

**AGENDA
CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. TODD BANCROFT, CHAIR**

**MONDAY, OCTOBER 16, 2017
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**
 - a. Budget Revisions – September 2017
- 4. Police Department**
 - a. Recommendation to approve a proposal for a new Class A6 Liquor License for Krish Ria Convenience, Inc., dba BP St. Charles, located at 1660 W. Main Street, St. Charles.
- 5. Finance Department**
 - a. Recommendation to Accept the Comprehensive Annual Financial Report, Independent Auditor's Report Pursuant To Uniform Guidance, and Management Letter for the Fiscal Year Ended April 30, 2017.
 - b. Recommendation to approve a motion approving the preliminary estimate of the 2017 Property Tax Levy in the amount of \$19,500,804.
- 6. Executive Session**
 - Personnel – 5 ILCS 120/2(c)(1)
 - Pending Litigation – 5 ILCS 120/2(c)(11)
 - Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
 - Property Acquisition – 5 ILCS 120/2(c)(5)
 - Collective Bargaining – 5 ILCS 120/2(c)(2)
 - Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)
- 7. Additional Items from Mayor, Council, Staff, or Citizens.**
- 8. Adjournment**

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

Sep 17

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	54	100	1000	2018	5	09/05/2017	100603	54399	2,070.00	For temp services-B&CE
Budget Transfer	54	100	1000	2018	5	09/05/2017	100603	50100	(2,070.00)	For temp services-B&CE
54 Total									-	
Budget Addition	55	100	1000	2018	5	09/06/2017	100604	50200	2,328.00	Development Inspect-Reimbursab
Budget Addition	55	100	1000	2018	5	09/06/2017	100999	45103	(2,328.00)	Development Inspect-Reimbursab
Budget Addition	55	100	1000	2018	5	09/06/2017	800223	54399	518.00	Towing/Storage Fees-PD Cars
Budget Addition	55	100	1000	2018	5	09/06/2017	800900	31199	(518.00)	Towing/Storage Fees-PD Cars
55 Total									-	
Roll Forward Budget for Non PO	56	100	1000	2018	5	09/07/2017	513501	56160	1,250.00	Stuart's Crossing Maintenance
Roll Forward Budget for Non PO	56	100	1000	2018	5	09/07/2017	513900	31197	(1,250.00)	Stuart's Crossing Maintenance
56 Total									-	
Budget Transfer	57	100	1000	2018	5	09/08/2017	513501	56160	8,424.00	CE for IL31 Ditch Imp-Not Budg
Budget Transfer	57	100	1000	2018	5	09/08/2017	513501	56150	(8,424.00)	CE for IL31 Ditch Imp-Not Budg
57 Total									-	
Budget Transfer	58	100	1000	2018	5	09/12/2017	100200	52100	(250.00)	For IT Committee Lunches
Budget Transfer	58	100	1000	2018	5	09/12/2017	100200	52101	250.00	For IT Committee Lunches
58 Total									-	
Roll Forward Budget for Non PO	59	100	1000	2018	5	09/15/2017	200520	54189	40,000.00	Utility Rate Study (FY15-16)
Roll Forward Budget for Non PO	59	100	1000	2018	5	09/15/2017	200900	31197	(40,000.00)	Utility Rate Study (FY15-16)
Roll Forward Budget for Non PO	59	100	1000	2018	5	09/15/2017	210540	54189	30,000.00	Utility Rate Study (FY15-16)
Roll Forward Budget for Non PO	59	100	1000	2018	5	09/15/2017	210900	31197	(30,000.00)	Utility Rate Study (FY15-16)
Roll Forward Budget for Non PO	59	100	1000	2018	5	09/15/2017	220550	54189	30,000.00	Utility Rate Study (FY 15-16)
Roll Forward Budget for Non PO	59	100	1000	2018	5	09/15/2017	220900	31197	(30,000.00)	Utility Rate Study (FY15-16)
59 Total									-	
Budget Transfer	60	100	1000	2018	5	09/15/2017	100210	52300	50.00	For janitorial/kitchen supplie
Budget Transfer	60	100	1000	2018	5	09/15/2017	100210	52101	(50.00)	For janitorial/kitchen supplie
Budget Transfer	60	100	1000	2018	5	09/15/2017	100220	52300	100.00	For janitorial/kitchen supplie
Budget Transfer	60	100	1000	2018	5	09/15/2017	100220	52000	(100.00)	For janitorial/kitchen supplie
Budget Transfer	60	100	1000	2018	5	09/15/2017	100510	52805	900.00	For street repair materials
Budget Transfer	60	100	1000	2018	5	09/15/2017	100510	52804	(900.00)	For janitorial/kitchen supplie
Budget Transfer	60	100	1000	2018	5	09/15/2017	200520	54135	900.00	For collection services for UB
Budget Transfer	60	100	1000	2018	5	09/15/2017	200520	54110	(900.00)	For collection services for UB
Budget Transfer	60	100	1000	2018	5	09/15/2017	200522	52300	300.00	For janitorial/kitchen supplie
Budget Transfer	60	100	1000	2018	5	09/15/2017	200522	52000	(300.00)	For janitorial/kitchen supplie
Budget Transfer	60	100	1000	2018	5	09/15/2017	210541	52701	900.00	For lab supplies
Budget Transfer	60	100	1000	2018	5	09/15/2017	210541	52700	(900.00)	For lab supplies
Budget Transfer	60	100	1000	2018	5	09/15/2017	210541	52805	900.00	For street repair materials
Budget Transfer	60	100	1000	2018	5	09/15/2017	210541	52700	(900.00)	For street repair materials
Budget Transfer	60	100	1000	2018	5	09/15/2017	220552	52300	300.00	For janitorial/kitchen supplie
Budget Transfer	60	100	1000	2018	5	09/15/2017	220552	52314	(300.00)	For janitorial/kitchen supplie
60 Total									-	
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	100500	54319	3,975.00	R/F 88734 V1797/480229
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	100604	54160	1,616.00	R/F 91078 V2485/18093

CITY OF ST. CHARLES
Budget Revision Listing

Sep 17

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	100604	54160	1,612.00	R/F 91111 V3236/113440A
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200520	54256	4,422.00	R/F 90474 V3533/1463383
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200521	54490	5,061.00	R/F 90096 V1791/7UB-0264242
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200521	54490	8,980.00	R/F 90096 V1791/7UB-0264245
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200521	54490	9,597.00	R/F 90096 V1791/7UB-0265576
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200521	54490	10,729.00	R/F 90096 V1791/7UB-0265589
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200521	54490	11,604.00	R/F 90096 V1791/7UB-0265620
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200521	54490	4,211.00	R/F 90096 V1791/7UB-0265628
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200521	54490	8,681.00	R/F 90593 V3739/BILL0033785
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200521	56203	89,247.00	R/F 91351 V484/2252563
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200521	56203	87.00	R/F 89919 V3713/1740.303
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	210540	54256	4,422.00	R/F 90474 V3533/1463383
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	220550	54256	4,422.00	R/F 90474 V3533/1463383
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	513200	54256	20,800.00	R/F 91404 V1031/000020171278
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	513500	54256	4,422.00	R/F 90474 V3533/1463383
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	513511	56170	2,835.00	R/F 89354 V2485/18092
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	513600	54256	6,878.00	R/F 90474 V3533/1463383
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	801512	52402	430.00	R/F 91460 V806/4773
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	801512	52402	12.00	R/F 91460 V806/4773
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	100900	31198	(7,203.00)	R/F 16/17 PO's Pd 8.22-9.14.17
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	200900	31198	(152,619.00)	R/F 16/17 PO's Pd 8.22-9.14.17
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	210900	31198	(4,422.00)	R/F 16/17 PO's Pd 8.22-9.14.17
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	220900	31198	(4,422.00)	R/F 16/17 PO's Pd 8.22-9.14.17
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	513900	31198	(34,935.00)	R/F 16/17 PO's Pd 8.22-9.14.17
Roll Forward of Budget for Enc	61	100	1000	2018	5	09/15/2017	801900	31198	(442.00)	R/F 16/17 PO's Pd 8.22-9.14.17
61 Total									-	
Roll Forward Budget for Non PO	62	100	1000	2018	5	09/18/2017	513500	56101	298,216.00	R/F Bdg IL64 62410-2011A Bonds
Roll Forward Budget for Non PO	62	100	1000	2018	5	09/18/2017	513900	31195	(298,216.00)	R/F Bdg IL64 62410-2011A Bonds
62 Total									-	
Roll Forward Budget for Non PO	63	100	1000	2018	5	09/18/2017	513500	56101	49,165.00	R/F IC Paving-FY16/17 Budget
Roll Forward Budget for Non PO	63	100	1000	2018	5	09/18/2017	513900	31197	(49,165.00)	R/F IC Paving-FY16/17 Budget
63 Total									-	
Budget Transfer	64	100	1000	2018	5	09/27/2017	100603	54399	1,250.00	For temp help for B&CE
Budget Transfer	64	100	1000	2018	5	09/27/2017	100603	50100	(1,250.00)	For temp help for B&CE
Budget Transfer	64	100	1000	2018	5	09/27/2017	100121	52000	500.00	For office supplies for CC
Budget Transfer	64	100	1000	2018	5	09/27/2017	100120	52000	(500.00)	For office supplies for CC
Budget Transfer	64	100	1000	2018	5	09/27/2017	100210	51501	100.00	Current Employee Testing
Budget Transfer	64	100	1000	2018	5	09/27/2017	100210	51500	(100.00)	Current Employee Testing
Budget Transfer	64	100	1000	2018	5	09/27/2017	100220	54251	400.00	MHC maintenance cost increase
Budget Transfer	64	100	1000	2018	5	09/27/2017	100220	54189	(400.00)	MHC maintenance cost increase
Budget Transfer	64	100	1000	2018	5	09/27/2017	100300	52311	10.00	For hardware supplies
Budget Transfer	64	100	1000	2018	5	09/27/2017	100300	52319	(10.00)	For hardware supplies
Budget Transfer	64	100	1000	2018	5	09/27/2017	230560	54135	100.00	Collections Services
Budget Transfer	64	100	1000	2018	5	09/27/2017	230560	54150	(100.00)	Collections Services

CITY OF ST. CHARLES
Budget Revision Listing

Sep 17

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	64	100	1000	2018	5	09/27/2017	800223	52306	300.00	Signage
Budget Transfer	64	100	1000	2018	5	09/27/2017	800223	52300	(300.00)	Signage
Budget Transfer	64	100	1000	2018	5	09/27/2017	800223	54513	550.00	Rent forklift for paving proje
Budget Transfer	64	100	1000	2018	5	09/27/2017	800223	54467	(550.00)	Rent forklift for paving proje
64 Total									-	
Budget Transfer	65	100	1000	2018	5	09/27/2017	800223	54513	300.00	Add'l costs for forklift renta
Budget Transfer	65	100	1000	2018	5	09/27/2017	800223	54450	(300.00)	Add'l costs for forklift renta
65 Total									-	
Roll Forward Budget for Non PO	66	100	1000	2018	5	09/28/2017	100600	54640	10,000.00	2007 Facade Grant-Berry's Barb
Roll Forward Budget for Non PO	66	100	1000	2018	5	09/28/2017	100900	31197	(10,000.00)	2007 Facade Grant-Berry's Barb
66 Total									-	
Roll Forward of Budget for Enc	67	100	1000	2018	5	09/28/2017	513501	56170	129.00	R/F PO 88715 V3236/INV113962
Roll Forward of Budget for Enc	67	100	1000	2018	5	09/28/2017	513900	31198	(129.00)	R/F PO 88715 V3236/INV113962
Roll Forward of Budget for Enc	67	100	1000	2018	5	09/28/2017	100510	54307	15,209.00	R/F PO 91449 V3616/INVSS071937
Roll Forward of Budget for Enc	67	100	1000	2018	5	09/28/2017	100900	31198	(15,209.00)	R/F PO 91449 V3616/INVSS071937
Roll Forward of Budget for Enc	67	100	1000	2018	5	09/28/2017	100600	54640	4,000.00	R/F PO 88737 BALTRIA FACADE
Roll Forward of Budget for Enc	67	100	1000	2018	5	09/28/2017	100900	31198	(4,000.00)	R/F PO 88737 BALTRIA FACADE
67 Total									-	
Budget Addition	68	100	1000	2018	5	10/02/2017	521300	56100	25,000.00	Ernest \$ Valley Shop land purc
Budget Addition	68	100	1000	2018	5	10/02/2017	521900	31199	(25,000.00)	Ernest \$ Valley Shop land purc
68 Total									-	
Grand Total									-	

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

Chairman, Government Operations Committee

Date

Vice Chairman, Government Operations Committee

Date

Finance Director

Date

Exceptions:

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 4a

Title:

Recommendation to approve a proposal for a new Class A6 Liquor License for Krish Ria Convenience, Inc., dba BP St. Charles, located at 1660 W. Main Street, St. Charles.

Presenter:

Chief Keegan, Police Department

Meeting: Government Operations Committee

Date: October 16, 2017

Proposed Cost: \$

Budgeted Amount: \$

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

This is a request for a new Class A6 liquor license for Krish Ria Convenience, Inc, dba BP St. Charles located at 1660 W. Main St., St. Charles. Krish Ria Convenience, Inc. is a gas station/convenience store currently operating in St. Charles.

Pursuant to this item being presented at the Government Operations Committee meeting on October 16, 2017 to seek approval; it will be brought before the Liquor Control Commission at a meeting scheduled for 4:30 p.m., the same day, to process and move it forward to this Committee. This item will then continue on to the City Council meeting scheduled on November 6, 2017 for final approval.

Attachments *(please list):*

Background Check

Liquor License Application

Site Plan

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a proposal for a new Class A6 Liquor License for Krish Ria Convenience, Inc., dba BP St. Charles, located at 1660 W. Main Street, St. Charles.

Police Department



Memo

Date: 10/11/2017

To: The Honorable Ray Rogina, Mayor-Liquor Commissioner

From: James Keegan, Chief of Police

Re: Background Investigation-BP Gas Station/1660 W. Main Street (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.

As you are aware, City Council recently modified our city code allowing alcohol sales inside gas station/mini-marts as follows (*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/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 7:00am and 10:00pm daily.

The site location/floor plans and the corresponding application materials were reviewed by my staff. We also reviewed their business plan, Dram Shop insurance and their articles of incorporation paperwork through the Illinois Secretary of State. 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.

Commander Mahan also spoke at length with the applicant and conducted a thorough site visit. The owners, who at one time also owned and operated a previous business with alcohol sales in Carpentersville, are familiar with our ordinances and aware of the -10% requirement of their overall floor space being dedicated to alcohol sales. The owners will be installing locking mechanisms on beer coolers and finalizing their floorplan once they are approved for a license. We will revisit their site prior to the commencement of a license to confirm their floorplan. They have tentatively told us they plan on selling a small portion of beer in some rear coolers and a small compliment of alcohol near their sales counter.

Thank you in advance for your consideration in this matter.



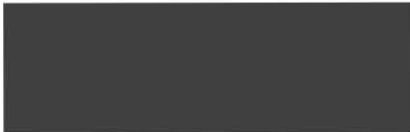
Memo

Date: 10/05/17
To: Chief Keegan
From: Commander Mahan *cm 346*
Re: Liquor License Background, Krish Ria Convenience, Inc. (BP gas station, 1660 W. Main St.)

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 an A-6 license for the KR Convenience Store/BP located at 1660 W. Main St.

APPLICANT (Owner/Manager):

Pragnesh H. Shah



The applicant is the current owner and manager of Krish Ria Convenience Inc. at 1660 W. Main St. He is making application to add package alcohol sales to his current retail business.

SITE VISIT:

On 092917 I visited the business location. I met with Mr. Shah in person. There is a row of coolers along the north interior wall of that business. Mr. Shah intends to use a portion of the coolers for alcohol. Mr. Shah intends to have lockable cooler doors installed on the coolers where alcohol will be stocked. This will allow the coolers to be locked between 10:00 PM and 7:00 AM each day. Mr. Shah stated that he may keep some liquor stocked on the sales floor also but intends to either have it behind the counter or near the counter where it can be under close watch. Mr. Shah was advised that the area where alcohol is displayed for sale cannot exceed 10% of the total sales area. He stated that he understood this and that alcohol sales will only be incidental to his existing business. It will not be the focus of the business. He stated that he does not intend to be a full liquor store.



Mr. Shah advised he understood the importance of responsible alcohol sales. I provided him with a copy of the City of St. Charles Liquor Code.

RECORDS CHECKS:

Mr. Shah was fingerprinted. Responses from both the FBI and Illinois Bureau of Identification showed there were no criminal records on file.

A check of St. Charles, Geneva and Kane County records showed only previous police contacts that were related to the business at 1660 W. Main Street. There were no incidents of concern.

A check of the Illinois Liquor Control Commission showed no current license in his name and no history of revocation.

A check of TLO (law enforcement database) showed the information concerning his identity to be accurate and no areas of concern were noted.

Mr. Shah holds a current BASSET certification.

This concludes this background investigation

EM346

The logo of the St. Charles Police Department is a shield-shaped emblem. At the top, the word "POLICE" is written in a bold, yellow, sans-serif font. Below this, there is a central illustration of a brown and white dog, possibly a Weimaraner, standing on a green lawn. In the background of the illustration is a white building with a steeple, likely a church. Below the illustration, the words "ST. CHARLES" and "ILLINOIS" are written in a yellow, serif font, stacked on two lines. The entire emblem is outlined in black.

ADDRESS: 1660 W. Main St. (BP gas station)

	REQUESTED	COMPLETED
APPLICATION	<hr/>	<hr/> X
BUSINESS PLAN/FLOOR PLAN/MENU	<hr/>	<hr/> X
LEASE (OR LETTER OF INTENT)	<hr/>	<hr/> n/a
BASSET CERTIFICATE(S)	<hr/>	<hr/> X
FINGERPRINTS (<u>ALL</u> MANAGERS)	<hr/>	<hr/> X
DRAM SHOP (CERTIFICATE OF INSURANCE)	<hr/>	<hr/> X
TLO	<hr/>	<hr/> X
I-CLEAR	<hr/>	<hr/> N/A
CERTIFICATE OF NATURALIZATION (IF APPLICABLE)	<hr/>	<hr/> X
POLICE RECORDS CHECK	<hr/>	<hr/> X
APPLICANT'S HOMETOWN RESIDENCY LETTER	<hr/>	<hr/> X
ILLINOIS LIQUOR COMMISSION	<hr/>	<hr/> X
SITE VISIT	<hr/>	<hr/> X

* COMMENTS: _____

INVESTIGATOR ASSIGNED: Cmdr. E. Mahan

SUPERVISOR REVIEW: Cmdr. E. Mahan

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



Incomplete applications will not be accepted.

Completed applications may be submitted to:

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

AL6

Date Application Received: 9/21/17 ☒ New Application ☐ Renewal Application License Class: _____

Business Name: KRISHA RIA CONVENIENCE, INC.

APPLICATION CHECKLIST

Check items to confirm all are attached to this application

	Applicant	Office Use Only
Application Fee	<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 <u>quote</u> .	<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: Hours of Operation Copy of Menu Whether or not live music will be played at this establishment Will there be outdoor seating and/or outdoor designated smoking area 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 for this business.	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OFFICIAL USE ONLY

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

Signature of Mayor, Liquor Control Commissioner

Date Issued

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

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

B. Business Name:

KRISH RIA CONVENIENCE INC

C. Business Address:

1660 W. Main St. St Charles, IL 60174

D. IL Tax ID Number:

E. Business Phone:

(630)443-4462

F. Business E-mail:

PSHAH266@gmail.com

G. Business Website:

H. Contact Person:

PRAGNESH SHAH

I. Title:

OWNER

J. Phone No.:

Email:

PSHAH266@gmail.com

K. If Corporation, Corporation Name:

KRISH RIA CONVENIENCE INC

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

1660 W. Main St. St Charles, IL 60174

BUSINESS ESTABLISHMENT LOCATION INFORMATIONA. License Class: ☒ A Package ☐ B Restaurant ☐ C Tavern ☐ D Hotel/Banquet/Arcade/Q-Center/Entertainment/Club☐ Other:

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

C. Number of Parking Spaces:

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

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

F. Total Building s.f.:

G. Total Number of Seats:

H. Number of Bar Seats:

I. Sale Counter s.f.:

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

K. Kitchen s.f.:

L. Cooler s.f.:

M. Dry Storage s.f.:

N. Seating Area s.f.:

O. Retail/public Area s.f.:

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

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

MANAGER INFORMATION

Full Name, include middle initial: PRAGNESH H SHAH Title: OWNER

Full Name, include middle initial:

Title:

Birthdate:

Birthplace:

Driver's License#:

Home Phone:

Home Address:

Full Name, include middle initial:

Title:

Birthdate:

Birthplace:

Driver's License#:

Home Phone:

Home Address:

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

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

CLASS C LICENSES

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

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

CORPORATION / PREMISES QUESTIONS

1.	<p>If applicant is an individual or partnership, is each and every person a United States citizen (5.08.070-2)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is any individual a naturalized citizen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, print name(s), date(s), and place(s) of naturalization:</p>
2.	<p>List the type of business of the applicant (5.08.070-3):</p> <p><i>Gas station with convenience store</i></p>
3.	<p>Number of years of experience for the above listed type of business (5.08.070-4):</p> <p><i>15 years</i></p>
4.	<p>Amount of merchandise that normally will be in inventory when in operation (5.08.070-5): \$ <i>75,000 - 100,000</i></p>
5.	<p>Location/address and description of business to be operated under this applied for license (5.08.070-6):</p> <p><i>Krish Ria Convenience Inc</i> { <i>Gas station with 2,800 sq ft</i> <i>1660 W. Main St.</i> { <i>c-store.</i> <i>St Charles, IL 60174</i></p>
6.	<p>Is the premises owned or leased (5.08.070-6A)? <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased</p>
7.	<p>If the premises are leased, list the names and addresses of all direct owners or owners of beneficial interests in any trusts, if premises are held in trust (5.08.070-6B):</p> <p>Name of Building Owner:</p> <p>Address of Building Owner:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Phone Number: E-mail Address:</p> <p>Name of Building Owner:</p> <p>Address of Building Owner:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Phone Number: E-mail Address:</p> <p>Name of Building Owner:</p> <p>Address of Building Owner:</p> <p>Mailing Address of Building Owner (if different):</p> <p>Phone Number: E-mail Address:</p>
8.	<p>Does the applicant currently operate, or operated in the past, any other establishment within the City of St. Charles that requires a liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please list the business name(s) and address(es):</p>

9.	<p>Does applicant have any outstanding debt with the City of St. Charles, including, but not limited to, utility bills, alcohol tax, and permit fees, for any current or previous establishment owned, operated or managed by the applicant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please note the City of St. Charles requires all debt to be paid in full before consideration of a new or renewed liquor license is issued.</p>
10.	<p>Are any improvements planned for the building and/or site that will require a building permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, has a building permit been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, date building permit was applied for with Building & Code Enforcement:</p>
11.	<p>Has applicant applied for a similar or other license on the premises other than the one for which this license is sought (5.08.070-7)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what was the disposition of the application? Explain as necessary:</p> <p><i>Business / tobacco License</i></p>
12.	<p>Has applicant (and all persons listed on page 1 of this application) ever been convicted of a felony under any Federal or State law, or convicted of a misdemeanor opposed to decency or morality (5.08.070-8)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Is applicant (and all persons listed on page 1 of this application) disqualified from receiving a liquor license by reason of any matter contained in Illinois State law and/or City of St. Charles Municipal Ordinances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
13.	<p>List previous liquor licenses issued by any State Government or any subdivision thereof (5.08.070-9). Use additional paper if necessary.</p> <p>Government Unit:</p> <p>Date: <i>11/22/2014</i> Location, City/State: <i>carpentersville, IL</i></p> <p>Special Explanations:</p> <p>Government Unit:</p> <p>Date: Location, City/State:</p> <p>Special Explanations:</p>
14.	<p>Have any liquor licenses possessed ever been revoked (5.08.070-9)? <input type="checkbox"/> Yes <input 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?</p> <p><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>

15.	<p>Complete ONLY if yes was answered to the questions above (14):</p> <p>Name: _____ Name of Business: _____</p> <p>Position with the Business: _____</p> <p>Date(s) of Denial: _____</p> <p>Reason(s) for Denial of License: _____</p>
16.	<p>Date of Incorporation (Illinois Corporations) (5.08.070-10): <u>05-01-2013</u></p> <p>Date qualified under Illinois Business Corporation Act to transact business in Illinois (Foreign Corporation): _____</p>
17.	<p>Has the applicant and all designated managers read and do they all understand and agree not to violate any liquor laws of the United States, the State of Illinois, and any of the ordinances of the City of St. Charles in conducting business(5.08.070-11)?</p> <p><input 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?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
18.	<p>Mandatory: All individual owners, partners, officers, directors, and/or persons holding directly or beneficially more than five (5) percent in interest of the stock of owners by interest listed on page 1 of this application must be fingerprinted by the City of St. Charles Police Department (5.08.070-A12).</p> <p>Has this been done? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, date(s): _____</p>
19.	<p>Mandatory: Has the applicant attached proof of Dram Shop Insurance to this application or already furnished it to the City of St. Charles (5.08.060)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If already furnished, date of delivery: _____</p> <p>NOTE: Insurance must be issued from May 1, 20XX – April 30, 20XX in accordance with City code 5.08.060. Request a prorated rate from your insurance company if you are applying for a new license during this timeframe.</p>

20. **Mandatory:** Is the premises within 100 feet of any real property of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands, or children; and/or any military or naval station (5.08.230)?
- ☐ Yes ☒ No

COMMENTS/ADDITIONAL INFORMATION

APPLICATION FOR LATE NIGHT PERMIT

SUPPLEMENTAL TO LIQUOR LICENSE FOR CLASS B/C

To: St. Charles Liquor Control Commission

Date:

07-17-2017

I now possess or have applied for a liquor license Class A

Applicant's Name:

Name of Business:

Business Address:

Business Phone:

SUPPLEMENTAL PERMIT APPLIED FOR

Payment of Late Night Permit fee is required at the time the permit is issued.


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

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

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

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

SIGNATURES


Applicant Signature

07-17-2017
Date

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: **PRAGMESH** **SHAH** **H**
(First) (Last) (Middle) Manager

Home Street Address: **05274 S. Mathewson Ln**

City, State, Zip: [REDACTED]

Date of Course: **09-19-2017** Place Course was Taken: **on line course learn2serve**

Birthdate: **12-01-1972** Certificate Granted: **yes** Expiration:

Name: _____
(First) (Last) (Middle) Manager

Home Street Address:

City, State, Zip:

Date of Course: _____ Place Course was Taken: _____

Birthdate: _____ Certificate Granted: _____ Expiration: _____

Name: _____
(First) (Last) (Middle) Manager

Home Street Address:

City, State, Zip:

Date of Course: _____ Place Course was Taken: _____

Birthdate: _____ Certificate Granted: _____ Expiration: _____

Name: _____
(First) (Last) (Middle) Manager

Home Street Address:

City, State, Zip:

Date of Course: _____ Place Course was Taken: _____

Birthdate: _____ Certificate Granted: _____ Expiration: _____

NEW MANAGEMENT REQUIREMENTS

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

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

Business Name:

Krish Ria Convenience Inc

SIGNATURES



Applicant's Signature



9-21-17

Notary & Date

Seal:



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

Liquor Commissioner's Signature

Date

ADDENDUM TO RETAIL LIQUOR LICENSE APPLICATION

To be completed by the City of St. Charles Police Department

Date: 10/05/17	Name of Applicant: PRAGNESH SHAH
Name of Business: KRISH BIA CONVENIENCE, INC.	
Address of Business: 1660 W. MAIN ST.	Ward Number: 3

To Liquor Control Commissioner, City of St. Charles, Illinois

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

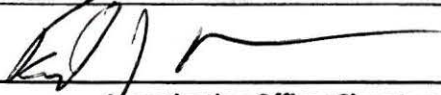
1. Date on which applicant will begin selling retail alcoholic liquors at this location:
NOV. 1, 2017 OR AS SOON AS POSSIBLE THEREAFTER
2. Is the location within 100 feet of any church; school; hospital; home for the aged or indigent persons; home for veterans, their wives/husbands or children; or any 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 N/A
 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 N/A
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 N/A
 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 N/A
5. Is the place for which the alcoholic liquor license is sought a dwelling house, flat, or apartment used for residential purposes? ☐ Yes ☒ No
6. Is there any access leading from premises to any other portion of the same building or structure used for dwelling or lodging purposes and which is permitted to be used or kept accessible for use by the public? (Connection between premises and such other portion of building or structure as is used only by the applicant, his/her family and personal guests not prohibited.) ☐ Yes ☒ No
7. 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: ☒ Yes ☐ No Gas station / convenience store

8.	Are all rooms where liquor will be sold for consumption on the premises continuously lighted during business hours by natural light or artificial white light so that all parts of the interior shall be clearly visible? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	Are premises located in any building belonging to or under the control of the State of Illinois or any other political subdivision thereof, such as county, city, etc.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10.	Are the premises for which license is herein applied for a store or place of business where the majority of customers are minors of school age or where the principal business transacted consists of school books, school supplies, food or drinks for such minors? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11.	It is required by the City of St. Charles that all employees undergo BASSET training. Provide a copy of the certificate of training completion for each manager. All certificates for managers have been submitted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12.	From your observation and investigation, has applicant—to the best of your knowledge—truthfully answered all questions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, state exceptions:
13.	Have all persons named in this application been fingerprinted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Fingerprinted by: <u>REP Rusty Sullivan</u> Date: <u>9/21/17</u>
14.	Other necessary data: <u>N/A</u>

SIGNATURES

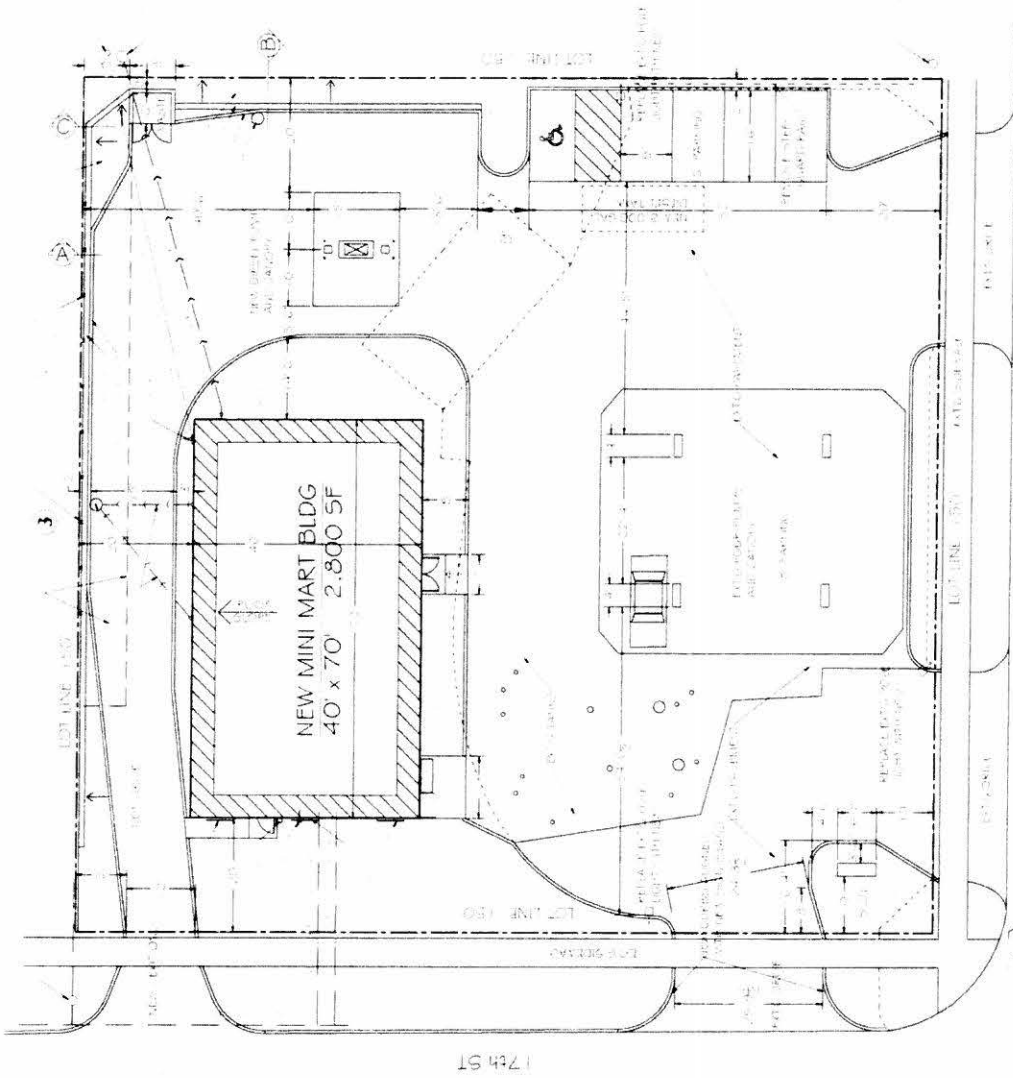
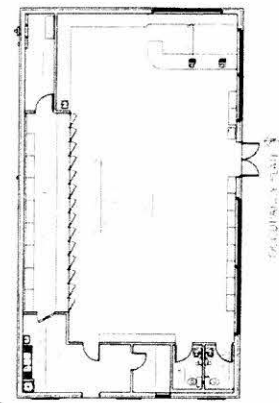
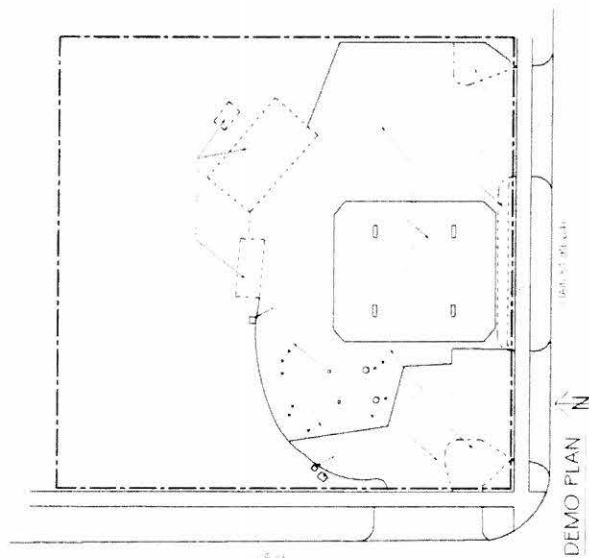
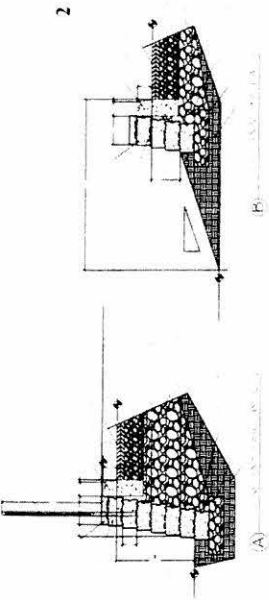
ENDORSEMENTS AND APPROVALS

INVESTIGATING OFFICER

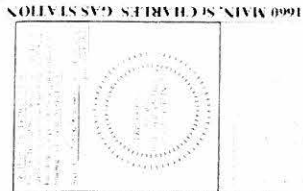
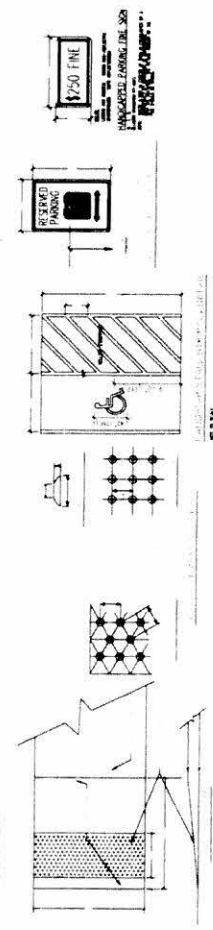

346, Commander
Investigating Officer Signature Badge Number & Rank

ENDORSEMENT OF THE CHIEF OF POLICE

Recommend Issuing Liquor License: ☐ Yes ☐ No
Sam Key 10-10-17
Signature Of Chief of Police Date



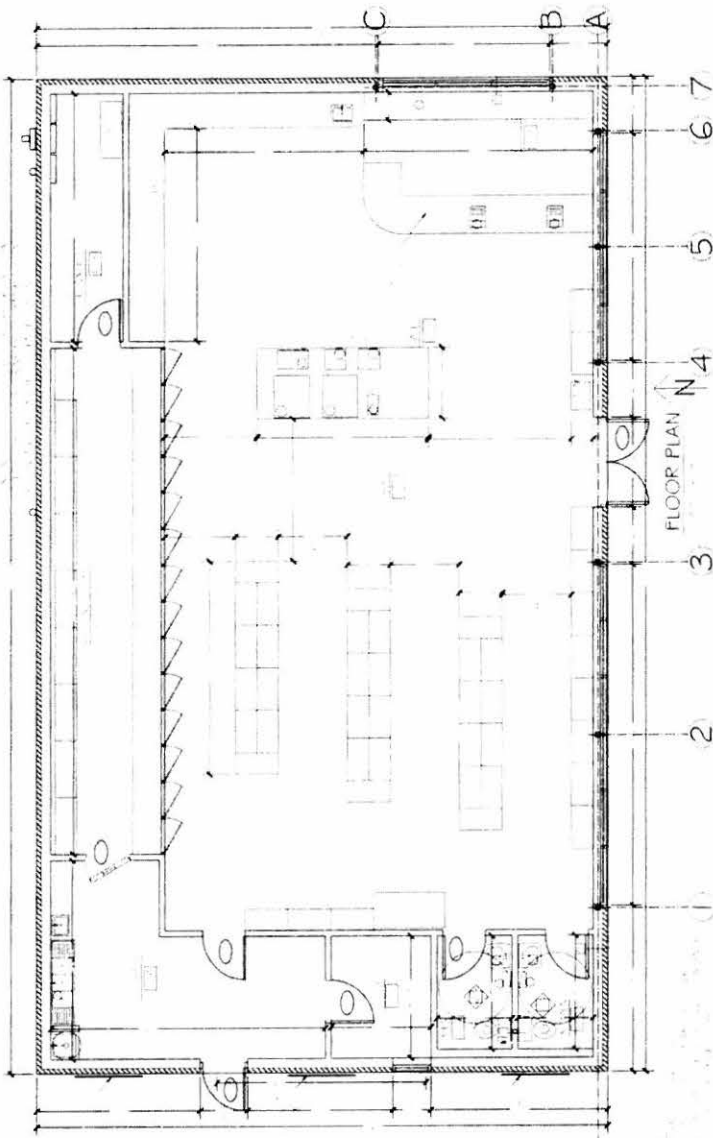
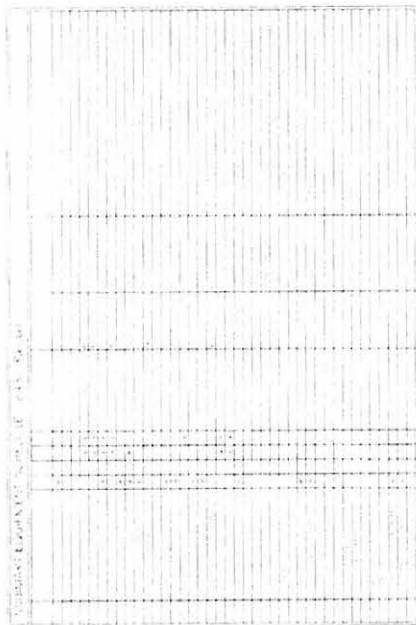
MAIN ST (Rt 64)
SITE PLAN
SCALE: 1" = 10'



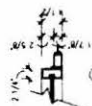
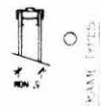
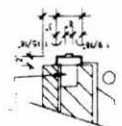
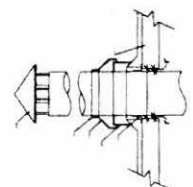
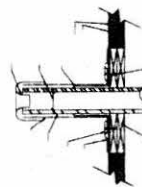
1240 SHERIDAN AVE
1000 MAIN ST
217 204 8841
NO. DATE: 10-1-2014
DRAWN: R. D. RYAN
ERIKSSON
ARCHITECTURE
310 LIZETTE GLENDAW
IL 60026 ST. CHARLES
CH. CHARLES, ILL. 60014

NEW BP STATION
1000 MAIN ST
ST. CHARLES, IL
SITE PLAN
PROJECT #
SHEET #
DATE: 10-1-2014

A1



2-D DRAWING PERMIT	
PROJECT NO.	1660 MAIN ST
DATE	12/11/2011
DESCRIPTION	NEW BUILDING
NO. DAYS	10
PERMIT NO.	1660 MAIN ST
PERMIT DATE	12/11/2011
ERIKSSON ARCHITECTURE 1016 LIZETTE GLENDAVE ST. LOUIS, MO 63105 TEL: 314.400.2020 FAX: 314.400.2021 WWW.ERIKSSONARCHITECT.COM	
NEW BUILDING 1660 MAIN ST ST. CHARLES, MO	
FLOOR PLAN SHEET 1 A2	



ROOF PLAN



FLOOR PLAN



Krish Ria Convenience Inc

Company Overview

Krish Ria Convenience Inc was established during year 2013. This company is located in St Charles, IL. This location was closed for business when purchased, later opened for business with a very small convenient store. This location always had an intension of remodeling and making a bigger convenient store to fulfill the typical gas station need. This facility was remodeled during 2014 to add a 2,800 square foot convenient store and an island for diesel fuel offering. The site reopened after remodeling during first quarter of 2015. The site is currently operating 24 hours a day 7 days a week. The convenient store has all convenient items but missing alcohol sale. The recent approval in St Charles to permit alcohol in gas station will complete this need and I, Pragnesh Shah, am seeking for liquor license at this facility.

The site is currently offering gasoline, diesel fuel, tobacco, grocery, soda, dairy products, snacks, sandwiches, ready to eat food, HBA, automotive, general merchandise, household items and lottery. Adding liquor to this convenient store will help the customers who are searching for one stop convenience and also help the business to do well. Of course, the site personals will follow all municipality laws to support the operation and safety. The training will be provided to all employees to avoid any violations.

Pragnesh Shah
President
Krish Ria Convenience Inc
[REDACTED]
Pshah266@gmail.com

Krish Ria Convenience Inc
1660 W. Main St.
St Charles, IL 60174
(630) 443-4462

Management Team

Pragnesh Shah, President
Tushar Patel, District Manager

Accountant: Dharna Shah
(847) 721-4539

Attorney: Michael Lacy
(630) 873-3484

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5a

Title:

Recommendation to Accept the Comprehensive Annual Financial Report, Independent Auditor's Report Pursuant To Uniform Guidance, and Management Letter for the Fiscal Year Ended April 30, 2017

Presenter:

Chris Minick, Finance Director
Fred Lantz, Partner, Sikich, LLP

Meeting: Government Operations Committee

Date: October 16, 2017

Proposed Cost: \$ N/A

Budgeted Amount: \$

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

Representatives of the City's independent auditing firm, Sikich, LLP, will present the 2016-2017 Comprehensive Annual Financial Report (CAFR), Independent Auditor's Report Pursuant To Uniform Guidance, Management Letter, and results of operations for the fiscal year. The CAFR was previously distributed to City Council.

State statutes require the City to have an audit performed by an independent CPA on an annual basis. The CAFR presents the financial statements and results of operations of the City. The auditor certifies that the financial statements are presented in accordance with generally accepted accounting principles (GAAP).

For 2016-2017, the City received an unmodified opinion on its financial statement presentation in the CAFR. This is the best audit opinion an entity can receive and it signifies that the City's financial statements are presented in accordance with GAAP. Sikich will briefly review the relevant highlights of the CAFR for the Committee.

For the 2015-2016 fiscal year, the City again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). We have submitted the 2016-2017 Comprehensive Annual Financial Report to GFOA for consideration of the same award.

Attachments *(please list):*


Independent Auditor's Report Pursuant To Uniform Guidance

Management Letter

Comprehensive Annual Financial Report (NOTE: this report was previously distributed)

Recommendation/Suggested Action *(briefly explain):*

Recommendation to accept the Comprehensive Annual Financial Report, Independent Auditor's Report Pursuant To Uniform Guidance, and Management Letter for the fiscal year ended April 30, 2017.

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 5b
	Title:	Seeking a Motion to Approve the Preliminary Estimate of 2017 Property Tax Levy in the amount of \$19,500,804	
	Presenter:	Chris Minick, Finance Director	
Meeting: Government Operations Committee		Date: October 16, 2017	
Proposed Cost: \$-0-		Budgeted Amount: \$ N/A	Not Budgeted: <input type="checkbox"/>
Executive Summary <i>(if not budgeted please explain):</i> <p>The City needs to prepare a preliminary estimate of property tax revenue each year. The estimate should be announced at a public meeting and passed by the Corporate Authorities. State statutes further require a public hearing regarding the property tax levy. Staff will make a complete presentation of the proposed property tax levy prior to the public hearing in December. Tonight's requested action merely sets the amounts to be used in the notice of publication of the public hearing and does not obligate the City to a specific tax levy amount. The amount of the levy can be changed from the preliminary estimate until finalized in the spring of 2018. The value on which the tax rate is figured (EAV) of the City is estimated to increase by approximately 3.2% for the 2017 tax levy.</p> <p>The levy amount presented represents a slight decrease from the prior year, due to a small decline in the debt service portion of the levy. Although the debt service levy must be included in this estimate, the City has traditionally abated this amount and paid for bond debt service from non-property tax revenue streams. Staff anticipates a similar process for the 2017 levy. If this occurs, the \$7.445 million amount reflected as debt service will be removed from the final 2017 levy to be collected in calendar year 2018.</p> <p>The dollar amount of the operations levy is consistent with the prior year. CPI/inflation for the 2017 tax levy was measured at 2.10%. Non-home rule units are required to limit the increase in their levy to the lesser of CPI or 5%. As a home rule community, the City has no such restriction. For 2017, the City has taken the conservative measure of holding the amount of the operational tax levy at the <u>same level</u> since the 2009 levy.</p>			
Attachments <i>(please list):</i> Summary Comparison of 2016 and Estimated 2017 Levies			
Recommendation/Suggested Action <i>(briefly explain):</i> Seeking a Motion to Approve the Preliminary Estimate of 2017 Property Tax Levy in the amount of \$19,500,804			

City of St Charles
2017 Property Tax Levy
Comparison of Estimated 2017 and 2016 Tax Levies
October, 2017

	<u>As Proposed 2017</u>	<u>Actual 2016</u>	
Equalized Assessed Valuation	<u>\$ 1,430,729,960</u>	<u>\$ 1,385,963,344</u>	(1)
Change in EAV	<u>3.23%</u>		
Proposed property tax levy consists of:			
Operations:	\$ 12,055,117	\$ 12,055,117	
Debt Service:	<u>\$ 7,445,687</u>	<u>\$ 8,054,269</u>	(2)
 Total Proposed Tax Levy	 <u>\$ 19,500,804</u>	 <u>\$ 20,109,386</u>	
Change In Levy Amounts	<u>-3.03%</u>		

(1) 2017 Amounts are estimated.

(2) - Note that the City traditionally abates all debt service levies for General Obligation Bonds outstanding. These amounts are paid from general City revenue streams. These amounts were abated for the 2016 tax levy but are included for comparison purposes. It is anticipated that these amounts will be abated as part of the 2017 levy.