursuant to this Agreement must be given in writing, and such consents may be granted or withheld in our sole discretion.

(i) **Interpretation.** As used in this Agreement and all exhibits and attachments hereto,

(i) the words "you agree" or "we agree" or "you will" or "we will" mean an imperative duty and will be interpreted and construed to have the same meaning and effect as the words "you shall" or "you must" or "we shall"

or "we must"; and

(ii) the words "including", "include" or "includes" will be interpreted and construed to have the same meaning and effect as the words "including, but not limited to" or "including, without limitation".

(j) **WAIVER OF DAMAGES.** YOU HEREBY WAIVE, TO THE FULLEST EXTENT PERMITTED BY LAW, ANY RIGHT TO OR CLAIM FOR ANY PUNITIVE, EXEMPLARY, INCIDENTAL, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGE AGAINST US, OUR AFFILIATES, AND OUR RESPECTIVE OFFICERS, DIRECTORS, SHAREHOLDERS, PARTNERS, AGENTS, REPRESENTATIVES, INDEPENDENT CONTRACTORS, SERVANTS AND EMPLOYEES, IN THEIR CORPORATE AND INDIVIDUAL CAPACITIES, ARISING OUT OF ANY CAUSE WHATSOEVER (WHETHER SUCH CAUSE BE BASED IN CONTRACT, NEGLIGENCE, STRICT LIABILITY, OTHER TORT OR OTHERWISE) AND AGREE THAT IN THE EVENT OF A DISPUTE, YOU WILL BE LIMITED TO THE RECOVERY OF ANY ACTUAL DAMAGES SUSTAINED BY YOU. IF ANY TERM OF THIS AGREEMENT IS FOUND OR DETERMINED TO BE UNCONSCIONABLE OR UNENFORCEABLE FOR ANY REASON, THE FOREGOING PROVISIONS OF WAIVER BY AGREEMENT OF PUNITIVE, EXEMPLARY, INCIDENTAL, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES SHALL CONTINUE IN FULL FORCE AND EFFECT.

(k) Consultation with Advisors. You acknowledge that you have received, read and understands this Agreement and the related exhibits and agreements, that we have afforded you sufficient time and opportunity to consult with lawyers and other business and financial advisors selected by you about the potential benefits and risks of entering into this Agreement, and that you are entering into this Agreement of your own volition.

(l) Savings Clause. Any of your obligations that contemplate the performance of such obligation after the termination or expiration of this Agreement or the transfer of any interest herein, including Paragraphs 5, 17, 18, 19, 28, 29, and 30, will be deemed to survive such termination, expiration or transfer and will remain binding until fully discharged to our sole satisfaction.

(m) Fees. We may charge you a fee that we establish in our sole discretion if you request any changes or services related to the Agreement that we are not required to perform, including but not limited to name changes, incorporations, adding or removing an individual or entity from the Agreement, transfers or assignments of the Agreement (other than an assignment under Paragraph 25(b) of this Agreement to a transferee that pays us an initial franchise fee), or other similar activities.

(n) The Exercise of Our Business Judgment. We have the right to develop, operate, and change the 7-Eleven System in any manner not specifically prohibited by this Agreement. Whenever this Agreement reserves our right to take or withhold an action, or to grant or decline to grant you the right to take or omit an action, we may, except as this Agreement specifically provides, make our decision or exercise our rights based on information then available to us and our judgment of what is best for us or the 7-Eleven System when we make our decision, whether or not we could have made other reasonable or even arguably preferable alternative decisions and whether or not our decision promotes our financial or other individual interest.

MARKET/STORE # 0001913-30153C

You and we have executed this Agreement as of the last date set forth below.

7-ELEVEN, INC.

By Sandifer, Elizabeth Rachael (Rachael)
Sandifer, Elizabeth Rachael (Rachael) (Nov 12, 2023 13:33 CST)
Assistant Secretary/Franchise Specialist
Elizabeth Rachael Sandifer
Date Nov 12, 2023

Form # 4401652 04/23
Uniform Agreement


7-Eleven Store No 0001913-30153C
51 RANDALL RD
Store Address

SAINT CHARLES
City

Illinois
State

60174
Zip

FRANCHISEE(S)

AARNA24 Corporation
By 
Arpan Bharatbhai Patel (Nov 12, 2023 10:42 CST)
President/Secretary/Treasurer
Arpan Bharatbhai Patel
Date Nov 12, 2023
By _____
Date _____

By _____
Date _____
By _____
Date _____

EXHIBIT A

STORE

YOU ACCEPT THE STORE AS IS IN ITS CONDITION ON THE DATE OF THIS EXHIBIT, EXCEPT AS SPECIFICALLY NOTED ON THIS EXHIBIT

This Exhibit is based on the information we have on the date of this Agreement. It is accurate to the best of our knowledge and belief. If you request, we agree to make a complete copy of any master lease or any documents recorded against the Store available to you. If you have any questions about this Exhibit or you would like a more complete explanation of any item, please contact the Market Manager.

Store and Adjoining Property Lease Information:

7-ELEVEN Store No. 0001913-30153C

Street 51 RANDALL RD

SAINT CHARLES

City

Illinois

State

60174

Zip

Plot Plan and Legal Description Attached

Owned by us

Leased by us

The term of our lease covering the real estate for the Store that is in effect on the Effective Date is scheduled to end on _____, but the lease may end earlier. We have _____ option(s) to extend the lease, for a term of _____ years for each option. We have no obligation to renew or exercise any option to extend the lease. The Term of this Agreement will end on the Expiration Date.

MARKET/STORE # 0001913-30153C

Special Charges:

Common Area (including landscaped areas): If we lease the Store, the master lease or declarations or other documents recorded against the Store, may impose common area maintenance charges or other charges for which you will be responsible; provided that such charges must have been provided for by the terms of the initial master lease or the terms of any options that existed at the time of the initial master lease. Please consult the master lease or recorded documents for a complete description of any such charges that will be assessed against the Store.

Other (for example, maintenance, required services, co-operative Advertising, rent taxes):

Special Operating Provisions:

We have disclosed information on this Exhibit to the best of our knowledge but the master lease, if any, or any declarations or other documents of record against the Store, or any state or local ordinances, permits, etc., may result in charges or operating restrictions involving the Store that are not listed on this Exhibit. You should refer to any master lease for the Store, documents recorded against the Store and local laws to determine the extent of any of these restrictions.

FRANCHISEE

AARNA24 Corporation

By *Arpan*
Arpan B. Bharatbhai Patel (Nov 12, 2023 10:40 CST)

President/Secretary/Treasurer

Arpan Bharatbhai Patel

Date Nov 12, 2023

By _____

Date _____

By _____

Date _____

By _____

Date _____

7-ELEVEN, INC.

By *Sandifer, Elizabeth Rachael (Rachael)*
Sandifer, Elizabeth Rachael (Nov 12, 2023 12:33 CST)


Assistant Secretary/Franchise Specialist

Elizabeth Rachael Sandifer

Date Nov 12, 2023

Form #4401512 06/2018

Uniform Exhibit A

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 7a
	Title:	Recommendation to approve a Resolution to Execute a License Agreement with the St. Charles Park District for the use of Langum Park for the Fireworks Event on July 4, 2024.	
	Presenter:	Deputy Chief Tony Cavallo	
Meeting: Government Operations Date: March 18, 2024			
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The St. Charles Park District has requested the use of Langum Park for an electronically fired fireworks and pyrotechnics display on July 4, 2024, to begin at dusk. The Park District has hired Mad Bomber (Planet Productions) to conduct this event and will coordinate with the Park District as their licensed contractor. Mad Bomber will provide certified and experienced technicians to handle, transport, set up, fire, and remove all equipment. The City of St. Charles and the St. Charles Park District will enter into an agreement for the use of Langum Park for the fireworks display taking place on July 4, 2024, this is City-owned property.</p>			
Attachments (please list): License Agreement			
Recommendation/Suggested Action (briefly explain): Recommendation to approve a Resolution to Execute a License Agreement with the St. Charles Park District for the use of Langum Park for the Fireworks Event on July 4, 2024.			

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

**A Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to
Execute a License Agreement for the use of Langum Park for an Electronically
Fired Fireworks and Pyrotechnics Display on July 4, 2024.**

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

BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk be and the same are hereby authorized to execute certain Agreements, in substantially the form attached hereto and incorporated herein as Exhibit “A”, by and on behalf of the City of St. Charles.

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

2024. **Passed** by the City Council of the City of St. Charles, Illinois this _____ day of _

_____, 2024. **Approved**

by the Mayor of the City of St. Charles, Illinois this _____ day of ____, 2024.

Lora A. Vitek, Mayor

ATTEST: _____

City Clerk

COUNCIL VOTE:

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

License Agreement

This License Agreement ("*License*") is made and entered into this ____ day of _____, 2024, by and between the CITY OF ST. CHARLES, ILLINOIS, an Illinois municipal corporation (herein referred to as "*Licensor*"), and the Board of Commissioners of St. Charles Park District (herein referred to as "*Licensee*").

Licensee desires to enter onto the property commonly known as Langum Park, St. Charles, Illinois and within that area depicted on Exhibit A, attached hereto and made a part hereof (the "*Property*") for the purpose of Licensee's contractor conducting an electronically fired fireworks and pyrotechnics display in accordance with the agreement that is attached hereto as Exhibit C, on July ____, 2024, beginning at _____ (the "*Event*"); and the Licensor is willing to grant Licensee a license to do so, on the terms and conditions set forth below.

Licensor hereby grants Licensee and its contractors, subcontractors, invitees, employees and agents acting on its behalf, a temporary license to enter on the Property for the purposes of utilizing the Property for the Event, subject to the following terms and conditions:

(1) LICENSEE CONTRACTOR. Licensee represents and warrants to Licensor that it has hired _____ ("*Contractor*") to provide the fireworks for this Event. Contractor shall coordinate with the Licensor in performance of the Event.

On behalf of Licensee:

Contractor shall provide electronically fired fireworks and pyrotechnics displays pursuant to the shell parameters outlined in Exhibit B, attached hereto and made a part hereof. Contractor shall provide experienced and qualified technicians to set up, fire and remove all equipment. The pyro-technicians shall be certified and experienced in major fireworks shows and, in the handling, transporting and discharge of fireworks. At all times, Contractor shall comply with all applicable City, County and State codes and regulations governing fireworks and pyrotechnical displays, including but not limited to:

- A. NFPA 1123;
- B. International Fire Code Section 3308;
- C. All pyrotechnic assistants must be registered with the State Fire Marshal's Office;
- D. Pyrotechnic Distributor and Operator Licensing Act.

Contractor shall provide an on-site inventory check of shells to the Licensor, upon request. All fireworks and pyrotechnics packages shall be clearly labeled as to size, type, quantity and country of origin.

On or before the Event, (i) Contractor shall insure to the Licensor that all applicable (federal, state and local) permits are current and in good standing and will remain current and in good standing through the date of the Event, (ii) Contractor shall provide the Licensor with a copy of all applicable permits, and (iii) Contractor shall provide the Licensor with a certificate of good standing for Contractor from the Illinois Secretary of State, indicating Contractor is authorized to do business in the State of Illinois.

Contractor and Licensee shall provide the Licensor's officials, employees and Police and Fire Departments complete access to its operations on the date of the Event. Contractor shall provide the Licensor written procedures outlining

safety and operational plans for delivery, set-up and discharge of fireworks and pyrotechnics displays, and responses to variable weather.

Contractor and Licensee shall provide site clean-up, including removing all firing materials, debris, packing materials, and filling holes utilized for firing of displays. Contractor shall inspect the fallout zone at the end of the Event and at first dawn after the Event. Contractor shall be responsible for the recovery and removal of any unfired materials. Any shell that failed to explode shall be disposed of in accordance with all applicable laws and regulations.

(2) RESTRICTION ON USE. Licensee shall only use the Property for the purposes of the Event. The Licensee shall not alter the Property in any fashion without the written consent of the Licensor. Licensee shall, upon termination of this License, immediately cease use of and quit and deliver up the Property to the Licensor peaceably, quietly, and in as good order and condition as the same now are, normal wear and tear excepted.

Licensee shall comply with all applicable federal, state, county and local laws, regulations and ordinances, as may be applicable to the Event. Licensee shall comply with the applicable requirements of the City of St. Charles Police and Fire Departments in producing the Event and shall confer with said departments to ensure safety and compliance with all City of St. Charles Ordinances and State of Illinois regulations.

(3) CONDITION; MAINTENANCE; REPAIR; UTILITIES. Licensee accepts the Property in its current condition, and Licensor makes no representations concerning the condition of the Property. Licensor has no duty or obligation to maintain or repair the Property during the License Term. Any maintenance, repairs or alterations made to the Property by the Licensee shall be made at the sole expense of the Licensee, and the Licensee shall have no right to recover any such amounts from the Licensor. Further, Licensor shall not be liable to Licensee for any damage or injury to any of them or their property occasioned by the failure of the Licensor to keep the Property maintained and in repair; unless such damage or injury is a result of Licensor's negligence or willful misconduct. Except as approved by the Licensor, Licensee shall not attach, affix or exhibit, or permit to be attached, affixed or exhibited any articles of permanent or semi-permanent character or any sign, attached or detached, with any writing, printing of symbols thereof, on or about the Property, or upon any appurtenances thereto. The Licensee shall be responsible for and pay for any and all utilities required and utilized during the term of the License. In all events, Licensee shall be responsible and liable for the actions of its employees, guests, agents and the Contractor and its employees.

(4) ASSUMPTION OF RISK. Licensee shall use the Property at its own risk; and Licensor shall not be liable for any damage to person or property resulting, directly or indirectly, from Licensee's use of the Property; unless such damage is caused by Licensor's negligence or willful misconduct.

(5) INDEMNIFICATION. Licensee shall indemnify and save harmless Licensor and its officials, officers, employees, staff, contractors, agents, representatives, consultants, successors and assigns (collectively, the "Indemnitees"), from and against any and all losses, verifiable and substantiated damages, third-party claims, actions, liabilities, reasonable actual out-of-pocket costs and expenses including, without limitation, reasonable outside attorneys' fees and expenses that the Indemnitees may suffer, incur or sustain arising out of or relating to the activities of Licensee, Contractor or any guests, employees, agents, and invitees thereof, under this License, or any acts or omissions of Licensee or its Contractor, subcontractors, agents, employees, tenants, invitees or representatives hereunder, or with respect to or arising out of any use of the Property or the rights herein granted, or the performance or non-performance of Licensee's or Contractor's obligations hereunder. The Licensee, in

carrying out its obligations hereunder, shall use legal counsel reasonably acceptable to the Licensor. The indemnity required herein shall not be limited by reason of the specification of any particular insurance coverage. The provisions of this Section 5 shall survive the termination of this License.

(6) INSURANCE. Not less than ten (10) days prior to commencing operations under this License, Licensee shall, at no cost to Licensor, acquire and maintain throughout the License the insurance coverage satisfactory to the Licensor, pursuant to Licensor's requirements. Acceptance by the Licensor of insurance submitted by the Licensee does not relieve or decrease in any manner the liability of the Licensee for performance of the obligations required under this License. The Licensee shall increase such minimum limits upon receiving notice in writing from the Licensor. The Licensee is responsible for any losses, claims, and costs of any kind that Licensee's insurance does not cover.

In addition, the Licensee shall cause its Contractor to furnish to Licensor a certificate of insurance evidencing coverages and limits otherwise reasonably satisfactory to the Licensor, pursuant to Licensor's requirements. Such insurance shall be maintained during the License Term.

With the exception of Workers' Compensation insurance, the Licensor and its elected officials, officers, employees and agents shall be included as an additional insured under the insurance policies required herein. Coverage afforded the Licensor under these policies shall be primary insurance. If the Licensor has other insurance which is applicable to the loss, such other insurance shall be on an excess and/or contingent basis.

(7) HAZARDOUS WASTE, SUBSTANCES, MATERIALS, EXPLOSIVES. Licensee shall not store, house, possess or permit any hazardous waste, hazardous substances, hazardous materials, or explosives, upon the Property, or any part thereof.

(8) ASSIGNMENT AND SUB-LICENSING. Licensee shall not assign this License or any part hereof in any manner whatsoever nor shall it assign any of the privileges herein granted without the prior written consent of the Licensor, which consent may be withheld, conditioned or delayed in its sole and absolute discretion. The Licensee shall not sublicense or otherwise provide any successor or operational rights to the Property or any portion thereof, or any privileges granted herein, without the prior written consent of the Licensor, which may be withheld, conditioned or delayed in its sole discretion.

(9) REVOCATION. In the event of any violation by Licensee of the terms of this License and upon five (5) business days prior written notice to Licensee by Licensor, except in the case of an emergency, this License and any rights granted herein may be revoked by the Licensor.

(10) AUTHORITY. Each party warrants to the others that it is authorized to execute, deliver and perform this License. Each party warrants to the others that execution, delivery and performance of this License do not constitute a breach or violation of any agreement, undertaking, law or ordinance by which that party is bound. Each individual signing this License on behalf of a party warrants to the others that such individual is authorized to execute this License in the name of the party on whose behalf he or she executes it.

(11) **REMEDIES.** Licensors sole remedy for breach of this Agreement by Licensee shall be an action at law for compensatory money damages (but not punitive or consequential). Licensors agrees not to seek, nor shall Licensors be entitled to, injunctive or other equitable relief. Licensors shall not be entitled to enjoin, restrain or otherwise impair Licensees development, production, exhibition, advertising, promotion or other exploitation of the Event, or any other rights of Licensee hereunder.

(12) **MISCELLANEOUS.**

(a) **No Liens.** Licensee shall pay for all labor done or materials furnished in the repair, replacement, development or improvement of the Property by Licensee, and shall keep the Property free and clear of any lien or encumbrance of any kind whatsoever created by Licensees act or omission.

(b) **Waivers.** No waiver of default by the Licensors or any of the terms, covenants or conditions hereof to be performed, kept and observed by Licensee shall be construed or operate as a waiver by the Licensors of any subsequent default of any of the terms, covenants or conditions herein contained to be performed, kept and observed by Licensee.

(c) **Waiver of Claims.** Licensee hereby waives any claim against the Licensors, and its elected officials, officers, agents and employees, that it may have on the date of execution of this License for loss of anticipated profits caused by any suit or proceedings directly or indirectly attacking the validity of this License or any part thereof, or by any judgment or award in any suit or proceeding declaring this License null, void and voidable, or delaying the same or any part hereof from being carried out.

(d) **Attorneys Fees.** In the event that the Licensors brings and prevails in any action, suit or proceeding to take possession of the Property or to ensure compliance with this License, Licensee shall pay the Licensors reasonable outside attorneys fees, in an amount allowed by the court in said action, suit or proceeding.

(e) **No Third-Party Beneficiary.** This License is made for the benefit of the parties hereto and nothing herein shall be construed to create any right or benefit enforceable by any third party.

(f) **Survival of Certain Provisions.** Licensee shall remain obligated to the Licensors under all clauses of this License that expressly or by their nature extend beyond and survive the termination of this License, including the indemnity provisions hereof.

(g) **Severability.** In the event any term, covenant or condition herein shall be held to be invalid by any court of competent jurisdiction, such invalidity shall not affect any other term, covenant or condition herein, provided that such invalidity does not materially prejudice either the Licensee or the Licensors in their respective rights and obligations contained in the valid terms, covenants or conditions hereof.

(h) **Written Amendment.** Unless otherwise provided herein, this License may be amended only by a written instrument duly executed by the parties.

(i) **Time of Essence.** Time is expressed to be of the essence in this License.

(j) Force Majeure. Timely performance by both parties is essential to this License. However, neither party is liable to the other for damages resulting from delays or other failures to perform its obligations under this License to the extent the delay or failure is caused by Force Majeure. For purposes of this License, "*Force Majeure*" shall mean pandemics, epidemics, fires, floods, explosions and other acts of God, war, terrorist acts, riots, court orders, and the acts of superior governmental or military authority.

(k) Notices. All notices provided for herein shall be in writing and served or given by electronic delivery, with confirmation of receipt, hand delivery, or an overnight delivery service. Any notice permitted or required to be served upon Licensee may be served upon it at:

St. Charles Park District
Attn: Superintendent of Recreation
8 North Avenue
St. Charles, IL 60174
Email: mkies@stcparks.org

Any notice permitted or required to be served upon the Licensor may be served upon it at:

City of St. Charles
Attn: City Administrator
2 East Main Street
St. Charles, Illinois 60174
E-Mail: hmcguire@stcharlesil.gov

Either party may give notice in writing to the other party of any change in such address, and, in such event, notices shall then be given to the party's substituted address.

(k) Venue. This License is subject to and shall be interpreted under the laws of the State of Illinois. Court jurisdiction shall exclusively be in the Circuit Court of Kane County, Illinois. Licensee shall ensure that Licensee and its employees, agents and officers are familiar with and comply with all applicable federal, state and local laws, regulations and ordinances as now written or hereafter amended or promulgated.

LICENSOR

CITY OF ST. CHARLES, an Illinois municipal corporation

By: _____
Lora A. Vitek, Mayor

Attest: _____
Nancy Garrison, City Clerk

LICENSEE

BOARD OF COMMISSIONERS OF ST. CHARLES PARK DISTRICT

By: _____
Its: _____

STATE OF ILLINOIS)
) SS
COUNTY OF KANE)

Before me, the undersigned, a Notary Public in and for said county and state, on this _____ day of _____, 2024, personally appeared Lora A. Vitek and Nancy Garrison, to me known to be the Mayor and City Clerk, respectively, of the City of St. Charles, an Illinois municipal corporation, who executed the foregoing License Agreement and acknowledged to me that they executed the same as their free and voluntary act and deed and as the free and voluntary act of the City of St. Charles, for the uses and purposes therein set forth.

Notary Public

My Commission Expires:_____

STATE OF _____)
) SS
COUNTY OF _____)

On this ____ day of _____, 2024, before me, a Notary Public in and for said State, personally appeared, _____, to me personally known as the _____ of _____, who being by me duly sworn did say that he/she executed the said instrument as his/her voluntary act and deed for the purposes set forth herein.

Notary Public

My Commission Expires:_____

EXHIBIT A

LICENSE PROPERTY

The property of parcels 0934288008 and 0934426001 including the boundaries from the Fox River east along Devereaux Way, north and then east along the Public Works fence line to Seventh Avenue. Then north to the parcel boundary then west along the northern parcel boundary to the Fox River.



EXHIBIT B

FIREWORKS PARAMETERS

The fireworks activity, launch, and show must conform to all applicable codes and standards, including those outlined in this document. The launch site shall be contained to the area outlined in the boxed area on the map. Any 6-inch shells shall have the smaller designated box maintaining a 420-foot distance from the public areas. The 5-inch and smaller shells shall have the larger designated box of at least 350-foot distance from the public.

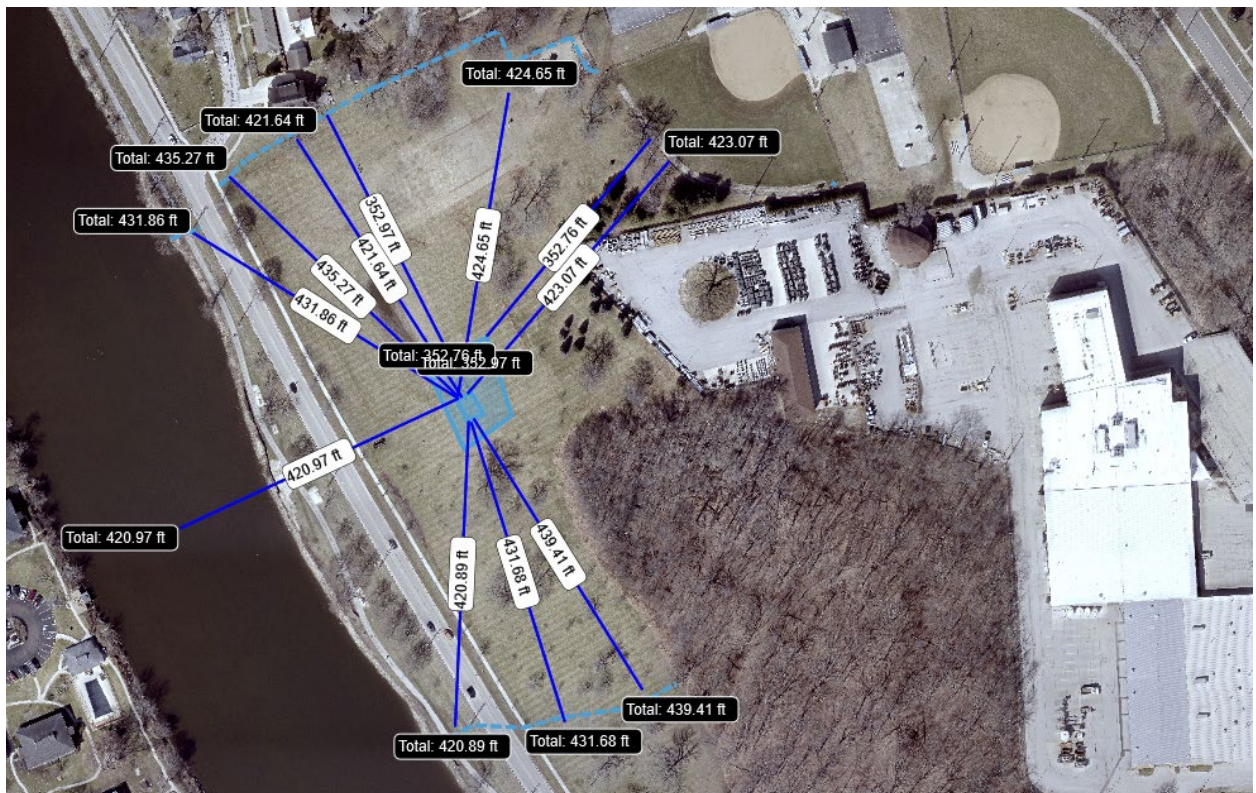



EXHIBIT C
LICENSEE'S AGREEMENT WITH CONTRACTOR

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 8a
	Title:	Resolution authorizing the purchase of a Microsoft Enterprise Agreement subscription from Dell Marketing LP in the amount of \$366,000.	
Presenter:	Larry Gunderson, Director of Information Systems		
Meeting: Government Operations Committee		Date: March 18, 2024	
Proposed Cost: \$366,000	Budgeted Amount: \$341,228	Not Budgeted: <input type="checkbox"/>	
TIF District: None			
<p>Executive Summary: In support of the City’s strategic plan goal to implement technology to improve internal and external processes and increase efficiencies, staff our proposing to move our email and productivity software to the cloud, utilizing Microsoft Office 365.</p> <p>The Office 365 subscription will include online email for all employees and provide for the latest version of Microsoft’s productivity suite of Word, Excel, PowerPoint and Access. It will also include SharePoint, the platform that will be used as the replacement for iNet, the City’s intranet software application.</p> <p>There are many user, business and security benefits of moving to Office 365. From a user’s perspective, data and services become more readily available and real-time collaboration is possible through SharePoint, OneDrive and Microsoft Teams. The subscription will also allow the City to scale up or down quickly, by removing or adding licensing as business needs dictate. And finally, from a security perspective, the City will be using Microsoft 365 Government, which meets the advanced security standards required of public sector agencies.</p> <p>The Microsoft Enterprise Agreement subscription will be a three-year commitment, payable annually in the amount of \$122,000, for a three-year total of \$366,000. At the conclusion of the three years, the City may opt out of the agreement or re-sign for another three years. The first year of the purchase is funded through the City’s Equipment Replacement fund, which provides annual funding for the replacement of the City’s core end user technology. Years two and three of the agreement will be funded through the annual operating budget.</p> <p>The subscription cost is from State of Illinois master contract #CMT1176800, which was awarded to Dell Marketing LP. Through the master contract with Dell, Microsoft provides discounted volume pricing on all Microsoft products to any Illinois state agency or local government.</p>			
<p>Attachments (please list): Resolution, Bid Waiver Form</p>			
<p>Recommendation/Suggested Action (briefly explain): Recommend approval of a resolution authorizing the purchase of a Microsoft Enterprise Agreement subscription from Dell Marketing LP in the amount of \$366,000.</p>			

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

**A Resolution Authorizing the Purchase of a Microsoft Office 365
Subscription for a Three-Year Term from Dell Marketing LP in the
submitted amount**

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

WHEREAS, pursuant to the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1, et seq.) the City may purchase personal property, supplies and services joining with other governmental units; and Illinois State Statutes authorize municipal governments to jointly purchase supplies; and

WHEREAS, the State of Illinois has publicly and competitively bid for a Joint Purchase Master Contract for a Microsoft Licensing Solutions Provider; and

WHEREAS, the State of Illinois awarded master contract #CMT1176800 to Dell Marketing LP of Round Rock, TX, the lowest priced responsive and responsible bidder, for the provision of Microsoft products, support and services and has made the contract available to other public entities; and

WHEREAS, the City solicited a quote for a Microsoft Enterprise Agreement, a three-year subscription for cloud-based Microsoft Office 365 email and productivity software, from Dell Marketing LP; and

WHEREAS, Dell Marketing LP submitted contract pricing though State of Illinois master contract #CMT1176800;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, an Agreement be approved with Dell Marketing LP in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of _____, 2024

PASSED by the City Council of the City of St. Charles, Illinois, this ____ day of _____, 2024

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of _____, 2024

Lora Vitek, Mayor

Resolution No. _____

Page 2

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.


These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 8b
	Title:	Resolution authorizing an agreement with LiftOff LLC for Office 365 Guided Deployment Services for \$30,000	
	Presenter:	Robert Taraszka, Network and Infrastructure Manager	
Meeting: Government Operations Committee		Date: March 18, 2024	
Proposed Cost: \$30,000		Budgeted Amount: \$35,000	Not Budgeted: <input type="checkbox"/>
TIF District: None			
<p>Executive Summary:</p> <p>In support of the City’s strategic plan goal to implement technology to improve internal and external processes and increase efficiencies, staff is proposing to move our email and productivity software to the cloud, utilizing Microsoft Office 365. To ensure the City’s seamless transition to the Office 365 platform, an agreement is proposed to engage LiftOff LLC for Office 365 Guided Deployment Services.</p> <p>LiftOff, a Microsoft Partner exclusively focused on Office 365 deployments, offers comprehensive expertise in Office 365 migration. LiftOff brings over 12 years of experience to the City’s project, including a proven track record of over 1000 successful deployments for state and local governments, and their proposed costs are comparable to proposals provided by other technology consultants.</p> <p>The proposed agreement outlines the scope of services, including assessment, planning, migration, and post-migration support. Key highlights include:</p> <ul style="list-style-type: none"> • Tailored Deployment Plan: LiftOff will customize the deployment plan to fit the specific needs and infrastructure of the City, minimizing disruption to daily operations. • Risk Mitigation: LiftOff will implement industry best practices to mitigate risks associated with data loss, security breaches, and downtime during the migration process. <p>By engaging LiftOff for Office 365 Guided Deployment Services, the City can leverage their expertise to streamline the migration process, enhance productivity, and ensure a successful transition to a modern, cloud-based collaboration platform.</p>			
<p>Attachments (please list): Resolution, Bid Waiver Form</p>			
<p>Recommendation/Suggested Action (briefly explain): Recommend approval of a resolution authorizing an agreement with LiftOff LLC for Office 365 Guided Deployment Services for \$30,000</p>			

City of St. Charles, Illinois
Resolution No.

A Resolution Authorizing an Agreement with LiftOff LLC for Microsoft Office 365 migration services in the submitted amount

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

WHEREAS, the City is migrating to cloud-based Microsoft Office 365 email and productivity software;

WHEREAS, the Information Systems Department solicited a request for quotes for Office 365 migration services;

WHEREAS, LiftOff LLC submitted a quote for Office 365 migration services and is an experienced and technically proficient local government Office 365 services provider;

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, an Agreement be approved with LiftOff LLC in the submitted amount.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ___ day of _____, 2024

PASSED by the City Council of the City of St. Charles, Illinois, this ___ day of _____, 2024

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of _____, 2024

Lora Vitek, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.


These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____

 <p>CITY OF ST. CHARLES ILLINOIS • 1834</p>	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 9a
	Title:	Recommendation to Authorize Public Works Director to Participate in State of Illinois Joint Purchasing Programs	
	Presenter:	Peter Suhr, Director of Public Works	
Meeting: Government Operations Committee		Date: March 18, 2024	
Proposed Cost: \$ 0.00		Budgeted Amount: \$0.00	Not Budgeted: <input type="checkbox"/>
TIF District: Choose an item.			
Executive Summary (if not budgeted, please explain):			
<p>The State of Illinois Central Management Services is requiring units of local government to submit documentation identifying a designated person or persons who can enter into agreements on behalf of the governmental body. They are requiring this documentation before the City can participate in the upcoming solicitation for winter rock salt.</p> <p>This is not an award of any bid, but rather a preliminary authorization to participate in the bidding process.</p>			
Attachments (please list):			
Certificate of Authority			
Recommendation/Suggested Action (briefly explain):			
Recommendation to Authorize the Public Works Director to Participate in the State of Illinois Joint Purchasing Programs.			

Certificate of Authority by Vote

I, **Nancy Garrison**, hereby certify that I am duly elected Clerk/Secretary of
(Name)
City of St. Charles (“Governmental Unit”). I hereby certify the following is a true
(Name of Governmental Unit)

copy of a vote taken at a meeting of the City Council (or equivalent governing body), duly called and held on April 1, 2024, at which a quorum of the Members were present and voting.

Voted: That Peter Suhr, Director of Public Works is
(Name and Title)

duly authorized to enter into contracts, to include joint participation agreements, on behalf of City of St. Charles with the State of Illinois and any of
(Name of Governmental Unit)

its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to affect the purpose of this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract or joint participation agreement to which this certificate is attached. I further certify that it is understood that the State of Illinois will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the Governmental Unit. To the extent that there are any limits on the authority of any listed individual to bind the Governmental Unit in contracts with the State of Illinois, all such limitations are expressly stated herein.

Dated: _____

Attest: _____
(Name & Title)

City of St. Charles, Illinois

2024-2025 Budget



CITY OF
ST. CHARLES
ILLINOIS • 1834

**City of St. Charles
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FY 2024-2025 Budget**

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**City of St. Charles
Principal Officials
FY 2024-2025 Budget**

Mayor

Lora Vitek

City Administrator

Heather M. McGuire

City Council (Elected)

Mark M. Foulkes	Ward 1
Ronald Silkaitis	Ward 1
Ryan Bongard	Ward 2
Jayne Muenz	Ward 2
Bob Gehm	Ward 3
Paul D. Lencioni	Ward 3
David A. Pietryla	Ward 4
Bryan Wirball	Ward 4
Ed Bessner	Ward 5
Steve Weber	Ward 5

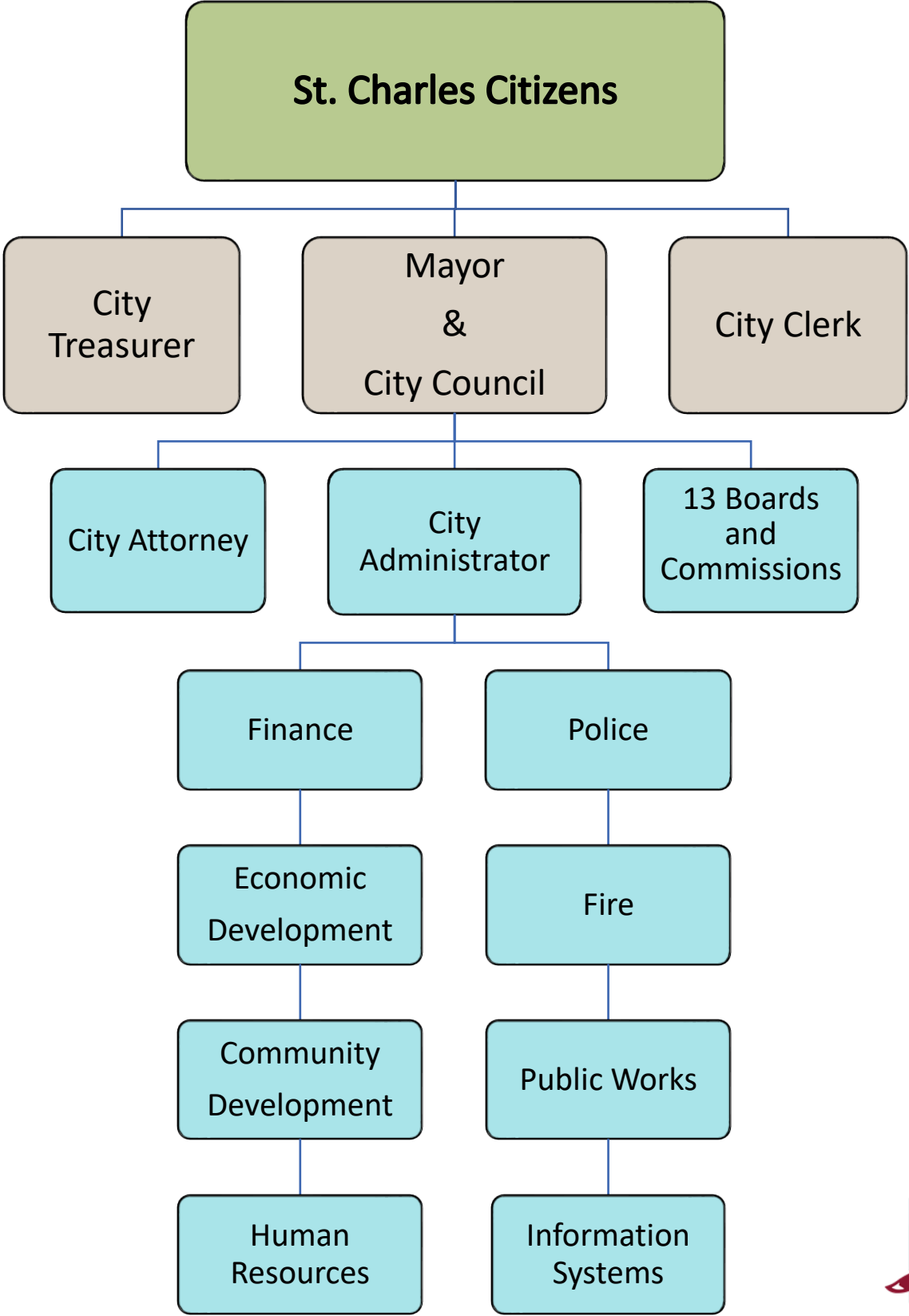
Other (Appointed)

John Harrill	City Treasurer
Nancy Garrison	City Clerk

Department Heads

Bill Hannah	Director of Finance
Peter Suhr	Director of Public Works
Russell Colby	Director of Community Development
Derek Conley	Director of Economic Development
Scott Swanson	Fire Chief
Larry Gunderson	Director of Information Systems
James Keegan	Police Chief
Jennifer McMahan	Director of Human Resources

**City of St. Charles
Citywide Organizational Chart**





2 E. MAIN STREET
ST. CHARLES, IL 60174
630.377.4400
STCHARLESIL.GOV

March 14, 2024

To the Honorable Mayor Lora Vitek
Members of the City Council and
Citizens of the City of St. Charles

Enclosed is the Draft Budget for the City of St. Charles for the upcoming FY 2024-25. This draft spending plan will guide the allocation of financial resources to fund the City's operations and capital projects for the period of May 1, 2024 to April 30, 2025.

Over the last two years, the City has been making significant efforts to improve the budget document in order to provide more detailed information on the City's Budget for the City Council and citizens of St. Charles. This is consistent with one of the strategic goals in the City's recently adopted Strategic Plan: Strategic Priority 4 Financial Wellness.

The total draft budget for all funds is **\$226,490,421**. This budget:

- Allocates resources and funds for over \$53 million in capital projects related to the City's utilities for electric, water and wastewater, facility improvements, road and related improvements, storm sewer projects and other initiatives.
- Provides for a balanced operating budget in the General Fund with \$65,749,550 in revenues/transfers in and \$65,609,551 in expenditures/transfers out.
- Addresses goals and initiatives contained in the City's strategic plan and other planning processes.

Approval of the final budget is scheduled for Monday, April 15th. Appreciation goes out to everyone involved in the budget process from the City Administrator, Department Directors and Finance Department staff.

Respectfully Submitted,

William D. Hannah
Director of Finance

City of St. Charles
Budget Process and Financial Planning
Fiscal Year 2024-2025 Budget

General Description

The City's budgetary operations are governed by the Budget Act as provided for in the Illinois Compiled Statutes and administered by the Director of Finance. Under the Budget Act no appropriation is required to be passed but an annual budget must be adopted prior to the year the funds will be expended. St. Charles' fiscal year begins May 1.

The City's budget is developed based on input from the Mayor and City Council, City Administrator, department heads, supervisors and other employees throughout the organization. Although much of the time and effort in preparing the budget is spent during the months of November through March, the development, implementation, monitoring and review of the City's budget is part of a comprehensive process that occurs throughout the year.



City of St. Charles
Budget Process and Financial Planning
Fiscal Year 2024-2025 Budget

Budgetary Preparation and Adoption

During the first quarter of the fiscal year, Finance begins monitoring the City's major revenues and expenditures as a means of identifying any negative trends which would require corrective measures during the current year or impact the next year's budget. In January, the Director of Finance prepares preliminary revenue projections for the current fiscal year as well as the next fiscal year. These projections are the basis for developing the parameters and establishing the objectives for the City's upcoming fiscal year budget. The City's will also incorporate the fundamental elements of the Strategic Plan and consider the public input received during recent meetings regarding City initiatives.

Budget worksheets and instructions for completing the departmental operating and capital budgets are given to the budget preparer in late October. In February, departmental meetings are held with the City Administrator, Director of Finance and department staff to review their submissions. During these meetings, major operating changes, departmental services and requests for capital expenditures and personnel are discussed. Based on these discussions, changes are made to the proposed budget. In January, a Winter Budget Workshop with City Council is conducted so that the Director of Finance can present information on key budgetary topics. This meeting is a prelude to the presentation of the draft budget which takes place at a Government Operations Committee meeting held in March. At this time, City Council discusses any concerns that they may have with the draft budget. If necessary, the budget will be revised based on these conversations.

A formal public hearing on the budget is held in April and the final budget is approved in April prior to the start of the new fiscal year on May 1.

Amending the Budget

If necessary, the annual budget may be amended during the year. Budget transfers between a Fund's departments and any increase in the total budget of a fund must be approved by the City Council as a budget revision. A written request which identifies the type and amount of the revision as well as a justification for the request is submitted to Finance. The Director of Finance must then approve the request. Revisions are presented to the City Council on a monthly basis and require a two-thirds vote of approval. No revision is made to increase the budget in the event funds are not available to effectuate the purpose of the revision.

Strategic Planning

The foundation of the City's long-term planning is the 5-year Strategic Plan. This document which was updated during FY 2022-2023 specifies a mission statement, guiding principles, vision areas, and goals and objectives for the City. These long-term goals and objectives of the City act as a road map during the development of operating and capital budgets. The City Council strives to update the strategic plan every five years to ensure that the underlying components of the strategic plan remain timely and relevant.

The strategic plan that was recently completed and adopted by the City in January, 2023, identified four strategic priorities for the City. A graphic showing what those four priorities are is shown below.

City of St. Charles
Budget Process and Financial Planning
Fiscal Year 2024-2025 Budget



These four Strategic Priorities are defined in the Strategic Plan as follows:

1. **Balanced and Thoughtful Development:** Support economic growth that respects our unique character and contributes to a diverse local economy by facilitating developments that enhance the community’s quality of life.
2. **Community Engagement:** Improve the community’s experiences with the City through engaging methods of communication to enhance accessibility, increase awareness, and encourage education.
3. **Organizational Resiliency:** St. Charles will commit necessary resources to improve its infrastructure and meet public service expectations, so St. Charles continues to be a desirable community for people and businesses.
4. **Financial Wellness:** Implement policies, practices, and procedures that manage long-term liabilities, increase understanding and awareness of the City’s fiscal condition, and continue the efficient use of City resources to ensure ongoing financial strength and sustainability.

These four priorities each contain several “Strategic Goals” and several “Outcome Objectives” that the City identified in order to provide guidance to City leaders and staff on actions to be taken to further the

City of St. Charles
Budget Process and Financial Planning
Fiscal Year 2024-2025 Budget

implementation of the strategic plan. A full description of the strategic goals and outcome objectives under each of the priorities is listed in the Appendix section of this document. The full strategic plan document can be viewed on the City's website here:

<https://www.stcharlesil.gov/sites/default/files/documents/St.%20Charles%20Strategic%20Plan%202023%20rev.pdf>

Other long-term planning tools

The City utilizes a number of tools to assess its long-term financial and capital needs. These include the following:

1. The Pavement Management Program outlines strategies and initiatives that Public Works is currently to assess the condition of the City's streets and develop strategies to improve the overall condition of the City's road network. This study was updated in 2022.
2. The Water Division employs a ten-year Master Plan as a steering document to help ensure that the utility will be able to provide a continuous supply of safe, reliable and economical water to all customers.
3. The Facility Master Plan completed for the Wastewater Division serves as a guide to help ensure that the infrastructure is in place to properly treat and disinfect the wastewater produced by City residents and institutions.
4. Public Works staff maintain a long-term Year Capital Improvement Plan (CIP) which includes all capital projects with a value generally greater than \$20,000. The CIP assists with identifying priorities and allocating funding sources to maintain fiscal responsibility.
5. The City's Comprehensive Plan establishes a long-range vision for the City, defines community goals and objectives, and provides guidance for implementing programs and policies for the City's future growth. The Comprehensive Plan was last updated in 2013.
6. The Bike and Pedestrian Plan, adopted in 2023, provides the City with a roadmap to consider improvements to the City streets and pedestrian networks in order to improve the walkability and ability of bicyclists to safely travel within the City.

City of St. Charles
Calendar of Key Dates
FY 2024-2025 Budget

Date	Description of Activity/Action
October 27th	Finance Distributes Detail Budget Worksheets, Capital Worksheets and Other Information to all Departments
November 20th	Government Operations Committee Discussion of Upcoming Budget Process and Related Issues/Topics
December 13th	Distribution of Status Quo Personnel Budgets to all Departments for Review (Department Review Required by December 22)
December 18th	Deadline to Submit Initial Human Resource Modification Requests to Finance Director and HR Director
December 22nd	Deadline to Submit Multi-Year Capital Budget Information to Finance
December 22nd	Deadline for Departments to Confirm Status Quo Personnel Budgets to Finance
January 12th	Deadline for Departments to Submit Draft FY 24-25 Budget Detail Worksheets and FY 23-24 Forecasts to Finance
January 15th - 31st	Departmental Budget Meetings with Finance Director, City Administrator and other staff as appropriate
January 22nd	Winter Budget Workshop with City Council
February 1st	Deadline for Departments to Submit Updated Department Summaries and Other Required Supplementary Budget Information
February 26th - March 14th	Finance Produces Official Draft Budget Document
March 14th	City Council and Staff Receive Official Draft Budget (Thursday Prior to Meeting)

City of St. Charles
Mission, Vision and Guiding Principles
Fiscal Year 2024-2025 Budget

Development of Mission, Vision and Guiding Principles

During the strategic planning process that occurred during FY 22-23 and adopted by the City in January, 2023, the City developed a new mission statement, vision statement and guiding principles. These were developed after gathering significant input from City leaders and employees. In addition, several community forums were held and public was encouraged to participate in an on-line interactive site where members of the community could express concerns, ideas and thoughts on the process. The end result was the adoption of a new mission and vision statement and set of guiding principles for the City.

Mission Statement

We provide exceptional Services, honor Tradition,
and foster a thriving Community.



Vision Statement

An engaged community with a sense of place
and belonging where everyone is welcome.



Guiding Principles

EXCELLENCE

We strive to provide high quality services
and an exceptional quality of life.

ENGAGEMENT AND INCLUSION

We encourage all voices be heard and create accessible opportunities
for everyone to participate and contribute to our community.

SUSTAINABILITY AND RESILIENCE

We prepare for the future and cultivate progress
while valuing our natural environment and resources.

RESPECT

We treat our residents, businesses, employees,
and visitors with dignity.

SENSE OF COMMUNITY

We foster a safe and vibrant environment in which new ideas and
perspectives combine with our unique character to create a sense of place.

STEWARDSHIP AND ACCOUNTABILITY

We pledge to be honest, reliable, and open in our decision-making,
communications, and actions to earn and retain the trust of our community
because we take pride in the importance of our service to the public.

City of St. Charles
Overview of the City's Fund Structure
Fiscal Year 2024-2025 Budget

General Description

For accounting purposes, a state or local government is not treated as a single, integral entity. Rather, a government is viewed as a collection of smaller, separate entities known as “funds”. All of the funds used by a government must be classified into one of seven “fund types”. These fund types can also be grouped into one of three broad classifications; governmental funds, proprietary funds and fiduciary funds.

In addition, governmental financial reporting for state and local governments classify individual funds as either “Major” or “Nonmajor”. The impact of this distinction is that the financial activity of nonmajor funds is reported in specific instances in the audited financial statements in a consolidated format while major funds are reported separately. Generally, the General Fund, Electric Fund, Water Fund and Wastewater Fund are reported as Major Funds. The remaining City funds are considered Nonmajor Funds.

It is useful to provide an overview of the City’s fund structure since the budget is prepared, organized and presented on a fund basis. The following fund types and each fund budgeted by the City which falls into that fund type classification, are further described.

Governmental Funds

Four fund types are used to account for governmental-type activities. These are the general fund, special revenue funds, debt service funds, and capital project funds.

General Fund

This fund is used to account for most of the current day to day operations of the City which are financed through property taxes and other governmental revenues. Activities financed by the general fund include police and fire protection, highway and street maintenance, administration, finance, human resources, development and planning and central support.

Special Revenue Funds

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are restricted or committed to finance particular functions or activities and which therefore cannot be diverted to other uses. Special Revenue Funds of the City include:

Tax Increment Financing District Three: This fund is used to account for the incremental property tax revenues and redevelopment expenditures associated with the revitalization of the St. Charles Mall.

Tax Increment Financing District Four: This fund is used to account for the incremental property tax revenues and redevelopment expenditures associated with the revitalization of a section of First Street.

Tax Increment Financing District Five: This fund is used to account for the incremental property tax revenues and redevelopment expenditures associated with the revitalization of a section of the St. Charles Manufacturing property.

City of St. Charles
Overview of the City's Fund Structure
Fiscal Year 2024-2025 Budget

Tax Increment Financing District Seven: This fund is used to account for the incremental property tax revenues and redevelopment expenditures associated with the revitalization of a section of the Central Downtown.

Tax Increment Financing District Eight: This fund is used to account for the incremental property tax revenues and redevelopment expenditures associated with the revitalization of the former Pheasant Run golf course and resort facility.

Motor Fuel Tax Fund: This fund accounts for the City's share of various motor fuel taxes imposed and collected by the State and distributed on a per capital basis to municipalities. These funds may be expended on various street maintenance and improvement projects that are authorized by the Illinois Department of Transportation (IDOT).

Debt Service Funds

Debt Service Funds are used to account for the payment of interest and principal on general and special obligation bonds other than those payable from special assessments, or bonds issued to fund improvements in one of the City's enterprise funds, which are repaid directly by the respective utility. The City currently has twelve general obligation bond issues outstanding and one sales tax revenue bond issue outstanding, each accounted for in a separate fund, which are consolidated into one presentation for budgetary reporting.

Capital Project Funds

Capital Project Funds account for and report financial resources that are restricted, committed or assigned for capital outlays, including the acquisition or construction of capital facilities or other capital assets.

Capital Projects Fund: This fund accounts for the various capital equipment purchases and capital project expenditures of the City's General Fund departments, including Police, Fire, Public Services, Information Systems and Finance. Funding is typically provided through bond proceeds, grants and transfers from the General Fund and other funds. During the previous year's budget discussions, the City identified a long-term need for additional revenues in order to repair and improve the City's road network. Because the City's cost to fix and improve streets is significant and continuous it was advantageous to identify an ongoing revenue source to fund this program. To that end, the City implemented a 0.5% home rule sales tax increase which became effective on July 1, 2023. The additional \$4,800,000 in annual revenues generated by this increase is committed by the City for roads, infrastructure and related improvements.

Central Downtown Capital Project Fund: This fund accounts for the City funded public improvements within Tax Increment Financing District Seven which include a parking deck as well as streetscape and river walk renovations.

First Street/East Plaza Capital Projects Fund: This fund accounts for the design, engineering and construction of the East Plaza expansion into the One West Main Street site formally the Manor Hotel. Funding is provided through donations, General Fund transfers and grants.

City of St. Charles
Overview of the City's Fund Structure
Fiscal Year 2024-2025 Budget

Equipment Replacement Fund: This fund is used to account for the resources assigned for replacing various equipment throughout the City including computers, peripherals and related equipment.

Proprietary Funds

Proprietary funds are grouped into one of two different types, Enterprise funds and Internal Service funds.

Enterprise Funds: The Enterprise Funds provide City services primarily to external users and customers and their operations are accounted for in such a manner as to show a profit or loss similar to comparable private enterprises. The City has established four enterprise funds.

Electric Fund: This fund accounts for the revenues and expenses related to the provision of electric services to residents and businesses. The operations of the electric fund encompass the acquisition, maintenance, and daily administration of City owned electric power facilities. The fund is self-supported by user charges. There are nine electric substations throughout the City that serve 14,176 residential and 2,130 commercial and industrial customers.

Water Fund: This fund accounts for the revenues and expenses related to the provision of water services to residents and businesses. The operations of the water fund include the acquisition, maintenance, and daily administration of City owned water facilities. The fund is self-supported by user charges and fees. The City operates seven wells which collectively pump an average of 4,037,200 gallons of water per day.

Wastewater Fund: This fund accounts for the revenues and expenses resulting from the provision of wastewater services to residents and businesses. The operations of the wastewater fund entail the acquisition, maintenance, and daily administration of City owned wastewater facilities. This includes sewerage treatment and sanitary sewers. The average daily flow of wastewater treated approximates 4,736,400 gallons.

Refuse Fund: The refuse fund is used to account for the City's waste disposal program. The fund is supported through user charges, refuse bag sales, rental income and operating transfers from the general fund. Various programs are run through the refuse fund including brush pickup and leaf pickup. The operations of this fund also include a biennial Spring Clean-up Program.

Internal Service Funds: Internal Service Funds are used by state and local governments to account for the financing of goods and services provided by one department or agency to other departments or agencies, and to other governments, on a cost-reimbursement basis. The City has established four internal service funds.

Inventory Fund: This fund is used to account for the acquisition and temporary storage of materials and supplies inventory provided to various city funds on a cost reimbursement basis. The City has a centralized inventory of approximately \$4 million which is administered by the Public Services Department.

Vehicle Replacement Fund: This fund is used to account for the maintenance and replacement of all existing motor vehicles and motorized equipment for governmental funds. This fund also

City of St. Charles
Overview of the City's Fund Structure
Fiscal Year 2024-2025 Budget

accounts for the operations of the fleet management department. The cost of parts and labor provided by fleet personnel are charged back to the respective fund or department utilizing these services.

Workers Compensation/Liability Fund: This fund accounts for the self-insurance activity related to workers compensation insurance and liability insurance for property, casualty and crime for governmental service funds.

Communications Fund: The Communications Utility operates the City's fiber system and other communications equipment which provide services to all City departments. These services are reimbursed by means of a chargeback to individual departments.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside of the government, whereby the City's role is that of trustee or custodian. The assets of these funds are restricted in purpose and do not represent discretionary assets of the government. The most common types of Fiduciary Funds are Pension Trust funds and Custodial Funds. The City budgets for two Pension Trust Funds:

Police Pension Fund: This fund provides for retirement and disability payments to St. Charles police officers. Funding is provided by investment income, police member contributions and property taxes. The amount that the City contributes from the corporate property tax levy is determined by an annual independent actuarial study. Employee contribution rates and retirement and disability benefits are set by Illinois state statutes.

Fire Pension Fund: This fund provides for retirement and disability payments to St. Charles firefighters. Funding is provided by investment income, fire member contributions and property taxes. The amount that the City contributes from the corporate property tax levy is determined by an annual independent actuarial study. Employee contribution rates and retirement and disability benefits are set by Illinois state statutes.

Other Funds Not Budgeted

The City also maintains several Funds for which an annual budget is not established for various legal or other reasons. These funds are:

- Foreign Fire Insurance (Special Revenue Fund)
- Special Service Area 21 Bonds (Custodial Fund)
- Tri-City Ambulance (Custodial Fund)
- North Central Narcotics Task Force (Custodial Fund)
- General Fixed Asset Account Group
- General Long-Term Account Group

City of St. Charles
Budgetary and Fiscal Policies
Fiscal Year 2024-2025 Budget

General Description

The City of St. Charles has a tradition of sound municipal financial management. This Annual Budget incorporates policies which are followed in managing the financial and budgetary affairs of the City. These policies will enable the City to maintain its strong financial condition as well as the ability to respond to changing financial circumstances and prioritized needs.

These policies also contain in some cases, if appropriate, a bolded and italicized description of how this budget or projected financial status meets each criterial.

Revenue Policies

1. The City strives to maintain a diversified and stable revenue base which would assist in minimizing the economic effects that short-term fluctuations in any one revenue source would have on the City's short and long-term fiscal health. The current revenue mix combines elastic and inelastic revenue sources to minimize the effect that an economic downturn or other economic event will have on the ability of the City to provide services while maintaining a sound financial position.

In the City's General Fund, 66% of revenues are elastic (sales taxes, income tax, use tax and replacement tax) and 23% are inelastic (property taxes, franchise fees and fines) with the rest being a combination. Elastic revenues are strongly based on the strength of the local, state and national economy as compared to inelastic which are more stable on a year to year basis. Over time, a greater mix of non-elastic revenues will provide more stability.

2. The City's economic development initiatives take into consideration the types of land use in order to strengthen and expand the tax base and economic well-being of the community.

The City's economic development program encompasses planned development of commercial and industrial areas, redevelopment through Tax Increment Financing (TIF) Districts, tax rebates and incentives where appropriate. This is essential for sales tax diversification because the mix of different business types helps to reduce the negative economic effects of an economic downturn in a particular industry or loss of a major sales tax contributor.

3. Existing and potential revenue sources will be examined annually during the budget process in order to determine if changes to existing revenues or implementation of new revenue sources should be considered in order to meet the service and capital goals and objectives of the City.

The City reviewed all major General Fund revenue streams and prepared current year projections and FY 2024-2025 budgets based on various economic indicators, local development activity and legislative influences. The expansion of two existing auto dealerships and the addition of a new dealership, coupled with a 3.0% increase in the City's property tax levy, enabled the City to finalize its budget without the need to add an additional revenue source or increase rates of existing fees or locally imposed taxes for the City's General Fund.

4. The City will oppose State and/or Federal legislation that will mandate costs to units of local government without providing a new or increasing an existing revenue source to pay those costs.

City of St. Charles
Budgetary and Fiscal Policies
Fiscal Year 2024-2025 Budget

The City has opposed legislation either directly or through its membership in IML or Metro West that would have a negative impact on the City either through revenue reductions or increased expenditures and liabilities.

5. The City will not use one-time revenues for continuing expenditures. All new and continuing expenditures will be funded based on known and conservatively projected revenue sources. The identification of new, but one-time revenues will be used to fund one-time expenditures such as capital equipment purchases, capital improvement projects, or equipment replacement reserve contributions, as examples.

During FY 2023-2024, the General Fund contributed an additional \$883,000 and \$472,000 to the Police and Fire Pension Funds, respectively. These additional contributions will structurally improve the funded status of the Police and Fire Pension funds going forward. The General Fund also transferred \$2,600,000 and \$300,000 to the Water and Sewer Funds, respectively. These transfers will provide funding for capital projects budgeted in FY 2024-2025. The FY 2023-2024 budget was amended to accommodate these transfers which were funded with excess General Fund reserves. The FY 24-25 General Fund budget includes additional transfers of \$1,000,000 and \$200,000 to the Water and Sewer Funds, respectively. These funds are also earmarked for capital projects. The City's TIF #3 St. Charles Mall Fund FY 24-25 budget includes transfers of \$350,000 to both the Water and Sewer Funds. These funds will be used to finance that portion of the Prairie Street water and sewer main replacement project which is located within the TIF #3 boundaries.

6. The City will set fees and user charges for the Electric, Water and Sewer Funds at a level which generates a revenue stream capable of supporting operational and maintenance expenses, debt service principal and interest payments, and the funding of capital improvements.

The FY 2024-25 Budget includes a 5% increase in water and sewer rates, and no increase in electric rates. As conveyed at the budget workshop, although a significant rate increase is needed to address the funding needs in the Water and Sewer Funds, staff recognizes that a substantial increase may be difficult for many customers. Instead, a series of moderate, 5% water and sewer rate increases will be implemented over a four-year period effective for bills issued after June 1st of 2024 and each June 1st through 2027. These increases were approved by the City Council in February, 2023. These increases will provide some of the funding needed for operations and annual debt service requirements, and provide some additional funding for capital improvements to the systems. As part of this plan, staff will also look into supplementing, if necessary, the Water and Sewer Funds with other City resources in order to ensure critical capital projects necessary for system capacity and replacement continue moving forward. The electric rates were not adjusted because the fund has been able to maintain a healthy reserve balance without any further increases.

City of St. Charles
Budgetary and Fiscal Policies
Fiscal Year 2024-2025 Budget

Expenditure Policies

1. The City will maintain a level of expenditures for programs, operations, and capital projects which will provide for the public well-being and safety of the businesses and residents of the community, in accordance with the goals and objectives of City Council in a manner that promotes both optimal efficiency and effectiveness for both service delivery and ongoing capital improvements.

The FY 2024-2025 proposed budget continues to provide high service levels for the community and needed capital projects in an efficient and effective manner, while advancing many of the goals contained in the Strategic Plan.

2. Budgeted expenditures will be within the confines of available revenues for the year. Use of reserve funds shall be appropriate when part of a long-term strategy to accumulate resources for specific projects while adhering to the City's reserve policies or a one-time use of funds for a particular purpose.

The General Fund budget does not propose to expend more than is available through current revenue sources.

3. The City will forecast expenditures on a long-term basis as part of the annual budget process.

The Finance department maintains a long-term projection of expenditures, including potential changes in operating needs and capital improvement needs and the ability of the City to fund those needs within current revenue sources.

4. A competitive employee compensation package based on both internal and external equity and consistent with sound economic policies of the City is maintained to recruit and retain qualified employees.

The FY 2024-2025 payroll budget incorporates a 3.25% cost of living adjustment and a 3% merit adjustment pool for qualifying non-union employees. Union employee scale adjustments are set by contract. The FY 2024-2025 payroll budget for the International Brotherhood of Electrical Workers incorporates a 2.75% wage increase and step increases for those who qualify. The union contracts for Police Officers, Police Sergeants, Firefighters and Teamsters expire on April 30, 2024. The FY 2024-2025 payroll budgets provides for an annual increase as well as step increases for those employees who are not at the top of their pay range. Union step increases typically range from 4% to 8%.

Accounting, Auditing Budgeting and Financial Reporting Policies

1. The City Council will establish and maintain a high standard of accounting practices in conformance with Generally Accepted Accounting Principles (GAAP) for governmental entities as promulgated by the Governmental Accounting Standards Board (GASB).

The City has fully complied with and implemented all Generally Accepted Accounting Principles applicable to its operations.

City of St. Charles
Budgetary and Fiscal Policies
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2. To the extent possible, the reporting system will provide monthly information on the total cost of specific services by type of expenditure and by Fund.

Monthly reports by Fund and Department/Program are generated for expenditures and made available to Department personnel. A Monthly Treasurer's report is submitted to the City Council providing detailed information on monthly revenues and expenditures and significant trends.

3. The City, in adherence with the Budget Act as provided for in the Illinois Compiled Statutes, will annually adopt a balanced operating budget under normal financial circumstances which funds current expenditures with current revenues. Use of fund balance in a given year to balance the operating budget will be specifically disclosed.

The City has prepared a balanced operating budget and has disclosed the planned use of reserves in various funds, if appropriate.

4. Capital budgets, which fluctuate, will be projected on a long-term basis and adopted annually for the upcoming year based on updates to the long-term capital improvements plan to ensure that the proper mix of revenues, grants, reserves or other funding sources are available to fund the capital program. Use of fund balance and cash reserves to finance capital projects may be appropriate when planned accordingly. Any proposed capital project should provide a projection of future operating and maintenance costs associated with the project.

Capital budgets have been proposed in the context of long-term capital financial planning and projection on future operating costs have been disclosed.

5. An independent firm of certified public accountants will perform an annual financial and compliance audit in accordance with Generally Accepted Auditing Standards (GAAS) and will publicly issue an opinion which will be incorporated in the Annual Comprehensive Financial Report (ACFR).

The City underwent an audit of the April 30, 2023 financial statements and received an unmodified opinion which was incorporated into the City's ACFR.

6. The City will annually apply for the GFOA Certificate of Achievement for Excellence in Financial Reporting Program.

The City received the Certificate of Achievement award for the year ending April 30, 2022.

Cash Management

1. The City Council has adopted an investment policy which provides guidelines for the prudent investment of City funds with the objective of obtaining a competitive return on investments while minimizing risk and maintaining compliance with applicable state statutes.

During the current year, the City invested reserve and idle funds and achieved a return on its portfolio that exceeded the Investment Policy benchmark while curtailing unnecessary interest-rate risk.

City of St. Charles
Budgetary and Fiscal Policies
Fiscal Year 2024-2025 Budget

2. The objectives of the City's investment activities in order of priority are:
 - i. Legal Compliance – Investments shall be undertaken in compliance with the applicable provisions of Illinois Compiled Statutes and in accordance with the provisions of this policy.
 - ii. Safety and Risk Avoidance – After ensuring the legality of an investment, the primary objective shall be to preserve investment principal. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - iii. Liquidity - The City's investment portfolio will remain sufficiently liquid to enable the City to meet cash operating requirements. In order to provide additional liquidity, a portion of the portfolio should consist of securities with active secondary markets and/or the use of local government investment pools which provide same-day liquidity.
 - iv. Yield - The overall investment portfolio shall be designed to attain a competitive market rate of return commensurate with the City's investment risk constraints, cash flow characteristics and prudent investment principles.
 - v. Diversification - The City shall diversify its investments to avoid incurring unreasonable risks regarding specific security types and/or individual financial institutions.
3. In order to maximize interest earnings, the City commingles the cash of all funds excluding the Motor Fuel Tax Fund and the Police and Fire Pension Funds. The interest revenue derived from the pooled cash is allocated to the participating funds monthly based on the relative cash balance of each fund.
4. The cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to match funds to projected disbursements.

City of St. Charles
Debt Policy and Outstanding Debt
Fiscal Year 2024-2025 Budget

Debt Policy Purpose and Objective

The City Council formally adopted a Debt Issuance and Management Policy on October 17, 2022. The policy sets forth guideline sand promotes sound decision-making regarding the issuance and management of debt by the City in order to provide funding for capital improvements and other purposes for the Community while maintaining the City’s fiscal strength, stability and future financial flexibility. The objective of the policy is for the City to obtain debt financing only when necessary; to set forth the process to identify the timing and amount of debt needed to be as efficient as possible.

Debt Policy – Goals and Parameters

In following this Policy, the City shall pursue and adhere to the following goals and parameters when considering the issuance of debt:

1. Debt will not be issued to finance general operating expenses or fund operating deficits.
2. Alternatives to debt financing will be considered such as other available revenue sources, interfund loans, application of grant proceeds, State/Federal aid or other funding options to meet the long-term capital needs of the City.
3. Current credit rating metrics used by the City’s rating agency(s) will be evaluated to determine if the rating may be impacted by the issuance of debt, acceptance of long-term loans, or other financial decisions or actions by the City.
4. Capital projects with an estimated cost of \$500,000 or less will ideally be funded with funds on hand or pay-as-you-go financing, and not funded with new debt or loans. Utility rates and other revenue sources will be adjusted if needed to ensure that adequate funding will be available for projects under \$500,000. Depending on the circumstances, consideration will be given to combine multiple capital projects that are under \$500,000 into one debt issuance.
5. Debt issuances shall be structured to amortize within a twenty (20) year period, or shorter, to match the expected useful life of the assets to be financed. Principal will be amortized to best fit within the overall debt structure of the City’s general obligation debt, the repayment source and/or related tax levy at the time the new debt is issued. For issuance of revenue bonds, or general obligation bonds paid by revenues other than property tax, principal will be amortized to best fit with the overall debt structure of the specific enterprise fund or related revenue source.
6. Debt repayment shall be structured so that level or declining debt service shall be used unless operational or financial reasons dictate otherwise, or if to achieve overall level debt service with existing bonds.

City of St. Charles
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7. The potential financial benefits of issuing bank qualified bonds will be considered and, if possible, strive to limit annual issuance of debt to \$10 million or less when such estimated benefits are greater than the benefits of exceeding the bank qualification limit. Should subsequent changes in the law change this limit, the City policy will be adjusted accordingly.
8. Call provisions of approximately ten (10) years or less will be considered to provide the City flexibility to refinance debt in the future. Consideration of the call feature will be determined at the time of sale based on overall market conditions and investor acceptance.
9. Fixed rate debt as opposed to variable rate debt will be issued to minimize exposure to certain risks. If unusual circumstances warrant the issuance of variable rate debt, explanation must be provided and approved by the City Council. The par amount of outstanding variable rate debt shall not exceed 10% of the City's total outstanding debt. The City will not use derivative products in its debt structure.
10. The ratio of total annual governmental funds debt (excluding outstanding debt issued for TIF purposes and specific revenue bonds) shall be reduced and maintained to be 10% or less of total General Fund revenues.
11. Debt service coverage of at least 1.0 shall be maintained for each individual Enterprise Fund through adjustments to the utility rate structure. The 1.0 coverage ratio is applicable to general obligation debt and IEPA loans repayable by the applicable utility rate structure.
12. Consistent with the City's current *Economic Incentive Policy Section V.*, financial assistance requested for projects within a tax-increment financing (TIF) district will be considered through the pay-as-you-go increment method. General obligation bonds with a pledge of repayment by TIF revenues or straight TIF revenue bonds will not be considered.

Debt Policy – General Obligation Debt Limitation

Under Illinois Compiled Statutes, municipalities of less than 500,000, unless they are a home rule unit, are limited to the amount of general obligation bonded debt they can incur at any one time to no more than 8.625% of the total equalized assessed value of real estate property. Since the City is a home rule community, the City is not subject to this limitation.

Debt Policy – Debt Administration

Financial Disclosures. The City shall prepare all appropriate annual and other financial disclosures as required by the City's continuing disclosure undertakings as well as any specific event notices required by the Securities and Exchange Commission (SEC) to the Municipal Securities Rulemaking Board (MSRB), and any other filings required by the federal government, the State of Illinois, rating agencies, underwriters, investors, taxpayers, and other appropriate entities and persons to the ensure compliance with applicable laws and regulations.

City of St. Charles
Debt Policy and Outstanding Debt
Fiscal Year 2024-2025 Budget

Review of Financing Proposals. All financing proposals that may involve a pledge of the City's credit through the sale of securities, execution of loans or lease agreements and/or otherwise directly involve the lending or pledging of the City's credit shall be referred to the Director of Finance who shall determine the financial feasibility, financial impact, and the impact on existing debt of such proposal, and shall make recommendations accordingly to the City Administrator and City Council for approval.

Rating Agency Relations. The City shall endeavor to maintain effective relations with rating agencies. The Director of Finance and other appropriate parties should meet with, make presentations to, or otherwise communicate with the rating agencies on a consistent and regular basis in order to keep the agencies informed concerning the City's capital plans, debt issuance program, and other appropriate financial information on the economic and fiscal status of the City.

Refunding Policy on Existing Issuances. The City shall consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent (3%) of the refunded par amount or greater must be achieved, unless otherwise justified and authorized by City Council.

Investment of Borrowed Proceeds. The City shall invest proceeds of debt in accordance with the City's adopted investment policy. The City acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the City. The management of public funds should enable the City to respond to changes in markets or changes in payment or construction schedules so as to (i) minimize risk, (ii) ensure liquidity, and (iii) optimize returns.

General Obligation Bonds

As of May 1, 2024 the City has twelve (12) outstanding general obligation bond issuances with a total outstanding debt amount of \$95,135,000. In 2021 Moody's Investors Service assigned a rating of "Aa1" for the City's 2021 General Obligation Corporate Purpose Bonds. The City's Aa1 rating reflects stable operating performance that has steadily bolstered reserves to very healthy levels and revenue raising flexibility as a home rule municipality. As of April 30, 2025, the City is projected to have \$88,465,00 in total outstanding general obligation debt. The City has no plans to issue any new general obligation debt for the upcoming year. This would be the third consecutive year that the City does not issue any GO debt.

- **General Obligation Corporate Purpose Bond Series 2012A**

Original Issue Amount: \$9,035,000

Outstanding Principal: \$3,480,000

Original Issue Date: October 18, 2012

Outstanding Interest: \$579,500

Date of Maturity: December 1, 2032

Current Interest Rate: 3.00%

Interest Rates: 2.00% to 4.00%

Description: Bonds issued were used to finance the construction of the Redgate bridge, electric and water projects.

City of St. Charles
Debt Policy and Outstanding Debt
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- **General Obligation Refunding Bond Series 2012B**

Original Issue Amount: \$12,025,000	Outstanding Principal: \$2,190,000
Original Issue Date: October 18, 2012	Outstanding Interest: \$98,700
Date of Maturity: December 1, 2025	Current Interest Rate: 3.00%
Interest Rates: 2.00% to 4.00%	

Description: Bonds issued are a refunding of Series 2004 and 2005A bonds originally issued to finance the purchase and renovation of Century Stations and the construction of the public works facility.

- **General Obligation Corporate Purpose Bond Series 2013B**

Original Issue Amount: \$4,915,000	Outstanding Principal: \$2,835,000
Original Issue Date: December 4, 2013	Outstanding Interest: \$727,329
Date of Maturity: December 1, 2033	Current Interest Rate: 2.90%
Interest Rates: 1.00% to 4.625%	

Description: Bonds issued were used to finance various capital projects including acquisition of property, parking lot construction, municipal building improvements, electric, water and sewer improvements.

- **General Obligation Corporate Purpose Bond Series 2015A**

Original Issue Amount: \$2,345,000	Outstanding Principal: \$1,065,000
Original Issue Date: February 2, 2015	Outstanding Interest: \$110,273
Date of Maturity: December 1, 2029	Current Interest Rate: 3.00%
Interest Rates: 1.35% to 3.00%	

Description: Bonds issued were used to finance city hall parking lot improvements and electric substation improvements.

- **General Obligation Corporate Purpose Bond Series 2016A**

Original Issue Amount: \$7,310,000	Outstanding Principal: \$5,235,000
Original Issue Date: September 15, 2016	Outstanding Interest: \$1,465,750
Date of Maturity: December 1, 2036	Current Interest Rate: 4.00%
Interest Rates: 2.00% to 5.00%	

Description: Bonds issued were used to finance road reconstruction projects, Norton Creek rehabilitation project, design engineering for police station, electric substation and water improvements.

- **General Obligation Corporate Purpose Refunding Bond Series 2016B**

Original Issue Amount: \$11,530,000	Outstanding Principal: \$6,415,000
Original Issue Date: September 15, 2016	Outstanding Interest: \$995,450
Date of Maturity: December 1, 2029	Current Interest Rate: 4.00%
Interest Rates: 2.00% to 5.00%	

Description: Bonds issued are a refunding of Series 2006, 2007A, 2007C, 2008A, 2008B and 2008C bonds originally issued to finance the purchase of property and infrastructure costs

City of St. Charles
Debt Policy and Outstanding Debt
Fiscal Year 2024-2025 Budget

associated with TIF 4, the renovation of Fire Station 1 and new ladder truck, the river wall construction and electrical infrastructure improvements.

- **General Obligation Corporate Purpose Bond Series 2018A**
Original Issue Amount: \$20,255,000 Outstanding Principal: \$16,135,000
Original Issue Date: April 19, 2018 Outstanding Interest: \$5,078,590
Date of Maturity: December 1, 2037 Current Interest Rate: 5.00%
Interest Rates: 3.00% to 5.00%
Description: Bonds issued were used to finance the construction of the new police station, property acquisition for the 7th Ave Creek project, water and wastewater SCADA upgrade.

- **General Obligation Corporate Purpose Bond Series 2019**
Original Issue Amount: \$13,960,000 Outstanding Principal: \$12,040,000
Original Issue Date: July 16, 2019 Outstanding Interest: \$3,725,900
Date of Maturity: December 1, 2039 Current Interest Rate: 5.00%
Interest Rates: 3.00% to 5.00%
Description: Bonds issued were used to finance road reconstruction and storm sewer projects, 7th Avenue Creek improvements, construction for police station, water and wastewater improvements.

- **General Obligation Corporate Purpose Bond Series 2020A**
Original Issue Amount: \$11,440,000 Outstanding Principal: \$10,110,000
Original Issue Date: September 2, 2020 Outstanding Interest: \$2,728,400
Date of Maturity: December 1, 2040 Current Interest Rate: 4.00%
Interest Rates: 2.00% to 4.00%
Description: Bonds issued were used to finance road reconstruction and storm sewer projects, 7th Avenue Creek improvements, electric, water and wastewater improvements.

- **General Obligation Corporate Purpose Refunding Bond Series 2020B**
Original Issue Amount: \$4,150,000 Outstanding Principal: \$2,750,000
Original Issue Date: September 2, 2020 Outstanding Interest: \$458,000
Date of Maturity: December 1, 2030 Current Interest Rate: 4.00%
Interest Rates: 2.00% to 4.00%
Description: Bonds issued are a refunding of Series 2010A and 2010C bonds originally issued to finance electrical utility, water and sewer infrastructure improvements.

- **General Obligation Corporate Purpose Bond Series 2021A**
Original Issue Amount: \$11,975,000 Outstanding Principal: \$9,790,000
Original Issue Date: December 30, 2021 Outstanding Interest: \$2,857,133
Date of Maturity: December 1, 2041 Current Interest Rate: 1.50%
Interest Rates: 1.50% to 4.00%
Description: Bonds issued were used to finance various capital infrastructure improvements.

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- **Taxable General Obligation Corporate Purpose Refunding Bond Series 2021B**
Original Issue Amount: \$23,490,000 Outstanding Principal: \$23,090,000
Original Issue Date: December 30, 2021 Outstanding Interest: \$5,238,424
Date of Maturity: December 1, 2038 Current Interest Rate: 1.13%
Interest Rates: 0.65% to 2.65%
Description: Bonds issued are an advance refunding of Series 2013A bonds originally issued to finance First Street TIF improvements.

Revenue Bonds

As of May 1, 2024 the City has one (1) outstanding revenue bond with an outstanding debt amount of \$925,000. Revenue bonds are limited obligations of the City and are payable solely from the revenue streams that are securing the obligations.

- **Senior Lien Limited Sales Tax Revenue Refunding Bonds, Series 2016**
Original Issue Amount: \$7,195,000 Outstanding Principal: \$925,000
Original Issue Date: November 17, 2016 Outstanding Interest: \$37,000
Date of Maturity: January 1, 2025 Current Interest Rate: 4.00%
Interest Rates: 3.00% to 4.00%
Description: Bonds issued are a refunding of the Series 2008 bonds originally issued to finance land acquisition and infrastructure improvements for a retailer.

Illinois Environmental Protection Agency Loans

As of May 1, 2024 the City has twelve (12) outstanding IEPA loans. Through the Illinois Environmental Protection Agency (IEPA) the City has received low interest loans for sewer and water system improvement projects. As of May 1, 2024 the City currently has \$69,830,436 in outstanding principal for IEPA loans for projects that have been completed and repayment has begun. The total amount of outstanding IEPA loans as of April 30, 2025 is estimated to be \$67,938,792.

IEPA Loans for Completed Projects with Finalized Repayment Schedules

- **IEPA Loan #L17-2288 (Wastewater)**
Original Loan Amount: \$10,000,000 Outstanding Principal: \$1,535,873
Original Loan Date: November 17, 2003 Outstanding Interest: \$57,216
Date of Maturity: May 28, 2025
Interest Rate: 2.50%
Description: Loan issued to finance improvements to the main wastewater treatment facility.
- **IEPA Loan #L17-2344 (Water)**
Original Loan Amount: \$5,938,137 Outstanding Principal: \$2,644,682
Original Loan Date: July 6, 2010 Outstanding Interest: \$142,687
Date of Maturity: February 23, 2031
Interest Rate: 1.25%
Description: Loan issued to finance construction of water treatment facility for wells 3 and 4 for radium removal.

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- **IEPA Loan #L17-3327 (Wastewater)**
Original Loan Amount: \$1,898,185 Outstanding Principal: \$734,191
Original Loan Date: November 2, 2009 Outstanding Interest: \$0
Date of Maturity: June 26, 2030
Interest Rate: 0.00%
Description: Loan issued to finance conversion of east side lift station to submersible pump station.

- **IEPA Loan #L17-4716 (Wastewater)**
Original Loan Amount: \$9,754,990 Outstanding Principal: \$6,177,139
Original Loan Date: November 5, 2012 Outstanding Interest: \$886,136
Date of Maturity: August 18, 2034
Interest Rate: 2.295%
Description: Loan issued to finance construction of a new main and sludge handling building.

- **IEPA Loan #L17-5203 (Water)**
Original Loan Amount: \$3,708,470 Outstanding Principal: \$2,641,668
Original Loan Date: December 17, 2014 Outstanding Interest: \$370,429
Date of Maturity: March 21, 2036
Interest Rate: 1.995%
Description: Loan issued to finance construction of new Redgate water tower and improvements to 10th Street tower.

- **IEPA Loan #L17-5285 (Water)**
Original Loan Amount: \$2,994,919 Outstanding Principal: \$2,091,058
Original Loan Date: April 24, 2015 Outstanding Interest: \$313,568
Date of Maturity: July 29, 2035
Interest Rate: 2.210%
Description: Loan issued to finance construction/replacement of 5th Avenue water main.

- **IEPA Loan #L17-5440 (Wastewater)**
Original Loan Amount: \$15,048,062 Outstanding Principal: \$13,019,121
Original Loan Date: September 25, 2017 Outstanding Interest: \$1,797,794
Date of Maturity: May 25, 2039
Interest Rate: 1.560%
Description: Loan issued to finance construction of biological and chemical phosphorous removal facilities at the eastside waste water treatment facility.

- **IEPA Loan #L17-5552 (Wastewater)**
Original Loan Amount: \$703,847 Outstanding Principal: \$617,690
Original Loan Date: April 1, 2019 Outstanding Interest: \$104,449
Date of Maturity: November 17, 2039
Interest Rate: 1.840%
Description: Loan issued to finance construction/replacement of 7th Avenue and Division Street lift station.

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Fiscal Year 2024-2025 Budget

- **IEPA Loan #L17-5564 (Wastewater)**
Original Loan Amount: \$535,930 Outstanding Principal: \$510,024
Original Loan Date: May 1, 2021 Outstanding Interest: \$69,713
Date of Maturity: June 26, 2041
Interest Rate: 1.350%
Description: Loan issued to finance the rehabilitation of the Country Club lift station.

- **IEPA Loan #L17-5739 (Wastewater)**
Original Loan Amount: \$19,185,538 Outstanding Principal: \$18,398,556
Original Loan Date: May 1, 2021 Outstanding Interest: \$2,522,065
Date of Maturity: December 9, 2042
Interest Rate: 1.350%
Description: Loan issued to finance the westside water reclamation facility phase III expansion.

IEPA Loans for Completed Projects Underway without a Finalized Repayment Schedule

- **IEPA Loan #L17-5775 (Water)**
Original Loan Amount: \$7,325,000 *Outstanding Principal: \$0
Original Loan Date: July 1, 2022 *Outstanding Interest: \$0
Date of Maturity: October 21, 2043
Interest Rate: 1.100%
Description: Loan issued to finance the interconnection between well 7 and well 13. *This project has not been closed out and there is no debt service schedule yet available.

- **IEPA Loan #L17-5899 (Wastewater)**
Original Loan Amount: \$16,713,495 *Outstanding Principal: \$0
Original Loan Date: July 15, 2022 *Outstanding Interest: \$0
Date of Maturity: November 10, 2043
Interest Rate: 1.100%
Description: Loan issued to finance the removal of the existing Riverside lift station and construction of a new lift station and related improvements. *This project has not been closed out and there is no debt service schedule yet available.

**City of St. Charles
Debt Policy and Outstanding Debt
Fiscal Year 2024-2025 Budget**

Debt Type	Balances May 1, 2024	FY 2024-25 Debt Issues	FY 2024-25 Debt Payments	Balances April 30, 2025
General Obligation (GO) Bond Issues				
General	44,776,243	-	(4,431,880)	40,344,363
TIF	24,075,000	-	(470,000)	23,605,000
Electric	8,948,978	-	(756,060)	8,192,918
Water	8,928,494	-	(595,709)	8,332,785
Wastewater	8,406,285	-	(416,351)	7,989,934
Sub-total GO Debt	95,135,000	-	(6,670,000)	88,465,000
Illinois Environmental Protection Agency (IEPA) Loans				
Water	14,059,203	2,560,800	(984,896)	15,635,107
Wastewater	55,771,233	125,000	(3,592,548)	52,303,685
Sub-total IEPA Loans	69,830,436	2,685,800	(4,577,444)	67,938,792
Total Debt				
General	44,776,243	-	(4,431,880)	40,344,363
TIF	24,075,000	-	(470,000)	23,605,000
Electric	8,948,978	-	(756,060)	8,192,918
Water	22,987,697	2,560,800	(1,580,605)	23,967,892
Sewer	64,177,518	125,000	(4,008,899)	60,293,619
Total Debt	164,965,436	2,685,800	(11,247,444)	156,403,792

City of St. Charles
Fund Balance and Reserves Policy
Fiscal Year 2024-2025 Budget

General Fund Balance Categorizations

Governmental funds' equity (difference between assets and liabilities) is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned and unassigned.

Nonspendable Fund Balance

Represents fund balances which are either not in spendable form or legally or contractually required to be maintained intact.

Restricted Fund Balance

Represents fund balances which are constrained by legal restrictions from outside parties for use for a specific purpose, or externally imposed by outside entities or self-imposed by enabling legislation.

Committed Fund Balance

Represents fund balances that have self-imposed limitations put in place by formal action by the City Council. Formal actions include resolutions and ordinances approved by City Council.

Assigned Fund Balance

Represents fund balances that have limitations due to being earmarked for an intended use. Authority to assign fund balances is designated to City staff as disclosed in a later section.

Unassigned Fund Balance

Represents total General Fund balance in excess of nonspendable, restricted, committed and assigned fund balances. The categorization only applies to the General Fund. Unassigned fund balance is available and expendable for any General Fund purpose. Unassigned Fund Balance typically designates the "Reserve Level" of the General Fund.

Flow of Funds and Assignment

The City's flow assumptions are based on GASB 54 definitions. The City will spend the most restricted fund balances first thus providing the most financial flexibility. Funds are spent in the following order:

1. Restricted
2. Committed
3. Assigned
4. Unassigned

A formal public hearing on the budget is held in late March and the final budget is approved in April prior to the start of the new fiscal year.

In accordance with GASB 54, and by adoption of the FY 2024-2025 budget, the authority to determine assigned fund balances is conveyed to the Finance Director with the approval of the City Administrator.

Policy Thresholds

General Fund

By City Council policy, Unassigned Fund Balance must be maintained at a minimum level of 25% of annual expenditures and transfers out for the purposes of debt repayment; Refuse Fund operating expenditures and capital project funding. This level of fund balance will provide the capacity to:

City of St. Charles
Fund Balance and Reserves Policy
Fiscal Year 2024-2025 Budget

1. Offset unexpected downturns in elastic revenues due to fluctuations in the local, state and national economies or the loss of a major sales tax contributor(s)
2. Offset negative fiscal changes brought about by action or legislations of another unit of government or agency
3. Ensure the continued, timely repayment of debt obligations that the City may have in the event of a financial downturn
4. Provide a sufficient cash flow for daily financial needs throughout the year
5. Provide a funding source for unanticipated expenditures or emergency purchases

In the event that the fund balance for the General Fund falls below the targeted minimum, the Finance Director will present a plan to restore the fund balance to the required minimum range within a reasonable period, depending on the specific circumstances at the time.

Funds in excess of the minimum may be considered for the funding of one-time, nonrecurring expenditures, assigned for future capital activities or used for the funding of other long-term obligations. Any use of fund balance or reserves will be considered in the context of maintaining a strong level of overall budgetary flexibility and liquidity for governmental funds in total.

This City's fund balance for the General Fund was \$30,486,984 at the beginning of the current year. It is anticipated to be about \$28,500,000 +/- at April 30, 2024 which is 44.3% of applicable expenditures and transfers for resources out. This assumes that an additional \$2,900,000 will be transferred out of the General Fund to the Water and Sewer Fund's during the current year. The projected fund balance as of April 30, 2025 is about \$28,600,000, which is also about 44% of expenditures and resource out.

Electric Fund

The City will maintain a working capital level in the Electric Fund of at least 25% of operating expenses, capital outlay and debt repayment. For the purpose of this policy, working capital will be defined as current assets (excluding restricted cash and equivalents) less current liabilities. Working capital over and above this level will be considered in adherence to this policy if an operating or capital investment activity financed with reserves is planned. This level of working capital will provide the capacity to:

1. Offset the loss of a significant customer(s) or decreases in usage from customers
2. Ensure adequate resources for annual fluctuations in capital investment activities necessary to support operations
3. Provide sufficient cash flow during the year based on the timing of expenses and receipt of payments from customers
4. Ensure the continued, timely repayment of debt obligations that the City may have in the event of a financial downturn

The projected working capital level of the Electric Fund at April 30, 2024 exceeds the required amount after considering remaining bond proceeds to fund capital projects.

Water Fund

The City will maintain a working capital level in the Water Fund of at least 25% of operating expenses, capital outlay and debt repayment. For the purpose of this policy, working capital will be defined as current assets (excluding restricted cash and equivalents) less current liabilities. Working capital over and

City of St. Charles
Fund Balance and Reserves Policy
Fiscal Year 2024-2025 Budget

above this level will be considered in adherence to this policy if an operating or capital investment activity financed with reserves is planned. This level of working capital will provide the capacity to:

1. Offset the loss of a significant customer(s) or decreases in usage from customers
2. Ensure adequate resources for annual fluctuations in capital investment activities necessary to support operations
3. Provide sufficient cash flow during the year based on the timing of expenses and receipt of payments from customers
4. Ensure the continued, timely repayment of debt and loan obligations that the City may have in the event of a financial downturn

The projected working capital level of the Water Fund at April 30, 2024 falls short of the required amount after considering remaining bond and loan proceeds to fund capital projects. Challenges have been encountered to maintain this policy over the long term because of the quantity of capital improvements that have been and must be undertaken in the Water Fund to ensure the stability of the water system. However, the City is making efforts to rectify this situation by implementing 5.0% annual rate increases over the next four years beginning June 1, 2024 and by identifying other sources of funding. A rate study is planned to be initiated sometime in 2025. It is anticipated that any recommendations to the rate structure will be implemented so that the utility can ultimately move further towards the goal of being self-sustaining in the long run.

Sewer Fund

The City will maintain a working capital level in the Sewer Fund of at least 25% of operating expenses, capital outlay and debt repayment. For the purpose of this policy, working capital will be defined as current assets (excluding restricted cash and equivalents) less current liabilities. Working capital over and above this level will be considered in adherence to this policy if an operating or capital investment activity financed with reserves is planned. This level of working capital will provide the capacity to:

1. Offset the loss of a significant customer(s) or decreases in usage from customers
2. Ensure adequate resources for annual fluctuations in capital investment activities necessary to support operations
3. Provide sufficient cash flow during the year based on the timing of expenses and receipt of payments from customers
4. Ensure the continued, timely repayment of debt and loan obligations that the City may have in the event of a financial downturn

The projected working capital level of the Sewer Fund at April 30, 2024 falls short of the required amount after considering remaining bond and loan proceeds to fund capital projects. In recent years the Sewer Fund has not been able to maintain this level of working capital because of the cost of capital improvements that have been and will be undertaken to upgrade or replace wastewater systems that are near the end of their operations lives. However, the City is making efforts to rectify this situation by implementing 5.0% annual rate increases over the next four years beginning June 1, 2024 and by identifying other sources of funding. A rate study is planned to be initiated in 2025. It is anticipated that any recommendations to the rate structure will be implemented so that the utility can ultimately move further towards the goal of being self-sustaining in the long run.

City of St. Charles
Basis of Accounting and Basis of Budgeting
Fiscal Year 2024-2025 Budget

General Description

The modified accrual basis of accounting is used for all governmental fund types (General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds) and agency funds. Under the modified accrual basis of accounting, revenues are recognized as soon as they are both measurable and available. The City considers revenues to be available if they are collected within 60 to 90 days of the end of fiscal year end. Generally, expenditures are recorded when a fund liability is incurred.

The accrual basis of accounting is utilized by proprietary fund types including enterprise, internal service and pension trust fund types. Under this method, revenues and additions are recorded when earned and expenses and deductions are recorded at the time liabilities are incurred.

Both the modified accrual basis of accounting and the accrual basis of accounting are consistent with generally accepted accounting principles (GAAP).

Basis of Budgeting

The budget for the City is prepared on a basis consistent with GAAP as described above except for the following major exceptions described and identified below as the budgetary basis:

1. Capital outlay and expenditures within the proprietary fund-types are capitalized and recorded as assets on a GAAP basis (if the threshold is met), but expensed annually on the budgetary basis. In addition, depreciation expense is not shown on the budgetary basis for the proprietary fund-types since capital outlay is expensed and not depreciated. The budgetary basis provides a more accurate description of the actual capital outlays and cash flows made and planned for during the year.
2. Bond/loan proceeds in the Enterprise funds are shown as revenues for the budgetary basis, and assets on a GAAP basis. Likewise, principal payments are shown as expenditures on a budgetary basis but reflected as a decrease in long-term debt payable on a GAAP basis. Under GAAP, bond/loan proceeds for proprietary funds would be shown as an asset and offset with long-term debt payable. Interest payments are shown as expenses when due during the year whereas under GAAP interest is accrued to the amount payable at the end of the year.
3. Reimbursements from Other Funds which are normally shown as a reduction of expenditures on a GAAP basis are shown as a revenue source to that fund on the budgetary basis.
4. Pension expense and Other Post Employee Benefit (OPEB) expenses are shown as expenses on the GAAP basis in proprietary fund-types but are not shown as expenses on the budgetary basis.

City of St. Charles
Trend Analysis
FY 2024-2025 Budget

Trend Analysis

In order to prosper, municipalities must be keenly aware of their financial health. Local officials must monitor, analyze, and respond to changing environments in order to ensure their municipality's present and future viability. The City has demonstrated a history of recognizing and appropriately reacting to changing financial conditions to minimize adverse impacts to residents, services and programs.

Trend analysis allows the City of St. Charles to monitor changes and anticipate future problems. This section identifies the factors that affect financial condition and rationally arranges them to facilitate analysis and measurement. This information serves as a management tool by pulling together information from City documents and combining it with relevant economic and demographic data. The end result is a report based on a series of financial indicators that, when plotted over time, can be used to monitor changes in financial condition and alert City officials to future problems. This report contains indicators that are grouped together into six categories:

Community Growth Trends

These indicators were developed to provide information about trends in the community that influence the financial performance of the City. A community that is growing will have certain pressures placed upon it, as well as the financial gains it may realize as a result of this growth. Conversely, a community that has stagnated may have difficulty generating new revenues to keep pace with rising operational and capital costs.

Comparative Trends

This data compares the financial health of the City to its "comparable communities." St. Charles competes with other municipalities for tax dollars. In addition, neighboring communities can place demands upon the City's infrastructure.

Revenue Trends

These revenue trends provide detailed analyses concerning the City's property and sales tax base. In addition, any other significant revenue sources are included in this section.

Expenditure Trends

Understanding the City's revenue trends only presents a portion of the City's financial picture. Expenditure trends are analyzed in conjunction with revenue in order to understand the relationship between the two.

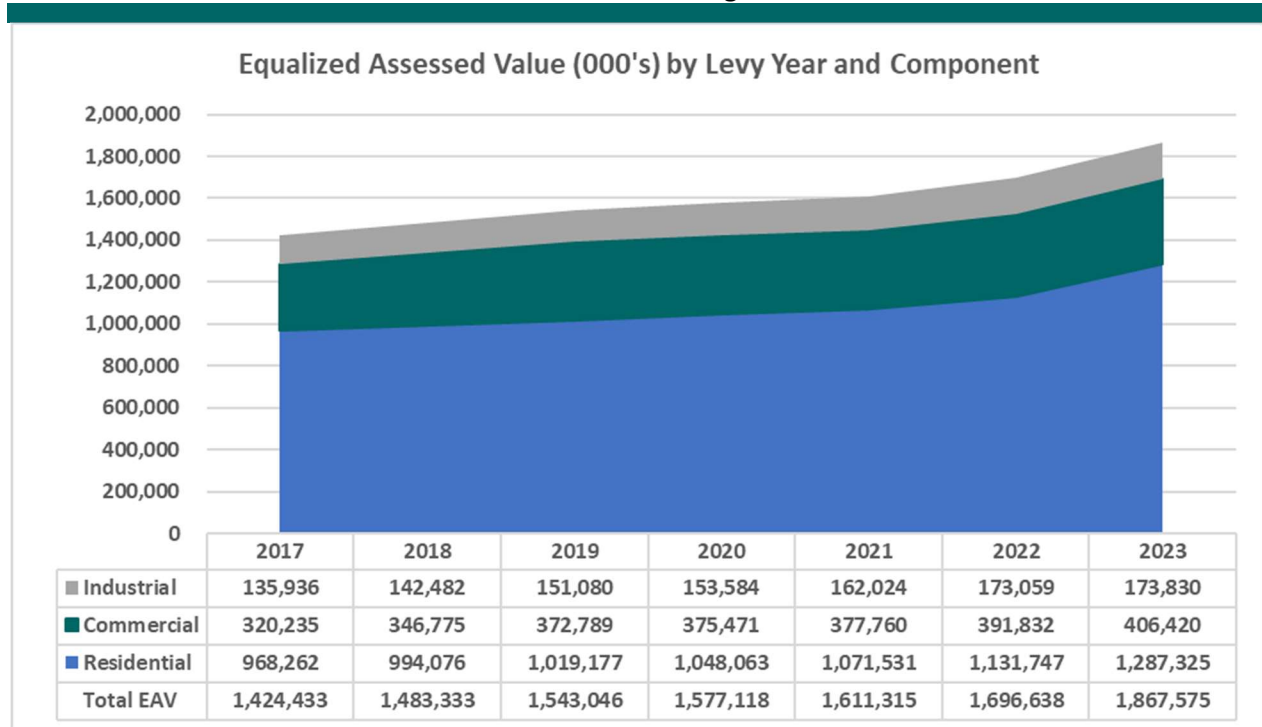
Enterprise Fund Trends

This information focuses on the City's business-type activities, also known as enterprise funds. Business-type activities include electric, water, sewer, and refuse services. These trends evaluate revenues, expenditures, and fund balances. Enterprise fund operations are intended to be financed entirely by user charges for the service provided. They are not anticipated to be subsidized by tax revenue.

Debt Service Trends

Debt service trends provide an overview of the City's debt picture by including charts that illustrate general obligation debt and overlapping debt from other jurisdictions. These indicators monitor how the City is faring in both regards.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

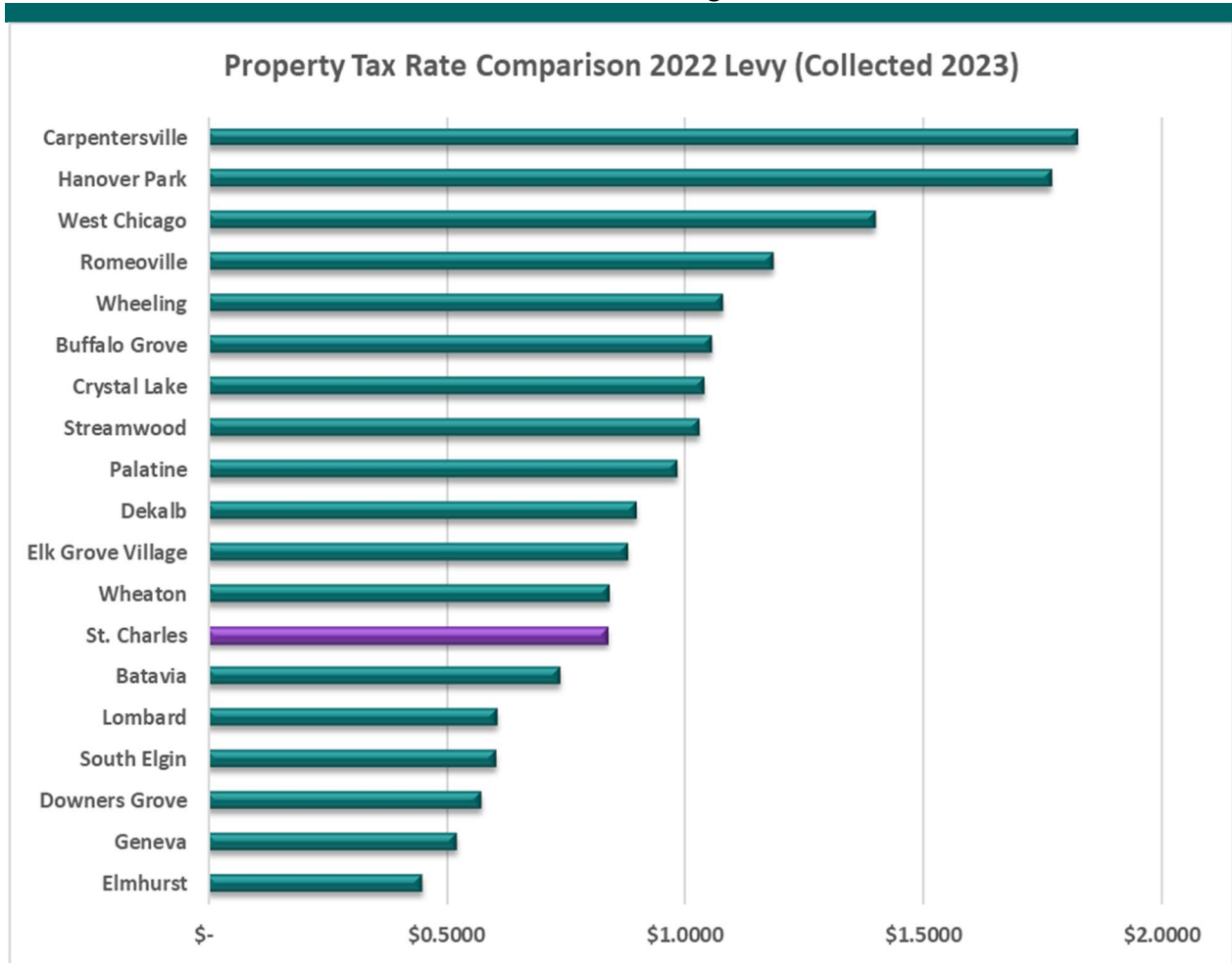
Property in Illinois is assessed at 1/3 of its fair market value and the equalized assessed value (EAV) is the base upon which the property tax rate is applied. As a home rule entity St. Charles is not subject to any tax rate limitations.

Trend Analysis

Equalized assessed value (EAV) in St. Charles has been trending upward since levy year 2014. During the seven-year period under review, EAV has grown by approximately 31.1%. During that time, the amount of the City’s property tax levy has risen 21.2%. EAV growth has outpaced levy increases because City Council chose to minimize property tax increases and instead rely on other revenue sources to finance General Fund operations and Police and Fire Pensions. To that end, the City added a two-cent local fuel tax to fund the maintenance of roads during FY 18-19. In addition, existing alcohol and hotel tax rates were each increased by one percent. Steady growth in St. Charles’ sales tax base has also enabled the City to limit property tax levies.

The City should maintain a diversified tax and revenue structure for overall sustainability and continued financial health. Property taxes are less susceptible to economic downturns and therefore are a key component to achieving revenue stability within the General Fund. In FY 22-23, property taxes contributed 24.4% to total General Fund revenues not including interfund transfers. In FY 23-24, property taxes are forecasted to comprise 23.7% of total revenues, less interfund transfers, due to significant growth in sales tax. The City increased the 2023 property tax levy by 3.0%, which will maintain property tax as a percentage of total revenue at 23.8%. The 2023 property tax levy is expected to provide an additional \$425,600 in revenue. The additional property tax will be used to fund a portion of the increase in police and fire required annual pension contributions. The 2023 general purpose levy is being reduced from the previous year as a means of funding the remaining increase in the police and fire required annual pension contribution.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



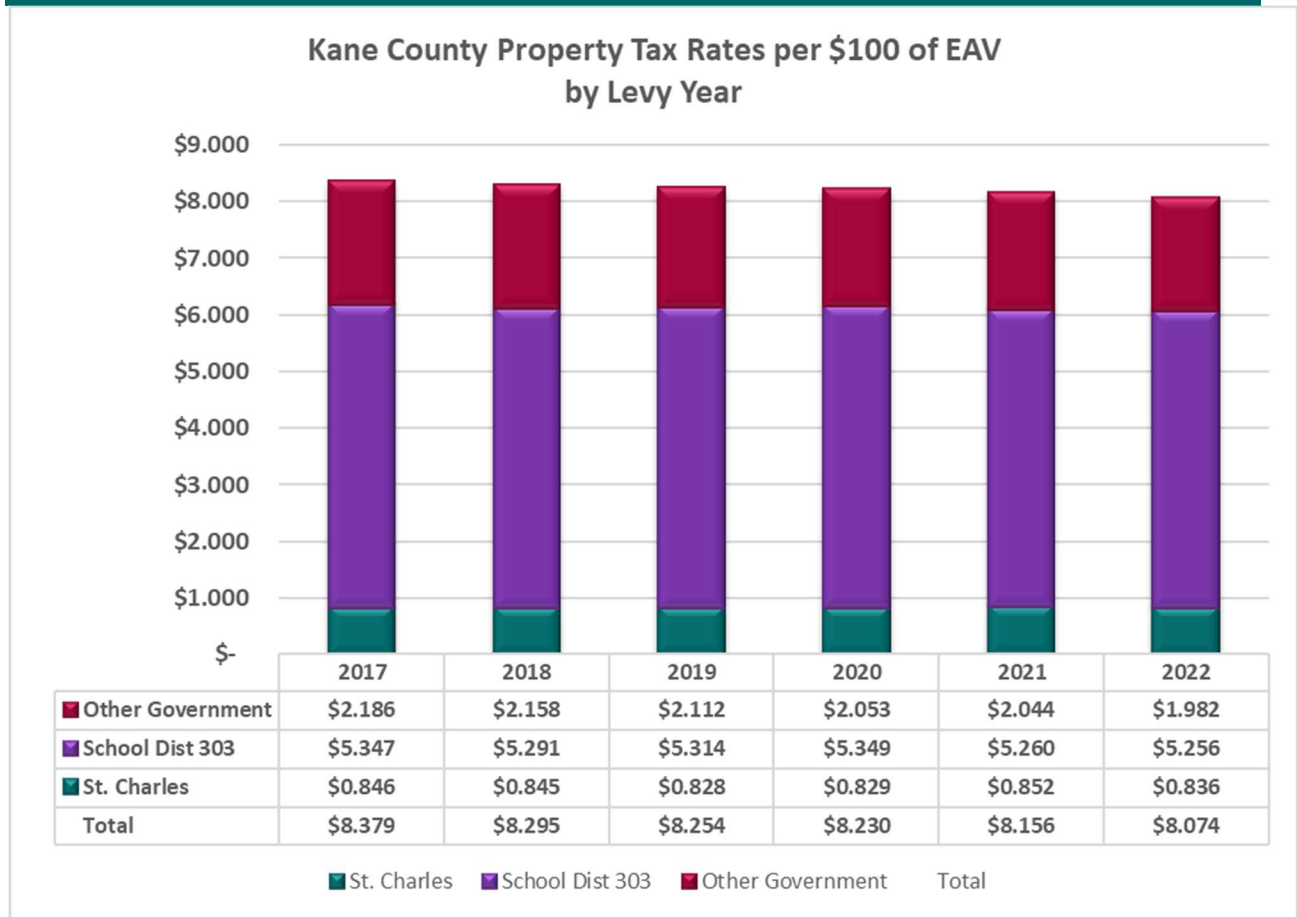
Indicator Description

St. Charles maintains a policy of levying property taxes at a rate which keeps the City comparable to neighboring communities. For comparison purposes, the property tax rates of some of the communities shown above have been adjusted to incorporate all of the services provided by the City of St. Charles. To illustrate, a community’s fire protection district is included when a City does not provide its own fire service.

Trend Analysis

The City remains mindful of the total local tax burden it places on its residents. For this reason, the City abates all of the taxes which would be levied to pay general obligation debt and sparingly extends property taxes in proportion to the growth in Equalized Assessed Value. The 2020, 2021 and 2022 property tax levies were increased 2.3%, 5.0% and 3.4% as compared to the EAV which grew 2.3%, 2.2% and 5.3%, respectively. These increases were driven by the growth in the annual required contributions to the Police and Fire Pension funds. Over the past 10 years, that portion of the total property tax levy allocated to pensions has risen from approximately 22% to nearly 49%. The 2023 preliminary property tax levy is expected to increase 3.0% which is significantly less than the growth in EAV of 10.1%. As depicted above, the City’s 2023 property tax rate remains within the bottom half of its comparable communities.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



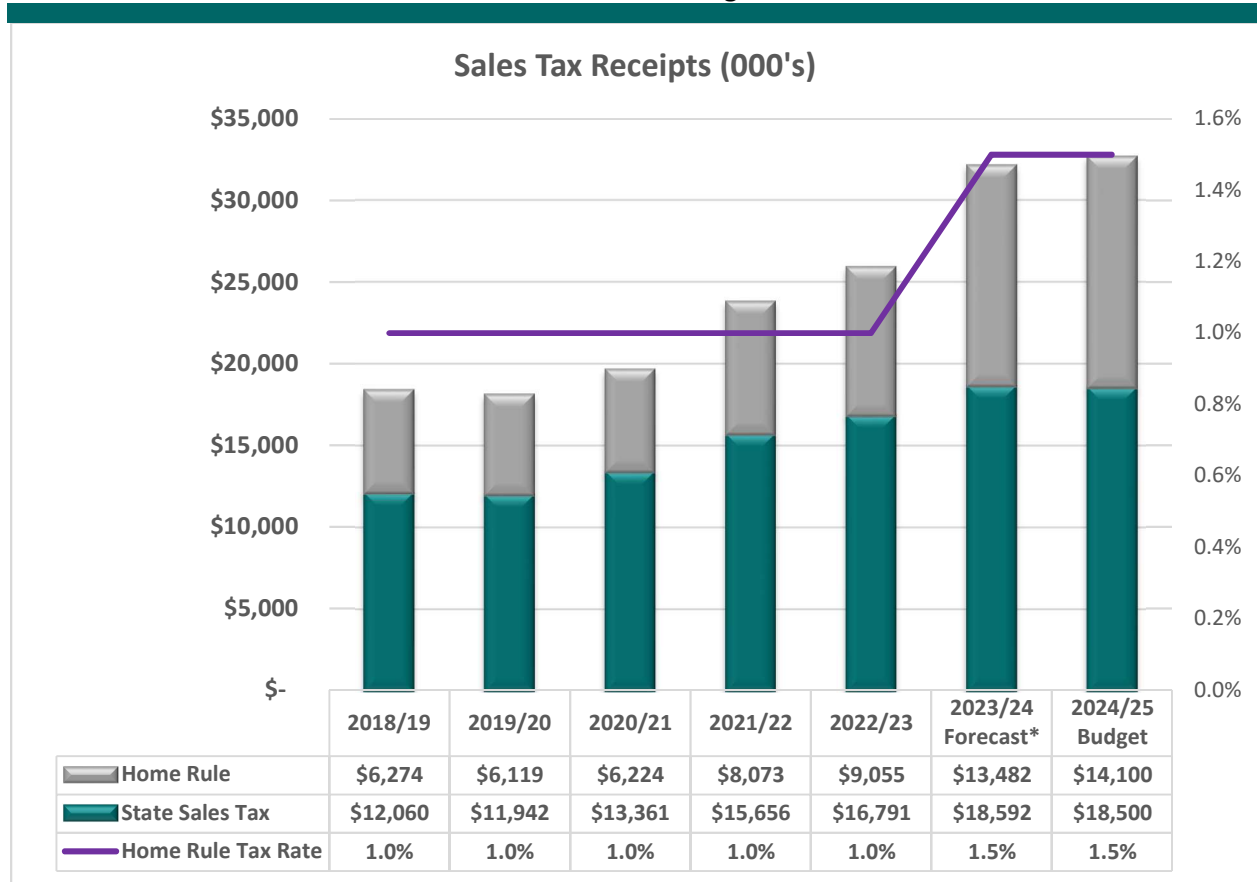
Indicator Description

The above chart graphically depicts the City’s portion of the property tax rate as compared to the total community tax rate, which includes the rates of School District 303 and other overlapping governments (i.e. County, park district, junior college, library district, etc.). Decisions related to tax levies take into consideration the total community tax rate. The City’s portion of the total property taxes levied in 2022 was 10.4%.

Trend Analysis

During the period under review, the City’s portion of the community tax rate has averaged 10%. This is a function of rising equalized assessed values (EAV) coupled with conservative and prudent increases in the amount of the property tax levied. Kane County currently estimates that the equalized assessed valuation for the City will increase by approximately 10% in total, due to an increase in the assessed valuation of existing residential properties. This increase in EAV, as currently estimated by the County, will result in a decrease in the overall City property tax rate from \$0.8361 to \$0.7824. The projected 2023 tax rate of \$0.7824 should result in the City maintaining a 10% proportionate share of the community tax rate.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

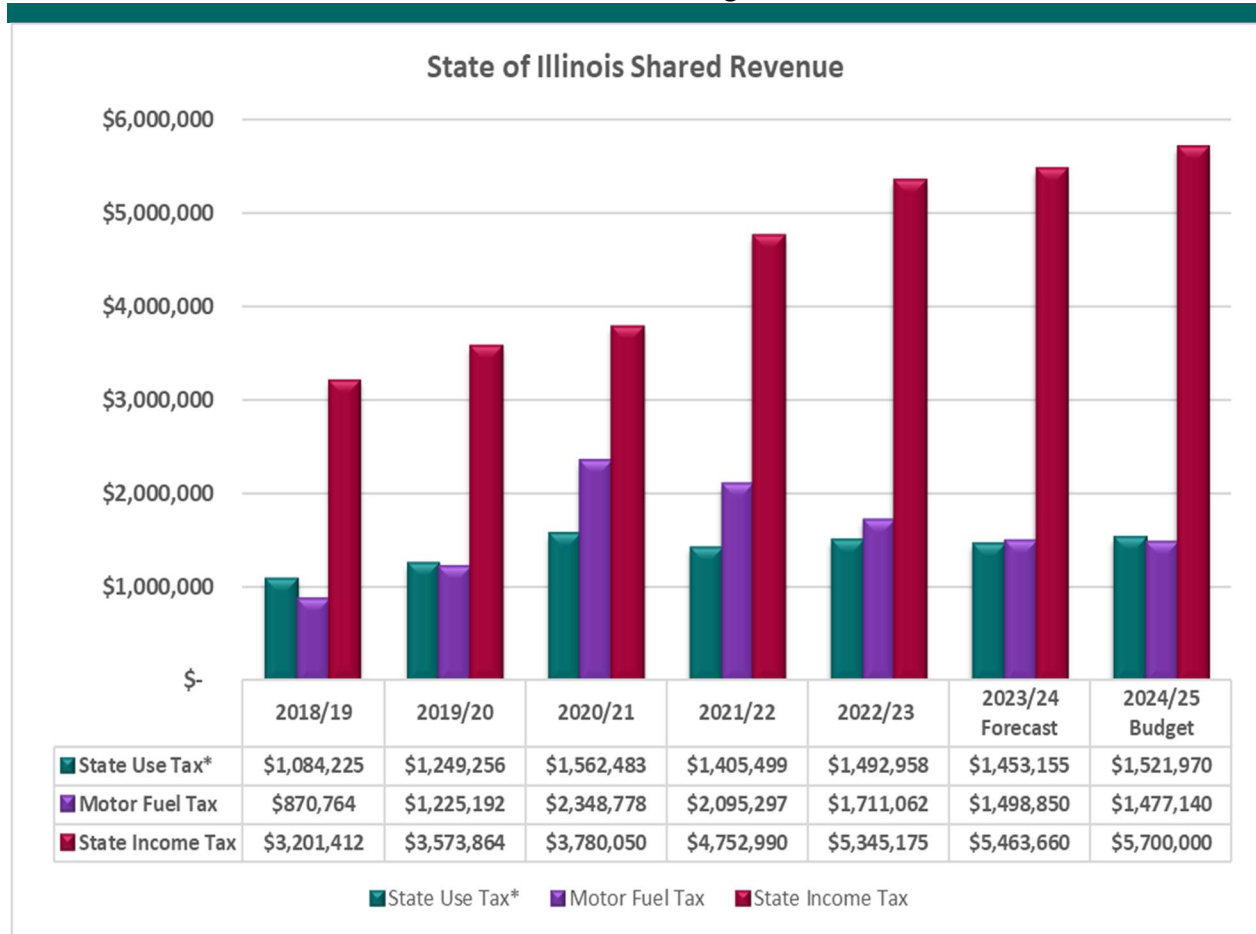
Sales tax is an elastic source of revenue, meaning it is highly dependent on local economic conditions. It is important that the City have a diverse portfolio of revenue sources that include non-elastic revenue streams to reduce the impact of an economic decline. An important attribute of sales tax is that a large portion of it is paid by non-residents.

Trend Analysis

The City had imposed a home rule sales tax of 0.25 percent in 1996, an additional 0.25 percent in 1997 and another 0.50 percent in 2004. Effective July 1, 2023, the City increased its home rule sales tax by 0.5 percent, from 1.0 percent to 1.5 percent. The revenue generated by this additional 0.5 percent tax is being utilized to fund road improvements and related infrastructure. Home rule sales tax applies to all general merchandise, excluding groceries, pharmaceutical drugs, and titled vehicles.

As depicted in the chart above, the City has experienced an annual growth in sales tax revenue with the exception of the pandemic year. Sales tax rose significantly in FY 21-22 and FY 22-23 as a result of inflationary pricing and the addition of new business establishments. The 0.5 percent home rule sales tax that was imposed on July 1, 2023, and in effect for 10 months during FY 23-24, is forecasted to generate approximately \$3,975,000. Further, the City received a large sales tax distribution in FY 23-24 as a result of an Illinois Department of Revenue audit which also increased forecasted revenue. Home rule sales tax is budgeted to increase an additional \$825,000 in FY 24-25 to account for a full twelve months of this new revenue stream. Municipal sales tax is also forecasted to increase significantly in FY 23-24 as a result of business growth and the large sales tax distribution resulting from the IDOR audit. The FY 24-25 budgeted revenues assume that growth in municipal sales tax stabilizes.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

The above chart depicts revenue sources that the City does not collect locally. Rather, these revenues are administered by the State of Illinois and shared with local governments. The State Income Tax and State portion of the Sales Tax are the most significant intergovernmental revenues that the City receives.

Trend Analysis

The State of Illinois distributes 6.06 percent of the net collections of all income tax received from individuals, trusts, and estates and 6.85 percent of the net collections received from corporations to local governments. The allocation to the governmental unit is a function of its' population in proportion to the total state population. As depicted in the chart above, income tax revenues had grown at a steady pace until FY 21-22 when the City experienced a surge in revenue receipts. This escalation was due to growth in corporate profits as well as the tight labor market which resulted in increases to employee wages and salaries. These conditions have persisted which is why income tax revenues have continued on an upward trend and are forecasted at \$5.5 million and budgeted at \$5.7 million.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**

Use tax is a form of sales tax designed to distribute the tax burden fairly among consumers and ensure fair competition between in-state and out-of-state businesses. Illinois imposes a 6.25% use tax on the privilege of using goods within its borders as a complement to sales tax. The Illinois Department of Revenue (IDOR) requires taxpayers to voluntarily report and pay use tax. Illinois has been aggressively focusing on collecting use tax by implementing various laws. These include:

October 1, 2018 – the *Marketplace Fairness Act* became effective in the State of Illinois requiring remote retailers, who make 200 or more annual transactions or \$100,000 or more in annual gross receipts, to collect and remit Use Tax on purchases made for use and consumption in Illinois.

June 2, 2019 – the *Leveling the Playing Field for Illinois Act* was passed, requiring both Remote Retailers (a retailer which does not have physical presence in IL) and Marketplace Facilitators (Amazon or eBay) to collect and remit the state and local Retailer’s Occupation Tax (ROT aka Sales Tax) based on the product delivery destination.

January 1, 2021 - Remote Retailers and Marketplace Facilitators, that meet the threshold of 200 annual transactions or \$100,000 annual gross receipts, are required to collect and remit the state and applicable local ROT (sales tax) rather than the Use Tax.

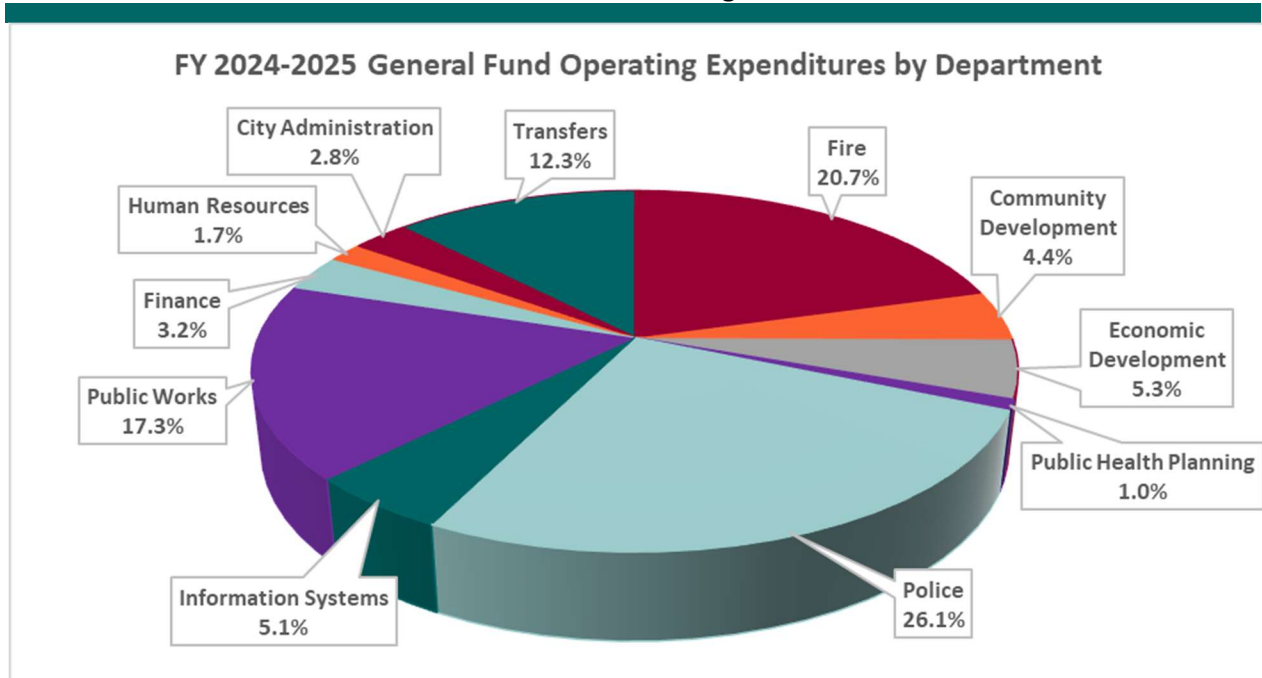
The favorable legislation enacted by the state coupled with a consumer preference for on-line shopping increased the amount of use tax collected on internet sales beginning in FY 20-21.

Motor Fuel Tax (MFT) disbursements are based on a per capita formula determined by the state. Revenue from this tax is restricted to funding maintenance and construction of City streets and rights-of-way. Effective July 1, 2019, the State increased the motor fuel tax from \$0.19 per gallon to \$0.38 per gallon of gasoline and from \$0.215 per gallon to \$0.455 per gallon of diesel fuel. This was the first increase in the MFT rates since 1990. The growth in MFT revenues during FY 2019-20 is the result of this legislation. Also, on May 1, 2020, the Illinois Department of Transportation (IDOT) announced a new \$1.5 billion grant program that provided the City with funds for infrastructure improvements. The City received three disbursements of \$362,186 in FY 20-21, two disbursements of \$362,186 in FY 21-22, and one last disbursement of \$362,186 in FY 22-23.

The table below details subsequent rate increases which have provided the MFT program with additional funding.

Motor Fuel Tax Rate History					
Date	Type	Rate	\$ Change	% Change	
Jan 1, 1990 - June 30, 2019	Gasoline	\$ 0.190	\$ -	0.0%	
	Diesel	\$ 0.215	\$ -	0.0%	
July 1, 2019 - June 30, 2020	Gasoline	\$ 0.380	\$ 0.190	100.0%	
	Diesel	\$ 0.455	\$ 0.240	111.6%	
July 1, 2020 - June 30, 2021	Gasoline	\$ 0.387	\$ 0.007	1.8%	
	Diesel	\$ 0.462	\$ 0.007	1.5%	
July 1 2021 - Dec 31, 2022	Gasoline	\$ 0.392	\$ 0.005	1.3%	
	Diesel	\$ 0.467	\$ 0.005	1.1%	
Jan 1, 2023 - June 30, 2023	Gasoline	\$ 0.423	\$ 0.031	7.9%	
	Diesel	\$ 0.498	\$ 0.031	6.6%	

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

The above chart displays the expenditures of each city department as a percentage of total General Fund expenditures. The chart below details the per resident cost of each city department.

Trend Analysis

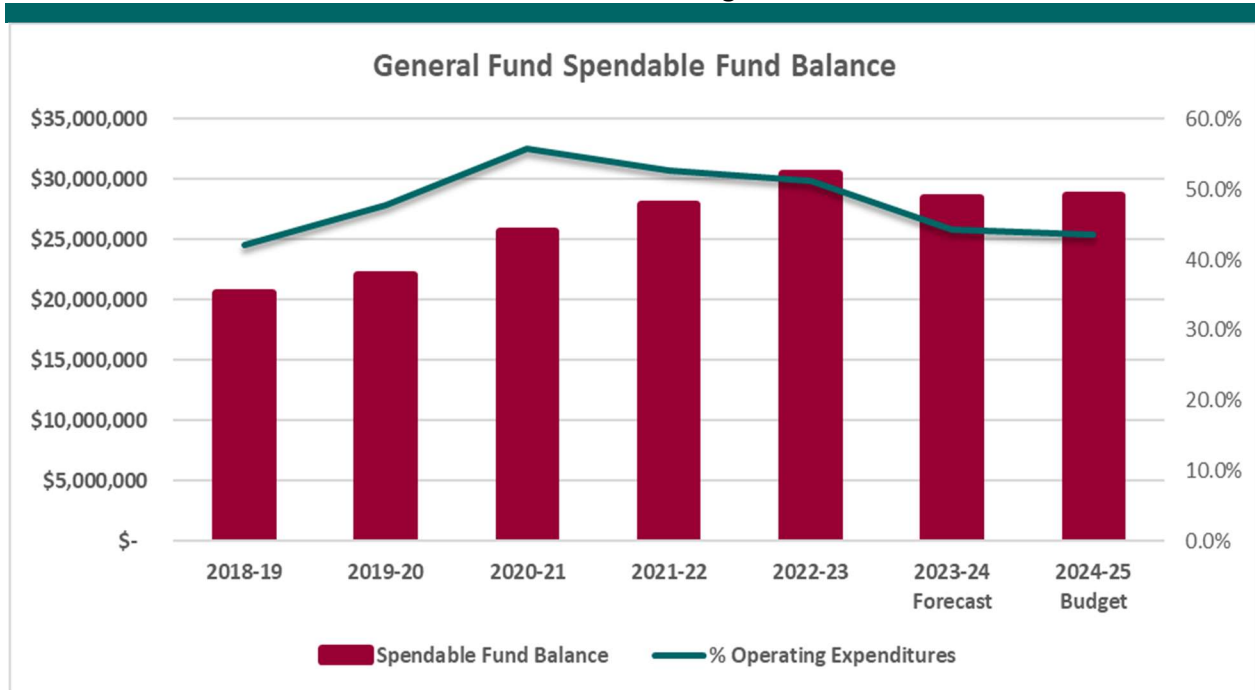
Approximately 64.1% of the municipality’s expenditures are for Public Works and Public Safety (Police and Fire). The cost to provide City services in FY 23-24 is forecasted to be \$2,024 per resident. Excluding transfers, operating expenditures are forecasted to increase \$200 per resident, or 13.2%, compared to FY 22-23. The City made additional contributions in the amount of \$88.3 per capita and \$47.2 per capita to the Police and Fire Pensions Funds, respectively. This additional funding caused the increase in FY 23-24 Fire and Police per resident costs year over year. The economic development incentives paid to area business are shown as expenditures in the Economic Development department. A new sales tax sharing agreement became effective on January 1, 2023 and is the reason for the \$34 rise in per capita expenditures in the Economic Development department. During FY 22-23, a study analyzing the operations within Community Development was conducted as a means of identifying opportunities for process improvement. The study recommended changes to positions and staffing levels and as a result, 2.35 full-time equivalents were added to the department’s headcount causing the FY 23-24 increase in per capita expenditures. FY 23-24 Information Technology per resident expenditures reflect the additional costs associated with licensing new network software programs, maintaining a new utility billing system and engaging a service provider to assist with system security. The cost of Public Works services is greater in FY 23-24 because the salaries and benefits of four administrative staff members are no longer being expensed directly to the enterprise and internal service funds which they assist. Rather, the costs associated with the support that staff provide these funds is being recouped by the General Fund through expenditure chargebacks. The FY 23-24 forecast of per capita expenditures related to transfers made to other funds is declining \$153 year over year which helps offset the increases in operating expenditures. In FY 22-23, funds were transferred out of the General Fund to finance capital projects in other funds and this amount has been reduced in the current year. In total, the increase in forecasted FY 23-24 General Fund expenditures per resident cost is \$47.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**

Department	FY Actual 2021/22	FY Actual 2022/23	FY Forecast 2023/24	FY Budget 2024/25	FY Change
Fire	\$ 367	\$ 384	\$ 423	\$ 429	\$ 6
Community Development	68	60	80	92	12
Economic Development	14	35	69	109	40
Public Health Planning	19	19	19	20	1
Police	454	476	540	540	-
Information Systems	71	77	95	106	11
Public Works	298	322	339	359	20
Finance	62	60	69	67	(2)
Human Resources	31	31	32	36	4
City Administration	52	48	46	59	13
Operating Expenditures	1,436	1,512	1,712	1,817	105
Transfers	343	465	312	255	(57)
Total Expenditures	\$ 1,779	\$ 1,977	\$ 2,024	\$ 2,072	\$ 48

The per capita cost for City services in FY 24-25 is budgeted at \$2,072, which equates to an increase of \$48 or 2.4% as compared to the FY 23-24 forecast. The increased per capita costs in the Community Development department reflects the total cost of adding several new positions and assumes that the department will remain fully staffed during the year. The additional positions added to this department in FY 23-24 were only staffed for part of the year and an existing position was left vacant as a result of retirement. Economic Development departmental costs are budgeted higher than the FY 23-24 forecast. The FY 24-25 budget includes payments related to three new economic incentive agreements. One of these agreements requires that the City reimburse a grocer for capital improvements and the other two oblige the City to rebate sales tax. The budget for Information Technology expenditures is increasing as a result of moving the cost associated with the City's Microsoft Enterprise subscription into the General Fund. Previously, this cost was paid out of an internal service fund. Also, expenditures for wages and benefits are higher than the FY 23-24 forecast because a position was left vacant for most of that year. The per capita cost of Public Works services is greater than the previous year forecast which reflects anticipated wage and benefit increases and assumes the department will remain at full staff throughout the year. Also, the FY 24-25 budget anticipates that the cost to maintain the City's facilities and streets will rise as a result of inflation. The FY 24-25 City Administration budget is greater than the forecast because the Hotel Tax disbursements to the Cultural Commission and Visitor's Bureau have been increased. Also, the City Administrator's and Community and Public Affairs offices were short staffed in FY 23-24. The outgoing transfers to finance the capital projects in other funds have been reduced, which helps to offset the departmental budget increases.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

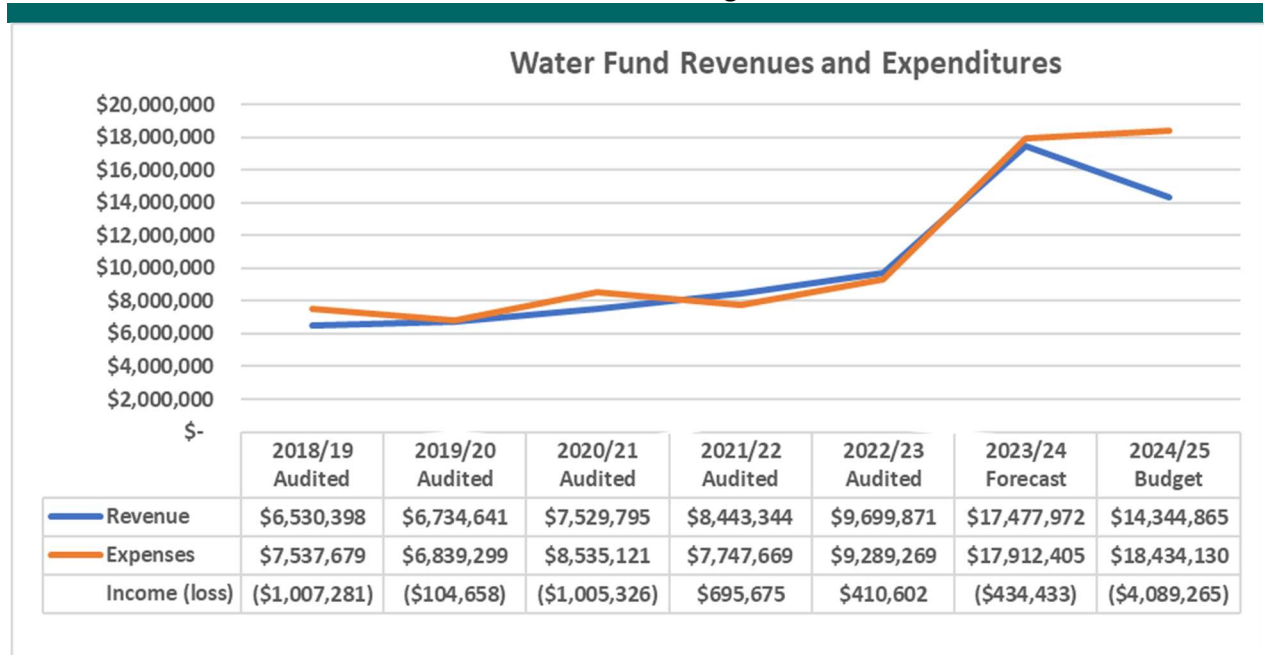
The size of the City's General Fund spendable fund balance affects its ability to withstand financial emergencies brought about by fluctuations in the economy or legislative actions of another unit of government. In addition, accumulated fund balance can be utilized for capital purchases, thereby eliminating the need to issue debt. Strong reserve levels also help to lower interest costs when the City does issue debt by maintaining a strong bond rating, which is currently Aa1 from Moody's. The City's policy is to maintain a minimum spendable General Fund balance of 25% of operating expenditures.

Trend Analysis

The City has consistently maintained well above the required 25% spendable General Fund balance of operating expenditures since instituting this threshold in 2004. During the past five fiscal years, spendable fund balance has risen steadily. Over this period of time the City has experienced year over year growth in income tax revenue and significant growth in sales tax revenue. In addition, one-time transfers in of \$1.9 million from the Capital Project Fund and \$2.4 million from the Health Insurance Fund were received upon the closing of these funds in FY 21-22 and FY 22-23, respectively.

The City anticipates that FY 23-24 will close with a General Fund deficit approximating \$2,018,000 thus reducing the level of accumulated reserves. This assumes that the General Fund transfers \$2,600,000 and \$300,000 to the Water and Sewer Funds, respectively. These transfers will provide funding for capital projects budgeted in FY 24-25. The FY 24-25 budget projects that revenue will be \$140,000 greater than expenditures.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**

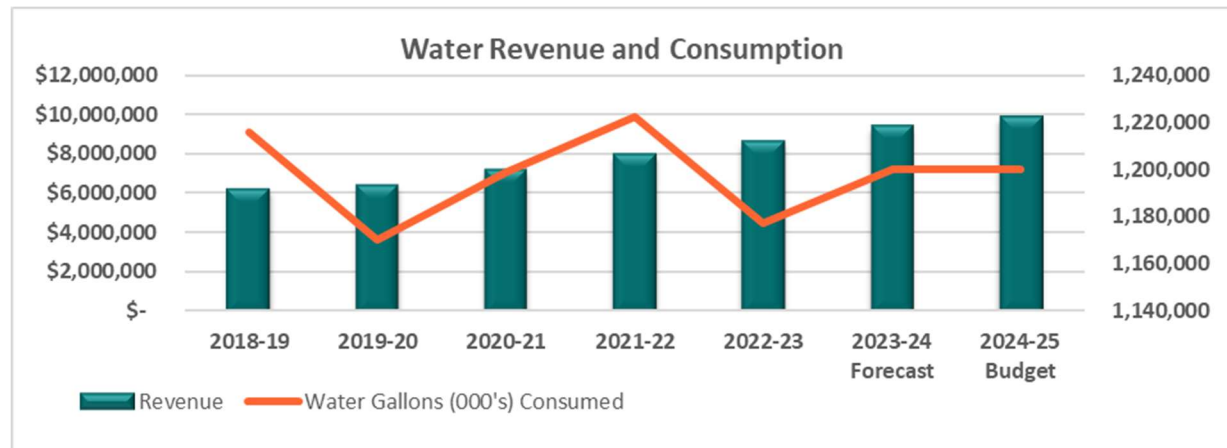


Indicator Description

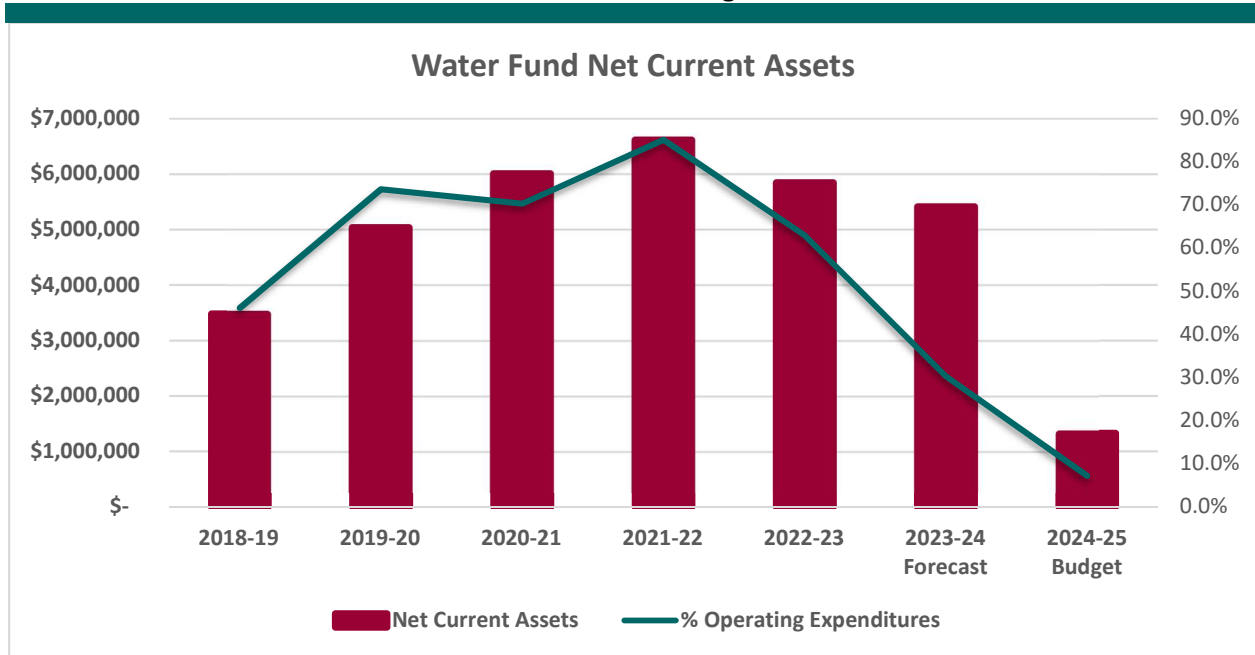
This chart displays the amount of total revenue (primarily generated by user fees) and expenses (including depreciation) for the past five audited fiscal years. Also, the current year forecast and FY 24-25 budget, prepared on a budgetary basis, is presented. Rates for water services are set by determining current operating needs as well as needs for future system maintenance and expansions. In order for an enterprise fund to achieve self-sufficiency, revenues must match current levels of expenses. A rate study is planned to be initiated in 2025. Recommendations to the rate structure will help ensure positive financial performance in the long term, given the anticipated level of system maintenance and future capital projects.

Trend Analysis

Total water usage has averaged 1,198,000 thousand gallons over the period presented, with a low of 1,170,088 thousand gallons in FY 19-20. The year to year fluctuations are a by-product of temperature, rainfall and the installation of water-efficient fixtures and appliances. Despite declining usage or stagnant usage, revenues have risen slightly over time because of annual water rate increases.



**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



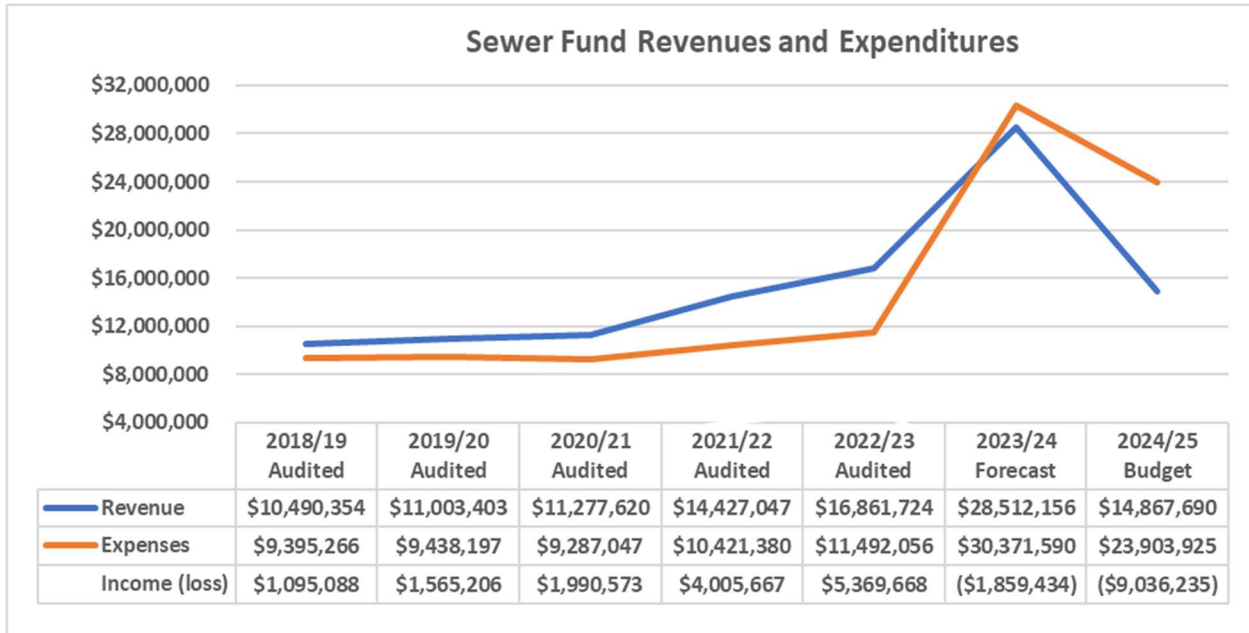
Indicator Description

The water utility is a business-type activity of the City, and is intended to recover the cost of providing services to the users of the system. In contrast to general governmental funds, enterprise funds such as the water fund are financed primarily through user charges. The policy goal is to maintain an available net current assets ratio (current assets-current liabilities) of at least 25% of operating expenses. Net current assets reflect the amount of cash available to fund capital projects.

Trend Analysis

The Water Fund has been able to maintain a current ratio of available net current assets to expenses above the suggested policy level by issuing General Obligation debt and Illinois Environmental Protection Agency loans as well as raising utility rates. This practice has substantially increased the fund’s debt burden so an effort has been made to limit the issue of debt to finance capital and infrastructure projects. As a result, the FY 23-24 forecast and FY 24-25 budget is utilizing net current assets as supplements to the IEPA loans to fund projects. Use of net current assets will result in a deviation from the 25% policy goal. In the long term, future changes to the Water utility rate structure are probable in order to create a more financially stable and self-sustaining fund.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**

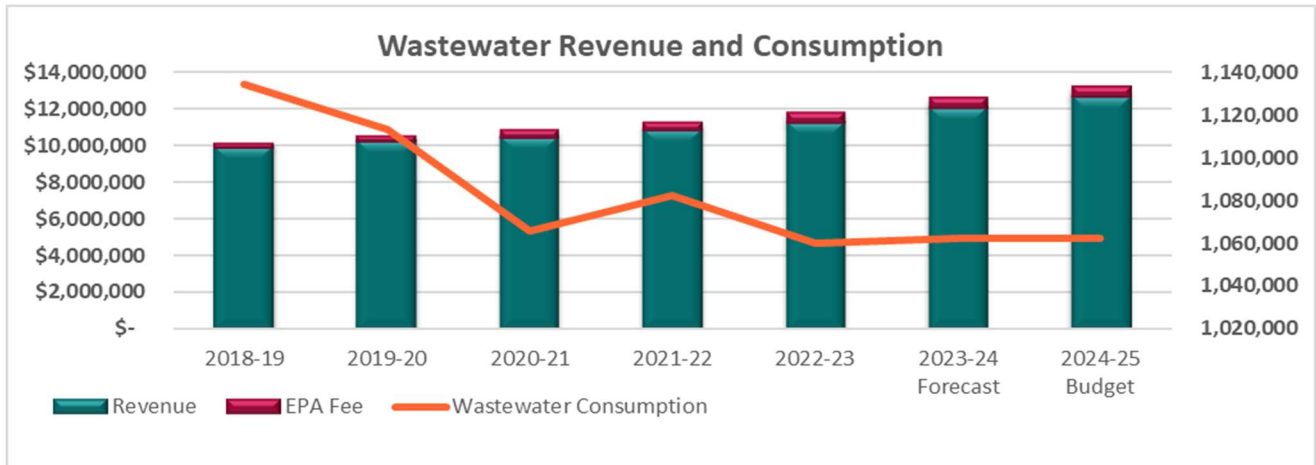


Indicator Description

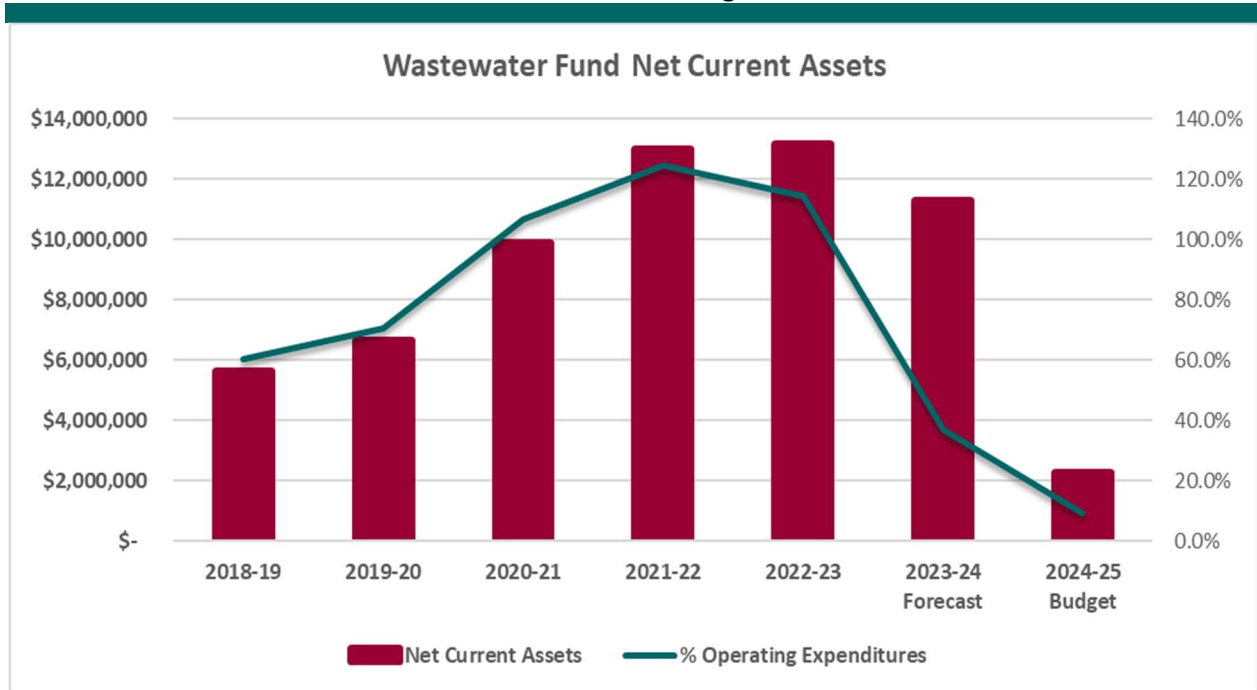
This chart displays the amount of total revenue (primarily generated by user fees) and expenses (including depreciation) for the past five audited fiscal years. Also, the current year forecast and FY 24-25 budget, prepared on a budgetary basis, is presented. In order for an enterprise fund to achieve self-sufficiency, the utility rate charged must generate the revenues needed to finance all operating and capital expenses incurred to provide this service. A rate study is planned to be initiated in 2025. Recommended rate structure changes will help ensure that the fund will be fiscally sound over the long term.

Trend Analysis

Sewer usage is based on water consumed and is therefore susceptible to the same fluctuations. A sewer rate cap is applied to residential bills during June, July and August which reduces consumption volatility during the summer. The steady rise in revenues is due mainly to increases in sewer rates and additions to the number of meter connections. The sewer rate structure includes a base monthly customer charge and EPA fee which is not dependent on usage.



**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



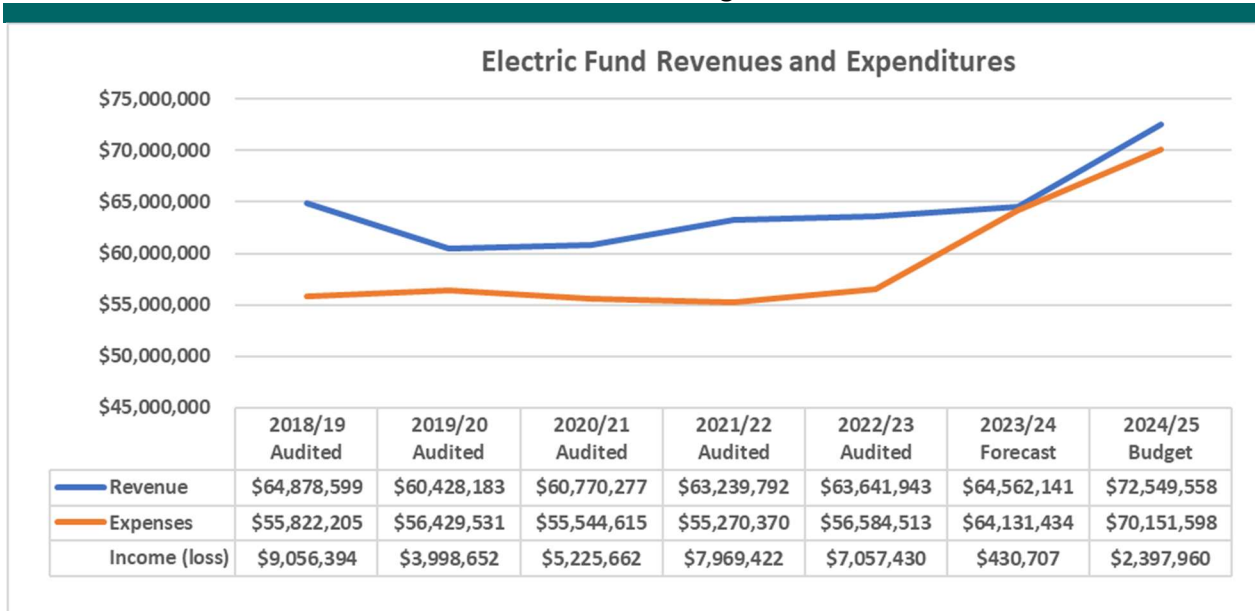
Indicator Description

The sewer utility is a business-type activity of the City, and is intended to recover the cost of providing services to the users of the system. In contrast to general governmental funds, enterprise funds, such as the sewer fund, are financed primarily through user charges. The policy goal is to maintain an available net current assets ratio (current assets-current liabilities) of at least 25% of operating expenses. Net current assets are an indication of the amount of cash available to fund capital projects.

Trend Analysis

The Sewer Fund has been able to maintain a current ratio of available net current assets to expenses above the suggested policy level by issuing General Obligation debt and Illinois Environmental Protection Agency loans as well as raising utility rates. This practice has substantially increased the fund’s debt burden so an effort has been made to limit the issue of debt to finance capital and infrastructure projects. As a result, the FY 23-24 forecast and FY 24-25 budget is utilizing net current assets as supplements to the IEPA loans to fund projects. Use of net current assets will result in a deviation from the 25% policy goal. In the long term, future changes to the Sewer utility rate structure are probable in order to create a more financially stable and self-sustaining fund.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**

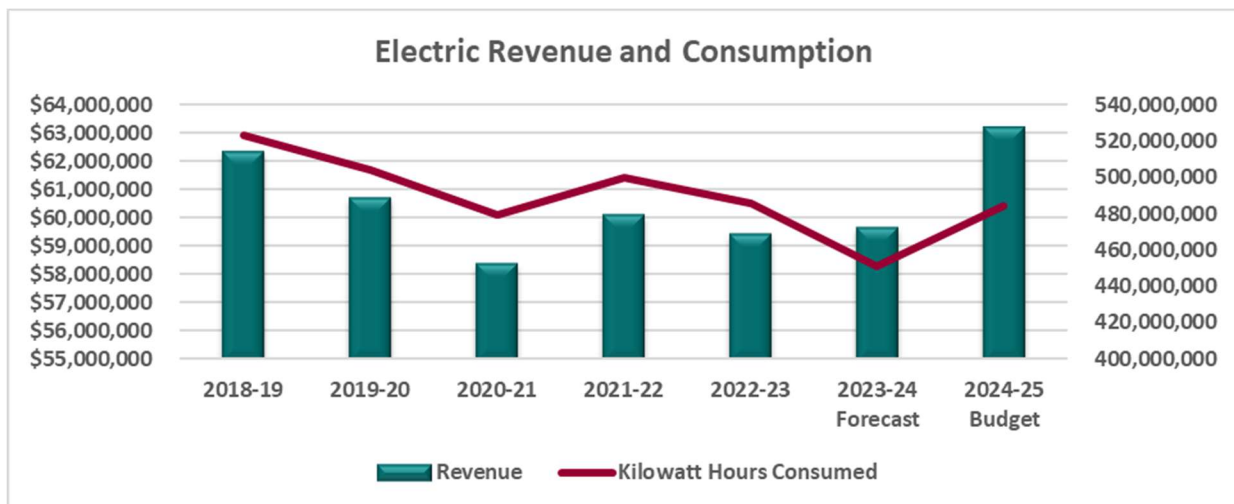


Indicator Description

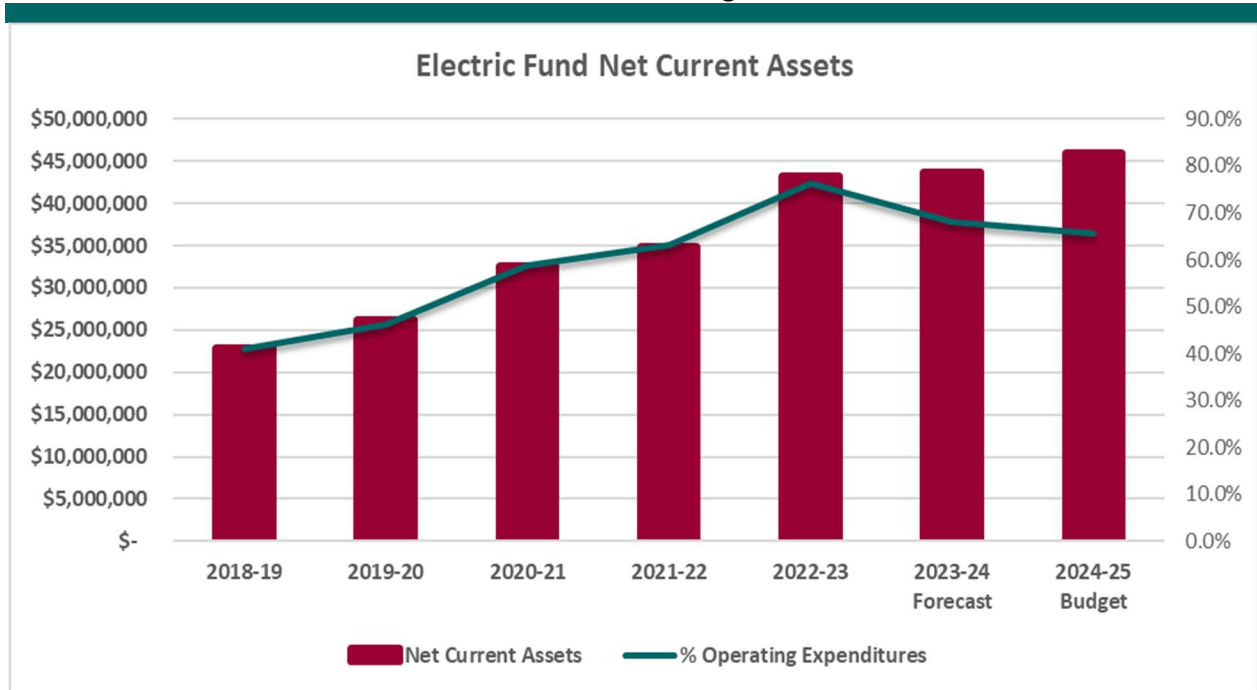
This graph is an illustration of the operating revenues and expenses (including depreciation and less debt payments) for the electric enterprise fund for the last five audited fiscal years. Also, the current year forecast and FY 24-25 budget, prepared on a budgetary basis, is presented. The current rate structure has allowed the fund to maintain financial sustainability. A rate study is planned to be initiated in 2025. This rate study will determine if the Electric Fund’s rate structure is adequate to maintain its fiscal health given the anticipated level of future system maintenance and capital projects.

Trend Analysis

Over the past decade, the Electric Fund has consistently generated surpluses and financial performance is anticipated to remain strong. The Electric Fund rate structure includes a fixed monthly service charge, kilowatt hour (kWh) usage charge as well as a demand charge which is applied to non-residential accounts. The mix of kWh usage and commercial/industrial demand charges vary from year to year which impacts revenue. For the past four years utility rates have remained constant, therefore revenues have ebbed and flowed in conjunction with usage and demand charges.



**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



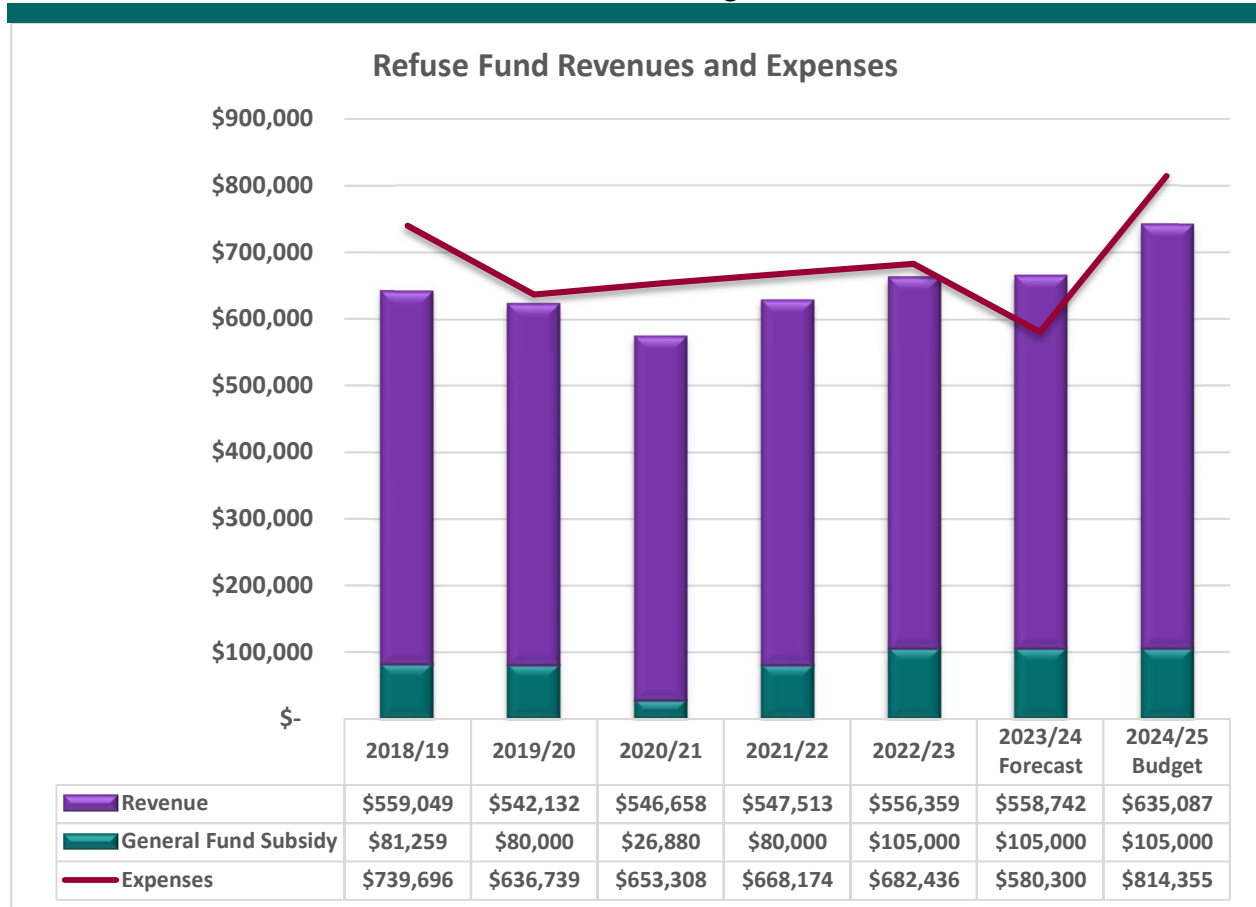
Indicator Description

Cities often engage in business-type activities, where the intent is to recover the cost of providing goods or services to customers. The City’s policy goal with respect to its business-type activities is to maintain an available net current asset ratio (current assets-current liabilities) of at least 25% of operating expenses. Net current assets reflect the amount of cash available to fund capital projects.

Trend Analysis

During the review period, the Electric Fund achieved a current ratio of available current assets to expenditures in excess of 25%. The maintenance of the Electric infrastructure is a priority, so that these costs are not a burden to future system users. Over the long term, the City's projected rate structure plan provides adequate recovery of the utility's costs in keeping with the "business focus" of an enterprise utility fund.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

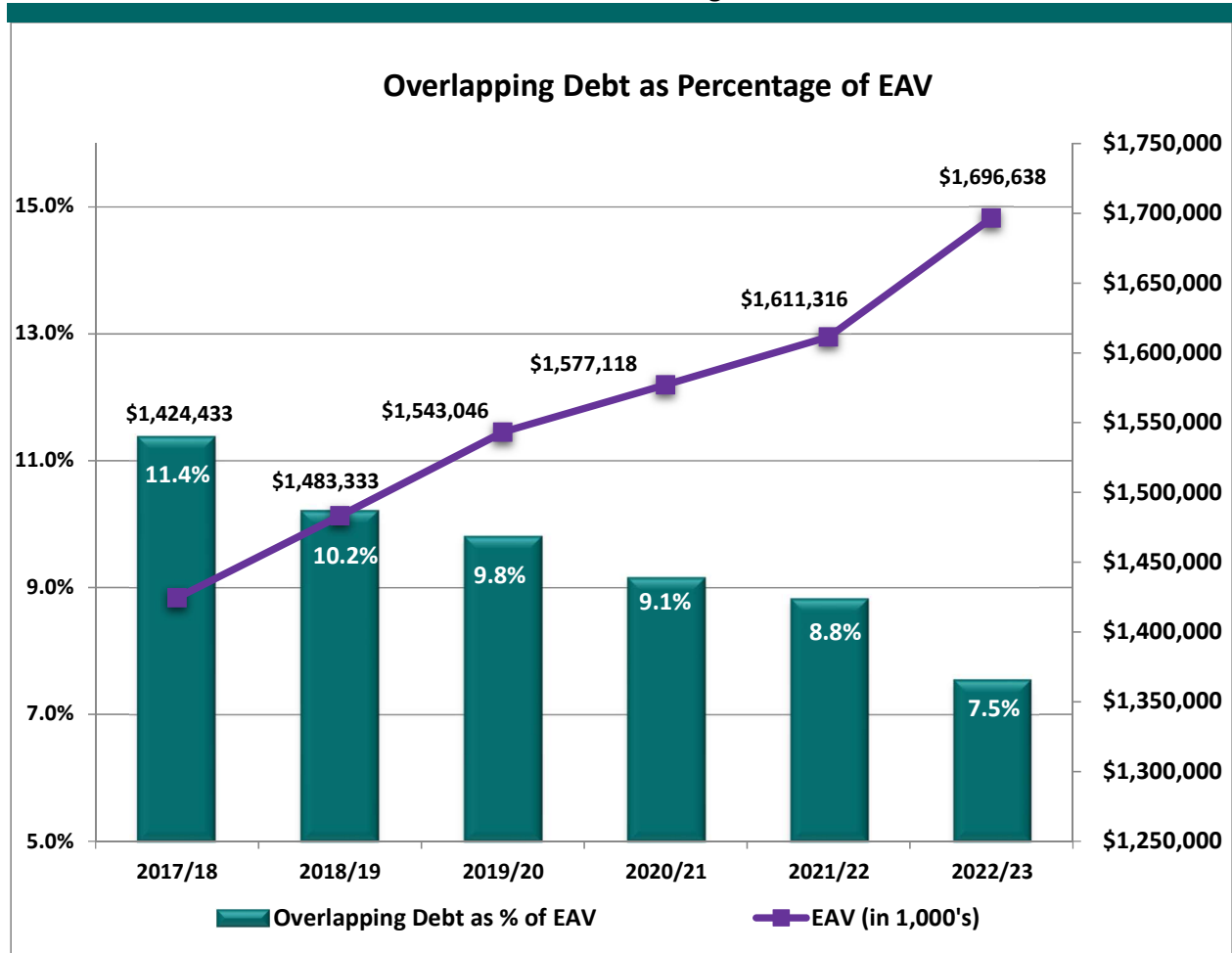
The Refuse Fund is the fourth enterprise, or business-type activity of the City. Like the others, it should be self-sustaining and supported by revenues from rates charged to users. However, a policy decision was made which allows for a subsidy from the General Fund to support various services accounted for in the Refuse Fund.

Trend Analysis

Refuse collection and disposal services are provided to residents living within the City limits. Currently, residents have two payment options with respect to refuse service. They can pay a monthly rental fee directly to the City’s contracted refuse hauler based on the size refuse cart they utilize or may purchase refuse stickers or bags. Since the cost of providing residential refuse service is not a direct cost of the City this service is not accounted for in this fund.

The City contracts for leaf and brush collection services and bills residents a monthly fee which is included on the utility bill. The City also sponsors an every other year spring clean-up program and incurs costs to collect and dispose of refuse in the City’s downtown. The revenues and cost associated with leaf and brush collection as well as the expenses incurred for refuse services in the downtown and the spring clean-up program are accounted for in this fund. Historically, the General Fund has transferred funds to the Refuse fund to support the spring clean-up program and downtown refuse service. To maintain a Refuse Fund reserve level which will accommodate the spring clean-up and downtown refuse programs, the General Fund subsidy was raised to \$105,000 annually.

City of St. Charles
Trend Analysis
FY 2024-2025 Budget



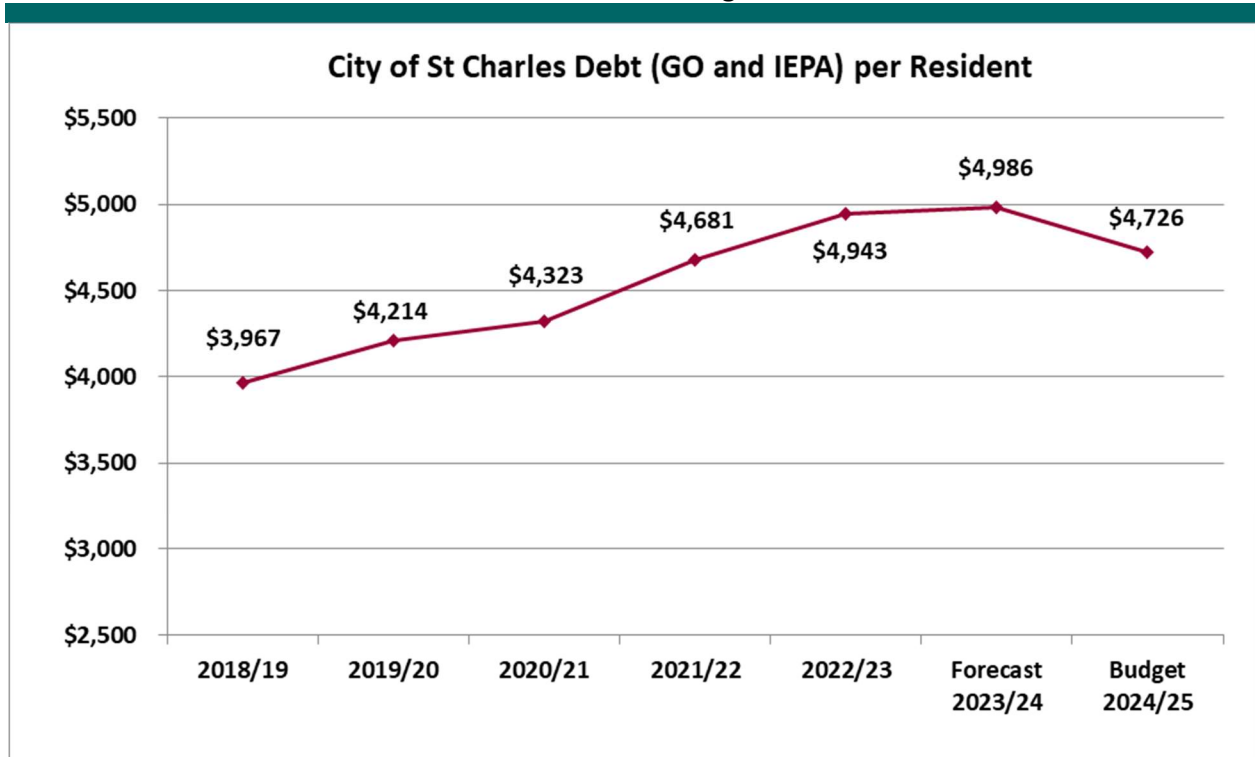
Indicator Description

Overlapping debt consists of the City's direct bonded debt (excluding enterprise fund bonded debt) and the debt of other governmental units that are within or overlap the City's boundaries (school districts, the park district, and the library district). It does not include the low interest loans utilized to fund water and wastewater capital projects.

Trend Analysis

Growth in the area and replacement of aging facilities and infrastructure have resulted in the City issuing debt to finance capital improvements. The City has historically utilized general revenue streams (sales tax, income tax, hotel tax, etc.) and incremental taxes generated in TIF districts to service debt rather than levy a property tax. Overlapping debt as a percentage of Equalized Assessed Value (EAV) is declining in part because property tax values are rising. Also, the debt levels of the other governmental units have been declining because the principal payments on existing debt are greater than the amount of any new debt being issued. Further, the City has not issued any bonded debt in the past two years.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

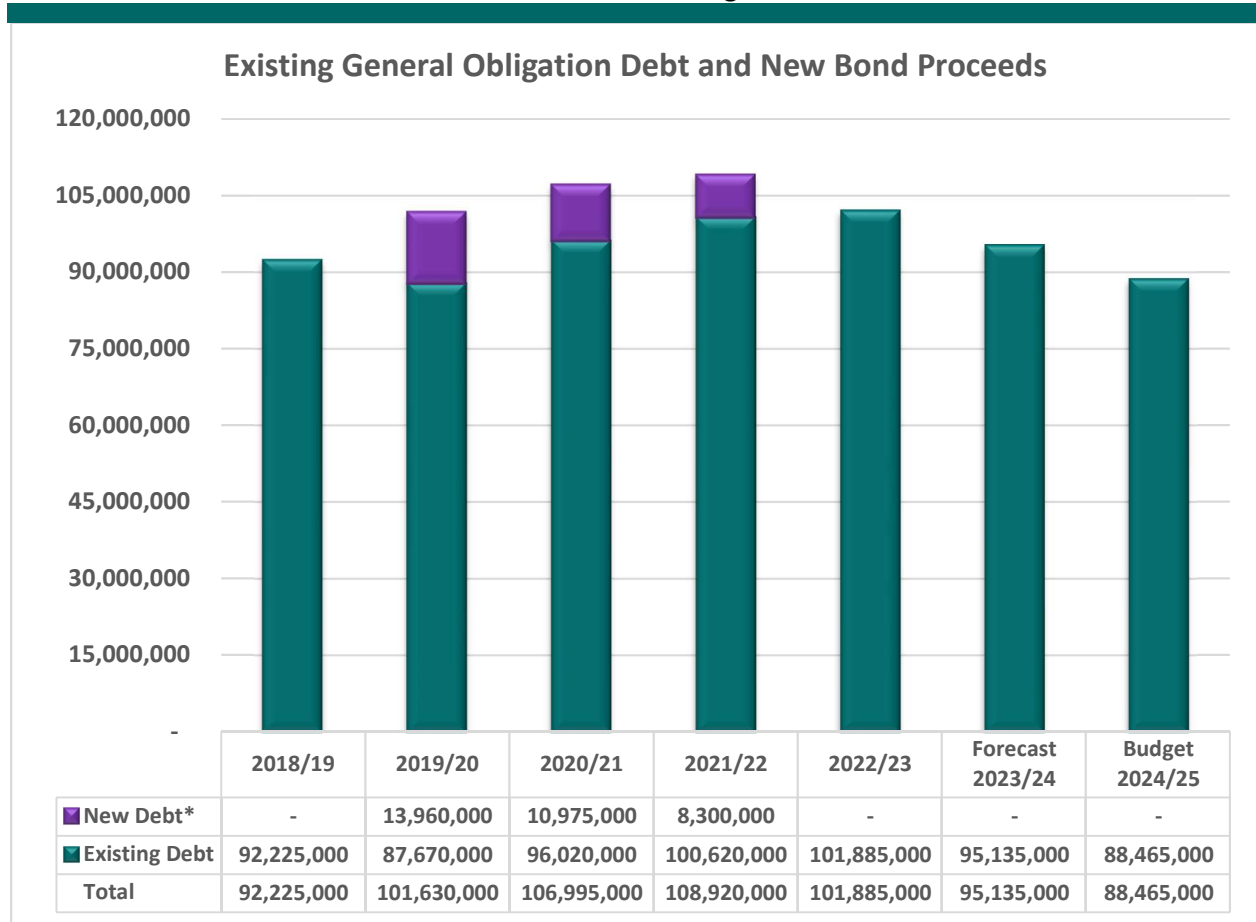
Debt per capita is a measure of the City’s debt relative to its population. It is calculated by dividing the outstanding General Obligation (GO) bond issues and the Illinois Environmental Protection Agency (IEPA) loans by the City’s population. Financial analysts use per capita debt when evaluating the City’s ability to repay its debt. This illustration of long-term debt does not include the City’s share of the debt issued by overlapping jurisdictions.

Trend Analysis

Debt per capita has been increasing because the City has issued additional amounts of debt and IEPA low-interest loans for large scale capital projects, economic development, and infrastructure improvements. The principal and interest payments for bonds and low interest loans issued on behalf of the City’s utility funds are paid by user fees. The debt payments for bonds issued on behalf of the City’s governmental funds (capital improvement, TIF, equipment replacement) are paid using general revenue streams and TIF increment. In contrast, many other units of local government collect property taxes to fund principal and interest payments. The total debt per capita indicator is on the higher end when compared to other communities.

The FY 21-22 debt per resident rose significantly due to the drawdown of loan proceeds to finance the construction of the West Plant expansion and Country Club Lift Station replacement. The FY 22-23 increase in per capita debt reflects the issuance of loans to fund the West Plant expansion, Riverside Lift Station replacement and Well #7 to Well #13 connectivity. The City anticipates utilizing new IEPA low-interest loans to finance utility capital improvements in the upcoming year. However, there are no plans or forecasted needs to issue new GO debt for general capital projects in FY 23-24 or FY 24-25 because over the last two years there has been a concerted effort to minimize, if at all possible, the issuance of additional GO debt for any purpose.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

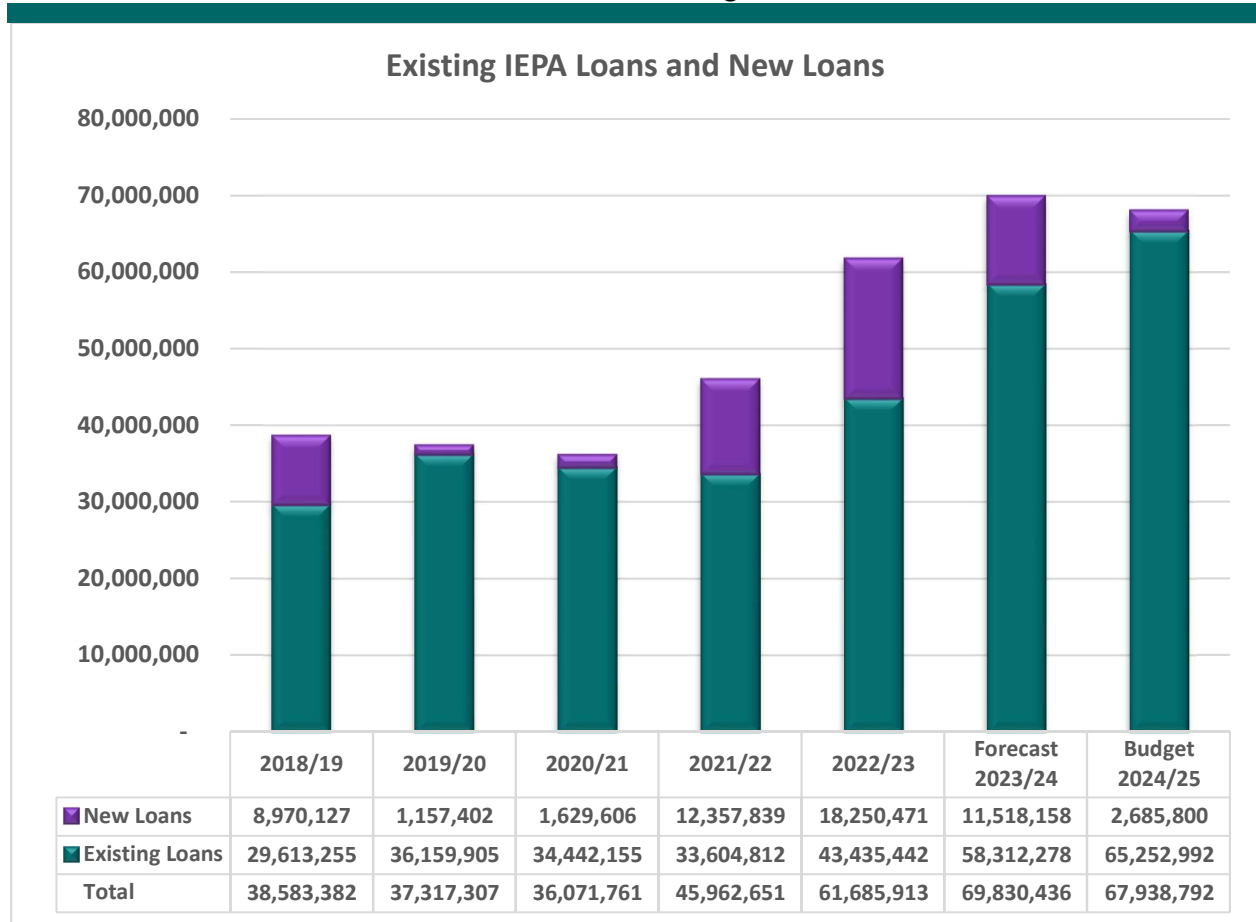
The above chart represents fiscal year end balances of General Obligation (GO) bond issuances, broken down between previously issued GO debt and newly issued bonds. The amount of the bond issue varies drastically by number and types of projects being financed. The City has made a concerted effort to reduce its debt levels and fund projects with available resources. As such, GO debt has not been issued in FY 22-23 or FY 23-24 nor are there plans to issue debt in FY 24-25. Further, as a means of providing a consistent funding mechanism for road improvements and related infrastructure, the City increased its home rule sales tax by 0.5 percent effective July 1, 2023.

Trend Analysis

Following is a list of projects corresponding to new bond issues in the seven-year period presented:

- 2017/18: New Police Station, 7th Avenue Creek Property acquisitions, Water and Wastewater SCADA replacement and Electrical System Improvements.
- 2019/20: New Police Station, street improvements, metering infrastructure, Electric, Water and Wastewater system improvements.
- 2020/21: 7th Avenue Creek Improvements, street improvements, metering infrastructure, Water and Wastewater system improvements.
- 2021/22: 7th Avenue Creek improvements, street improvements, Water and Wastewater system improvements.

**City of St. Charles
Trend Analysis
FY 2024-2025 Budget**



Indicator Description

The chart above represents the fiscal year end balances of Illinois Environmental Protection Agency (IEPA) low interest loans, broken down between previously acquired and newly issued loans. The amounts shown include the loans issued for water and wastewater projects.

Trend Analysis

Following is a list of projects corresponding to new loans issued in the seven-year period presented:

- 2018/19: Phosphorus Digester construction and 7th Avenue and Division Street Lift Station replacement.
- 2019/20: Phosphorus Digester construction and 7th Avenue and Division Street Lift Station replacement.
- 2020/21: West Plant expansion.
- 2021/22: West Plant expansion and Country Club Lift Station replacement.
- 2022/23: West Plant expansion, Riverside Lift Station replacement and Well #7 to Well #13 connectivity.
- 2023/24: Riverside Lift Station replacement and Well #7 to Well #13 connectivity.
- 2024/25: Water Well #8 expansion

City of St. Charles
All Funds
Revenues and Expenditures by Type
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
Revenues					
User Charges	81,435,797	82,194,588	84,927,638	82,811,994	87,223,374
Reimbursement for Projects	1,139,772	1,217,897	6,450,000	2,825,000	7,090,000
Property Tax	15,486,057	16,923,289	17,895,068	18,091,809	18,937,262
Sales & Use Tax	25,134,536	27,338,925	31,895,000	33,527,443	34,858,670
Intergovernmental	9,463,025	8,429,918	8,143,280	9,145,238	10,532,128
Hotel Tax	1,499,765	1,723,404	2,000,000	1,800,000	1,850,000
Alcohol Tax	1,794,527	1,933,483	2,150,000	2,050,000	2,150,000
Other Taxes	1,019,449	982,053	1,020,000	924,535	908,400
Franchise Fees	3,607,490	3,580,355	3,618,000	3,504,151	3,676,500
Sale of Inventory	3,365,633	2,468,373	3,000,000	3,117,200	3,117,100
Insurance Premiums	6,062,856	6,158,681	750,000	750,000	750,000
Pension Contributions	8,146,916	8,024,163	8,203,283	9,499,696	8,750,959
Internal Service Charges	2,231,475	2,077,955	2,074,880	1,993,387	5,638,589
Investment Income	(7,264,987)	3,331,811	8,783,583	12,856,750	7,257,281
Connection Fees	503,281	1,344,560	560,000	640,000	595,000
Other Revenues	5,777,971	9,235,981	6,775,611	7,484,338	5,011,832
Debt Issues	47,098,672	17,248,279	18,539,000	18,139,648	2,685,800
Interfund Transfers	17,245,854	21,439,208	10,178,677	13,484,641	13,499,643
Total Revenues	223,748,091	215,652,923	216,964,020	222,645,830	214,532,538

Expenditures					
Personnel Services	48,158,981	51,480,753	55,766,808	55,567,923	59,354,425
Materials and Supplies	6,549,505	6,132,164	7,029,777	7,226,059	7,284,442
Contractual Services	59,403,367	62,255,464	65,549,096	67,090,745	69,449,599
Other Operating	11,926,270	8,672,985	7,806,459	7,681,104	7,912,230
Departmental Allocations	-	-	-	-	-
Capital	31,652,998	35,692,597	59,435,551	47,744,841	52,329,920
Debt Service	42,237,889	14,571,875	15,842,371	15,432,990	16,373,500
Interfund Transfers - Debt	7,585,805	8,851,191	8,251,860	8,657,825	7,368,434
Interfund Transfers - Other	6,677,313	12,555,065	1,993,065	4,893,065	6,417,872
Total Expenditures	214,192,129	200,212,094	221,674,987	214,294,552	226,490,421

Revenues Over/ (Under) Expenditures	\$	9,555,962	\$	15,440,829	\$	(4,710,967)	\$	8,351,278	\$	(11,957,883)
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City of St. Charles
All Funds
Expenditures by Fund
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
General Fund					
City Administration	543,290	589,498	540,305	514,827	685,988
Communications & Public Affairs	178,312	211,315	255,459	223,085	342,357
Mayors Office	34,176	37,560	42,093	38,252	44,017
City Council	104,830	135,744	163,325	154,227	160,590
City Treasurer	2,260	3,322	3,345	3,295	3,345
City Clerk	5,031	4,844	4,850	4,850	4,850
Hotel Tax Distribution	571,601	576,600	576,600	576,600	690,100
Board of Fire & Police Commission	31,118	13,536	39,525	19,275	25,500
Information Systems	1,611,062	2,555,400	3,310,850	3,132,541	3,504,728
Human Resources	755,962	1,024,347	1,114,045	1,057,572	1,200,305
Accounting	868,050	1,509,190	1,586,601	1,553,649	1,519,369
Utility Billing	(17,207)	583,056	673,688	742,022	689,162
Police	14,998,427	15,726,876	16,978,246	17,862,463	17,848,122
Youth Commission	15,000	12,685	15,000	15,000	15,000
Fire Administration	4,129,004	4,171,627	4,649,547	5,181,936	5,083,657
Fire Operations	7,863,805	8,353,027	8,868,024	8,622,035	8,888,595
Fire Emergency Management Association	153,171	179,166	189,215	174,789	211,685
Public Health & Planning	616,969	617,947	635,000	632,870	661,000
Public Works Administration & Engineering	749,643	1,541,549	2,023,418	1,787,649	1,989,246
Public Services	6,162,501	9,131,388	9,785,168	9,442,650	9,894,817
Planning Services	625,604	530,705	766,833	711,376	864,057
Building & Code	694,327	793,250	990,190	987,391	1,208,631
Development Engineering	294,672	411,604	407,622	686,440	692,306
Special Service Area 1B	262,000	262,000	262,000	262,000	272,000
Economic Development	451,193	1,150,839	2,182,844	2,288,844	3,613,527
Interfund Transfers - Debt	5,108,932	5,821,972	5,497,460	5,499,101	5,411,663
Interfund Transfers - Other	6,113,414	9,443,257	1,931,401	4,831,401	3,029,754
Departmental Chargebacks	-	(5,877,193)	(2,775,870)	(2,775,870)	(2,944,820)
Total General Fund	52,927,145	59,515,111	60,716,784	64,230,270	65,609,551

City of St. Charles
All Funds
Expenditures by Fund
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
<u>Electric Fund</u>					
Electric Administration	3,239,451	2,225,638	2,983,155	2,560,669	2,939,358
Electric Operations	55,057,916	50,529,300	65,252,520	59,506,300	65,173,509
Electric Meter	359,442	430,639	462,841	682,526	620,487
Interfund Transfers - Debt	294,515	295,914	297,109	297,109	297,984
Interfund Transfers - Other	-	2,110,929	1,084,830	1,084,830	1,120,260
Total Electric Fund	58,951,324	55,592,420	70,080,455	64,131,434	70,151,598
<u>Water Fund</u>					
Water Administration	2,938,317	2,022,967	2,668,990	2,347,271	2,648,701
Water Operations	6,312,467	10,638,921	16,804,560	14,220,965	14,260,046
Water Meter	443,463	382,884	434,104	442,212	534,250
Interfund Transfers - Debt	161,178	161,598	162,027	162,027	162,343
Interfund Transfers - Other	14,853	1,772,077	739,930	739,930	828,790
Total Water Fund	9,870,278	14,978,447	20,809,611	17,912,405	18,434,130
<u>Sewer Fund</u>					
Wastewater Administration	4,336,341	3,692,113	4,855,623	4,519,183	5,626,103
Wastewater Plant Operations	4,302,964	11,124,961	15,939,884	19,029,726	8,039,068
Wastewater Collections	2,561,862	1,853,955	4,778,906	4,568,773	6,722,397
Wastewater Connections	15,321,926	11,179,421	3,457,358	1,052,774	2,270,000
Interfund Transfers - Debt	248,361	959,255	250,024	250,024	250,587
Interfund Transfers - Other	-	1,637,541	951,110	951,110	995,770
Total Sewer Fund	26,771,454	30,447,246	30,232,905	30,371,590	23,903,925
<u>Refuse Fund</u>					
Refuse Operating	550,057	564,319	575,000	580,300	814,355
Interfund Transfers - Other	118,117	118,117	-	-	-
Total Refuse Fund	668,174	682,436	575,000	580,300	814,355
<u>TIF 3 - St. Charles Mall Fund</u>					
TIF 3 Special Revenue	213,963	219,864	799,702	1,205,667	890,570
Total TIF 3	213,963	219,864	799,702	1,205,667	890,570
<u>TIF 4 - First St. Development Fund</u>					
TIF 4 Special Revenue	465,583	475,981	424,700	425,208	499,390
Total TIF 4	465,583	475,981	424,700	425,208	499,390
<u>TIF 5 - St. Charles Manufacturing Fund</u>					
TIF 5 Special Revenue	206,228	210,706	223,315	221,674	225,395
Total TIF 5	206,228	210,706	223,315	221,674	225,395
<u>TIF 7 - Central Downtown Fund</u>					
TIF 7 Special Revenue	843,667	518,293	593,507	593,792	521,752
TIF 7 Phase 3 Capital	3,993	-	5,470	-	-
TIF 7 Building 6 Capital	84,153	-	-	-	-
Total TIF 7	931,813	518,293	598,977	593,792	521,752

City of St. Charles
All Funds
Expenditures by Fund
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
<u>First Street East Plaza Capital Project Fund</u>					
First Street East Plaza Capital	654,379	141,659	4,483,601	4,448,395	278,912
Total First Street East Plaza	654,379	141,659	4,483,601	4,448,395	278,912
<u>Motor Fuel Tax Fund</u>					
Motor Fuel Tax	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000
Total Motor Fuel Tax Fund	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000
<u>Capital Projects Fund</u>					
Information Systems	268,360	176,139	433,191	145,286	328,000
Finance	6,547	348	200,000	-	-
Police	-	-	900,000	741,800	741,800
Fire	-	-	-	-	287,000
Street & Bridge	1,355,150	954,240	439,500	432,836	8,201,000
Storm	3,039,149	713,808	2,590,000	723,269	3,445,000
Special Services	121,570	88,989	2,475,000	1,805,964	3,385,000
Community Development	493,894	490,000	96,000	-	575,000
Interfund Transfers - Debt	139,516	2,350	-	-	-
Total Capital Projects Fund	5,424,186	2,425,874	7,133,691	3,849,155	16,962,800
<u>Equipment Replacement Fund</u>					
IT Equipment Replacements	177,592	141,291	163,225	244,109	47,239
Interfund Transfers - Other	452,093	-	-	-	-
Total Equipment Replacement Fund	629,685	141,291	163,225	244,109	47,239
<u>Debt Service Funds</u>					
Debt Service	36,957,828	8,895,957	8,409,844	8,408,044	8,107,935
Interfund Transfers - General	-	-	-	-	2,422,542
Total Debt Service Funds	36,957,828	8,895,957	8,409,844	8,408,044	10,530,477
<u>Inventory Fund</u>					
Inventory Operations	3,893,184	2,896,880	3,526,860	3,617,376	3,798,886
Interfund Transfers - Other	283,383	283,383	-	-	-
Total Inventory Fund	4,176,567	3,180,263	3,526,860	3,617,376	3,798,886
<u>Motor Vehicle Replacement Fund</u>					
Fleet Services	1,208,849	1,130,625	1,211,891	1,193,491	1,363,544
Police Vehicle Replacement	110,790	224,625	240,000	183,520	345,000
Fire Vehicle Replacement	-	1,301,277	160,000	208,727	80,000
Public Services Vehicle Replacement	63,900	602,724	765,000	867,807	669,994
Community Dev Vehicle Replacement	-	83,876	92,000	116,735	-
Total Motor Vehicle Replacement Fund	1,383,539	3,343,127	2,468,891	2,570,280	2,458,538
<u>Health Insurance Fund</u>					
Health Insurance	5,006,016	5,410,299	-	-	-
Interfund Transfers - Other	69,384	3,181,192	-	-	-
Total Health Insurance Fund	5,075,400	8,591,491	-	-	-

City of St. Charles
All Funds
Expenditures by Fund
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
<u>Risk Insurance Fund</u>					
Worker's Compensation & Liability	803,064	819,367	949,025	914,990	1,121,130
Interfund Transfers - Other	21,492	21,492	-	-	-
Total Risk Insurance Fund	824,556	840,859	949,025	914,990	1,121,130
<u>Communications Fund</u>					
Communications Fiber	250,756	291,704	319,700	588,314	248,823
Interfund Transfers - Other	49,020	49,020	61,664	61,664	61,664
Total Communications Fund	299,776	340,724	381,364	649,978	310,487
<u>Pension Funds</u>					
Police Pension Fund	3,933,200	4,679,793	4,195,955	4,366,511	4,767,044
Fire Pension Fund	2,605,745	2,877,104	2,976,082	3,202,028	3,419,242
Total Pension Funds	6,538,945	7,556,897	7,172,037	7,568,539	8,186,286
Total All Funds	214,192,129	200,212,094	221,674,987	214,294,552	226,490,421

City of St. Charles
Revenues, Expenditures & Fund Balance Summary
FY 2024-2025 Budget

	Forecasted May 1, 2024 Fund Balance	Revenues & Other Financing Sources	Expenditures & Other Financing Uses	Operating Surplus (Deficit)	Projected April 30, 2025 Fund Balance
GENERAL FUND	28,469,108	65,749,550	65,609,551	139,999	28,609,107
ENTERPRISE FUNDS					
Electric Fund	43,605,596	72,549,558	70,151,598	2,397,960	46,003,556
Water Fund	5,411,905	14,344,865	18,434,130	(4,089,265)	1,322,639
Wastewater Fund	11,290,483	14,867,690	23,903,925	(9,036,235)	2,254,249
Refuse Fund	260,177	740,087	814,355	(74,268)	185,909
SPECIAL REVENUE FUNDS					
TIF District #3 - St. Charles Mall	110,091	1,407,000	890,570	516,430	626,521
TIF District #4 - First Street	(467,232)	505,200	499,390	5,810	(461,422)
TIF District #5 - St. Charles Manufacturing	(959,462)	225,820	225,395	425	(959,037)
TIF District #7 - Central Downtown	1,404,291	1,507,419	521,752	985,667	2,389,958
TIF District #8 - Pheasant Run Industrial Park	-	250,000	-	250,000	250,000
Motor Fuel Tax Fund	2,852,476	1,620,500	1,745,000	(124,500)	2,727,976
CAPITAL PROJECTS FUNDS					
Capital Projects Fund	12,735,338	8,920,800	16,962,800	(8,042,000)	4,693,338
First Street/East Plaza Capital Project Fund	278,912	-	278,912	(278,912)	-
Equipment Replacement Fund	1,813,086	370,054	47,239	322,815	2,135,901
DEBT SERVICE FUNDS					
Series 2012A G.O. Bond Fund	-	359,403	359,403	-	-
Series 2012B G.O. Refunding Bond Fund	-	1,155,701	1,155,701	-	-
Series 2013B G.O. Bond Fund	-	270,180	270,180	-	-
Series 2015A G.O. Bond Fund	-	96,737	96,737	-	-
Series 2016A G.O. Bond Fund	-	308,034	308,034	-	-
Series 2016B G.O. Refunding Bond Fund	-	1,072,707	1,072,707	-	-
Series 2018A G.O. Bond Fund	-	1,395,723	1,395,723	-	-
Series 2019 G.O. Bond Fund	-	685,586	685,586	-	-
Series 2020A G.O. Bond Fund	-	191,550	191,550	-	-
Series 2021A G.O. Bond Fund	-	920,057	920,057	-	-
Series 2021B G.O. Refunding Bond Fund	-	687,757	687,757	-	-
Series 2016 Sales Tax Revenue Bond Fund	2,585,342	801,700	3,387,042	(2,585,342)	-
INTERNAL SERVICE FUNDS					
Inventory Fund	4,384,865	3,950,174	3,798,886	151,288	4,536,153
Vehicle Replacement Fund	7,388,572	3,127,891	2,458,538	669,353	8,057,925
Workers Compensation & Liability Fund	2,834,211	949,002	1,121,130	(172,128)	2,662,083
Communications Fund	962,496	406,834	310,487	96,347	1,058,843
ALL CITY FUNDS	124,960,255	199,437,579	218,304,135	(18,866,556)	106,093,699
TRUST FUNDS					
Police Pension Fund	50,337,307	8,004,238	4,767,044	3,237,194	53,574,501
Fire Pension Fund	54,064,882	7,090,721	3,419,242	3,671,479	57,736,361

**City of St. Charles
Interfund Transfer Schedule
FY 2024-2025 Budget**

From Fund	To Fund	Amount	Purpose
General Fund (100)	Debt Service Fund (721)	359,403	For 2012A GO Debt Service
General Fund (100)	Debt Service Fund (727)	599,808	For 2012B GO Debt Service
General Fund (100)	Debt Service Fund (728)	270,180	For 2013B GO Debt Service
General Fund (100)	Debt Service Fund (729)	96,737	For 2015A GO Debt Service
General Fund (100)	Debt Service Fund (730)	308,034	For 2016A GO Debt Service
General Fund (100)	Debt Service Fund (731)	739,607	For 2016B GO Debt Service
General Fund (100)	Debt Service Fund (732)	1,280,716	For 2018A GO Debt Service
General Fund (100)	Debt Service Fund (733)	685,585	For 2019 GO Debt Service
General Fund (100)	Debt Service Fund (734)	191,550	For 2020A GO Debt Service
General Fund (100)	Debt Service Fund (735)	880,043	For 2021A GO Debt Service
General Fund (100)	Electric Fund (200)	200,000	For Streetlight Maintenance
General Fund (100)	Water Fund (210)	1,000,000	For Water Project
General Fund (100)	Wastewater Fund (220)	200,000	For Wastewater Project
General Fund (100)	Refuse Fund (230)	105,000	For Refuse Services
General Fund (100)	Capital Project Fund (513)	1,200,000	For Capital Projects & Improvements
General Fund (100)	Equipment Replacement Fund (520)	324,754	For Equipment Replacement Reserve
		8,441,417	
Electric Fund (200)	Debt Service Fund (727)	280,835	For 2012B GO Debt Service
Electric Fund (200)	Debt Service Fund (735)	17,149	For 2021A GO Debt Service
		297,984	
Water Fund (210)	Debt Service Fund (727)	94,768	For 2012B GO Debt Service
Water Fund (210)	Debt Service Fund (732)	56,142	For 2018A GO Debt Service
Water Fund (210)	Debt Service Fund (735)	11,433	For 2021A GO Debt Service
		162,343	
Wastewater Fund (220)	Debt Service Fund (727)	180,289	For 2012B GO Debt Service
Wastewater Fund (220)	Debt Service Fund (732)	58,865	For 2018A GO Debt Service
Wastewater Fund (220)	Debt Service Fund (735)	11,433	For 2021A GO Debt Service
		250,587	
TIF 3 St. Charles Mall Fund (322)	Water Fund (210)	350,000	For Water Project
TIF 3 St. Charles Mall Fund (322)	Wastewater Fund (220)	350,000	For Wastewater Project
TIF 4 First Street Development Fund (305)	Debt Service Fund (713)	499,390	For 2016B & 2021B GO Debt Service
TIF 7 Central Downtown Fund (308)	Debt Service Fund (713)	521,467	For 2016B & 2021B GO Debt Service
		1,720,857	
First St East Plaza Capital Project Fund (508)	General Fund (100)	203,912	For Close-Out of Fund
		203,912	
Debt Service Fund (715)	General Fund (100)	2,422,542	For Close-Out of Fund
		2,422,542	
Communications Fund (804)	Electric Fund (200)	61,664	For Interfund Loan Payment For Fiber
		61,664	
	Total Interfund Transfers	13,561,306	

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
100 - General			
	Information Systems	GIS Hardware	\$ 1,000
	Information Systems	UPS Replacement	1,000
	Information Systems	Network Cards and Drives	500
	Information Systems	Switch Replacements	2,000
	Information Systems	Ultrium Tape Drive	22,000
		Sub-total	26,500
	Utility Billing	Office Furniture	11,000
	Fire Operations	Replace Fire Hose/Fittings	10,000
	Fire Operations	Replace Fire Hurst Rescue Equipment	9,000
	Fire Operations	Replace Fire Rescue and Safety Equipment	9,500
	Fire Operations	Replace Fire Hose Nozzles	6,000
		Sub-total	34,500
	Fire Operations	Furniture Bedding and Appliances	7,000
	Fire Operations	Radio Equipment Replacement	8,000
	Fire Operations	Technical rescue supplies and	9,000
	Fire Operations	Monitoring equipment	4,500
	Fire Operations	Pager Replacements	3,000
	Fire Operations	Extractor Washer	18,000
		Sub-total	42,500
	Emergency Management	EOC Upgrade	36,000
	Planning Services	Workstation Reconfiguration and Furniture	12,000
	Planning Services	Conference and Workstation Chairs	12,000
		Sub-total	24,000
	Building & Code	Desk Chair	450
		Sub-total	450
Total General Fund			\$ 181,950

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
200 - Electric			
	Electric Administration	Computer Replacement	\$ 1,233
	Electric Administration	Work Order Software	31,000
	Electric Administration	Engineering Analysis Model	85,000
		Sub-total	117,233
	Electric Operating	Replacement of 2007 IHC 4300 Digger Derrick	342,723
	Electric Operating	Replacement of 2010 IHC Aerial Truck	300,000
	Electric Operating	Fleet Addition Ford F150	50,000
	Electric Operating	Substation Transformer Replacement	448,724
	Electric Operating	Substation Gang Operated Air Break Switches	80,000
	Electric Operating	Substation SEL Breaker Reprogramming	125,000
	Electric Operating	Substation Capital Unplanned Failures	40,000
	Electric Operating	3T1 Tranformer Refurbishment	640,000
	Electric Operating	Substation SCADA integration RTAC and HDMI	103,000
	Electric Operating	34 kV Cable Grounding Transmission Improvement	100,000
	Electric Operating	Pheasant Run Industrial Park Development Improvements	5,000,000
	Electric Operating	Prairie Center Development Improvements	800,000
	Electric Operating	Emergent Reimbursable Development Improvements	800,000
	Electric Operating	RR Donnelly Development Improvements	250,000
	Electric Operating	Cable Replacement/Reinforcement	200,000
	Electric Operating	Leaking & Failed Transformer Replacement	300,000
	Electric Operating	Overhead System Replacements	500,000
	Electric Operating	Power Factor Correction Equipment	45,000
	Electric Operating	Rotted Switchgear Replacements	320,000
	Electric Operating	Substation Exit Cable Replacement	200,000
	Electric Operating	Storm Hardening-Residential Overhead to Underground cable	100,000
	Electric Operating	Unplanned Underground Equipment Failure Replacements	300,000
	Electric Operating	New Service Installations	45,000
	Electric Operating	Red Concrete w Frankenstein Replacement	275,000
	Electric Operating	Streetlight Controller Replacements	25,000
	Electric Operating	Streetlight LED Upgrades	200,000
	Electric Operating	Unplanned St. Light/Traffic Signal Concrete Pole Replacements	20,000
	Electric Operating	Unplanned Streetlight Replacements	40,000
		Sub-total	11,649,447
	Electric Meters	Replacement of 2012 Ford Escape	50,000
	Electric Meters	Fleet Addition Ford F150	50,000
		Sub-total	100,000
Total Electric Fund			\$ 11,866,680

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
210 - Water			
	Water Administration	Computer Replacement	\$ 617
		Sub-total	617
	Water Operations	Replacement of 2015 F550	177,380
	Water Operations	Replacement of 2015 F550	270,000
	Water Operations	Replacement of 2007 Mac-Lander Trailer	20,000
	Water Operations	Chlorine Gas Equipment Replacement	35,000
	Water Operations	Supervisory Control and Data Acquisition (SCADA) System Enhancements	150,000
	Water Operations	Water Meter Replacements	622,000
	Water Operations	MFT Annual Street Program Water Main Replacement	555,000
	Water Operations	Annual Pressure Reduction Valve Replacement	100,000
	Water Operations	Annual Lead Line Replacement	140,000
	Water Operations	7th Ave Creek Rte. 25 Culvert Replacement	185,000
	Water Operations	Swenson FDR (Kirk to Kautz)	474,000
	Water Operations	Prairie (12th/13th to Randall Rd)	1,715,000
	Water Operations	7th, 6th & 4th Street Watermain Replacement Phase 2	1,944,000
	Water Operations	Water Well #8 Expansion Design Engineering	739,800
	Water Operations	Division (IL25 to Kirk)	97,000
	Water Operations	Stern & Stetson FDR (Kirk to Kautz)	44,000
	Water Operations	Beatrice Water Main, S. 7th to W. Dead-end	57,000
	Water Operations	N 12 Street Water Main, W. Main to Dean Street	40,000
	Water Operations	N 6th Street Water Main, State St Creek to State St	22,000
	Water Operations	Water Well Test Drilling	300,000
	Water Operations	Well House Master Meter Replacement	40,000
	Water Operations	Well #7 Redirect to Well #13 Construction	1,206,000
	Water Operations	Well #11 Preventative Maintenance	70,000
	Water Operations	Well #11 Improvements	125,000
	Water Operations	Water Well Development	315,000
	Water Operations	Well #8 Booster Pump Maint #A	21,000
	Water Operations	Well #8 Booster Pump Maint #B	21,000
	Water Operations	Cathodic Protection Well #8 Reservoir	40,000
		Sub-total	9,525,180
Total Water Fund			\$ 9,525,797

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
220 - Wastewater			
	Wastewater Administration	Computer Replacement	\$ 986
		Sub-total	986
	Wastewater Plant Operations	Fleet Addition Ford F150	50,000
	Wastewater Plant Operations	Supervisory Control and Data Acquisition (SCADA) System Enhancements	150,000
	Wastewater Plant Operations	Wastewater Pump Replacement	150,000
	Wastewater Plant Operations	Digester & Clarifier Exhaust Replacement	265,000
	Wastewater Plant Operations	East Side LS Fine Screen and Packer Repairs	100,000
	Wastewater Plant Operations	Primary Tank South Tank Helicoid Replacement and Repairs	80,000
	Wastewater Plant Operations	Boiler Tube Replacement	20,000
	Wastewater Plant Operations	Lab Generator	30,000
	Wastewater Plant Operations	Ultra Violet Light Disinfection Replacement Construction Engineering	50,000
	Wastewater Plant Operations	Influent Chanel Maint	15,000
	Wastewater Plant Operations	Grit Tank Replacement	320,000
	Wastewater Plant Operations	Riverside Lift Station Replacement Construction	125,000
	Wastewater Plant Operations	Woods of Fox Glen Electrical Panel Replacement	190,000
	Wastewater Plant Operations	Woods of Fox Glen Check Valve Replacement and Manhole	150,000
	Wastewater Plant Operations	Final Clarifier Rehabilitation	2,420,000
	Wastewater Plant Operations	Roof Replacement Recycling Building (F-Clarifier)	36,000
	Wastewater Plant Operations	Roof Replacement Main Chlorine Building	84,500
		Sub-total	4,235,500
	Wastewater Collections	Replacement of 2009 JD Backhoe Loader	286,000
	Wastewater Collections	Replacement of 2006 Load Trailer	20,000
	Wastewater Collections	Replacement of Shoring	50,000
	Wastewater Collections	Dunham & Royal St. George Improvements	260,000
	Wastewater Collections	Capacity Management, Operation and Maintenance (CMOM) Program Step 3	444,000
	Wastewater Collections	MFT Annual Street Program Sanitary Replacement	50,000
	Wastewater Collections	State St Creek Sanitary Replacement	115,400
	Wastewater Collections	Prairie St Sanitary Replacement	1,805,000
	Wastewater Collections	Stern & Stetson FDR	37,500
	Wastewater Collections	Indiana St. Btwn 13th & 14th	1,188,000
	Wastewater Collections	S 3rd St Resurf (Main to Gray)	44,000
	Wastewater Collections	Campton Hills Resurf (Peck to 64)	23,000
	Wastewater Collections	CMOM Program Flow Monitoring Step 1	116,000
	Wastewater Collections	CMOM Program Sanitary Sewer Evaluation Survey (SSES) Step 2	201,000
	Wastewater Collections	4th & Indiana Sts - Heavy Flows	45,000
	Wastewater Collections	7th St-Elm Back-Pitched Sewer Repl	82,000
	Wastewater Collections	N 12 Street, Sewer, W. Main to Dean Street	60,000
	Wastewater Collections	State St Creek Sanitary Replacement Construction Engineering	11,000
	Wastewater Collections	CMOM Annual Update Other Engineering Services	20,000
		Sub-total	4,857,900
	Wastewater Connections	Eastern Drainage Trunk Main Improvements	2,270,000
		Sub-total	2,270,000
Total Sewer Fund			\$ 11,364,386

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
350 - Motor Fuel Tax			
	Street Program	Annual Resurfacing Program	\$ 1,745,000
Total Motor Fuel Tax Fund			\$ 1,745,000
508 - First Street East Plaza Capital Project			
	Project Expenditures	Phase 2 Construction	\$ 75,000
Total First Street East Plaza Capital Project Fund			\$ 75,000
513 - Capital Improvement			
	Information Systems	Public Engagement Platform	\$ 123,000
	Information Systems	GIS Utility Network Data Migration	155,000
	Information Systems	Database Upgrade Software and Services	50,000
		Sub-total	328,000
	Police Department	Police Range Building Renovations	741,800
		Sub-total	741,800
	Fire Department	Fire Station Alerting Systems	158,000
	Fire Department	Fire Station Exhaust System Replacements	129,000
		Sub-total	287,000
	Street and Bridge	Parking Lot N Improvements	80,000
	Street and Bridge	Kautz Road Reconstruction	2,242,000
	Street and Bridge	Annual Street Program	3,667,000
	Street and Bridge	Swenson Base Reclamation	1,065,000
	Street and Bridge	Prairie St Resurfacing	50,000
	Street and Bridge	Bike and Pedestrian Improvements	350,000
	Street and Bridge	Alley Way Resurfacing	80,000
	Street and Bridge	Indiana Pedestrian Bridge Replacement	330,000
	Street and Bridge	Stern and Stetson Base Reclamation	15,000
	Street and Bridge	Red Gate Bridge Railing Replacement	25,000
	Street and Bridge	Prairie Bridge Repairs	297,000
		Sub-total	8,201,000
	Storm Sewer	MFT Annual Street Program Storm Sewer Replacement	270,000
	Storm Sewer	7th Avenue Creek Phase 2	2,770,000
	Storm Sewer	Swenson Base Reclamation	215,000
	Storm Sewer	Prairie Street Resurfacing	100,000
	Storm Sewer	State St Creek Improvements	70,000
	Storm Sewer	Culvert Repairs	20,000
		Sub-total	3,445,000
	Special Services	Fleet Lift Replacement	130,000
	Special Services	Fuel Island Rehabilitation	365,000
	Special Services	Council Chambers Renovation	1,500,000
	Special Services	Replacement of Century Station Rooftop A/C Units	180,000
	Special Services	Replacement of City Hall Rooftop A/C Units	315,000
	Special Services	Fire Station #2 Roof and Tuckpointing	380,000
	Special Services	Fire Station #3 Roof and Tuckpointing	330,000
	Special Services	Public Works Training Room Improvements	65,000
	Special Services	Sidewalk Gap Program	120,000
		Sub-total	3,385,000
	Community Development	Cityview Portal	60,000
	Community Development	IGA Randall Road and Woodward Road Improvements	490,000
	Community Development	Cityview Exchange & Outlook Integration	25,000
		Sub-total	575,000
Total Capital Improvement Fund			\$ 16,962,800

City of St. Charles
Capital Improvement Program by Fund
FY 2024-2025 Budget

Fund	Accounting Unit	Description	FY 2024-2025 Budget
520 - Equipment Replacement			
	IT Equipment	Computer Replacement Purchases	\$ 14,239
	IT Equipment	Switch Replacements	33,000
Total Equipment Replacement Fund			\$ 47,239
800 - Inventory			
	Inventory Operations	Replacement of 2008 Forklift	\$ 150,000
	Inventory Operations	Computer Replacement Purchases	370
Total Inventory Fund			\$ 150,370
801 - Motor Vehicle Replacement			
	Fleet Services	Replacement of Ford F150	\$ 50,000
	Fleet Services	Computer Replacement Purchases	431
		Sub-total	50,431
	Motor Vehicle - Police	Replacement of 2018 Ford Explorer	60,000
	Motor Vehicle - Police	Replacement of 2018 Ford Explorer	60,000
	Motor Vehicle - Police	Replacement of 2015 Ford Taurus	60,000
	Motor Vehicle - Police	Replacement of 2012 Ford Escape	60,000
	Motor Vehicle - Police	Replacement of 2013 Ford Fusion	60,000
	Motor Vehicle - Police	Replacement of Dodge Avenger	45,000
		Sub-total	345,000
	Motor Vehicle - Fire	Replacement of 2012 Chevy Tahoe	80,000
		Sub-total	80,000
	Motor Vehicle - Public Services	Replacement of 2009 IHC 7400	144,994
	Motor Vehicle - Public Services	Replacement of 2011 Backhoe	100,000
	Motor Vehicle - Public Services	Replacement of 2011 IHC 7400	275,000
	Motor Vehicle - Public Services	Replacement of 2009 Ford F550	80,000
	Motor Vehicle - Public Services	Replacement of 2009 Skidsteer	70,000
		Sub-total	669,994
Total Motor Vehicle Replacement Fund			\$ 1,145,425
804 - Communications			
	Communications and Fiber	Facility Key Scan Equipment	\$ 4,000
	Communications and Fiber	Computer Replacement Purchases	123
	Communications and Fiber	Substation 2 to Red Gate Fiber	50,000
	Communications and Fiber	STC Park District Primrose Farms Fiber Optic System	27,150
		Sub-total	81,273
Total Communications Fund			\$ 81,273
Total Capital All Funds			\$ 53,145,920

City of St. Charles
General Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			30,486,984	30,486,984	28,469,108		
Revenues							
Property Tax	13,448,114	14,173,136	14,621,368	14,562,527	15,049,943	487,416	3.3%
Sales & Use Tax	23,910,130	26,410,590	26,908,000	28,603,155	29,321,970	718,815	2.5%
Intergovernmental	5,673,501	6,319,533	6,312,175	6,375,238	6,628,128	252,890	4.0%
Hotel Tax	1,499,765	1,723,404	2,000,000	1,800,000	1,850,000	50,000	2.8%
Alcohol Tax	1,794,527	1,933,483	2,150,000	2,050,000	2,150,000	100,000	4.9%
Other Taxes	1,019,449	982,053	1,020,000	924,535	908,400	(16,135)	-1.7%
Franchise Fees	3,607,490	3,580,355	3,618,000	3,504,151	3,676,500	172,349	4.9%
Other Revenues	1,940,326	2,390,107	2,506,406	2,660,966	2,670,090	9,124	0.3%
Investment Income	(138,479)	494,754	821,664	932,690	868,065	(64,625)	-6.9%
Interfund Transfers	1,876,815	3,292,594	799,132	799,132	2,626,454	1,827,322	228.7%
Total Revenues	54,631,638	61,300,009	60,756,745	62,212,394	65,749,550	3,537,156	5.7%
Expenditures							
Personnel Services	34,694,473	35,745,959	39,579,061	39,394,930	41,353,137	1,958,207	5.0%
Materials and Supplies	1,339,209	1,606,222	1,759,786	1,570,998	1,726,926	155,928	9.9%
Contractual Services	9,719,573	10,175,060	12,364,991	13,148,882	15,235,152	2,086,270	15.9%
Other Operating	1,648,884	2,417,200	2,224,819	2,194,420	1,615,790	(578,630)	-26.4%
Departmental Allocations	(5,877,193)	(5,877,193)	(2,775,870)	(2,775,870)	(2,944,820)	(168,950)	6.1%
Capital	175,267	178,048	130,550	361,822	181,950	(179,872)	-49.7%
Interfund Transfers - Debt	5,113,518	5,826,558	5,502,046	5,503,687	5,411,663	(92,024)	-1.7%
Interfund Transfers - Other	6,113,414	9,443,257	1,931,401	4,831,401	3,029,754	(1,801,647)	-37.3%
Total Expenditures	52,927,145	59,515,111	60,716,784	64,230,270	65,609,551	1,379,281	2.1%
Revenues Over/ (Under) Expenditures	1,704,493	1,784,898	39,961	(2,017,876)	139,999		
Ending Fund Balance			30,526,945	28,469,108	28,609,107		

City of St. Charles

General Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41110	Corporate Property Tax-Kane	1,801,650	2,013,411	2,866,627	2,024,699	2,699,205
41111	Road and Bridge Tax-Kane	43,775	44,767	45,000	46,975	47,000
41112	Street and Bridge-Kane	786,928	801,218	-	825,384	-
41113	Police Protection-Kane	1,708,405	1,814,971	1,826,263	1,815,709	1,824,649
41114	Fire Protection-Kane	1,708,405	1,814,971	1,826,263	1,815,709	1,824,649
41115	Mental Health Levy-Kane	616,096	595,211	621,478	617,894	645,029
41117	Police Pension Prop Tax-Kane	3,667,145	3,788,134	4,081,902	4,058,333	4,365,904
41118	Fire Pension Prop Tax-Kane	2,469,898	2,525,412	2,661,652	2,646,267	2,921,903
41120	SSA 1A Property Tax-Kane	72,084	77,356	81,000	80,788	81,000
41121	SSA 1B Property Tax-Kane	247,398	260,351	272,000	271,522	272,000
41122	Special Service Area Prop Tax-Kane	36,919	36,698	36,980	36,956	37,130
41123	TIF Property Tax-Kane	-	103,033	-	-	-
41150	Corporate Property Tax-DuPage	58,758	63,393	62,373	66,629	62,649
41151	Road and Bridge Tax-DuPage	104	105	105	99	
41153	Police Protection-DuPage	38,769	40,555	39,737	42,477	42,351
41154	Fire Protection-DuPage	38,769	40,555	39,737	42,477	42,351
41155	Mental Health Levy-DuPage	14,007	13,308	13,522	14,468	14,971
41157	Police Pension Prop Tax-DuPage	83,042	83,804	88,816	94,499	101,334
41158	Fire Pension Prop Tax-DuPage	55,964	55,883	57,913	61,642	67,818
Total Property Taxes		13,448,114	14,173,136	14,621,368	14,562,527	15,049,943
41200	State Sales Tax	14,874,095	16,216,131	16,540,000	18,000,000	18,500,000
41201	Home Rule Sales Tax	7,630,536	8,701,500	8,875,000	9,150,000	9,300,000
41202	Municipal Use Tax	1,275,375	1,367,237	1,356,000	1,329,195	1,395,360
41204	State Auto Rental Tax	78,357	74,368	78,000	75,000	75,000
41205	Cannabis Use Tax	51,767	51,354	59,000	48,960	51,610
Total Sales & Use Taxes		23,910,130	26,410,590	26,908,000	28,603,155	29,321,970
41300	Kane County Fairgrounds	55,735	53,912	55,000	32,400	32,400
Total Admissions Tax		55,735	53,912	55,000	32,400	32,400
41400	Electric Franchise Fees	2,983,804	2,963,340	3,000,000	2,893,510	3,068,500
41410	Telephone Franchise Fees	139,974	123,782	120,000	108,000	103,000
41420	Cable Franchise Fees	449,225	445,392	450,000	450,000	450,000
41430	NICOR Franchise Fees	34,486	47,841	48,000	52,641	55,000
Total Franchise Fees		3,607,490	3,580,355	3,618,000	3,504,151	3,676,500
41500	Hotel Occupation Tax	1,499,765	1,723,404	2,000,000	1,800,000	1,850,000
41600	Telecommunications Tax	516,843	473,170	510,000	430,000	400,000
41700	Alcohol Tax	1,794,527	1,933,483	2,150,000	2,050,000	2,150,000
41715	Charitable Games Tax	674	1,027	1,000	1,135	1,000
41800	Local Fuel Tax	446,198	453,944	454,000	461,000	475,000
Total Other Taxes		4,258,007	4,585,028	5,115,000	4,742,135	4,876,000

City of St. Charles

General Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
42100	Liquor License A	42,600	50,900	48,900	50,700	50,700
42101	Liquor License B	17,400	74,500	73,250	73,200	73,200
42102	Liquor License C	3,600	10,800	10,800	13,200	13,200
42103	Liquor License D	9,000	28,500	27,300	27,800	27,800
42104	Liquor License E	1,650	2,150	1,950	1,250	1,250
42105	Liquor License F	500	1,350	1,100	1,350	1,350
42106	Liquor License G	-	4,600	4,600	4,600	4,600
42107	Liquor License H - Catering	1,000	1,500	1,500	1,500	1,500
42110	Liquor 1 am Permit	7,200	10,400	10,400	11,200	11,200
42111	Liquor 2 am Permit	20,700	39,100	39,100	36,800	36,800
42120	Liquor Violations	-	8,000	6,000	2,250	2,250
42200	Business Licenses/Permits	100	100	100	100	100
42202	Towing License Fee	75	50	50	75	75
42203	Scavenger License	2,000	2,000	2,000	2,000	2,000
42204	Bowling Alley License	600	600	600	600	600
42205	Massage Establishment License	2,250	2,250	2,300	2,250	2,250
42206	Billiard License	75	75	75	75	75
42207	Solicitor's License	2,200	3,050	2,300	400	400
42210	Carnival License/Fees	1,180	1,605	1,175	1,520	1,520
42220	Coin	2,100	2,551	2,550	2,450	2,450
42225	Video Gaming License	38,600	45,300	43,000	48,100	48,100
42230	E-Cigarette/Lounges	-	250	250	-	-
42231	Cigarette	2,750	2,400	2,400	2,200	2,200
42240	Theater License	3,600	3,600	3,600	3,600	3,600
42290	Business License Violations	2,500	2,050	2,000	3,250	3,250
42299	Misc Business Licenses/Fees	-	-	-	-	-
42300	Building Permits	408,138	786,301	500,000	550,000	550,000
42301	GIS Building Permit Fees	6,293	6,060	6,300	6,300	6,300
42302	Bldg Permit OT Inspect Fees	3,800	4,160	4,000	16,000	15,000
42310	Truck Permits	17,515	26,425	20,000	22,775	23,000
42320	Bicycle Permits	-	3	-	-	-
42330	Sign Permits	9,050	20,471	15,000	29,650	29,650
Total Licenses and Permits		606,476	1,141,101	832,600	915,195	914,420
43100	Fines And Court Fees	1,130	4,322	2,700	2,500	2,700
43101	Traffic Fines	173,065	163,324	173,000	150,000	170,000
43102	Traffic Fines	1,947	6,262	4,000	3,000	3,000
43104	Towing/Vehicle/Storage/Dispsl	985	290	500	-	-
43105	Parking Tickets	53,510	42,788	40,000	45,000	50,000
43107	Impound Fees	99,451	83,542	100,000	75,000	80,000
43108	Fighting Ordinance Violations	8,870	10,700	9,000	8,000	8,000
43109	Booking Fees	10,313	10,618	10,500	4,000	-
Total Fines and Court Fees		349,270	321,846	339,700	287,500	313,700
44100	PP Replacement Tax - Kane	226,902	297,447	218,815	218,920	220,360
44102	PP Replacement Tax - S.C. Twp	27,094	35,600	25,310	26,140	26,310
44202	Federal Grants-Oper	46,218	46,212	40,000	-	-
44204	Federal Grants-NCNTF	188,523	161,604	-	198,968	198,968
44231	Other Grants	15,000	-	-	-	-
44300	State Income Tax Allotments	4,752,990	5,345,175	5,600,000	5,463,660	5,700,000
44401	Revenue from RTA	-	5,455	-	-	-
44404	NCNTF Reimbursements	2,872	2,872	2,880	2,880	2,880
44405	School Resource Officer	413,902	425,168	425,170	464,670	479,610
Total Intergovernmental		5,673,501	6,319,533	6,312,175	6,375,238	6,628,128

City of St. Charles

General Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
45100	Dev Fees-Planning O/S Services	25,493	14,800	25,000	12,000	12,000
45101	Dev Fees-Planning Staff Time	7,952	8,433	6,000	8,000	8,000
45102	Dev Fees-Dev Eng O/S Services	59,551	84,920	60,000	130,000	100,000
45103	Dev Fees-Dev Eng Staff Time	69,139	70,437	60,000	30,000	40,000
45105	Reimbursements-Economic Dev	17,880	39,946	38,600	10,000	15,000
45107	Reimburse of Escrow Funds	77,790	13,000	20,000	13,000	13,000
	Total Reimbursable Charges	257,804	231,536	209,600	203,000	188,000
45201	Pud/Spec Use/Rezoning/Admin	24,025	17,450	17,000	17,000	17,000
45202	Variation/Appeals Petition	-	600	-	750	750
45205	Late Penalty Charges	513	6,062	-	13,000	10,000
45212	Storm Water Mgmt Appl Fee	1,000	850	750	3,100	3,100
	Total Administrative Charges	25,538	24,962	17,750	33,850	30,850
45300	Alarm Billings - Police	12,450	23,825	18,000	40,000	30,000
45304	Billable Police Services	18,412	28,700	25,600	35,000	35,000
45306	Police Reports	6,720	5,805	5,000	6,000	6,000
45307	Police Range User Fees-Operating	20,250	22,275	22,275	24,075	24,075
45308	Police Range User Fees-Capital	1,484	591	-	-	-
45310	Fire Prevention Fees	39,017	39,416	30,000	30,500	30,500
45311	Fire Protection District Fees	-	1,000	-	-	-
45313	Billable Fire Services	6,141	4,563	5,000	7,000	5,000
45317	TCA Reimbursements	153,440	112,814	172,570	192,420	202,940
45318	Meeting Room Security Fees	386	195	200	-	-
45319	Fire OT Reimbursement	1,392	-	-	-	-
	Total Public Safety Charges	259,691	239,184	278,645	334,995	333,515
45401	Energy Reimb-Traffic Sig	2,148	1,393	2,000	2,000	2,000
45402	Tree Planting	632	2,035	1,500	6,000	2,000
45403	Maintenance Of State Highways	73,830	77,340	70,000	82,000	86,000
45405	Reimbursement For Projects	(497)	-	-	-	-
45413	Salt Reimbursement	44,049	39,540	72,000	45,000	45,000
	Total Public Works Charges	120,162	120,308	145,500	135,000	135,000
46201	Cash Over & Short	(5)	-	-	-	-
46204	Finance Charges	(61)	608	-	(500)	-
46205	Discounts	2,874	6,274	4,000	25,000	10,000
46206	Special Events Reimbursement	173,634	67,170	55,000	60,000	75,000
46207	Fingerprint Fees	100	1	-	-	-
46208	Rebates	53	4,834	-	7,822	9,000
46209	Outside Funding	91,325	58,350	50,000	88,674	90,000
46299	Miscellaneous Other Revenue	20,812	13,257	10,000	10,000	10,000
	Total Miscellaneous Revenue	288,732	150,494	119,000	190,996	194,000
47100	Unrealized Gain/Loss	(198,453)	(100,965)	-	-	-
47101	Treasurer's Pool Interest	332	10,648	-	19,092	18,000
47102	Interest On Cert Of Dep	1,765	58,370	57,768	143,376	143,148
47104	US Govt Security Interest	666	189,823	276,377	244,222	236,917
47105	Money Market Interest	28,113	328,596	485,519	526,000	470,000
47106	Gain/Loss On Sale Of Investmnt	14,372	-	-	-	-
47117	Interest-Notes	1,364	-	-	-	-
47199	Interest-Miscellaneous	13,361	8,282	2,000	-	-
	Total Investment Revenue	(138,479)	494,754	821,664	932,690	868,065

City of St. Charles

General Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47200	Rental Income	8,467	8,891	9,335	9,335	9,605
	Total Rental Revenue	8,467	8,891	9,335	9,335	9,605
47301	Sale Of Fixed Assets	3,025	500	-	-	-
47304	Sale Of Used Material	144	114	-	-	-
47305	On-Line Auction Sales	9,370	20,963	10,000	20,000	20,000
	Total Sale of Property	12,539	21,577	10,000	20,000	20,000
47604	Employee Share Ins W/H	-	-	531,676	495,970	521,000
	Total Insurance Premiums	-	-	531,676	495,970	521,000
48100	Property Damage Reimbursement	1,595	36,706	-	4,000	-
48103	Health Ins Reimbursement	-	58,420	-	-	-
	Total Insurance Recovery	1,595	95,126	-	4,000	-
48700	Donations & Contributions	1,000	2,670	2,600	-	-
	Total Donations & Contributions	1,000	2,670	2,600	-	-
48800	Inter-Fund Loan	-	-	-	-	-
48801	Lawsuit/Settlement Proceeds	9,050	32,412	10,000	31,125	10,000
	Total Non-Operating Revenue	9,050	32,412	10,000	31,125	10,000
49210	Transfers-from Water	-	184,750	-	-	-
49220	Transfers-from WasteWater	-	710,000	-	-	-
49300	Transfers-from Special Revenue	-	-	799,132	799,132	-
49500	Transfers-from Capital Project	1,876,815	-	-	-	-
49802	Transfers-from Health Ins	-	2,397,844	-	-	-
49900	Transfers-from Other Funds	-	-	-	-	2,626,454
	Total Interfund Transfers	1,876,815	3,292,594	799,132	799,132	2,626,454
	Total Revenues	54,631,638	61,300,009	60,756,745	62,212,394	65,749,550

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	19,505,779	20,437,803	22,431,965	21,490,250	23,431,161
50101	Part Time Wages	1,088,840	1,034,113	1,208,750	1,077,445	1,150,507
50103	Officer in Charge	7,215	6,020	6,000	8,765	6,000
50104	Other Wages	300,936	302,359	343,555	314,635	343,360
50105	Longevity Pay	62,283	60,668	66,205	65,790	70,750
50110	Accrued Payroll GAAP	42,317	2,957	-	-	-
50200	Overtime	922,430	951,333	1,003,980	1,096,365	1,061,425
50201	OT - Double Time	107,882	108,554	143,660	130,825	135,010
50203	Fire Asst Chief Extra Duty	94,601	101,584	96,345	94,315	100,990
50204	Police Extra Duty	26,095	19,269	31,050	31,350	31,880
50205	Foreman Emergency OT	4,755	12,479	16,400	15,915	17,400
50300	Car Allowance	34,240	41,440	43,240	43,240	43,240
50301	Cell Phone/Internet Allowance	24,715	21,851	25,890	24,848	24,210
51100	FICA	537,548	553,723	685,390	625,190	717,735
51101	Employer Pension Contribution - Police	3,750,187	3,871,938	4,170,718	5,053,757	4,467,238
51102	Employer Pension Contribution - Fire	2,525,862	2,581,296	2,719,565	3,191,600	2,989,721
51103	IMRF	1,033,690	863,053	831,260	778,370	909,595
51104	Medicare	306,874	316,770	369,449	343,430	383,375
51105	401A	84,842	90,657	99,065	95,745	105,697
51200	Health Insurance-Medical	2,990,288	3,010,963	3,900,947	3,592,520	3,839,925
51203	Life Insurance	-	-	31,385	21,196	24,365
51204	Workers Compensation	900,000	900,000	750,000	750,000	750,000
51205	Unemployment Compensation	884	19,271	-	-	-
51300	Registration and Fees	81,603	120,391	184,560	168,724	229,279
51301	City Sponsored Training	16,775	26,358	53,500	34,080	76,700
51304	Memberships and Dues	42,979	45,131	65,132	65,120	67,335
51305	Employee Reimbursed Schooling	10,661	12,177	8,000	12,000	24,000
51306	Professional Certification	316	25	210	210	1,464
51400	Transportation Expense	8,445	15,430	23,510	15,100	27,705
51401	Lodging	2,528	11,662	32,655	23,262	36,870
51402	Meals-Travel & Training	7,003	10,732	16,795	13,746	18,940
51500	New Hire Testing	30,928	35,585	38,850	32,925	43,250
51501	Current Employee Testing	5,902	16,669	24,650	22,397	50,460
51600	Uniforms	25,497	26,432	26,350	31,910	31,000
51601	Uniforms - Safety	109,574	117,266	130,030	129,905	142,550
Total Personal Services		34,694,473	35,745,959	39,579,061	39,394,930	41,353,137
52000	Office Supplies	49,347	57,131	55,221	44,088	55,469
52001	Computer Related Supplies	9,121	5,224	15,250	13,580	12,550
52002	Books and Subscriptions	14,541	13,739	19,221	17,518	18,747
52100	Refreshment Supplies	13,511	16,142	20,820	18,875	23,175
52101	Meals-Business	6,765	8,331	15,995	12,628	16,889
52200	Sympathy Gifts	-	50	750	200	750
52201	Awards	11,260	9,730	18,450	14,800	20,550
52205	Special Event Supplies	387	1,519	3,000	3,000	3,700
52206	Association Dues - Non Employee	375	375	375	375	400
52300	Janitorial/Kitchen Supplies	36,770	36,826	39,150	39,730	41,555
52302	Building Maintenance Supplies	4,898	4,846	4,900	4,900	1,900
52303	Medical Supplies	3,222	3,310	4,250	4,200	4,800
52304	Chemicals & Sprays	22,908	13,816	28,100	28,100	28,800
52305	Safety Supplies	30,630	33,461	28,940	28,300	30,105
52306	Signage/Traffic Control Supplies	69,518	76,478	77,880	75,400	76,100
52307	Plumbing Supplies	1,627	1,304	1,800	1,800	1,800

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
52308	Lumber Supplies	1,526	1,754	5,600	5,300	5,350
52309	Photography Supplies	-	238	240	240	250
52310	Small Tools and Equipment	80,499	88,002	123,010	126,084	146,809
52311	Hardware Supplies	3,734	3,238	4,900	3,500	3,500
52312	Paints, Supplies and Solvents	3,771	1,980	5,900	4,150	4,150
52313	Decorations - Lights/Banners	68,973	75,435	76,000	76,000	95,000
52314	Parts for Equipment	23,839	15,333	26,450	23,155	24,650
52319	Other General Supplies	18,652	33,544	22,035	21,562	26,045
52400	Gasoline	254,457	332,475	349,680	281,660	313,780
52401	Vehicle Fluids	4,232	3,042	4,300	4,289	4,300
52402	Motor Vehicle Parts	11,446	9,606	11,550	11,400	11,800
52500	Electrical Supplies	3,700	3,348	3,700	3,700	3,700
52502	Communications Supplies	-	-	-	-	-
52700	Water/Sewer Line Repair Material	29,193	18,862	32,000	32,000	35,000
52800	Trees	6,464	7,534	7,850	8,000	8,800
52801	Sanitary/Storm Sewer Supplies	10,023	9,499	14,300	14,300	15,500
52802	Snow/Ice Removal Chemicals	217,341	420,527	415,500	338,516	345,000
52804	Landscaping/Planter Supplies	155,037	129,496	128,060	128,060	137,850
52805	Street Repair Materials	126,490	124,307	144,600	134,000	140,000
52808	Construction Supplies	-	265	350	150	150
52900	Ammunition	26,551	29,259	31,714	30,984	46,626
52901	Police Supplies	3,647	3,996	4,300	3,554	4,300
52902	Crime Lab Supplies	5,621	3,287	3,700	3,100	6,850
52903	Fire Supplies	4,945	4,904	5,050	5,000	5,100
52904	EMS Supplies	4,013	3,813	4,650	4,600	4,800
52905	EMA Supplies	177	196	245	200	325
Total Commodities		1,339,209	1,606,222	1,759,786	1,570,998	1,726,926
54000	Telephone Service	48,929	50,706	53,000	47,323	48,013
54001	Cellular Service	86,503	107,680	111,500	112,530	117,025
54010	Natural Gas	72,846	70,667	128,760	83,620	102,000
54011	City Electric	648,166	637,003	639,000	609,100	618,700
54012	City Water	15,991	19,210	21,740	18,980	20,200
54013	City Sewer	10,603	10,141	11,470	11,090	11,635
54014	Cable/Satellite Charges	3,136	3,322	3,420	4,000	3,695
54110	General Legal	266,552	294,401	319,200	292,172	320,888
54120	Arbitration/Negotiations Legal	1,430	723	10,000	91	50,000
54130	Audit Services	72,200	72,200	74,850	72,200	73,460
54131	Actuarial Services	14,960	15,000	11,700	11,700	15,700
54133	Banking Service Charges	92,587	65,560	71,685	55,695	56,350
54134	Credit Card Service Charges	229,390	12,070	13,600	13,600	1,200
54135	Collection Services	101	20	200	-	-
54140	Police Testing Services	4,120	-	-	-	-
54141	Fire Testing Services	24,800	7,050	31,500	18,600	16,000
54142	Background Checks	5,413	7,048	7,000	9,000	9,000
54150	Consulting Services	86,502	92,046	325,300	182,300	437,300
54160	Engineering Services	156,919	207,942	170,488	468,277	490,751
54170	Health Insurance Admin - EE	-	-	7,110	-	4,650
54180	Transcript Services	21,532	9,972	21,200	20,000	22,000
54189	Other Professional Services	34,202	198,674	59,065	120,748	91,355
54200	Communication Service Projects	39,907	107,643	-	279,068	-
54201	Communication System Expense	59,878	52,928	46,607	48,564	48,564
54250	Software Licenses & Subscriptions	155,219	219,426	420,248	376,322	599,395
54251	Software Maintenance Agreement	405,856	430,902	552,293	540,246	713,604
54253	Internet Circuit Charges	37,953	46,189	58,000	52,870	54,500
54254	Hosted and Hosting Services	99,417	124,880	215,760	205,000	199,110
54256	IT Consulting Services	158,744	134,743	324,740	326,000	297,050
54301	Refuse and Hauling Service	30,760	23,635	62,000	42,000	50,000
54303	Tree Service	127,535	246,544	301,500	301,500	281,000

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54304	Mosquito Abatement	103,503	98,426	100,000	110,844	111,065
54305	Landscaping and Mowing Services	178,330	181,338	260,300	256,050	291,750
54307	Snow Removal Services	111,636	60,685	182,750	148,600	181,850
54310	Safety Program	20,148	15,718	16,028	13,550	19,475
54311	Locate Service	4,374	4,318	7,550	7,550	9,215
54319	Ride in Kane Services	25,500	22,370	45,600	71,000	76,800
54350	Tri-Com Dispatch Service	487,339	535,314	584,795	584,069	605,677
54351	Tri-City Ambulance	224,855	231,600	245,000	243,000	255,000
54353	Towing	3,920	1,540	4,000	3,300	4,000
54354	Police Investigative	1,315	930	-	-	-
54371	Testing and Inspection Services	16,897	13,864	18,350	16,500	17,300
54391	Tri City Family Services	7,725	7,728	2,484	2,484	2,110
54399	Other Contracted Services	113,371	136,227	161,663	146,143	158,100
54400	Maint Agreemnts - Facilities	443,878	406,885	446,100	446,100	446,100
54401	Maint Agreemnts - Office Equipment	4,952	3,834	4,735	4,335	4,335
54402	Maint Agreemnts - Copiers	26,781	22,819	23,270	20,580	21,270
54403	Maint Agreemnts - Computer Equipment	45,889	54,280	79,570	73,420	74,470
54450	Repair & Maintenance - Facilities	214,643	213,553	242,925	242,775	252,775
54451	Repair & Maintenance - Office Equipment	-	-	684	564	590
54453	Repair & Maintenance - Computers	-	918	950	-	1,050
54456	Repair & Maintenance - Streets	553,007	538,116	646,775	646,775	868,500
54457	Repair & Maintenance - Parking Decks	92,780	101,549	118,266	118,556	126,256
54458	Repair & Maintenance - Traffic Signals	101,569	116,080	114,661	185,207	200,750
54459	Repair & Maintenance - Storm Sewer	301,787	244,413	342,000	342,000	349,000
54467	Repair & Maintenance - Other Equipment	66,122	45,969	62,175	47,455	66,525
54468	Repair & Maintenance - Fire Facilities	113,781	90,114	103,500	103,500	103,500
54469	Repair & Maintenance - Police Facilities	33,787	56,001	37,872	37,872	30,872
54480	Central Garage Services	985,977	968,302	943,400	987,268	1,021,269
54482	Maintenance Motor Vehicles	6,048	33,475	13,550	17,804	11,900
54500	Postage	88,198	101,828	99,540	109,075	104,900
54513	Equipment Rental	44,306	54,174	54,215	54,215	54,215
54520	Printing	37,040	34,817	42,380	40,855	44,016
54530	Legal Notices	6,733	3,968	7,000	6,135	6,700
54532	Employment Notices	65,507	16,198	18,042	18,442	18,729
54540	Advertising	604	100	6,000	2,000	7,000
54541	Trade Show/Promotional Service	-	-	250	-	250
54544	Broker Tour/Developer Breakfast	-	-	200	-	200
54600	Mental Health Disbursements	616,144	616,803	634,000	632,270	660,000
54601	Downtown Partnership	262,000	262,000	262,000	262,000	272,000
54620	Visitor's Bureau	436,600	436,600	436,600	436,600	526,600
54621	Cultural Commission	135,001	140,000	140,000	140,000	163,500
54640	Façade Grants	76,578	7,523	50,000	45,000	50,000
54642	Youth Commission Grants	15,000	12,685	15,000	15,000	15,000
54644	Business Incentive Program	60,000	21,688	70,000	70,000	50,000
54646	NCNTF Flow-Thru Grant	188,523	161,604	-	198,968	198,968
54690	Park District Fire Works	13,133	16,448	16,875	16,875	16,875
54691	Economic Development Incentive Agreements	369,598	808,183	1,620,000	1,892,800	2,962,800
54693	Civic Contributions	2,546	5,750	11,000	8,750	18,750
Total Contractual Services		9,719,573	10,175,060	12,364,991	13,148,882	15,235,152
55202	Other Governmental Fees and Taxes	114,629	114,629	116,029	116,875	6,200
55203	Recording and Filing Fees	667	993	1,900	2,100	2,500
55204	Property Taxes	2,205	3,634	3,650	-	-
55223	Motor Vehicle Replace Program	1,425,762	2,175,762	2,000,000	2,000,000	1,514,865

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55400	Inventory Carrying Charge	12,744	15,031	10,240	14,105	11,500
55401	Inventory Overhead	92,877	107,151	93,000	61,340	80,725
Total Other Operating		1,648,884	2,417,200	2,224,819	2,194,420	1,615,790
55270	Allocated Costs-GG	(2,542,775)	(2,542,775)	(1,854,720)	(1,854,720)	(2,057,440)
55271	Allocated Costs-PW	(2,965,194)	(2,965,194)	(921,150)	(921,150)	(887,380)
55272	Allocated Costs-CD	(369,224)	(369,224)	-	-	-
Total Departmental Allocations		(5,877,193)	(5,877,193)	(2,775,870)	(2,775,870)	(2,944,820)
56002	Machinery and Equipment	28,308	26,968	37,500	35,300	34,500
56003	Office Furnishings	3,238	8,225	10,550	10,050	42,450
56004	Computer Equipment	21,292	10,862	34,500	9,889	26,500
56099	Other Capital	122,428	131,993	48,000	306,583	78,500
Total Capital		175,267	178,048	130,550	361,822	181,950
55310	Principal Payment	4,586	4,586	4,586	4,586	-
Total Debt Service		4,586	4,586	4,586	4,586	-
57005	Transfer to TIF #5	141,541	119,418	91,335	92,976	-
57106	Debt Service Trsf 2011 Bonds	743,322	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	1,200,886	1,258,964	961,510	961,510	959,211
57109	Debt Service Trsf 2013B Bonds	50,061	268,816	267,665	267,665	270,180
57110	Debt Service Trsf 2015A Bonds	96,219	96,465	96,638	96,638	96,737
57111	Debt Service Trsf 2016 Bonds	1,051,659	1,048,922	1,046,770	1,046,770	1,047,641
57112	Debt Service Trsf 2018A Bonds	1,277,216	1,278,466	1,277,966	1,277,966	1,280,716
57113	Debt Service Trsf 2019 Bonds	356,215	681,242	677,965	677,965	685,585
57114	Debt Service Trsf 2020A Bonds	191,813	193,050	195,950	195,950	191,550
57115	Debt Service Trsf 2021A Bonds	-	876,629	881,661	881,661	880,043
Total Interfund Transfers - Debt		5,108,932	5,821,972	5,497,460	5,499,101	5,411,663
57200	Transfer to Electric Fund	-	-	-	-	-
57201	Street Light Maint Transfer	268,889	265,764	200,000	200,000	200,000
57300	Transfer to Refuse Fund	80,000	105,000	105,000	105,000	105,000
57303	Transfer to Replacement Fund	443,099	396,747	426,401	426,401	324,754
57307	Transfer to Capital Improvement	3,398,886	4,871,537	1,200,000	1,200,000	1,200,000
57309	Other Operating Transfers	77,790	3,804,209	-	-	-
57313	Transfer to WW	710,000	-	-	300,000	200,000
57314	Transfer to WW Connection	950,000	-	-	-	-
57315	Transfer to Water	184,750	-	-	2,600,000	1,000,000
Total Interfund Transfers - Other		6,113,414	9,443,257	1,931,401	4,831,401	3,029,754
Total Expenditures		52,927,145	59,515,111	60,716,784	64,230,270	65,609,551

City of St. Charles
City Administration
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

City Administration

The City Administrator is responsible for carrying out the policies and ordinances of the City Council and overseeing the day-to-day operations of the City. The City Administrator manages eight City departments and the Communications Division. City Administration also is responsible for running City Council, Government Operations, and Liquor Commission meetings, City Council Workshops, and performs licensing, City Code updates, and Deputy City Clerk services.

Communications Division

The Communications Division works with departments to promote news about City services, programs, and initiatives. The Division writes press releases, maintains social media pages, produces the monthly newsletter, and contributes content to the website. For most of 2023, the Division Manager operated solely. It was a challenge to maintain communication levels, complete special projects, and assist all City departments with their communications needs. But overall, communications proceeded smoothly.

2023-2024 Significant Accomplishments

Administration

Provides guidance and oversees various projects and initiatives of all departments of the City.

- ✓ Developed a plan to address the budget gap in FY 23/24.
- ✓ Responsible for hiring new Admin. Staff (Sr. Administrative Assistant & Marketing Communications Specialist).
- ✓ Oversees various development projects.
- ✓ Directed the Implementation of a pedestrian study.
- ✓ Investigated and initiated additional revenue streams for the City.
- ✓ Oversaw the completion of the 1st Street Plaza project.
- ✓ Ensures that capital projects are implemented.
- ✓ Implemented increase in sales tax and utility rates in FY 23/24.
- ✓ Implemented and oversee a Diversity Equity & Inclusion Commission and Initiative.
- ✓ Migrated the City Code to a new platform.
- ✓ Oversaw the completion of a parking study.

Communications Division

Traditional Media Activity

Developed and issued press releases to earn placements in traditional media outlets.

- ✓ 66 Press Releases earned placements in the local press—*Kane County Chronicle & Daily Herald*.
- ✓ Stories also ran on WBBM-TV, WLS-TV Chicago, Fox News Chicago, WBBM News Radio, and the *Chicago Tribune*.

Social Media by the Numbers

The City maintains a social media presence on Facebook, Twitter, Instagram, LinkedIn, and YouTube.

- ✓ 925 social media posts & stories in 2023
- ✓ 30,476 combined followers 2023
- ✓ 2517 new social media followers in 2023 +8%
- ✓ 2,914,531 combined reach for all social media posts in 2023. All numbers are organic; no paid promotion/boosting
- ✓ The real story is in our engagement on social media. Our 2023 posts earned 320,588 engagement actions, including reactions, comments, shares, views, clicks, or taps.

City of St. Charles
City Administration
Fiscal Year 2024-2025 Budget

City Newsletter

Produced a monthly newsletter that is sent to 2,333* subscribers who sign up for city news.

- ✓ 12 Regular monthly newsletter issues/5 special News Updates
- ✓ 219 total articles
- ✓ 265 new subscribers
- ✓ Our newsletter achieves high engagement from our subscribers: Our open rate averages at 57.3%, nearly double the industry average of 29.5%.

* MailChimp, our enews platform, unfortunately “cleaned” 422 subscribers, mostly due to conflicts with att.net/yahoo.com email services.

Website

Maintain latest news and special events pages, and assisted other departments as necessary. Participated in the website design core group.

Special Communications Projects

- ✓ National Intern Day Joint Campaign with Human Resources that focused on former City interns who went on to be successful government employees
- ✓ Public Services Recognition Week highlighted 5 Employees from various departments
- ✓ Focused messaging for Public Services Recognition Week to remind residents of
- ✓ WGN Your Hometown Focus included live interviews with businesses and staff, promotional videos on social media, and ads on wgnradio.com.
- ✓ Planned the 1st Street Plaza Opening.
- ✓ Produced and promoted 5 Mayor’s Videos.
- ✓ Applied Crisis Communications strategies to emergent issues through the development of talking points and outlining potential questions that could arise from sensitive situations.
- ✓ Developed new branded templates, email signature, and other materials reflecting the new Strategic Plan Mission.

FY 2024-25 Goals

City Administration

- ✓ Work with IS to make license applications available to complete and pay for online.
- ✓ Work with records management to establish electronic files, archive, and retention schedule for the City license files.
- ✓ Work with IS to implement new City website.

Communications Division

- ✓ Increase monthly City newsletter subscribers.
- ✓ Increase engagement on social media platforms.
- ✓ Update the Crisis Communication Plan.

**City of St. Charles
City Administration
Fiscal Year 2024-2025 Budget**

Performance Measures and Statistics	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24 YTD
Administration				
Number of Resolutions	117	133	139	124
Number of Ordinances	95	107	112	48
Liquor Licenses Issued	\$170,530.00	\$184,150.02	\$213,050.00	\$220,050.02
Video Gaming Licenses Issued	\$32,500.00	\$40,700.00	\$43,800.00	\$49,300.00
Tobacco Licenses Issued	\$1,800.00	\$2,000.00	\$2,100.00	\$2,350.00
Massage Licenses Issued	\$1,250.00	\$1,500.00	\$2,000.00	\$2,250.00
Miscellaneous Licenses Issued (loudspeaker, carnival, horse carriage, towing, amusement)	\$10,215.00	\$10,215.00	\$10,745.00	\$11,070.00
Liquor Control Commission Meetings Held	11	11	11	6
City Council Meetings Held	24	23	23	20
Special Meetings, Workshops, or Retreats Held	3	5	4	3
Government Operations Committee Meetings Held	14	19	20	18
Performance Measures and Statistics	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Projected	FY 2023-24 Estimate
Communications Division				
Website Sessions/Visits	1,996,986*	487,945	500,000	515,000
Social Media Followers	25,139	27,959	29,000	32,000
Social Media Reach/Impressions	829,384	1,624,746**	900,000	2,500,000
Number of Press Releases	65	65	65	66
Newsletter Subscribers	2402	2493	2,600	2,500

*There is an unexplained spike in Q1 2021 usage. Analytics show 1,373,309 sessions. The average sessions for all other quarters is 207,892 sessions.

**Higher than usual as 368,642 from YouTube video of the Walhburgers Wahlk of Fame event

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100110	City Administration				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	427,026	297,110	314,695	305,480	427,590
50101	Part Time Wages	34,512	35,353	38,860	24,175	-
50110	Accrued Payroll GAAP	(1,924)	696	-	-	-
50200	Overtime	6,305	3,054	5,445	1,100	5,790
50300	Car Allowance	7,200	7,500	7,200	7,200	7,200
50301	Cell Phone/Internet Allowance	328	360	360	225	780
51100	FICA	23,381	15,499	22,730	15,505	27,365
51103	IMRF	49,053	32,504	28,125	26,225	35,470
51104	Medicare	6,754	4,849	5,315	4,805	6,400
51105	401A	2,960	1,060	1,135	750	2,600
51200	Health Insurance-Medical	34,467	22,586	28,515	31,575	61,390
51203	Life Insurance	-	-	520	345	580
51204	Workers Compensation	587	448	365	365	457
51300	Registration and Fees	2,087	2,730	3,670	6,683	7,440
51304	Memberships and Dues	-	795	810	800	1,350
51400	Transportation Expense	655	-	1,300	115	1,300
51401	Lodging	-	383	2,900	871	2,800
51402	Meals-Travel & Training	-	-	975	250	575
	Total Personal Services	593,392	424,927	462,920	426,469	589,087
52000	Office Supplies	5,780	1,458	8,575	2,675	5,425
52002	Books and Subscriptions	759	293	1,175	606	620
52100	Refreshment Supplies	2,120	2,571	3,450	3,300	3,800
52101	Meals-Business	781	905	1,630	1,125	1,400
	Total Commodities	9,440	5,227	14,830	7,706	11,245
54000	Telephone Service	284	102	130	61	61
54001	Cellular Service	646	1,074	1,120	1,335	1,585
54110	General Legal	64,481	64,032	50,000	50,000	55,000
54189	Other Professional Services	-	81,815	-	11,753	14,000
54200	Communication Service Projects	672	2,030	-	5,274	-
54250	Software Licenses & Subscriptions	-	1,161	1,415	1,369	1,425
54399	Other Contracted Services	8,362	7,740	8,500	9,440	12,000
54402	Maint Agreements - Copiers	3,142	1,272	1,240	1,200	1,350
54500	Postage	17	-	150	150	150
	Total Contractual Services	77,605	159,226	62,555	80,582	85,571
55400	Inventory Carrying Charge	1	1	-	-	-
55401	Inventory Overhead	164	117	-	70	85
	Total Other Operating	165	118	-	70	85
55270	Allocated Costs-GG	(137,312)	-	-	-	-
	Total Allocations	(137,312)	-	-	-	-
	Total Expenditures	543,290	589,498	540,305	514,827	685,988

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100111	Community & Public Affairs					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	95,809	99,603	102,265	113,300	184,300	
50101	Part Time Wages	64,049	40,735	75,270	19,860	40,715	
50110	Accrued Payroll GAAP	575	(4,373)	-	-	-	
51100	FICA	9,657	8,443	11,010	8,090	13,985	
51103	IMRF	18,905	13,318	13,640	10,330	18,115	
51104	Medicare	2,259	1,975	2,580	1,895	3,270	
51105	401A	1,409	1,445	1,535	1,705	2,765	
51200	Health Insurance-Medical	17,233	9,379	10,350	9,600	27,160	
51203	Life Insurance	-	-	185	130	250	
51204	Workers Compensation	141	230	144	144	202	
51304	Memberships and Dues	54	-	145	-	145	
Total Personal Services		210,092	170,755	217,124	165,054	290,907	
52000	Office Supplies	715	169	-	-	-	
52205	Special Event Supplies	-	1,477	3,000	3,000	3,000	
Total Commodities		715	1,646	3,000	3,000	3,000	
54001	Cellular Service	678	627	660	985	1,195	
54189	Other Professional Services	14,443	34,190	28,650	42,650	40,150	
54200	Communication Service Projects	897	2,030	-	5,274	-	
54250	Software Licenses & Subscriptions	2,929	2,067	4,025	4,122	4,105	
54540	Advertising	604	-	2,000	2,000	3,000	
Total Contractual Services		19,551	38,914	35,335	55,031	48,450	
55401	Inventory Overhead	12	-	-	-	-	
Total Other Operating		12	-	-	-	-	
55270	Allocated Costs-GG	(52,058)	-	-	-	-	
Total Allocations		(52,058)	-	-	-	-	
Total Expenditures		178,312	211,315	255,459	223,085	342,357	

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100120	Mayor's Office					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	5,343	928	-	-	-	
50101	Part Time Wages	18,173	17,500	17,500	17,500	17,500	
50110	Accrued Payroll GAAP	(274)	(145)	-	-	-	
50200	Overtime	721	233	-	-	-	
50301	Cell Phone/Internet Allowance	1,718	-	-	-	-	
51100	FICA	1,571	1,155	1,085	1,085	1,085	
51103	IMRF	720	118	-	-	-	
51104	Medicare	367	270	260	255	255	
51105	401A	67	5	-	-	-	
51204	Workers Compensation	30	23	18	18	-	
51300	Registration and Fees	433	284	1,950	1,630	2,450	
51304	Memberships and Dues	-	1,489	1,600	1,489	1,600	
51400	Transportation Expense	337	537	1,300	400	1,600	
51401	Lodging	-	179	2,300	100	2,600	
51402	Meals-Travel & Training	-	-	725	50	975	
	Total Personal Services	29,206	22,576	26,738	22,527	28,065	
52000	Office Supplies	674	3,025	2,900	1,900	2,100	
52100	Refreshment Supplies	100	126	500	250	250	
52101	Meals-Business	209	220	1,575	750	1,275	
52201	Awards	275	55	250	-	250	
	Total Commodities	1,258	3,426	5,225	2,900	3,875	
54000	Telephone Service	312	113	130	67	67	
54001	Cellular Service	199	-	-	-	-	
54110	General Legal	12,938	10,757	10,000	11,000	12,000	
54189	Other Professional Services	1,268	-	-	-	-	
54200	Communication Service Projects	-	677	-	1,758	-	
54201	Communication System Expense	-	-	-	-	-	
	Total Contractual Services	14,717	11,547	10,130	12,825	12,067	
55401	Inventory Overhead	43	11	-	-	10	
	Total Other Operating	43	11	-	-	10	
55270	Allocated Costs-GG	(11,048)	-	-	-	-	
	Total Allocations	(11,048)	-	-	-	-	
	Total Expenditures	34,176	37,560	42,093	38,252	44,017	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100121	City Council					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50101	Part Time Wages	55,125	48,125	52,500	52,000	52,500	
50110	Accrued Payroll GAAP	35	35	-	-	-	
50301	Cell Phone/Internet Allowance	4,655	3,675	3,780	4,130	4,200	
51100	FICA	3,706	3,210	3,495	3,480	3,520	
51104	Medicare	867	751	814	810	820	
51204	Workers Compensation	142	78	61	61	-	
51300	Registration and Fees	1,575	405	1,900	865	3,125	
51304	Memberships and Dues	20,472	18,777	27,800	28,456	27,500	
Total Personal Services		86,577	75,056	90,350	89,802	91,665	
52000	Office Supplies	2,135	658	2,800	850	900	
52101	Meals-Business	1,987	1,975	3,550	2,300	3,500	
52319	Other General Supplies	1,260	203	950	600	1,350	
Total Commodities		5,382	2,836	7,300	3,750	5,750	
54110	General Legal	13,661	15,000	20,000	15,000	17,500	
54150	Consulting Services	21,600	26,400	28,800	28,800	28,800	
54690	Park District Fire Works	13,133	16,448	16,875	16,875	16,875	
Total Contractual Services		48,394	57,848	65,675	60,675	63,175	
55401	Inventory Overhead	18	4	-	-	-	
Total Other Operating		18	4	-	-	-	
55270	Allocated Costs-GG	(35,542)	-	-	-	-	
Total Allocations		(35,542)	-	-	-	-	
Total Expenditures		104,830	135,744	163,325	154,227	160,590	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund		100 General Fund				
Department		100122 City Treasurer				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50101	Part Time Wages	1,869	1,800	1,800	1,800	1,800
51100	FICA	116	113	115	115	115
51104	Medicare	27	27	30	30	30
Total Personal Services		2,012	1,940	1,945	1,945	1,945
54530	Legal Notices	1,382	1,382	1,400	1,350	1,400
Total Contractual Services		1,382	1,382	1,400	1,350	1,400
55270	Allocated Costs-GG	(1,134)	-	-	-	-
Total Allocations		(1,134)	-	-	-	-
Total Expenditures		2,260	3,322	3,345	3,295	3,345

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund		100 General Fund				
Department		100123 City Clerk				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50101	Part Time Wages	4,673	4,500	4,500	4,500	4,500
51100	FICA	290	279	280	280	280
51104	Medicare	68	65	70	70	70
Total Personal Services		5,031	4,844	4,850	4,850	4,850
Total Expenditures		5,031	4,844	4,850	4,850	4,850

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund						
100	General Fund					
Department						
100124	Hotel Tax Disbursements					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54620	Visitor's Bureau	436,600	436,600	436,600	436,600	526,600
54621	Cultural Commission	135,001	140,000	140,000	140,000	163,500
Total Contractual Services		571,601	576,600	576,600	576,600	690,100
Total Expenditures		571,601	576,600	576,600	576,600	690,100

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100130	Board of Fire & Police Commission					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50200	Overtime	839	517	-	-	-	
50110	Accrued Payroll GAAP	89	(89)	-	-	-	
51100	FICA	52	31	-	-	-	
51103	IMRF	101	53	-	-	-	
51104	Medicare	12	7	-	-	-	
51105	401A	12	7	-	-	-	
51500	New Hire Testing	-	5,139	5,000	100	8,500	
Total Personal Services		1,104	5,665	5,000	100	8,500	
52101	Meals-Business	421	446	650	200	600	
52206	Association Dues-Non Employee	375	375	375	375	400	
Total Commodities		796	821	1,025	575	1,000	
54140	Police Testing Services	4,120	-	-	-	-	
54141	Fire Testing Services	24,800	7,050	31,500	18,600	16,000	
54532	Employment Notices	298	-	2,000	-	-	
Total Contractual Services		29,218	7,050	33,500	18,600	16,000	
Total Expenditures		31,118	13,536	39,525	19,275	25,500	

City of St. Charles
Information Systems Department
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The Information Systems Department consists of the following functional areas:

Information Systems

- Network and Infrastructure Management is responsible for providing the technical foundation to run the City’s applications. This includes network communications, computer hardware, software, data storage, wireless communications, internet connectivity, servers, telephones, audio/visual systems, and electronic building security. Network and Infrastructure Management staff also provide first line Help Desk support for users regarding hardware, software, and telephone-related issues.
- Application Management is responsible for the implementation and support of the City’s software applications. This includes selection, configuration and development of new applications or enhancements to existing applications, and configuration and training for enterprise and departmental systems. Application Management is also responsible for Geographic Information Systems (GIS) which includes providing geographic information, programming, analysis, Global Positioning System (GPS) locates, and mapping services to all City departments.
- Program Management is responsible for providing overall leadership for projects, which includes overseeing selection and implementation of new applications and services.

Records Management

- Records Management manages all records for the City, with the exception of the Police Department. This includes responsibility for managing the entire life cycle of records, from their creation through their use and retention for business/historical purposes, or their disposal. In addition, Records Management performs scanning and indexing functions for electronic storage and access of documents. Records Management is also responsible for providing responses to Freedom of Information requests in compliance with the Illinois Freedom of Information Act (FOIA), as well as subpoenas and legal retention holds.

FY 2023-24 Significant Accomplishments

- ✓ Initiated a project to design and implement a new City website and Economic Development website.
- ✓ Implemented a communications platform for automated delivery of digital City content and notifications.
- ✓ Led the design and roll out of a new online municipal code management system.
- ✓ Partnered with the Finance Department to implement a new utility billing and customer information system, and a utility billing customer portal.
- ✓ Implemented an Identity and Access Management system to reduce complexity and enhance the security of access to City systems.

City of St. Charles
Information Systems Department
Fiscal Year 2024-2025 Budget

FY 2024-25 Goals and Objectives

- Roll out a new City website, Economic Development website and public participation platform.
- Migrate all City staff to cloud-based email and office productivity software.
- Implement new cloud-based intranet software.
- Partner with the Public Works Department to migrate water utility GIS data to a new structure with enhanced functionality.

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
<u>Information Systems</u>				
IS FTEs	9.8	9.8	9.8	10.5
IS FTEs as % of City FTEs	3.6%	3.6%	3.5%	3.7%
IS Total Expense per City FTE	\$10,519	\$12,474	\$14,302	\$14,105
IS Total Expense as % of City Budget	1.3%	1.7%	1.8%	1.7%
IS Operational vs. Capital Expense	85% vs. 15%	77% vs. 23%	77% vs. 23%	85% vs. 15%
Internal Service Requests	2902	3058	2853	3060
% Service Request Completion < 5 days	83.2%	81.6%	82.5%	83.0%
<u>Records Management</u>				
Records Management FTEs	2.0	2.0	2.0	2.0
FOIA (Non-Commercial) Requests Received	486	469	500	500
FOIA (Non-Commercial) Response Time (Avg. Days)	2.6	2.3	2.4	2.5
FOIA (Commercial) Requests Received	34	21	25	29
FOIA (Commercial) Response Time (Avg. Days)	9.0	8.7	9.0	9.0
Total # of Pages Produced for FOIA Requests	22,902	21,070	22,000	22,200
Records Added to Electronic Document Management System	51,804	60,819	71,403	83,829

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100200	Information Systems					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	1,197,307	1,288,144	1,423,500	1,358,840	1,529,080	
50101	Part Time Wages	50,908	43,911	37,495	22,265	33,180	
50110	Accrued Payroll GAAP	6,990	(2,818)	-	-	-	
50200	Overtime	2,703	3,596	-	5,735	4,360	
50300	Car Allowance	5,400	5,400	5,400	5,400	5,400	
50301	Cell Phone/Internet Allowance	4,478	4,275	4,860	4,860	4,860	
51100	FICA	72,510	77,894	91,220	82,535	97,770	
51103	IMRF	146,521	125,357	112,620	107,690	126,550	
51104	Medicare	17,330	18,589	21,335	19,660	22,865	
51105	401A	12,349	14,371	13,815	14,775	15,800	
51200	Health Insurance-Medical	155,100	202,991	243,461	232,020	245,685	
51203	Life Insurance	-	-	2,440	1,650	1,860	
51204	Workers Compensation	7,332	1,750	1,476	1,476	1,406	
51300	Registration and Fees	10,443	17,872	20,360	12,710	20,360	
51301	City Sponsored Training	4,012	7,143	6,000	6,580	25,600	
51304	Memberships and Dues	1,228	1,339	2,218	2,170	2,210	
51305	Employee Reimbursed Schooling	3,528	-	-	-	-	
51400	Transportation Expense	-	2,401	4,760	2,150	5,505	
51401	Lodging	-	3,060	6,950	4,160	7,545	
51402	Meals-Travel & Training	-	1,194	2,690	920	2,060	
51600	Uniforms	77	-	100	60	-	
Total Personal Services		1,698,214	1,816,469	2,000,700	1,885,656	2,152,096	
52000	Office Supplies	260	11,484	300	200	250	
52001	Computer Related Supplies	3,820	466	4,200	900	2,000	
52002	Books and Subscriptions	-	-	100	20	50	
52100	Refreshment Supplies	634	700	700	800	800	
52101	Meals-Business	-	-	100	50	100	
52300	Janitorial/Kitchen Supplies	-	32	100	35	100	
52305	Safety Supplies	-	-	50	20	50	
52310	Small Tools and Equipment	146	81	100	50	450	
52400	Gasoline	127	54	160	60	160	
Total Commodities		4,987	12,817	5,810	2,135	3,960	
54000	Telephone Service	5,263	5,086	5,200	5,200	5,200	
54001	Cellular Service	7,478	7,411	7,790	7,940	9,275	
54110	General Legal	1,350	2,250	2,500	500	2,500	
54189	Other Professional Services	130	-	50	20	25	
54200	Communication Service Projects	3,406	9,027	-	23,448	-	
54250	Software Licenses & Subscriptions	87,104	173,280	352,376	325,000	458,970	
54251	Software Maintenance Agreement	145,557	144,792	217,294	210,000	212,800	
54253	Internet Circuit Charges	37,953	46,189	58,000	52,870	54,500	
54254	Hosted and Hosting Services	99,417	124,880	215,760	205,000	199,110	
54256	IT Consulting Services	158,744	134,743	324,740	326,000	297,050	
54399	Other Contracted Services	9,746	5,177	4,220	4,140	3,000	
54402	Maint Agreements - Copiers	367	567	620	620	620	
54403	Maint Agreements - Computer Equipment	45,889	54,280	79,570	73,420	74,470	
54453	Repair & Maint - Computers	-	918	950	-	1,050	
54480	Central Garage Services	1,634	-	520	648	671	
54500	Postage	10	99	150	20	50	
54513	Equipment Rental	-	2,100	-	-	-	
54520	Printing	-	-	100	-	-	
Total Contractual Services		604,048	710,799	1,269,840	1,234,826	1,319,291	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund				
Department	100200	Information Systems				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55223	Motor Vehicle Replace Program	7,395	7,395	-	-	2,826
55400	Inventory Carrying Charge	136	161	-	-	-
55401	Inventory Overhead	96	75	-	35	55
	Total Other Operating	7,627	7,631	-	35	2,881
56004	Computer Equipment	21,292	7,684	34,500	9,889	26,500
	Total Capital	21,292	7,684	34,500	9,889	26,500
55270	Allocated Costs-GG	(725,107)	-	-	-	-
	Total Allocations	(725,107)	-	-	-	-
	Total Expenditures	1,611,062	2,555,400	3,310,850	3,132,541	3,504,728

City of St. Charles
Human Resources Department
Fiscal Year 2024-2025 Budget

HR Vision and Mission

Vision: To be a modern employer of choice committed to best in class municipal service.

Mission: Partner with City employees and departments to optimize individual and organizational success.

General Description and Major Areas of Responsibility

The primary responsibilities of the Human Resources Department include retention and recruitment of employees, staff organization and succession planning, performance management, employee engagement and recognition, benefit administration, legal compliance, litigation management, labor relations, employee safety management and programming, salary administration, training and staff development, leave management, and workers' compensation.



Positions within the department serve as internal consultants regarding personnel issues, and the Department Director acts as the chief negotiator when bargaining with the City's five unions. The Assistant Human Resources Director supports the Board of Fire & Police Commission by coordinating sworn Police and Fire staff recruitments, promotions, and discipline. HR staff also serves as board members and provides training and facilitation for local and state municipal organizations.

The City's benefits mission statement, which guides and informs decision-making about benefit offerings, is that the City will provide fiscally responsible, competitive, and comprehensive benefits that motivate employees to invest in their total well-being.

- **Fiscally Responsible:** Meaning that the City's benefit offerings will be within budget, regularly monitored, and palatable to the tax base who funds them.
- **Competitive:** Meaning that the City's benefit offerings will attract and retain quality employees. Benefits will retain employees by generating engagement, productivity, and commitment to their work because they feel taken care of. The benefits will be competitive within the City's market for talent.
- **Comprehensive:** Meaning that the City's benefit offerings will include a choice of health plans at various coverage levels and costs as well as a variety of supplemental benefits from which an employee can choose in order to ensure their total well-being and that of their dependents.
- **Invest:** Meaning that the City's benefit offerings will be designed in a way that shares the burden of health management and cost with the employee, motivating the employee to consistently leverage the benefit offerings to enhance their health and lower their costs.

City of St. Charles
Human Resources Department
Fiscal Year 2024-2025 Budget

- Total Well-being: Meaning that the City’s comprehensive benefit offerings will provide the employee with tools that support the eight dimensions of wellness: social wellness, emotional wellness, community wellness, environmental wellness, financial wellness, occupational wellness, intellectual wellness, and physical wellness.

FY 2023-24 Significant Accomplishments

Human Resources Department by the Numbers

- ❖ FY 2023-24 Total Authorized FTE’s: 4.74
- ❖ For the sixth year in a row, secured the U.S. Department of Labor’s HIRE Vets Gold Medallion Award, which recognizes employment of military veterans as part of the Honoring Investments in Recruiting and Employing American Military Veterans Act of 2017.
- ❖ Responsible for recruiting 52 new employees in calendar year 2023, with application numbers exceeding national average. There were 37 internal promotions or transfers in 2023.
- ❖ Experienced an employee turnover rate of 12.11%, which is on par with 12.2% nationally in municipal government. Almost half of the separations from service were long-tenured employees who retired.

- ✓ Implemented Community Development staffing changes recommended in the FY22-23 engineering study, providing additional staff expertise to support **Strategic Priority 1 and 3**.
- ✓ Initiated collective bargaining with the IAFF, the Teamsters, MAP 27, and MAP 28 using the collaborative interest based bargaining method for all but one contract.
- ✓ Updated the City’s health insurance offerings to meet employee needs, thereby enhancing recruitment and retention, while being mindful of taxpayer dollars, supporting **Strategic Priority 4**.
- ✓ Enhanced onboarding program by relaunching the mentor program, offering curated onboarding welcome gifts that promote St. Charles, revamping the new employee welcome lunch, and implementing an online onboarding program that streamlines a new employee’s experience while maintaining accurate records. Launching of the onboarding program supports **Strategic Priority 2 and 3**.
- ✓ With a consultant’s assistance, executed an Equity and Inclusion (E&I) program that included awareness training for all non-union supervisors and a review of internal City policies and forms, supporting **Strategic Priority 2 and 3**.
- ✓ Conducted leadership and teambuilding learning for the department director and assistant/deputy director team, supporting **Strategic Priority 2**.
- ✓ Relunched the Wellness Team to enhance employee wellness, increase employee engagement and collaboration, and secure more wellness incentive dollars from the City’s insurance cooperative, the Illinois Personnel Benefits Cooperative (IPBC), supporting **Strategic Priority 4**.

City of St. Charles
Human Resources Department
Fiscal Year 2024-2025 Budget

- ✓ Continued partnership with School District 303, Compass Academy, and Fox Valley Career Center highlighting local government careers to students via a job shadow program, a water/wastewater preparatory class, job fair, and campus presentations, supporting **Strategic Priority 2**.
- ✓ Produced recruitment videos showcasing current employee testimonials in order to attract top talent, supporting **Strategic Priority 2 and 3**.

FY 2024-25 Goals and Objectives

- Secure the U.S. Department of Labor’s HIRE Vets Gold Medallion Award for 2024.
- Conclude collective bargaining with four unions (Firefighter/Paramedics, Teamsters, Police Officers, and Police Sergeants).
- Implement e-assessments for represented workforce to the online tool used for non-represented employees to increase efficiency, recordkeeping, and reporting.
- Increase employee participation in wellness screenings, supporting **Strategic Priority 4**.
- Conduct teambuilding and leadership training for management and supervisory staff, supporting **Strategic Priority 2**.
- Maintain a loss ratio of under 100% across all lines of insurance, supporting **Strategic Priority 4**.
- Maintain a premium rate adjustment below national medical cost trend of 7.0%¹, supporting **Strategic Priority 4**.
- Increase employee use of medical and pharmaceutical clinical programs to optimize treatment, promote health, and enhance disease prevention, supporting **Strategic Priority 4**.
- Increase employee use of cost containment tools to lower the financial burden of healthcare on the employee and the taxpayer, supporting **Strategic Priority 4**.
- Continue to work with educational partners to reach young people of St. Charles and educate them on career options at the City, supporting **Strategic Priority 2 and 3**.
- Explore additional innovative employee benefits to continue to build the City of St. Charles as an employer of choice.

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Number of Workers Compensation Claims	22	18	18	18
Average Cost	\$ 38,721	\$10,902	\$8,000	\$9,000
Average Days Open	125	151	100	100
Number of FMLA Leaves	97	64	68	70
Total FMLA Hours	10,084	7,831	6,717	7,000
Transitional Duty Hours Worked	1,417	2,201	4,679	4,500
Military Leaves	2	2	1	1

¹ The projected percentage increase in the cost to treat patients from one year to the next, assuming benefits remain the same

**City of St. Charles
Human Resources Department
Fiscal Year 2024-2025 Budget**

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Open Positions/Recruitments	49	82	80	50
Internal Promotions	6	27	20	10
Separations from Service	48	45	35	30
Turnover Rate	12.78%	12.11%	10%	8%
Applications for Employment	1,778	1,492	1,200	1500
Average Number of full-time Employees	249	250	251	252
Average Number of Lives on Health Insurance	681	679	700	700
Paid Insurance Claims	\$3,583,161	\$3,615,048	\$3,827,555	\$4,000,000
Medical	\$2,656,927	\$2,478,421	\$2,788,292	\$2,900,000
Rx	\$926,234	\$1,136,627	\$1,039,263	\$1,100,000
Number of Stoploss Claims	10	0	0	0
Loss Ratio	104.6%	99.5%	95.7%	99%
Paid Dental Claims	\$238,853	\$230,026	\$219,067	\$230,000
Wellness Fair Participants	206	187	191	210
Employee	147	128	129	147
Spouse	43	49	54	55
Retiree	16	10	8	8
Grievances Processed	1	0	1	0
Grievances to Arbitration	0	0	0	0
Collective Bargaining Agreements Negotiated	1	0	4	0
Average Number of Active Employees	304	294	300	283
Number of Training Seminars Hosted for Employees	11	11	16	16
Number of Job Shadows	38	63	60	60
Number of Recognition Gifts	59	43	47	65
Tenure	49	28	34	53
Retiree	10	15	13	12

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100210	Human Resources					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	446,307	501,123	528,070	535,600	542,270	
50101	Part Time Wages	99,986	66,020	62,955	63,110	88,545	
50110	Accrued Payroll GAAP	(2,631)	5,793	-	-	-	
50200	Overtime	123	156	-	7,400	-	
50300	Car Allowance	5,400	5,400	5,400	5,400	5,400	
50301	Cell Phone/Internet Allowance	1,833	1,995	1,980	1,980	2,100	
51100	FICA	31,493	31,779	37,100	34,590	39,575	
51103	IMRF	63,520	53,555	45,805	47,275	51,215	
51104	Medicare	7,677	7,802	8,680	8,475	9,260	
51105	401A	6,534	7,339	7,690	7,565	7,930	
51200	Health Insurance-Medical	68,934	66,954	90,154	88,930	88,860	
51203	Life Insurance	-	-	870	610	650	
51204	Workers Compensation	799	785	595	595	567	
51300	Registration and Fees	6,802	4,848	8,500	-	3,000	
51301	City Sponsored Training	12,763	19,215	47,500	27,500	51,100	
51304	Memberships and Dues	4,823	5,367	4,870	4,870	4,450	
51306	Professional Certification	180	-	-	-	1,254	
51400	Transportation Expense	39	83	450	700	800	
51401	Lodging	-	603	2,500	606	700	
51402	Meals-Travel & Training	-	10	300	-	300	
51500	New Hire Testing	26,693	30,446	33,850	32,825	34,750	
51501	Current Employee Testing	5,902	8,630	8,350	6,797	9,460	
Total Personal Services		787,175	817,903	895,619	874,828	942,186	
52000	Office Supplies	5,267	9,009	11,800	10,100	14,364	
52002	Books and Subscriptions	27	2,018	2,090	2,039	2,100	
52100	Refreshment Supplies	142	510	2,450	2,450	4,700	
52101	Meals-Business	1,172	1,990	4,400	4,300	5,700	
52200	Sympathy Gifts	-	50	750	200	750	
52201	Awards	8,948	8,154	15,500	12,800	17,500	
52205	Special Event Supplies	387	42	-	-	700	
52300	Janitorial/Kitchen Supplies	123	88	200	200	250	
52305	Safety Supplies	156	810	300	-	800	
Total Commodities		16,221	22,671	37,490	32,089	46,864	
54000	Telephone Service	1,050	874	870	830	830	
54001	Cellular Service	350	-	-	-	-	
54110	General Legal	37,015	13,043	10,000	8,000	10,000	
54120	Arbitration/Negotiations Legal	1,430	723	10,000	91	50,000	
54142	Background Checks	5,325	7,048	7,000	9,000	9,000	
54150	Consulting Services	27,637	13,488	22,400	8,700	3,900	
54170	Health Insurance Admin - EE	-	-	7,110	-	4,650	
54189	Other Professional Services	10,630	50,063	16,200	12,700	23,200	
54200	Communication Service Projects	1,345	4,061	-	10,548	-	
54251	Software Maintenance Agreement	65,478	69,551	87,750	79,800	88,761	
54391	Employee Services	7,725	7,728	2,484	2,484	2,110	
54402	Maint Agreemnts - Copiers	1,178	893	930	-	-	
54500	Postage	-	-	150	-	-	
54532	Employment Notices	65,209	16,198	16,042	18,442	18,729	
Total Contractual Services		224,371	183,670	180,936	150,595	211,180	

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund		100 General Fund				
Department		100210 Human Resources				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55400	Inventory Carrying Charge	3	4	-	-	-
55401	Inventory Overhead	71	99	-	60	75
Total Other Operating		74	103	-	60	75
55270	Allocated Costs-GG	(271,880)	-	-	-	-
Total Allocations		(271,880)	-	-	-	-
Total Expenditures		755,962	1,024,347	1,114,045	1,057,572	1,200,305

**City of St. Charles
Finance Department
Fiscal Year 2024-2025 Budget**

General Description and Major Areas of Responsibility

The primary responsibilities of the Finance Department include the proper accounting and financial reporting for all City funds, establishment and monitoring of internal controls, administration of the annual budget process and preparation of the adopted budget, coordination of the annual audit and external financial reporting, computation and filing of tax levies and accurate and timely processing of payroll, accounts payable, accounts receivable, cash receipts and utility billing and collections.

Finance is also responsible for the proper accounting and financial reporting for the Police Pension Fund and Firefighter’s Pension Fund as well as processing pensioner benefits. The Department is also accountable for the City’s cash management and investment program, debt issuance and management, procurement of liability and other insurance as well as management of claims, and coordinating the City’s overall purchasing and procurement programs. The Finance Department is organized into the two divisions of Accounting and Utility Billing.



Finance Department by the Numbers

- ❖ FY 2024-25 Total Authorized FTE’s: 12.49
 - 8.0 FTE’s in Finance and Accounting and 4.49 FTE’s in Utility Billing
- ❖ Has received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the City’s Annual Comprehensive Financial Report for 37 consecutive years
- ❖ Responsible for billing and collection of approximately \$80,000,000 annually of electric, water and sewer user charges

FY 2023-24 Significant Accomplishments

Finance and Accounting

- ✓ Received the Certificate of Achievement for Excellence in Financial Reporting, issued by the Government Finance Officers Association (GFOA), for the thirty-seventh consecutive year for the Annual Comprehensive Financial Report (ACFR) ending April 30, 2022.
- ✓ Created and issued the City’s Popular Annual Financial Report (PAFR) for the year ending April 30, 2023.
- ✓ Implemented Governmental Accounting Standards Board (GASB) Statement No. 96, Subscription-based Information Technology Arrangements (SBITAs).

City of St. Charles
Finance Department
Fiscal Year 2024-2025 Budget

- ✓ Coordinated a 0.5% Home Rule Sales tax increase for the purpose of funding improvements to the City's road and pedestrian network system, including but not limited to right of way improvements and related infrastructure.
- ✓ Assisting Human Resource Department with the collaborative interest-based bargaining of the Teamsters, MAP 27 and MAP 28 union contracts and collective bargaining of the IAFF union contract.
- ✓ Assisted Economic Development with the structuring of an Economic Incentive Agreement with Fox Valley Buick-GMC.
- ✓ Assisted Economic Development with the structuring of an Economic Incentive Agreement with the Developer of the former Blue Goose site.
- ✓ Assisted Economic Development with the structuring of an Economic Incentive Agreement with the Developer of a Kia Dealership.

Utility Billing

- ✓ Transitioned utility billing and cash receipting to the NorthStar Customer Information System (CIS).
- ✓ Transitioned to SilverBlaze, a new customer portal which provides more utility bill payment options and utility account information.
- ✓ Implemented water and sewer utility rate increases necessary to fund ongoing capital improvements being made to the water and sewer systems.
- ✓ Completed the training and onboarding of a new hire to replace the existing Utility Billing Representative position.
- ✓ Redesigned the utility bill to include information about current rates, payment options, deposits and fees.

FY 2024-25 Goals and Objectives

Finance

- Receive the Certificate of Achievement for Excellence in Financial Reporting from the GFOA for the ACFR ending April 30, 2024.
- Receive the Popular Annual Financial Reporting Award from the GFOA for the PAFR ending April 30, 2024.
- Receive unmodified opinion from auditors on annual financial statements and minimize auditor-initiated journal entries.
- Monitor state and federal legislation affecting City finances, employee pensions and benefits, and State action affecting state-shared revenues.
- Implement continued budget document and process improvements in order to improve budget and financial transparency and ease of understanding.
- Continue to evaluate options in order to provide ongoing funding for the City's Water and Wastewater capital improvement programs.

Utility Billing

**City of St. Charles
Finance Department
Fiscal Year 2024-2025 Budget**

- Continue to streamline utility billing processes in conjunction with the implementation of NorthStar CIS.
- Assist the meter department with integrating the new badger water meter reading system into NorthStar.
- Assist the meter department with maintaining the meter inventory in NorthStar CIS.

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
<u>Finance and Accounting</u>				
Moody's Bond Rating	Aa1	Aa1	Aa1	Aa1
Unmodified Audit Opinion	Yes	Yes	Yes	Yes
GFOA ACFR Award Received	Yes	Yes	Yes	Yes
GFOA PAFR Award Received	Yes	Yes	Yes	Yes
Gross Payrolls Processed	\$28,288,181	\$29,229,746	\$30,560,471	\$33,818,000
Payroll ACH Issued	7,876	7,820	8,036	8,164
AP Invoices Processed	10,386	10,454	10,845	10,500
Total AP Amount Paid	\$113,488,064	\$118,777,245	\$127,024,000	\$120,000,000
# of Purchase Orders Issued	3,970	3,793	3,800	3,800
<u>Utility Billing</u>				
Number of Active Accounts	44,502	44,637	45,035	45,433
# of Utility Bills Issued	533,357	535,184	538,958	542,732
# of Customers on Autopay	4,211	4,375	4,655	5,000
# Scheduled Payments through Paymentus*	2,022	2,148	2,665	2,700
# Customer Telephone Calls	27,446	23,385	24,000	23,000
# Customer Counter Visits	8,307	10,565	12,240	11,000

*Credit cards, checks, credit cards and debit cards

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100220	Accounting					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	689,679	825,589	867,100	860,800	912,650	
50110	Accrued Payroll GAAP	(1,169)	(2,784)	-	-	-	
50200	Overtime	690	655	-	510	-	
50300	Car Allowance	2,025	5,400	5,400	5,400	5,400	
50301	Cell Phone/Internet Allowance	1,015	1,343	1,320	1,320	1,320	
51100	FICA	42,092	49,917	54,175	52,100	57,000	
51103	IMRF	80,616	77,713	67,005	66,850	73,905	
51104	Medicare	9,867	11,782	12,670	12,405	13,330	
51105	401A	7,919	10,879	11,625	11,350	12,270	
51200	Health Insurance-Medical	103,747	106,651	145,547	134,390	135,300	
51203	Life Insurance	-	-	1,350	955	1,015	
51204	Workers Compensation	1,397	1,075	875	875	819	
51300	Registration and Fees	1,043	1,242	3,605	2,635	2,675	
51304	Memberships and Dues	1,439	1,629	2,135	1,734	1,670	
51305	Employee Reimbursed Schooling	-	481	-	-	-	
51400	Transportation Expense	86	460	690	50	800	
51401	Lodging	-	790	730	225	225	
51402	Meals-Travel & Training	-	240	305	26	50	
Total Personal Services		940,445	1,093,062	1,174,532	1,151,625	1,218,429	
52000	Office Supplies	7,666	6,517	4,750	4,500	5,750	
52001	Computer Related Supplies	490	122	700	-	-	
52100	Refreshment Supplies	470	365	500	500	500	
52101	Meals-Business	-	92	100	300	500	
52300	Janitorial/Kitchen Supplies	257	261	400	350	400	
52310	Small Tools and Equipment	530	1,956	-	-	-	
Total Commodities		9,413	9,313	6,450	5,650	7,150	
54000	Telephone Service	2,106	1,954	1,920	1,945	1,950	
54001	Cellular Service	508	507	540	510	510	
54110	General Legal	7,525	8,000	5,750	5,722	5,750	
54130	Audit Services	72,200	72,200	74,850	72,200	73,460	
54131	Actuarial Services	14,960	15,000	11,700	11,700	15,700	
54133	Banking Service Charges	63,970	33,658	41,175	22,775	23,250	
54150	Consulting Services	17,494	-	-	-	-	
54189	Other Professional Services	5,030	4,930	3,430	2,930	3,180	
54200	Communication Service Projects	1,793	5,415	-	14,064	-	
54250	Software Licenses & Subscriptions	8,250	11,945	10,750	10,750	10,750	
54251	Software Maintenance Agreement	92,622	99,756	104,240	104,343	120,495	
54401	Maint Agreemnts - Office Equip	4,032	3,834	3,835	3,835	3,835	
54402	Maint Agreemnts - Copiers	1,447	2,036	2,170	2,500	2,500	
54500	Postage	24,998	32,078	29,100	26,350	26,350	
54520	Printing	92	776	330	315	350	
54530	Legal Notices	2,576	301	400	385	400	
Total Contractual Services		319,604	292,390	290,190	280,324	288,480	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100220	Accounting					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
55202	Other Governmental Fees & Taxes	113,629	113,629	114,929	115,775	5,000	
55203	Recording and Filing Fees	-	59	-	-	-	
55400	Inventory Carrying Charge	314	370	-	-	-	
55401	Inventory Overhead	446	367	500	275	310	
	Total Other Operating	114,388	114,425	115,429	116,050	5,310	
55270	Allocated Costs-GG	(515,800)	-	-	-	-	
	Total Allocations	(515,800)	-	-	-	-	
	Total Expenditures	868,050	1,509,190	1,586,601	1,553,649	1,519,369	

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100222	Utility Billing					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	221,556	236,162	265,300	292,070	251,870	
50101	Part Time Wages	68,655	73,256	92,600	93,180	98,900	
50110	Accrued Payroll GAAP	888	(1,253)	-	-	-	
50200	Overtime	100	249	-	4,000	-	
50301	Cell Phone/Internet Allowance	608	540	630	115	-	
51100	FICA	17,262	18,572	22,230	23,785	21,750	
51103	IMRF	33,962	29,202	27,490	28,615	28,240	
51104	Medicare	4,037	4,343	5,200	5,565	5,090	
51105	401A	2,422	2,575	3,000	1,470	1,207	
51200	Health Insurance-Medical	51,700	53,164	68,156	47,950	46,340	
51203	Life Insurance	-	-	395	215	230	
51204	Workers Compensation	397	418	347	347	315	
51300	Registration and Fees	-	-	1,575	-	1,575	
51305	Employee Reimbursed Schooling	-	-	-	-	4,000	
51400	Transportation Expense	-	-	600	-	800	
51401	Lodging	-	-	225	-	1,000	
51402	Meals-Travel & Training	-	-	800	-	800	
Total Personal Services		401,587	417,228	488,548	497,312	462,117	
52000	Office Supplies	2,988	1,801	900	890	2,050	
52001	Computer Related Supplies	1,344	1,933	1,500	2,620	-	
52002	Books and Subscriptions	288	-	300	-	300	
52305	Safety Supplies	29	-	-	-	-	
Total Commodities		4,648	3,734	2,700	3,510	2,350	
54000	Telephone Service	952	893	930	870	900	
54001	Cellular Service	-	-	-	350	480	
54133	Banking Service Charges	28,618	31,902	30,510	32,920	33,100	
54134	Credit Card Service Charges	228,230	12,070	13,600	13,600	1,200	
54150	Consulting Services	-	-	-	6,200	-	
54200	Communication Service Projects	1,121	3,384	-	8,790	-	
54319	Ride in Kane Service	25,500	22,370	45,600	71,000	76,800	
54401	Maint Agreements - Office Equip	-	-	-	500	500	
54500	Postage	62,506	69,081	68,600	81,500	77,000	
54520	Printing	22,508	22,334	23,200	25,445	23,675	
Total Contractual Services		369,434	162,034	182,440	241,175	213,655	
55401	Inventory Overhead	19	60	-	25	40	
Total Other Operating		19	60	-	25	40	
55270	Allocated Costs-GG	(792,894)	-	-	-	-	
Total Allocations		(792,894)	-	-	-	-	
56003	Office Furnishings and Equip	-	-	-	-	11,000	
Total Capital		-	-	-	-	11,000	
Total Expenditures		(17,207)	583,056	673,688	742,022	689,162	

**City of St. Charles
Police Department
Fiscal Year 2024-2025 Budget**

General Description and Major Areas of Responsibility

The primary responsibilities of the Police Department include: the protection of life and property, the protection of individual rights, the enforcement of ordinances and regulations, and the preservation of peace, order, and safety. The St. Charles Police Department proactively and professionally deliver these law enforcement services to the people of St. Charles in order to enhance the quality of life through the preservation of peace and order.

The St. Charles Police Department and its members are committed to the fundamental tenets of “**community orientated public service.**” It requires an understanding of, and genuine belief in, the core values, goals, and objectives collectively represented by our **vision, mission, and value statements.** Furthermore, the use of these statements (listed below) shall serve as the foundation upon which all actions, organizational directives, and operational decisions shall be based while balancing the needs of our **Community, City, and Police Department.**

By acknowledging responsibility to the citizens of St. Charles as the Department’s true source of authority; by performing duties within both the spirit and the letter of the law; by treating each person with dignity and respect while remaining sensitive to their unique needs, the St. Charles Police Department can strive to approach, if not fulfill its mission, core values, and vision. Accordingly, progress made toward achievement of these statements will be measured in terms of the Department’s day-to-day ability to:

- Prevent and repress crime;
- Detect criminal activity and apprehend offenders;
- Protect life and property;
- Facilitate the safe movement of people and vehicles;
- Assist those in danger, those in need of assistance, and those who cannot care for themselves;
- Protect individual constitutional rights;
- Resolve conflict threatening to life and property; and to
- Promote and preserve a feeling of safety and security in the community.

Vision Statement

Through the endless pursuit of excellence, the St. Charles Police Department shall remain a leader in the Fox Valley and Tri-Cities of both Kane and DuPage Counties.

Mission Statement

*The St. Charles Police Department protects and serves our community with **Respect and Commitment to Excellence.***

Value Statement

*The St. Charles Police Department and its employees value **Service, Courage, Professionalism, and Dedication** in serving our community. Each Department member shall serve the citizens of St. Charles using the tenets of **S.C.P.D.** as our guiding principles; allowing all of us to “**Make a Difference**” each and every day we serve.*

**City of St. Charles
Police Department
Fiscal Year 2024-2025 Budget**



Police Department by the Numbers

- ❖ Sworn Officers 60
- ❖ Civilian Staff 9 full-time
- ❖ Calls for Service in 2023 27,217
- ❖ Nationally accredited by the Commission of Accreditation for Law Enforcement agencies (CALEA) since 1989

FY 2023-24 Significant Accomplishments

Administration

- ✓ Received over 1.5 million dollars in grant funding this fiscal year to include:
 - 1.1 Million from the State of Illinois to construct a Tactical Training Center.
 - \$250,000 from the State of Illinois to acquire and improve the land north of our police facility.
 - Over \$100,000 from the Department of Justice to fund police office body-worn cameras.
 - \$77,000 from our 708-Board to fund a F/T police social worker.
- ✓ Implemented provisions of the Safe-T-Act and Pretrial Fairness Act within all internal policies and procedures.

Operations

- ✓ All three commander positions were rotated in 2023 after the retirement of Mike McCowan and the promotion of Tim Ocasek.

**City of St. Charles
Police Department
Fiscal Year 2024-2025 Budget**

- ✓ A newly formed sergeants’ position was added within Investigations (Vicicondi) and three new sergeants were promoted (Losurdo, Dony and Schumacher).
- ✓ New Records Supervisor (Lullo) and Training and Accreditation Manager (Cooker) were hired pursuant to retirements.
- ✓ A sharps grant was secured by the State of Illinois as well as additional supplies of Narcan. Sharps will now be collected at our police facility and Narcan will be available via allotments from ILEAS and the Kane County Health Department.
- ✓ We selected body-worn cameras and purchased in-car cameras through Axon.
- ✓ In-car traffic accident software was rolled out and in-car printers were ordered for squad cars.
- ✓ Mobile radios were installed in all of squad cars at no cost to the City (Star-Com 21 platform).

FY 2023-24 Goals and Objectives

Administration

- Obtain CALEA reaccreditation pursuant to a 2024 file review.
- Implement additional cameras within our downtown business district.
- Hire additional personnel pursuant to existing openings via attrition and injury.

Operations

- Build and implement a Tactical Training Center at our outdoor range facility.
- Implement both body-worn and in-car cameras ahead of the 1-1-25 deadline.

Services and Statistics	Calendar 2021	Calendar 2022	Calendar 2023	Calendar 2024 <small>Estimate/Projection</small>
Services				
City Ordinance Tickets	1,543	1,312	1,283	1,350
State UTC Tickets	1,931	2,804	2,807	2,800
Warning Tickets	3,357	4,823	4,438	4,400
False Alarm Notifications	745	725	641	725
Freedom of Information Act Requests	616	695	852	700
Administratively Impounded Vehicles	211	234	138	200
Court Requests for Records & Evidence	1,069	1,150	722	1,000
Solicitor Applications	59	51	29	40
Medication Disposal	83 lbs.	154 lbs.	199 lbs.	145 lbs.
Warrant Service (Failure to Appear Warrants)	97	135	132	120
Arrests & Accidents				
DUI Arrests	71	82	77	80
Vehicle Accidents	861	1,196	1,156	1,050
Adult Arrests	538	747	580	600

**City of St. Charles
Police Department
Fiscal Year 2024-2025 Budget**

Juvenile Arrests	58	135	74	100
Calls for Service	27,071	28,785	27,217	28,000

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100300	Police				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	7,173,456	7,540,463	8,155,085	7,759,110	8,399,145
50101	Part Time Wages	245,248	269,135	380,050	344,050	379,455
50103	Officer in Charge	7,215	6,020	6,000	8,765	6,000
50104	Other Wages	17,355	12,339	24,000	15,650	24,000
50110	Accrued Payroll GAAP	12,257	22,271	-	-	-
50200	Overtime	463,676	444,991	415,885	479,615	449,130
50201	OT - Double Time	41,944	28,594	41,880	57,925	51,100
50204	Police Extra Duty	26,095	19,269	31,050	31,350	31,880
50301	Cell Phone/Internet Allowance	1,490	1,130	1,080	563	540
51100	FICA	57,084	58,117	74,150	69,495	75,850
51101	Employer Pens Contrib-Police	3,750,187	3,871,938	4,170,718	5,053,757	4,467,238
51103	IMRF	100,927	84,661	86,640	82,185	94,595
51104	Medicare	108,491	111,710	131,955	121,355	135,540
51105	401A	18,150	18,901	19,170	21,030	22,580
51200	Health Insurance-Medical	1,037,824	1,012,754	1,371,417	1,254,890	1,321,205
51203	Life Insurance	-	-	10,750	7,190	8,400
51204	Workers Compensation	169,209	207,850	176,736	176,736	177,128
51205	Unemployment Compensation	89	-	-	-	-
51300	Registration and Fees	37,191	46,276	51,035	49,057	49,519
51304	Memberships and Dues	4,140	6,143	7,380	7,450	8,890
51305	Employee Reimbursed Schooling	7,133	11,696	8,000	12,000	20,000
51400	Transportation Expense	2,592	3,064	3,800	3,710	4,950
51401	Lodging	2,374	1,746	5,300	3,750	5,300
51402	Meals-Travel & Training	6,235	6,334	5,500	7,900	8,000
51500	New Hire Testing	2,115	-	-	-	-
51600	Uniforms	7,200	7,775	9,900	9,000	9,000
51601	Uniforms-Safety	41,710	46,989	49,800	49,500	49,800
Total Personal Services		13,341,385	13,840,166	15,237,281	15,626,033	15,799,245
52000	Office Supplies	7,050	6,260	6,500	6,500	6,900
52001	Computer Related Supplies	2,455	2,446	4,000	5,760	6,000
52002	Books and Subscriptions	175	-	400	250	250
52100	Refreshment Supplies	5,174	5,869	4,910	4,055	4,900
52101	Meals-Business	171	137	150	39	150
52201	Awards	1,502	946	1,500	900	1,350
52300	Janitorial/Kitchen Supplies	2,192	1,642	2,500	1,920	2,500
52305	Safety Supplies	1,126	285	1,000	1,180	1,500
52310	Small Tools and Equipment	25,784	39,096	69,015	74,244	81,609
52319	Other General Supplies	13,506	28,351	15,700	16,202	19,500
52400	Gasoline	99,634	114,235	141,000	100,000	110,000
52401	Vehicle Fluids	40	51	100	89	100
52900	Ammunition	26,551	29,259	31,714	30,984	46,626
52901	Police Supplies	3,647	3,996	4,300	3,554	4,300
52902	Crime Lab Supplies	5,621	3,287	3,700	3,100	6,850
Total Commodities		194,628	235,860	286,489	248,777	292,535

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100300	Police				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54000	Telephone Service	21,324	21,095	21,760	21,150	21,150
54001	Cellular Service	30,863	50,055	51,300	51,000	51,600
54010	Natural Gas	20,674	19,879	34,370	22,900	28,000
54011	City Electric	108,788	114,065	113,540	110,400	114,000
54012	City Water	3,306	3,165	4,020	3,200	3,400
54013	City Sewer	3,825	2,155	2,940	2,700	2,835
54110	General Legal	66,378	61,272	87,400	75,900	82,038
54135	Collections Services	101	20	200	-	-
54142	Background Checks	88	-	-	-	-
54200	Communication Service Projects	9,523	27,415	-	71,212	-
54201	Communication System Expense	11,454	10,177	11,033	10,953	10,953
54250	Software Licenses & Subscriptions	7,715	1,670	5,000	-	-
54251	Software Maintenance Agreement	102,200	116,803	143,009	146,103	291,548
54305	Landscaping/Mowing Services	2,331	-	4,000	-	4,000
54350	Tri-Com Dispatch Service	379,019	414,087	453,069	453,069	461,716
54353	Towing	3,920	1,540	4,000	3,300	4,000
54353	Police Investigative	1,315	930	-	-	-
54399	Other Contracted Services	81,221	78,108	100,135	93,155	99,200
54402	Maint Agreemnts - Copiers	9,490	8,957	8,660	11,660	12,000
54467	Repair & Maint - Other Equip	30,472	14,075	24,600	15,995	20,525
54480	Central Garage Services	158,963	142,117	160,790	215,059	172,526
54482	Maintenance - Motor Vehicles	4,137	31,075	10,750	15,104	9,100
54500	Postage	170	244	350	345	350
54520	Printing	7,667	4,842	7,400	7,245	9,491
54646	NCNTF Flow-Thru Grant	188,523	161,604	-	198,968	198,968
Total Contractual Services		1,253,468	1,285,350	1,248,326	1,529,418	1,597,400
55223	Motor Vehicle Replace Program	165,644	265,644	181,150	181,150	139,402
55400	Inventory Carrying Charge	220	259	-	-	-
55401	Inventory Overhead	23,752	26,128	25,000	14,655	19,540
Total Other Operating		189,616	292,031	206,150	195,805	158,942
56004	Computer Equipment	-	2,124	-	-	-
56099	Other Capital	19,330	71,345	-	262,430	-
Total Capital		19,330	73,469	-	262,430	-
Total Expenditures		14,998,427	15,726,876	16,978,246	17,862,463	17,848,122

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund **100** **General Fund**
Department **100320** **Youth Commission**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54642	Youth Commission Grants	15,000	12,685	15,000	15,000	15,000
Total Contractual Services		15,000	12,685	15,000	15,000	15,000
Total Expenditures		15,000	12,685	15,000	15,000	15,000

**City of St. Charles
Fire Department
Fiscal Year 2024-2025 Budget**

General Description and Major Areas of Responsibility

The mission of the St. Charles Fire Department is to promote a safe and secure community by delivering excellent services to enhance community well-being. To accomplish our mission, the St. Charles Fire Department operates from three fire station locations with trained full-time personnel on a 24/7 basis, to provide suppression, rescue, and emergency medical response throughout the City. The Department also provides specialized response capabilities for hazardous materials, technical rescue, and water rescue & recovery incidents.

In addition to the emergency response functions, the St. Charles Fire Department is also responsible for the fire prevention, fire safety programs, and emergency preparedness in the community. The Fire Department is comprised of three functional divisions, Administration, Operations, and Emergency Management Agency.



Fire Department by the Numbers

- ❖ FY 2024-25 Total Authorized FTE's: 50.73
 - 47 Sworn FTE's and 3.73 Administrative staff FTE's
- ❖ Accredited Fire Department since 2013 for 11 consecutive years
- ❖ ISO Class 1 Fire Department since 2015 – Highest rating by the Insurance Services Office.

FY 2023-24 Significant Accomplishments

Fire

- ✓ Received Re-Accreditation from the Center for Public Safety Excellence (CPSE) Commission on Fire Accreditation International (CFAI).
- ✓ Maintained an ISO Class 1 designation from the Insurance Services Office (ISO).
- ✓ Began implementation of the St. Charles Fire Department Strategic Plan.
- ✓ Placed new Battalion 100 and Car 112 command vehicles in service.

City of St. Charles
Fire Department
Fiscal Year 2024-2025 Budget

- ✓ Responded to 5836 incidents during 2023, the busiest year of service demand in the department history.
- ✓ Acquired new RFID capable inventory program and began integration into department functions.
- ✓ Promoted officers to several ranks to maintain department operations following the retirement of Deputy Chief Christensen.

Emergency Management Agency

- ✓ Maintained the Tornado siren system and tested monthly.
- ✓ Performed severe storm monitoring and tornado siren activation to maintain community safety operational readiness.
- ✓ Worked to recruit and hire personnel in conjunction with Human Resources to reach fully staffed and effective operational workforce.
- ✓ Provided personnel to assist police and fire with safety related assignments during special events, festivals, and parades in St. Charles.

FY 2023-24 Goals and Objectives

Fire

- Begin implementation of Accreditation recommendations and continuous improvement activities.
- Review and prepare for next evaluation to maintain ISO 1 Class certification from the Insurance Services Offices.
- Complete upgrade of interior functional facilities and finish at Fire Station #3.
- Monitor state and federal legislation and regulations affecting fire, EMS, inspection services.
- Complete new RFID inventory system integration and full functional operation.
- Complete work with the Human Resources Department to achieve a new collective bargaining agreement with the firefighter's union representing department personnel.
- Continue succession planning and expand officer development functions and training to prepare for projected officer advancements.
- Finish the design and specification of the next fire engine apparatus and place the order.
- Complete the integration of updated station alerting equipment and institute operational functions into all three fire stations.
- Upgrade and modernize vehicle exhaust removal systems in all three fire stations.
- Place additional command vehicles into service.
- Replace fire gear extractor washer at Fire Station #1.

**City of St. Charles
Fire Department
Fiscal Year 2024-2025 Budget**

Emergency Management Agency

- Provide training and functional preparation to EMA personnel to improve and expand effective operational effectiveness.
- Provide personnel to assist police and fire to assist with safety measures at the special events, festivals, and parades in St. Charles.
- Test and maintain tornado siren system for emergency use.
- Assure readiness to perform severe weather preparation and spotting functions during storms.

Performance Measures and Statistics	2021	2022	2023	2024 Projected
<i>Incidents (Detail Below)</i>	<i>5171</i>	<i>5618</i>	<i>5836</i>	<i>6105</i>
Fire	93	71	88	92
Overpressure/Explosion	0	2	0	2
Rescue & EMS	3484	3853	3954	4112
Hazardous Condition	179	167	175	185
Service Incident	381	534	450	521
Good Intent Incident	353	327	394	405
False Call or Alarm	677	661	772	780
Sever Weather/Disaster	2	3	1	6
Special Incident Type	2	0	2	2
Inspections	2668	2787	2646	2800
Plan Reviews	337	331	365	375
FPB Activity	840	816	1370	1250
Training Hours	13,239	14,112	14,647	15,200

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100400	Fire Administration				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	946,690	958,884	1,078,590	1,131,000	1,180,350
50101	Part Time Wages	31,561	30,875	41,580	66,500	-
50104	Other Wages	27,970	27,467	29,210	28,885	28,960
50105	Longevity Pay	5,279	3,006	6,165	6,165	7,050
50110	Accrued Payroll GAAP	2,115	(137)	-	-	-
50200	Overtime	5,929	18,809	16,525	16,155	27,975
50201	OT - Double Time	-	-	715	240	1,235
50203	Fire Asst. Chief Extra Duty	41,448	45,393	43,015	41,600	46,600
50300	Car Allowance	3,640	1,540	3,640	3,640	3,640
50301	Cell Phone/Internet Allowance	1,455	1,215	1,620	2,410	1,080
51100	FICA	15,409	13,787	20,070	21,375	22,800
51102	Employer Pension Contrib-Fire	2,525,862	2,581,296	2,719,565	3,191,600	2,989,721
51103	IMRF	29,543	21,098	25,100	27,455	29,560
51104	Medicare	15,163	15,369	17,705	18,420	18,805
51105	401A	8,999	8,741	9,265	9,035	10,100
51200	Health Insurance-Medical	120,807	103,902	189,385	194,800	219,010
51203	Life Insurance	-	-	1,820	1,175	1,290
51204	Workers Compensation	76,382	69,979	58,960	58,960	63,506
51300	Registration and Fees	16,018	29,843	66,855	75,000	99,400
51304	Memberships and Dues	5,360	4,268	9,175	8,500	9,320
51400	Transportation Expense	1,137	1,145	1,200	1,350	1,600
51401	Lodging	-	1,261	2,400	3,800	4,700
51402	Meals-Travel & Training	445	1,950	2,600	2,200	2,580
51500	New Hire Testing	2,120	-	-	-	-
51501	Current Employee Testing	-	8,039	16,300	15,600	41,000
Total Personal Services		3,883,332	3,947,730	4,361,460	4,925,865	4,810,282
52000	Office Supplies	5,365	4,120	4,750	4,350	4,800
52001	Computer Related Supplies	814	64	1,100	800	900
52002	Books and Subscriptions	6,124	4,175	7,100	6,600	7,400
52201	Awards	535	575	1,200	1,100	1,450
52310	Small Tools and Equipment	99	-	150	150	200
52314	Parts for Equipment	182	-	225	200	200
52319	Other General Supplies	2,780	3,030	3,350	2,900	3,100
Total Commodities		15,899	11,964	17,875	16,100	18,050
54000	Telephone Service	2,007	645	1,060	355	355
54001	Cellular Service	22,401	20,270	17,800	18,300	18,300
54010	Natural Gas	22,758	21,265	38,900	23,400	28,000
54011	City Electric	112,764	110,074	110,160	114,700	114,700
54012	City Water	3,196	3,355	3,810	4,000	4,300
54013	City Sewer	4,368	4,337	4,750	5,050	5,300
54014	Cable/Satellite Charges	1,339	1,445	1,510	1,640	1,525
54110	General Legal	113	169	3,000	2,000	3,000
54160	Engineering Services	5,000	5,000	3,000	3,000	3,000
54250	Software Licenses & Subscriptions	34,311	19,407	32,202	26,926	30,890
54399	Other Contracted Services	10,429	16,461	43,430	34,430	38,450
54402	Maint Agreements - Copiers	4,084	2,993	3,090	-	-
54500	Postage	211	247	400	350	350
54520	Printing	6,625	6,157	7,100	5,600	7,000
Total Contractual Services		229,604	211,825	270,212	239,751	255,170
55400	Inventory Carrying Charge	4	5	-	-	-
55401	Inventory Overhead	165	103	-	220	155
Total Other Operating		169	108	-	220	155
Total Expenditures		4,129,004	4,171,627	4,649,547	5,181,936	5,083,657

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100401	Fire Operations					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	4,496,755	4,723,899	4,802,255	4,639,915	5,000,300	
50104	Other Wages	255,612	262,553	290,345	270,100	290,400	
50105	Longevity Pay	57,004	57,662	60,040	59,625	63,700	
50110	Accrued Payroll GAAP	21,327	(9,929)	-	-	-	
50200	Overtime	304,854	346,190	407,170	379,240	391,645	
50201	OT - Double Time	1,986	324	6,665	8,245	6,965	
50203	Fire Asst. Chief Extra Duty	53,154	56,191	53,330	52,715	54,390	
50301	Cell Phone/Internet Allowance	983	1,058	1,080	1,080	1,080	
51104	Medicare	71,502	74,000	81,500	75,355	84,225	
51105	401A	6,599	6,581	6,920	5,270	5,490	
51200	Health Insurance-Medical	673,201	720,532	916,379	893,645	908,890	
51203	Life Insurance	-	-	6,025	4,131	4,800	
51204	Workers Compensation	456,061	329,172	272,020	272,020	285,415	
51400	Transportation Expense	1,589	2,539	3,300	2,800	3,000	
51601	Uniforms-Safety	65,371	62,884	72,150	72,000	83,600	
	Total Personal Services	6,465,997	6,633,656	6,979,179	6,736,141	7,183,900	
52100	Refreshment Supplies	1,771	2,461	3,190	3,100	3,400	
52300	Janitorial/Kitchen Supplies	10,074	9,085	11,150	10,600	11,600	
52303	Medical Supplies	3,222	3,310	4,250	4,200	4,800	
52304	Chemicals & Sprays	5,917	3,321	7,600	7,600	8,300	
52305	Safety Supplies	11,385	11,220	9,350	9,000	9,200	
52306	Signage/Traffic Control Suppl	6,792	7,966	9,380	7,100	7,600	
52308	Lumber Supplies	1,420	974	1,350	1,050	1,100	
52310	Small Tools and Equipment	20,225	16,006	21,150	19,800	20,950	
52314	Parts for Equipment	12,507	12,976	14,950	13,150	14,100	
52400	Gasoline	42,475	59,400	57,000	50,000	52,000	
52402	Motor Vehicle Parts	9,450	8,538	9,550	9,400	9,800	
52903	Fire Supplies	4,945	4,904	5,050	5,000	5,100	
52904	EMS Supplies	4,013	3,813	4,650	4,600	4,800	
	Total Commodities	134,197	143,974	158,620	144,600	152,750	
54000	Telephone Service	1,599	1,695	1,800	1,705	1,705	
54014	Cable/Satellite Charges	1,266	1,313	1,390	1,840	1,650	
54200	Communication Service Projects	7,166	26,746	-	69,475	-	
54201	Communication System Expense	19,120	17,715	18,589	17,419	17,419	
54305	Landscaping/Mowing Services	658	-	-	-	-	
54350	Tri-Com Dispatch Service	108,320	121,227	131,726	131,000	143,961	
54351	Tri-City Ambulance	224,855	231,600	245,000	243,000	255,000	
54371	Testing & Inspection Services	16,897	13,864	18,350	16,500	17,300	
54450	Repair & Maint - Facilities	3,564	13,626	4,250	4,100	4,100	
54467	Repair & Maint - Other Equip	24,878	14,871	18,950	16,100	18,200	
54480	Central Garage Services	399,018	251,588	290,730	250,925	322,030	
54482	Maintenance - Motor Vehicles	1,911	2,400	2,800	2,700	2,800	
	Total Contractual Services	809,251	696,645	733,585	754,764	784,165	
55223	Motor Vehicle Replace Program	398,529	798,529	919,640	919,640	671,945	
55400	Inventory Carrying Charge	414	488	-	-	-	
55401	Inventory Overhead	12,481	15,613	13,000	9,090	11,835	
	Total Other Operating	411,424	814,630	932,640	928,730	683,780	
56002	Machinery and Equipment	22,658	26,968	37,500	35,300	34,500	
56003	Office Furnishings and Equip	3,238	8,225	7,000	6,500	7,000	
56099	Other Capital	17,039	28,929	19,500	16,000	42,500	
	Total Capital	42,935	64,122	64,000	57,800	84,000	
	Total Expenditures	7,863,805	8,353,027	8,868,024	8,622,035	8,888,595	

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100402	Fire Emergency Management Association				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	1,702	1,098	-	-	-
50101	Part Time Wages	70,287	75,481	111,905	95,490	121,850
50110	Accrued Payroll GAAP	(744)	783	-	-	-
51100	FICA	4,480	4,768	6,940	5,925	7,555
51103	IMRF	5,205	4,394	4,825	4,050	5,280
51104	Medicare	1,048	1,115	1,625	1,385	1,770
51204	Workers Compensation	2,836	3,254	2,970	2,970	3,049
51300	Registration and Fees	-	216	1,100	600	1,200
51304	Memberships and Dues	65	65	115	115	225
51400	Transportation Expense	-	100	250	300	300
51401	Lodging	-	250	300	600	1,200
51402	Meals-Travel & Training	-	89	300	350	400
51601	Uniforms-Safety	970	2,495	2,780	2,655	3,400
Total Personal Services		85,848	94,108	133,110	114,440	146,229
52100	Refreshment Supplies	223	147	300	250	300
52305	Safety Supplies	497	516	640	500	640
52306	Signage/Traffic Control Suppl	493	500	500	300	500
52310	Small Tools and Equipment	470	500	605	600	600
52314	Parts for Equipment	272	279	325	305	350
52400	Gasoline	373	518	500	620	620
52905	EMA Supplies	177	196	245	200	325
Total Commodities		2,504	2,656	3,115	2,775	3,335
54000	Telephone Service	1,921	1,855	1,920	1,830	1,830
54001	Cellular Service	3,584	3,569	3,710	3,730	3,580
54200	Communication Service Projects	2,654	-	-	-	-
54467	Repair & Maint - Other Equip	6,714	7,758	10,450	7,185	9,600
54480	Central Garage Services	7,664	9,221	8,410	16,571	10,966
Total Contractual Services		22,536	22,403	24,490	29,316	25,976
55223	Motor Vehicle Replace Program	28,031	28,031	-	-	-
55400	Inventory Carrying Charge	41	48	-	-	-
55401	Inventory Overhead	82	201	-	105	145
Total Other Operating		28,154	28,280	-	105	145
56099	Other Capital	14,129	31,719	28,500	28,153	36,000
Total Capital		14,129	31,719	28,500	28,153	36,000
Total Expenditures		153,171	179,166	189,215	174,789	211,685

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund		100 General Fund				
Department		100450 Public Health & Planning				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54399	Other Contracted Services	825	1,144	1,000	600	1,000
54600	Mental Health Disbursements	616,144	616,803	634,000	632,270	660,000
Total Contractual Services		616,969	617,947	635,000	632,870	661,000
Total Expenditures		616,969	617,947	635,000	632,870	661,000

City of St. Charles
Public Works Department – Administration & Engineering
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

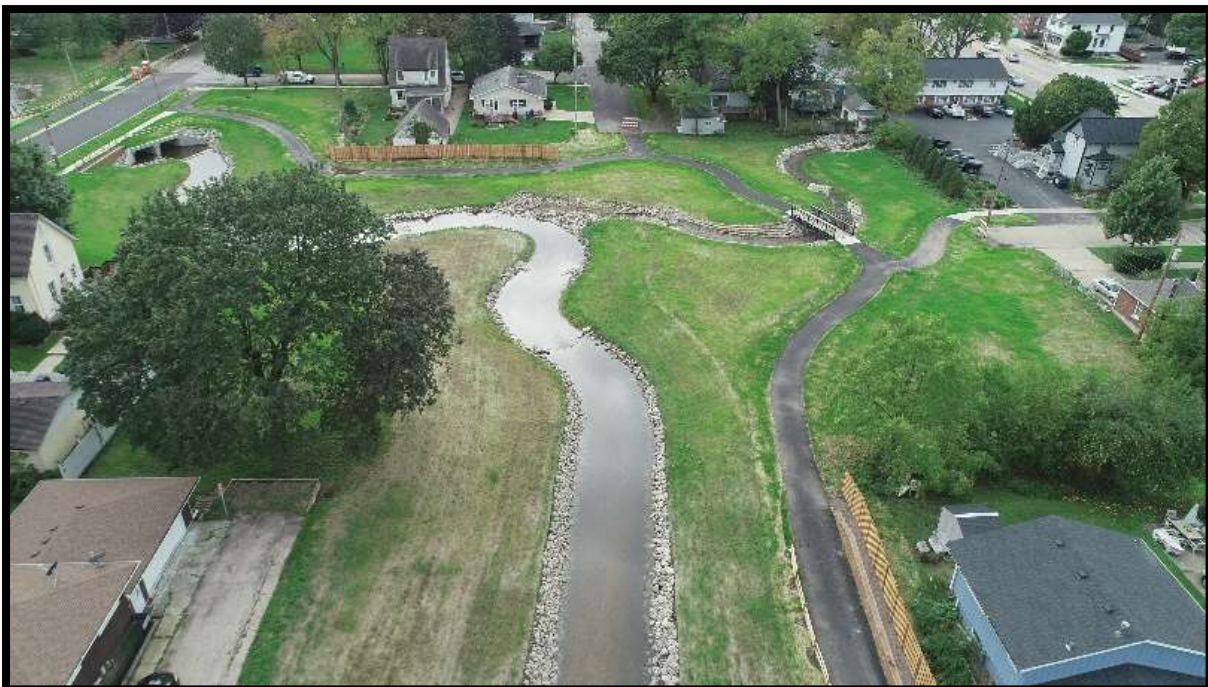
The Public Works Department is a service-oriented team comprised of several Divisions who work together to provide core services to our St. Charles customers. The Public Works Administration Team, including the PW Director and Assistant Director, are responsible for all aspects of administration, financial planning and operation of the entire Department.

The Engineering Division is responsible for providing engineering services for the City related to streets, sewers, water, traffic, and stormwater management in relation to pollutant discharge reduction. Engineering Division staff plan, manage, design and oversee construction in relation to the City's capital improvement budget, as well as a variety of additional technical and professional services.

The Engineering Division is responsible for Stormwater and Floodplain Management. Staff has oversight of the City's National Pollutant Discharge Elimination System (NPDES) Permit from the Illinois EPA for discharges from its municipal separate storm sewer system (MS4), and manages the City's Community Rating System (CRS) program and reviews and approves permits within the floodplain and floodway.

The Engineering Division has developed a pavement management program, which outlines strategies and initiatives that staff are currently employing as we work to keep City streets safe for the motoring public. Staff also manages and maintains traffic signals and bridges in St. Charles.

The Engineering Division also maintains records of utility, drainage and street projects.



City of St. Charles
Public Works Department – Administration & Engineering
Fiscal Year 2024-2025 Budget

Public Works Administration & Engineering Divisions by the Numbers

- ❖ FY 2024-25 Total Authorized FTE's: 9.408
- ❖ 168.6 Centerline Street Miles Maintained
- ❖ 22 Parking Lots
- ❖ 3 Parking Decks
- ❖ 10 Traffic Signals

FY 2023-24 Significant Accomplishments

Engineering

- ✓ Completed the Annual Street Resurfacing Program and Began Plans for Expanded Program in FY25
- ✓ Replaced Aging Water Main in the Cambridge Subdivision and Reconstructed all Streets Using the Base Reclamation Process
- ✓ Completed the New St. Charles Bike & Pedestrian Plan and Began Implementation
- ✓ Designed the Kautz Road Reconstruction Project with the City of Geneva
- ✓ The Kautz Road project was awarded an additional \$762,300 in grant funding
- ✓ Completed Advanced Removals for Improvements to the 7th Avenue Creek at Riverside
- ✓ Designed Culvert Improvements for 7th Ave. Creek under Riverside Ave.
- ✓ Designed Stormwater Improvements Along Indiana St. and 14th St.
- ✓ Completed a Phase I study for Stormwater Improvements at 12th and Dean
- ✓ Repaved the East Section of the Public Works Parking Lot
- ✓ Started Phase 2 Design for Bike and Pedestrian Downtown Wayfinding Improvements
- ✓ Passed the CRS 5 Year Cycle Visit and Maintained Our Class 5 Rating
- ✓ Completed the Design for Prairie Street Bridge Repairs

City of St. Charles
Public Works Department – Administration & Engineering
Fiscal Year 2024-2025 Budget

FY 2024-25 Goals and Objectives

Public Works Administration

- Continue to Support the Public Works Safety Culture through Training and Leadership from the PW Safety Committee

Engineering

- Complete Expanded Annual Street Resurfacing Program
- Reconstruct Swenson Ave. Using Base Reclamation
- Repave City Parking Lot N (Cedar/3rd Ave.)
- Implement Bicycle and Pedestrian Plan Projects
- Design Prairie Street Resurfacing Project
- Replace 7th Avenue Creek culvert underneath IL Route 25
- Phase 2 Design for 12th and Dean Stormwater Improvements
- Complete Prairie Street Bridge Repairs

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Complete Annual Road Program	100%	100%	100%	100%
Linear Miles of Street Rehabilitation	4.26	5.03	4.7	11.9
Complete NPDES Report & Permit Renewal	100%	100%	100%	100%
Storm Sewer Maintained	167.14 miles	169.45	169.60	169.70
Storm Structures Maintained	11,824	12,002	12,020	12,050

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100500	Public Works Administration & Engineering				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	887,769	901,361	1,239,375	1,061,335	1,160,746
50101	Part Time Wages	38,904	8,448	14,420	11,520	16,112
50110	Accrued Payroll GAAP	4,434	(9,734)	-	-	-
50200	Overtime	25	-	-	-	-
50300	Car Allowance	5,400	5,400	5,400	5,400	5,400
50301	Cell Phone/Internet Allowance	2,291	2,295	3,780	2,860	2,160
51100	FICA	53,264	51,934	78,300	62,880	73,435
51103	IMRF	106,544	84,632	96,700	78,295	93,875
51104	Medicare	13,045	12,891	18,320	15,445	17,175
51105	401A	10,378	10,418	15,385	12,725	14,135
51200	Health Insurance-Medical	122,834	153,528	192,854	122,130	136,275
51203	Life Insurance	-	-	2,110	1,220	1,300
51204	Workers Compensation	6,223	1,237	1,293	1,293	1,052
51300	Registration and Fees	3,316	9,057	13,020	10,964	24,130
51304	Memberships and Dues	2,714	2,230	4,004	4,004	4,110
51400	Transportation Expense	1,844	3,821	3,600	1,800	4,100
51401	Lodging	-	2,242	5,550	6,150	5,800
51402	Meals-Travel & Training	224	450	1,250	1,250	1,250
51600	Uniforms	313	124	600	600	600
51601	Uniforms-Safety	-	500	200	250	450
Total Personal Services		1,259,523	1,240,834	1,696,161	1,400,121	1,562,105
52000	Office Supplies	4,957	5,000	4,646	4,646	4,780
52002	Books and Subscriptions	-	-	576	576	600
52100	Refreshment Supplies	1,105	1,284	1,570	1,570	1,625
52300	Janitorial/Kitchen Supplies	5	-	50	50	55
52305	Safety Supplies	7,146	7,748	8,500	8,500	8,815
52309	Photography Supplies	-	238	240	240	250
52310	Small Tools and Equipment	-	1,155	250	250	10,260
52319	Other General Supplies	786	1,276	1,510	1,510	1,570
52400	Gasoline	370	318	520	380	500
Total Commodities		14,369	17,019	17,862	17,722	28,455
54000	Telephone Service	653	256	310	140	140
54001	Cellular Service	3,998	1,279	1,490	1,840	2,020
54010	Natural Gas	14,887	14,475	27,830	17,720	22,000
54110	General Legal	1,463	6,851	18,950	18,950	10,000
54150	Consulting Services	-	1,200	5,100	5,100	5,100
54160	Engineering Services	85,025	103,463	92,488	92,777	112,751
54189	Other Professional Services	2,533	4,474	5,735	5,735	5,800
54200	Communication Service Projects	2,256	4,438	-	-	-
54250	Software Licenses & Subscriptions	9,895	3,624	5,705	5,705	5,950
54310	Safety Program	15,556	8,937	11,550	11,550	11,975
54311	Locate Service	4,374	4,318	7,550	7,550	9,215
54399	Other Contracted Services	688	826	1,368	1,368	1,440
54402	Maint Agreemnts - Copiers	3,776	3,350	3,400	4,600	4,800
54451	Repair & Maint - Office Equip	-	-	564	564	590
54458	Repair & Maint - Traffic Sig	101,569	116,080	114,661	185,207	200,750
54467	Repair & Maint - Other Equip	269	-	575	575	600
54480	Central Garage Services	509	1,198	2,110	156	645
54500	Postage	264	79	310	310	320
Total Contractual Services		247,713	274,848	299,696	359,847	394,096

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100500	Public Works Administration & Engineering					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
55202	Other Governmental Fees & Taxes	1,000	1,000	1,100	1,100	1,200	
55203	Recording and Filing Fees	-	-	600	600	600	
55223	Motor Vehicle Replace Program	2,841	2,841	3,413	3,413	2,475	
55310	Principal Payment	4,586	4,586	4,586	4,586	-	
55400	Inventory Carrying Charge	19	23	-	-	-	
55401	Inventory Overhead	226	398	-	260	315	
	Total Other Operating	8,672	8,848	9,699	9,959	4,590	
55271	Allocated Costs-PW	(780,634)	-	-	-	-	
	Total Allocations	(780,634)	-	-	-	-	
	Total Expenditures	749,643	1,541,549	2,023,418	1,787,649	1,989,246	

City of St. Charles
Public Works Department – Public Services
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The Public Works Department is a service-oriented team comprised of several Divisions who work together to provide core services to our St. Charles customers. The Public Services Division manages several aspects of Public Works including streets, forestry & grounds, facilities, fleet maintenance, and inventory control.

The Streets service area is responsible for the maintenance, repair and improvement of City streets and off-street parking lots as well as the City’s storm sewer system. In addition, the Streets service area performs snow removal operations, street sweeping, street striping and signage, along with concrete curb and sidewalk improvements.

The Facilities service area is responsible for maintaining the value and appearance of all City-owned buildings through timely and cost-effective maintenance or repair of structural, mechanical, plumbing and electrical systems as well as supplying custodial and pest control services. The goal of these efforts is to provide a safe, clean and productive work environment for the City employees and the general public.

The Fleet service area provides maintenance and repairs to all City vehicles, including dump trucks, tractors, sweepers, police squads, fire apparatus and staff cars. Operating from a 4,000 square foot maintenance facility, a staff of four technicians complete over 2,200 scheduled and unscheduled repairs as well as preventive maintenance operations each year. Areas that are continually monitored to maintain a high level of cost-effective service include labor time, direct time billing and lifespan operating cost. The activities of the Fleet Division are accounted for in the Internal Service Fund – Motor Vehicle Equipment Fund

The Urban Forestry Division maintains over 20,000 trees on City property. This team is responsible for trimming and removing trees from the City parkways and annually conducts a cost-share tree planting reforestation program for the City’s properties and rights-of-way.

The centralized Inventory Control Division maintains an inventory record of all materials, supplies and equipment at the

City of St. Charles. The activities of this division are accounted for in the Internal Service Fund – Inventory Fund.



City of St. Charles
Public Works Department – Public Services
Fiscal Year 2024-2025 Budget

Public Services Division by the Numbers

- ❖ FY 2024-25 Total Authorized FTE's: 37.30
 - 29.296 FTE's in Public Services, 5.0 FTE's in Fleet, 3.0 FTE's in Inventory
- ❖ 168.6 Centerline Street Miles Maintained
- ❖ 258 Vehicles Maintained in 2023
 - 40 Police Vehicles
 - 30 Fire Vehicles

FY 2023-24 Significant Accomplishments

Public Services

- ✓ Coordinated the replacement of the roof over the Public Works Administration and Fleet areas.
- ✓ Completed Renovations to Fire Stations 2 and 3
- ✓ Provided a festive downtown experience through seasonal floral displays and decorating as well as special event preparation for over 20 community events.
- ✓ Planted 395 Trees
- ✓ Trimmed over 1,000 Trees as a result of Custom Service Requests and maintenance pruning
- ✓ Updated the inventory attributes for over 3,000 parkway trees in preparation for FY24/25 maintenance program
- ✓ Completed a roadway patching program that accounted for 10,000 square yards of asphalt patch material being placed on the west side of the City
- ✓ Mitigated pedestrian sidewalk hazards, focusing on the City's southeast quadrant as well as a targeted hazard replacement program in conjunction with an HOA driveway replacement initiative on Millington Way
- ✓ Responded to winter weather events and subsequent snow hauling operations to facilitate safe vehicular traffic flows.
- ✓ Oversaw 171 (219.45 acres) mowing sites as well as 39 landscape maintenance sites.
- ✓ Completed 1,110 scheduled repairs to vehicles and equipment, 260 non-scheduled repairs and 5 emergency repairs, accounting for 3,722.28 direct labor hours.

FY 2024-25 Goals and Objectives

Public Services

- Open and maintain the First Street Plaza for pedestrian use
- Design and Construct Improvements City's fuel island at the Public Works department
- Complete Replacement of Various Mechanical Roof Top Units at City Hall and Century station
- Replace the roofs at Fire Stations 2 and 3

City of St. Charles
Public Works Department – Public Services
Fiscal Year 2024-2025 Budget

- Implement Work Order, Asset Management and Service Request Software

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Maintained Parkway Trees	21,999	22,058	22,000	22,000
Street Sweeping	4,313 miles	3,992	4,000	4,500
Street Asphalt Repairs	515 tons	662	650	650
Street Concrete Repairs	462 CY	432	450	460
Sidewalk Locations Replaced	228	154	200	200
Sidewalk Squares Repaired	1,519	1,982	1,750	1,750
Tree's Planted	332	327	503	450
Vehicle Repairs	2,309	2,139	2,200	2,200
Snow/ Ice Events	23	21	18	20
Salt Used (Tons)	2,252	2,337	2,000	2,200

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100510	Public Services					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	1,975,668	2,064,961	2,329,800	2,196,935	2,359,500	
50101	Part Time Wages	19,377	60,318	66,400	68,570	70,880	
50110	Accrued Payroll GAAP	4,178	5,475	-	-	-	
50200	Overtime	127,296	123,747	148,600	183,350	163,255	
50201	OT - Double Time	63,432	79,235	94,400	64,415	75,710	
50205	Foreman Emergency OT	4,755	12,479	16,400	15,915	17,400	
50301	Cell Phone/Internet Allowance	722	702	1,080	1,230	1,230	
51100	FICA	131,327	141,371	165,500	154,685	167,430	
51103	IMRF	253,976	218,610	203,500	191,160	215,610	
51104	Medicare	30,713	33,063	38,700	36,480	39,160	
51105	401A	531	2,436	3,500	3,530	3,770	
51200	Health Insurance-Medical	431,007	420,844	468,691	429,775	465,315	
51203	Life Insurance	-	-	3,010	2,340	2,485	
51204	Workers Compensation	150,400	257,166	211,642	211,642	189,625	
51205	Unemployment Compensation	-	19,271	-	-	-	
51300	Registration and Fees	35	2,768	1,950	1,950	2,600	
51304	Memberships and Dues	453	620	1,365	1,365	1,365	
51400	Transportation Expense	12	64	800	800	850	
51401	Lodging	-	-	800	1,000	1,250	
51402	Meals-Travel & Training	-	-	300	100	300	
51600	Uniforms	16,160	16,825	12,900	19,900	17,900	
51601	Uniforms-Safety	1,359	4,061	4,500	4,900	4,700	
	Total Personal Services	3,211,399	3,464,016	3,773,838	3,590,042	3,800,335	
52000	Office Supplies	2,425	2,398	2,450	2,300	2,400	
52100	Refreshment Supplies	1,511	2,027	2,000	2,000	2,000	
52101	Meals-Business	2,024	2,563	3,740	3,564	3,564	
52300	Janitorial/Kitchen Supplies	23,958	25,420	24,200	26,200	26,200	
52302	Building Maintenance Supplies	4,898	4,846	4,900	4,900	1,900	
52304	Chemicals & Sprays	16,991	10,495	20,500	20,500	20,500	
52305	Safety Supplies	9,990	12,831	9,000	9,000	9,000	
52306	Signage/Traffic Control Suppl	62,233	68,012	68,000	68,000	68,000	
52307	Plumbing Supplies	1,627	1,304	1,800	1,800	1,800	
52308	Lumber Supplies	106	780	4,250	4,250	4,250	
52310	Small Tools and Equipment	33,202	29,117	30,550	29,800	32,150	
52311	Hardware Supplies	3,734	3,238	4,900	3,500	3,500	
52312	Paints, Supplies and Solvents	3,694	1,882	5,750	4,000	4,000	
52313	Decorations-Lights/Banners	68,973	75,435	76,000	76,000	95,000	
52314	Parts for Equipment	10,878	2,078	10,950	9,500	10,000	
52400	Gasoline	106,972	153,119	144,000	126,300	144,000	
52401	Vehicle Fluids	4,192	2,991	4,200	4,200	4,200	
52402	Motor Vehicle Parts	1,995	1,068	2,000	2,000	2,000	
52500	Electrical Supplies	3,700	3,348	3,700	3,700	3,700	
52700	Water/Sewer Line Repair Materials	29,193	18,862	32,000	32,000	35,000	
52800	Trees	6,464	7,534	7,850	8,000	8,800	
52801	Sanitary/Storm Sewer Supplies	10,023	9,499	14,300	14,300	15,500	
52802	Snow/Ice Removal Chemicals	217,341	420,527	415,500	338,516	345,000	
52804	Landscaping/Planter Supplies	155,037	129,496	128,060	128,060	137,850	
52805	Street Repair Materials	126,490	124,307	144,600	134,000	140,000	
52808	Construction Supplies	-	265	350	150	150	
	Total Commodities	907,650	1,113,442	1,165,550	1,056,540	1,120,464	

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100510	Public Services					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
54000	Telephone Service	9,320	14,249	14,840	11,345	12,000	
54001	Cellular Service	9,753	17,373	21,020	21,000	22,600	
54010	Natural Gas	14,526	15,048	27,660	19,600	24,000	
54011	City Electric	426,613	412,864	415,300	384,000	390,000	
54012	City Water	9,490	12,690	13,910	11,780	12,500	
54013	City Sewer	2,410	3,649	3,780	3,340	3,500	
54014	Cable/Satellite Charges	531	564	520	520	520	
54200	Communication Service Projects	5,264	12,268	-	42,855	-	
54201	Communication System Expense	29,304	25,036	16,985	20,192	20,192	
54250	Software Licenses & Subscriptions	4,067	5,870	6,500	-	86,330	
54301	Refuse & Hauling Service	30,760	23,635	62,000	42,000	50,000	
54303	Tree Service	127,535	246,544	301,500	301,500	281,000	
54304	Mosquito Abatement	103,503	98,426	100,000	110,844	111,065	
54305	Landscaping/Mowing Services	175,341	181,338	255,800	255,800	287,000	
54307	Snow Removal Services	111,636	60,685	182,750	148,600	181,850	
54310	Safety Program	4,592	6,781	4,478	2,000	7,500	
54399	Other Contracted Services	2,101	26,771	3,010	3,010	3,010	
54400	Maint Agreements - Facilities	443,878	406,885	446,100	446,100	446,100	
54450	Repair & Maint - Facilities	211,079	199,927	238,675	238,675	248,675	
54456	Repair & Maint - Streets	553,007	538,116	646,775	646,775	868,500	
54457	Repair & Maint - Parking Decks	92,780	101,549	118,266	118,556	126,256	
54459	Repair & Maint - Storm Sewer	301,787	244,413	342,000	342,000	349,000	
54467	Repair & Maint - Other Equip	3,790	9,265	7,600	7,600	17,600	
54468	Repair & Maint - Fire Facilities	113,781	90,114	103,500	103,500	103,500	
54469	Repair & Maint - Police Facilities	33,787	56,001	37,872	37,872	30,872	
54480	Central Garage Services	413,573	556,692	471,460	490,720	502,693	
54513	Equipment Rental	44,306	52,074	54,215	54,215	54,215	
54520	Printing	25	83	200	200	200	
Total Contractual Services		3,278,538	3,418,910	3,896,716	3,864,599	4,240,678	
55204	Property Taxes	2,205	3,634	3,650	-	-	
55223	Motor Vehicle Replace Program	804,052	1,054,052	881,674	881,674	674,730	
55400	Inventory Carrying Charge	11,563	13,638	10,240	14,105	11,500	
55401	Inventory Overhead	54,072	62,642	53,500	35,690	47,110	
Total Other Operating		871,892	1,133,966	949,064	931,469	733,340	
56002	Machinery and Equipment	5,650	-	-	-	-	
56004	Computer Equipment	-	1,054	-	-	-	
56099	Other Capital	71,931	-	-	-	-	
Total Capital		77,581	1,054	-	-	-	
55271	Allocated Costs-PW	(2,184,560)	-	-	-	-	
Total Allocations		(2,184,560)	-	-	-	-	
Total Expenditures		6,162,501	9,131,388	9,785,168	9,442,650	9,894,817	

City of St. Charles
Community Development Department
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

Community Development regulates private property usage and administers processes for review, approval and construction of all development within the City. Three work groups and accounting units comprise the department:

- Planning Services:
 - *Long-range planning*, including Comprehensive Planning, Historic Preservation, and Affordable Housing programs and initiatives.
 - *Current planning*, including public hearing and approval processes for zoning and subdivision applications; staff Development Review Team; Historic Preservation COA review; and responding to inquiries on zoning and development.
 - Staff support for Zoning Board of Appeals, Plan Commission, Historic Preservation Commission and Housing Commission.
- Building & Code Enforcement:
 - Building permitting and inspections of construction activity within St. Charles.
 - Enforcement of property maintenance, building & life safety, and zoning codes.
 - Permits for businesses, such as Outdoor Sales and Sidewalk Café.
 - Staff support for the Building Board of Review and Administrative Adjudication hearings for Code Enforcement.
- Development Engineering:
 - Professional engineering services during planning, design and construction.
 - Administration of the stormwater management ordinance; land development & engineering regulations; public improvement financial guarantees, inspections and City acceptance.
 - Coordination with Public Works Department regarding private development.
 - Administration of right-of-way permits.

Community Development Department by the Numbers

- ❖ FY 2024-25 Total Authorized FTE's: 15.12
- ❖ Process approximately 100 planning and zoning related applications each year for review and approval by Historic Preservation, Plan Commission and City Council.
- ❖ Review and issue approximately 2,000+ building permits each year, with construction values ranging from \$75 to \$115 million a year
- ❖ Conduct 4,500+ inspections in a typical year
- ❖ Engineering permits and site development/stormwater permits, with public improvements valued at \$5-15 million a year

City of St. Charles
Community Development Department
Fiscal Year 2024-2025 Budget

FY 2023-24 Significant Accomplishments

- ✓ Restructured department staffing per the recommendations of the Development Process and Staffing Study, with Assistant Directors for Planning & Engineering and Building Services.
- ✓ Facilitated the continued construction and inspection of large-scale projects on the east side, including Springs of St. Charles, Charlestowne Lakes, and Pheasant Run Industrial.
- ✓ Code Enforcement action on the former Pheasant Run Resort property, including fines through Administrative Adjudication, securing a demolition order, appointment of a receiver, and demolition of all structures, expected to be completed by Summer 2024.
- ✓ Updating the interdepartmental development review meeting structure with the expanded Weekly Development Meeting and Technical Review Committee.
- ✓ Relunched a Pre-Application meeting system to facilitate better communication and customer service with the development community.
- ✓ Assisted Economic Development with zoning and development approvals for the Whole Foods Supermarket project at the former Blue Goose location in downtown.
- ✓ Reached a Settlement Agreement with the developer of the Reserve Subdivision, enabling the City to accept the streets by securing funding for a full pavement replacement.
- ✓ Hiring of a new Code Enforcement Manager to revamp and modernize the City's Code Enforcement efforts.
- ✓ Assisted Economic Development with the Downtown Parking Study.

FY 2024-25 Goals and Objectives

- Continue to update permitting processes and procedures, with incremental changes to transition to online permit submittal and electronic plans review.
- Continue to work with potential developers on proposing a redevelopment concept for the Charlestowne Mall property.
- Work with various developers at the former Pheasant Run property to facilitate the full redevelopment of the site, including the Route 64 frontage.
- Facilitate approval and construction of the Fox Haven Square project at Stuart's Crossing, an important commercial component to the wider Charlestowne Mall area redevelopment.
- Explore code updates and potential new processes or programs to support Code Enforcement efforts.
- Updating Subdivision Code standards/procedures.
- Present the Pottawatomie Neighborhood Historic Resources Survey.
- Explore opportunities to create more affordable housing through new development and utilization of the Housing Trust Fund.

City of St. Charles
Community Development Department
Fiscal Year 2024-2025 Budget

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
<u>Planning Services</u>				
Zoning/Subdivision Apps.	51	34	45	45
Historic Designations	0	3	3	2
Historic Preservation- Certificates of Appropriateness				
--HPC review/approval	56	49	55	55
--Staff review/approval	15	25	20	20
Façade Improvement Grants				
-- Commercial projects (\$)	30,000	40,000	40,000	40,000
-- Residential Projects (\$)	7,522	0	5,000	5,000
Affordable Housing Trust Fund Grants/Loans (\$)	0	1,100,000 (allocated)	115,000	400,000
Affordable Housing %	11.3%	17%	12.9%	12%
<u>Building & Code Enforcement</u>				
Permits Issued	2,116	2,282	1,843	2,000
Total Construction Value (\$)	74,057,486	146,563,198	86,043,962	90,000,000
Commercial Permits	335	309	300	300
--Construction Value (\$)	24,085,827	61,185,901	43,791,841	40,000,000
Residential Permits	1,742	1,939	1,515	1,700
--Construction Value (\$)	45,542,878	44,392,420	39,769,155	45,000,000
Industrial Permits	20	34	18	20
--Construction Value (\$)	2,276,666	32,732,387	2,221,121	5,000,000
Inspections	4,653	5,000	5,600	5,500
Code Enforcement Cases	1,403	888	500	1,000
<u>Development Engineering</u>				
Site Development/ Stormwater Permits	13	11	10	12
Financial Guarantees Posted (\$)	4,912,209	14,342,726	5,000,000	5,000,000
Utility Right-of-Way permits	145	90	130	120

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100600	Planning Services				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	250,364	175,338	373,825	339,780	391,765
50101	Part Time Wages	192,615	188,010	136,800	130,280	146,045
50110	Accrued Payroll GAAP	(8,645)	910	-	-	-
50300	Car Allowance	4,500	5,400	5,400	5,400	5,400
50301	Cell Phone/Internet Allowance	1,860	1,620	2,160	2,185	2,160
51100	FICA	25,932	21,954	32,130	28,935	33,815
51103	IMRF	51,088	34,670	39,630	36,795	43,730
51104	Medicare	6,439	5,322	7,515	6,900	7,910
51105	401A	4,138	3,440	3,665	4,830	5,815
51200	Health Insurance-Medical	51,700	18,270	41,396	36,790	38,605
51203	Life Insurance	-	-	660	420	450
51204	Workers Compensation	657	474	497	497	482
51300	Registration and Fees	79	1,103	2,870	2,655	3,310
51304	Memberships and Dues	1,738	1,638	1,815	2,417	2,550
51400	Transportation Expense	-	427	950	800	1,050
51401	Lodging	-	1,148	1,900	1,800	1,800
51402	Meals-Travel & Training	-	381	700	600	700
	Total Personal Services	582,465	460,105	651,913	601,084	685,587
52000	Office Supplies	2,136	3,099	2,200	2,327	2,800
52001	Computer Related Supplies	24	-	100	-	1,200
52002	Books and Subscriptions	95	95	300	200	200
52100	Refreshment Supplies	131	40	600	350	350
52300	Janitorial/Kitchen Supplies	133	286	400	300	300
52305	Safety Supplies	21	36	-	-	-
	Total Commodities	2,541	3,556	3,600	3,177	4,850
54000	Telephone Service	892	867	930	855	855
54110	General Legal	22,040	29,902	30,000	25,000	35,000
54150	Consulting Services	-	11,325	-	-	35,000
54180	Transcript Services	21,532	9,972	21,200	20,000	22,000
54200	Communication Service Projects	1,345	3,384	-	8,790	-
54250	Software Licenses & Subscriptions	-	-	1,300	1,475	-
54402	Maint Agreemnts - Copiers	1,956	1,281	1,490	-	-
54520	Printing	-	210	1,000	750	1,000
54530	Legal Notices	2,775	1,655	4,800	4,000	4,500
54640	Façade Grants	76,578	7,523	50,000	45,000	50,000
	Total Contractual Services	127,119	66,119	110,720	105,870	148,355
55203	Recording and Filing Fees	511	830	600	1,200	1,200
55400	Inventory Carrying Charge	1	1	-	-	-
55401	Inventory Overhead	64	94	-	45	65
	Total Other Operating	576	925	600	1,245	1,265
55272	Allocated Costs-CD	(87,096)	-	-	-	-
	Total Departmental Allocations	(87,096)	-	-	-	-
56003	Office Furnishings and Equipment	-	-	-	-	24,000
	Total Capital	-	-	-	-	24,000
	Total Expenditures	625,604	530,705	766,833	711,376	864,057

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund					
Department	100603	Building & Code Enforcement					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	447,545	467,556	565,670	512,670	701,340	
50101	Part Time Wages	57,818	63,589	74,115	62,645	78,525	
50110	Accrued Payroll GAAP	613	2,158	-	-	-	
50200	Overtime	3,919	4,692	7,000	14,595	19,270	
50201	OT - Double Time	178	182	-	-	-	
50301	Cell Phone/Internet Allowance	555	540	540	765	1,080	
51100	FICA	30,866	32,225	40,260	35,975	49,770	
51103	IMRF	59,911	50,615	49,830	44,460	64,530	
51104	Medicare	7,219	7,537	9,420	8,415	11,640	
51105	401A	1,042	1,091	1,160	1,160	1,235	
51200	Health Insurance-Medical	86,167	76,064	93,446	89,945	109,170	
51203	Life Insurance	-	-	635	435	610	
51204	Workers Compensation	18,088	17,248	14,541	14,541	19,996	
51205	Unemployment Compensation	795	-	-	-	-	
51300	Registration and Fees	1,974	1,813	2,925	2,875	4,825	
51304	Memberships and Dues	359	316	635	685	685	
51400	Transportation Expense	-	-	125	125	125	
51402	Meals-Travel & Training	48	48	100	100	100	
51600	Uniforms	1,694	1,708	2,700	2,200	3,200	
51601	Uniforms-Safety	-	16	250	250	250	
	Total Personal Services	718,792	727,398	863,352	791,841	1,066,351	
52000	Office Supplies	1,419	1,642	1,650	1,950	1,950	
52001	Computer Related Supplies	174	193	3,500	3,500	2,300	
52002	Books and Subscriptions	2,295	979	500	250	250	
52100	Refreshment Supplies	130	(10)	350	150	350	
52300	Janitorial/Kitchen Supplies	28	12	150	75	150	
52305	Safety Supplies	233	15	-	-	-	
52310	Small Tools and Equipment	43	88	1,140	1,140	540	
52319	Other General Supplies	320	684	475	300	475	
52400	Gasoline	3,135	3,297	4,500	3,000	4,500	
	Total Commodities	7,775	6,900	12,265	10,365	10,515	
54000	Telephone Service	1,075	960	1,060	930	930	
54001	Cellular Service	4,954	4,576	4,950	4,750	5,000	
54110	General Legal	8,582	15,715	19,100	37,600	25,600	
54134	Credit Card Service Charges	1,160	-	-	-	-	
54150	Consulting Services	-	2,440	53,000	53,500	57,500	
54189	Other Professional Services	168	4,095	5,000	44,960	5,000	
54200	Communication Service Projects	1,569	4,061	-	10,548	-	
54305	Landscaping/Mowing Services	-	-	500	250	750	
54402	Maint Agreements - Copiers	1,159	1,255	1,360	-	-	
54451	Repair & Maint - Office Equip	-	-	120	-	-	
54480	Central Garage Services	4,616	7,486	9,380	13,189	10,648	
54500	Postage	21	-	80	50	80	
54520	Printing	-	415	1,050	800	1,300	
	Total Contractual Services	23,303	41,003	95,600	166,577	106,808	
55203	Recording and Filing Fees	156	104	300	300	300	
55223	Motor Vehicle Replace Program	16,951	16,951	14,123	14,123	23,487	
55400	Inventory Carrying Charge	27	32	-	-	-	
55401	Inventory Overhead	803	862	1,000	635	720	
	Total Other Operating	17,938	17,949	15,423	15,058	24,507	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund	100	General Fund				
Department	100603	Building & Code Enforcement				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56003	Office Furnishings and Equipment	-	-	3,550	3,550	450
	Total Capital	-	-	3,550	3,550	450
55272	Allocated Costs-CD	(73,481)	-	-	-	-
	Total Departmental Allocations	(73,481)	-	-	-	-
	Total Expenditures	694,327	793,250	990,190	987,391	1,208,631

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100604	Development Engineering					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	205,273	217,339	239,630	236,015	233,455	
50101	Part Time Wages	35,079	7,057	-	-	-	
50110	Accrued Payroll GAAP	1,456	(4,032)	-	-	-	
50200	Overtime	5,251	4,444	3,355	4,665	-	
50201	OT - Double Time	343	219	-	-	-	
50301	Cell Phone/Internet Allowance	555	540	1,080	585	1,080	
51100	FICA	14,704	13,726	15,130	14,835	14,545	
51103	IMRF	28,688	21,750	18,660	17,085	18,795	
51104	Medicare	3,439	3,210	3,540	3,475	3,400	
51105	401A	1,335	1,368	1,200	550	-	
51200	Health Insurance-Medical	34,467	26,764	31,346	16,490	27,160	
51203	Life Insurance	-	-	350	190	250	
51204	Workers Compensation	9,085	8,574	7,311	7,311	5,841	
51300	Registration and Fees	430	441	1,450	500	1,520	
51304	Memberships and Dues	-	-	235	235	235	
51306	Professional Certification	136	25	210	210	210	
51400	Transportation Expense	155	80	225	-	825	
51401	Lodging	153	-	200	200	1,200	
51402	Meals-Travel & Training	52	36	150	-	250	
51600	Uniforms	52	-	150	150	300	
51601	Uniforms-Safety	164	321	350	350	350	
Total Personal Services		340,816	301,862	324,572	302,846	309,416	
52000	Office Supplies	226	315	600	500	600	
52002	Books and Subscriptions	-	-	200	200	200	
52305	Safety Supplies	49	-	100	100	100	
52310	Small Tools and Equipment	-	3	50	50	50	
52312	Paints, Supplies and Solvents	77	98	150	150	150	
52319	Other General Supplies	-	-	50	50	50	
52400	Gasoline	1,371	1,534	2,000	1,300	2,000	
Total Commodities		1,723	1,950	3,150	2,350	3,150	
54000	Telephone Service	85	31	70	20	20	
54001	Cellular Service	1,093	939	1,120	790	880	
54110	General Legal	1,125	2,419	2,500	2,500	2,500	
54160	Engineering Services	66,894	99,479	75,000	372,500	375,000	
54200	Communication Service Projects	672	2,030	-	5,274	-	
54401	Maint Agreements - Office Equip	920	-	900	-	-	
54402	Maint Agreements - Copiers	183	215	310	-	-	
54480	Central Garage Services	-	-	-	-	1,090	
Total Contractual Services		70,972	105,113	79,900	381,084	379,490	
55223	Motor Vehicle Replace Program	2,319	2,319	-	-	-	
55400	Inventory Carrying Charge	1	1	-	-	-	
55401	Inventory Overhead	332	359	-	160	250	
Total Other Operating		2,652	2,679	-	160	250	
55272	Allocated Costs-CD	(121,491)	-	-	-	-	
Total Departmental Allocations		(121,491)	-	-	-	-	
Total Expenditures		294,672	411,604	407,622	686,440	692,306	

**City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget**

Fund		100 General Fund				
Department		100611 Special Service Area 1B				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54601	Downtown Partnership	262,000	262,000	262,000	262,000	272,000
Total Contractual Services		262,000	262,000	262,000	262,000	272,000
Total Expenditures		262,000	262,000	262,000	262,000	272,000

City of St. Charles
Economic Development Department
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The primary responsibility of the Economic Development Department is to develop and execute strategies to enhance the economic vitality of the City and promote a stronger economic base. Staff implements programs and initiatives that will attract new businesses and encourage expansion and retention of existing commercial and industrial businesses.

Economic Development also acts as a liaison to the existing businesses, the development community and community partners. It promotes and coordinates economic development programs through personal contacts and by establishing strong relationships with existing and potential businesses, property owners, real estate developers, and investors, with an emphasis on attracting and retaining businesses in alignment with City's Strategic Plan, Comprehensive Plan, other plans or policies and community needs. Economic Development staff may also take charge of leading strategic projects, conducting studies, and overseeing City initiatives that necessitate public input or coordination between various City Departments.



FY 2022-23 Significant Accomplishments

- ✓ Negotiated and finalized a Redevelopment Agreement with SDGFTU, LLC to attract a new Whole Foods Grocery Store to the former Blue Goose property which will bring in an estimated \$5.7 million in sales tax revenue over the life of the agreement.
- ✓ Negotiated and finalized a Redevelopment Agreement with Fox Valley Buick-GMC to retain and expand the Buick-GMC car dealership into the former Honda property which will bring in an estimated \$3.2 million in sales tax revenue over the life of the agreement.
- ✓ Awarded and/or released six building Improvement Grants totaling \$60,000, including Maple Leaf Roasters (new deck), Johnson Core Fitness Building (new façade), Andy's Custard (Demolition), Dimple Donuts (Interior Remodel), Dear Donut (Interior Remodel), Ghoulish Mortals Building (Exterior/façade/window improvements).
- ✓ Conducting 20+ formal visits to existing St. Charles businesses with a variety of businesses from retail, office, and manufacturing companies.
- ✓ Participated or lead several strategic city projects including the Bike and Pedestrian Plan Study, Parking Study, Public Engagement Platform Study, and downtown plaza extension project.

City of St. Charles
Economic Development Department
Fiscal Year 2024-2025 Budget

- ✓ Attended and participated in 50+ board meetings, committee meetings and events for the St. Charles Business Alliance, St. Charles Chamber of Commerce, Inter-governmental, and other service-oriented organization.
- ✓ Organized and facilitated 10+ BASE Visit inspections for perspective businesses/developers
- ✓ Partnered with the St. Charles Business Alliance to conduct the St. Charles Summer Broker Tour which had over 50 participants from the development community.
- ✓ Created and facilitated the adoption of a new first street outdoor dining layout, fee structure, and design standards.
- ✓ Promoted available St. Charles properties, responded to development request inquiries, and built relationships with the regional development community.
- ✓ Assisted restructured department staffing per the recommendations of the Development Process and Staffing Study, with Assistant Directors for Planning & Engineering and Building Services.

FY 2024-25 Goals and Objectives

- ✓ Continue to promote available St. Charles properties, respond to development request inquiries, and build relationships with the regional development community.
- ✓ Support the real estate and broker community in the attraction of development and new businesses to help ensure alignment with the community’s vision and development goals.
- ✓ Continue to work with staff, community, and developers to attract a development to major redevelopment sites such as Charlestowne Mall, Pheasant Run, Fox Haven Square,
- ✓ Conduct 24 formal business retention visits and share year-end key findings with City Council.
- ✓ Redesign of the City of St. Charles Economic Development website.
- ✓ Create and implement a developer satisfaction survey.
- ✓ Review existing development programs, policies, and codes and update as needed including Economic Development Incentive Policy and Downtown Overlay District.
- ✓ Research the best practices of a business registration program and present to City Council.

Performance Measures and Statistics	2021 Actual	2022 Actual	2023 Actual
Total Number of Permits (ALL)	2,116	2,282	1,843
Total Valuation of Permits (ALL)	74,057,486	146,563,198	86,043,962
Total Number of Permits (Commercial)	335	309	300
Total Valuation of Permits (Commercial)	24,085,827	61,185,901	43,791,841
Total Number of Permits (Industrial)	20	34	18
Total Valuation of Permits (Industrial)	2,276,666	32,732,387	2,221,121

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund				
Department	100650	Economic Development				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 22/23	Budget FY 23/24
50100	Regular Wages	37,532	138,245	146,805	147,400	156,800
50110	Accrued Payroll GAAP	2,748	130	-	-	-
50300	Car Allowance	675	5,400	5,400	5,400	5,400
50301	Cell Phone/Internet Allowance	173	563	540	540	540
51100	FICA	2,351	8,949	9,470	9,520	10,090
51103	IMRF	4,409	10,803	11,690	9,900	10,125
51104	Medicare	550	2,093	2,215	2,230	2,360
51200	Health Insurance-Medical	1,100	16,580	9,850	9,590	9,560
51203	Life Insurance	-	-	265	190	195
51204	Workers Compensation	234	239	149	149	140
51300	Registration and Fees	175	1,493	1,795	600	2,150
51304	Memberships and Dues	135	455	830	830	1,030
51400	Transportation Expense	-	709	160	-	100
51401	Lodging	-	-	600	-	750
51402	Meals-Travel & Training	-	-	100	-	600
	Total Personal Services	50,081	185,659	189,869	186,349	199,840
52000	Office Supplies	282	176	400	400	400
52001	Computer Related Supplies	-	-	150	-	150
52002	Books and Subscriptions	4,779	6,179	6,480	6,777	6,777
52100	Refreshment Supplies	-	52	300	100	200
52101	Meals-Business	-	3	100	-	100
	Total Commodities	5,061	6,410	7,430	7,277	7,627
54000	Telephone Service	85	31	70	20	20
54110	General Legal	29,882	64,991	60,000	40,000	60,000
54150	Consulting Services	19,771	37,193	216,000	80,000	307,000
54189	Other Professional Services	-	19,107	-	-	-
54200	Communication Service Projects	224	677	-	1,758	-
54250	Software Licenses & Subscriptions	948	402	975	975	975
54500	Postage	-	-	250	-	250
54520	Printing	123	-	2,000	500	1,000
54530	Legal Notices	-	630	400	400	400
54540	Advertising	-	100	4,000	-	4,000
54541	Trade Show/Promotional Service	-	-	250	-	250
54544	Broker Tour/Developer Breakfast	-	-	200	-	200
54644	Business Incentive Program	60,000	21,688	70,000	70,000	50,000
54691	Econ Dev Incentive Agreements	369,598	808,183	1,620,000	1,892,800	2,962,800
54693	Civic Contributions	2,546	5,750	11,000	8,750	18,750
	Total Contractual Services	483,177	958,752	1,985,145	2,095,203	3,405,645
55203	Recording and Filing Fees	-	-	400	-	400
55401	Inventory Overhead	30	18	-	15	15
	Total Other Operating	30	18	400	15	415
55272	Allocated Costs-CD	(87,156)	-	-	-	-
	Total Departmental Allocations	(87,156)	-	-	-	-
	Total Expenditures	451,193	1,150,839	2,182,844	2,288,844	3,613,527

City of St. Charles
General Fund Transfers
Fiscal Year 2024-2025 Budget

General Description

This organizational unit accounts for transfers out of the General Fund for various purposes. Transfers out are made to fund debt service payments by bond issue since the City abates all of the property taxes pledged for its general obligation bond issues. The General Fund provides monies for debt repayment for general capital projects not related to the City utility funds.

This unit also accounts for transfers out for other purposes, such as providing funds for general capital projects or to subsidize certain services.

City of St. Charles
General Fund
Expenditures
FY 2024-2025 Budget

Fund	100	General Fund					
Department	100800	General Fund Transfers					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
55270	Allocated Costs-GG	-	(2,542,775)	(1,854,720)	(1,854,720)	(2,057,440)	
55271	Allocated Costs-PW	-	(2,965,194)	(921,150)	(921,150)	(887,380)	
55272	Allocated Costs-CD	-	(369,224)	-	-	-	
	Departmental Allocations	-	(5,877,193)	(2,775,870)	(2,775,870)	(2,944,820)	
	Total Departmental Allocations	-	(5,877,193)	(2,775,870)	(2,775,870)	(2,944,820)	
57005	Transfer to TIF #5	141,541	119,418	91,335	92,976	-	
57106	Debt Service Trsf 2011 Bonds	743,322	-	-	-	-	
57108	Debt Service Trsf 2012 Bonds	1,200,886	1,258,964	961,510	961,510	959,211	
57109	Debt Service Trsf 2013B Bonds	50,061	268,816	267,665	267,665	270,180	
57110	Debt Service Trsf 2015A Bonds	96,219	96,465	96,638	96,638	96,737	
57111	Debt Service Trsf 2016 Bonds	1,051,659	1,048,922	1,046,770	1,046,770	1,047,641	
57112	Debt Service Trsf 2018A Bonds	1,277,216	1,278,466	1,277,966	1,277,966	1,280,716	
57113	Debt Service Trsf 2019 Bonds	356,215	681,242	677,965	677,965	685,585	
57114	Debt Service Trsf 2020A Bonds	191,813	193,050	195,950	195,950	191,550	
57115	Debt Service Trsf 2021A Bonds	-	876,629	881,661	881,661	880,043	
	Total Interfund Transfers - Debt	5,108,932	5,821,972	5,497,460	5,499,101	5,411,663	
57200	Transfer to Electric Fund	-	-	-	-	-	
57201	Street Light Maint Transfer	268,889	265,764	200,000	200,000	200,000	
57300	Transfer to Refuse Fund	80,000	105,000	105,000	105,000	105,000	
57303	Transfer to Replacement Fund	443,099	396,747	426,401	426,401	324,754	
57307	Transfer to Capital Improvements	3,398,886	4,871,537	1,200,000	1,200,000	1,200,000	
57309	Other Operating Transfers	77,790	3,804,209	-	-	-	
57313	Transfer to WW	710,000	-	-	300,000	200,000	
57314	Transfer to WW Connection	950,000	-	-	-	-	
57315	Transfer to Water	184,750	-	-	2,600,000	1,000,000	
	Total Interfund Transfers - Other	6,113,414	9,443,257	1,931,401	4,831,401	3,029,754	
	Total Interfund Transfers	11,222,346	9,388,036	4,652,991	10,330,502	8,441,417	

**City of St. Charles
Electric Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			43,174,889	43,174,889	43,605,596		
Revenues							
User Charges	61,469,524	60,834,156	61,543,000	59,703,060	63,266,040	3,562,980	6.0%
Reimbursement for Projects	1,139,772	1,217,897	6,450,000	2,825,000	7,090,000	4,265,000	151.0%
Investment Income	54,023	697,826	1,157,695	1,478,742	1,655,114	176,372	11.9%
Connection Fees	77,462	60,225	50,000	65,000	65,000	-	0.0%
Property Taxes	35,000	35,000	35,000	35,000	35,000	-	0.0%
Reserves	-	-	-	-	-	-	0.0%
Other Revenues	180,269	221,242	278,616	255,339	238,404	(16,935)	-6.6%
Debt Issues	(15,388)	(15,388)	-	-	-	-	0.0%
Interfund Transfers	283,742	575,598	200,000	200,000	200,000	-	0.0%
Total Revenues	63,224,404	63,626,556	69,714,311	64,562,141	72,549,558	7,987,417	12.4%
Expenditures							
Personnel Services	3,120,348	3,692,625	4,376,691	4,212,551	4,707,080	494,529	11.7%
Materials and Supplies	299,264	247,610	279,700	385,875	287,575	(98,300)	-25.5%
Contractual Services	41,920,373	40,770,973	45,871,835	46,210,998	45,580,356	(630,642)	-1.4%
Other Operating	5,504,024	4,953,735	5,111,510	5,014,104	5,201,915	187,811	3.7%
Departmental Allocations	2,110,929	2,110,929	1,084,830	1,084,830	1,120,260	35,430	3.3%
Capital	4,726,268	2,548,859	11,969,844	5,837,031	11,866,680	6,029,649	103.3%
Debt Service	975,603	971,775	1,088,936	1,088,936	1,089,748	812	0.1%
Interfund Transfers - Debt	294,515	295,914	297,109	297,109	297,984	875	0.3%
Total Expenditures	58,951,324	55,592,420	70,080,455	64,131,434	70,151,598	\$ 6,020,164	9.4%
Revenues Over/ (Under) Expenditures	4,273,080	8,034,136	(366,144)	430,707	2,397,960		
GAAP Adjustments	\$ 3,696,337	\$ (976,705)					
Revenues Over/ (Under) Expenditures	<u>\$ 7,969,417</u>	<u>\$ 7,057,431</u>	<u>\$ (366,144)</u>	<u>\$ 430,707</u>	<u>\$ 2,397,960</u>		
Ending Net Current Assets			42,808,745	43,605,596	46,003,556		

City of St. Charles
Electric Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41122	Special Service Area Prop Tax	35,000	35,000	35,000	35,000	35,000
	Total Property Taxes	35,000	35,000	35,000	35,000	35,000
45205	Late Penalty Charges	164,557	282,251	250,000	225,000	240,000
45206	Electric Engineering Fees	-	-	-	-	-
	Total Administrative Charges	164,557	282,251	250,000	225,000	240,000
45405	Reimbursement For Projects	975,215	935,646	6,200,000	2,600,000	6,850,000
	Total Public Works Charges	975,215	935,646	6,200,000	2,600,000	6,850,000
45500	Electric User Charges	59,730,057	58,968,655	59,650,000	57,870,135	61,369,780
45501	Misc Electric Charges	(175,052)	55,365	50,000	65,000	65,000
45550	Interfund Sales	1,914,519	1,810,136	1,843,000	1,767,925	1,831,260
	Total User Charges	61,469,524	60,834,156	61,543,000	59,703,060	63,266,040
46220	Recovery Of Bad Debts-COSC	6,203	5,837	6,000	(4,260)	-
46299	Miscellaneous Other Revenue	2,997	-	-	-	-
	Total Miscellaneous Revenues	9,200	5,837	6,000	(4,260)	-
47100	Unrealized Gain/Loss	(2,087)	(226,646)	-	-	-
47102	Interest On Cert Of Dep	-	62,930	54,813	148,472	138,585
47104	US Govt Security Interest	719	338,029	559,301	390,160	519,529
47105	Money Market Interest	54,977	523,513	543,581	938,000	997,000
47106	Gain/Loss On Sale Of Investmnt	414	-	-	2,110	-
	Total Investment Income	54,023	697,826	1,157,695	1,478,742	1,655,114
47200	Rental Income	15,000	15,400	15,000	15,000	15,000
	Total Rental Income	15,000	15,400	15,000	15,000	15,000
47300	Sale Of Property	-	10,000	-	-	-
47301	Sale Of Fixed Assets	624	37,849	-	-	-
47303	Sale Of New Meters	160	-	-	-	-
47304	Sale Of Used Material	48,105	23,751	25,000	44,360	25,000
47305	On-Line Auction Sales	6,136	35	-	2,150	-
47399	Gain/Loss on Disposal	-	(18,851)	-	-	-
	Total Sales of Property Revenues	55,025	52,784	25,000	46,510	25,000
47604	Employee Share Ins W/H	-	-	80,372	80,575	80,575
	Total Insurance Premiums	-	-	80,372	80,575	80,575
48100	Property Damage Reimbursement	44,710	90,691	35,000	-	-
48102	Workers Comp Reimbursement	743	3,974	-	-	-
	Total Insurancy Recovery	45,453	94,665	35,000	-	-
48501	SECC - Vacant	375	-	-	-	-
48503	Service Enroll Connect Chg (SECC)	77,087	60,225	50,000	65,000	65,000
	Total Connection Charges	77,462	60,225	50,000	65,000	65,000
48600	Cable-Pole Rental	52,308	49,071	52,300	52,500	52,750
48601	Verizon-Pole Rental	3,283	3,485	3,280	3,350	3,415
	Total Pole Rental	55,591	52,556	55,580	55,850	56,165

City of St. Charles
Electric Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
48200	Bond Proceeds	-	-	-	-	-
48255	Gain/Loss on Refunded Bonds	(15,388)	(15,388)	-	-	-
48400	Bond Discount/Premium	-	-	-	-	-
	Total Debt Issues	(15,388)	(15,388)	-	-	-
48800	Inter-Fund Loan	-	-	61,664	61,664	61,664
	Total Non-Operating Revenue	-	-	61,664	61,664	61,664
49100	Transfers-from General Fund	268,889	265,764	200,000	200,000	200,000
49210	Transfers-from Water	14,853	-	-	-	-
49802	Transfers-from Health Ins	-	309,834	-	-	-
	Total Interfund Transfers In	283,742	575,598	200,000	200,000	200,000
	Total Revenues	63,224,404	63,626,556	69,714,311	64,562,141	72,549,558

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 23/24
50100	Regular Wages	2,271,018	2,259,917	2,848,797	2,726,370	3,074,795
50101	Part Time Wages	132,139	123,573	103,540	47,680	115,190
50102	Stand by Wages	118,990	117,661	130,770	124,165	129,640
50200	Overtime	202,991	151,790	137,260	250,730	163,810
50201	OT - Double Time	32,406	34,891	33,050	37,920	38,255
50205	Foreman Emergency OT	-	194	-	110	-
50301	Cell Phone/Internet Allowance	251	813	540	320	-
51100	FICA	157,797	156,540	202,245	187,385	218,810
51103	IMRF	307,442	233,816	242,625	222,255	275,150
51104	Medicare	38,864	37,636	47,300	45,190	51,180
51105	401A	9,724	6,782	5,680	6,325	6,035
51117	Pension Expense	(644,226)	120,068	-	-	-
51118	City Pension Contrib/Audit Reclass	-	-	-	-	-
51200	Health Insurance-Medical	362,075	386,026	554,274	461,621	513,240
51203	Life Insurance	-	-	3,860	2,340	3,000
51204	Workers Compensation	79,740	-	-	-	-
51205	Unemployment Compensation	1,186	-	-	-	-
51300	Registration and Fees	14,827	15,429	18,900	23,890	47,000
51301	City Sponsored Training	-	2,625	-	-	-
51304	Memberships and Dues	-	-	300	-	550
51400	Transportation Expense	-	859	1,400	2,400	9,100
51401	Lodging	-	-	600	4,050	10,500
51402	Meals-Travel & Training	-	-	350	350	4,375
51500	New Hire Testing	170	-	-	-	-
51600	Uniforms	989	4,800	5,150	5,150	5,150
51601	Uniforms - Safety	33,965	39,205	40,050	64,300	41,300
	Total Personal Services	3,120,348	3,692,625	4,376,691	4,212,551	4,707,080
52000	Office Supplies	1,461	1,824	2,250	2,400	2,250
52001	Computer Related Supplies	442	297	650	650	650
52002	Books and Subscriptions	3,333	2,561	4,750	4,500	4,750
52100	Refreshment Supplies	1,229	709	3,000	1,500	3,000
52101	Meals-Business	143	275	250	250	250
52201	Awards	100	-	100	-	100
52300	Janitorial/Kitchen Supplies	51	40	100	125	125
52304	Chemicals & Sprays	-	19	100	100	100
52305	Safety Supplies	2,866	37,112	6,000	6,000	6,000
52306	Signage/Traffic Control Supplies	76	-	1,000	1,000	1,000
52309	Photography Supplies	5,241	-	3,150	3,150	3,150
52310	Small Tools and Equipment	62,248	68,503	95,500	67,000	105,500
52311	Hardware Supplies	202	469	2,200	2,200	3,200
52313	Decorations - Lights/Banners	8,570	669	1,000	1,000	1,000
52400	Gasoline	29,523	40,084	40,200	36,100	38,500
52500	Electrical Supplies	36,686	41,762	42,500	42,500	44,500
52501	Street Lighting Supplies	5,938	13,096	15,000	20,000	20,000
52502	Communications Supplies	-	-	-	-	-
52503	Test Equipment	9,005	4,969	14,950	22,300	1,500
52805	Street Repair Materials	3,913	2,633	12,000	5,000	12,000
52807	Meter Supplies	13,840	21,853	25,000	100,000	25,000
52999	Audit Reclass - Supplies	-	-	-	-	-
53001	Obsolete and Damaged Inventory	114,397	10,735	10,000	70,100	15,000
	Total Commodities	299,264	247,610	279,700	385,875	287,575

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 23/24
54000	Telephone Service	483	175	390	110	110
54001	Cellular Service	19,026	18,310	19,780	18,365	18,400
54010	Natural Gas	17,659	17,008	33,170	21,000	25,000
54011	City Electric	92,338	88,962	88,420	81,710	82,000
54012	City Water	1,823	2,136	2,750	2,520	2,700
54013	City Sewer	2,660	2,727	3,460	3,120	3,370
54014	Cable/Satellite Charges	406	477	520	520	520
54110	General Legal	2,194	-	10,000	5,000	10,000
54135	Collection Services	3,463	2,864	3,000	2,000	2,000
54171	Insurance Broker Services	4,986	5,439	5,830	6,025	5,524
54189	Other Professional Services	10,015	17,563	223,520	253,492	239,120
54200	Communication Service Projects	4,136	10,999	-	28,569	57,800
54201	Communication System Expense	45,162	47,912	45,990	44,984	44,984
54250	Software Licenses & Subscriptions	914	1,208	3,410	3,917	92,223
54251	Software Maintenance Agreement	49,505	52,268	65,460	54,589	96,871
54256	IT Consulting Services	13,910	13,824	6,912	11,210	-
54300	Chemical Disposal & Transport	-	-	1,000	1,000	1,000
54301	Refuse and Hauling Service	8,049	4,255	10,000	10,000	15,000
54303	Tree Service	176,930	181,539	220,000	220,000	220,000
54305	Landscaping and Mowing Services	553	1,625	9,700	14,100	17,200
54308	Restoration Services	67,378	9,019	85,000	65,000	85,000
54310	Safety Program	6,353	194	11,000	4,000	10,000
54311	Locate Service	4,374	4,318	6,100	6,100	6,100
54360	Risk Insurance Premiums	127,115	152,884	168,110	152,444	146,848
54361	W/C Excess Premium	12,335	13,274	15,425	15,908	17,371
54370	Dielectric Testing	8,595	11,930	10,000	10,250	11,000
54380	Wholesale Power	40,755,795	39,628,466	44,145,058	44,500,000	43,713,890
54399	Other Contracted Services	-	-	1,200	1,200	1,200
54402	Maint Agreemnts - Copiers	558	82	620	-	-
54450	Repair & Maintenance - Facilities	2,754	607	6,700	6,700	10,000
54451	Repair & Maintenance - Office Equipment	-	-	500	-	500
54456	Repair & Maintenance - Streets	-	-	10,000	10,000	10,000
54467	Repair & Maintenance - Other Equipment	973	2,880	18,000	18,000	32,000
54480	Central Garage Services	115,518	87,913	95,510	70,444	115,325
54490	Maintenance - Distribution	144,657	233,469	250,000	377,000	127,000
54491	Maintenance - Substations	104,010	84,458	164,000	62,000	227,500
54492	Maintenance - Transmission	-	-	500	500	2,000
54494	Maintenance - Street Lights	114,074	67,629	125,000	125,000	125,000
54500	Postage	519	356	2,000	1,000	2,000
54513	Equipment Rental	1,000	3,820	3,000	3,000	3,000
54520	Printing	153	383	800	221	800
Total Contractual Services		41,920,373	40,770,973	45,871,835	46,210,998	45,580,356
55150	WC-Medical Payments	20,170	95,355	-	2,835	-
55152	WC-Settlement Payments	-	-	-	113,642	-
55153	WC-Reserve	171,403	(162,035)	-	-	-
55180	Liability Claims	4,768	-	-	-	-
55200	Public Utility Tax	1,596,666	1,551,985	1,577,900	1,444,200	1,550,550
55201	Municipal Franchise Fee	2,983,804	2,963,340	2,903,610	2,893,510	3,068,500
55240	Depreciation	-	-	-	-	-
55400	Inventory Carrying Charge	169,183	193,766	175,000	236,722	275,090
55401	Inventory Overhead	558,030	311,324	455,000	323,195	307,775
Total Other Operating		5,504,024	4,953,735	5,111,510	5,014,104	5,201,915

**City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 23/24
55270	Allocated Costs-GG	977,672	1,001,335	757,780	757,780	803,240
55271	Allocated Costs-PW	941,148	941,148	327,050	327,050	317,020
55272	Allocated Costs-CD	192,109	168,446	-	-	-
Total Allocations		2,110,929	2,110,929	1,084,830	1,084,830	1,120,260
56001	Motor Vehicle Replacements	-	69,990	1,109,000	121,352	792,723
56002	Machinery and Equipment	-	10,513	-	-	-
56003	Office Furnishings	6,934	-	-	-	-
56004	Computer Equipment	1,668	-	4,600	2,443	1,233
56101	Land Improvements	-	26,000	32,000	32,000	-
56203	Substation Capital Improvemnts	996,245	524,055	893,086	444,362	1,436,724
56204	Transmission Capital Improve	1,108,675	-	100,000	100,000	100,000
56205	Distribution Imp-Developments	584,690	546,529	7,000,000	2,600,000	6,850,000
56206	Distribution Capital Improve	1,924,869	804,053	1,745,000	1,595,000	1,965,000
56207	Services/Upgrades	35,641	25,297	45,000	45,000	45,000
56208	St. Light/Traffic Signal Capital	62,636	171,388	560,000	555,000	560,000
56301	Capitalized Software	4,910	371,034	481,158	341,874	116,000
Total Capital		4,726,268	2,548,859	11,969,844	5,837,031	11,866,680
55300	Interest Expense	309,825	262,577	361,468	361,468	333,688
55310	Principal Payment	665,778	709,198	727,468	727,468	756,060
55320	Underwriting Fees	-	-	-	-	-
55321	Other Fees	-	-	-	-	-
Total Debt Service		975,603	971,775	1,088,936	1,088,936	1,089,748
57106	Debt Service Trsf 2011 Bonds	17,167	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	277,348	278,903	280,021	280,021	280,835
57115	Debt Service Trsf 2021A Bonds	-	17,011	17,088	17,088	17,149
Total Inter-Fund Transfers		294,515	295,914	297,109	297,109	297,984
57402	Inter-Fund Debt - Loan	-	-	-	-	-
Total Interfund Transfers		-	-	-	-	-
Total Expenditures		58,951,324	55,592,420	70,080,455	64,131,434	70,151,598

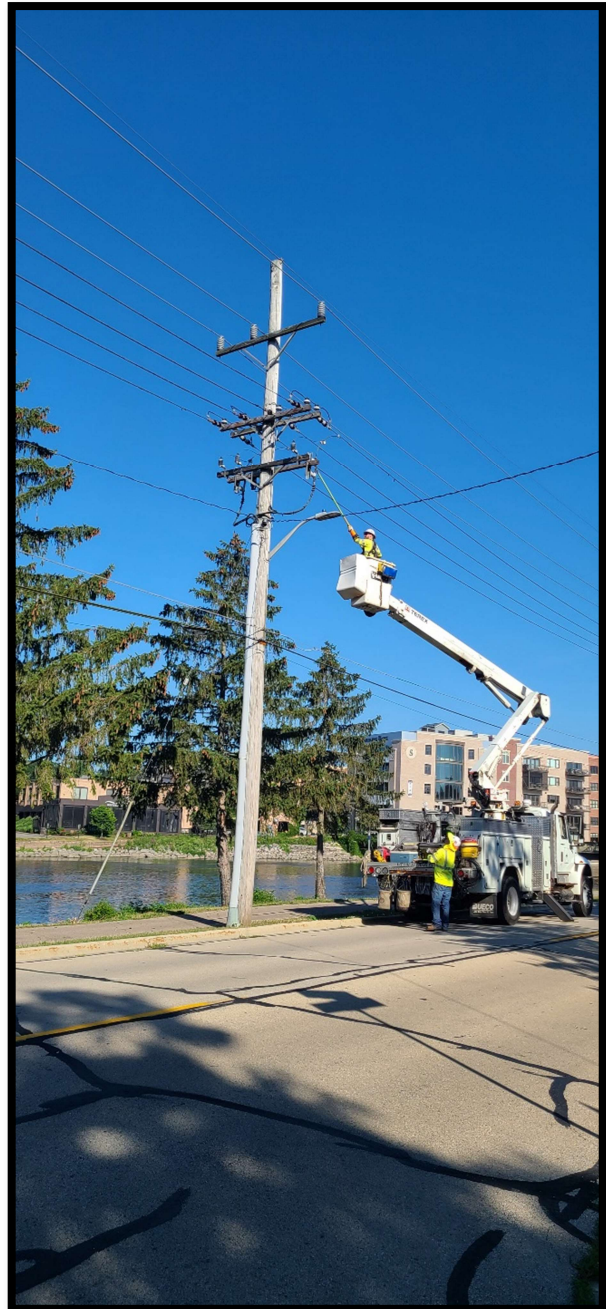
City of St. Charles
Public Works Department – Electric Division
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The Public Works Department is a service-oriented team comprised of several Divisions who work together to provide core services to our St. Charles customers. The Electric Utility Division serves over 16,200 customers with an all-time peak of 130 megawatts of power. The City has a long-term power purchase agreement with the Illinois Municipal Electric Agency (IMEA) who is responsible for our power portfolio with guidance from the Board of Directors (including St. Charles representation). Commonwealth Edison delivers power at 34,500 volts to the City's 9 electric substations. The City then transforms that power to 12,470 volts for primary distribution throughout the City to step-down transformers supplying customer meters.

The Electric Utility Division has several core responsibilities and provides specialized services including:

- An electric administration staff that handles the administrative functions such as personnel, budgeting, power purchases, rate design, interdepartmental cooperation, city wide goal setting and participation on city committees.
- The electric engineering group, responsible for system design, maintenance programs, system mapping, and adherence to codes and standards.
- An electric line group that constructs and maintains the electric infrastructure.
- The electric metering group that installs and maintains the metering equipment.
- A telecommunications group is responsible for the installation, operation and maintenance of the City owned telecommunications infrastructure



City of St. Charles
Public Works Department – Electric Division
Fiscal Year 2024-2025 Budget

Electric Division by the Numbers

- ❖ FY 2024-25 Total Authorized FTE's: 27.55
 - 25.5 FTE's in Electric, 2.05 FTE's in Communications
- ❖ 296.34 Miles of Electrical Primary Line
- ❖ 9 Electrical Substations
- ❖ 14,176 Residential Customers
- ❖ 2,130 Commercial/ Industrial Customers

FY 2023-24 Significant Accomplishments

- ✓ Continued Replacement of Streetlights to LED Technology
- ✓ Energization of the Pheasant Run Property redevelopment
- ✓ Replaced Underground Electric Cable and Reinforced Overhead Electric Cable
- ✓ Replaced several end-of-life Switchgear
- ✓ Moved Overhead Electric Cable to Underground making them more reliable
- ✓ Provided Fiber Connection to the St. Charles Park District Sportsplex
- ✓ Awarded 10-year Electric Utility and System Analysis
- ✓ Continued the expansion of Substation 3
- ✓ Implementation of preventative maintenance activities (thermography)
- ✓ Replacement of Substation distribution relays
- ✓ Completed cross bonding of splices on 34.5kV transmission line (Line 13155)
- ✓ Implementation Water Meter Advanced Metering Infrastructure (AMI) project

FY 2024-25 Goals and Objectives

- Evaluate and start Implementation on Automated Meter Reading Initiative
- Complete 10-Year Master Plan Study
- Continue to Deliver Reliable and Affordable Electric Power for our Customers
- Continue to Replace Streetlights with LED Fixtures
- Provide Fiber Connection to the St. Charles Park District East Side Sports Complex
- Provide new Communication Fiber to St. Charles North High School
- Complete Electric Rate Study
- Provide Fiber Connection to the St. Charles Park District Denny Ryan Service Center
- Continue the expansion of Substation 3
- Continue to install cross bonding on splices on 34.5kV transmission line
- Commissioning of new substation transformer at Substation 3
- Reconditioning of existing substation transformer at Substation 3
- Replacement of SCADA system

City of St. Charles
Public Works Department – Electric Division
Fiscal Year 2024-2025 Budget

- Maintenance and replacement of 34.5kV switches
- Continue the replacement of Substation relays
- Implementation of Engineering Analysis model for the Electrical Distribution System
- Continue to Implement Water Meter for AMI.

Performance Measures and Statistics	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Streetlights Owned	3385	3385	3385
Service Interruptions	42	20 ¹	n/a
Average Length of Outage (Minutes)	90	75 ¹	n/a
Electric System Wood Poles	2500	2500	2500
Wood Poles Upgraded-	66	67	50
Underground Conductors Installed (Linear feet)	74,414	104,787	65,000

Note:

(1) Outage statistics from May 1, 2022 to December 2023

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Fund	200	Electric Fund					
Department	200520	Electric Administration					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	512,872	434,431	725,727	512,870	909,320	
50101	Part Time Wages	38,289	26,386	-	-	-	
50200	Overtime	25	-	-	-	-	
50301	Cell Phone/Internet Allowance	251	405	540	20	-	
51100	FICA	33,734	28,194	45,030	31,600	56,380	
51103	IMRF	62,862	42,231	55,735	35,625	73,200	
51104	Medicare	7,907	6,643	10,530	7,395	13,185	
51105	401A	7,654	6,230	4,920	5,020	5,235	
51117	Pension Expense	(137,375)	25,603	-	-	-	
51118	City Pension Contrib/Audit Reclass	-	-	-	-	-	
51200	Health Insurance-Medical	51,874	50,354	87,072	69,191	123,980	
51203	Life Insurance	-	-	1,220	500	1,000	
51204	Workers Compensation	24,547	-	-	-	-	
51300	Registration and Fees	280	-	-	-	3,800	
51304	Memberships and Dues	-	-	300	-	550	
51400	Transportation Expense	-	-	600	1,600	4,400	
51401	Lodging	-	-	-	2,050	4,500	
51402	Meals-Travel & Training	-	-	-	-	1,575	
51500	New Hire Testing	170	-	-	-	-	
51601	Uniforms-Safety	228	-	750	-	2,000	
	Total Personal Services	603,318	620,477	932,424	665,871	1,199,125	
52000	Office Supplies	437	500	1,000	1,000	1,000	
52002	Books and Subscriptions	461	-	250	-	250	
52100	Refreshment Supplies	494	-	1,500	-	1,500	
52201	Awards	100	-	100	-	100	
52310	Small Tools and Equipment	-	65	8,500	-	8,500	
	Total Commodities	1,492	565	11,350	1,000	11,350	
54000	Telephone Service	199	72	130	45	45	
54001	Cellular Service	15,418	14,833	16,070	14,800	14,800	
54110	General Legal	-	-	5,000	-	5,000	
54135	Collections Services	3,463	2,864	3,000	2,000	2,000	
54142	Background Checks	-	-	-	-	-	
54171	Insurance Broker Services	4,986	5,439	5,830	6,025	5,524	
54189	Other Professional Services	5,014	3,845	176,020	198,492	176,620	
54200	Communication Service Projects	940	2,115	-	5,494	-	
54201	Communication System Expense	-	-	-	-	-	
54250	Software Licenses & Subscriptions	914	1,208	3,410	3,917	92,223	
54251	Software Maintenance Agreement	47,667	50,720	60,860	49,989	59,171	
54256	IT Consulting Services	13,910	13,824	6,912	11,210	-	
54310	Safety Program	786	244	1,000	-	-	
54360	Risk Insurance Premiums	127,115	152,884	168,110	152,444	146,848	
54361	W/C Excess Premium	12,335	13,274	15,425	15,908	17,371	
54402	Maint Agreements - Copiers	547	82	620	-	-	
54451	Repair & Maint - Office Equip	-	-	500	-	500	
54500	Postage	10	-	1,000	-	1,000	
54520	Printing	153	383	800	221	800	
	Total Contractual Services	233,457	261,787	464,687	460,545	521,902	
55401	Inventory Overhead	8	-	-	-	-	
	Total Other Operating	8	-	-	-	-	
55270	Allocated Costs-GG	977,672	-	-	-	-	
55271	Allocated Costs-PW	243,948	-	-	-	-	
55272	Allocated Costs-CD	192,109	-	-	-	-	
	Total Allocations	1,413,729	-	-	-	-	

**City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget**

Fund	200	Electric Fund					
Department	200520	Electric Administration					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
56003	Office Furnishings and Equip	6,934	-	-	-	-	
56004	Computer Equipment	-	-	4,600	2,443	1,233	
56301	Capitalized Software	4,910	371,034	481,158	341,874	116,000	
Total Capital		11,844	371,034	485,758	344,317	117,233	
55300	Interest Expense	309,825	262,577	361,468	361,468	333,688	
55310	Principal Payment	665,778	709,198	727,468	727,468	756,060	
55320	Underwriting Fees	-	-	-	-	-	
55321	Other Fees	-	-	-	-	-	
Total Debt Service		975,603	971,775	1,088,936	1,088,936	1,089,748	
57402	Inter-Fund Debt - Loan	-	-	-	-	-	
Total Interfund Transfers		-	-	-	-	-	
Total Expenditures		3,239,451	2,225,638	2,983,155	2,560,669	2,939,358	

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Fund	200	Electric Fund				
Department	200521	Electric Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	1,669,791	1,730,840	2,015,245	1,924,625	2,050,035
50101	Part Time Wages	1,248	46	-	-	-
50102	Stand by Wages	118,990	117,661	130,770	124,165	129,640
50110	Accrued Payroll GAAP	-	-	-	-	-
50200	Overtime	202,214	151,633	137,260	248,550	160,520
50201	OT - Double Time	32,406	34,891	33,050	37,780	38,255
50205	Foreman Emergency OT	-	97	-	-	-
50301	Cell Phone/Internet Allowance	-	408	-	-	-
50502	Accrued Vacation Pay - GAAP	-	-	-	-	-
50599	Non-Cash Compensation	-	-	-	-	-
51100	FICA	113,022	116,741	144,110	135,125	147,930
51103	IMRF	234,328	182,759	178,510	170,800	192,070
51104	Medicare	28,374	28,279	33,700	32,965	34,600
51105	401A	1,773	276	-	195	-
51107	OPEB Expense	-	-	-	-	-
51117	Pension Expense	(463,435)	86,373	-	-	-
51118	City Pension Contrib/Audit Reclass	-	-	-	-	-
51200	Health Insurance-Medical	275,734	288,858	407,411	330,160	330,000
51203	Life Insurance	-	-	2,480	1,560	1,700
51204	Workers Compensation	38,171	-	-	-	-
51205	Unemployment Compensation	1,186	-	-	-	-
51300	Registration and Fees	14,547	14,900	16,600	21,590	39,900
51400	Transportation Expense	-	859	-	-	2,700
51401	Lodging	-	-	-	-	2,000
51402	Meals-Travel & Traing	-	-	-	-	1,400
51600	Uniforms	-	4,800	4,800	4,800	4,800
51601	Uniforms-Safety	30,656	35,086	35,000	60,000	35,000
Total Personal Services		2,299,005	2,794,507	3,138,936	3,092,315	3,170,550
52000	Office Supplies	959	926	1,100	1,100	1,100
52001	Computer Related Supplies	231	-	300	300	300
52002	Books and Subscriptions	2,872	2,561	4,500	4,500	4,500
52100	Refreshment Supplies	657	709	1,300	1,300	1,300
52101	Meals-Business	143	275	250	250	250
52300	Janitorial/Kitchen Supplies	-	28	50	75	75
52304	Chemicals & Sprays	-	19	100	100	100
52305	Safety Supplies	1,367	36,399	5,000	5,000	5,000
52306	Signage/Traffic Control Suppl	76	-	1,000	1,000	1,000
52309	Photography Supplies	5,241	-	3,150	3,150	3,150
52310	Small Tools and Equipment	61,575	66,734	85,000	65,000	95,000
52311	Hardware Supplies	10	462	2,000	2,000	3,000
52313	Decorations-Lights/Banners	8,570	669	1,000	1,000	1,000
52400	Gasoline	25,113	33,923	34,100	30,000	32,000
52500	Electrical Supplies	29,956	36,321	38,000	38,000	40,000
52501	Street Lighting Supplies	5,938	13,096	15,000	20,000	20,000
52502	Communications Supplies	-	-	-	-	-
52503	Test Equipment	9,005	4,969	14,950	22,300	1,500
52805	Street Repair Materials	3,913	2,633	12,000	5,000	12,000
53001	Obsolete and Damaged Inventory	114,397	10,735	10,000	70,100	15,000
Total Commodities		270,023	210,459	228,800	270,175	236,275
54000	Telephone Service	170	62	130	40	40
54010	Natural Gas	17,659	17,008	33,170	21,000	25,000
54011	City Electric	26,017	25,639	25,670	27,000	27,000
54012	City Water	547	606	710	700	750
54013	City Sewer	647	690	750	830	870
54014	Cable/Satellite Charges	406	477	520	520	520
54110	General Legal	2,194	-	5,000	5,000	5,000

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Fund	200	Electric Fund				
Department	200521	Electric Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54189	Other Professional Services	5,001	13,718	47,500	55,000	62,500
54200	Communication Service Projects	3,008	7,192	-	18,680	57,800
54201	Communication System Expense	45,162	47,912	45,990	44,984	44,984
54250	Software Licenses & Subscriptions	-	-	-	-	-
54300	Chemical Disposal & Transport	-	-	1,000	1,000	1,000
54301	Refuse & Hauling Service	8,049	4,255	10,000	10,000	15,000
54303	Tree Service	176,930	181,539	220,000	220,000	220,000
54305	Landscaping/Mowing Services	553	1,625	9,700	14,100	17,200
54308	Restoration Services	67,378	9,019	85,000	65,000	85,000
54310	Safety Program	4,473	(188)	8,000	2,000	8,000
54311	Locate Service	4,374	4,318	6,100	6,100	6,100
54370	Dielectric Testing	8,595	11,930	10,000	10,250	11,000
54380	Wholesale Power	40,755,795	39,628,466	44,145,058	44,500,000	43,713,890
54450	Repair & Maint - Facilities	2,754	607	6,700	6,700	10,000
54456	Repair & Maint - Streets	-	-	10,000	10,000	10,000
54467	Repair & Maint - Other Equip	-	-	13,500	13,500	24,500
54480	Central Garage Services	87,826	72,466	72,690	60,743	95,378
54490	Maintenance - Distribution	144,657	233,469	250,000	377,000	127,000
54491	Maintenance - Substations	104,010	84,458	164,000	62,000	227,500
54492	Maintenance - Transmission	-	-	500	500	2,000
54494	Maintenance - Street Lights	114,074	67,629	125,000	125,000	125,000
54500	Postage	509	356	1,000	1,000	1,000
54513	Equipment Rental	1,000	3,820	3,000	3,000	3,000
Total Contractual Services		41,581,788	40,417,073	45,300,688	45,661,647	44,927,032
55150	WC-Medical Payments	20,170	93,808	-	1,707	-
55152	WC-Settlement Payments	-	-	-	113,642	-
55153	WC-Reserve	171,403	(162,571)	-	-	-
55180	Liability Claims	4,768	-	-	-	-
55200	Public Utility Tax	1,596,666	1,551,985	1,577,900	1,444,200	1,550,550
55201	Municipal Franchise Fee	2,983,804	2,963,340	2,903,610	2,893,510	3,068,500
55240	Depreciation	-	-	-	-	-
55400	Inventory Carrying Charge	164,616	188,380	170,000	229,835	274,450
55401	Inventory Overhead	554,049	305,007	448,500	306,555	296,705
Total Other Operating		5,495,476	4,939,949	5,100,010	4,989,449	5,190,205
55271	Allocated Costs-PW	697,200	-	-	-	-
Total Allocations		697,200	-	-	-	-
56001	Motor Vehicles - Replacements	-	69,990	1,109,000	121,352	692,723
56004	Computer Equipment	1,668	-	-	-	-
56101	Land Improvements	-	26,000	32,000	32,000	-
56203	Substation Capital Improvemnts	996,245	524,055	893,086	444,362	1,436,724
56204	Transmission Capital Improve	1,108,675	-	100,000	100,000	100,000
56205	Distribution Imp-Developments	584,690	546,529	7,000,000	2,600,000	6,850,000
56206	Distribution Capital Improve	1,924,869	804,053	1,745,000	1,595,000	1,965,000
56207	Services/Upgrades	35,641	25,297	45,000	45,000	45,000
56208	St. Light/Traffic Signal Capital	62,636	171,388	560,000	555,000	560,000
Total Capital		4,714,424	2,167,312	11,484,086	5,492,714	11,649,447
Total Expenditures		55,057,916	50,529,300	65,252,520	59,506,300	65,173,509

City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget

Fund	200	Electric Fund				
Department	200522	Electric Meter				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	88,355	94,646	107,825	288,875	115,440
50101	Part Time Wages	92,602	97,141	103,540	47,680	115,190
50200	Overtime	752	157	-	2,180	3,290
50201	OT - Double Time	-	-	-	140	-
50205	Foreman Emergency OT	-	97	-	110	-
50301	Cell Phone/Internet Allowance	-	-	-	300	-
51100	FICA	11,041	11,605	13,105	20,660	14,500
51103	IMRF	10,252	8,826	8,380	15,830	9,880
51104	Medicare	2,583	2,714	3,070	4,830	3,395
51105	401A	297	276	760	1,110	800
51117	Pension Expense	(43,416)	8,092	-	-	-
51118	City Pension Contrib/Audit Reclass	-	-	-	-	-
51200	Health Insurance-Medical	34,467	46,814	59,791	62,270	59,260
51203	Life Insurance	-	-	160	280	300
51204	Workers Compensation	17,022	-	-	-	-
51300	Registration and Fees	-	529	2,300	2,300	3,300
51301	City Sponsored Training	-	2,625	-	-	-
51400	Transportation Expense	-	-	800	800	2,000
51401	Lodging	-	-	600	2,000	4,000
51402	Meals-Travel & Training	-	-	350	350	1,400
51600	Uniforms	989	-	350	350	350
51601	Uniforms-Safety	3,081	4,119	4,300	4,300	4,300
Total Personal Services		218,025	277,641	305,331	454,365	337,405
52000	Office Supplies	65	398	150	300	150
52001	Computer Related Supplies	211	297	350	350	350
52100	Refreshment Supplies	78	-	200	200	200
52300	Janitorial/Kitchen Supplies	51	12	50	50	50
52305	Safety Supplies	1,499	713	1,000	1,000	1,000
52310	Small Tools and Equipment	673	1,704	2,000	2,000	2,000
52311	Hardware Supplies	192	7	200	200	200
52400	Gasoline	4,410	6,161	6,100	6,100	6,500
52500	Electrical Supplies	6,730	5,441	4,500	4,500	4,500
52807	Meter Supplies	13,840	21,853	25,000	100,000	25,000
Total Commodities		27,749	36,586	39,550	114,700	39,950
54000	Telephone Service	114	41	130	25	25
54001	Cellular Service	3,608	3,477	3,710	3,565	3,600
54011	City Electric	66,321	63,323	62,750	54,710	55,000
54012	City Water	1,276	1,530	2,040	1,820	1,950
54013	City Sewer	2,013	2,037	2,710	2,290	2,500
54200	Communication Service Projects	188	1,692	-	4,395	-
54201	Communication System Expense	-	-	-	-	-
54251	Software Maintenance Agreement	1,838	1,548	4,600	4,600	37,700
54310	Safety Program	1,094	138	2,000	2,000	2,000
54399	Other Contracted Services	-	-	1,200	1,200	1,200
54402	Maint Agreemnts - Copiers	11	-	-	-	-
54467	Repair & Maint - Other Equip	973	2,880	4,500	4,500	7,500
54480	Central Garage Services	27,692	15,447	22,820	9,701	19,947
Total Contractual Services		105,128	92,113	106,460	88,806	131,422

**City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget**

Fund	200	Electric Fund				
Department	200522	Electric Meter				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55150	WC-Medical Payments	-	1,547	-	1,128	-
55153	WC-Reserve	-	536	-	-	-
55400	Inventory Carrying Charge	4,567	5,386	5,000	6,887	640
55401	Inventory Overhead	3,973	6,317	6,500	16,640	11,070
Total Other Operating		8,540	13,786	11,500	24,655	11,710
56001	Motor Vehicles - Replacements	-	-	-	-	100,000
56002	Machinery and Equipment	-	10,513	-	-	-
Total Capital		-	10,513	-	-	100,000
Total Expenditures		359,442	430,639	462,841	682,526	620,487

**City of St. Charles
Electric Fund
Expenditures
FY 2024-2025 Budget**

Fund Department	200 200800	Electric Fund Electric-Inter-Fund Transfers	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
Account		Description					
55270		Allocated Costs-GG	-	1,001,335	757,780	757,780	803,240
55271		Allocated Costs-PW	-	941,148	327,050	327,050	317,020
55272		Allocated Costs-CD	-	168,446	-	-	-
Total Other Operating			-	2,110,929	1,084,830	1,084,830	1,120,260
57106		Debt Service Trsf 2011 Bonds	17,167	-	-	-	-
57108		Debt Service Trsf 2012 Bonds	277,348	278,903	280,021	280,021	280,835
57115		Debt Service Trsf 2021A Bonds	-	17,011	17,088	17,088	17,149
Total Other Budgeting Expenses			294,515	295,914	297,109	297,109	297,984
Total Expenditures			294,515	2,406,843	1,381,939	1,381,939	1,418,244

**City of St. Charles
Water Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			5,846,338	5,846,338	5,411,905		
Revenues							
User Charges	7,892,950	8,645,821	9,702,750	9,329,745	9,795,220	465,475	5.0%
Connection Fees	175,708	566,975	225,000	275,000	230,000	(45,000)	-16.4%
Other Revenues	321,287	142,707	205,345	249,240	252,845	3,605	1.4%
Bond/IEPA Proceeds	1,100,541	3,949,659	7,360,000	4,582,455	2,560,800	(2,021,655)	-44.1%
Investment Income	(17,456)	177,680	78,079	173,036	156,000	(17,036)	-9.8%
Interfund Transfers	365,871	158,774	-	2,868,496	1,350,000	(1,518,496)	0.0%
Total Revenues	9,838,901	13,641,616	17,571,174	17,477,972	14,344,865	(3,133,107)	-17.9%
Expenditures							
Personnel Services	1,384,887	1,772,752	1,418,642	1,793,545	1,861,812	68,267	3.8%
Materials and Supplies	624,625	741,166	862,087	966,508	956,917	(9,591)	-1.0%
Contractual Services	1,774,243	2,140,354	2,297,656	2,884,224	2,921,570	37,346	1.3%
Other Operating	56,178	77,666	63,310	94,828	75,295	(19,533)	-20.6%
Departmental Allocations	1,587,327	1,587,327	739,930	739,930	828,790	88,860	12.0%
Capital	2,703,511	6,765,232	13,152,258	9,369,519	9,525,797	156,278	1.7%
Debt Service	1,563,476	1,547,602	2,113,701	1,901,824	2,101,606	199,782	10.5%
Interfund Transfers - Debt	176,031	346,348	162,027	162,027	162,343	316	0.2%
Total Expenditures	9,870,278	14,978,447	20,809,611	17,912,405	18,434,130	521,725	2.9%
Revenues Over/ (Under) Expenditures	(31,377)	(1,336,831)	(3,238,437)	(434,433)	(4,089,265)		
GAAP Adjustments	1,022,067	1,747,437					
Revenues Over/ (Under) Expenditures	990,690	410,606	(3,238,437)	(434,433)	(4,089,265)		
Ending Net Current Assets			2,607,901	5,411,905	1,322,639		

City of St. Charles
Water Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
45200	Subdivision Review Inspection	9,000	-	-	-	-
45205	Late Penalty Charges	37,637	45,460	40,000	29,000	30,000
	Total Administrative Charges	46,637	45,460	40,000	29,000	30,000
45407	Temporary Service	-	-	-	30	-
	Total Public Works Charges	-	-	-	30	-
45510	Water User Charges	7,766,554	8,514,884	9,540,800	9,217,400	9,677,200
45512	Hydrant Water Meter Fees	462	550	550	400	500
45550	Interfund Sales	125,934	130,387	161,400	111,945	117,520
	Total User Charges	7,892,950	8,645,821	9,702,750	9,329,745	9,795,220
46220	Recovery Of Bad Debts-COSC	858	791	800	(800)	-
	Total Miscellaneous Revenues	858	791	800	(800)	-
47100	Unrealized Gain/Loss	(39,663)	1,160	-	-	-
47102	Interest On Cert Of Dep	-	5,716	7,985	7,985	8,000
47104	US Govt Security Interest	9,300	19,001	31,302	23,051	23,000
47105	Money Market Interest	10,461	151,803	38,792	142,000	125,000
47106	Gain/Loss On Sale Of Investmnt	2,446	-	-	-	-
	Total Investment Income	(17,456)	177,680	78,079	173,036	156,000
47200	Rental Income	83,891	86,233	86,870	85,700	87,300
	Total Rental Income	83,891	86,233	86,870	85,700	87,300
47303	Sale Of New Meters	76,005	72,069	45,000	100,000	100,000
47305	On-line Auction Sales	-	-	-	4,185	-
47399	Gain/Loss on Disposal	-	(79,984)	-	-	-
	Total Sales of Property Revenues	76,005	(7,915)	45,000	104,185	100,000
47604	Employee Share Ins W/H	-	-	32,675	31,125	35,545
	Total Insurance Premiums	-	-	32,675	31,125	35,545
48100	Property Damage Reimbursement	-	724	-	-	-
	Total Insurance Recovery	-	724	-	-	-
48505	Water Connection Fees	175,708	566,975	225,000	275,000	230,000
	Total Connection Charges	175,708	566,975	225,000	275,000	230,000
48701	Contributed Capital	113,896	-	-	-	-
	Total Donations & Contributions	113,896	-	-	-	-
48200	Bond Proceeds	1,030,000	-	-	-	-
48255	Gain/Loss on Refunded Bonds	(7,132)	(7,132)	-	-	-
48300	IEPA Loan Proceeds	-	3,956,791	7,360,000	4,582,455	2,560,800
48400	Bond Discount/Premium	77,673	-	-	-	-
	Total Debt Issues	1,100,541	3,949,659	7,360,000	4,582,455	2,560,800
48801	Lawsuit/Settlement Proceeds	-	17,414	-	-	-
	Total Other Non-operating	-	17,414	-	-	-

City of St. Charles
Water Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
49100	Transfers-from General Fund	184,750	-	-	2,600,000	1,000,000
49802	Transfers-from Health Ins	-	121,239	-	-	-
49900	Transfers-from Other Funds	181,121	37,535	-	268,496	350,000
	Total Interfund Transfers In	365,871	158,774	-	2,868,496	1,350,000
	Total Revenues	9,838,901	13,641,616	17,571,174	17,477,972	14,344,865

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual	Actual	Budget	Forecast	Budget
		FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25
50100	Regular Wages	998,735	1,060,180	843,175	1,066,500	1,075,685
50101	Part Time Wages	86,512	103,149	98,140	81,845	121,515
50200	Overtime	59,144	119,729	52,900	144,930	132,190
50201	OT - Double Time	32,531	46,954	21,550	66,605	53,710
50205	Foreman Emergency OT	1,488	2,797	3,790	2,005	2,690
50301	Cell Phone/Internet Allowance	806	945	540	610	1,190
51100	FICA	70,635	80,266	63,465	83,075	86,245
51103	IMRF	123,881	110,434	72,195	98,610	104,515
51104	Medicare	16,539	18,823	14,850	19,440	20,200
51105	401A	3,239	3,385	1,970	2,110	2,100
51117	Pension Expense	(247,254)	46,082	-	-	-
51200	Health Insurance-Medical	189,566	167,843	229,812	210,631	244,255
51203	Life Insurance	-	-	1,150	980	920
51204	Workers Compensation	39,027	-	-	-	-
51300	Registration and Fees	1,482	2,939	6,315	6,512	6,542
51304	Memberships and Dues	210	460	1,150	1,152	1,165
51400	Transportation Expense	-	556	520	270	370
51401	Lodging	620	463	1,000	1,000	1,150
51402	Meals-Travel & Training	-	220	220	220	320
51500	New Hire Testing	745	-	-	-	-
51501	Current Employee Testing	360	-	-	900	900
51600	Uniforms	6,162	3,999	3,400	3,900	3,900
51601	Uniforms - Safety	459	3,528	2,500	2,250	2,250
Total Personal Services		1,384,887	1,772,752	1,418,642	1,793,545	1,861,812
52000	Office Supplies	798	913	1,000	1,410	1,550
52001	Computer Related Supplies	-	-	534	534	534
52002	Books and Subscriptions	850	1,315	3,945	3,945	3,945
52100	Refreshment Supplies	850	1,628	1,746	1,746	1,770
52101	Meals-Business	409	1,016	620	820	920
52300	Janitorial/Kitchen Supplies	1,312	2,242	2,250	2,925	2,950
52301	HVAC Supplies	-	2,007	3,168	3,000	3,200
52302	Building Maintenance Supplies	444	709	1,322	1,322	1,350
52304	Chemicals & Sprays	171,830	190,055	218,026	234,793	244,922
52305	Safety Supplies	10,223	17,379	34,555	11,665	34,605
52306	Signage/Traffic Control Suppl	896	22,728	3,600	3,600	3,600
52307	Plumbing Supplies	16,813	23,123	25,700	35,627	37,500
52309	Photography Supplies	-	557	576	576	576
52310	Small Tools and Equipment	6,339	11,145	14,400	18,100	15,000
52311	Hardware Supplies	2,979	5,070	6,300	5,800	6,300
52312	Paints, Supplies and Solvents	64,577	67,786	69,945	69,945	69,945
52314	Parts for Equipment	26,484	49,325	45,600	45,600	49,000
52400	Gasoline	28,495	35,960	39,500	36,750	38,500
52700	Water/Sewer Line Repair Materials	100,266	103,188	132,000	171,600	150,000
52701	Lab Supplies	4,984	12,797	18,750	18,750	18,750
52805	Street Repair Materials	56,319	149,584	111,550	171,000	145,000
52807	Meter Supplies	129,757	42,639	127,000	127,000	127,000
Total Commodities		624,625	741,166	862,087	966,508	956,917

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual	Actual	Budget	Forecast	Budget
		FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25
54000	Telephone Service	1,020	904	990	870	870
54001	Cellular Service	14,745	13,395	14,290	14,140	14,140
54010	Natural Gas	16,105	14,121	29,520	19,600	23,000
54011	City Electric	420,373	393,598	407,400	388,400	400,000
54012	City Water	6,971	9,570	10,670	9,965	10,500
54013	City Sewer	2,381	2,544	2,930	4,750	5,000
54110	General Legal	38,131	10,174	10,000	7,000	8,000
54135	Collection Services	807	412	700	350	700
54142	Background Checks	240	-	-	-	-
54171	Insurance Broker Services	2,276	2,483	2,600	2,682	2,407
54189	Other Professional Services	86,819	12,192	71,140	55,000	116,000
54200	Communication Service Projects	2,068	3,807	-	9,890	15,100
54201	Communication System Expense	66,030	61,172	61,168	60,010	61,010
54251	Software Maintenance Agreement	20,693	23,399	51,229	65,638	168,879
54256	IT Consulting Services	10,433	10,368	5,184	-	-
54301	Refuse and Hauling Service	42,943	93,911	59,400	206,000	200,000
54305	Landscaping and Mowing Services	6,477	2,550	36,660	36,660	36,657
54308	Restoration Services	46,400	76,297	65,000	182,000	84,000
54310	Safety Program	2,296	964	4,495	2,295	4,495
54311	Locate Service	5,037	5,011	7,250	7,250	7,250
54317	Annual Valve Program	414,855	480,042	501,000	501,000	501,000
54320	Cross Connection Control Program	-	-	25,000	-	25,000
54321	Hydrant Replacement Program	207,428	234,200	270,000	270,000	270,000
54360	Risk Insurance Premiums	62,385	73,588	80,980	74,664	74,543
54361	W/C Excess Premium	6,767	6,934	7,610	7,092	6,726
54371	Testing and Inspection Services	15,556	5,619	28,600	28,650	46,400
54399	Other Contracted Services	-	1,000	10,000	3,250	25,000
54450	Repair & Maintenance - Facilities	36,985	31,757	6,000	30,900	30,900
54456	Repair & Maintenance - Streets	44,906	52,750	55,150	57,000	60,000
54462	Repair & Maint - Wells	42,890	46,846	48,363	48,663	70,663
54463	Repair & Maint - Water Lines	54,888	383,225	327,370	723,120	554,545
54467	Repair & Maint - Other Equip	14,939	5,852	19,007	19,007	19,007
54480	Central Garage Services	67,923	63,303	53,450	23,578	52,878
54500	Postage	140	113	5,100	5,400	7,500
54513	Equipment Rental	12,336	18,253	19,400	19,400	19,400
Total Contractual Services		1,774,243	2,140,354	2,297,656	2,884,224	2,921,570
55150	WC-Medical Payments	922	1,773	-	-	-
55400	Inventory Carrying Charge	16,585	19,561	15,310	21,100	12,780
55401	Inventory Overhead	38,671	56,332	48,000	73,728	62,515
Total Other Operating		56,178	77,666	63,310	94,828	75,295
55270	Allocated Costs-GG	545,790	545,790	464,950	464,950	566,590
55271	Allocated Costs-PW	941,148	941,148	274,980	274,980	262,200
55272	Allocated Costs-CD	100,389	100,389	-	-	-
Total Allocations		1,587,327	1,587,327	739,930	739,930	828,790

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56001	Motor Vehicle Replacements	-	57,590	375,000	196,625	467,380
56002	Machinery and Equipment	162,023	165,087	185,000	214,000	185,000
56004	Computer Equipment	-	-	4,100	-	617
56007	Water Meters	-	-	225,000	478,291	622,000
56101	Land Improvements	1,838,543	898,965	2,343,500	2,312,209	4,839,000
56150	Design Engineering - Capital	92,375	91,425	1,860,000	351,000	1,029,800
56160	Construction Engineering - Capital	249,746	336,484	530,700	618,611	344,000
56170	Other Engineering Services - Capital	44,413	70,627	510,000	247,929	300,000
56200	Structures and Improvements	-	-	72,000	60,000	-
56201	Remodeling and Renovation	26,558	-	-	-	-
56209	Wells	287,398	4,499,537	6,198,000	4,582,000	1,698,000
56211	District Reservoir & Standpipe	-	595,950	696,900	259,700	40,000
56301	Capitalized Software	2,455	49,567	152,058	49,154	-
Total Capital		2,703,511	6,765,232	13,152,258	9,369,519	9,525,797
55300	Interest Expense	275,969	220,649	348,429	348,429	323,982
55301	IEPA Interest Payment	148,529	138,340	211,814	169,941	197,019
55310	Principal Payment	507,928	556,057	576,192	576,192	595,709
55311	IEPA Principal Payment	622,095	632,556	977,266	807,263	984,896
55320	Underwriting Fees	7,411	-	-	-	-
55321	Other Fees	1,544	-	-	-	-
Total Debt Service		1,563,476	1,547,602	2,113,701	1,901,824	2,101,606
57106	Debt Service Trsf 2011 Bonds	11,445	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	93,591	94,115	94,493	94,493	94,768
57112	Debt Service Trsf 2018A Bonds	56,142	56,142	56,142	56,142	56,142
57115	Debt Service Trsf 2021A Bonds	-	11,341	11,392	11,392	11,433
57309	Other Operating Transfers	14,853	-	-	-	-
57311	Transfer to General Fund	-	184,750	-	-	-
Total Inter-Fund Transfers		176,031	346,348	162,027	162,027	162,343
Total Expenditures		9,870,278	14,978,447	20,809,611	17,912,405	18,434,130

City of St. Charles
Public Works Department – Water Division
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The Water Fund accounts for all activities associated with the provision of water service to the City’s customers. The Water Division is part of the Environmental Services Division of the Public Works Division.

The Public Works Department is a service-oriented team comprised of several Divisions that work together to provide core services to our St. Charles customers. The Water Division is responsible for providing safe water to the 35,000 customers we serve. The Water Division maintains seven water supply wells, six storage reservoirs, 241 miles of water main, 3,880 valves, and 2,877 fire hydrants and 12,743 domestic service connections and meters. The water supply is chlorinated and fluoridated as required by State and federal Regulations. Water usage averages about 4.5 million gallons per day.

Projects have been guided by the 2018 Water utility master plan and funded through water rate increases as outlined in the 2019 utility rate study. These increases have been necessary to fund the capital projects related to the water utility fund paid either by the issuance of bonds or acceptance of IEPA loans, all of which requires repayment from the water utility and rate payers over a period of time.



Water Division by the Numbers

- ❖ FY 2024-25 Total Authorized FTE’s: 14.03
- ❖ 1,473,577,596 Gallons of Water Pumped in 2023
- ❖ 7 Water Wells
 - 3 Deep Wells
 - 4 Shallow Wells
- ❖ 241 Miles of Water Main

City of St. Charles
Public Works Department – Water Division
Fiscal Year 2024-2025 Budget

FY 2023-24 Significant Accomplishments

- ✓ Began working on a new Water Utility Master Plan
- ✓ Worked towards completion of a draft Lead Line Replacement Plan
- ✓ Construction of the Water Well #7 & #13 reconstruction project including Iron Treatment
- ✓ Replaced Filter and Softener Media at Water Well #3/4
- ✓ Replaced 3,059 feet of water main replacement on Lancaster, Liberty and South 4th Street
- ✓ Finished the repairs and repainting of the Well #8 Reservoir
- ✓ Replaced six lead service lines

FY 2024-25 Goals and Objectives

- Continue to Provide Safe and Reliable Drinking Water to our Customers.
- Continue to Engage with the Illinois Water Environmental Association and Other Various Water and Sewer Organizations.
- Begin the construction of the Well #8 Expansion project, providing needed capacity improvements for the water system.
- Complete maintenance activities for well #4 including the conversion to a pitless adapter.
- Complete the 5,320 feet of water main replacement projects on Rte. 25, Swenson, Prairie St, 7th, 6th and 4th Street.

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Water Pumped Billion Gallons	1.527	1.504	1.637	1.650
Average Water Pumped Million Gallons Per Day	4.485	4.270	4.037	4.100
Water Quality Test Performed	22,500	25,000	25,000	25,000
Fire Hydrants Managed/Flushed	2,794	2,821	2,877	2,900
Water Valves Managed	3,781	3,800	3,880	3,900
Water Service Meter Accounts Managed	12,619	12,721	12,743	12,800
Water Main Leaks Repaired	105	114	160	130

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Fund	210	Water Fund				
Department	210540	Water Administration				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	179,032	191,467	112,475	119,160	120,785
50101	Part Time Wages	19,382	20,152	14,145	32,310	29,955
50200	Overtime	25	-	-	-	-
50301	Cell Phone/Internet Allowance	251	405	540	130	740
51100	FICA	11,912	12,599	7,885	9,290	9,390
51103	IMRF	19,848	16,900	9,730	9,290	12,140
51104	Medicare	2,805	2,997	1,845	2,180	2,195
51105	401A	1,193	1,260	-	50	-
51117	Pension Expense	(41,900)	7,809	-	-	-
51200	Health Insurance-Medical	17,233	23,407	29,645	31,261	29,240
51203	Life Insurance	-	-	180	250	270
51204	Workers Compensation	218	-	-	-	-
51300	Registration and Fees	957	336	2,415	2,417	2,437
51304	Memberships and Dues	170	340	735	737	750
51400	Transportation Expense	-	-	250	-	-
51401	Lodging	301	-	500	500	500
51402	Meals-Travel & Training	-	100	100	100	100
51500	New Hire Testing	745	-	-	-	-
Total Personal Services		212,172	277,772	180,445	207,675	208,502
52000	Office Supplies	373	462	500	500	550
52002	Books and Subscriptions	850	1,315	3,945	3,945	3,945
52100	Refreshment Supplies	436	547	832	832	850
Total Commodities		1,659	2,324	5,277	5,277	5,345
54000	Telephone Service	1,020	904	990	870	870
54001	Cellular Service	11,609	10,264	11,010	11,000	11,000
54110	General Legal	38,131	10,174	10,000	7,000	8,000
54135	Collections Services	807	412	700	350	700
54142	Background Checks	240	-	-	-	-
54171	Insurance Broker Services	2,276	2,483	2,600	2,682	2,407
54189	Other Professional Services	86,819	9,880	69,000	55,000	116,000
54200	Communication Service Projects	188	423	-	1,099	-
54251	Software Maintenance Agreement	18,893	18,267	21,040	21,039	108,090
54256	IT Consulting Services	10,433	10,368	5,184	-	-
54310	Safety Program	2,296	964	4,295	2,295	4,295
54360	Risk Insurance Premiums	62,385	73,588	80,980	74,664	74,543
54361	W/C Excess Premium	6,767	6,934	7,610	7,092	6,726
54399	Other Contracted Services	-	1,000	-	250	-
Total Contractual Services		241,864	145,661	213,409	183,341	332,631
55401	Inventory Overhead	6	41	-	-	-
Total Other Operating		6	41	-	-	-
55270	Allocated Costs-GG	545,790	-	-	-	-
55271	Allocated Costs-PW	243,948	-	-	-	-
55272	Allocated Costs-CD	100,389	-	-	-	-
Total Allocations		890,127	-	-	-	-
56004	Computer Equipment	-	-	4,100	-	617
56201	Remodeling and Renovation	26,558	-	-	-	-
56301	Capitalized Software	2,455	49,567	152,058	49,154	-
Total Capital		29,013	49,567	156,158	49,154	617
55300	Interest Expense	275,969	220,649	348,429	348,429	323,982
55301	IEPA Interest Payment	148,529	138,340	211,814	169,941	197,019
55310	Principal Payment	507,928	556,057	576,192	576,192	595,709

**City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget**

Fund						
	210	Water Fund				
Department						
	210540	Water Administration				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55311	IEPA Principal Payment	622,095	632,556	977,266	807,263	984,896
55320	Underwriting Fees	7,411	-	-	-	-
55321	Other Fees	1,544	-	-	-	-
Total Debt Service		1,563,476	1,547,602	2,113,701	1,901,824	2,101,606
Total Expenditures		2,938,317	2,022,967	2,668,990	2,347,271	2,648,701

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Fund	210	Water Fund				
Department	210541	Water Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	650,014	707,512	636,300	803,170	818,000
50101	Part Time Wages	5,395	18,236	12,045	17,010	14,310
50200	Overtime	57,450	117,915	52,900	142,415	123,550
50201	OT - Double Time	32,464	46,709	21,550	66,375	53,710
50205	Foreman Emergency OT	1,488	2,700	3,790	1,990	2,690
50301	Cell Phone/Internet Allowance	555	540	-	480	450
51100	FICA	44,736	54,022	45,265	62,930	63,040
51103	IMRF	84,104	78,269	55,145	77,900	80,660
51104	Medicare	10,462	12,634	10,590	14,720	14,745
51105	401A	1,749	1,850	1,970	1,970	2,100
51117	Pension Expense	(171,607)	31,983	-	-	-
51200	Health Insurance-Medical	137,866	107,464	145,923	127,280	163,065
51203	Life Insurance	-	-	840	590	650
51204	Workers Compensation	31,307	-	-	-	-
51300	Registration and Fees	525	2,603	3,650	3,845	3,855
51304	Memberships and Dues	40	120	415	415	415
51400	Transportation Expense	-	556	270	270	270
51401	Lodging	319	463	500	500	500
51402	Meals-Travel & Training	-	120	120	120	120
51501	Current Employee Testing	360	-	-	900	900
51600	Uniforms	5,962	3,799	3,000	3,500	3,500
51601	Uniforms-Safety	459	3,312	2,000	2,000	2,000
Total Personal Services		893,648	1,190,807	996,273	1,328,380	1,348,530
52000	Office Supplies	425	451	500	910	1,000
52001	Computer Related Supplies	-	-	534	534	534
52100	Refreshment Supplies	338	1,081	714	714	720
52101	Meals-Business	407	1,012	600	800	900
52300	Janitorial/Kitchen Supplies	1,312	2,242	2,250	2,925	2,950
52301	HVAC Supplies	-	2,007	3,168	3,000	3,200
52302	Building Maintenance Supplies	444	709	1,322	1,322	1,350
52304	Chemicals & Sprays	171,830	190,055	218,026	234,793	244,922
52305	Safety Supplies	10,136	17,379	34,425	11,535	34,475
52306	Signage/Traffic Control Suppl	896	22,728	3,600	3,600	3,600
52307	Plumbing Supplies	16,546	23,119	23,200	34,627	35,000
52309	Photography Supplies	-	557	576	576	576
52310	Small Tools and Equipment	5,168	10,885	13,000	17,000	13,700
52311	Hardware Supplies	2,510	5,023	5,300	5,300	5,300
52312	Paints, Supplies and Solvents	64,577	67,786	69,795	69,795	69,795
52314	Parts for Equipment	26,235	49,325	45,000	45,000	46,000
52400	Gasoline	20,609	26,564	28,500	30,000	30,500
52700	Water/Sewer Line Repair Materials	100,266	103,188	132,000	171,600	150,000
52701	Lab Supplies	4,984	12,797	18,750	18,750	18,750
52805	Street Repair Materials	56,319	149,584	111,550	171,000	145,000
Total Commodities		483,002	686,492	712,810	823,781	808,272
54010	Natural Gas	16,105	14,121	29,520	19,600	23,000
54011	City Electric	420,373	393,598	407,400	388,400	400,000
54012	City Water	6,971	9,570	10,670	9,965	10,500
54013	City Sewer	2,381	2,544	2,930	4,750	5,000
54189	Other Professional Services	-	2,312	2,140	-	-
54200	Communication Service Projects	1,504	3,384	-	8,791	15,100
54201	Communication System Expense	66,030	61,172	61,168	60,010	61,010
54251	Software Maintenance Agreement	1,800	5,132	22,389	22,389	22,389
54301	Refuse & Hauling Service	42,943	93,911	59,400	206,000	200,000

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Fund	210	Water Fund				
Department	210541	Water Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54305	Landscaping/Mowing Services	6,477	2,550	36,660	36,660	36,657
54308	Restoration Services	46,400	76,297	65,000	182,000	84,000
54311	Locate Service	5,037	5,011	7,250	7,250	7,250
54317	Annual Valve Program	414,855	480,042	501,000	501,000	501,000
54320	Cross Connection Control Program	-	-	25,000	-	25,000
54321	Hydrant Replacement Program	207,428	234,200	270,000	270,000	270,000
54371	Testing & Inspection Services	15,556	5,619	28,600	28,650	46,400
54450	Repair & Maint - Facilities	36,985	31,757	6,000	30,900	30,900
54456	Repair & Maint - Streets	44,906	52,750	55,150	57,000	60,000
54462	Repair & Maint - Wells	42,890	46,846	48,363	48,663	70,663
54463	Repair & Maint - Water Lines	54,888	383,225	327,370	723,120	554,545
54467	Repair & Maint - Other Equip	14,939	5,852	19,007	19,007	19,007
54480	Central Garage Services	63,354	57,321	48,550	19,506	48,068
54500	Postage	140	113	100	5,400	2,500
54513	Equipment Rental	12,336	18,253	19,400	19,400	19,400
	Total Contractual Services	1,524,298	1,985,580	2,053,067	2,668,461	2,512,389
55150	WC - Medical Payments	922	1,773	-	-	-
55400	Inventory Carrying Charge	11,664	13,757	10,310	14,200	12,460
55401	Inventory Overhead	27,235	44,847	36,000	65,778	53,215
	Total Other Operating	39,821	60,377	46,310	79,978	65,675
55271	Allocated Costs-PW	697,200	-	-	-	-
	Total Allocations	697,200	-	-	-	-
56001	Motor Vehicles - Replacements	-	57,590	375,000	196,625	467,380
56002	Machinery and Equipment	162,023	165,087	185,000	214,000	185,000
56007	Water meters	-	-	225,000	478,291	622,000
56101	Land Improvements	1,838,543	898,965	2,343,500	2,312,209	4,839,000
56150	Design Engineering - Capital	92,375	91,425	1,860,000	351,000	1,029,800
56160	Construction Engineering - Capital	249,746	336,484	530,700	618,611	344,000
56170	Other Engineering Services - Capital	44,413	70,627	510,000	247,929	300,000
56200	Structures and Improvements	-	-	72,000	60,000	-
56209	Wells	287,398	4,499,537	6,198,000	4,582,000	1,698,000
56211	District Reservoir & Standpipe	-	595,950	696,900	259,700	40,000
	Total Capital	2,674,498	6,715,665	12,996,100	9,320,365	9,525,180
	Total Expenditures	6,312,467	10,638,921	16,804,560	14,220,965	14,260,046

City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget

Fund	210	Water Fund				
Department	210542	Water Meter				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	169,689	161,201	94,400	144,170	136,900
50101	Part Time Wages	61,735	64,761	71,950	32,525	77,250
50200	Overtime	1,669	1,814	-	2,515	8,640
50201	OT - Double Time	67	245	-	230	-
50205	Foreman Emergency OT	-	97	-	15	-
51100	FICA	13,987	13,645	10,315	10,855	13,815
51103	IMRF	19,929	15,265	7,320	11,420	11,715
51104	Medicare	3,272	3,192	2,415	2,540	3,260
51105	401A	297	275	-	90	-
51117	Pension Expense	(33,747)	6,290	-	-	-
51200	Health Insurance-Medical	34,467	36,972	54,244	52,090	51,950
51204	Life Insurance	-	-	130	140	-
51204	Workers Compensation	7,502	-	-	-	-
51300	Registration and Fees	-	-	250	250	250
51400	Transportation Expense	-	-	-	-	100
51401	Lodging	-	-	-	-	150
51402	Meals-Travel & Training	-	-	-	-	100
51600	Uniforms	200	200	400	400	400
51601	Uniforms-Safety	-	216	500	250	250
Total Personal Services		279,067	304,173	241,924	257,490	304,780
52100	Refreshment Supplies	76	-	200	200	200
52101	Meals-Business	2	4	20	20	20
52305	Safety Supplies	87	-	130	130	130
52307	Plumbing Supplies	267	4	2,500	1,000	2,500
52310	Small Tools and Equipment	1,171	260	1,400	1,100	1,300
52311	Hardware Supplies	469	47	1,000	500	1,000
52312	Paints, Supplies and Solvents	-	-	150	150	150
52314	Parts for Equipment	249	-	600	600	3,000
52400	Gasoline	7,886	9,396	11,000	6,750	8,000
52807	Meter Supplies	129,757	42,639	127,000	127,000	127,000
Total Commodities		139,964	52,350	144,000	137,450	143,300
54001	Cellular Service	3,136	3,131	3,280	3,140	3,140
54200	Communication Service Projects	376	-	-	-	-
54251	Software Maintenance Agreement	-	-	7,800	22,210	38,400
54310	Safety Program	-	-	200	-	200
54399	Other Contracted Services	-	-	10,000	3,000	25,000
54480	Central Garage Services	4,569	5,982	4,900	4,072	4,810
54500	Postage	-	-	5,000	-	5,000
Total Contractual Services		8,081	9,113	31,180	32,422	76,550
55400	Inventory Carrying Charge	4,921	5,804	5,000	6,900	320
55401	Inventory Overhead	11,430	11,444	12,000	7,950	9,300
Total Other Operating		16,351	17,248	17,000	14,850	9,620
Total Expenditures		443,463	382,884	434,104	442,212	534,250

**City of St. Charles
Water Fund
Expenditures
FY 2024-2025 Budget**

Fund	210	Water Fund				
Department	210800	Water-Inter-Fund Transfers				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55270	Allocated Costs-GG	-	545,790	464,950	464,950	566,590
55271	Allocated Costs-PW	-	941,148	274,980	274,980	262,200
55272	Allocated Costs-CD	-	100,389	-	-	-
Total Other Operating		-	1,587,327	739,930	739,930	828,790
57106	Debt Service Trsf 2011 Bonds	11,445	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	93,591	94,115	94,493	94,493	94,768
57112	Debt Service Trsf 2018A Bonds	56,142	56,142	56,142	56,142	56,142
57115	Debt Service Trsf 2021A Bonds	-	11,341	11,392	11,392	11,433
57309	Other Operating Transfers	14,853	-	-	-	-
57311	Transfer to General Fund	-	184,750	-	-	-
Total Other Budgeting Expenses		176,031	346,348	162,027	162,027	162,343
Total Expenditures		\$ 176,031	\$ 1,933,675	\$ 901,957	\$ 901,957	\$ 991,133

**City of St. Charles
Wastewater Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Current Net Assets			13,149,917	13,149,917	11,290,483		
Revenues							
User Charges	11,232,949	11,778,604	12,837,200	12,615,505	13,209,655	594,150	4.7%
Connection Fees	250,111	717,360	285,000	300,000	300,000	-	0.0%
Other Revenues	278,668	227,318	156,444	139,412	159,800	20,388	14.6%
Grants/ARPA	1,179,234	3,666,433	882,554	879,479	-	(879,479)	-100.0%
Bond/IEPA Proceeds	14,832,589	13,314,008	11,179,000	13,557,193	125,000	(13,432,193)	-99.1%
Investment Income	(4,871)	283,414	246,103	583,098	523,235	(59,863)	-10.3%
Interfund Transfers	1,905,122	188,594	-	437,469	550,000	112,531	100.0%
Total Revenues	29,673,802	30,175,731	25,586,301	28,512,156	14,867,690	(13,644,466)	-47.9%
Expenditures							
Personnel Services	1,600,896	1,925,560	2,231,106	1,851,437	2,369,361	517,924	28.0%
Materials and Supplies	445,744	599,436	662,159	681,428	691,454	10,026	1.5%
Contractual Services	2,849,784	2,461,935	2,921,967	2,861,543	3,093,486	231,943	8.1%
Other Operating	146,173	96,559	67,105	68,880	62,170	(6,710)	-9.7%
Departmental Allocations	1,637,541	1,637,541	951,110	951,110	995,770	44,660	4.7%
Capital	16,967,507	19,610,269	18,917,594	19,670,482	11,364,386	(8,306,096)	-42.2%
Debt Service	2,875,448	3,156,691	4,231,840	4,036,686	5,076,711	1,040,025	25.8%
Interfund Transfers - Debt	248,361	959,255	250,024	250,024	250,587	563	0.2%
Total Expenditures	26,771,454	30,447,246	30,232,905	30,371,590	23,903,925	\$ (6,467,665)	-21.3%
Revenues Over/ (Under) Expenditures	2,902,348	(271,515)	(4,646,604)	(1,859,434)	(9,036,235)		
GAAP Adjustments	\$ 1,517,486	\$ 5,641,182					
Revenues Over/ (Under) Expenditures	<u>\$ 4,419,834</u>	<u>\$ 5,369,667</u>	<u>\$ (4,646,604)</u>	<u>\$ (1,859,434)</u>	<u>\$ (9,036,235)</u>		
Ending Current Net Assets			8,503,313	11,290,483	2,254,249		

**City of St. Charles
Wastewater Fund
Revenue
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
44211	State Grants-Capital-PW	1,179,234	70,766	-	-	-
44231	Other Grants	-	3,595,667	882,554	879,479	-
44400	Revenue From City Of Geneva	53,081	59,830	60,000	63,780	67,000
	Total Intergovernmental Revenue	1,232,315	3,726,263	942,554	943,259	67,000
45205	Late Penalty Charges	44,052	53,236	40,000	40,000	40,000
	Total Administrative Charges	44,052	53,236	40,000	40,000	40,000
45520	Wastewater User Charges	10,626,428	11,127,636	12,158,000	11,973,290	12,561,490
45546	EPA Compliance Fee	451,997	509,720	515,000	520,075	520,075
45550	Interfund Sales	154,524	141,248	164,200	122,140	128,090
	Total User Charges	11,232,949	11,778,604	12,837,200	12,615,505	13,209,655
46220	Recovery Of Bad Debts-COSC	2,708	1,949	2,000	2,000	2,000
	Total Miscellaneous Revenues	2,708	1,949	2,000	2,000	2,000
47100	Unrealized Gain/Loss	(25,114)	(37,459)	-	-	-
47102	Interest On Cert Of Dep	-	28,389	31,323	33,770	37,235
47104	US Govt Security Interest	-	21,497	46,100	46,528	46,000
47105	Money Market Interest	19,038	270,987	168,680	502,800	440,000
47106	Gain/Loss On Sale Of Investmnt	1,205	-	-	-	-
	Total Investment Income	(4,871)	283,414	246,103	583,098	523,235
47200	Rental Income	3,060	1,569	3,060	3,060	3,060
	Total Rental Income	3,060	1,569	3,060	3,060	3,060
47305	On-Line Auction Sales	6,725	1,544	1,500	-	-
47399	Gain/Loss on Disposal	-	20,549	-	-	-
	Total Sales of Property Revenues	6,725	22,093	1,500	-	-
47604	Employee Share Ins W/H	-	-	49,884	30,572	47,740
	Total Insurance Premiums	-	-	49,884	30,572	47,740
48507	Sanitary Sewer Connection Fees	240,182	717,360	275,000	300,000	300,000
48508	Westside Sewer Special Connect	9,929	-	10,000	-	-
	Total Connection Charges	250,111	717,360	285,000	300,000	300,000
48701	Contributed Capital	155,338	74,937	-	-	-
48702	Developer Contributions-Required	13,704	13,704	-	-	-
	Total Donations & Contributions	169,042	88,641	-	-	-
48200	Bond Proceeds	3,440,000	-	-	-	-
48255	Gain/Loss on Refunded Bonds	3,286	4,652	-	-	-
48300	IEPA Loan Proceeds	11,127,400	13,309,356	11,179,000	13,557,193	125,000
48400	Bond Discount/Premium	261,903	-	-	-	-
	Total Debt Issues	14,832,589	13,314,008	11,179,000	13,557,193	125,000

**City of St. Charles
Wastewater Fund
Revenue
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
49100	Transfers-from General Fund	1,660,000	-	-	300,000	200,000
49802	Transfers-from Health Ins	-	188,594	-	-	-
49900	Transfers-from Other Funds	245,122	-	-	137,469	350,000
	Total Interfund Transfers In	1,905,122	188,594	-	437,469	550,000
	Total Revenues	29,673,802	30,175,731	25,586,301	28,512,156	14,867,690

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	1,181,921	1,135,278	1,432,610	1,152,415	1,536,235
50101	Part Time Wages	13,257	10,919	40,685	12,755	14,230
50102	Stand by Wages	57,990	58,358	44,480	61,835	64,480
50200	Overtime	63,079	82,533	78,095	60,495	79,675
50201	OT - Double Time	29,056	40,011	35,460	31,005	36,323
50205	Foreman Emergency OT	506	570	-	-	-
50301	Cell Phone/Internet Allowance	806	944	-	765	1,130
51100	FICA	79,769	79,404	101,609	80,625	107,820
51103	IMRF	151,125	120,089	124,936	102,450	139,900
51104	Medicare	18,668	18,616	23,765	18,860	25,221
51105	401A	2,588	2,732	1,575	1,125	3,610
51117	Pension Expense	(325,988)	60,756	-	-	-
51200	Health Insurance-Medical	206,800	286,210	319,714	302,050	320,680
51203	Life Insurance	-	-	1,890	1,106	1,450
51204	Workers Compensation	102,124	-	-	-	-
51300	Registration and Fees	2,226	2,274	6,255	5,919	18,285
51304	Memberships and Dues	8,782	14,678	10,172	10,172	10,462
51400	Transportation Expense	-	630	260	260	260
51401	Lodging	-	306	-	-	-
51402	Meals-Travel & Training	174	239	200	200	200
51500	New Hire Testing	172	-	-	-	-
51501	Current Employee Testing	388	-	-	-	-
51600	Uniforms	6,742	9,750	7,400	7,400	7,400
51601	Uniforms - Safety	711	1,263	2,000	2,000	2,000
Total Personal Services		1,600,896	1,925,560	2,231,106	1,851,437	2,369,361
52000	Office Supplies	966	1,333	1,397	1,425	1,440
52001	Computer Related Supplies	-	3	528	528	528
52002	Books and Subscriptions	294	915	1,400	1,300	1,300
52100	Refreshment Supplies	659	1,627	2,500	2,520	2,520
52101	Meals-Business	253	1,100	424	1,453	600
52300	Janitorial/Kitchen Supplies	2,870	2,907	3,015	3,165	3,015
52302	Building Maintenance Supplies	770	211	1,404	1,121	1,401
52304	Chemicals & Sprays	217,076	288,096	309,150	358,115	358,195
52305	Safety Supplies	40,849	43,061	47,320	28,440	12,380
52306	Signage/Traffic Control Supplies	1,275	261	1,670	-	-
52307	Plumbing Supplies	193	279	300	375	375
52310	Small Tools and Equipment	1,680	2,876	3,475	3,775	8,775
52311	Hardware Supplies	380	425	1,000	1,092	1,095
52312	Paints, Supplies and Solvents	508	388	2,000	2,000	2,000
52314	Parts for Equipment	96,811	128,829	143,450	143,450	143,450
52400	Gasoline	36,627	42,864	50,500	33,500	40,000
52401	Vehicle Fluids	242	223	380	300	380
52402	Motor Vehicle Parts	122	11	-	-	-
52500	Electrical Supplies	193	105	300	300	300
52700	Water/Sewer Line Repair Material	8,518	10,609	13,300	13,300	13,300
52701	Lab Supplies	31,585	47,490	47,546	54,169	69,300
52804	Landscaping/Planter Supplies	25	25	100	100	100
52805	Street Repair Materials	3,848	25,798	31,000	31,000	31,000
Total Commodities		445,744	599,436	662,159	681,428	691,454

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54000	Telephone Service	4,053	4,041	4,270	4,010	4,010
54001	Cellular Service	34,288	30,096	34,000	22,000	23,000
54010	Natural Gas	73,257	74,562	152,460	122,160	126,000
54011	City Electric	719,173	656,605	725,840	655,000	675,000
54012	City Water	100,424	99,782	125,590	89,800	95,000
54013	City Sewer	138,023	124,920	154,250	113,550	120,000
54015	ComEd Utility Charges	3,242	3,534	3,700	3,170	3,300
54110	General Legal	29,468	2,107	6,432	-	6,432
54135	Collection Services	1,500	1,178	1,000	1,000	1,000
54160	Engineering Services	83,499	26,939	68,000	68,000	68,000
54171	Insurance Broker Services	3,924	4,281	4,900	5,034	4,968
54189	Other Professional Services	64,039	77	7,180	7,180	57,180
54200	Communication Service Projects	3,196	7,191	-	18,680	18,200
54201	Communication System Expense	47,095	46,291	42,087	45,683	45,683
54251	Software Maintenance Agreement	18,893	23,327	63,439	86,438	174,489
54256	IT Consulting Services	10,433	10,368	5,184	-	-
54301	Refuse and Hauling Service	3,829	7,261	21,200	18,000	21,200
54305	Landscaping and Mowing Services	8,736	20,600	57,600	57,600	57,600
54306	Sludge Removal	143,788	169,276	169,000	115,000	140,000
54308	Restoration Services	-	689	1,644	1,644	1,644
54310	Safety Program	2,687	7,669	6,000	-	6,000
54311	Locate Service	4,374	4,318	5,200	5,200	5,200
54312	Sewer Lining Projects	749,170	488,807	450,000	450,000	450,000
54314	Sewer Line Flushing	-	-	42,000	42,000	60,000
54360	Risk Insurance Premiums	111,070	135,536	159,860	143,665	138,273
54361	W/C Excess Premium	8,661	9,905	11,320	11,218	11,626
54371	Testing & Inspection Services	20,038	13,335	21,486	21,486	21,486
54399	Other Contracted Services	129,078	109,023	86,960	100,960	95,960
54402	Maint Agreemnts - Copiers	533	170	250	250	250
54450	Repair & Maintenance - Facilities	12,293	30,237	38,000	184,000	184,000
54456	Repair & Maintenance - Streets	-	13,456	15,900	15,900	15,900
54461	Repair & Maintenance - Pumps	5,499	18,794	34,500	34,500	34,500
54464	Repair & Maintenance - Lift Stations	50,861	56,014	69,100	80,100	80,100
54465	Repair & Maintenance - Sewer Lines	80,453	74,510	126,460	126,460	126,460
54467	Repair & Maintenance - Other Equipment	83,732	23,134	96,885	96,885	96,885
54480	Central Garage Services	94,579	158,449	102,580	107,630	116,700
54500	Postage	896	626	550	200	300
54513	Equipment Rental	5,000	4,827	7,140	7,140	7,140
Total Contractual Services		2,849,784	2,461,935	2,921,967	2,861,543	3,093,486
55150	WC-Medical Payments	6,742	94,113	-	-	-
55153	WC-Reserve	79,711	(58,744)	-	-	-
55202	Other Governmental Fees & Taxes	40,500	40,500	41,500	40,800	41,500
55400	Inventory Carrying Charge	3,326	3,922	7,605	10,475	4,155
55401	Inventory Overhead	15,894	16,768	18,000	17,605	16,515
Total Other Operating		146,173	96,559	67,105	68,880	62,170
55270	Allocated Costs-GG	596,004	596,004	631,990	631,990	687,610
55271	Allocated Costs-PW	941,148	941,148	319,120	319,120	308,160
55272	Allocated Costs-CD	100,389	100,389	-	-	-
Total Allocations		1,637,541	1,637,541	951,110	951,110	995,770

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56001	Motor Vehicle Replacements	-	107,212	485,000	660,412	356,000
56002	Machinery and Equipment	238,101	354,515	476,000	546,405	830,000
56003	Office Furnishings	1,794	-	-	-	-
56004	Computer Equipment	-	-	6,700	-	986
56100	Land	52,393	-	100,000	-	100,000
56101	Land Improvements	2,137,515	5,263,201	3,672,333	1,738,153	4,963,900
56150	Design Engineering - Capital	479,005	718,415	1,923,500	1,849,564	1,574,000
56160	Construction Engineering - Capital	1,179,415	604,125	745,025	823,041	979,000
56170	Other Engineering Services - Capital	159	20,400	170,000	110,000	40,000
56200	Structures and Improvements	12,876,670	12,468,116	11,166,000	13,868,695	2,520,500
56301	Capitalized Software	2,455	74,285	173,036	74,212	-
Total Capital		16,967,507	19,610,269	18,917,594	19,670,482	11,364,386
55300	Interest Expense	199,972	199,754	300,878	299,479	283,700
55301	IEPA Interest Payment	448,256	667,117	664,069	602,953	784,111
55310	Principal Payment	354,081	395,161	403,825	403,825	416,351
55311	IEPA Principal Payment	1,844,849	1,894,659	2,863,068	2,730,429	3,592,548
55320	Underwriting Fees	27,413	-	-	-	-
55321	Other Fees	877	-	-	-	-
Total Debt Service		2,875,448	3,156,691	4,231,840	4,036,686	5,076,711
57106	Debt Service Trsf 2011 Bonds	11,445	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	178,051	179,049	179,767	179,767	180,289
57112	Debt Service Trsf 2018A Bonds	58,865	58,865	58,865	58,865	58,865
57115	Debt Service Trsf 2021A Bonds	-	11,341	11,392	11,392	11,433
57311	Transfer to General Fund	-	710,000	-	-	-
Total Inter-Fund Transfers		248,361	959,255	250,024	250,024	250,587
Total Expenditures		26,771,454	30,447,246	30,232,905	30,371,590	23,903,925

City of St. Charles
Public Works Department – Wastewater Division
Fiscal Year 2024-2025 Budget

General Description and Major Areas of Responsibility

The Public Works Department is a service-oriented team comprised of several Divisions who work together to provide core services to our St. Charles customers.

The Wastewater Treatment Division is responsible for ensuring that all wastewater produced by City residents is properly treated and disinfected prior to its return to the environment. This Division operates and maintains fourteen intermediate pumping stations and two wastewater treatment facilities. Both treatment facilities were designed and built according to the standards established by the Illinois Environmental Protection Agency and are capable of treating up to 9.7 million gallons of wastewater daily. In addition to process control and compliance monitoring, the City's Environmental Laboratory monitors industrial activities and provides analytical data necessary to fulfill all reporting requirements as required by the Clean Water Act (CWA).

The Wastewater Division also is responsible for the sanitary sewer collection system. The system totals nearly 187 miles of underground piping. The purpose of the stormwater collection sewers is to keep rainwater and snow-melt water out of homes and businesses and to enhance local surface water quality. The sanitary sewers transport used water from sinks and showers around the city to one of the two wastewater treatment plants.



City of St. Charles
Public Works Department – Wastewater Division
Fiscal Year 2024-2025 Budget

Wastewater Division by the Numbers

- ❖ FY 2024-25 Total Authorized FTE’s: 17.45
- ❖ 1,828.3 Million Gallons of Wastewater Treated in 2023
- ❖ 186.42 Miles of Sanitary Sewer
- ❖ 4,985 Sanitary Structures
- ❖ 16 Lift Stations

Environmental Services

- ✓ Negotiated a New Refuse and Recycling Contract
- ✓ Started a Wastewater Utility Master Plan
- ✓ Lined 14,035 feet of sewer main as part of the CMOM I & I Program
- ✓ Design of the UV Light Disinfection System at the Main Plant
- ✓ Renovated and Replaced the Riverside and Wildwood Lift Stations
- ✓ Completed with West Side Treatment Plant Reconstruction Project
- ✓ Completed the Kautz Road section of the Eastern Drainage Sanitary Trunk Main

FY 2023-24 Goals and Objectives

Environmental Services

- Continue the design Eastern Drainage Sanitary Trunk Main to Serve Development Projects
- Continue the replacement of the State Street Sanitary Sewer
- Continue the City’s Capacity, Management, Operations and Maintenance (CMOM) Plan for Improvements to our Sanitary Sewer Network
- Start construction on the main plant clarifier rehab
- Complete the West Side Treatment Plant Expansion Project

Performance Measures and Statistics	FY 2022-23 Actual	FY 2023-24 Actual	FY 2024-25 Estimate
Environmental Lab Samples Analyzed	10,192	7,905	8,000
West Plant Treatment Annual MGD	167.24	149.27	160
Main Plant Treatment Annual MGD	1,661.06	1,380.53	1,500

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Fund	220	Wastewater Fund					
Department	220550	Wastewater Administration					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	179,025	191,459	112,475	119,155	120,785	
50101	Part Time Wages	-	-	14,145	-	-	
50200	Overtime	25	-	-	-	-	
50301	Cell Phone/Internet Allowance	251	404	-	20	-	
51100	FICA	10,703	11,334	7,849	7,275	7,490	
51103	IMRF	19,838	16,892	9,726	9,285	9,725	
51104	Medicare	2,516	2,697	1,835	1,700	1,751	
51105	401A	1,189	1,259	-	50	-	
51117	Pension Expense	(40,917)	7,626	-	-	-	
51203	Life Insurance	-	-	180	-	-	
51300	Registration and Fees	725	75	3,709	3,373	3,679	
51304	Memberships and Dues	8,582	14,358	9,547	9,547	9,837	
51402	Meals-Travel & Training	174	-	-	-	-	
Total Personal Services		182,111	246,104	159,466	150,405	153,267	
52000	Office Supplies	500	490	525	525	530	
52002	Books and Subscriptions	272	-	400	300	300	
52100	Refreshment Supplies	-	539	1,000	1,000	1,000	
Total Commodities		772	1,029	1,925	1,825	1,830	
54110	General Legal	29,468	2,107	3,252	-	3,252	
54135	Collections Services	1,500	1,178	1,000	1,000	1,000	
54160	Engineering Services	83,499	26,939	68,000	68,000	68,000	
54171	Insurance Broker Services	3,924	4,281	4,900	5,034	4,968	
54189	Other Professional Services	63,639	-	5,000	5,000	55,000	
54200	Communication Service Projects	408	423	-	1,099	-	
54251	Software Maintenance Agreement	18,893	18,267	21,040	21,039	108,090	
54256	IT Consulting Services	10,433	10,368	5,184	-	-	
54310	Safety Program	1,925	5,000	3,100	-	3,100	
54360	Risk Insurance Premiums	111,070	135,536	159,860	143,665	138,273	
54361	W/C Excess Premium	8,661	9,905	11,320	11,218	11,626	
Total Contractual Services		333,420	214,004	282,656	256,055	393,309	
55270	Allocated Costs-GG	596,004	-	-	-	-	
55271	Allocated Costs-PW	243,948	-	-	-	-	
55272	Allocated Costs-CD	100,389	-	-	-	-	
Total Allocations		940,341	-	-	-	-	
56003	Office Furnishings and Equip	1,794	-	-	-	-	
56004	Computer Equipment	-	-	6,700	-	986	
56301	Capitalized Software	2,455	74,285	173,036	74,212	-	
Total Capital		4,249	74,285	179,736	74,212	986	
55300	Interest Expense	199,972	199,754	300,878	299,479	283,700	
55301	IEPA Interest Payment	448,256	667,117	664,069	602,953	784,111	
55310	Principal Payment	354,081	395,161	403,825	403,825	416,351	
55311	IEPA Principal Payment	1,844,849	1,894,659	2,863,068	2,730,429	3,592,548	
55320	Underwriting Fees	27,413	-	-	-	-	
55321	Other Fees	877	-	-	-	-	
Total Debt Service		2,875,448	3,156,691	4,231,840	4,036,686	5,076,711	
Total Expenditures		4,336,341	3,692,113	4,855,623	4,519,183	5,626,103	

City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget

Fund	220	Wastewater Fund				
Department	220551	Wastewater Plant Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	577,716	607,883	801,820	734,260	865,165
50101	Part Time Wages	13,257	10,919	26,540	12,755	14,230
50102	Stand by Wages	57,990	58,358	44,480	61,835	64,480
50200	Overtime	55,315	66,882	59,760	55,165	60,945
50201	OT - Double Time	28,586	35,935	27,960	30,350	28,660
50205	Foreman Emergency OT	506	570	-	-	-
50301	Cell Phone/Internet Allowance	555	540	-	745	1,130
51100	FICA	43,120	46,484	59,805	54,340	64,360
51103	IMRF	82,414	72,140	73,150	68,975	83,470
51104	Medicare	10,084	10,871	13,990	12,710	15,055
51105	401A	1,399	1,473	1,575	1,075	3,610
51117	Pension Expense	(169,121)	31,520	-	-	-
51200	Health Insurance-Medical	120,633	188,245	190,931	186,780	197,000
51203	Life Insurance	-	-	1,090	695	800
51204	Workers Compensation	34,289	-	-	-	-
51300	Registration and Fees	1,126	1,649	1,996	1,996	2,056
51304	Memberships and Dues	200	320	460	460	460
51400	Transportation Expense	-	630	260	260	260
51401	Lodging	-	306	-	-	-
51402	Meals-Travel & Training	-	239	200	200	200
51500	New Hire Testing	172	-	-	-	-
51501	Current Employee Testing	28	-	-	-	-
51600	Uniforms	3,903	4,996	3,900	3,900	3,900
51601	Uniforms-Safety	396	1,263	1,000	1,000	1,000
Total Personal Services		862,568	1,141,223	1,308,917	1,227,501	1,406,781
52000	Office Supplies	407	483	500	500	500
52002	Books and Subscriptions	22	915	1,000	1,000	1,000
52100	Refreshment Supplies	321	652	1,000	1,000	1,000
52101	Meals-Business	-	-	100	100	100
52300	Janitorial/Kitchen Supplies	2,642	2,645	2,650	2,800	2,650
52302	Building Maintenance Supplies	694	186	1,080	800	1,080
52304	Chemicals & Sprays	215,018	285,361	301,800	350,765	350,845
52305	Safety Supplies	37,243	38,171	37,940	22,940	3,000
52307	Plumbing Supplies	162	230	250	325	325
52310	Small Tools and Equipment	604	823	1,025	1,325	1,325
52311	Hardware Supplies	327	318	460	552	555
52314	Parts for Equipment	66,979	98,026	106,000	106,000	106,000
52400	Gasoline	9,804	9,904	14,000	8,500	10,000
52401	Vehicle Fluids	130	165	380	300	380
52500	Electrical Supplies	193	105	300	300	300
52701	Lab Supplies	31,585	47,490	47,546	54,169	69,300
Total Commodities		366,131	485,474	516,031	551,376	548,360
54000	Telephone Service	2,527	2,467	2,600	2,435	2,435
54001	Cellular Service	5,919	5,434	5,570	5,500	6,000
54010	Natural Gas	73,257	74,562	152,460	122,160	126,000
54011	City Electric	719,173	656,605	725,840	655,000	675,000
54012	City Water	100,424	99,782	125,590	89,800	95,000
54013	City Sewer	138,023	124,920	154,250	113,550	120,000
54015	ComEd Utility Charges	3,242	3,534	3,700	3,170	3,300
54110	General Legal	-	-	3,180	-	3,180
54200	Communication Service Projects	1,484	4,230	-	10,988	9,100
54201	Communication System Expense	47,095	46,291	42,087	45,683	45,683
54251	Software Maintenance Agreement	-	5,060	22,399	22,399	22,399

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Fund	220	Wastewater Fund				
Department	220551	Wastewater Plant Operations				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54305	Landscaping/Mowing Services	8,736	20,600	57,600	57,600	57,600
54306	Sludge Removal	143,788	169,276	169,000	115,000	140,000
54310	Safety Program	762	2,669	2,900	-	2,900
54371	Testing & Inspection Services	20,038	13,335	21,090	21,090	21,090
54399	Other Contracted Services	122,295	105,523	77,800	91,800	86,800
54402	Maint Agreemnts - Copiers	533	170	250	250	250
54450	Repair & Maint - Facilities	12,293	30,237	38,000	184,000	184,000
54461	Repair & Maint - Pumps	5,499	18,794	34,500	34,500	34,500
54464	Repair & Maint - Lift Stations	50,861	56,014	69,100	80,100	80,100
54467	Repair & Maint - Other Equip	60,841	23,134	90,460	90,460	90,460
54480	Central Garage Services	29,934	32,161	21,510	32,900	28,725
54500	Postage	896	626	550	200	300
Total Contractual Services		1,547,620	1,495,424	1,820,436	1,778,585	1,834,822
55150	WC-Medical Payments	-	10,740	-	-	-
55400	Inventory Carrying Charge	765	902	-	-	3,515
55401	Inventory Overhead	7,525	6,956	8,000	13,985	10,090
Total Other Operating		8,290	18,598	8,000	13,985	13,605
55290	Allocated Facilities Costs	348,600	-	-	-	-
Total Allocations		348,600	-	-	-	-
56001	Motor Vehicles - Replacements	-	60,665	60,000	60,661	50,000
56002	Machinery and Equipment	238,101	354,515	100,000	180,000	780,000
56101	Land Improvements	70,955	54,263	75,000	35,000	-
56150	Design Engineering - Capital	118,127	20,374	330,500	656,435	420,000
56160	Construction Engineering - Capital	265,356	311,339	455,000	557,488	465,000
56170	Other Engineering Services - Capital	-	20,400	100,000	100,000	-
56200	Structures and Improvements	477,216	7,162,686	11,166,000	13,868,695	2,520,500
Total Capital		1,169,755	7,984,242	12,286,500	15,458,279	4,235,500
Total Expenditures		4,302,964	11,124,961	15,939,884	19,029,726	8,039,068

City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget

Fund	220	Wastewater Fund				
Department	220552	Wastewater Collections				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	425,180	335,936	518,315	299,000	550,285
50200	Overtime	7,739	15,651	18,335	5,330	18,730
50201	OT - Double Time	470	4,076	7,500	655	7,663
51100	FICA	25,946	21,586	33,955	19,010	35,970
51103	IMRF	48,873	31,057	42,060	24,190	46,705
51104	Medicare	6,068	5,048	7,940	4,450	8,415
51117	Pension Expense	(115,950)	21,610	-	-	-
51200	Health Insurance-Medical	86,167	97,965	128,783	115,270	123,680
51203	Life Insurance	-	-	620	411	650
51204	Workers Compensation	67,835	-	-	-	-
51300	Registration and Fees	375	550	550	550	12,550
51304	Memberships and Dues	-	-	165	165	165
51501	Current Employee Testing	360	-	-	-	-
51600	Uniforms	2,839	4,754	3,500	3,500	3,500
51601	Uniforms-Safety	315	-	1,000	1,000	1,000
Total Personal Services		556,217	538,233	762,723	473,531	809,313
52000	Office Supplies	59	360	372	400	410
52001	Computer Related Supplies	-	3	528	528	528
52100	Refreshment Supplies	338	436	500	520	520
52101	Meals-Business	253	1,100	324	1,353	500
52300	Janitorial/Kitchen Supplies	228	262	365	365	365
52302	Building Maintenance Supplies	76	25	324	321	321
52304	Chemicals & Sprays	2,058	2,735	7,350	7,350	7,350
52305	Safety Supplies	3,606	4,890	9,380	5,500	9,380
52306	Signage/Traffic Control Suppl	1,275	261	1,670	-	-
52307	Plumbing Supplies	31	49	50	50	50
52310	Small Tools and Equipment	1,076	2,053	2,450	2,450	7,450
52311	Hardware Supplies	53	107	540	540	540
52312	Paints, Supplies and Solvents	508	388	2,000	2,000	2,000
52314	Parts for Equipment	29,832	30,803	37,450	37,450	37,450
52400	Gasoline	26,823	32,960	36,500	25,000	30,000
52401	Vehicle Fluids	112	58	-	-	-
52402	Motor Vehicle Parts	122	11	-	-	-
52700	Water/Sewer Line Repair Materials	8,518	10,609	13,300	13,300	13,300
52804	Landscaping/Planter Supplies	25	25	100	100	100
52805	Street Repair Materials	3,848	25,798	31,000	31,000	31,000
Total Commodities		78,841	112,933	144,203	128,227	141,264
54000	Telephone Service	1,526	1,574	1,670	1,575	1,575
54001	Cellular Service	28,369	24,662	28,430	16,500	17,000
54189	Other Professional Services	400	77	2,180	2,180	2,180
54200	Communication Service Projects	1,304	2,538	-	6,593	9,100
54251	Software Maintenance Agreement	-	-	20,000	43,000	44,000
54301	Refuse & Hauling Service	3,829	7,261	21,200	18,000	21,200
54308	Restoration Services	-	689	1,644	1,644	1,644
54311	Locate Service	4,374	4,318	5,200	5,200	5,200
54312	Sewer Lining Projects	749,170	488,807	450,000	450,000	450,000
54314	Sewer Line Flushing	-	-	42,000	42,000	60,000
54371	Testing & Inspection Services	-	-	396	396	396
54399	Other Contracted Services	6,783	3,500	9,160	9,160	9,160

City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget

Fund	220	Wastewater Fund				
Department	220552	Wastewater Collections				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54456	Repair & Maint - Streets	-	13,456	15,900	15,900	15,900
54465	Repair & Maint - Sewer Lines	80,453	74,510	126,460	126,460	126,460
54467	Repair & Maint - Other Equip	22,891	-	6,425	6,425	6,425
54480	Central Garage Services	64,645	126,288	81,070	74,730	87,975
54513	Equipment Rental	5,000	4,827	7,140	7,140	7,140
Total Contractual Services		968,744	752,507	818,875	826,903	865,355
55150	WC-Medical Payments	6,742	83,373	-	-	-
55153	WC - Reserve	79,711	(58,744)	-	-	-
55202	Other Governmental Fees & Taxes	40,500	40,500	41,500	40,800	41,500
55400	Inventory Carrying Charge	2,561	3,020	7,605	10,475	640
55401	Inventory Overhead	8,369	9,812	10,000	3,620	6,425
Total Other Operating		137,883	77,961	59,105	54,895	48,565
55290	Allocated Facilities Costs	348,600	-	-	-	-
Total Allocations		348,600	-	-	-	-
56001	Motor Vehicles - Replacements	-	46,547	425,000	599,751	306,000
56002	Machinery and Equipment	-	-	376,000	366,405	50,000
56101	Land Improvements	233,915	135,233	1,730,000	1,534,153	3,663,900
56150	Design Engineering - Capital	237,503	155,617	323,000	499,908	504,000
56160	Construction Engineering - Capital	-	29,379	120,000	75,000	314,000
56170	Other Engineering Services - Capital	159	-	20,000	10,000	20,000
56200	Structures and Improvements	-	5,545	-	-	-
Total Capital		471,577	372,321	2,994,000	3,085,217	4,857,900
Total Expenditures		2,561,862	1,853,955	4,778,906	4,568,773	6,722,397

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Fund						
220	Wastewater Fund					
Department						
220553	Wastewater Connection					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56100	Land	52,393	-	100,000	-	100,000
56101	Land Improvements	1,832,645	5,073,705	1,867,333	169,000	1,300,000
56150	Design Engineering - Capital	123,375	542,424	1,270,000	693,221	650,000
56160	Construction Engineering - Capital	914,059	263,407	170,025	190,553	200,000
56170	Other Engineering Services - Capital	-	-	50,000	-	20,000
56200	Structures and Improvements	12,399,454	5,299,885	-	-	-
Total Capital		15,321,926	11,179,421	3,457,358	1,052,774	2,270,000
Total Expenditures		15,321,926	11,179,421	3,457,358	1,052,774	2,270,000

**City of St. Charles
Wastewater Fund
Expenditures
FY 2024-2025 Budget**

Fund						
220	Wastewater Fund					
Department						
220800	Wastewater-Inter-Fund Transfers					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55270	Allocated Costs-GG	-	596,004	631,990	631,990	687,610
55271	Allocated Costs-PW	-	941,148	319,120	319,120	308,160
55272	Allocated Costs-CD	-	100,389	-	-	-
Total Other Operating		-	1,637,541	951,110	951,110	995,770
57106	Debt Service Trsf 2011 Bonds	11,445	-	-	-	-
57108	Debt Service Trsf 2012 Bonds	178,051	179,049	179,767	179,767	180,289
57112	Debt Service Trsf 2018A Bonds	58,865	58,865	58,865	58,865	58,865
57115	Debt Service Trsf 2021A Bonds	-	11,341	11,392	11,392	11,433
57311	Transfer to General Fund	-	710,000	-	-	-
Total Other Budgeting Expenses		248,361	959,255	250,024	250,024	250,587
Total Expenditures		248,361	2,596,796	1,201,134	1,201,134	1,246,357

**City of St. Charles
Refuse Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			116,811	176,735	260,177		
Revenues							
User Charges	526,211	532,256	529,750	532,000	608,000	76,000	14.3%
Other Revenues	21,018	22,369	19,715	24,742	25,087	345	1.4%
Investment Income	283	1,735	1,400	2,000	2,000	-	0.0%
Interfund Transfers	80,000	105,000	105,000	105,000	105,000	-	0.0%
Total Revenues	627,512	661,360	655,865	663,742	740,087	76,345	11.5%
	627,512	661,360	655,865	663,742	740,087		
Expenditures							
Materials and Supplies	2,625	4,138	4,200	9,200	9,500	300	3.3%
Contractual Services	547,432	560,181	570,800	571,100	804,855	233,755	40.9%
Departmental Allocations	118,117	118,117	-	-	-	-	0.0%
Total Expenditures	668,174	682,436	575,000	580,300	814,355	234,055	40.3%
Revenues Over/ (Under) Expenditures	(40,662)	(21,076)	80,865	83,442	(74,268)		
Ending Net Current Assets			197,676	260,177	185,909		

**City of St. Charles
Refuse Fund
Revenue
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
45530	Refuse Charges	27,778	29,529	29,500	30,000	30,000
45531	Yardwaste/Cleanup	498,433	502,727	500,250	502,000	578,000
	Total User Charges	526,211	532,256	529,750	532,000	608,000
46220	Recovery Of Bad Debts-COSC	62	63	-	30	-
	Total Miscellaneous Revenues	62	63	-	30	-
47105	Money Market Interest	283	1,121	1,400	2,000	2,000
47190	Interest-Leases	-	614			
	Total Investment Income	283	1,735	1,400	2,000	2,000
47200	Rental Income	7,463	8,909	8,215	8,212	8,587
	Total Rental Income	7,463	8,909	8,215	8,212	8,587
47302	Sale Of New Material	3,036	4,679	4,000	6,500	6,500
47304	Sale Of Used Material	10,457	8,718	7,500	10,000	10,000
	Total Sales of Property Revenues	13,493	13,397	11,500	16,500	16,500
49100	Transfers-from General Fund	80,000	105,000	105,000	105,000	105,000
	Total Interfund Transfers In	80,000	105,000	105,000	105,000	105,000
	Total Revenues	627,512	661,360	655,865	663,742	740,087

**City of St. Charles
Refuse Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
52806	Refuse Supplies	2,625	4,138	4,200	9,200	9,500
	Total Commodities	2,625	4,138	4,200	9,200	9,500
54135	Collection Services	92	24	100	100	100
54301	Refuse and Hauling Service	45,460	58,277	67,700	69,000	226,755
54302	Brush and Leaf Service	501,880	501,880	503,000	502,000	578,000
	Total Contractual Services	547,432	560,181	570,800	571,100	804,855
55270	Allocated Costs-GG	63,505	63,505	-	-	-
55271	Allocated Costs-PW	54,612	54,612	-	-	-
	Total Other Operating	118,117	118,117	-	-	-
	Total Expenditures	668,174	682,436	575,000	580,300	814,355

**City of St. Charles
Refuse Fund
Fiscal Year 2024-2025 Budget**

General Description

The Refuse Fund accounts for the leaf collection and yard waste clean-up services charged to residents on the utility bill. The City contracts these services which also provides for a spring clean-up event every two years. The spring clean-up program offers residents the opportunity to place unwanted items at the curb for pick up at no charge.

Refuse collection and disposal services are provided by a contracted refuse hauler. Residents pay the service provider a monthly rental fee based on the size refuse cart they utilize or may purchase refuse stickers or bags. The City does not bear any cost or collect any fees related to this service.

The contract for the above services lapses on December 31, 2028.

FY 2023-24 Significant Accomplishments

- ✓ Managed leaf collection and yard waste clean-up service contract
- ✓ Successfully procured refuse collection and disposal services for residents living within the City limits

FY 2024-25 Goals and Objectives

- Successfully manage the execution of the bi-annual spring clean-up program

**City of St. Charles
Refuse Fund
Expenditures
FY 2024-2025 Budget**

Fund	230	Refuse Fund					
Department	230560	Refuse					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
52806	Refuse Supplies	2,625	4,138	4,200	9,200	9,500	
	Total Commodities	2,625	4,138	4,200	9,200	9,500	
54135	Collection Services	92	24	100	100	100	
54301	Refuse and Hauling Service	45,460	58,277	67,700	69,000	226,755	
54302	Brush and Leaf Service	501,880	501,880	503,000	502,000	578,000	
	Total Contractual Services	547,432	560,181	570,800	571,100	804,855	
	Total Expenditures	550,057	564,319	575,000	580,300	814,355	

**City of St. Charles
Refuse Fund
Expenditures
FY 2024-2025 Budget**

Fund		230 Refuse Fund				
Department		230800 Refuse-Inter-Fund Transfers				
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
55270	Allocated Costs-GG	63,505	63,505	-	-	-
55271	Allocated Costs-PW	54,612	54,612	-	-	-
Total Other Operating		118,117	118,117	-	-	-
Total Expenditures		118,117	118,117	-	-	-

City of St. Charles
TIF 3 - St. Charles Mall Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			(40,055)	(40,042)	110,091		
Revenues							
Property Tax	454,154	931,919	1,350,000	1,351,240	1,395,000	43,760	3.2%
Investment Income	196	1,705	700	4,560	12,000	7,440	163.2%
Total Revenues	454,350	933,624	1,350,700	1,355,800	1,407,000	51,200	3.8%
Expenditures							
Contractual Services	563	564	570	570	190,570	190,000	33333.3%
Interfund Transfers	213,400	219,300	799,132	1,205,097	700,000	(505,097)	-41.9%
Total Expenditures	213,963	219,864	799,702	1,205,667	890,570	(315,097)	-26.1%
Revenues Over/ (Under) Expenditures	240,388	713,760	550,998	150,133	516,430		
Ending Fund Balance			510,943	110,091	626,521		

City of St. Charles
Tax Increment Financing St. Charles Mall District #3
Fiscal Year 2024-2025 Budget

General Description

The Tax Increment Financing District #3 Fund was established on June 19, 2000. The last levy year for the TIF is 2023. This TIF District was created to fund the redevelopment of the vacant St. Charles Mall site just East of Randall Road and north of Rt. 38 and consisting of about 27 acres.

The City originally issued \$2,860,000 in general obligation bonds in 2001 to fund redevelopment activities at the site. In 2017, the City approved the Prairie Centre development, which consists of 670 residential multi-family units with mixed use commercial components and affordable senior living units.

Development of the site has led to a significant increase in TIF increment over the last three years. It is anticipated that once completed, the TIF District will generate significant new EAV for all taxing bodies.



FY 2023-24 Significant Accomplishments

- ✓ Construction of the Prairie Centre development continued during the year.
- ✓ The City received payment of the remaining, previously advanced funds from the TIF District.
- ✓ The Water and Sewer Funds received reimbursement for previously incurred costs associated with installing water and sewer infrastructure within the TIF boundaries.

FY 2024-25 Goals and Objectives

- Continue to oversee the development of Prairie Centre and the various buildings.
- Use TIF increment to finance that portion of the Prairie Street water and sewer main replacement project which is located with the TIF District boundaries.

City of St. Charles
TIF 3 - St. Charles Mall Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41123	TIF Property Tax-Kane	454,154	931,919	1,350,000	1,351,240	1,395,000
	Total Property Tax	454,154	931,919	1,350,000	1,351,240	1,395,000
47105	Money Market Interest	196	1,516	500	2,600	10,000
47199	Interest-Miscellaneous	-	189	200	1,960	2,000
	Total Investment Income	196	1,705	700	4,560	12,000
	Total Revenues	454,350	933,624	1,350,700	1,355,800	1,407,000

City of St. Charles
TIF 3 - St. Charles Mall Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	563	564	570	570	570
54399	Other Contracted Services	-	-	-	-	190,000
	Total Contractual Services	563	564	570	570	190,570
57003	Transfer to Mall TIF #3 Bond Fund	213,400	219,300	-	-	-
57311	Transfer to General Fund	-	-	799,132	799,132	-
57313	Transfer to Wastewater	-	-	-	137,469	350,000
57315	Transfer to Water	-	-	-	268,496	350,000
	Total Inter-Fund Transfers	213,400	219,300	799,132	1,205,097	700,000
	Total Expenditures	213,963	219,864	799,702	1,205,667	890,570

City of St. Charles
TIF 4 - First St Development Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 22/23 Forecast	
						\$	%
Beginning Fund Balance			(530,862)	(531,462)	(467,232)		
Revenues							
Property Tax	463,731	460,717	422,900	486,535	502,000	15,465	3.2%
Investment Income	155	1,760	1,800	2,903	3,200	297	10.2%
Interfund Transfers	213,406	-	-	-	-	-	0.0%
Total Revenues	677,292	462,477	424,700	489,438	505,200	15,762	3.2%
Expenditures							
Contractual Services	2,081	656	-	508	-	(508)	0.0%
Interfund Transfers - Debt	463,502	475,325	424,700	424,700	499,390	74,690	17.6%
Total Expenditures	465,583	475,981	424,700	425,208	499,390	74,182	17.4%
Revenues Over/ (Under) Expenditures	211,709	(13,504)	-	64,230	5,810		
Ending Fund Balance			(530,862)	(467,232)	(461,422)		

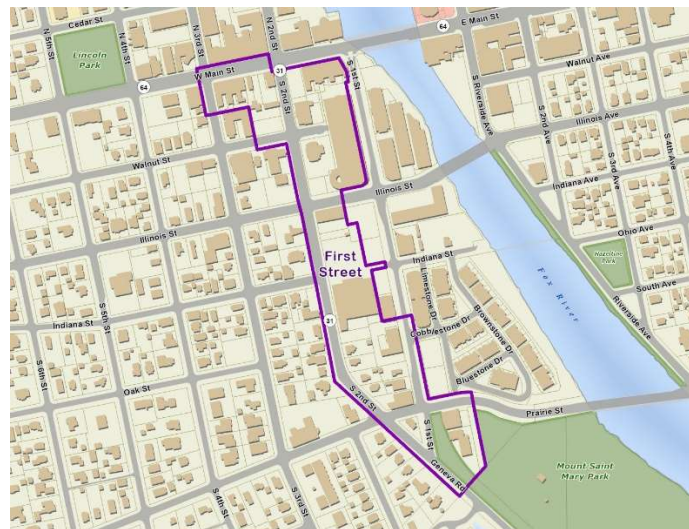
City of St. Charles
Tax Increment Financing First Street District #4
Fiscal Year 2024-2025 Budget

General Description

The Tax Increment Financing District #4 Fund was established on March 18, 2002. The last levy year for the TIF is 2025. This TIF District was created to fund the City’s vision of a pedestrian oriented shopping district with new parking structures, realigned and expanded roadway and parking, relocation of existing businesses, plaza construction behind Main street businesses and other improvements.

The City issued \$28,910,000 in general obligation bonds from 2006 through 2008 to fund the public infrastructure and other aspects of the development. These bonds were refinanced with the 2013A issuance and again with the 2021B issuance in order to allow for the development to be constructed and begin to generate increment and take advantage of low bond interest refinancing rates. Most of the planned development for the site has been completed, but a couple of parcels remain for development opportunity.

In 2015, a portion of the original First Street TIF on the eastern portion of the TIF District was removed from the TIF District and combined with new parcels east of the Fox River to form a new Central Downtown TIF #7. This de-TIF/re-TIF process will assist in providing redevelopment opportunities within the two TIF Districts and funds to assist in repaying the outstanding debt obligations.



FY 2023-24 Significant Accomplishments

- ✓ A redevelopment agreement with the new owners of the former Blue Goose supermarket was approved. The owners will renovate the property and it will be leased to Whole Foods Market

FY 2024-25 Goals and Objectives

- Continue to work with developers expressing interest in the remaining available parcels within the TIF District.

City of St. Charles
TIF 4 - First St Development Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41123	TIF Property Tax-Kane	463,731	460,717	422,900	486,535	502,000
	Total Property Tax	463,731	460,717	422,900	486,535	502,000
47105	Money Market Interest	155	1,667	1,800	2,200	2,500
47199	Interest-Miscellaneous	-	93	-	703	700
	Total Investment Income	155	1,760	1,800	2,903	3,200
49300	Transfers-from Spec Revenue	213,406	-	-	-	-
	Total Interfund Transfers In	213,406	-	-	-	-
	Total Revenues	677,292	462,477	424,700	489,438	505,200

City of St. Charles
TIF 4 - First St Development Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	2,081	656	-	508	-
	Total Contractual Services	2,081	656	-	508	-
57004	Transfer to First St. TIF #4 Bond Fund	463,502	475,325	424,700	424,700	499,390
	Total Inter-Fund Transfers	463,502	475,325	424,700	424,700	499,390
	Total Expenditures	465,583	475,981	424,700	425,208	499,390

City of St. Charles
TIF 5 - St Charles Manufacturing Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			(979,987)	(959,987)	(959,462)		
Revenues							
Property Tax	205,607	210,391	223,000	221,317	225,000	3,683	1.7%
Investment Income	76	329	315	882	820	(62)	-7.0%
Interfund Transfers	20,531	20,000	-	-	-	-	0.0%
Total Revenues	226,214	230,720	223,315	222,199	225,820	3,621	1.6%
Expenditures							
Contractual Services	563	-	-	-	395	395	0.0%
Interfund Transfers - Debt	205,665	210,706	223,315	221,674	225,000	3,326	1.5%
Total Expenditures	206,228	210,706	223,315	221,674	225,395	3,721	1.7%
Revenues Over/ (Under) Expenditures	19,986	20,014	-	525	425		
Ending Fund Balance			(979,987)	(959,462)	(959,037)		

City of St. Charles
Tax Increment Financing St. Charles Manufacturing District #5
Fiscal Year 2024-2025 Budget

General Description

The Tax Increment Financing District #5 Fund was established on May 5, 2003. The last levy year for the TIF is 2026. This TIF District was created to fund improvements to the southwest corner of E. Main St. and Tyler Road.

The City originally issued \$4,435,000 in general obligation bonds to fund improvements to the TIF District. Funds were utilized for site improvements necessary for a car dealership and office condominiums. The City also advanced \$980,000 to assist with repayment of the bonds since the TIF increment is not sufficient for repayment. The City also transferred approximately \$1,050,000 to assist with the financing of the bond repayments. The final debt payment on those bonds was made in FY 23-24. Future TIF increment will be transferred to the City to partially repay advances from the General Fund.



FY 2023-24 Significant Accomplishments

- ✓ The City made the final debt payment on the outstanding bonds associated with the TIF District.

FY 2024-25 Goals and Objectives

- Transfer funds in the amount of \$225,000 to the City as repayment for previously advanced funds.

City of St. Charles
TIF 5 - St Charles Manufacturing Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41123	TIF Property Tax-Kane	205,607	210,391	223,000	221,317	225,000
	Total Property Tax	205,607	210,391	223,000	221,317	225,000
47105	Money Market Interest	76	286	275	562	500
47199	Interest-Miscellaneous	-	43	40	320	320
	Total Investment Income	76	329	315	882	820
49100	Transfers-from General Fund	20,531	20,000	-	-	-
	Total Interfund Transfers In	20,531	20,000	-	-	-
	Total Revenues	226,214	230,720	223,315	222,199	225,820

City of St. Charles
TIF 5 - St Charles Manufacturing Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	563	-	-	-	395
	Total Contractual Services	563	-	-	-	395
57005	Transfer to TIF #5 Bond Fund	205,665	210,706	223,315	221,674	-
57402	Inter-Fund Debt - Loan	-	-	-	-	225,000
	Total Inter-Fund Transfers	205,665	210,706	223,315	221,674	225,000
	Total Expenditures	206,228	210,706	223,315	221,674	225,395

City of St. Charles
TIF 7 - Central Downtown Fund
Fund Summary
FY 2024-2025 Budget

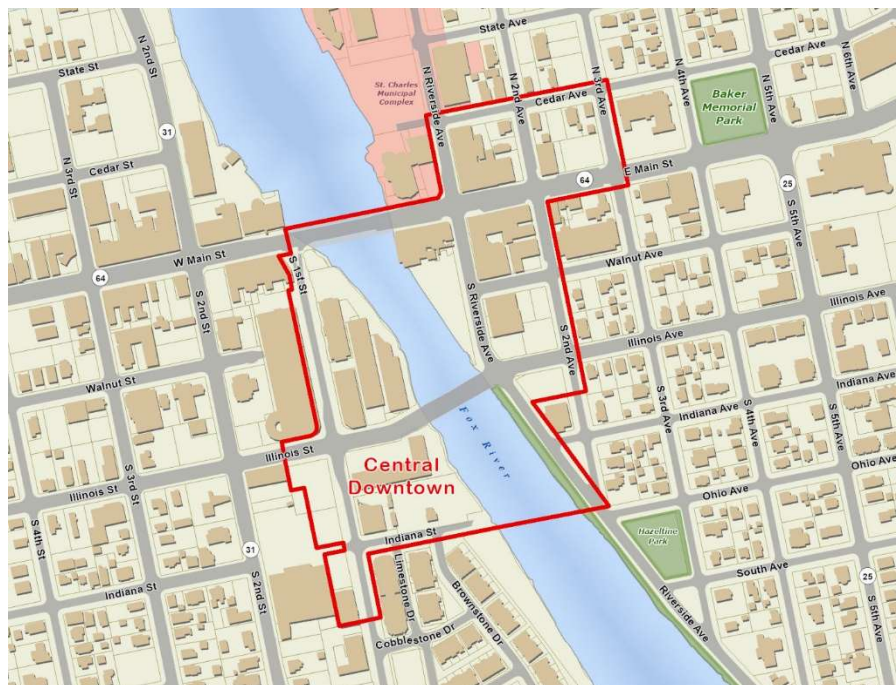
	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			820,759	540,753	1,404,291		
Revenues							
Property Tax	856,049	1,088,314	1,219,000	1,410,290	1,455,419	45,129	3.2%
Investment Income	1,724	21,178	7,000	47,040	52,000	4,960	10.5%
Other Revenues	(10)	-	-	-	-	-	0.0%
Total Revenues	857,763	1,109,492	1,226,000	1,457,330	1,507,419	50,089	3.4%
Expenditures							
Contractual Services	4,556	508	5,470	285	285	-	0.0%
Capital	84,153	-	-	-	-	-	0.0%
Interfund Transfers	843,104	517,785	593,507	593,507	521,467	(72,040)	-12.1%
Total Expenditures	931,813	518,293	598,977	593,792	521,752	(72,040)	-12.1%
Revenues Over/ (Under) Expenditures	(74,050)	591,199	627,023	863,538	985,667		
Ending Fund Balance			1,447,782	1,404,291	2,389,958		

City of St. Charles
Tax Increment Financing Central Downtown District #7
Fiscal Year 2024-2025 Budget

General Description

The Tax Increment Financing District #7 Fund was established on February 17, 2015. The last levy year for the TIF is 2038. This TIF District was created from part of the original First Street TIF #4, and new parcels incorporating property east of the river. Increment from this TIF District is primarily being used to fund the debt service obligations from the original First Street TIF #4.

Development and redevelopment opportunities exist in the Central Downtown TIF Fund that can ultimately spur economic revitalization in key areas of the TIF District. In prior years some funds have gone towards completing improvement projects including sidewalks, pavers and landscaping improvements.



FY 2023-24 Significant Accomplishments

- ✓ Transferred \$593,507 to the First Street TIF #4 Fund providing partial funds to support First Street TIF #4 debt service.

FY 2024-25 Goals and Objectives

- Continue to support repayment of First Street TIF #4 obligations and identify other potential improvements that can be funded, if possible.

City of St. Charles
TIF 7 - Central Downtown Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41123	TIF Property Tax-Kane	856,049	1,088,314	1,219,000	1,410,290	1,455,419
	Total Property Tax	856,049	1,088,314	1,219,000	1,410,290	1,455,419
47105	Money Market Interest	1,723	20,958	7,000	45,000	50,000
47199	Interest-Miscellaneous	1	220	-	2,040	2,000
	Total Investment Income	1,724	21,178	7,000	47,040	52,000
47300	Sale of Property	(10)	-	-	-	-
	Total Property Tax	(10)	-	-	-	-
Total Revenues		857,763	1,109,492	1,226,000	1,457,330	1,507,419

City of St. Charles
Central Downtown (TIF 7) Capital Project Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	563	508	-	285	285
54189	Other Professional Services	3,993	-	5,470	-	-
Total Contractual Services		4,556	508	5,470	285	285
56101	Land Improvements	84,153	-	-	-	-
Total Capital		84,153	-	-	-	-
57004	Transfer to TIF #4	731,298	517,785	593,507	593,507	521,467
57007	Transfer to TIF #7 Capital	111,806	-	-	-	-
Total Fund Transfers		843,104	517,785	593,507	593,507	521,467
Total Expenditures		931,813	518,293	598,977	593,792	521,752

City of St. Charles
TIF 8 - Pheasant Run
Fund Summary
FY 2024-2025 Budget

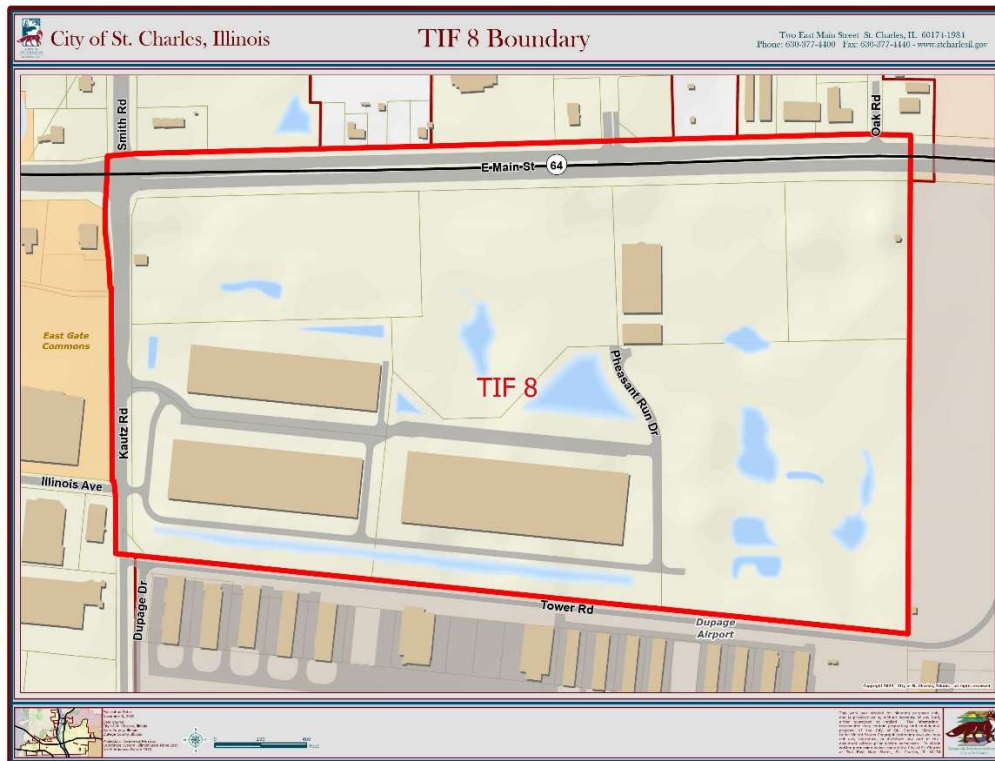
	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			-	-	-		
Revenues							
Property Tax	-	-	-	-	250,000	250,000	100.0%
Investment Income	-	-	-	-	-	-	100.0%
Total Revenues	-	-	-	-	250,000	250,000	100.0%
Expenditures							
Contractual Services	-	-	-	-	-	-	0.0%
Interfund Transfers	-	-	-	-	-	-	0.0%
Total Expenditures	-	-	-	-	-	-	0.0%
Revenues Over/ (Under) Expenditures	-	-	-	-	250,000		
Ending Fund Balance			-	-	250,000		

City of St. Charles
Tax Increment Financing Pheasant Run TIF District
Fiscal Year 2024-2025 Budget

General Description

The Tax Increment Financing District #8 Fund was established on February 6, 2023. The first year that the TIF will receive increment is for the 2023 tax levy year, to be received in FY 2024-25. The base year for the TIF is 2021. It is the first City TIF District in DuPage County.

This TIF District was created due to the dilapidation and eventual fire which destroyed most of the old Pheasant Run resort, hotel and golf course. The resort served the community and area from 1956 until 2020 after it fell into foreclosure and was not sustainable any longer. In May of 2022, a significant fire destroyed or severely damaged most of the buildings on site. A TIF was established to encourage a variety of new uses such as industrial, commercial and other uses.



FY 2023-24 Significant Accomplishments

- ✓ Work continued on the approval of a redevelopment agreement for four different industrial buildings on the southern portion of the TIF District.

FY 2024-25 Goals and Objectives

- Finalize redevelopment agreement for the southern half of the TIF District and facilitate discussions for the redevelopment of the portion of the District that front Rt. 64/North Avenue.

**City of St. Charles
Motor Fuel Tax Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			3,597,172	3,597,172	2,852,476		
Revenues							
Intergovernmental Revenue	2,095,297	1,711,062	1,424,000	1,512,000	1,512,000	-	0.0%
Investment Income	5,270	63,248	78,512	94,650	108,500	13,850	14.6%
Total Revenues	2,100,567	1,774,310	1,502,512	1,606,650	1,620,500	13,850	0.9%
Expenditures							
Land Improvements	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000	(606,346)	-25.8%
Total Expenditures	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000	(606,346)	-25.8%
Revenues Over/ (Under) Expenditures	879,261	(339,138)	(1,022,488)	(744,696)	(124,500)		
Ending Fund Balance			2,574,684	2,852,476	2,727,976		

**City of St. Charles
Motor Fuel Tax Fund Summary
Fiscal Year 2024-2025 Budget**

General Description

The Motor Fuel Tax Fund accounts for the City’s share of motor fuel tax (MFT) revenues imposed by the State and then distributed to municipalities on a per-capita basis. The monies given to municipalities are restricted in use for programs authorized by the Illinois Department of Transportation (IDOT). On July 1, 2019, the State increased the motor fuel tax from \$0.19 per gallon to \$0.38 per gallon of gasoline and \$0.215 cents per gallon to \$0.455 per gallon of diesel. These taxes are increased by an inflation factor annually and as of January 1, 2024 the rates were \$0.454 per gallon for gasoline and \$0.529 per gallon for diesel.

The State also approved in 2019 a \$45 billion Rebuild Illinois capital plan that distributed additional monies to municipalities. Beginning in 2020 through 2023, the City received an additional \$2,173,116 in funds for road improvements. These additional funds have supplemented the City’s MFT annual road improvement program.

MFT funds have historically been the primary source of funding for resurfacing, rehabilitation or reconstruction of the City’s road network.

FY 2023-24 Significant Accomplishments

- ✓ Utilized \$2,351,345 of MFT revenues to help fund the City’s road improvements on portions of the following streets:
 - Antoine Place, Voltaire Lane, Provence Drive, Renard Lane, River Ridge Drive, Prairie Crossing Drive, River View Drive, Hampton Course, Fox Chase Blvd., Lexington Avenue, Lancaster Avenue, Liberty Avenue and Cranbrook Avenue

FY 2024-25 Goals and Objectives

- ✓ Fund improvements to the City road network using a total of \$1,745,000 of accumulated MFT funds and the remaining Rebuild Illinois Funds on 3.7 miles of the following streets:
 - King Alford Ct., King William Ct., King Richard Ct., King James Ct., Queen Anne Ct., King Edward Ave., King Charles Ln., King George Ln., King Henry Ln., Valley View Dr., Horizon Dr., Red Sky Dr., Langston Cir., Via Veneto Dr. and N. 9th St.

Performance Measures and Statistics	2021-22 Actual	2022-23 Actual	2023-24 Projected	2024-25 Estimate
Miles of Road Improvements with MFT revenues	3.2	3.9	4.7	3.7

City of St. Charles
Motor Fuel Tax Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 21/22	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
44211	State Grants-Capital	724,372	362,186	-	-	-
44310	Motor Fuel Tax Allotments	1,370,925	1,348,876	1,424,000	1,512,000	1,512,000
Total Intergovernmental Revenue		2,095,297	1,711,062	1,424,000	1,512,000	1,512,000
47100	Unrealized Gain/Loss	-	(30,812)	-	-	-
47102	Interest on Certificate of Deposit	-	7,268	7,492	7,500	7,500
47104	US Govt Security Interest	-	10,630	11,020	11,000	11,000
47105	Money Market Interest	5,270	76,162	60,000	76,150	90,000
Total Investment Income		5,270	63,248	78,512	94,650	108,500
Total Revenues		2,100,567	1,774,310	1,502,512	1,606,650	1,620,500

**City of St. Charles
Motor Fuel Tax Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56101	Land Improvements	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000
	Total Capital	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000
	Total Expenditures	1,221,306	2,113,448	2,525,000	2,351,346	1,745,000

City of St. Charles
First Street East Plaza Capital Project Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			3,896,280	3,884,307	278,912		
Revenues							
Other Revenues	156,153	-	587,321	727,000	-	(727,000)	-100%
Investment Income	1,422	15,104	-	116,000	-	(116,000)	-100%
Interfund Transfers	111,806	3,804,209	-	-	-	-	0%
Total Revenues	269,381	3,819,313	587,321	843,000	-	(843,000)	-100%
Expenditures							
Materials and Supplies	1,516	1,738	-	-	-	-	0%
Contractual Services	-	-	-	11,000	-	(11,000)	-100%
Capital	652,863	139,921	4,483,601	4,437,395	75,000	(4,362,395)	-98%
Interfund Transfers	-	-	-	-	203,912	203,912	100%
Total Expenditures	654,379	141,659	4,483,601	4,448,395	278,912	(4,373,395)	-98%
Revenues Over/ (Under) Expenditures	(384,998)	3,677,654	(3,896,280)	(3,605,395)	(278,912)		
Ending Fund Balance			-	278,912	-		

City of St. Charles
First Street Plaza Fund
Fiscal Year 2024-2025 Budget

General Description

The First Street Plaza Capital Fund accounts for the activities related to the design and construction of plaza improvements along First Street west of the river and south of Rt. 64/Main Street. The City purchased the parcel of land in January 2020 and concepts for the plaza expansion were developed. Funding for the project is provided by the City of St. Charles, with a portion of the funding coming from the St. Charles Initiative as part of the public-private partnership.



FY 2023-24 Significant Accomplishments

- ✓ Completed construction of the plaza expansion.

FY 2024-25 Goals and Objectives

- Coordinate renovation of the Fountain Plaza which includes removal of the wind screen, saw cutting of the wall, removal and reinstallation of the bricks and concrete paving.

City of St. Charles
First Street East Plaza Capital Project Fund

Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47105	Money Market Interest	1,422	15,104	-	116,000	
	Total Investment Income	1,422	15,104	-	116,000	-
48700	Donations & Contributions	156,153	-	587,321	727,000	-
	Total Donations & Contributions	156,153	-	587,321	727,000	-
49100	Transfers-from General Fund	-	3,804,209	-	-	-
49900	Transfers-from Other Funds	111,806	-	-	-	-
	Total Interfund Transfers In	111,806	3,804,209	-	-	-
	Total Revenues	269,381	3,819,313	587,321	843,000	-

City of St. Charles
First Street East Plaza Capital Project Fund
Expenditures
FY 2024-2025 Budget

Fund	508	First St Plaza East Project Fund					
Department	508667	First St Plaza Project Expenditures					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
52306	Signage/Traffic Control Suppl	1,516	1,738	-	-	-	
	Total Commodities	1,516	1,738	-	-	-	
54399	Other Contracted Services	-	-	-	8,000	-	
54458	Repair & Maint - Traffic Sig	-	-	-	3,000	-	
	Total Contractual Services	-	-	-	11,000	-	
56101	Land Improvements	489,898	85,477	4,289,841	4,318,695	75,000	
56150	Design Engineering - Capital	9,557	-	-	-	-	
56160	Construction Engineering - Capital	153,408	54,444	193,760	118,700	-	
	Total Capital	652,863	139,921	4,483,601	4,437,395	75,000	
57311	Transfer to General Fund	-	-	-	-	203,912	
	Total Inter-Fund Transfers	-	-	-	-	203,912	
	Total Expenditures	654,379	141,659	4,483,601	4,448,395	278,912	

**City of St. Charles
Capital Project Funds
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance	-	-	9,314,018	9,314,018	12,735,338		
Revenues							
Property Taxes	23,402	23,812	23,800	24,900	24,900	-	0.0%
Sales & Use Tax	-	-	3,667,000	3,975,000	4,800,000	825,000	20.8%
Intergovernmental Revenue	1,694,227	399,323	407,105	1,258,000	2,392,000	1,134,000	90.1%
Public Works Charges	-	-	-	368,249	-	(368,249)	-100.0%
Investment Income	5,601	196,708	160,000	435,395	503,900	68,505	15.7%
Debt Issuances	3,199,792	-	-	-	-	-	0.0%
Other Non-Operating	10	50,119	-	8,931	-	(8,931)	-100.0%
Interfund Transfers	3,854,882	4,871,537	1,200,000	1,200,000	1,200,000	-	0.0%
Total Revenues	8,777,914	5,541,499	5,457,905	7,270,475	8,920,800	1,650,325	22.7%
Expenditures							
Contractual Services	49,421	67,475	357,000	124,476	326,000	201,524	161.9%
Other Operating	490,217	490,000	-	-	490,000	490,000	100.0%
Capital	4,716,467	1,866,049	6,774,341	3,724,679	16,146,800	12,422,121	333.5%
Debt Service	28,565	2,350	2,350	-	-	-	0.0%
Interfund Transfer - Debt	139,516	-	-	-	-	-	0.0%
Total Expenditures	5,424,186	2,425,874	7,133,691	3,849,155	16,962,800	13,113,645	340.7%
Revenues Over/ (Under) Expenditures	3,353,728	3,115,625	(1,675,786)	3,421,320	(8,042,000)		
Ending Fund Balance			7,638,232	12,735,338	4,693,338		

City of St. Charles
Capital Projects Fund
Fiscal Year 2024-2025 Budget

General Description

The City maintains a general Capital Projects Fund which accounts for resources used to fund various major capital projects throughout the City. These resources can include:

- Bond Proceeds
- Federal State and Local Grants
- Transfers of funds from other funds such as the General Fund
- Dedicated or restricted revenues meant to finance capital projects

Capital improvements funded out of this fund include major City facility improvement projects, street improvements, bridge and pedestrian improvements, storm sewer and watershed improvements, major information systems and information technology projects.

Prior to FY 22-23, the City had relied heavily on the issuance of bonds to fund general capital projects, payable ultimately from other General Fund revenues. Revenues from video gaming have been allocated to this fund since inception. This funding source currently generates approximately \$360,000 annually. On February 21, 2023, the City Council approved the implementation of an additional 0.50% home rule sales tax to fund street and related infrastructure improvements on an annual basis. Funds generated by this additional home rule sales tax are committed by the City Council to fund improvements to the City's road and pedestrian network system including right-of-way improvements and related infrastructure. The FY 23-24 revenue forecast for the additional 0.5% home rule sales tax is \$3,975,000 and the FY 24-25 budget is \$4.8 million.

**City of St. Charles
Capital Projects Fund
Revenue
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41122	Special Service Area Property Tax	23,402	23,812	23,800	24,900	24,900
	Total Property Taxes	23,402	23,812	23,800	24,900	24,900
41201	Home Rules Sales Tax - 0.50%	-	-	3,667,000	3,975,000	4,800,000
	Total Sales & Use Taxes	-	-	3,667,000	3,975,000	4,800,000
44201	Federal Grants - Capital PW	819,434	-	-	-	-
44211	State Grants - Capital PW	518,881	50,000	-	900,000	2,032,000
44230	Local Grants - Kane County	70,000	-	-	-	-
44231	Other Grants	-	-	47,105	-	-
44315	Video Gaming Revenue	285,912	349,323	360,000	358,000	360,000
	Total Intergovernmental Revenue	1,694,227	399,323	407,105	1,258,000	2,392,000
45404	Reimbursement for Improvements	-	-	-	368,249	-
	Total Public Works Charges	-	-	-	368,249	-
46299	Miscellaneous Other Revenue	10	742	-	-	-
	Total Miscellaneous Revenue	10	742	-	-	-
47102	Interest On Cert Of Dep	-	-	-	2,395	9,400
47104	US Govt Security Interest	-	-	-	13,000	44,500
47105	Money Market Interest	5,354	196,708	160,000	420,000	450,000
47106	Gain/Loss on Sale of Investments	247	-	-	-	-
	Total Investment Income	5,601	196,708	160,000	435,395	503,900
48200	Bond Proceeds	2,950,000	-	-	-	-
48400	Bond Discount/Premium	249,792	-	-	-	-
	Total Debt Issuances	3,199,792	-	-	-	-
48801	Lawsuit/Settlement Proceeds	-	49,377	-	8,931	-
	Total Other Non-Operating	-	49,377	-	8,931	-
49100	Transfers-from General Fund	3,398,886	4,871,537	1,200,000	1,200,000	1,200,000
49900	Transfers-from Other Funds	455,996	-	-	-	-
	Total Interfund Transfers	3,854,882	4,871,537	1,200,000	1,200,000	1,200,000
	Total Revenues	8,777,914	5,541,499	5,457,905	7,270,475	8,920,800

City of St. Charles
Capital Projects Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	20,816	-	-	-	-
54189	Other Professional Services	2,728	-	-	-	-
54256	IT Consulting Services	25,877	67,475	357,000	124,476	326,000
Total Contractual Services		49,421	67,475	357,000	124,476	326,000
55202	Other Government Fees & Taxes	490,000	490,000	-	-	490,000
55401	Inventory Overhead	217	-	-	-	-
Total Other Operating		490,217	490,000	-	-	490,000
56002	Machinery and Equipment	52,975	20,460	35,000	44,750	130,000
56004	Computer Equipment	245,070	71,660	50,000	-	-
56100	Land	-	5,200	25,000	10,000	-
56101	Land Improvements	3,974,821	972,222	2,626,500	1,004,203	10,444,000
56150	Design Engineering - Capital	230,339	278,820	390,000	47,936	795,000
56160	Construction Engineering - Capital	105,489	51,978	225,000	92,500	552,000
56170	Other Engineering Services - Capital	34,147	116,635	20,000	41,466	30,000
56200	Structures and Improvements	65,772	311,722	3,045,000	2,463,014	4,108,800
56301	Capitalized Software	7,854	37,352	357,841	20,810	87,000
Total Capital		4,716,467	1,866,049	6,774,341	3,724,679	16,146,800
55300	Interest Expense	2,350	2,350	2,350	-	-
55320	Underwriting Fees	21,225	-	-	-	-
55321	Other Fees	4,990	-	-	-	-
Total Debt Service		28,565	2,350	2,350	-	-
57308	Transfer Levy Reserve	139,516	-	-	-	-
Total Interfund Transfers		139,516	-	-	-	-
Total Expenditures		5,424,186	2,425,874	7,133,691	3,849,155	16,962,800

**City of St. Charles
Equipment Replacement Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balance			1,308,318	1,586,494	1,813,086		
Revenues							
Investment Income	2,038	22,615	15,000	44,300	45,300	1,000	2.2%
Sale of Property	700	-	-	-	-	-	0.0%
Interfund Transfers	443,099	396,747	426,401	426,401	324,754	(101,647)	-31.3%
Total Revenues	445,837	419,362	441,401	470,701	370,054	(100,647)	-21.4%
Expenditures							
Capital	177,592	141,291	163,225	244,109	47,239	(196,870)	-416.8%
Interfund Transfers - Other	452,093	-	-	-	-	-	0.0%
Total Expenditures	629,685	141,291	163,225	244,109	47,239	(196,870)	-80.6%
Revenues Over/ (Under) Expenditures	(183,848)	278,071	278,176	226,592	322,815		
Ending Fund Balance			1,586,494	1,813,086	2,135,901		

City of St. Charles
Equipment Replacement Fund
Fiscal Year 2024-2025 Budget

General Description

The City maintains an Equipment Replacement Capital Fund in order to accumulate funds for the replacement of equipment throughout the City, primarily focused on information technology equipment.

Funding is provided by interfund transfers based on the estimated useful life and replacement cost of the equipment.

City of St. Charles
Equipment Replacement Fund
Revenue

FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47100	Unrealized Gain/Loss	-	(5,444)	-	-	-
47102	Interest On Cert Of Dep	-	5,477	-	6,300	6,300
47104	US Govt Security Interest	-	2,833	-	4,000	4,000
47105	Money Market Interest	2,038	19,749	15,000	34,000	35,000
	Total Investment Income	2,038	22,615	15,000	44,300	45,300
47300	Sale Of Property	700	-	-	-	-
	Total Sale of Property	700	-	-	-	-
49100	Transfers-from General Fund	443,099	396,747	426,401	426,401	324,754
	Total Interfund Transfers In	443,099	396,747	426,401	426,401	324,754
	Total Revenues	445,837	419,362	441,401	470,701	370,054

City of St. Charles
Equipment Replacement Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
56004	Computer Equipment	64,815	134,975	100,000	131,770	47,239
56301	Software Replacement	-	-	63,225	112,339	-
Total Capital		177,592	141,291	163,225	244,109	47,239
57307	Transfer to Capital Improvements	452,093	-	-	-	-
Total Inter-Fund Transfers		452,093	-	-	-	-
Total Expenditures		629,685	141,291	163,225	244,109	47,239

**City of St. Charles
Debt Service Funds
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Fund Balances			2,475,955	2,475,955	2,585,342		
Revenues							
Sales & Use Taxes	1,224,407	928,335	1,320,000	949,288	736,700	(212,588)	-22.39%
Investment Income	521	48,964	20,000	120,000	65,000	(55,000)	-45.83%
Debt Issues	27,981,138	-	-	-	-	-	0.00%
Interfund Transfers	8,012,790	7,931,858	7,448,144	7,448,143	7,143,435	(304,708)	-4.09%
Total Revenues	37,218,856	8,909,157	8,788,144	8,517,431	7,945,135	(572,296)	-6.72%
Expenditures							
Contractual Services	163,031	2,500	4,300	2,500	2,500	-	0.00%
Debt Service	36,794,797	8,893,457	8,405,544	8,405,544	8,105,435	(300,109)	-3.57%
Inter-Fund Transfers	-	-	-	-	2,422,542	2,422,542	100.00%
Total Expenditures	36,957,828	8,895,957	8,409,844	8,408,044	10,530,477	2,122,433	25.24%
Revenues Over/ (Under) Expenditures	261,028	13,200	378,300	109,387	(2,585,342)		
Ending Fund Balances			2,854,255	2,585,342	-		

**City of St. Charles
Debt Service Funds
Fiscal Year 2024-2025 Budget**

General Description

The City maintains Debt Service Funds to account for all of the principal and interest payments associated with the City's outstanding general obligation bonds and other similar type debt. Since the City abates all of the property taxes associated with its general obligation bond debt, funds are transferred from a variety of sources based on the projects that were ultimately funded with those bonds. These sources include the General Fund, Electric Fund, Water Fund, Wastewater Fund and Tax-Increment Financing Districts. As of April 30, 2024, the City's total outstanding general obligation bonds were \$95,135,000 and outstanding revenue bonds were \$925,000.

FY 2023-24 Significant Accomplishments

- ✓ Timely made all principal and interest payments on the City's outstanding general obligation debt.
- ✓ Analyzed potential refunding opportunities on the City's outstanding bonds.

FY 2024-25 Goals and Objectives

- Manage the City's current outstanding general obligation debt and potential future issuances in accordance with the City's Debt Policy.

City of St. Charles
Debt Service Funds
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
41200	State Sales Tax	781,805	574,678	840,000	591,794	463,800
41201	Home Rule Sales Tax	442,602	353,657	480,000	357,494	272,900
	Total Sales & Use Taxes	1,224,407	928,335	1,320,000	949,288	736,700
47105	Money Market Interest	521	48,964	20,000	120,000	65,000
	Total Investment Revenue	521	48,964	20,000	120,000	65,000
48200	Bond Proceeds	27,675,000	-	-	-	-
48400	Bond Discount/Premium	306,138	-	-	-	-
	Total Debt Issues	27,981,138	-	-	-	-
49100	Transfers-from General Fund	5,088,400	5,801,973	5,497,462	5,499,102	5,411,664
49200	Transfers-from Electric	294,515	295,914	297,109	297,109	297,984
49210	Transfers-from Water	161,177	161,599	162,027	162,027	162,343
49220	Transfers-from WasteWater	248,360	249,255	250,024	250,024	250,587
49300	Transfers-from Spec Revenue	1,613,865	1,423,117	1,241,522	1,239,881	1,020,857
49500	Transfers-from Capital Project	606,472	-	-	-	-
	Total Interfund Transfers	8,012,790	7,931,858	7,448,144	7,448,143	7,143,435
	Total Revenues	37,218,856	8,909,157	8,788,144	8,517,431	7,945,135

City of St. Charles
Debt Service Funds
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	158,531	-	-	-	-
54133	Banking Service Charges	2,500	2,500	2,500	2,500	2,500
54139	Other Financial Services	-	-	1,800	-	-
54189	Other Professional Services	2,000	-	-	-	-
Total Contractual Services		163,031	2,500	4,300	2,500	2,500
55300	Interest Expense	3,304,977	2,663,873	2,478,028	2,478,028	2,278,562
55310	Principal Payment	5,667,213	6,229,584	5,927,516	5,927,516	5,826,873
55320	Underwriting Fees	185,546	-	-	-	-
55321	Other Fees	37,496	-	-	-	-
57500	Payment to Escrow Agent	27,599,565	-	-	-	-
Total Other Operating		36,794,797	8,893,457	8,405,544	8,405,544	8,105,435
Total Expenditures		36,957,828	8,895,957	8,409,844	8,408,044	8,107,935

**City of St. Charles
Inventory Fund
Fund Summary
FY 2024-2025 Budget**

	Actual	Actual	Budget	Forecast	Budget	FY24/25 Budget vs	
	FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 23/24 Forecast	%
						\$	
Beginning Net Current Assets			4,068,117	4,068,117	4,384,865		
Revenues							
Sale of Property	3,365,633	2,468,373	3,000,000	3,117,200	3,117,100	(100)	0.0%
Charges to other funds	954,598	789,684	871,370	799,896	816,046	16,150	2.0%
Investment Income	247	(1,340)	-	2,000	2,000	-	0.0%
Other Revenues	-	-	15,185	15,028	15,028	-	100.0%
Transfers In	-	40,413	-	-	-	-	0.0%
Total Revenues	4,320,478	3,297,130	3,886,555	3,934,124	3,950,174	16,050	0.4%
Expenditures							
Personnel Services	364,684	321,352	388,371	362,905	397,565	34,660	9.6%
Commodities	3,465,020	2,514,532	3,060,650	3,180,600	3,180,900	300	0.0%
Contractual Services	56,762	54,013	72,342	67,916	68,746	830	1.2%
Other Operating	1,662	6,983	3,255	3,037	1,305	(1,732)	-57.0%
Departmental Allocations	283,383	283,383	-	-	-	-	0.0%
Capital	5,056	-	2,242	2,918	150,370	147,452	5053.2%
Total Expenditures	4,176,567	3,180,263	3,526,860	3,617,376	3,798,886	181,510	5.0%
Revenues Over/ (Under) Expenditures	143,911	116,867	359,695	316,748	151,288		
GAAP Adjustments	\$ (36,291)	\$ (23,697)	\$ -	\$ -	\$ -		
Ending Fund Balance	\$ 107,620	\$ 93,170	\$ 4,427,812	\$ 4,384,865	\$ 4,536,153		
Ending Net Current Assets			4,427,812	4,384,865	4,536,153		

**City of St. Charles
Inventory Fund
Fiscal Year 2024-2025 Budget**

General Description

The City maintains a centralized Inventory Fund and system used to purchase, store and inventory materials and supplies for a variety of purposes across all funds and departments. The costs for maintaining the Inventory system and related expenses are added to the cost of goods acquired and used throughout the City.

The staff supporting the operations of the City's Inventory Control system are part of a division of the Public Works Department.

As an Internal Service Fund, the overriding purpose of the Fund is to provide services to other City Departments on a cost-reimbursement basis. Most of the net current assets shown in the Fund financial statements consists of inventory on hand at the end of the year, and are not spendable financial resources.

FY 2023-24 Significant Accomplishments

- ✓ Continued to meet the procurement needs of all City Departments throughout the year.

FY 2024-25 Goals and Objectives

- Continue to discuss and identify ways to improve the procurement process and inventory control systems.

**City of St. Charles
Inventory Fund
Revenue
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47105	Money Market Interest	247	(1,340)	-	2,000	2,000
	Total Investment Income	247	(1,340)	-	2,000	2,000
47305	On-Line Auction Sales	160	950	-	1,100	1,000
47400	Sale of Inventory	3,365,473	2,467,423	3,000,000	3,116,100	3,116,100
	Total Sale of Property	3,365,633	2,468,373	3,000,000	3,117,200	3,117,100
47604	Employee Share Ins W/H	-	-	15,185	15,028	15,028
	Total Insurance Premiums	-	-	15,185	15,028	15,028
47710	Inventory Overhead Charges	740,404	542,829	648,000	496,546	496,546
47711	Inventory Carrying Charges	214,194	246,855	223,370	303,350	319,500
	Total Charges to Other Funds	954,598	789,684	871,370	799,896	816,046
49802	Transfers-from Health Insurance	-	40,413	-	-	-
	Total Transfers - In	-	40,413	-	-	-
	Total Revenues	4,320,478	3,297,130	3,886,555	3,934,124	3,950,174

City of St. Charles
Inventory Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	258,874	221,548	235,665	228,745	257,130
50102	Stand by Wages	-	-	-	-	-
50200	Overtime	1,366	3,514	11,900	4,965	5,565
50201	OT - Double Time	920	139	9,065	2,965	2,475
50301	Cell Phone/Internet Allowance	-	-	-	-	-
51100	FICA	15,173	13,002	16,005	13,925	16,535
51103	IMRF	30,629	20,978	19,825	18,515	21,470
51104	Medicare	3,549	3,040	3,745	3,260	3,870
51105	401A	494	539	-	20	-
51200	Health Insurance-Medical	51,874	55,670	89,436	87,930	87,840
51203	Life Insurance	-	-	285	205	230
51300	Registration and Fees	-	450	450	450	450
51304	Memberships and Dues	-	155	270	100	100
51600	Uniforms	1,805	2,153	1,500	1,500	1,500
51601	Uniforms-Safety	-	164	225	325	400
Total Personal Services		364,684	321,352	388,371	362,905	397,565
52000	Office Supplies	1,558	1,178	1,500	1,500	1,500
52001	Computer Related Supplies	-	3	150	150	150
52002	Books and Subscriptions	-	-	100	100	100
52100	Refreshment Supplies	644	918	985	985	985
52101	Meals-Business	-	-	50	50	50
52300	Janitorial/Kitchen Supplies	165	318	500	500	500
52302	Building Maintenance Supplies	10	14	460	460	460
52304	Chemicals & Sprays	26	69	225	225	225
52305	Safety Supplies	133	322	630	630	630
52306	Signage/Traffic Control Suppl	329	181	350	350	350
52310	Small Tools and Equipment	654	987	1,100	1,100	1,100
52311	Hardware Supplies	345	61	350	350	350
52312	Paints, Supplies and Solvents	45	43	100	100	100
52314	Parts for Equipment	-	208	250	250	250
52400	Gasoline	1,764	1,578	2,500	1,200	2,000
52401	Vehicle Fluids	50	-	200	200	200
52402	Motor Vehicle Parts	-	45	100	100	100
52403	Core Deposits	-	128	1,000	750	750
52500	Electrical Supplies	25	98	100	-	-
53000	Cost of Goods Sold	3,365,473	2,467,403	3,000,000	3,116,100	3,116,100
53001	Obsolete and Damaged Inventory	41,870	41,020	45,000	45,000	45,000
53002	Inventory Adjustments	51,929	(42)	5,000	10,500	10,000
Total Commodities		3,465,020	2,514,532	3,060,650	3,180,600	3,180,900

**City of St. Charles
Inventory Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54000	Telephone Service	1,046	949	1,020	920	920
54001	Cellular Service	1,512	1,497	1,610	1,525	1,525
54010	Natural Gas	8,068	7,544	15,520	10,890	13,000
54011	City Electric	18,049	17,787	17,810	19,125	19,125
54012	City Water	380	420	490	480	510
54013	City Sewer	449	479	530	570	600
54200	Communication Service Projects	752	1,269	-	3,297	-
54250	Software Licenses & Subscriptions	600	2,310	2,500	2,500	2,500
54399	Other Contracted Services	40	3,545	4,452	4,452	4,452
54402	Maint Agreements - Copiers	177	275	310	-	310
54450	Repair & Maint - Facilities	2,358	3,747	7,000	7,000	5,000
54467	Repair & Maint - Other Equip	2,790	-	2,900	2,900	2,900
54480	Central Garage Services	7,649	7,085	5,400	2,757	4,404
54500	Postage	459	82	600	800	800
54501	Freight	12,434	7,024	10,200	10,700	10,700
54513	Equipment Rental	-	-	2,000	-	2,000
Total Contractual Services		56,762	54,013	72,342	67,916	68,746
55150	WC - Medical Payments	-	5,093	-	-	-
55202	Other Governmental Fees & Taxes	-	-	500	-	-
55400	Inventory Carrying Charge	952	1,123	1,755	2,417	640
55401	Inventory Overhead	710	767	1,000	620	665
Total Other Operating		1,662	6,983	3,255	3,037	1,305
55270	Allocated Costs-GG	204,377	204,377	-	-	-
55271	Allocated Costs-PW	79,006	79,006	-	-	-
Total Allocations		283,383	283,383	-	-	-
56002	Machinery and Equipment	-	-	-	-	150,000
56003	Office Furnishings and Equip	5,056	-	-	-	-
56004	Computer Equipment	-	-	600	-	370
56301	Capitalized Software	-	-	1,642	2,918	-
Total Capital		5,056	-	2,242	2,918	150,370
Total Expenditures		4,176,567	3,180,263	3,526,860	3,617,376	3,798,886

City of St. Charles
Motor Vehicle Replacement Fund
Fund Summary
FY 2024-2025 Budget

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			6,463,801	6,463,801	7,388,572		
Revenues							
Charges for Services	1,276,877	1,288,271	1,203,510	1,193,491	1,313,543	120,052	10.1%
Rental Income	1,433,702	2,183,702	2,000,000	2,000,000	1,514,865	(485,135)	-24.3%
Investment Income	9,486	89,951	190,000	267,683	285,845	18,162	6.8%
Other Revenues	116,298	141,655	13,650	33,877	13,638	(20,239)	100.0%
Interfund Transfers	77,790	53,884	-	-	-	-	0.0%
Total Revenues	2,914,153	3,757,463	3,407,160	3,495,051	3,127,891	(367,160)	-10.5%
Expenditures							
Personal Services	524,715	491,642	505,230	481,881	601,249	119,368	24.8%
Materials and Supplies	369,501	413,272	398,025	428,680	427,900	(780)	-0.2%
Contractual Services	273,721	185,073	269,550	252,541	258,254	5,713	2.3%
Other Operating	40,913	40,638	36,070	26,985	25,710	(1,275)	-4.7%
Capital	174,690	2,212,502	1,260,016	1,380,193	1,145,425	(234,768)	-17.0%
Interfund Transfers - Other	-	-	-	-	-	-	
Total Expenditures	1,383,539	3,343,127	2,468,891	2,570,280	2,458,538	(111,742)	-4.3%
Revenues Over/ (Under) Expenditures	1,530,614	414,336	938,269	924,771	669,353		
GAAP Adjustments	\$ (606,707)	\$ 1,297,427					
Ending Fund Balance	\$ 923,906	\$ 1,711,763	\$ 7,402,070	\$ 7,388,572	\$ 8,057,925		
Ending Net Current Assets			7,402,070	7,388,572	8,057,925		

City of St. Charles
Motor Vehicle Replacement Fund
Fiscal Year 2024-2025 Budget

General Description

The Motor Vehicle Replacement Fund accounts for the activities of the City's fleet services division which provides for repairs and maintenance of all City owned vehicles and related equipment. Fleet services is also responsible for the forecasting, acquiring and replacement of City vehicles and equipment when in the best interests of the City to do so. Staffing of the fleet services are a division of the Public Works Department.

This fund also accumulates funds for the replacement of City vehicles through chargebacks based on acquisition and/or estimated replacement cost for the City's operating departments in the City's General Fund. Vehicle replacements related to the City's utility operations are made in the respective Electric, Water or Sewer Fund.

FY 2023-24 Significant Accomplishments

- ✓ Continued to provide for the repair and maintenance of City vehicles
- ✓ Successfully completed the acquisition of new vehicles despite the ongoing presence of supply-chain issues.

FY 2024-25 Goals and Objectives

- Procure twelve (12) different vehicles next for \$1,257,000 for Police, Fire, Public Services and Community Development the following vehicles for the upcoming year

City of St. Charles
Motor Vehicle Replacement Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47700	Fleet Services	1,276,877	1,288,271	1,203,510	1,193,491	1,313,543
	Total Charges to Other Funds	1,276,877	1,288,271	1,203,510	1,193,491	1,313,543
47100	Unrealized Gain/Loss	-	(36,878)	-	-	-
47102	Interest On Cert Of Dep	-	18,281	18,000	18,620	11,000
47104	US Govt Security Interest	-	26,747	59,000	29,063	54,845
47105	Money Market Interest	7,136	79,451	113,000	220,000	220,000
47199	Interest-Miscellaneous	2,350	2,350	-	-	-
	Total Investment Income	9,486	89,951	190,000	267,683	285,845
47500	Motor Vehicle Replacement Reserve	1,433,702	2,183,702	2,000,000	2,000,000	1,514,865
	Total Reserves	1,433,702	2,183,702	2,000,000	2,000,000	1,514,865
47604	Employee Share Ins W/H	-	-	13,650	13,638	13,638
	Total Insurance Premiums	-	-	13,650	13,638	13,638
47305	On-Line Auction Sales	11,118	325	-	20,239	-
47399	Gain/Loss on Disposal	105,180	141,330	-	-	-
	Total Sale of Property	116,298	141,655	-	20,239	-
49100	Transfers-from General Fund	77,790	-	-	-	-
49802	Transfers-from Health Insurance	-	53,884	-	-	-
	Total Interfund Transfers In	77,790	53,884	-	-	-
	Total Revenues	2,914,153	3,757,463	3,407,160	3,495,051	3,127,891

City of St. Charles
Motor Vehicle Replacement Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 2/25
50100	Regular Wages	327,974	316,718	316,140	313,850	418,750
50200	Overtime	3,711	10,437	15,960	9,000	9,060
50201	OT - Double Time	1,383	6,428	12,160	4,000	4,030
50205	Foreman Emergency OT	3,537	578	-	1,000	1,450
50301	Cell/Phone Internet Allowance	389	378	-	20	-
51100	FICA	20,383	20,197	21,470	21,280	27,020
51103	IMRF	38,898	31,265	26,595	27,091	35,080
51104	Medicare	4,767	4,724	5,025	4,980	6,320
51105	401A	546	554	-	25	-
51200	Health Insurance-Medical	86,167	82,228	96,236	86,700	81,300
51203	Life Insurance	-	-	380	425	425
51204	Workers Compensation	24,287	-	-	-	-
51300	Registration and Fees	628	830	950	1,196	1,050
51304	Membership & Dues	381	290	464	464	464
51305	Employee Reimbursed Schooling	3,400	7,400	-	600	2,500
51400	Transportation Expense	66	-	350	350	350
51401	Lodging	-	-	600	600	600
51402	Meals-Travel & Training	-	-	200	200	200
51600	Uniforms	8,060	2,134	2,000	2,300	2,500
51601	Uniforms - Safety	139	7,481	6,700	7,800	10,150
Total Personal Services		524,715	491,642	505,230	481,881	601,249
52000	Office Supplies	48	44	50	50	50
52100	Refreshment Supplies	269	234	350	350	350
52101	Meals-Business	55	242	200	385	200
52300	Janitorial/Kitchen Supplies	1,200	827	1,300	650	1,300
52304	Chemicals & Sprays	2,483	2,388	2,500	2,500	2,500
52305	Safety Supplies	798	581	800	400	800
52307	Plumbing Supplies	100	78	100	100	100
52310	Small Tools and Equipment	9,972	9,467	12,300	28,050	14,200
52311	Hardware Supplies	554	457	950	950	950
52312	Paints, Supplies, and Solvents	968	1,112	1,150	1,150	1,150
52314	Parts for Equipment	556	512	575	575	650
52400	Gasoline	-	-	1,000	4,000	4,000
52401	Vehicle Fluids	21,505	21,857	23,000	11,370	23,000
52402	Motor Vehicle Parts	330,845	375,405	353,600	378,000	378,500
52500	Electrical Supplies	149	68	150	150	150
Total Commodities		369,501	413,272	398,025	428,680	427,900
54000	Telephone Service	142	51	130	35	35
54001	Cellular Service	371	17,895	18,540	17,710	21,700
54010	Natural Gas	7,329	6,853	14,100	9,900	13,000
54011	City Electric	16,420	16,181	16,210	17,470	17,470
54012	City Water	345	382	450	440	475
54013	City Sewer	408	436	480	520	550
54200	Communication Service Projects	752	1,692	-	4,395	-
54250	Software License and Subscriptions	7,058	4,792	9,190	10,824	9,530
54300	Chemical Disposal & Transport	2,851	1,442	4,000	2,500	2,850
54399	Other Contracted Services	100	100	100	100	100
54402	Maint Agreements - Copiers	7	15	130	-	-
54467	Repair & Maint - Other Equip	5,322	3,255	5,350	5,350	5,350
54480	Central Garage Services	5,232	3,219	3,170	2,697	2,969
54482	Maintenance - Motor Vehicles	227,114	128,565	197,500	180,000	184,000
54500	Postage	268	195	200	600	225
Total Contractual Services		273,721	185,073	269,550	252,541	258,254

City of St. Charles
Motor Vehicle Replacement Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 2/25
55223	Motor Vehicle Replace Program	7,940	7,940	-	-	-
55400	Inventory Carrying Charge	7,529	8,880	9,070	12,495	7,350
55401	Inventory Overhead	25,443	23,818	27,000	14,490	18,360
	Total Other Operating	40,913	40,638	36,070	26,985	25,710
56001	Motor Vehicles - Replacements	174,690	2,212,502	1,257,000	1,376,789	1,144,994
56004	Computer Equipment	-	-	1,100	-	431
56301	Capitalized Software	-	-	1,916	3,404	-
	Total Capital	174,690	2,212,502	1,260,016	1,380,193	1,145,425
	Total Expenditures	1,383,539	3,343,127	2,468,891	2,570,300	2,458,538

**City of St. Charles
Risk Insurance Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			2,808,831	2,808,831	2,834,211		
Revenues							
Insurance Premiums	900,000	900,000	750,000	750,000	750,000	-	0.0%
Investment Income	7,614	34,732	105,685	120,670	129,302	8,632	7.2%
Other Revenue	97,886	145,623	58,000	69,700	69,700	-	0.0%
Total Revenues	1,005,500	1,080,355	913,685	940,370	949,002	8,632	0.9%
	1,005,500	1,080,355	913,685	940,370	949,002		
Expenditures							
Contractual Services	587,494	594,329	659,025	647,757	701,430	53,673	8.3%
Other Operating	215,570	225,038	290,000	267,233	419,700	152,467	57.1%
Departmental Allocations	21,492	21,492	-	-	-	-	0.0%
Total Expenditures	824,556	840,859	949,025	914,990	1,121,130	206,140	22.5%
Revenues Over/ (Under) Expenditures	180,944	239,496	(35,340)	25,380	(172,128)		
Ending Net Current Assets			2,773,491	2,834,211	2,662,083		

**City of St. Charles
Workers Comp and Liability Fund
Fiscal Year 2024-2025 Budget**

General Description and Major Areas of Responsibility

The Workers Comp and Liability Fund accounts for the costs incurred by the City in procuring workers compensation and liability coverage. The City engages a broker to go out to market and obtain competitive quotes for workers compensation, general liability, law enforcement liability, public officials' liability, automobile, property, inland marine and cyber coverage. The City annually evaluates its desired self-insured/deductible amounts in order to procure the most comprehensive coverage possible. The City is self-insured for workers comp costs up to \$250,000, and self-insured up to \$100,000 for most liability and automobile coverage, and \$50,000 for property and cyber.

That portion of the cost of these coverages applicable to the City's Electric, Water and Sewer utility operations are allocated directly to those funds.

In 2019, the City became a member of a risk insurance pool, [the Illinois Public Risk Fund \(IPRF\)](#). IPRF is an intergovernmental joint insurance pool providing for the defense and payment when due of all compensation and other benefits under the Illinois Workers' Compensation Act and the Illinois Workers' Occupational Diseases Act, on behalf of its governmental entity and public agency members.

Workers Comp and Liability Fund by the Numbers

- ❖ Secured IPRF safety grant for fourth consecutive year, amounting to \$20,853
- ❖ Total Insured property values are \$219,111,229

FY 2023-24 Significant Accomplishments

- ✓ Secured IPRF safety grant for fifth consecutive year, amounting to \$20,853.
- ✓ Hosted employee training on First Aid/CPR/AED, proper lifting, and fire extinguisher usage.
- ✓ Ensured every employee was trained on harassment in the workplace.
- ✓ Successfully reduced the cost of competitive cyber coverage after going through a rigorous underwriting process

FY 2024-25 Goals and Objectives

- Secure IPRF safety grant for sixth consecutive year.
- Leverage loss control tools provided by IPRF to prevent accidents and reduce accident severity.
- Meet with IPRF's loss control consultant quarterly to review accident data, trends, and prevention measures.
- Host safety trainings on accident investigation, reasonable suspicion, and active shooter.

**City of St. Charles
Workers Comp and Liability Fund
Fiscal Year 2024-2025 Budget**

Performance Measures and Statistics	FY 2021-22 Actual	FY 2022-23 Actual	FY 2023-24 Projected	FY 2024-25 Estimate
Number of Liability Claims	6	15	14	15
Total dollars/claims paid	\$34,061	\$72,903	\$75,007	\$75,000
Average Number of Employees	298	294	300	283
Number of Workers Compensation Claims	22	18	18	18
Average Cost	\$ 38,721	\$10,902	\$8,000	\$9,000
Average Days Open	125	151	100	100
Number of OSHA-recordable Claims	16	18	12	14
Safety Grant Amounts	\$16,405	\$18,174	\$20,853	\$23,000

City of St. Charles
Risk Insurance Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47100	Unrealized Gain/Loss	-	(48,014)			
47102	Interest On Cert Of Dep	-	18,381	18,911	24,200	27,302
47104	US Govt Security Interest	-	17,280	25,774	25,470	32,000
47105	Money Market Interest	6,358	47,085	61,000	71,000	70,000
47106	Gain/Loss On Sale Of Investmnt	1,256	-	-	-	-
Total Investment Income		7,614	34,732	105,685	120,670	129,302
47600	Insurance Premiums	900,000	900,000	750,000	750,000	750,000
Total Insurance Premiums		900,000	900,000	750,000	750,000	750,000
48100	Property Damage Reimbursement	-	2,999	-	-	-
48102	Workers Comp Reimbursement	97,886	142,624	58,000	69,700	69,700
Total Insurance Recovery		97,886	145,623	58,000	69,700	69,700
Total Revenues		1,005,500	1,080,355	913,685	940,370	949,002

City of St. Charles
Risk Insurance Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
54110	General Legal	68,087	50,263	90,000	50,000	75,000
54171	Insurance Broker Services	19,257	20,296	20,690	21,467	21,500
54181	Workers Comp TPA	3,500	3,500	-	3,500	3,500
54360	Risk Insurance Premiums	357,190	391,989	417,075	428,070	449,474
54361	W/C Excess Premium	139,460	128,281	131,260	144,720	151,956
Total Contractural Services		587,494	594,329	659,025	647,757	701,430
55150	WC-Medical Payments	277,675	302,562	290,000	200,000	200,000
55152	WC-Settlement Payments	342,442	156,016	-	59,000	150,000
55153	WC -Reserve	(350,730)	(257,889)	-	-	-
55180	Liability Claims	46,919	56,890	-	69,700	69,700
55181	Liability Claims Reserve	(100,736)	(32,541)	-	(61,467)	-
Total Other Operating		215,570	225,038	290,000	267,233	419,700
55270	Allocated Costs-GG	21,492	21,492	-	-	-
Total Department Allocations		21,492	21,492	-	-	-
Total Expenditures		824,556	840,859	949,025	914,990	1,121,130

**City of St. Charles
Communications Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Current Assets			898,415	898,415	962,586		
Revenues							
User Charges	314,163	403,751	314,938	631,684	344,459	(287,225)	-45.5%
Investment Income	798	3,651	4,080	30,000	10,000	(20,000)	-66.7%
Sales of Property	-	(28,775)	-	-	-	-	0.0%
Reserves	52,375	52,375	52,375	52,375	52,375	-	0.0%
Total Revenues	367,336	431,002	371,393	714,059	406,834	(307,225)	-43.0%
Expenditures							
Personal Services	157,158	128,401	207,790	80,705	76,435	(4,270)	-5.3%
Materials and Supplies	1,405	3,378	3,170	2,770	3,270	500	18.1%
Contractual Services	34,046	16,476	41,090	127,785	67,500	(60,285)	-47.2%
Other Operating Expenses	9,086	26,199	10,390	11,617	20,345	8,728	75.1%
Departmental Allocations	49,020	49,020	-	-	-	-	0.0%
Capital Expenditures	48,318	116,978	56,880	365,347	81,273	(284,074)	-77.8%
Interfund Transfers	-	-	61,664	61,664	61,664	-	0.0%
Total Expenditures	299,033	340,452	380,984	649,888	310,487	\$(339,401)	-52.2%
Revenues Over/ (Under) Expenditures	68,303	90,550	(9,591)	64,171	96,347		
Ending Net Current Assets			888,824	962,586	1,058,933		

**City of St. Charles
Communications Fund
Fiscal Year 2024-2025 Budget**

General Description

The Communications Fund accounts for the City's activities related to the maintenance of the City's fiber optic system. Staffing that is allocated to this Fund are from the Electric and Communications Division of the Public Works Department. The City charges back the costs of the Communications Fund to other operating Departments of the City. The City has partnered with other governments to allow them to utilize portions of the City's fiber optic system, and a portion of the user charges shown as revenue in this fund are from other neighboring governments.

City of St. Charles
Communications Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
45560	Fee-Other Governments	135,810	137,976	187,772	160,618	217,293
45561	Fee-City	127,166	127,166	127,166	127,166	127,166
45563	Capital-Sewer	3,196	13,199	-	18,680	-
45564	Capital-All User	41,787	110,604	-	286,760	-
45565	Capital-Electric	4,136	10,999	-	28,570	-
45566	Capital-Water	2,068	3,807	-	9,890	-
Total User Charges		314,163	403,751	314,938	631,684	344,459
47105	Money Market Interest	798	3,651	4,080	30,000	10,000
Total Investment Income		798	3,651	4,080	30,000	10,000
47399	Gain/Loss on Disposal	-	(28,775)	-	-	-
Total Sale of Property		-	(28,775)	-	-	-
47500	Motor Vehicle Replacement Reserve	-	-	-	-	-
47504	Communications Reserve	52,375	52,375	52,375	52,375	52,375
Total Reserves		52,375	52,375	52,375	52,375	52,375
Total Revenues		367,336	431,002	371,393	714,059	406,834

City of St. Charles
Communications Fund
Expenditures
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
50100	Regular Wages	129,297	107,075	176,850	67,020	62,945
50200	Overtime	-	-	-	-	-
50201	OT - Double Time	-	-	-	-	-
50205	Foreman Emergency OT	-	97	-	-	-
51100	FICA	7,661	6,356	10,965	4,040	3,905
51103	IMRF	14,845	9,826	13,580	5,100	5,070
51104	Medicare	1,790	1,485	2,565	945	915
51105	401A	-	-	-	-	-
51203	Life Insurance	-	-	230	-	-
51300	Registration and Fees	3,541	3,549	3,600	3,600	3,600
51600	Uniforms	24	13	-	-	-
Total Personal Services		157,158	128,401	207,790	80,705	76,435
52000	Office Supplies	100	700	250	250	250
52101	Meals-Business	-	-	20	20	20
52305	Safety Supplies	-	23	100	100	100
52310	Small Tools and Equipment	699	885	1,000	500	1,000
52311	Hardware Supplies	-	-	100	100	100
52319	Other General Supplies	7	441	500	500	500
52500	Electrical Supplies	599	968	600	700	700
52502	Communications Supplies	-	361	600	600	600
Total Commodities		1,405	3,378	3,170	2,770	3,270
54000	Telephone Service	28	10	70	-	-
54001	Cellular Service	568	356	620	-	-
54150	Consulting Services	-	-	10,000	10,000	15,000
54200	Communication Service Projects	376	-	-	-	-
54201	Communication System Expense	-	-	-	-	-
54251	Software Maintenance Agreement	3,703	8,458	10,000	10,000	10,000
54405	Maint Agreemnts - Alarm System	21,748	-	-	-	-
54454	Repair & Maint - Radios	-	-	500	500	-
54455	Repair & Maint - Alarm System	6,021	-	-	-	-
54466	Repair & Maint - Comm Equip	398	-	1,000	1,000	1,000
54467	Repair & Maint - Other Equip	937	64	2,500	500	1,500
54493	Maintenance - Fiber	130	1,409	1,400	72,000	5,000
54514	Pole Rental	136	6,179	15,000	33,785	35,000
Total Contractual Services		34,046	16,476	41,090	127,785	67,500
55223	Motor Vehicle Replace Program	-	-	-	-	-
55400	Inventory Carrying Charge	3,874	4,569	4,390	6,047	7,350
55401	Inventory Overhead	5,212	21,630	6,000	5,570	12,995
Total Other Operating		9,086	26,199	10,390	11,617	20,345
55270	Allocated Costs-GG	40,888	40,888	-	-	-
55289	Allocated Costs-PW	8,132	8,132	-	-	-
Total Allocations		49,020	49,020	-	-	-
56002	Machinery and Equipment	5,500	337	4,000	4,000	4,000
56004	Computer Equipment	-	-	4,700	-	123
56213	Fiber Optic System	42,818	116,641	47,625	360,375	77,150
56301	Capitalized Software	-	-	555	972	-
Total Capital		48,318	116,978	56,880	365,347	81,273
57401	Inter-Fund Debt Repay - Fiber	-	-	61,664	61,664	61,664
Total Interfund Transfers		-	-	61,664	61,664	61,664
Total Expenditures		299,033	340,452	380,984	649,888	310,487

**City of St. Charles
Communications Fund
Expenditures
FY 2024-2025 Budget**

Fund	804	Communications Fund					
Department	804530	Communications Fiber					
Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	
50100	Regular Wages	129,297	107,075	176,850	67,020	62,945	
50200	Overtime	-	-	-	-	-	
50201	OT - Double Time	-	-	-	-	-	
50205	Foreman Emergency OT	-	97	-	-	-	
51100	FICA	7,661	6,356	10,965	4,040	3,905	
51103	IMRF	14,845	9,826	13,580	5,100	5,070	
51104	Medicare	1,790	1,485	2,565	945	915	
						-	
51203	Life Insurance	-	-	230	-	-	
51300	Registration and Fees	3,541	3,549	3,600	3,600	3,600	
51402	Meals-Travel & Training	451	-	-	-	-	
51600	Uniforms	24	13	-	-	-	
	Total Personal Services	157,609	128,401	207,790	80,705	76,435	
52000	Office Supplies	100	700	250	250	250	
52101	Meals-Business	-	-	20	20	20	
52305	Safety Supplies	-	23	100	100	100	
52310	Small Tools and Equipment	699	885	1,000	500	1,000	
52311	Hardware Supplies	-	-	100	100	100	
52319	Other General Supplies	7	441	500	500	500	
52500	Electrical Supplies	599	968	600	700	700	
52502	Communications Supplies	-	361	600	600	600	
	Total Commodities	1,405	3,378	3,170	2,770	3,270	
54000	Telephone Service	28	10	70	-	-	
54001	Cellular Service	568	356	620	-	-	
54150	Consulting Services	-	-	10,000	10,000	15,000	
54200	Communication Service Projects	376	-	-	-	-	
54201	Communication System Expense	-	-	-	-	-	
54251	Software Maintenance Agreement	3,703	8,458	10,000	10,000	10,000	
54405	Maint Agreements - Alarm System	21,748	-	-	-	-	
54454	Repair & Maint - Radios	-	-	500	500	-	
54455	Repair & Maint - Alarm System	6,021	-	-	-	-	
54466	Repair & Maint - Comm Equip	398	-	1,000	1,000	1,000	
54467	Repair & Maint - Other Equip	937	64	2,500	500	1,500	
54493	Maintenance - Fiber	130	1,409	1,400	72,000	5,000	
54514	Pole Rental	136	6,179	15,000	33,785	35,000	
	Total Contractual Services	34,046	16,476	41,090	127,785	67,500	
55223	Motor Vehicle Replace Program	-	-	-	-	-	
55400	Inventory Carrying Charge	3,874	4,569	4,390	6,047	7,350	
55401	Inventory Overhead	5,212	21,630	6,000	5,570	12,995	
	Total Other Operating	9,086	26,199	10,390	11,617	20,345	
56002	Machinery and Equipment	5,500	337	4,000	4,000	4,000	
56004	Computer Equipment	-	-	4,700	-	123	
56213	Fiber Optic System	42,818	116,641	47,625	360,375	77,150	
56301	Capitalized Software	-	-	555	972	-	
	Total Capital	48,318	116,978	56,880	365,347	81,273	
	Total Expenditures	250,464	291,432	319,320	588,224	248,823	

**City of St. Charles
Police Pension Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY 24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Position			45,215,205	45,215,205	50,337,307		
Revenues							
Investment Income	(3,617,871)	763,373	2,835,000	3,745,810	2,835,000	(910,810)	24.32%
Contributions	5,091,433	4,903,825	4,885,718	5,742,803	5,169,238	(573,565)	-9.99%
Total Revenues	1,473,562	5,667,198	7,720,718	9,488,613	8,004,238	(1,484,375)	-15.64%
Expenditures							
Personal Services	3,809,259	4,569,894	4,110,455	4,256,204	4,645,044	388,840	9.14%
Contractual Services	116,877	101,899	85,500	110,307	122,000	11,693	10.60%
Other Operating	7,064	8,000	-	-	-	-	0.00%
Total Expenditures	3,933,200	4,679,793	4,195,955	4,366,511	4,767,044	400,533	9.17%
Revenues Over/ (Under) Expenditures	(2,459,638)	987,405	3,524,763	5,122,102	3,237,194		
Ending Net Position			48,739,968	50,337,307	53,574,501		

**City of St. Charles
Police Pension Fund
Fiscal Year 2024-2025 Budget**

General Description

The Police Pension Fund accounts for revenues and expenditures associated with the provision of retirement, disability and other defined-benefit pension benefits to sworn police personnel of the St. Charles Police Department. The defined benefits and employee and employer minimum contributions to the fund are defined by Illinois Compiled Statutes (40 ILCS 5/3-1). Participants are required to contribute 9.91% of pensionable salary. The Police Pension Board is comprised of two active police officers, one retired police officer and two individuals appointed by the City. Although the fund is legally separate from the City, it is reported as a fiduciary pension trust fund since its sole purpose is to provide retirement benefits for the City's sworn police personnel.

The City is responsible for determining on an annual basis through an actuarial study an amount necessary to properly fund the future benefits to be earned by participants in the Fund at a funding level set by the State. Effective January 1, 2011, this amount per ILCS is a 90% funding level by 2040 (previous schedule was 100% by 2033). The City's current policy and practice is to provide funding to meet a 100% funding goal by 2040. The City has historically incorporated the recommended amount annually in its property tax levy for the upcoming year.

In 2019, the State passed legislation which created a new state-wide Investment Fund to manage the investment activities of all local Police Pension Boards, rather than have those funds invested locally. The new entity, the Illinois Police Officers Pension Investment Fund (IPOPIF) manages investment funds for all local Police Pension Funds, with the management of benefits and pension determinations remaining the responsibility of the local Police Pension Board.

FY 2023-24 Significant Accomplishments and Activities

- ✓ Approved a partnership with a local accounting firm to provide administrative management assistance for the pension fund's activities.

FY 2024-25 Goals and Objectives

- Continue to hold quarterly meetings to approve new retirement or disability pension benefit determinations.

Performance Measures and Statistics	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual
City's Actuarially Determined Contribution	\$2,892,514	\$3,296,585	\$3,756,438	\$3,871,938
Market Value Investment Return	2.7%	30.8%	(7.8%)	1.5%
Total# of Participants (Active, Retired, etc.)	116	121	128	130
Total Pension Liability (TPL)	\$78,556,020	\$83,297,231	\$88,947,426	\$92,611,653
Ending Plan Net Position	\$35,183,340	\$46,687,439	\$44,227,800	\$45,215,205
City's Net Pension Liability	\$43,234,245	\$36,609,792	\$44,719,626	\$47,396,448
Plan Net Position as% of TPL	44.96%	56.05%	49.72%	48.82%

City of St. Charles
Police Pension Fund
Revenue
FY 2024-2025 Budget

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47100	Unrealized Gain/Loss	(6,356,560)	2,631,738	2,325,000	3,270,038	2,400,000
47102	Interest on CDs	22,811	2,865	-	-	-
47103	Dividends	1,994,746	62,260	-	-	-
47104	US Government Security Interest	208,852	25,132	-	-	-
47105	Money Market Interest	446	22,924	10,000	45,000	35,000
47106	Gain/Loss on Sale of Investments	430,439	(2,260,388)	-	73,890	-
47108	Corporate Bond Interest	81,314	11,301	-	-	-
47109	Dividends - Illinois Pension Fund	-	197,611	500,000	350,995	400,000
47110	Other Income - Illinois Pension Fund	-	69,158	-	-	-
47199	Interest - Miscellaneous	81	772	-	5,887	-
Total Investment Revenue		(3,617,871)	763,373	2,835,000	3,745,810	2,835,000
48710	Pension Contributions - Members	638,431	667,388	715,000	682,000	702,000
48711	Pension Contributions - City	3,750,187	3,871,938	4,170,718	5,053,757	4,467,238
48712	Pension Contributions - Transfer	702,815	364,499	-	7,046	-
Total Contributions		5,091,433	4,903,825	4,885,718	5,742,803	5,169,238
Total Revenues		1,473,562	5,667,198	7,720,718	9,488,613	8,004,238

**City of St. Charles
Police Pension Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
51108	Service Pensions	2,972,268	2,996,614	3,142,976	3,242,087	3,530,565
51109	Non-Duty Disability Pensions	66,955	66,955	66,960	66,960	71,995
51110	Duty Disability Pensions	361,307	456,937	397,183	395,321	504,821
51112	Surviving Spouse Pensions	298,410	364,870	394,292	394,292	450,405
51114	QILDRO	107,114	107,903	103,749	103,749	81,963
51116	Creditable Service Transfer	-	573,097	-	50,000	-
51300	Registration and Fees	2,410	1,700	3,000	3,000	3,000
51304	Memberships and Dues	795	795	795	795	795
51401	Lodging	-	579	1,000	-	1,000
51402	Meals-Travel & Training	-	444	500	-	500
Total Personal Services		3,809,259	4,569,894	4,110,455	4,256,204	4,645,044
54110	General Legal	13,655	15,001	25,000	16,007	20,000
54131	Actuarial Services	2,550	-	1,500	500	1,000
54136	Illinois Pension Fund Fees & Expenses	-	45,986	30,000	58,800	60,000
54139	Other Financial Services	74,245	30,051	-	6,000	6,000
54360	Risk Insurance Premiums	7,388	7,661	9,000	9,000	10,000
54399	Other Contracted Services	19,039	3,200	20,000	20,000	25,000
Total Contractual Services		116,877	101,899	85,500	110,307	122,000
55245	IDOI Filing Fee	7,064	8,000	-	-	-
Total Other Operating		7,064	8,000	-	-	-
Total Expenditures		3,933,200	4,679,793	4,195,955	4,366,511	4,767,044

**City of St. Charles
Fire Pension Fund
Fund Summary
FY 2024-2025 Budget**

	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25	FY 24/25 Budget vs FY 23/24 Forecast	
						\$	%
Beginning Net Position			48,854,726	48,854,726	54,064,882		
Revenues							
Investment Income	(3,522,830)	374,790	3,060,550	4,655,291	3,509,000	(1,146,291)	24.62%
Contributions	3,055,483	3,120,338	3,317,565	3,756,893	3,581,721	(175,172)	-4.66%
Total Revenues	(467,347)	3,495,128	6,378,115	8,412,184	7,090,721	(1,321,463)	-15.71%
Expenditures							
Personal Services	2,489,423	2,822,976	2,949,082	3,133,675	3,342,742	209,067	6.67%
Contractual Services	108,353	54,128	27,000	68,353	76,500	8,147	11.92%
Other Operating	7,969	-	-	-	-	-	0.00%
Total Expenditures	2,605,745	2,877,104	2,976,082	3,202,028	3,419,242	217,214	6.78%
Revenues Over/ (Under) Expenditures	(3,073,092)	618,024	3,402,033	5,210,156	3,671,479		
Ending Net Position			52,256,759	54,064,882	57,736,361		

**City of St. Charles
Fire Pension Fund
Fiscal Year 2024-2025 Budget**

General Description

The Fire Pension Fund accounts for revenues and expenditures associated with the provision of retirement, disability and other defined-benefit pension benefits to sworn fire personnel of the St. Charles Fire Department. The defined benefits and employee and employer minimum contributions to the fund are defined by Illinois Compiled Statutes (40 ILCS 5/4-1). Participants are required to contribute 9.455% of pensionable salary. The Fire Pension Board is comprised of two active firefighters, one retired firefighter and two individuals appointed by the City. Although the fund is legally separate from the City, it is reported as a fiduciary pension trust fund since its sole purpose is to provide retirement benefits for the City’s sworn fire department personnel.

The City is responsible for determining on an annual basis through an actuarial study an amount necessary to properly fund the future benefits to be earned by participants in the Fund at a funding level set by the State. Effective January 1, 2011, this amount per ILCS is a 90% funding level by 2040 (previous schedule was 100% by 2033). The City’s current policy and practice is to provide funding to meet a 100% funding goal by 2040. The City has historically incorporated the recommended amount annually in its property tax levy for the upcoming year.

In 2019, the State passed legislation which created a new state-wide Investment Fund to manage the investment activities of all local Fire Pension Boards, rather than have those funds invested locally. The new entity, the Firefighters’ Pension Investment Fund (FPIF) manages investment funds for all local Fire Pension Funds, with the management of benefits and pension determinations remaining the responsibility of the local Fire Pension Board.

FY 2024-25 Goals and Objectives

- Continue to hold quarterly meetings to approve new retirement or disability pension benefit determinations.

Performance Measures and Statistics	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Actual	FY 2022-23 Actual
City’s Actuarially Determined Contribution	\$1,955,183	\$2,245,665	\$2,530,046	\$2,581,296
Market Value Investment Return	(3.1%)	27.7%	(7.0%)	0.7%
Total # of Participants (Active, Retired, etc.)	80	80	80	81
Total Pension Liability (TPL)	\$64,518,370	\$67,743,066	\$72,607,408	\$76,512,216
Ending Plan Net Position	\$39,845,804	\$51,309,794	\$48,236,702	\$48,854,726
City’s Net Pension Liability	\$24,672,566	\$16,433,272	\$24,370,706	\$27,657,490
Plan Net Position as % of TPL	61.76%	75.74%	66.43%	63.85%

**City of St. Charles
Fire Pension Fund
Revenue
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
47100	Unrealized Gain/Loss	(3,614,488)	2,084,465	2,455,000	3,695,350	2,500,000
47101	Treasurer's Pool Interest	3	87	50	110	-
47102	Interest on CDs	5,723	-	-	-	-
47103	Dividends	209,316	-	-	-	-
47104	US Government Security Interest	48,066	-	-	-	-
47105	Money Market Interest	1,447	13,743	15,000	20,518	15,000
47106	Gain/Loss on Sale of Investments	(436,516)	(2,197,497)	-	(40,000)	-
47107	Interest - Illinois Pension Fund	216,706	103,703	90,000	612,905	624,000
47108	Corporate Bond Interest	45,556	-	-	-	-
47109	Dividends - Illinois Pension Fund	-	372,600	500,000	362,569	370,000
47110	Other Income - Illinois Pension Fund	-	(2,876)	-	-	-
47199	Interest - Miscellaneous	1,357	565	500	3,839	-
Total Investment Revenue		(3,522,830)	374,790	3,060,550	4,655,291	3,509,000
48700	Pension Contributions - Additional 1%	15,080	16,179	18,000	19,695	22,000
48710	Pension Contributions - Members	514,541	522,863	580,000	545,598	570,000
48711	Pension Contributions - City	2,525,862	2,581,296	2,719,565	3,191,600	2,989,721
Total Contributions		3,055,483	3,120,338	3,317,565	3,756,893	3,581,721
Total Revenues		(467,347)	3,495,128	6,378,115	8,412,184	7,090,721

**City of St. Charles
Fire Pension Fund
Expenditures
FY 2024-2025 Budget**

Account	Description	Actual FY 21/22	Actual FY 22/23	Budget FY 23/24	Forecast FY 23/24	Budget FY 24/25
51108	Service Pensions	1,878,921	2,158,512	2,277,253	2,462,697	2,662,654
51110	Duty Disability Pensions	132,255	133,840	135,426	135,426	137,011
51111	Occupational Disease Disability Pensions	126,283	141,600	144,494	144,494	147,388
51112	Surviving Spouse Pensions	216,950	216,950	216,948	216,948	216,950
51114	QILDRO	133,019	163,880	171,166	170,315	174,944
51115	Refund of Contributions	-	6,874	-	-	-
51300	Registration and Fees	1,200	525	3,000	3,000	3,000
51304	Memberships and Dues	795	795	795	795	795
51401	Lodging	-	-	-	-	-
51402	Meals-Travel & Training	-	-	-	-	-
Total Personal Services		2,489,423	2,822,976	2,949,082	3,133,675	3,342,742
54110	General Legal	200	350	5,000	1,000	2,500
54131	Actuarial Services	-	-	1,000	-	1,000
54136	Illinois Pension Fund Fees & Expenses	1,652	37,260	-	48,000	52,000
54139	Other Financial Services	98,811	-	-	-	-
54360	Risk Insurance Premiums	7,690	7,893	9,000	7,953	9,000
54399	Other Contracted Services	-	8,625	12,000	11,400	12,000
Total Contractual Services		108,353	54,128	27,000	68,353	76,500
55245	IDOI Filing Fee	7,969	-	-	-	-
Total Other Operating		7,969	-	-	-	-
Total Expenditures		2,605,745	2,877,104	2,976,082	3,202,028	3,419,242

City of St. Charles
Demographics
FY 2024-2025 Budget

Early St. Charles History

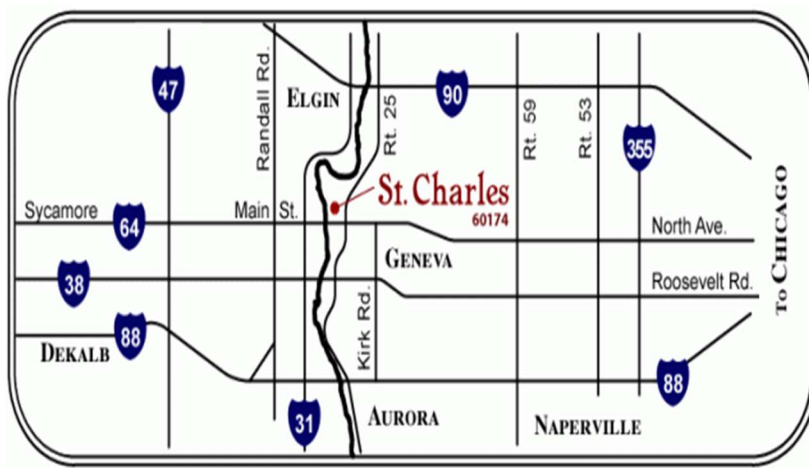
The initial settlers of St. Charles arrived in 1833 and built the first log cabin in 1834. They were attracted to the area because of the Fox River, which was a source of waterpower. The first industries in town were lumber mills, gristmills, and carding mills, all powered by water wheels near the dam. Below is an overview of some of the early milestones in the City's history:

- In 1833, Evan Shelby explored the Fox Valley and claimed a site which was to become St. Charles.
- In 1834, Evan Shelby, Ira Minard, and Read Ferson founded the town and named it Charleston after a town in Mr. Ferson's home state of Vermont. The town name was changed to St. Charles because there already was a town called Charleston in downstate Illinois.
- In 1861, Camp Kane was created as a major union training facility first for the 8th & 17th Illinois Cavalries in the Civil War. This area would later become Langum Park.
- In 1874, St. Charles became incorporated with Dr. James K. Lewis as the first mayor.
- The first bridge across the Fox was built in 1836 and was 18 feet wide. The bridge had been destroyed and rebuilt three times through 1857.
- Lester Norris invested \$500,000 to build the Arcada Theatre which opened on Labor Day in 1926.
- Built by Colonel Edward J. Baker, the Hotel Baker opened its doors on June 2, 1928.
- On May 20, 1912, Pottawatomie Park opened; the first to open under a new Illinois Parks Act.
- Ground was broken in July 1939 for Delnor Hospital on 5th Avenue, north of Iroquois. The hospital and ten acres for future expansion were given to the City by Lester and Dellora Norris.
- In 1940, the iconic Municipal Building was completed. It was a gift to the St. Charles community from two of St. Charles' most generous benefactors. The Norris family donated the land and the Baker family provided for the design and construction. It was entered into the National Register of Historic Places in 1991.
- In early 1969, the St. Charles Chamber of Commerce sponsored a contest to select a slogan for the town. Long-time resident William R. Ross submitted the winning entry: "The Pride of the Fox." The City of St. Charles proudly uses this award-winning slogan to this day.
- In 1972, Dellora and Lester Norris donated 70 acres of land where St. Charles East High School was built. Additional Norris grants were responsible for construction of the Dellora Norris Cultural Arts Center, the Lester Norris Sports Complex, and the John B. Norris Recreation Center.

Over the years, St. Charles has received numerous recognitions for its architecture, top-notch schools, parks, events and entertainment, and as a top place to live and raise a family.

**City of St. Charles
Demographics
FY 2024-2025 Budget**

Map of St. Charles



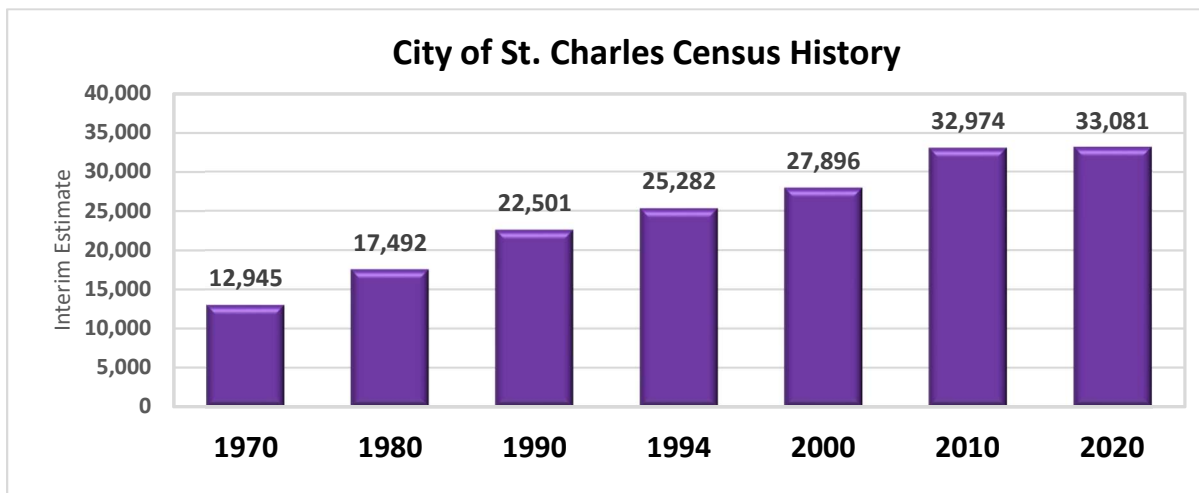
The City of St Charles is 34 miles west of downtown Chicago and is located in both Kane and DuPage Counties.

Government

The City is under a Mayor-Council form of government with five wards and ten alderpersons. The Mayor is elected at large to a four-year term and the City Council is elected by ward to staggered four-year terms. The elected officials and appointed officials are listed in the front of the budget summary section of this document.

Population

The City’s population has a significant financial consequence. This is because State shared revenues, such as motor fuel taxes and Illinois income taxes, are distributed on a per capita basis. The count used for these purposes must be an official census certified by the Bureau of Census. The 2010 census resulted in a growth of St. Charles’ population to 32,974 from 27,896 in 2000. The U.S. Bureau of the Census shows the City’s population to be 33,081 as of April 1, 2020.



City of St. Charles
Demographics
FY 2024-2025 Budget

City Demographics

Demographics are the characteristics of a population that have been categorized by distinct criteria such as income, age and education. These various characteristics of the City’s population influence its mission, vision and guiding principles.

Size of Household (ACS 2022)	Number	Percent
No Bedroom Household	106	0.80%
One Bedroom Household	1,344	10.12%
Two or Three Bedroom Household	7,386	55.62%
Four or more Bedrooms Household	4,443	33.46%
Total Household	13,279	100.00%

Average Household Size -2.49

Occupied/Vacant Status (ACS 2022)	Number	Percent
Occupied	13,279	96.16%
Vacant	735	5.32%
Total Housing Units	13,809	101.48%

Owner/Renter Status (ACS 2022)	Number	Percent
Owner Occupied	9,407	70.40%
Renter Occupied	3,872	29.60%
Total Occupied Housing Units	13,279	100.00%

Household Income (ACS 2022)	Number	Percent
Less than \$10,000	372	2.80%
\$10,000-\$14,999	239	1.80%
\$15,000-\$24,999	398	3.00%
\$25,000-\$34,999	544	4.10%
\$35,000-\$49,999	1,062	8.00%
\$50,000-\$74,999	1,952	14.70%
\$75,000-\$99,999	1,593	12.00%
\$100,000-\$149,999	2,921	22.00%
\$150,000-\$199,999	1,620	12.20%
\$200,000 or more	2,576	19.40%
Total	13,279	100.00%

Educational Attainment (ACS 2022)	Number	Percent	Median
Less Than High School Graduate	1,241	5%	\$ 28,329
High School Graduate	3,957	17%	\$ 41,226
Some College or Associate's Degree	5,825	25%	\$ 53,210
Bachelor's Degree	6,890	30%	\$ 66,154
Graduate or Professional Degree	5,064	22%	\$ 85,679
Total Population 25 and Over	22,977	100%	

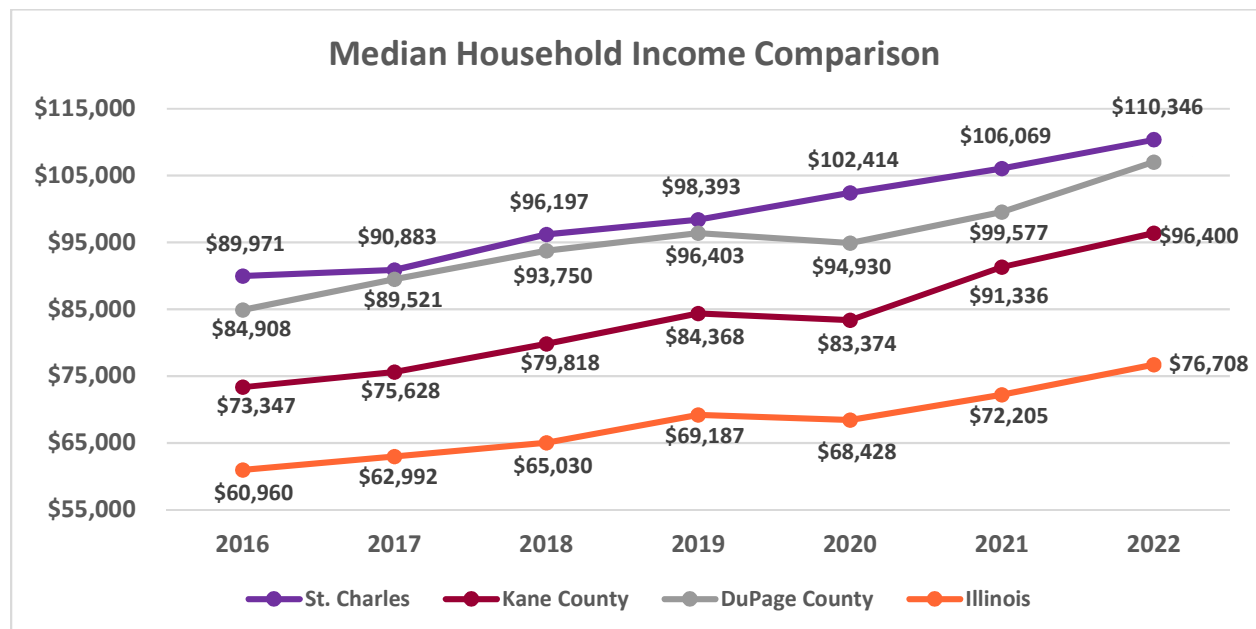
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Age Distribution (ACS 2022)	Number	Percent
Under 5 Years	1,679	5.10%
5 to 9 Years	1,465	4.45%
10 to 14 Years	1,723	5.24%
15 to 19 Years	2,297	6.98%
20 to 24 Years	2,635	8.01%
25 to 29 Years	2,105	6.40%
30 to 34 Years	1,667	5.07%
35 to 39 Years	1,998	6.07%
40 to 44 Years	1,882	5.72%
45 to 49 Years	1,871	5.69%
50 to 54 Years	2,767	8.41%
55 to 59 Years	2,415	7.34%
60 to 64 Years	2,595	7.89%
65 Years and older	5,677	17.25%
Total	32,776	99.60%

Median Age - 41.8 years

Median Household Income

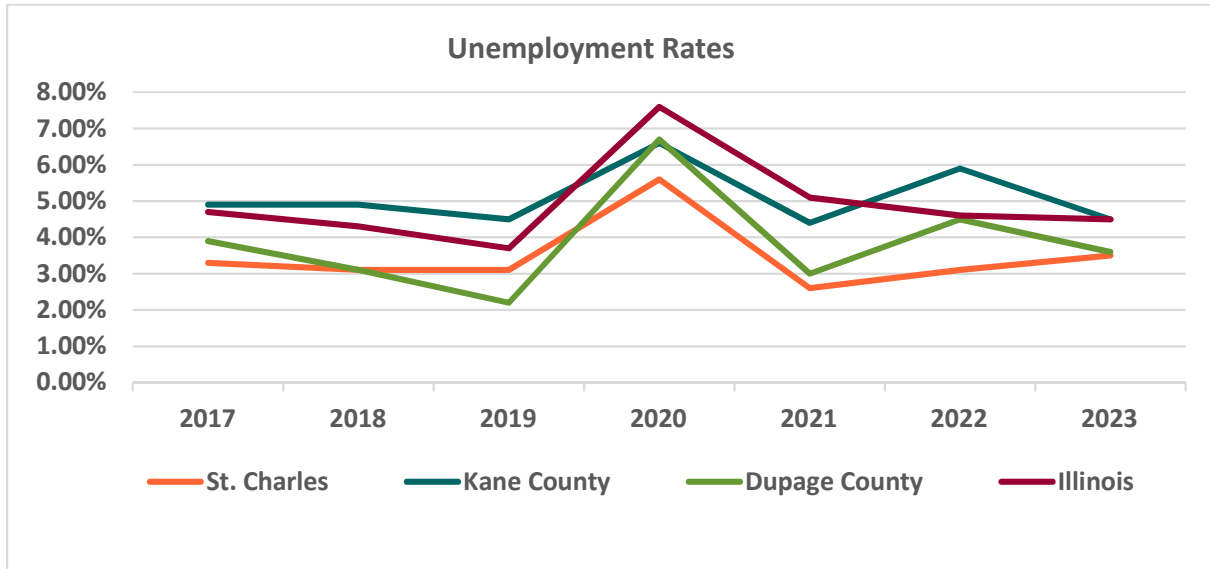
Median household income is one measure of a community's capacity to pay taxes. In theory, the higher the household income, the greater disposable income and ability to pay taxes. Credit rating agencies use this indicator as one measure of a local government's ability to repay debt. These agencies compare income with per resident governmental expenditures to determine whether growth in income is keeping pace with growth in expenditures. The average median income in St. Charles has consistently outpaced the Counties and State medians.



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Unemployment Rates

The latest unemployment rate (December 2023) for the City was 3.5%, which compares favorably to 4.5% for Kane County, 3.6% for DuPage County and to 4.5% for the State of Illinois. The City's unemployment rate has historically been below County and State levels. The following chart displays the month of December's unemployment rates for the past seven years.

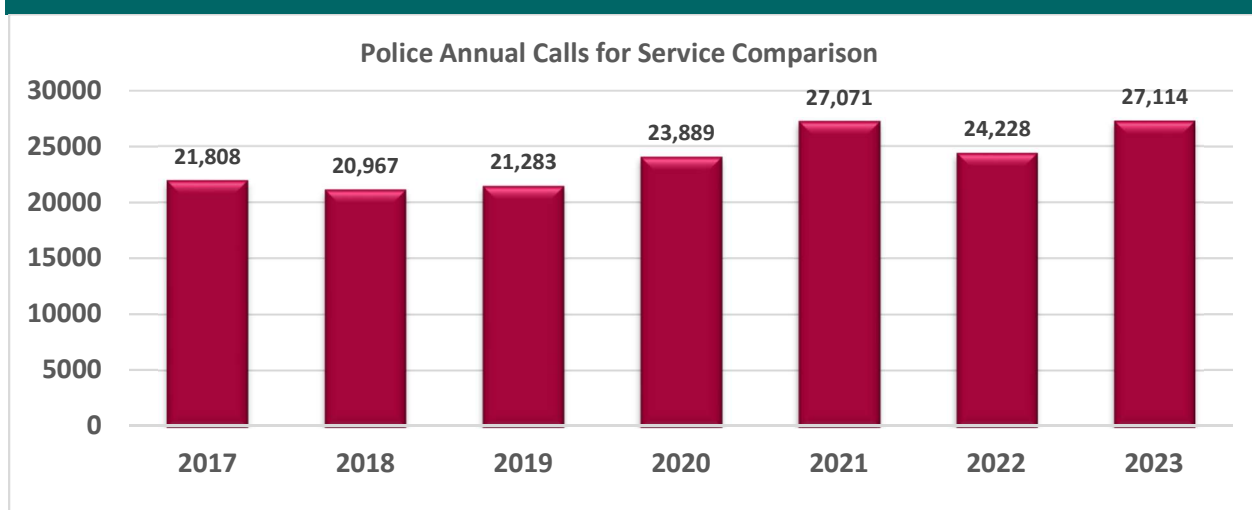


Police Protection

The St. Charles Police Department is comprised of dedicated officers and civilian personnel whose mission is to protect and serve the community with respect and a commitment to excellence. The number of sworn officers included in the FY 24-25 budget are listed in the chart below. The graph that follows presents a comparison of calls for service over the past seven years.

Rank	Count
Police Chief	1
Police Deputy Chiefs	2
Section Commanders	3
Sergeants	7
Detectives	4
School Liaison Officers	4
Patrol Officers	36
Traffic Safety Officer	1
Crime Prevention/Youth Officer	1
Narcotics Officer	1
Total Sworn Officers	60

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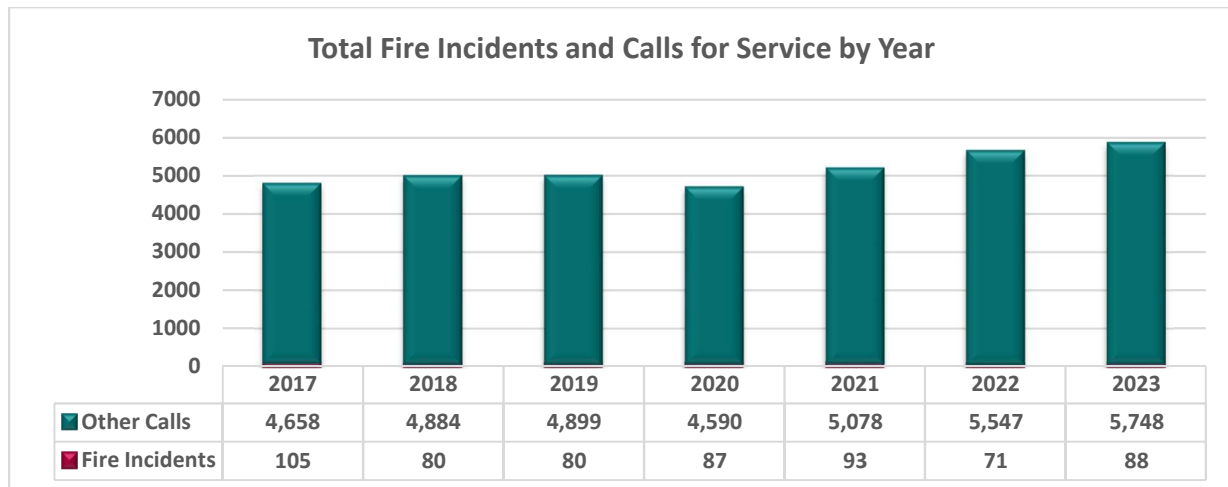


Fire Protection

The St. Charles Fire Department is an accredited, ISO Class 1 Fire Department. The department provides fire suppression, emergency medical services, hazardous materials response, technical rescue response water rescue and recovery response as well as comprehensive fire prevention and public education programs. The Fire Department operates out of three fire stations. The number of sworn officers included in the FY 24-25 budget are listed in the chart below.

Rank	Count
Fire Chief	1
Deputy Fire Chiefs	2
Battalion Chiefs	3
Captains	3
Lieutenants	11
Firefighter/Paramedic	26
Firefighter	1
Total Sworn Officers	47

The graph that follows provides a history of calls for service over the past seven years.



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During 2023, the Fire Department responded to 88 fires and 5,748 other incidents. While the St. Charles Fire Department handles a wide spectrum of incident types, the vast majority of emergency calls are medical related.

Public Services Division

The St. Charles Public Services Division oversees a number of important functional areas including streets, facilities, storm sewers, fleet service, urban forestry and inventory control. The work performed by the streets department is highly visible and effects all commuters. Street operations encompass snow removal, street sweeping, street striping and signage, as well as concrete curb and sidewalk improvements. The number of miles maintained (center line miles) by Public Services is shown below.

Type	Miles
Residential	135.0
Industrial	11.6
County	6.0
State	18.5
Total Miles	171.1

Environmental Services Division

The Environmental Services Division maintains, operates and administers the public water supply, wastewater treatment, sanitary sewer, and the collection and disposal of solid waste (including recycling).

The City’s Water Division is accountable for providing safe water to more than 12,700 residential, commercial and municipal customers. Operations include maintaining seven water supply wells, six storage reservoirs, 241 miles of water main, 3,880 valves, and 2,877 fire hydrants as well as 12,745 domestic service connections and meters. Presently, water usage averages about 4.04 million gallons per day.

The City’s Wastewater Treatment Division is responsible for ensuring that all wastewater produced by City residents is properly treated and disinfected prior to its return to the environment. This division operates and maintains 4,988 sanitary structures, two wastewater treatment facilities and 16 lift stations. The treatment facilities are capable of treating up to 9.7 million gallons of wastewater daily.

Water	Volume
Storage Capacity	6,700,000
Maximum Day Consumption	6,942,468
Wastewater	Volume
Gallons of wastewater – daily flow	4,750,000
Treated at Main Plant	1,569,590,000
Treated at West Plant	159,210,000
Miles of Sanitary Sewer	186.13

Electric Utility

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This Electric Utility serves nearly 16,000 residential, commercial and municipal customers and at peak production generates 130 megawatts. The electric engineering group is responsible for system design, system mapping, maintenance programs and adherence to codes and standards. The electric line area constructs and maintains the electric infrastructure and the metering group installs and maintains metering equipment. The City has a long-term power purchase agreement with the Illinois Municipal Electric Agency (IMEA) that is in force until 2035.

Operations	
Number of Substations	9
Average monthly kWh billed	41,891,866
Total kWh billed in FY 2021/2022	502,702,397
Miles of Electrical Conduit	292

Transportation

The City of St. Charles is located in Kane and DuPage Counties on the Fox River, approximately 34 miles directly west of the City of Chicago. The City has convenient access to all points throughout the Chicago metropolitan area utilizing various methods of transportation.

Modes of Transportation	Distance
East-West Tollway (I-88)	9 miles south
Northwest Tollway (I-90)	15 miles north
O'Hare International Airport	20 miles northeast
Midway Airport	35 miles southeast
DuPage Airport	Eastern border
Union Pacific Railroad	1.5 miles south

Community & Economic Development

The Community and Economic Development Department administers all new construction projects throughout the City of St. Charles. Projects range from downtown development activity, industrial construction/additions, single and multi-family residential construction and commercial developments. Below is a summary of new construction activity for the past seven years.

Fiscal Year	New Commercial*		New Business*		New Residential		Total Value
	# of Permits	Value	# of Permits	Value	Dwelling Units	Value	
2017/18	-	---	10	35,594,963	251	37,912,738	133,399,227
2018/19	-	---	3	21,544,363	129	16,502,004	115,591,433
2019/20	-	---	6	6,362,046	36	8,844,417	56,469,996
2020/21	-	---	3	3,380,298	25	10,050,321	107,492,794
2021/22	-	---	7	9,350,000	38	18,760,852	74,057,487
2022/23	-	---	11	40,131,000	26	10,259,740	106,310,312
2023/24**	-	---	5	18,248,194	170	25,993,780	103,192,588

* Total permits issued include new construction, alterations, additions and repairs.

** FY23/24 number of permits and construction value is as of March 12, 2024.

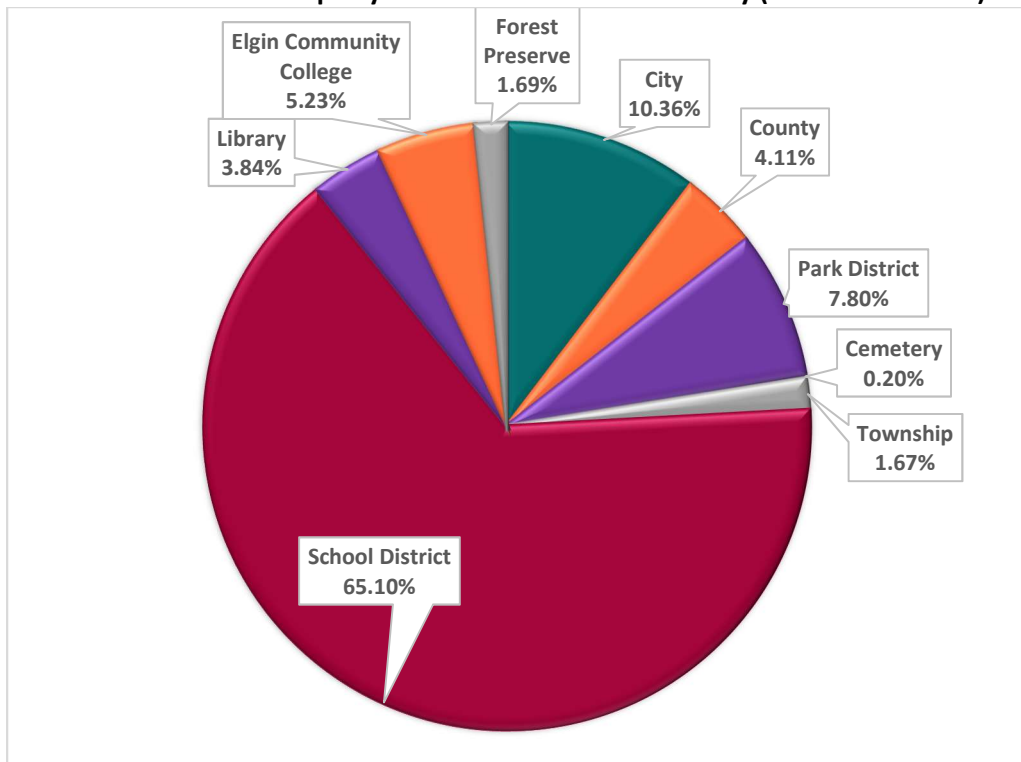
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Property Tax Rate

The City’s 2022 levy year property tax rate and those levied by other units of government expressed as a dollar for each \$100 of equalized assessed value is presented below.

Government Unit	Amount
City of St. Charles	\$0.8361
Kane County	0.3322
Forest Preserve	0.1367
Township	0.1347
Cemetery	0.0160
Park District	0.6298
Library	0.3099
School District #303	5.2561
Elgin Community College #509	0.4225
Total Tax Rate	\$8.0742

Property Tax Distribution for 2022 Levy (Collected in 2023)



A common misconception about property tax is that all of the money a property tax owner pays is remitted to the City. As indicated by the graphic above, the City of St. Charles received 10.36 percent of every dollar of property tax levied in 2022. The remaining portion of each dollar, 89.64 cents, was allocated to other taxing districts. This important revenue source pays the City’s employer contributions to the Police pension and Fire pension funds as well as supports public safety and public works services.

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Tax Payers

The top ten taxpayers of the City in terms of equalized assessed value are detailed in the table below.

Tax Payer	2022 EAV
LEGIA St. Charles Assoc. LLC	\$26,619,537
Prairie Winds LLC	19,664,876
Q Center LLC	16,061,177
AMVF at St. Charles	9,203,540
Axiom St. Charles LLC	8,142,535
RMG Fox Run LLC	7,482,482
FLT Park Shore LLC	7,266,640
8895 McThurstan Court LLC	6,519,045
4515 Marlowe LLC	6,315,463
Smithfield Packaged Meats Corp	5,953,590

Sales Tax Rate

The City of St. Charles became a Home Rule community in 1995 due to a special census count conducted in 1994, which resulted in a population of 25,282. As a result of this Home Rule status, the City is able to impose a home rule sales tax. Effective July 1, 2023, the total sales tax rate in St. Charles increased from 8.0% to 8.5%. The additional 0.5% tax funds improvements to the City’s road and pedestrian network system, including but not limited to right-of-way improvements and related infrastructure. The chart below identifies the four different components of the City’s sales tax.

Sales Tax Components	Rate 7/1/2023
State of Illinois	5.00%
City of St. Charles (Municipal & Home Rule)	2.50%
County	0.25%
RTA	0.75%
Total	8.50%

The City’s website is www.stcharlesil.gov. The City endeavors to provide a variety of useful information to the internet user. This information is monitored and updated regularly. Financial documents accessible on the City’s website include the Comprehensive Annual Financial Report(s), Auditor’s Management Letter and Fiscal Year Approved Budget(s). In addition, agendas for all City related meetings are posted weekly. Other information on the website includes active job openings, City newsletters, a listing of aldermen, council committees, the City mission statement, a brief description City services, construction information and a complete listing of E-mail addresses for contacting City employees.

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Abatement - A partial or complete cancellation of a levy imposed by the City. Abatements usually apply to tax levies, special assessments and service charges.

Accountability - The condition, quality, fact or instance of being obliged to reckon or report for actions or outcomes.

Accrual basis of accounting – A method of accounting that recognizes financial transactions when they occur regardless of the time of the intake of cash.

Activity – A specific service performed by a component unit of a governmental organization that is responsible for a function, such as police, is an activity of the public safety function.

Agency Fund - A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

Annexation - The incorporation of land into an existing city with a resulting change in the boundaries of that city.

Appropriation - A specific amount of money authorized by City Council to make expenditures and incur obligations for specific purposes, frequently used interchangeably with "expenditures."

Assessed Value - A valuation set upon real estate or other property by the Township Property Appraiser as a basis for levying taxes.

Asset allocation – The process to determine which types of investments are to be included in the composition of an overall investment portfolio.

Audit - A systematic collection of sufficient, competent evidential matter needed to attest to the fairness of the presentation of the City's financial statements. The audit tests the City's accounting system to determine whether the internal accounting controls are both available and being used.

Available Fund Balance - That portion of fund balance collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Balance Sheet - That portion of the City's financial statement that discloses the assets, liabilities, reserves and balances of a specific governmental fund as of a specific date.

Basis of Accounting - A term used when revenues, expenditures, expenses, transfers, assets and liabilities are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on the cash, modified accrual or the accrual method.

Basis of budgeting – A method used to determine the recognition of Revenues and Expenditures for the budgetary process.

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Benchmarking - Comparing one's own performance to that of their past performance or to that of comparable communities.

Bond - A written promise to pay a specified sum of money, called face value or principal, at a specified date in the future, called maturity date, together with periodic interest at a specified rate.

Bond Refinancing - The payoff and re-issuance of bonds, to obtain better interest rates and or bond conditions.

Bottom Line - This is a common expression, most often used in private industry that refers to the profitability of a particular organization or entity.

Budget - A comprehensive financial plan of operations which attempts to allocate limited revenues among competing expenditure requirements for a given time period.

Budgetary Control - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Budget Revision - A change to the adopted budget as authorized by the City Council.

Business-type activities – One of two classes of activities reported on government-wide financial statements. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services. These activities are usually reported in enterprise funds.

CALEA - Commission on Accreditation of Law Enforcement Agencies.

Capital Budget - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

Capital Equipment - Equipment with a value in excess of \$25,000 and an expected life of more than five years such as automobiles, data processing equipment and furniture.

Capital Improvements - Charges for the acquisition at the delivered price including transportation costs, of equipment, land, buildings, or improvements of land or buildings, fixtures, and other permanent improvements with a value in excess of \$25,000 and a useful life expectancy of at least two years.

Capital Improvement Project - An undertaking that has a specific objective, can be easily distinguishable from other work being performed, has a definite beginning and end, does not occur annually, and has a total cost in excess of \$100,000.

Capital Outlay - Expenditures that result in the acquisition of or addition to fixed assets.

Capital Projects Fund - Used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

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Cash basis of accounting – Basis of accounting that recognizes transactions or events when related cash amounts are received or disbursed.

Cash Management - The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the balance of the highest interest and return, liquidity, and minimal risk with these temporary cash balances.

Charges for Service - User charges for services provided by the City to those specifically benefiting from those services.

Commodities - Items which, after use, are consumed or show material change in or an appreciable impairment of their physical condition, and which generally have limited value and are characterized by rapid depreciation.

Comparable Communities - Those communities, as designated by council, which contain some of the same characteristics as St. Charles. Comparative communities can be used as a "yardstick" in which to measure the policies and procedures of St. Charles.

Comprehensive Plan - An official public document adopted by a local government as a policy guide to decisions about the physical development of the community. It is a general long-range physical plan.

Constituent - One represented politically or in business; a voter; client.

Contingency - The appropriation of reserve funds for future allocation in the event specific budget allotments have expired and additional funds are needed.

Covenant - An agreement entered into by two or more parties. A covenant is entered into when a local government issues a bond. The terms of the bond issue must be clearly stated in the covenant.

Debt - A financial obligation resulting from the borrowing of money. Debts of government include bonds, notes, and land contracts.

Debt Ratio - Ratios that provide a measure of assessing debt load and ability to repay debt, which play a part in the determination of credit ratings. They are used to evaluate the City's debt position over time and against its own standards and policies.

Debt Service - The payment of principal and interest on borrowed funds.

Debt Service Funds - Used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit - The excess of expenditures or expenses over revenues or income during a single accounting period.

Department - An organizational unit responsible for carrying out a major governmental function, such as Finance or Public Works.

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Depreciation - The decrease in value of physical assets due to use and the passage of time.

Discretionary Income - Income that is not specifically allocated for an expense and or income that allows for a certain level of "freedom" on how that money may be spent.

Elasticity - Increasing or diminishing readily in response to a changing stimulus. Sales taxes are very elastic because the amount of taxes collected increases with sales and decreases when sales are low. The stimulus is the economy, which has a direct effect on the purchasing power of citizens, which translates into sales tax revenues.

Encumbrance - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund - Used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the costs of providing goods or services are financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Equalized Assessed Value - The value of property resulting from the multiplication of the assessed value by an equalization factor to make all property in Illinois equal one-third of its market value.

Equalization Factor - A factor determined by the State which when applied to the counties' assessed value will cause all property to equal one-third of its market value.

Expenditures - Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental transfers.

Expenses - Charges incurred, whether paid or unpaid, resulting from the delivery of goods or services.

Facade - The front, visible part, or most conspicuous component of a building. St. Charles has implemented a facade improvement program for its downtown businesses, in an effort to revitalize the area.

Fiduciary Funds - Funds that are used when a government holds or manages financial resources in an agent or fiduciary capacity.

Fiscal Policies - The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year (FY) - Any consecutive twelve-month period designated as the budget year. The City's budget year begins May 1, and ends April 30 of the following calendar year.

Fixed Assets - Assets of a long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

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Franchise Fee - A fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include telephone, natural gas and cable television.

Full Time Equivalent (FTE) - A standardized unit of measure used to determine the equivalent number of full-time employees. It is calculated by dividing the total hours actually worked or planned for a job class (regular and overtime) by a standard number of hours a full-time employee would work for the job class.

Fund – Fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, residual equities, revenues, and expenditures, or balances, and changes therein, that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance - The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures. Fund balances increase when revenues exceed expenditures and decrease when expenditures exceed revenues.

Generally Accepted Accounting Principles - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

General Fund - The general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

General Obligation Bonds - Those bonds that are backed by the "full faith and credit" of a municipality. The taxing power of local government is pledged in the covenant of one of these bond issues.

Goal - A long-range desirable development attained by objectives designed to implement a strategy.

Governmental Fund Types - Funds that account for a government's "governmental-type" activities. These funds are the general fund, special revenue funds, debt service funds and capital project funds.

Grant - Contributions or gifts of cash or other assets from another government to be used for a specified purpose, activity, or facility. Grants may be classified as either categorical or block, depending on the amount of discretion allowed the grantee.

Home Rule Municipality - A home rule unit may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to regulate for the protection of public health, safety, morals and welfare; to license; to tax; and to incur debt, unless preempted by the State of Illinois. A municipality is granted powers under home-rule if their population reaches 25,000 or by referendum.

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Improvements - The necessary changes to a parcel(s) of land that is required for its future development. These often include modifications of the roadways, water and sewer mains, and the parcels' capacity for electricity.

IMRF - Illinois Municipal Retirement Fund. Retirement system established for municipal employees of the state.

Income - A term used in proprietary fund type accounting to represent: (1) revenues; or (2) the excess of revenues over expenses.

Infrastructure - The permanent foundation or essential elements of a municipality. Roadways are a component of a local government's infrastructure.

Installment Contract - A financing method whereby the City contracts with a vendor to pay for equipment, an improvement, or construction over a period of time not to exceed ten years. The contractor makes an assignment of the rights to payment to a financial institution in return for payment of the original contracted price.

Interfund Transfer - Payment from one fund to another fund primarily for work or services provided.

Intergovernmental Revenues - Revenues from other governments in the form of grants, entitlement, shared revenues, or payments in lieu of taxes.

Internal Service Fund - Funds used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

Investment - The placing of money, capital, or other resources to gain a profit, as in interest.

LEADS - Law Enforcement Agency Data System is a system used as a nationwide tool to track criminal activity, such as warrants for arrest and missing persons.

Levy - (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by the City.

Liability - Debt or other legal obligations arising out of transactions in the past, which must be liquidated, renewed or refunded at some future date.

Line Item - A specific item or group of similar items defined by detail in a unique account in the financial records. Revenue and expenditure justifications are reviewed, anticipated and appropriated at this level.

Liquidity - The amount of cash and easily sold securities a local government has at one time.

Millage - The tax rate on real property based on \$1.00 per \$1,000 of assessed property value.

Mobile Data Terminals (MDT) - Mobile Data Terminals are terminals that will allow police officers instant access from the squad cars to the National Crime Information Center. This will allow the officer to immediately check on stolen property or check a warrant.

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Modified Accrual Accounting - A basis of accounting in which revenues are recorded when collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period, and expenditures are recognized when the related liability is incurred. Governmental fund types utilize this basis of accounting.

MFT - Motor Fuel Tax is a tax on fuel consumption. Distribution of the tax collected is based on population. There are also state-funded programs for street resurfacing, curb and gutter work and storm sewer work.

Net Income - Proprietary fund excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses, and operating transfers-out.

Non-operating Expenditures - The costs of government services which are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to Human Service organizations.

Non-operating Revenues - The incomes received by the government, which are not directly attributable to providing a service. An example would be interest on investments.

Objective - Something to be accomplished in specific, well-defined, and measurable terms and is achievable within a specific time frame.

Operating Budget - A financial plan that presents proposed expenditures for the fiscal year and estimates of revenue to finance them.

Part I Offenses - According to the Uniform Crime Report of the Federal Bureau of Investigation, these offenses include murder, manslaughter, rape, robbery, assault, and property crimes of burglary, larceny-theft, motor vehicle theft, and arson.

Part II Offenses - These are all criminal offenses that are not categorized as a Part I offense.

Performance Budget - A budget that focuses on activities rather than line items. Work load and unit cost data are collected in order to assess the efficiency of services.

Performance Indicators - Specific quantitative and qualitative measures of work performed as an objective of the department.

Portfolio - A compilation of investments held by an entity.

Privatization - The transfer of services from the public sector to the private sector in an attempt to save tax dollars. This has been done to varying degrees and levels of success across the country.

Private Sector - Business owned and operated by private individuals, as opposed to government-owned operations.

Public Sector - The policies and procedures as conducted by local governments, states and the federal government. The majority of these activities are financed through tax levies.

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Program - An organized set of related work activities within a bureau of a department, which are directed toward a common purpose or goal and represent a well-defined use of City resources. Each City department usually is responsible for a number of related service programs.

Program Budget - A budget that structures budget choices and information in terms of "programs and their related" work activities, (i.e., repairing roads, treating water, etc.). A program budget provides information on what each program is committed to accomplish in the long run (goals) and in the short run (objectives), and measures the degree of achievement of program objectives (performance measures).

Property Tax - A tax levied on the assessed value of real property (also known as "ad valorem taxes").

Proprietary Fund Types - The classification used to account for the City's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The Generally Accepted Accounting Principles (GAAP) used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the Governmental Accounting Standards Board (GASB) has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

Referendum - The submission of a proposed public measure or law, which has been passed upon by legislature or convention, to a vote of the people for ratification or rejection.

Revenue Bonds - Bonds whose principal and interest are payable exclusively from earnings of a specific, defined activity or facility which can be public, quasi-public, or private.

Retained Earnings - An equity account reflecting the accumulated earnings of the City's proprietary funds.

Revenues - Funds that the government receives as income. It includes such items as tax receipts, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

SCADA - Supervisory Control and Data Acquisition. Computer controlled system operation and information in regards to the city's electrical and water system.

SEA Reporting - Service Efforts and Accomplishments Reporting. This is a highly structured form of performance reporting as developed by the Governmental Accounting Standards Board (GASB).

Special Assessment Bond - Bonds payable by property owners to defray the cost of a specific capital improvement deemed to benefit primarily those properties. Each property is responsible for an amount determined to be equal to the benefit received.

Special Revenue Funds - Funds used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

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Glossary
FY 2024-2025 Budget

Special Service Area Bond - Bonds payable by property owners to defray the cost of a capital improvement or City services above those typically provided deemed to benefit primarily those properties. Each property owner is responsible for an amount equal to the value of their property compared to all others.

Tax Levy - The total amount to be raised by general property taxes for operating and debt service purposes.

Tax Rate - The amount of tax levied for each \$100 of assessed valuation.

Tax Increment Finance District (TIF) – A special district established to revitalize a degenerating parcel of land/building funded through incremental property taxes.

Trust and Agency Funds - Funds used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

Unearned revenue – Specific type of deferred revenue that does not involve the application of the availability criterion, and therefore applies equally to both accrual and modified accrual financial statements.

User Fees – A fee charged for receipt of a public service to the party who benefits from the service

Working Capital - This term generally refers to current assets minus current liabilities. Some organizations may exclude certain current assets (e.g. inventory) from this general formula.

Yield - The yield on a fixed-income security is its current rate until maturity, based on its face value, its current market price and any interest coupons.

WHO WE ARE

Mission Statement

We provide exceptional Services, honor Tradition,
and foster a thriving Community.



Vision Statement

An engaged community with a sense of place
and belonging where everyone is welcome.



Guiding Principles

EXCELLENCE

We strive to provide high quality services
and an exceptional quality of life.

ENGAGEMENT AND INCLUSION

We encourage all voices be heard and create accessible opportunities
for everyone to participate and contribute to our community.

SUSTAINABILITY AND RESILIENCE

We prepare for the future and cultivate progress
while valuing our natural environment and resources.

RESPECT

We treat our residents, businesses, employees,
and visitors with dignity.

SENSE OF COMMUNITY

We foster a safe and vibrant environment in which new ideas and
perspectives combine with our unique character to create a sense of place.

STEWARDSHIP AND ACCOUNTABILITY

We pledge to be honest, reliable, and open in our decision-making,
communications, and actions to earn and retain the trust of our community
because we take pride in the importance of our service to the public.

PLAN AT A GLANCE

What is a Strategic Plan?

The Strategic Plan is a living document that guides the City of St. Charles in its decision-making. The Strategic Plan defines WHAT the city wants to become and its vision for the future. It also defines what the city will prioritize and focus on to achieve its vision, the specific actions that will be taken, and how progress will be measured.

The City of St. Charles has identified four Strategic Priorities, as shown in the graphic below. Each Strategic Priority has a goal statement, strategic goals, and outcome objectives which are further explained on the subsequent pages.



STRATEGIC PRIORITY 1

BALANCED AND THOUGHTFUL DEVELOPMENT

Support economic growth that respects our unique character and contributes to a diverse local economy by facilitating developments that enhance the community's quality of life.

STRATEGIC GOALS

- ◆ Evaluate existing development programs, policies, and codes and ensure all are updated to improve efficiency and impacts on community stakeholders.
- ◆ Ensure zoning, land use, and other policies align with the community's vision and development goals.
- ◆ Partner with regional and local river advocacy organizations to explore strategies to enhance the river's health while providing opportunities to recreate and enjoy.
- ◆ Create a mobility plan that includes streets, sidewalks, bike paths, and traffic-calming to enhance walkability and accessible movement throughout the city.
- ◆ Complete a comprehensive downtown parking plan to enhance the parking experience for visitors and residents.
- ◆ Identify top priority development sites and implement a targeted development attraction plan to increase select business interests.
- ◆ Support the real estate and broker community in the attraction of development and new businesses to help ensure alignment with the community's vision and development goals.
- ◆ Create a business retention/visit program to increase the City's awareness of the local business environment and facilitate the retention of existing businesses.
- ◆ Promote and encourage the development of diverse and quality housing options to help ensure all can live in our community.
- ◆ Streamline development process workflow to improve entitlement process, permitting procedure, and communications with the developer community.



OUTCOME OBJECTIVES

- ◆ Update the City's Comprehensive Plan with community engagement by the end of 2027.
- ◆ Conduct 24 business visits annually, prepare comprehensive findings report, and present to City Council.
- ◆ Create and implement a business/development attraction campaign and disseminate a progress report to City Council quarterly.
- ◆ Determine and publish top priority development sites for the east side, west side, and downtown annually.
- ◆ Create and implement a developer satisfaction survey by the end of 2023.
- ◆ Conduct a Development Review Process study by January 2023.
- ◆ Complete the Downtown Comprehensive Parking study, which includes a signage analysis, by April 2023.
- ◆ Create a developer procedure and process playbook by the end of 2024.
- ◆ Review existing development programs, policies, and codes and update as needed:
 - Economic Development Incentive Policy by the end of 2023.
 - Downtown Overlay District by the end of 2023.
 - Affordable Housing requirements and programs by the end of 2024.

STRATEGIC PRIORITY 2

COMMUNITY ENGAGEMENT

Improve the community's experiences with the City through engaging methods of communication to enhance accessibility, increase awareness, and encourage discussion.

STRATEGIC GOALS

- ◆ Modernize the City's digital presence to increase accessibility, information sharing, and services online.
- ◆ Employ digital tools for residents and community partners to increase opportunities for feedback, discussion, and two-way engagement.
- ◆ Strengthen relationships with community partners and neighborhoods to increase the City's visibility and improve its public presence.
- ◆ Enhance communication platforms to increase outreach and awareness of city services, accomplishments, initiatives, procurement listings, and job opportunities.
- ◆ Provide interpersonal training opportunities for city employees to enhance their interactions with the public and each other, particularly in high-stress or volatile situations.
- ◆ Increase transparency of City operations to expand community understanding.
- ◆ Evaluate public meeting structure to foster increased communication between staff, elected officials, and the public.
- ◆ Explore strategies or initiatives that recognize a diverse community that is accessible and welcoming to the public.



OUTCOME OBJECTIVES

- ◆ Launch a new City website by the end of 2023.
- ◆ Complete the implementation of the Public Engagement Platform by the end of 2025.
- ◆ Create a new online portal for residents to view and pay utility bills by the end of 2023.
- ◆ Increase the number of digital forms over current PDFs/paper forms on the City website.
- ◆ Develop an open data portal by the end of 2025.
- ◆ Increase the City's attendance and participation at community partner meetings and events (e.g. taxing jurisdiction, business associations, service groups, or community groups).
- ◆ Increase the number of City residents enrolled to receive monthly newsletter.
- ◆ Increase the number of followers and engagement on social media platforms.
- ◆ Increase the number of non-safety personnel employees with interpersonal, de-escalation techniques, mental health recognition and communication, and customer service training by 2024.
- ◆ Evaluate the procurement process and determine methods to increase participation from vendors.
- ◆ Update the Crisis Communication Plan by the end of 2023.
- ◆ Explore branding and communication standards by the end of 2024.
- ◆ Conduct an updated resident survey by the end of 2027.
- ◆ Establish regular meetings with community partners to coordinate and enhance digital service delivery by the end of 2023.
- ◆ Publish and present to City Council a progress report of the strategic plan outcomes objectives annually.

STRATEGIC PRIORITY 3

ORGANIZATIONAL RESILIENCY

St. Charles will commit necessary resources to improve its infrastructure and meet public service expectations, so St. Charles continues to be a desirable community for people and businesses.

STRATEGIC GOALS

- ◆ Develop a workforce strategy that focuses on retention, recruitment, and staff development to fulfill the City's mission and achieve its strategic priorities.
- ◆ Evaluate departmental core services to align resources, identify challenges, and ensure service level expectations are maintained.
- ◆ Update facility studies for presentation of capital maintenance and improvement plans to the City Council to ensure alignment with strategic priorities, community needs, and service level expectations.
- ◆ Develop infrastructure maintenance plan (roads, bridges, facilities, and fleet) to ensure service delivery and proper asset maintenance continuity.
- ◆ Evaluate water quality to understand potential needs and costs related to water supply within the city.
- ◆ Ensure that programs, policies, and procedures are accessible, inclusive, and represent and respond to the needs of the community.
- ◆ Implement technology to improve internal and external processes and increase efficiencies.
- ◆ Identify and prepare for high risk, low frequency disaster preparedness events including planning for the immediate aftermath and long-term impacts in order to provide stability in the community.
- ◆ Evaluate risks to the organization to identify and address potential security issues and technology concerns.



OUTCOME OBJECTIVES

- ◆ Conduct water quality study and present to City Council by the end of 2025.
- ◆ Review existing capital plans, programs, and policies and update as needed:
 - Complete a Road Maintenance Plan by end of 2023.
 - Complete Street Rating Evaluation and update the Streets Maintenance Plan by the end of 2023.
 - Complete the Bicycle and Pedestrian Plan and Complete Streets Plan by the end of 2023.
 - Update the Homeowner Sewer Assistance Policy by early 2024.
 - Update the Connection Fee Policy by early 2023.
 - Update the Water Utility Master Plan by the end of 2023.
 - Update the Sewer Utility Master Plan by the end of 2025.
 - Update the Electric Utility Master Plan by early 2024.
- ◆ Complete an Emergency Preparedness and Continuity of Operations Plan and adopted by the end of 2024.
- ◆ Conduct a Technology Risk Assessment and present the assessment to City Council by the end of 2024.
- ◆ Develop a Strategic Technology Plan by the end of 2025.
- ◆ Increase views of job postings and applications for jobs through the City's applicant tracking system.
- ◆ Reduce vacancy time for hard-to-fill positions.

STRATEGIC PRIORITY 4

FINANCIAL WELLNESS

Implement policies, practices, and procedures that manage long-term liabilities, increase understanding and awareness of the City's fiscal condition, and continue the efficient use of City resources to ensure ongoing financial strength and sustainability.

STRATEGIC GOALS

- ◆ Ascertain appropriate level of annual revenues needed to fund the City's core capital project programs with ongoing revenue sources.
- ◆ Evaluate and implement utility rates that provide the resources necessary to fund improvements to the City's water, sewer, and electric utility systems.
- ◆ Evaluate the City's charges for services for development-related items to better understand the costs and benefits of doing business in St. Charles.
- ◆ Identify ways to expand fiscal and budget transparency for the community to increase understanding of the City's finances.
- ◆ Maintain an appropriate general fund reserve balance in relation to the City's overall financial position to provide financial stability.
- ◆ Develop a Debt Issuance and Management Policy that will manage current outstanding debt and provide guidance for the evaluation process of issuing of new debt.



OUTCOME OBJECTIVES

- ◆ Complete and update the City's capital planning process and projections and identify level of revenues needed to fund the improvements with ongoing revenues on a long-term basis.
- ◆ Determine and set appropriate utility rates to fund operating, capital and annual debt/loan debt service requirements on an annually basis.
- ◆ Development Services Fee study completed by the end of 2025.
- ◆ Improve the content and presentation of the City's annual budget document to provide clearer and more information to be more in line with GFOA best practices for the FY 2025-26 budget document.
- ◆ Continue to develop and issue for the community an annual Popular Annual Financial Report (PAFR) which summarizes the City's financial condition at the end of the year.
- ◆ Evaluate current fund balance metrics to determine if any changes should be recommended by the end of 2024.
- ◆ Implement and revise, if necessary, the City's Debt Policy by April 2023.
- ◆ Maintain good ongoing relations with bond rating agencies.