

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

**MONDAY, MARCH 6, 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 – February 2017
- 4. Administrative**
  - a. Video Gaming Statistics – Information Only
- 5. Finance Department**
  - a. Recommendation to approve funding request for POTF Festival of the Fox 2017 in the amount of \$27,000.
  - b. Presentation Update regarding City's Preliminary Financial Results for 3<sup>rd</sup> Quarter ending January 31, 2017 – Information Only.
- 6. Police Department**
  - a. Recommendation to approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to Execute a Contract and Lease Agreement with Association for Individual Development (AID) Contingent on FY17/18 Budget Approval for One Year Beginning May 1, 2017 – April 30, 2018.
- 7. City Administrator Office**
  - a. Presentation of the 2016 Resident Survey Results – Information Only.
- 8. Executive Session**
  - Personnel – 5 ILCS 120/2(c)(1)
  - Pending Litigation – 5 ILCS 120/2(c)(11)
  - Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
  - Property Acquisition – 5 ILCS 120/2(c)(5)
  - Collective Bargaining – 5 ILCS 120/2(c)(2)
  - Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)
- 9. Additional Items from Mayor, Council, Staff, or Citizens.**

## **10. Adjournment**

### ***ADA Compliance***

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

## CITY OF ST. CHARLES

February 2017

## Budget Revision Listing

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	159	100	1000	2017	9	02/01/2017	100400	52000	750.00	For business cards and supplie
Budget Transfer	159	100	1000	2017	9	02/01/2017	100400	54160	(750.00)	For business cards and supplie
<b>159 Total</b>									-	
Budget Transfer	160	100	1000	2017	10	02/07/2017	210541	51300	225.00	For IPELRA Seminar Not Budgete
Budget Transfer	160	100	1000	2017	10	02/07/2017	210541	54000	(225.00)	For IPELRA Seminar Not Budgete
Budget Transfer	160	100	1000	2017	10	02/07/2017	100600	54180	147.00	Hist Preservation Transcriptio
Budget Transfer	160	100	1000	2017	10	02/07/2017	100602	54180	(147.00)	Hist Preservation Transcriptio
Budget Transfer	160	100	1000	2017	10	02/07/2017	200521	54014	300.00	For comcast charges
Budget Transfer	160	100	1000	2017	10	02/07/2017	200521	54000	(300.00)	For comcast charges
Budget Transfer	160	100	1000	2017	10	02/07/2017	210541	51300	125.00	For Petty Cash Reimbursement
Budget Transfer	160	100	1000	2017	10	02/07/2017	210541	51501	(125.00)	For Petty Cash Reimbursement
<b>160 Total</b>									-	
Budget Transfer	161	100	1000	2017	10	02/07/2017	513200	54256	(14,180.00)	Trsf to CP2009; From CP2008
Budget Transfer	161	100	1000	2017	10	02/07/2017	513200	54256	14,180.00	Trsf to CP2009; From CP2008
Budget Transfer	161	100	1000	2017	10	02/07/2017	100300	51500	100.00	For new hire testing
Budget Transfer	161	100	1000	2017	10	02/07/2017	100300	51501	(100.00)	For new hire testing
Budget Transfer	161	100	1000	2017	10	02/07/2017	100110	51105	260.00	For 401A for Lisa Garhan
Budget Transfer	161	100	1000	2017	10	02/07/2017	100110	50101	(260.00)	For 401A for Lisa Garhan
Budget Transfer	161	100	1000	2017	10	02/07/2017	100200	54251	900.00	For Software Maintenance
Budget Transfer	161	100	1000	2017	10	02/07/2017	100200	54253	(900.00)	For Software Maintenance
Budget Transfer	161	100	1000	2017	10	02/07/2017	100220	54402	400.00	Maintenance-Copier
Budget Transfer	161	100	1000	2017	10	02/07/2017	100220	54189	(400.00)	Maintenance-Copier
Budget Transfer	161	100	1000	2017	10	02/07/2017	100221	52000	90.00	For office supplies
Budget Transfer	161	100	1000	2017	10	02/07/2017	100221	54500	(90.00)	For office supplies
Budget Transfer	161	100	1000	2017	10	02/07/2017	100402	55400	10.00	For Inventory Carrying Charge
Budget Transfer	161	100	1000	2017	10	02/07/2017	100402	54480	(10.00)	For Inventory Carrying Charge
Budget Transfer	161	100	1000	2017	10	02/07/2017	100500	54402	900.00	For copier maintenance
Budget Transfer	161	100	1000	2017	10	02/07/2017	100500	54310	(900.00)	For copier maintenance
Budget Transfer	161	100	1000	2017	10	02/07/2017	100510	52000	200.00	For office supplies
Budget Transfer	161	100	1000	2017	10	02/07/2017	100510	52101	(200.00)	For office supplies
Budget Transfer	161	100	1000	2017	10	02/07/2017	100510	52304	900.00	For chemicals & sprays
Budget Transfer	161	100	1000	2017	10	02/07/2017	100510	52313	(900.00)	For chemicals & sprays
Budget Transfer	161	100	1000	2017	10	02/07/2017	100600	54402	500.00	For copier maintenance
Budget Transfer	161	100	1000	2017	10	02/07/2017	100600	54150	(500.00)	For copier maintenance
Budget Transfer	161	100	1000	2017	10	02/07/2017	100603	54402	300.00	For copier maintenance
Budget Transfer	161	100	1000	2017	10	02/07/2017	100603	54001	(300.00)	For copier maintenance
Budget Transfer	161	100	1000	2017	10	02/07/2017	200521	52500	900.00	For electrical supplies
Budget Transfer	161	100	1000	2017	10	02/07/2017	200521	52501	(900.00)	For electrical supplies
Budget Transfer	161	100	1000	2017	10	02/07/2017	800223	52306	20.00	For signage supplies
Budget Transfer	161	100	1000	2017	10	02/07/2017	800223	52310	(20.00)	For signage supplies
Budget Transfer	161	100	1000	2017	10	02/07/2017	800223	51300	150.00	UST Certification-Tony L
Budget Transfer	161	100	1000	2017	10	02/07/2017	800223	52000	(150.00)	UST Certification-Tony L

**CITY OF ST. CHARLES**  
**Budget Revision Listing**

February 2017

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
<b>161 Total</b>									-	
Budget Addition	163	100	1000	2017	10	02/08/2017	100210	54110	2,200.00	For HR Legal bills (CBS)
Budget Addition	163	100	1000	2017	10	02/08/2017	100900	31199	(2,200.00)	For HR Legal bills (CBS)
Budget Addition	163	100	1000	2017	10	02/08/2017	100210	54120	200.00	MAP Sgts Negotiations-Legal
Budget Addition	163	100	1000	2017	10	02/08/2017	100900	31199	(200.00)	MAP Sgts Negotiations-Legal
<b>163 Total</b>									-	
Budget Addition	164	100	1000	2017	10	02/09/2017	800223	54450	2,200.00	Repl fence-electric inv yard
Budget Addition	164	100	1000	2017	10	02/09/2017	800900	31199	(2,200.00)	Repl fence-electric inv yard
<b>164 Total</b>									-	
Budget Transfer	165	100	1000	2017	10	02/14/2017	220551	52314	14,000.00	For UV Disinfection bulbs part
Budget Transfer	165	100	1000	2017	10	02/14/2017	220551	54306	(14,000.00)	For UV Disinfection bulbs part
<b>165 Total</b>									-	
Budget Transfer	166	100	1000	2017	10	02/15/2017	100401	54371	2,500.00	For ladder testing
Budget Transfer	166	100	1000	2017	10	02/15/2017	100400	54160	(2,500.00)	For ladder testing
<b>166 Total</b>									-	
Budget Transfer	167	100	1000	2017	10	02/15/2017	100401	52100	750.00	Purchase rehab supplies
Budget Transfer	167	100	1000	2017	10	02/15/2017	100400	51400	(750.00)	Purchase rehab supplies
Budget Transfer	167	100	1000	2017	10	02/15/2017	200520	51402	248.00	Travel expenses for APPA train
Budget Transfer	167	100	1000	2017	10	02/15/2017	200520	51400	(248.00)	Travel expenses for APPA train
Budget Transfer	167	100	1000	2017	10	02/15/2017	100111	51105	300.00	For 401A expense
Budget Transfer	167	100	1000	2017	10	02/15/2017	100111	50101	(300.00)	For 401A expense
Budget Transfer	167	100	1000	2017	10	02/15/2017	100222	54000	200.00	For telephone service
Budget Transfer	167	100	1000	2017	10	02/15/2017	100222	54500	(200.00)	For telephone service
Budget Transfer	167	100	1000	2017	10	02/15/2017	100300	54402	900.00	For copier maintenance
Budget Transfer	167	100	1000	2017	10	02/15/2017	100300	54480	(900.00)	For copier maintenance
Budget Transfer	167	100	1000	2017	10	02/15/2017	100400	51402	400.00	For meals-travel/training
Budget Transfer	167	100	1000	2017	10	02/15/2017	100400	51501	(400.00)	For meals-travel/training
Budget Transfer	167	100	1000	2017	10	02/15/2017	100510	52304	900.00	For chemicals/sprays
Budget Transfer	167	100	1000	2017	10	02/15/2017	100510	52313	(900.00)	For chemicals/sprays
Budget Transfer	167	100	1000	2017	10	02/15/2017	100510	52310	900.00	For small tools & equipment
Budget Transfer	167	100	1000	2017	10	02/15/2017	100510	52313	(900.00)	For small tools & equipment
Budget Transfer	167	100	1000	2017	10	02/15/2017	100510	52402	100.00	For motor vehicle parts
Budget Transfer	167	100	1000	2017	10	02/15/2017	100510	52313	(100.00)	For motor vehicle parts
Budget Transfer	167	100	1000	2017	10	02/15/2017	100510	54001	900.00	For cell service
Budget Transfer	167	100	1000	2017	10	02/15/2017	100510	54301	(900.00)	For cell service
Budget Transfer	167	100	1000	2017	10	02/15/2017	100510	51205	25.00	For Unemployment invoice
Budget Transfer	167	100	1000	2017	10	02/15/2017	100510	51400	(25.00)	For Unemployment invoice
Budget Transfer	167	100	1000	2017	10	02/15/2017	100603	54000	300.00	For telephone service
Budget Transfer	167	100	1000	2017	10	02/15/2017	100603	54001	(300.00)	For telephone service
Budget Transfer	167	100	1000	2017	10	02/15/2017	210540	54001	900.00	For cell phone service
Budget Transfer	167	100	1000	2017	10	02/15/2017	210540	54000	(900.00)	For cell phone service
Budget Transfer	167	100	1000	2017	10	02/15/2017	210541	54000	225.00	Correct previous transfer



## CITY OF ST. CHARLES

February 2017

## Budget Revision Listing

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	167	100	1000	2017	10	02/15/2017	210541	54450	(225.00)	Correct previous transfer
Budget Transfer	167	100	1000	2017	10	02/15/2017	210541	52701	900.00	For lab supplies
Budget Transfer	167	100	1000	2017	10	02/15/2017	210541	52314	(900.00)	For lab supplies
Budget Transfer	167	100	1000	2017	10	02/15/2017	210541	54463	900.00	Water line repair maintenance
Budget Transfer	167	100	1000	2017	10	02/15/2017	210541	54456	(900.00)	Water line repair maintenance
Budget Transfer	167	100	1000	2017	10	02/15/2017	220552	52300	100.00	Janitorial/Kitchen supplies
Budget Transfer	167	100	1000	2017	10	02/15/2017	220552	52310	(100.00)	Janitorial/Kitchen supplies
Budget Transfer	167	100	1000	2017	10	02/15/2017	220552	52307	100.00	Plumbing supplies
Budget Transfer	167	100	1000	2017	10	02/15/2017	220552	52310	(100.00)	Plumbing supplies
Budget Transfer	167	100	1000	2017	10	02/15/2017	800223	51600	100.00	For uniforms
Budget Transfer	167	100	1000	2017	10	02/15/2017	800223	51601	(100.00)	For uniforms
Budget Transfer	167	100	1000	2017	10	02/15/2017	800223	54000	200.00	For telephone service
Budget Transfer	167	100	1000	2017	10	02/15/2017	800223	54001	(200.00)	For telephone service
Budget Transfer	167	100	1000	2017	10	02/15/2017	801512	51600	900.00	For uniforms
Budget Transfer	167	100	1000	2017	10	02/15/2017	801512	50200	(900.00)	For uniforms
Budget Transfer	167	100	1000	2017	10	02/15/2017	801512	52401	900.00	For MV fluids
Budget Transfer	167	100	1000	2017	10	02/15/2017	801512	52402	(900.00)	For MV fluids
Budget Transfer	167	100	1000	2017	10	02/15/2017	210541	51300	200.00	For petty cash for Admin staff
Budget Transfer	167	100	1000	2017	10	02/15/2017	210541	51600	(200.00)	For petty cash for Admin staff
<b>167 Total</b>									-	
Budget Addition	168	100	1000	2017	10	02/15/2017	520200	56003	11,548.00	Replace Finance copier
Budget Addition	168	100	1000	2017	10	02/15/2017	520900	31191	(11,548.00)	Replace Finance copier
<b>168 Total</b>									-	
Budget Transfer	169	100	1000	2017	10	02/17/2017	100500	51601	10.00	For safety related uniforms
Budget Transfer	169	100	1000	2017	10	02/17/2017	100500	51600	(10.00)	For safety related uniforms
Budget Transfer	169	100	1000	2017	10	02/17/2017	100600	54000	200.00	For telephone service
Budget Transfer	169	100	1000	2017	10	02/17/2017	100600	54110	(200.00)	For telephone service
Budget Transfer	169	100	1000	2017	10	02/17/2017	200521	52500	900.00	For electrical supplies
Budget Transfer	169	100	1000	2017	10	02/17/2017	200521	52400	(900.00)	For electrical supplies
Budget Transfer	169	100	1000	2017	10	02/17/2017	801512	51600	203.00	For uniforms for Fleet
Budget Transfer	169	100	1000	2017	10	02/17/2017	801512	51601	(203.00)	For uniforms for Fleet
Budget Transfer	169	100	1000	2017	10	02/17/2017	801512	52311	100.00	For hardware supplies
Budget Transfer	169	100	1000	2017	10	02/17/2017	801512	52402	(100.00)	For hardware supplies
Budget Transfer	169	100	1000	2017	10	02/17/2017	801512	54250	900.00	For CFA Software maint
Budget Transfer	169	100	1000	2017	10	02/17/2017	801512	54300	(900.00)	For CFA Software maint
Budget Transfer	169	100	1000	2017	10	02/17/2017	100222	52001	110.00	For printer toner
Budget Transfer	169	100	1000	2017	10	02/17/2017	100222	54250	(110.00)	For printer toner
Budget Transfer	169	100	1000	2017	10	02/17/2017	100300	54353	150.00	For shortage for towing
Budget Transfer	169	100	1000	2017	10	02/17/2017	100300	54520	(150.00)	For shortage for towing
Budget Transfer	169	100	1000	2017	10	02/17/2017	100300	54500	100.00	For shortage for postage
Budget Transfer	169	100	1000	2017	10	02/17/2017	100300	54520	(100.00)	For shortage for postage
Budget Transfer	169	100	1000	2017	10	02/17/2017	220551	51300	60.00	For registration

## CITY OF ST. CHARLES

February 2017

## Budget Revision Listing

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	169	100	1000	2017	10	02/17/2017	220551	51601	(60.00)	For registration
<b>169 Total</b>									-	
Budget Transfer	170	100	1000	2017	10	02/21/2017	100200	50100	(33,599.00)	Reclass GIS Tech to PT from FT
Budget Transfer	170	100	1000	2017	10	02/21/2017	100200	50101	33,599.00	Reclass GIS Tech to PT from FT
Budget Transfer	170	100	1000	2017	10	02/21/2017	801512	54500	50.00	For postage
Budget Transfer	170	100	1000	2017	10	02/21/2017	801512	54300	(50.00)	For postage
Budget Transfer	170	100	1000	2017	10	02/21/2017	100222	52000	100.00	For UB office supplies
Budget Transfer	170	100	1000	2017	10	02/21/2017	100222	54500	(100.00)	For UB office supplies
Budget Transfer	170	100	1000	2017	10	02/21/2017	100221	54531	400.00	For bid notices
Budget Transfer	170	100	1000	2017	10	02/21/2017	100220	54131	(400.00)	For bid notices
Budget Transfer	170	100	1000	2017	10	02/21/2017	100222	54250	110.00	Correct previous transfer
Budget Transfer	170	100	1000	2017	10	02/21/2017	100222	54520	(110.00)	Correct previous transfer
Budget Transfer	170	100	1000	2017	10	02/21/2017	100510	52401	500.00	For vehicle fluids
Budget Transfer	170	100	1000	2017	10	02/21/2017	100510	52400	(500.00)	For vehicle fluids
Budget Transfer	170	100	1000	2017	10	02/21/2017	220550	51300	60.00	For registration fees
Budget Transfer	170	100	1000	2017	10	02/21/2017	220550	51105	(60.00)	For registration fees
Budget Transfer	170	100	1000	2017	10	02/21/2017	220552	52305	400.00	For safety supplies
Budget Transfer	170	100	1000	2017	10	02/21/2017	220552	52314	(400.00)	For safety supplies
<b>170 Total</b>									-	
Budget Transfer	171	100	1000	2017	10	02/28/2017	100650	54250	260.00	For Adobe Acrobat license
Budget Transfer	171	100	1000	2017	10	02/28/2017	100650	52002	(260.00)	For Adobe Acrobat license
Budget Transfer	171	100	1000	2017	10	02/28/2017	100400	51304	250.00	For DuPage Fire Chief Assoc
Budget Transfer	171	100	1000	2017	10	02/28/2017	100400	51501	(250.00)	For DuPage Fire Chief Assoc
Budget Transfer	171	100	1000	2017	10	02/28/2017	100110	52100	50.00	For refreshment supplies
Budget Transfer	171	100	1000	2017	10	02/28/2017	100110	52000	(50.00)	For refreshment supplies
Budget Transfer	171	100	1000	2017	10	02/28/2017	100220	52300	30.00	Janitorial/Kitchen supplies
Budget Transfer	171	100	1000	2017	10	02/28/2017	100220	52001	(30.00)	Janitorial/Kitchen supplies
Budget Transfer	171	100	1000	2017	10	02/28/2017	100510	52312	900.00	For paints, supplies & solvent
Budget Transfer	171	100	1000	2017	10	02/28/2017	100510	52313	(900.00)	For paints, supplies & solvent
Budget Transfer	171	100	1000	2017	10	02/28/2017	200521	52500	900.00	For electrical supplies
Budget Transfer	171	100	1000	2017	10	02/28/2017	200521	52501	(900.00)	For electrical supplies
Budget Transfer	171	100	1000	2017	10	02/28/2017	200522	52500	900.00	For electrical supplies
Budget Transfer	171	100	1000	2017	10	02/28/2017	200522	52807	(900.00)	For electrical supplies
Budget Transfer	171	100	1000	2017	10	02/28/2017	220550	52100	50.00	For refreshment supplies
Budget Transfer	171	100	1000	2017	10	02/28/2017	220550	54171	(50.00)	For refreshment supplies
Budget Transfer	171	100	1000	2017	10	02/28/2017	220551	52701	900.00	For lab supplies for WWTP
Budget Transfer	171	100	1000	2017	10	02/28/2017	220551	52314	(900.00)	For lab supplies for WWTP
Budget Transfer	171	100	1000	2017	10	02/28/2017	800223	51600	20.00	For inventory uniforms
Budget Transfer	171	100	1000	2017	10	02/28/2017	800223	51601	(20.00)	For inventory uniforms
Budget Transfer	171	100	1000	2017	10	02/28/2017	801512	52310	500.00	For small tools & equipment
Budget Transfer	171	100	1000	2017	10	02/28/2017	801512	52402	(500.00)	For small tools & equipment
Budget Transfer	171	100	1000	2017	10	02/28/2017	802210	52100	200.00	For wellness fairs

**CITY OF ST. CHARLES**  
**Budget Revision Listing**

February 2017

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	171	100	1000	2017	10	02/28/2017	802210	52319	(200.00)	For wellness fairs
Budget Transfer	171	100	1000	2017	10	02/28/2017	804530	51600	55.00	For uniforms
Budget Transfer	171	100	1000	2017	10	02/28/2017	804530	51400	(55.00)	For uniforms
<b>171 Total</b>									-	
<b>Grand Total</b>									-	

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: Video Gaming Statistics – Information Only

Presenter: Chief Keegan

Meeting: Government Operations Committee

Date: March 6, 2017

Proposed Cost: \$

Budgeted Amount: \$

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

Latest statistics on video gaming of what businesses have been approved by the state and city staff of the St. Charles Police Department, pending applications into the state for approval, and September-January 31, 2017 report for St. Charles video gaming revenue as of February 22, 2017.

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

Table – Video Gaming Establishments/Pending Applicants

Illinois Gaming Board Video Gaming Report – September 2016-January 2017

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

None – For Information Only

**ILLINOIS GAMING BOARD  
VIDEO GAMING REPORT**

*St. Charles*

**September 2016 - January 2017**

2/22/2017

8:53 am

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	NTI	NTI Tax Rate (38%)	State Share	Municipality Share
St. Charles	A'Salute' Inc.	160702452	5	\$555,237.39	\$515,997.92	\$39,239.47	\$157,122.00	\$117,882.53	\$39,239.47	\$11,772.07	\$9,810.06	\$1,962.01
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$62,544.52	\$58,399.96	\$4,144.56	\$25,629.00	\$21,484.44	\$4,144.56	\$1,243.38	\$1,036.15	\$207.23
St. Charles	Alley 64, INC.	160702383	5	\$1,217,292.56	\$1,118,770.41	\$98,522.15	\$470,318.00	\$371,795.81	\$98,522.19	\$29,556.83	\$24,630.69	\$4,926.14
St. Charles	BK & MM VENTURES LLC	160702415	5	\$1,246,185.81	\$1,153,399.11	\$92,786.70	\$394,260.00	\$301,473.14	\$92,786.86	\$27,836.19	\$23,196.83	\$4,639.36
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$67,775.31	\$61,154.53	\$6,620.78	\$22,587.00	\$15,966.22	\$6,620.78	\$1,986.27	\$1,655.23	\$331.04
St. Charles	KILLOUGH LLC	160702650	4	\$111,373.10	\$101,460.94	\$9,912.16	\$43,771.00	\$33,858.79	\$9,912.21	\$2,973.72	\$2,478.10	\$495.62
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$542,984.24	\$492,548.18	\$50,436.06	\$172,744.00	\$122,307.94	\$50,436.06	\$15,130.94	\$12,609.13	\$2,521.81
St. Charles	Panman, LLC	160703257	5	\$6,439.25	\$5,831.92	\$607.33	\$2,191.00	\$1,583.67	\$607.33	\$182.24	\$151.86	\$30.38
St. Charles	Riverside Pizza, Inc.	160702553	3	\$284,969.01	\$263,120.96	\$21,848.05	\$92,140.00	\$70,291.95	\$21,848.05	\$6,554.50	\$5,462.09	\$1,092.41
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$556,777.48	\$514,517.40	\$42,260.08	\$174,940.00	\$132,679.92	\$42,260.08	\$12,678.15	\$10,565.13	\$2,113.02
<b>REPORT TOTAL:</b>		10 Establishments	44	\$4,651,578.67	\$4,285,201.33	\$366,377.34	\$1,555,702.00	\$1,189,324.41	\$366,377.59	\$109,914.29	\$91,595.27	\$18,319.02

## Video Gaming Statistics as of March 3, 2017

<b>Approved Establishments</b>		
<b>Name</b>	<b># Machines</b>	<b>Address</b>
A'Salute Lounge & Grill	5	2400 E Main Street, St. Charles
Alibi Bar & Grill Ltd.	5	12 N 3 <sup>rd</sup> Street, St. Charles
Alley 64	5	212 W Main Street, St. Charles
Beehive Tavern & Grill	5	204 W Main Street, St. Charles
Dawn's Beach Hut	2	8 N 3 <sup>rd</sup> Street, St. Charles
Kane County Rookies	5	1545 W Main Street, St. Charles
Riverside Pizza & Pub	3	102 E Main Street, St. Charles
St. Charles Moose	5	2250 W Rt. 38, St. Charles
The Evergreen Pub & Grill	5	1400 W Main Street, St. Charles
Gino's East	5	1590 E Main Street, St. Charles
St. Charles Bowl	5	2520 W Main Street, St. Charles

<b>Pending Applicants</b>		
<b>Name</b>	<b># Machines</b>	<b>Address</b>
Alexander's Café 64 Inc.	?	W Main Street, St. Charles
Charleston on the Fox	?	1 W Illinois Street, St. Charles
Corfu Restaurant	?	2520 E Main Street, St. Charles
Pub 222	?	222 W Main Street, St. Charles
Trattoria ZaZa	?	5 S 1 <sup>st</sup> Street, St. Charles
Spotted Fox Ale House	?	3615 E Main Street, St. Charles
Brown's Chicken	?	1910 Rt. 38, St. Charles

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5a

Title:

Recommendation to Approve Funding Request for POTF Festival of the Fox 2017 in the amount of \$27,000

Presenter:

Chris Minick, Finance Director

Meeting: Government Operations Committee

Date: March 6, 2017

Proposed Cost: \$27,000

Budgeted Amount: \$27,000

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

POTF Festival of the Fox is seeking funding in the amount of \$27,000 for their 2017 event, to be held on the dates June 8, 9, 10 and 11 (Thursday through Sunday). This funding amount is currently contained in the proposed budget for FY 17/18 and allocated from the Hotel Motel Tax revenue stream as called out in Section 3.32.075 of the City Code.

No Special Event application has been received from the organizers of this year's Festival of the Fox event as of yet, however they have included a program of events for the proposed 2017 Festival which is included in the packet. A significant change for the 2017 event is that there is no carnival planned for the event. The Dragon Boat races are still featured as well as a concert, movie, rowing demonstrations, and various children's activities.

The anticipated revenues and expenses for the 2017 event are also included in the packet and representatives of the Festival will make a presentation to the Committee.

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

- 2016-2017 Presentation (4 page letter)
- Festival of the Fox 2017 Program
- Projected 2017 Revenues
- Projected 2017 Expenses
- Balance Sheet as of January 16, 2017
- Income Statement as of January 16, 2017 (reflecting 2016 event activity)
- Marketing pictures including new logo and FOF sign

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

**Recommendation to approve funding request for POTF Festival of the Fox 2017 in the amount of \$27,000.**

Pride of the Fox is here tonight to present the results of your vote of confidence in the form of the City of St Charles headline sponsorship of the rebranded Riverfest event, called "Festival of the Fox" in 2016. We have submitted our 2016 financial statement from JC Olsen & Associates. Included are our 2017 financial projections along with a "2017 Program at a Glance". The following is an expanded outline to accompany our Power Point presentation.

The City tasked Pride of the Fox with the following:

1. As Pride of the Fox provided evidence of having paid 60% on all outstanding invoices from vendors who provided services or products in 2015, the City of St Charles charged Pride of the Fox with paying the 40% balances outstanding on these invoices with revenues generated by the 2016 Festival of the Fox. Our financial statement reflects that we have accomplished this, with the exception of three line items which amount to \$31,000. The first two items are accounting and technical services and supplies provided in 2015. There is continuing disagreement about the amount due to the third provider, for services rendered. Even so, it is the plan of our organization to repay all three parties in some good faith amount with revenues generated by our 2017 event. If profit allows, this amount would be 50% in 2017. By revenues received in continuing years, the remaining invoices will be paid in full in the case of the first two. In the case of the last item, payments will be made annually until paid in full by our determination. Last, the Board feels it would be prudent to build a reserve fund equal to one year's expenses for the continuing consistency of the event. We believe that can be done in four years by earmarking approximately 25-30% of profit for this purpose.
2. The City of St Charles asked Pride of the Fox to create a virtually "weatherproof" event, in order to incur no further debt. We accomplished this by a largely-reduced festival footprint. We ended with a positive cash balance. Please refer to the ending cash balance on our financial statement.
3. To "Save the Dragon Boat Races! This was the call we received from several community leaders. This was also determined by Pride of the Fox to be the one event we could put together on both the shortened time frame and within budget and manpower constraints. Therefore, we created a new logo signaling the focus on the Dragon Boat Races for this year's event, as well as two generic, reusable fabric flag signs. (Please refer to the event schedule and photo documents we have provided). The 26<sup>th</sup> Annual Dragon Boat Races were successful, setting an all-time record with 25 teams, maxing-out the two-day race schedule.
4. Further, Pride of the Fox endeavored to cure more than the debt incurred by three years of catastrophic weather events. We sought to frankly identify weaknesses in the financial formula that allowed such a serious shortage to occur. The call to action was to preserve the event for future years with the very real circumstance of a severely-limited team. We drafted an "event-in-progress" for 2016. We addressed what could be done for the current year to preserve the event, and that was to align it with the 25- year history of the Dragon Boat Races and a modest offering of low or no-cost activities for families and other attendees including a Family Movie Night, Picnic in the Park with free giant lawn games, Chinese kite and Chinese lantern giveaways,



performances by local young talent in dance and martial arts. We also provided a new Concert in the Park and a Water Ski Show. We encouraged our sponsors to also provide an activity:

- Quest Watersports** featured free rides in Hobie Kayaks and other water craft

- Bill Cho United Tae Kwon Do** gave board breaking lessons and performances

- Evolve Chiropractic** provided free massage for all Dragon Boat race participants and for any event attendees in the large pavilion

- The St Charles History Museum** provided free crafts for kids

- Holm Studio Personal Training** helped to fund the picnic blanket fundraiser and offered juggling demonstrations and a video tour dvd to play

- Fox Valley Auto Group** brought a car display and manned a large tent we provided them

- The Bike Rack** brought wheeled vehicles for kids with special needs to ride

- Windy City Amusements** provided free ride wristbands to approximately 125 families of children with Special Needs

- JC Olsen & Associates** provided a local St Charles band, Triolife on Thursday, June 6<sup>th</sup> in Lincoln Park, which added a night to Concerts in the Park that had not formerly been programmed by the St Charles Park District

- Petsmart** provided kids coloring sheets and crayons, stickers, dog toys and treats.

We also chose to rebrand the event and redirect the mission, for two important reasons. Reason number one: to answer expectations, and make it clear to the community that this product would NOT be Riverfest.

Accordingly, we understood it was important and it was necessary for all stakeholders in our community to adjust their expectations. We focused efforts on print and social media to communicate the change. We received support from our City, our Park District, our Chamber of Commerce and our Convention and Visitor's Bureau in the form of e-blasts and downtown business newsletter announcements, website posts, a First Street parking garage slide, the CVB follow-up postcard to 50,000 visitors and a mention in the Partnership summer mailing.

The second reason for rebranding the event was to seize the opportunity to reinvent and strengthen it. The former event strategy had been to provide many venues, as many as nine, to offer a broad range of entertainment and engagement for the community with beer garden sales providing an essential revenue stream. Pride of the Fox believes the key to the future success of Festival of the Fox is for it to continue to become a uniquely local event at the core. Further, we believe it is prudent to minimize risk, by reducing reliance on one particular revenue stream. Thus, we have aligned the anatomy of the event with the four cogs of our City's five- year Strategic Plan:

**Heritage-** We will emphasize heritage by bringing a truly "St Charles experience" to attendees, drawing from what is great about life in St Charles: the uniqueness of our history and the beauty of our town. Thus, we depart from offering the same "cookie-cutter" vendors and events that can be seen in festivals across Illinois. This year we are proposing to add a "St Charles Day" feature to the event, reviving a turn-of-the-century event with the help of the History Museum, in Baker Memorial Park. It will include a community-wide contest, much like the scarecrow entries of Scarecrow Fest, using garden pots as the vehicle. Many other aspects will be the History Museum-sponsored kid's crafts, live music by local emerging artists, a family recipe exchange, a "Living History" recording booth and activities at the museum tied-in to "St Charles Day".

We are proposing a "Vintage Marketplace" in Pottawatomie Park and are currently soliciting entries as we cannot secure a turnkey craft show company, which is our primary goal, until 2018.

**Community** – By choosing the most local vendors, finding new ways to promote local business, sourcing local entertainment, we will support our St Charles community and encourage new participation.

We propose to add-back a scaled-down music stage with local musicians in 2017.

In 2016, we shared our event with our community groups by providing free booth space in our festive, red & white-striped "Community Information Exchange Tent": Garfield Farm, The Rotary Club, The STC History Museum, Project Mobility, the Convention & Visitors Bureau, St Charles Chamber of Commerce and Downtown St Charles Partnership, as well as all area restaurants were invited and many became involved. The Chamber participated in our Ribbon-cutting ceremony on Saturday, June 11<sup>th</sup>, with our Mayor and our event sponsors.

In 2016, we reached out to engage our St Charles Farmer's Market, and two vendors were able to join us, Brewing 164 and Bettina's Teas. Reaching out again this year, we are encouraged to be working with Mr. Rob Murphy on an opportunity, if we can add Friday to our festival, in 2018.

We created a Chinese Dragon Boat Race "Mascot", with 100% authentic Chinese costume elements. We developed two contests, the first called "Where's Dragon?" This was a social media contest made to lead residents up to the festival and engage our residents in a guessing game on Facebook. In the dragon mascot costume, 2009 St Charles East graduates, Tyler Warden & Leigh LaSota, were photographed across the city. We sought new vantage points such as the Municipal Building dome from the inside, the Red Gate Bridge pedestrian path, inside the Baker Memorial Community Center, the Arcada Theater and Hotel Baker and river views. We shot the mascot in front of our participating and local businesses, Fox Valley Auto Group, Holm Studio Personal Training, The Blue Goose, Starbucks, Za Za's, also scenes on First Street, the Plaza and Main Street. The second contest was "Name Dragon!" We offered a prize "Summer Fun Basket" totaling \$150 in donated items and gift cards, for the winning name. The contest drew entries on-site and online. The winning name, "PADDLES" was submitted by a nine year old girl from Orland Park. Her family visits St Charles often & has been attending Riverfest & Scarecrow Fest for many years. We travelled to Orland Park to meet the family and present the prize and plan on introducing them onstage this year.

**Service-** We created a fundraiser by selling original fleece Dragon logo Picnic Blankets. All proceeds over cost are to be directed towards Project Mobility through the St Charles Bike Rack. When complete, we will have donated over \$700 to the 501c3 charity, toward building wheeled recreational vehicles for kids with special needs. We produced another "Special Needs Family Day at the Carnival" which served over 125 D-303 families and engaged "sister" organizations Buddy Break, Project Mobility and several others. We hired *The Oddfellows Lodge* rather than a private company for security services, and 100% of the dollars spent was donated to their list of charities.

**Opportunity –** The opportunities to engage our local community are many. It is our desire for Festival of the Fox to "grow up", which will be enabled by the expansion of our volunteer teams and with more participation from groups within our community like four who actively joined us last year- the St Charles History Museum, The Rotary Club, Garfield Farm and the St Charles Chamber of Commerce. Our Pride of the Fox Board has changed with the exit of our Executive Director and the retirement of two longstanding Board members. Also, local business-owner Taylor Garner, who developed our Special Needs event, had to step down this past year. He found a successor, Ms. Jaimie Valenti, who is committed to carrying the event on in 2017, if there is a venue this year. It would be our 4<sup>th</sup> Annual Special Needs Family Day.

We welcome two new board members in 2017 addition to President Ed Bessner, Kevin Call and myself, which is a full Board. Our new members are civic-minded residents who have helped out on the committee-level, in the past. We expect many creative innovations from our newly-constituted group.

Our vision is positive. Our team views this event as a summer cornerstone. Festival of the Fox will grow by adding-back what was of value and by adding-in what is considered by our City leadership and by our

community team, to be desirable features that will serve our St Charles community with an engaging summer activity. The possibilities are exciting. Our goal incorporates drawing-in new volunteers. As we all know, volunteer opportunities are always of value to our City, and new volunteers breathe new life into any endeavor. Our request is for the continued sponsorship of Festival of the Fox, by the City of St Charles. Please enjoy a look back at the 2016 Festival of the Fox.

Thank you.

Respectfully Submitted by:  
Vanessa Bell-LaSota, Event Coordinator  
Pride of the Fox, Inc.  
Board of Directors:  
Edward Bessner, President  
Steve Gibson  
Gregory Hyde  
Kevin Call  
Vanessa Bell-LaSota  
Pride of the Fox, Inc.  
P.O. Box 3743  
St Charles, IL 60174

2/16/2017

## **Festival of the Fox 2017: Program**

### **LINCOLN PARK-Thursday only**

- Park District "Concert in the Park" June 8<sup>th</sup> Gregory Hyde Band:  
Sponsored by Festival of the Fox

### **POTTAWATOMIE PARK**

- SAT/SUN 8 a.m.: AWAKENING THE DRAGON CEREMONY -dockside
- SAT/SUN: DRAGON BOAT RACES all day
- SAT/SUN: QUEST WATERSPORTS-(Sponsor)KAYAK DEMOS-behind police station
- Saturday only: FAMILY MOVIE NIGHT-Ampitheatre
- SAT/SUN: "GIANT" LAWN GAMES-"PICNIC IN THE PARK"-central lawn area  
Tacos  
Iced Teas; Natural Sodas  
Lemonade, Italian Ice, Desserts  
BBQ; Sandwiches
- Vintage Vendor Marketplace (12-20 vendors under a 40' x 90' tent canopy)  
(additional Vintage sellers in tents on open grass-possible)
- SAT/SUN: KITE FLYING/FRISBEES-400 free kites; free frisbees
- SAT/SUN: Large Pavilion Music Stage all day-"light music" small ensembles-Hipster Blue Grass, Rockabilly, Elvis Show; 60's-80's hits
- Saturday only: St Charles Rowing Club Veteran Teams rowing demo Noon-2pm
- Sunday only: Wonder Lake Water Ski Team Show 1-2pm
- SAT/SUN: Sponsor booths -kid's activities
- Sunday: "Growing in St Charles!" Contest/from Baker PARK/-announce winners/prizes
- Information Booth: Project Mobility Picnic Blanket sales; Dragon Boat Pin sales; Petsmart pet giveaways, other giveaways

### **BAKER MEMORIAL PARK: Saturday Only...."St Charles Day" Celebrating an age-old tradition**

- Sponsored Family Planter Pot Decorating Contest: "GROWING IN ST CHARLES!"  
*50 terra cotta pots provided to community in weeks prior-they pick up, decorate ,drop off, sponsor fills w/soil, rocks and plants per sponsorship, community casts ballot votes, prizes, pots picked up by entrants w/volunteer assistance of St Charles Rotary Club....*
- STC HISTORY MUSEUM: Children's activities/crafts
- STC HISTORY MUSEUM: Living History Recording Booth(sponsored/radio station)
- Snack Food Stand: "Frozen" DISNEY PRINCESSES
- Center Stage Gardening demos
- Light music-single/duo ensembles: "Emerging Artists"
- St Charles Charity Community Booth-free to all organizations
- More activities offered across the street inside @ St Charles History Museum

# Projected Revenue

Total

**\$60,950.00**

Item	Cost	
Dragon Boat Registrations	\$	14,250.00
City Sponsorship	\$	27,000.00
Sponsorships	\$	14,000.00
Food Vendors	\$	1,400.00
Vintage Vendors	\$	3,000.00
Sales- 60 blankets break-even-40	\$	1,200.00
D Boat Pin sales @ \$2 each-50	\$	100.00
Total	\$	60,950.00

# Expenses:

## Total

**\$60,950.00**

Item	Cost
ABDA Contract-dragon boats & chase boat	\$ 5,700.00
Awards-dBoats	\$ 1,200.00
Water Ski show	\$ 4,000.00
Community Events estimated	\$ 2,000.00
Park District estimated	\$ 4,500.00
Insurance estimated	\$ 1,200.00
Marketing	\$ 2,000.00
Website,Office 365	\$ 374.00
Fees, Permits estimated	\$ 2,500.00
Sanitation	\$ 2,000.00
Power budgeted	\$ 1,200.00
Supplies budgeted	\$ 500.00
Tent Rentals	\$ 4,500.00
Administrative budgeted	\$ 1,000.00
Public Works estimated	\$ 1,200.00
Police estimated	\$ 800.00
Security	\$ 1,000.00
Movie Public License	\$ 250.00
Music & stage	\$ 8,000.00
Outstanding Invoices	\$ 17,026.00
Deposit to Reserve	\$ 5,000.00
Total	\$ 60,950.00

**Pride of the Fox**  
**Balance Sheet**  
As of January 16, 2017

	Jan 16, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
STC Capital	6,841.78
PayPal	20.16
Total Checking/Savings	6,861.94
Accounts Receivable	
Accounts Receivable	500.00
Total Accounts Receivable	500.00
Total Current Assets	7,361.94
Fixed Assets	
Fixed Asset	
Office Equip.	863.13
Other Equipment	795.90
Total Fixed Asset	1,659.03
Total Fixed Assets	1,659.03
<b>TOTAL ASSETS</b>	<b>9,020.97</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	31,239.45
Total Accounts Payable	31,239.45
Other Current Liabilities	
Sales Tax Payable	15.56
Total Other Current Liabilities	15.56
Total Current Liabilities	31,255.01
Total Liabilities	31,255.01
Equity	
Opening Balance Equity	30,336.99
Unrestricted Net Assets	-52,416.03
Net Income	-155.00
Total Equity	-22,234.04
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,020.97</b>

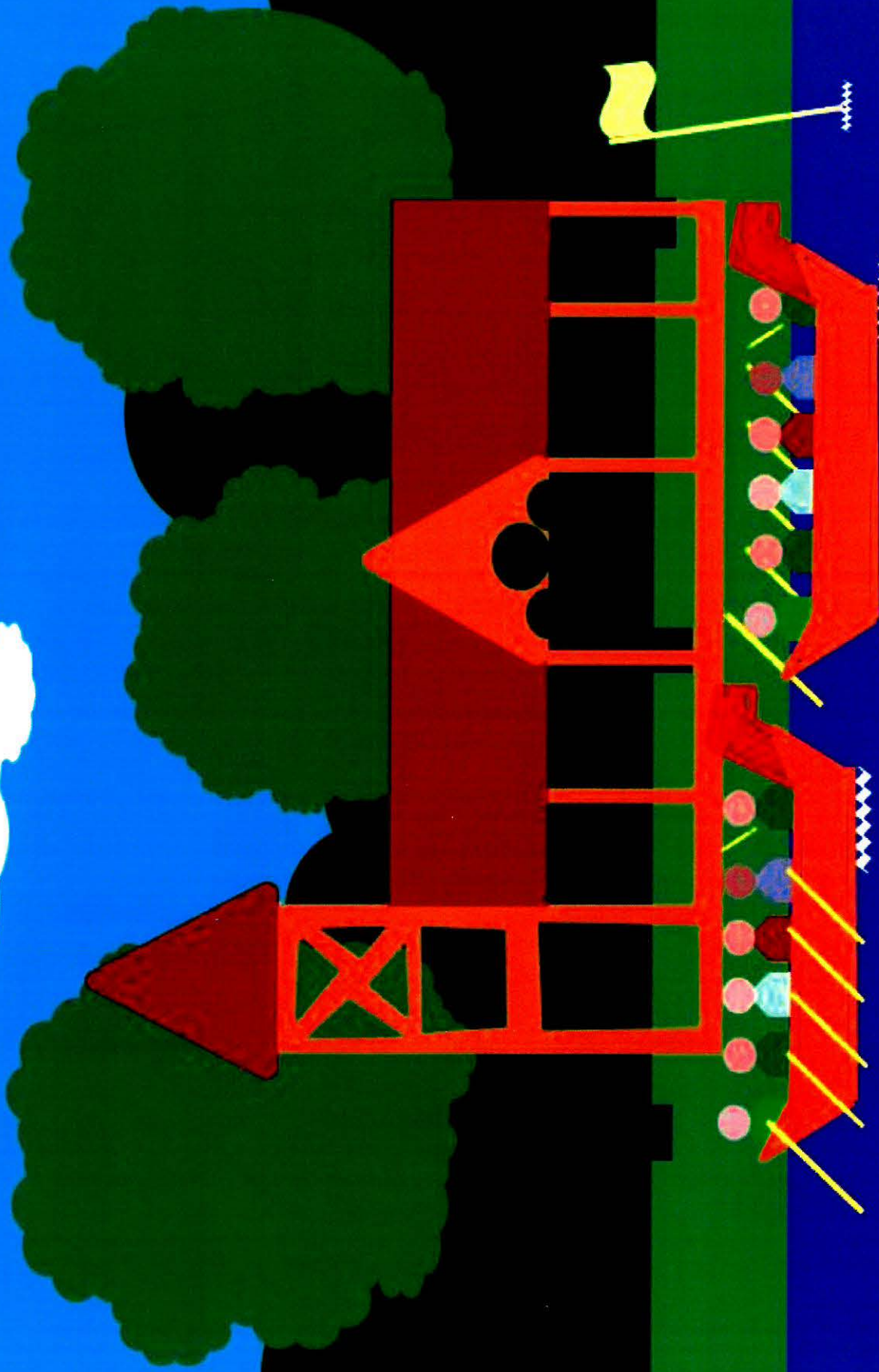
**Pride of the Fox**  
**Profit & Loss**  
January through December 2016

	Jan - Dec 16
<b>Ordinary Income/Expense</b>	
Income	
Vendors	1,125.00
Sponsorship (Note)	35,700.00
Dragon Boats	13,700.00
Carnival	10,000.00
Product Sales	194.44
<b>Total Income</b>	<b>60,719.44</b>
<b>Expense</b>	
<b>Administration</b>	
Bank Fees	303.86
Board & Team	143.33
Insurance	1,731.68
Legal Fees	863.50
Office Supplies	175.02
Outdoor Storage	1,890.00
Park District	3,000.00
Police and Public Works	2,501.53
Postage & Delivery	94.85
Sales Tax	16.00
Security	500.00
Sign and Banners	781.64
Software	159.92
Supplies	1,539.36
Telephone	54.65
Utilities	80.52
Volunteers - Other	101.65
<b>Total Administration</b>	<b>13,937.51</b>
<b>Event Expenses</b>	
Entertainment	
Small Stage Musician	800.00
<b>Total Entertainment</b>	<b>800.00</b>
<b>Operations</b>	
Electrical	669.27
Marketing and Advertising	3,719.99
Tent Rental Expense	628.00
<b>Total Operations</b>	<b>5,017.26</b>
<b>Outside Services</b>	
Service Sanitation	1,004.00
<b>Total Outside Services</b>	<b>1,004.00</b>
<b>Pottawatomie Park Expenses</b>	
Blankets	791.75
Dragon Boats	7,819.60
Movies	1,561.00
Rides and Games	347.62
Watershow	2,500.00
<b>Total Pottawatomie Park Expenses</b>	<b>13,019.97</b>
<b>Total Event Expenses</b>	<b>19,841.23</b>
<b>Total Expense</b>	<b>33,778.74</b>
<b>Net Ordinary Income</b>	<b>26,940.70</b>
<b>Net Income</b>	<b>26,940.70</b>



CELEBRATING 50 YEARS

FOX



# FESTIVAL FOX

OF THE

UNTIL 01.11.2017 ST CHARLES II





**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5b

Title:	Presentation Update Regarding City's Preliminary Financial Results for 3 <sup>rd</sup> Quarter Ending January 31, 2017 – Information Only
Presenter:	Chris Minick, Finance Director

Meeting: Government Operations Committee

Date: December 19, 2016

Proposed Cost: \$

Budgeted Amount: \$

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

A brief summary of the financial results for 3<sup>rd</sup> quarter ending January 31, 2017 for the City's main operating funds will be presented. A comparison of actual amounts to budget amounts and major financial trends will be discussed.

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

Narrative Explanation  
Summary Spreadsheets

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

Presentation Update regarding City's Preliminary Financial Results for 3<sup>rd</sup> Quarter ending January 31, 2017 – Information Only.



February 24, 2017

### **January 2017 Monthly Financial Results**

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

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

The report consists of 3 sections:

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

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

### **Overview of the Report**

#### **Charts**

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

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

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

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

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

### **Reports**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Column 10 (FY 15-16 Actual)** represents the total amount of revenue received or expense incurred for the previous fiscal year for the line item indicated. It is possible that this number will change between now and October as the results of the City's annual audit are finalized. The City will utilize audited numbers in this column as soon as they become available.

### **Discussion of January 2017 Results**

#### **General Fund**

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

Through January, General Fund revenues are forecasted to be slightly below the revised budget by 1.3%. The City's largest revenue stream, sales and use tax, is above last year's

amount by 2.4% but is also trending below budget by 1.6%. Electric franchise fees and alcohol taxes are also above prior year amounts as well as budget through the month of January. Hotel tax revenues are below last year's collections through January, but are slightly above budget expectations. Income tax disbursements from the State of Illinois are down 13.2% from last year as well as 9.2% below budget expectations. According to the Illinois Department of Revenue, there was a recent legislative change that impacted businesses, resulting in a lower income tax liability, and thus lower revenues for the City. Telecommunications tax revenues are below last year's results and are performing below budget expectations. This is a continuing trend primarily due to the bundling of long distance services within cell phone plans. Property tax collections are slightly ahead of where they were last year but are below budget due to unpaid property taxes and property tax appeals.

Forecast expenditures through January are currently 4.1% below the revised budget. Personal services, commodities, contractual services and other operating expenses are all currently projected to be below the revised budget.

As of January 31, the General Fund is projected to end the year with a surplus of \$501,119. This compares to a projected deficit of \$267,687 when the budget was approved in April.

It is important to note that January results only reflect a portion of the "roll forward" of budgets for projects that were not completed during FY 15-16. These "roll forwards" will have a direct impact on the General Fund's projected surplus/deficit. In continuation of a new process implemented last fiscal year, roll forwards are being tracked and will be posted as necessary rather than automatically being rolled forward in May. The purpose of this process is to provide a more accurate level of anticipated expenditures and fiscal results during the entire year.

It is extremely important to bear in mind that continued vigilance in monitoring revenues and expenditures will be crucial to maintain the City's fiscal health.

### **Electric Fund**

Through January, electric sales are ahead of FY 15-16 year-to-date sales by approximately 6.4% and are above the revised budget by 0.9% for the fiscal year. The increase from the prior year is due to a rate increase that took effect in June 2016 as well as the warmer temperatures we experienced this summer as compared to last year. As of January 31, total Expenses are projected to be below budgeted amounts by 3.8% for the year. The Contractual Services expense category is projected to be below budget by about \$1.7 million. This is due to Wholesale Power costs coming in below budgeted amounts through January. Personal Services, Commodities and Other Operating Expenses are also projected to be under budget at this point in time. These preliminary results indicate a projected surplus of \$3,878,276 for the fiscal year. This compares to a projected surplus of \$1,637,534 at the time the budget was approved. However, it should be noted that January results do not reflect all of the budget "roll forwards" for

uncompleted projects from FY 15-16. These “roll forwards” will have a direct impact on the Electric Fund’s operating results. Some of these project roll forwards will be funded with prior bond proceeds as well as an internal borrowing that took place in a prior year.

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

These concepts have been incorporated into the City’s rates every year since 2011, including the rate adjustments for fiscal year 2016-2017 that were approved in April of 2016 and were effective beginning with June 2016 billings. These rate increases will allow us to keep pace with anticipated increases in the costs of wholesale power.

### **Water Fund**

Water user charge revenue through the end of January is 12.0% higher than the same time frame last year, due to rate increases that went into effect with the June 1 billings as well as the warmer and dryer weather we experienced this summer. Operating expenses are currently projected to be slightly under budgeted amounts. It is currently projected that the Water Fund will end the year with a surplus of \$242,024, as compared to the original budgeted deficit of \$52,231. It should be noted that January results do not reflect all of the budget “roll forwards” for uncompleted projects from FY 15-16. These “roll forwards” will have a direct impact on the Water Fund’s operating results. Some of these project roll forwards will be funded with prior bond proceeds as well as an internal borrowing that took place in a prior year.

The water rate structure has also been adjusted as part of the rate study process that was completed during FY 11-12. The City wants to assure a rate structure adequate to allow for operating and capital cost recapture. Based on current costs, the unadjusted rate structure was not adequate to provide for operations and capital projects, including the construction of a third water tower as well as replacement of the North 5<sup>th</sup> Ave waterline. The rate adjustments approved in May of 2016 (effective with June billings) are continuing the multi-year process of rate structure adjustments to bring the revenues in line with the costs of operating the system.



### **Wastewater Fund**

User charge revenue in the Wastewater Fund is higher than prior year to date by 10.0%. Total Wastewater expenses are projected to be below budget by 1.9%. Currently, the Wastewater Fund is projected to end the year with a deficit of \$657,022. This compares to a budgeted deficit of \$194,347 at the time the budget was approved. The additional deficit is primarily due to the “roll forward” of encumbrances for goods and services that were not received or completed in FY 15-16.

As with the Water Fund, the rate structure is being changed over a multi-year period to assure that operating and anticipated future capital expenses can be recovered through the rates charged for services. Current results indicate that the rate structure is insufficient to meet these costs. Significant capital projects are anticipated in FY 16-17 as well as over the next three years as the City works toward compliance with new phosphorus discharge standards as promulgated by the Illinois Environmental Protection Agency. Additionally, significant maintenance and replacement projects are anticipated as various components of the wastewater treatment plant are nearing the ends of their operational lives. Staff has investigated various funding options for these necessary improvements as part of the 2016-2017 budget process and recommended appropriate changes to the rate structure to meet current and future operating and capital needs. Staff has recommended the implementation of a fixed charge per wastewater account to finance various projects as mandated by State and Federal oversight agencies. These rate structure changes, including the EPA Mandate Compliance Fee, were implemented beginning with June 2016 billings to residents.

**City of St. Charles**  
**Monthly Financial Report**  
**January 31, 2017**  
**General Fund**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 16-17 Original Budget	FY 16-17 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 16-17 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 15-16 Actual
<b>Revenues</b>										
Property Taxes	\$ 12,522,749	\$ 12,522,749	\$ 12,447,464	99.4%	\$ 12,352,793	0.8%	\$ 12,522,749	\$ -	0.0%	\$ 12,352,793
Sales and Use Taxes	17,272,923	17,272,923	12,655,841	73.3%	12,361,201	2.4%	16,996,844	(276,079)	-1.6%	16,760,801
State Income Tax	3,476,614	3,476,614	2,286,297	65.8%	2,632,578	-13.2%	3,158,431	(318,183)	-9.2%	3,514,119
Electric Franchise Fee	3,019,224	3,019,224	2,333,482	77.3%	2,174,315	7.3%	3,055,272	36,048	1.2%	2,857,425
Hotel Tax	1,848,561	1,848,561	1,548,201	83.8%	1,633,975	-5.2%	1,892,104	43,543	2.4%	2,007,436
Telecommunication Tax	998,800	998,800	700,413	70.1%	739,247	-5.3%	962,474	(36,326)	-3.6%	989,529
Alcohol Tax	1,092,248	1,092,248	901,062	82.5%	845,290	6.6%	1,137,134	44,886	4.1%	1,099,613
Video Gaming Tax	-	-	6,322	0.0%	-	0.0%	6,322	6,322	0.0%	-
Other	2,899,204	2,966,096	2,237,664	75.4%	2,148,817	4.1%	2,892,036	(74,060)	-2.5%	2,721,645
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
<b>Total Revenues</b>	<b>\$ 43,130,323</b>	<b>\$ 43,197,215</b>	<b>\$ 35,116,746</b>	<b>81.3%</b>	<b>\$ 34,888,216</b>	<b>0.7%</b>	<b>\$ 42,623,366</b>	<b>\$ (573,849)</b>	<b>-1.3%</b>	<b>\$ 42,303,361</b>
<b>Expenditures</b>										
Personal Services	\$ 28,499,050	\$ 28,441,814	\$ 21,473,994	75.5%	\$ 21,167,486	1.4%	\$ 27,949,268	\$ (492,546)	-1.7%	\$ 26,727,683
Commodities	1,752,903	1,748,164	872,681	49.9%	834,899	4.5%	1,530,573	(217,591)	-12.4%	1,443,226
Contractual	9,944,304	10,395,966	6,600,909	63.5%	6,399,054	3.2%	9,320,848	(1,075,118)	-10.3%	8,785,018
Other Operating Expenses	1,609,128	1,609,200	1,551,684	96.4%	1,344,783	15.4%	1,589,913	(19,287)	-1.2%	1,142,715
Departmental Allocations	(5,004,768)	(5,004,768)	(3,753,576)	75.0%	(3,647,943)	2.9%	(5,004,768)	-	0.0%	(4,827,356)
Capital	126,800	153,588	67,919	44.2%	74,422	-8.7%	153,588	-	0.0%	151,748
Debt Service	4,586	4,586	3,439	75.0%	3,439	0.0%	4,586	-	0.0%	4,586
Transfers Out	6,466,007	6,578,239	4,288,504	65.2%	4,826,303	-11.1%	6,578,239	-	0.0%	8,084,374
<b>Total Expenditures</b>	<b>\$ 43,398,010</b>	<b>\$ 43,926,789</b>	<b>\$ 31,105,554</b>	<b>70.8%</b>	<b>\$ 31,002,443</b>	<b>0.3%</b>	<b>\$ 42,122,247</b>	<b>\$ (1,804,542)</b>	<b>-4.1%</b>	<b>\$ 41,511,994</b>
<b>Surplus (Deficit)</b>	<b>\$ (267,687)</b>	<b>\$ (729,574)</b>	<b>\$ 4,011,192</b>		<b>\$ 3,885,773</b>		<b>\$ 501,119</b>	<b>\$ 1,230,693</b>		<b>\$ 791,367</b>

**City of St. Charles**  
**Monthly Financial Report**  
**January 31, 2017**  
**Electric Fund**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 16-17 Original Budget	FY 16-17 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 16-17 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 15-16 Actual
<b>Revenues</b>										
User Charges	\$ 62,444,494	\$ 62,444,494	\$ 48,480,532	77.6%	\$ 45,576,357	6.4%	\$ 62,978,351	\$ 533,857	0.9%	\$ 59,193,182
Connection Charges	54,500	54,500	25,160	46.2%	85,847	-70.7%	33,294	(21,206)	-38.9%	94,597
MV/Equip/WC Reserve	287,192	287,192	287,192	100.0%	406,053	-29.3%	287,192	-	0.0%	406,053
Reimbursement for Projects	397,000	575,400	932,459	162.1%	278,573	234.7%	932,459	357,059	62.1%	301,015
Other Operating Revenues	363,620	363,620	336,936	92.7%	367,063	-8.2%	407,325	43,705	12.0%	422,819
Bond Proceeds	1,620,000	3,121,983	3,121,983	100.0%	-	0.0%	3,121,983	-	0.0%	-
Non-Operating Revenue	61,664	61,664	61,664	0.0%	61,664	0.0%	61,664	-	0.0%	-
Transfers In	254,000	254,000	-	0.0%	-	0.0%	254,000	-	0.0%	230,256
<b>Total Revenues</b>	<b>\$ 65,482,470</b>	<b>\$ 67,162,853</b>	<b>\$ 53,245,926</b>	<b>79.3%</b>	<b>\$ 46,775,557</b>	<b>13.8%</b>	<b>\$ 68,076,268</b>	<b>\$ 913,415</b>	<b>1.4%</b>	<b>\$ 60,647,922</b>
<b>Expenses</b>										
Personal Services	\$ 3,814,193	\$ 3,815,645	\$ 2,635,929	69.1%	\$ 2,910,641	-9.4%	\$ 3,632,214	\$ (183,431)	-4.8%	\$ 2,465,266
Commodities	316,755	317,985	128,716	40.5%	157,420	-18.2%	218,569	(99,416)	-31.3%	356,462
Contractual	45,084,932	45,250,440	33,088,024	73.1%	32,613,628	1.5%	43,540,680	(1,709,760)	-3.8%	41,439,130
Other Operating Expenses	6,379,244	6,380,144	4,160,531	65.2%	3,950,564	5.3%	5,844,940	(535,204)	-8.4%	8,800,710
Departmental Allocations	1,971,701	1,971,701	1,478,772	75.0%	1,444,104	2.4%	1,971,701	-	0.0%	1,385,016
Capital	4,546,600	7,222,171	2,570,279	35.6%	1,339,565	91.9%	7,222,171	-	0.0%	9,673
Debt Service	1,233,082	1,269,288	1,082,438	85.3%	1,058,954	2.2%	1,269,288	-	0.0%	330,019
Transfers Out	498,429	498,429	498,429	100.0%	501,318	-0.6%	498,429	-	0.0%	390,141
<b>Total Expenses</b>	<b>\$ 63,844,936</b>	<b>\$ 66,725,803</b>	<b>\$ 45,643,118</b>	<b>68.4%</b>	<b>\$ 43,976,194</b>	<b>3.8%</b>	<b>\$ 64,197,992</b>	<b>\$ (2,527,811)</b>	<b>-3.8%</b>	<b>\$ 55,176,417</b>
<b>Surplus (Deficit)</b>	<b>\$ 1,637,534</b>	<b>\$ 437,050</b>	<b>\$ 7,602,808</b>		<b>\$ 2,799,363</b>		<b>\$ 3,878,276</b>	<b>\$ 3,441,226</b>		<b>\$ 5,471,505</b>

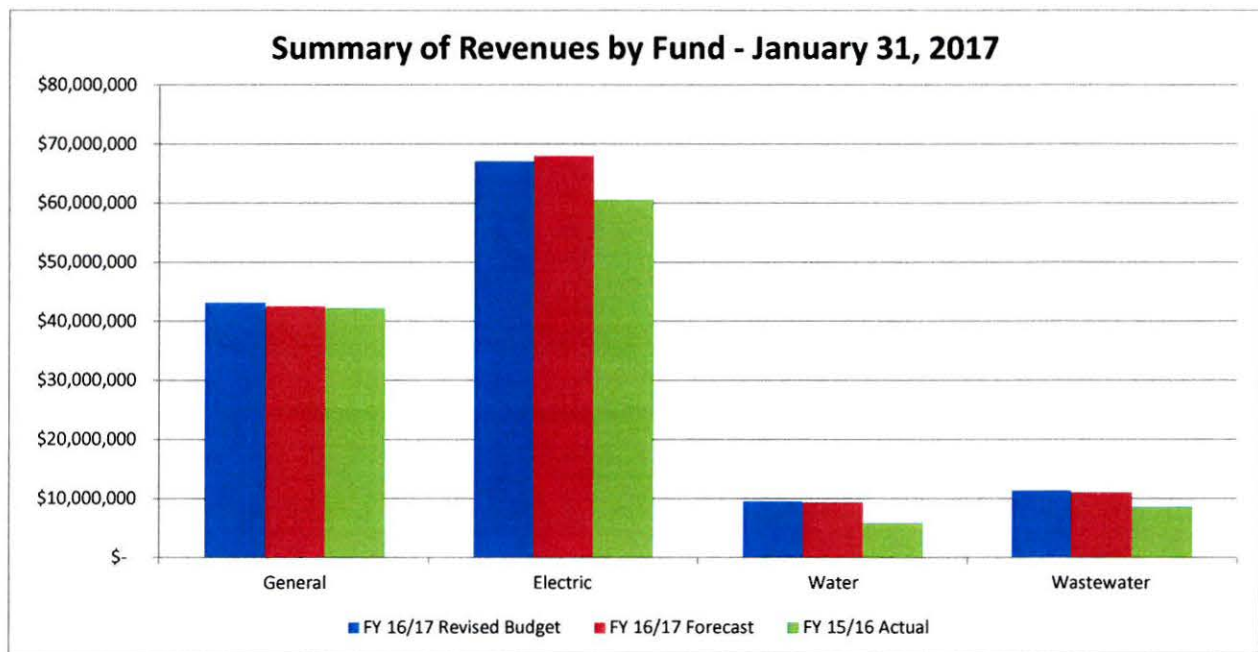
**City of St. Charles**  
**Monthly Financial Report**  
**January 31, 2017**  
**Water Fund**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 16-17 Original Budget	FY 16-17 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 16-17 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 15-16 Actual
<b>Revenues</b>										
User Charges	\$ 6,032,152	\$ 6,032,152	\$ 4,474,873	74.2%	\$ 3,993,919	12.0%	\$ 5,810,665	\$ (221,487)	-3.7%	\$ 5,150,645
Connection Charges	48,932	48,932	69,531	142.1%	45,010	54.5%	79,932	31,000	63.4%	57,160
MV/Equip/WC Reserve	132,868	132,868	132,868	100.0%	134,206	-1.0%	132,868	-	0.0%	134,206
Donations/Contributions	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Bond/EPA Proceeds	-	3,163,940	2,609,468	0.0%	2,748,044	0.0%	3,163,940	-	0.0%	-
Other	186,362	186,362	155,171	83.3%	181,288	-14.4%	215,674	29,312	15.7%	530,796
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
<b>Total Revenues</b>	<b>\$ 6,400,314</b>	<b>\$ 9,564,254</b>	<b>\$ 7,441,911</b>	<b>77.8%</b>	<b>\$ 7,102,467</b>	<b>4.8%</b>	<b>\$ 9,403,079</b>	<b>\$ (161,175)</b>	<b>-1.7%</b>	<b>\$ 5,872,807</b>
<b>Expenses</b>										
Personal Services	\$ 1,472,781	\$ 1,474,395	\$ 1,044,510	70.8%	\$ 1,057,455	-1.2%	\$ 1,429,340	\$ (45,055)	-3.1%	\$ 1,380,779
Commodities	486,199	481,610	311,115	64.6%	282,245	10.2%	436,799	(44,811)	-9.3%	429,533
Contractual	995,287	1,049,429	699,241	66.6%	621,314	12.5%	981,164	(68,265)	-6.5%	1,050,763
Other Operating Expenses	180,924	181,749	142,909	78.6%	125,860	13.5%	166,133	(15,616)	-8.6%	1,567,500
Departmental Allocations	896,012	896,012	672,012	75.0%	647,982	3.7%	896,012	-	0.0%	857,044
Capital	1,057,300	3,872,809	955,358	24.7%	4,020,389	-76.2%	3,872,809	-	0.0%	-
Debt Service	1,204,716	1,219,382	728,759	59.8%	712,643	2.3%	1,219,382	-	0.0%	253,458
Transfers Out	159,416	159,416	159,416	100.0%	157,548	1.2%	159,416	-	0.0%	137,277
<b>Total Expenses</b>	<b>\$ 6,452,635</b>	<b>\$ 9,334,802</b>	<b>\$ 4,713,320</b>	<b>50.5%</b>	<b>\$ 7,625,436</b>	<b>-38.2%</b>	<b>\$ 9,161,055</b>	<b>\$ (173,747)</b>	<b>-1.9%</b>	<b>\$ 5,676,354</b>
<b>Surplus (Deficit)</b>	<b>\$ (52,321)</b>	<b>\$ 229,452</b>	<b>\$ 2,728,591</b>		<b>\$ (522,969)</b>		<b>\$ 242,024</b>	<b>\$ 12,572</b>		<b>\$ 196,453</b>



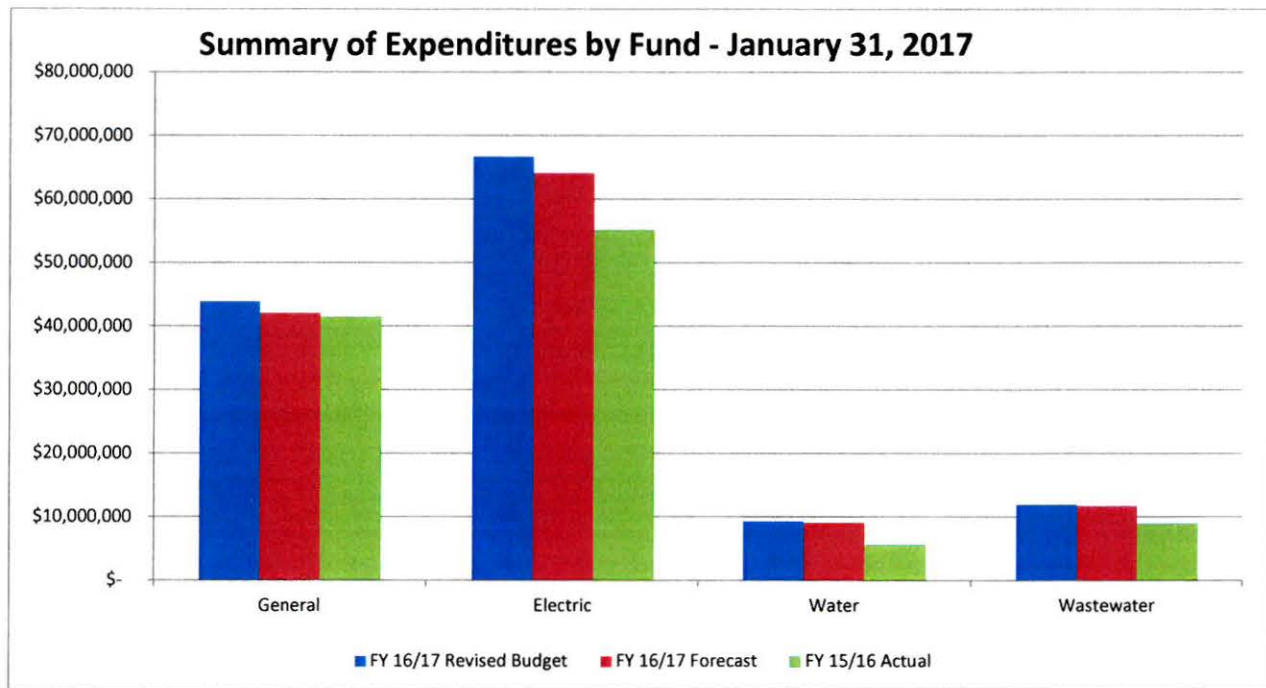
**City of St. Charles**  
**Monthly Financial Report**  
**January 31, 2017**  
**Wastewater Fund**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 16-17 Original Budget	FY 16-17 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 16-17 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 15-16 Actual
<b>Revenues</b>										
User Charges	\$ 9,338,910	\$ 9,338,910	\$ 6,731,260	72.1%	\$ 6,118,042	10.0%	\$ 9,012,399	\$ (326,511)	-3.5%	\$ 8,119,316
Connection Charges	56,041	56,041	120,766	215.5%	66,903	80.5%	134,655	78,614	140.3%	85,511
MV/Equip/WC Reserve	306,671	306,671	306,671	100.0%	339,034	-9.5%	306,671	-	0.0%	339,034
Bond/IEPA Loan Proceeds	1,589,000	1,589,000	-	0.0%	-	0.0%	1,589,000	-	0.0%	-
Other	63,050	63,050	35,309	56.0%	39,865	-11.4%	70,946	7,896	12.5%	88,983
Non-Operating Revenue	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
<b>Total Revenues</b>	<b>\$ 11,353,672</b>	<b>\$ 11,353,672</b>	<b>\$ 7,194,006</b>	<b>63.4%</b>	<b>\$ 6,563,844</b>	<b>9.6%</b>	<b>\$ 11,113,671</b>	<b>\$ (240,001)</b>	<b>-2.1%</b>	<b>\$ 8,632,844</b>
<b>Expenses</b>										
Personal Services	\$ 2,055,930	\$ 2,057,332	\$ 1,494,106	72.6%	\$ 1,619,831	-7.8%	\$ 2,015,071	\$ (42,261)	-2.1%	\$ 2,063,823
Commodities	274,433	289,193	137,589	47.6%	168,106	-18.2%	253,229	(35,964)	-12.4%	263,443
Contractual	2,028,931	2,050,136	1,168,382	57.0%	1,815,400	-35.6%	1,919,191	(130,945)	-6.4%	2,265,072
Other Operating Expenses	298,783	298,843	268,438	89.8%	265,951	0.9%	278,516	(20,327)	-6.8%	2,304,644
Departmental Allocations	1,332,164	1,332,164	999,126	75.0%	968,292	3.2%	1,332,164	-	0.0%	1,281,297
Capital	2,875,000	3,292,799	1,026,725	31.2%	305,147	236.5%	3,292,799	-	0.0%	-
Debt Service	2,379,086	2,376,031	1,763,191	74.2%	1,855,015	-5.0%	2,376,031	-	0.0%	565,017
Transfers Out	303,692	303,692	303,692	100.0%	304,434	-0.2%	303,692	-	0.0%	250,882
<b>Total Expenses</b>	<b>\$ 11,548,019</b>	<b>\$ 12,000,190</b>	<b>\$ 7,161,249</b>	<b>59.7%</b>	<b>\$ 7,302,176</b>	<b>-1.9%</b>	<b>\$ 11,770,693</b>	<b>\$ (229,497)</b>	<b>-1.9%</b>	<b>\$ 8,994,178</b>
<b>Surplus (Deficit)</b>	<b>\$ (194,347)</b>	<b>\$ (646,518)</b>	<b>\$ 32,757</b>		<b>\$ (738,332)</b>		<b>\$ (657,022)</b>	<b>\$ (10,504)</b>		<b>\$ (361,334)</b>



	Revenues		
	FY 16/17 Revised Budget	FY 16/17 Forecast	FY 15/16 Actual
General	\$ 43,197,215	\$ 42,623,366	\$ 42,303,361
Electric	\$ 67,162,853	\$ 68,076,268	\$ 60,647,922
Water	\$ 9,564,254	\$ 9,403,079	\$ 5,872,807
Wastewater	\$ 11,353,672	\$ 11,113,671	\$ 8,632,844

Chart 1



	Expenditures		
	FY 16/17 Revised Budget	FY 16/17 Forecast	FY 15/16 Actual
General	\$ 43,926,789	\$ 42,122,247	\$ 41,511,994
Electric	\$ 66,725,803	\$ 64,197,992	\$ 55,176,417
Water	\$ 9,334,802	\$ 9,161,055	\$ 5,676,354
Wastewater	\$ 12,000,190	\$ 11,770,693	\$ 8,994,178

Chart 2

**General Fund Top 7 Revenue Sources - As of January 31, 2017**

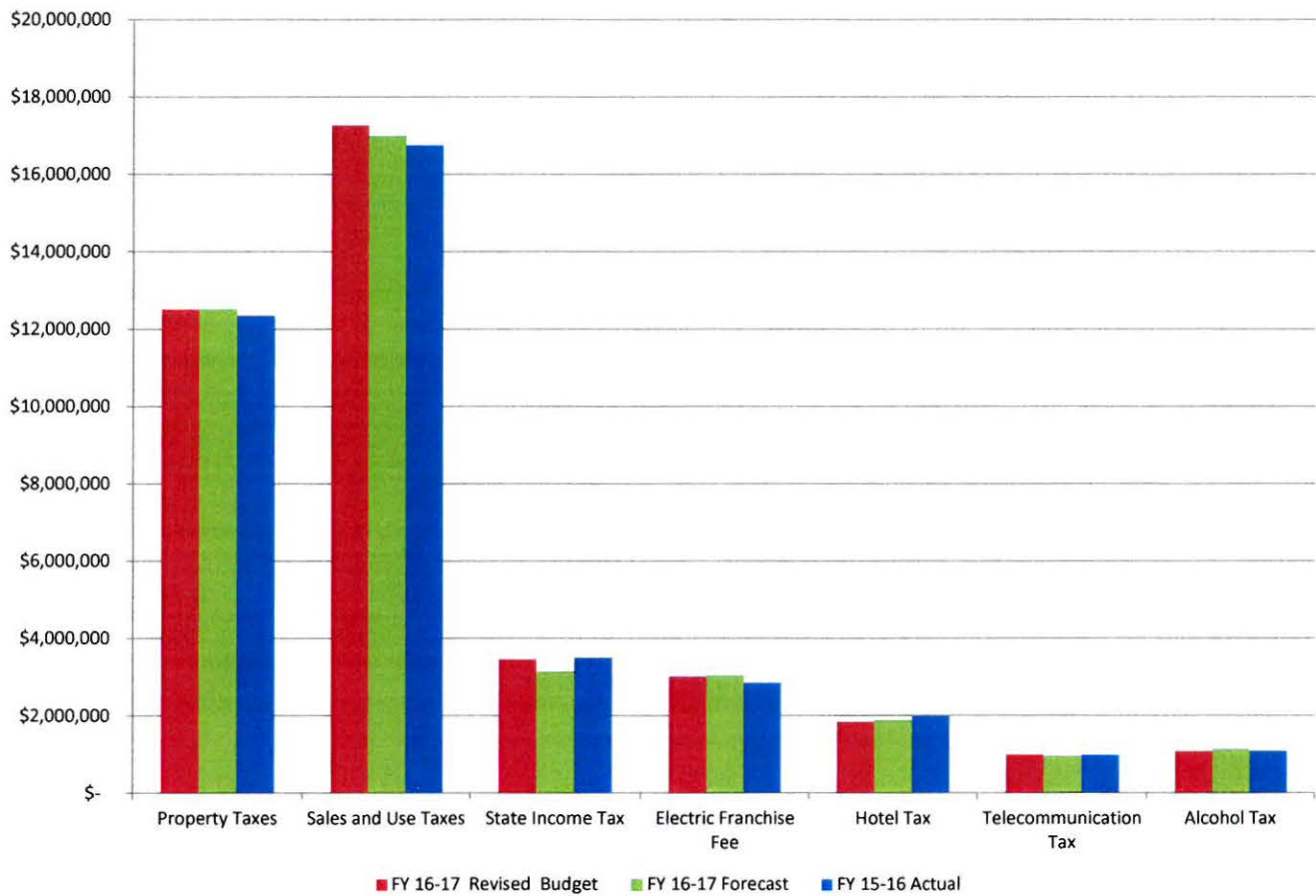
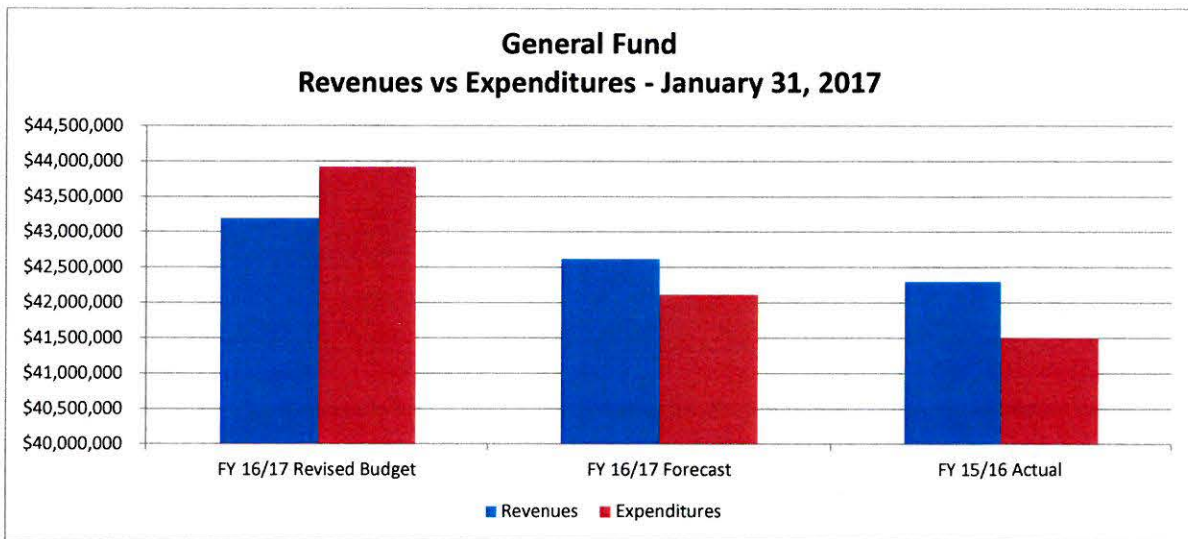


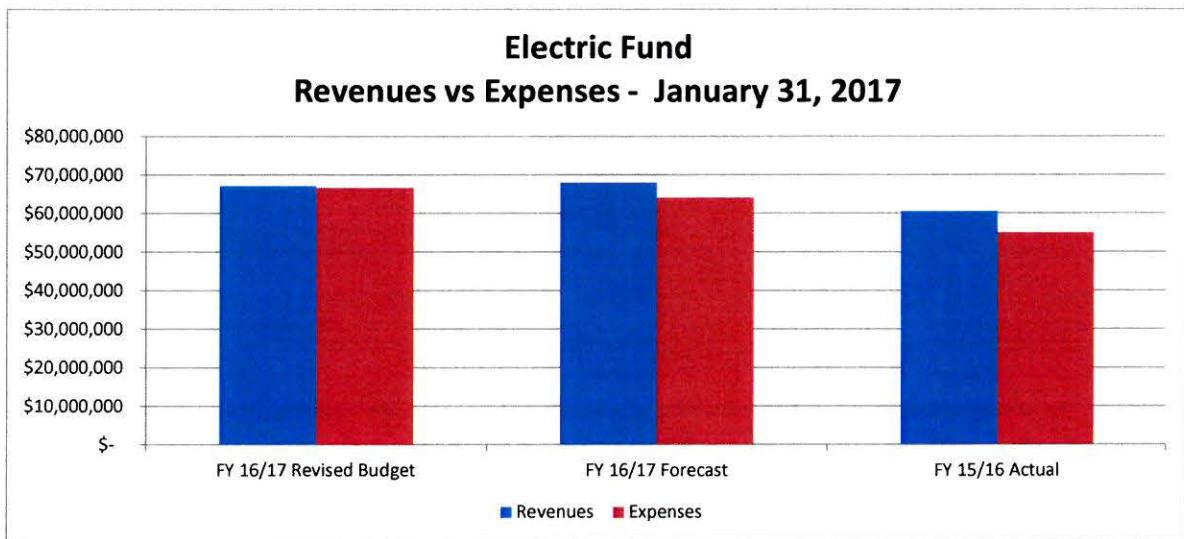
Chart 3





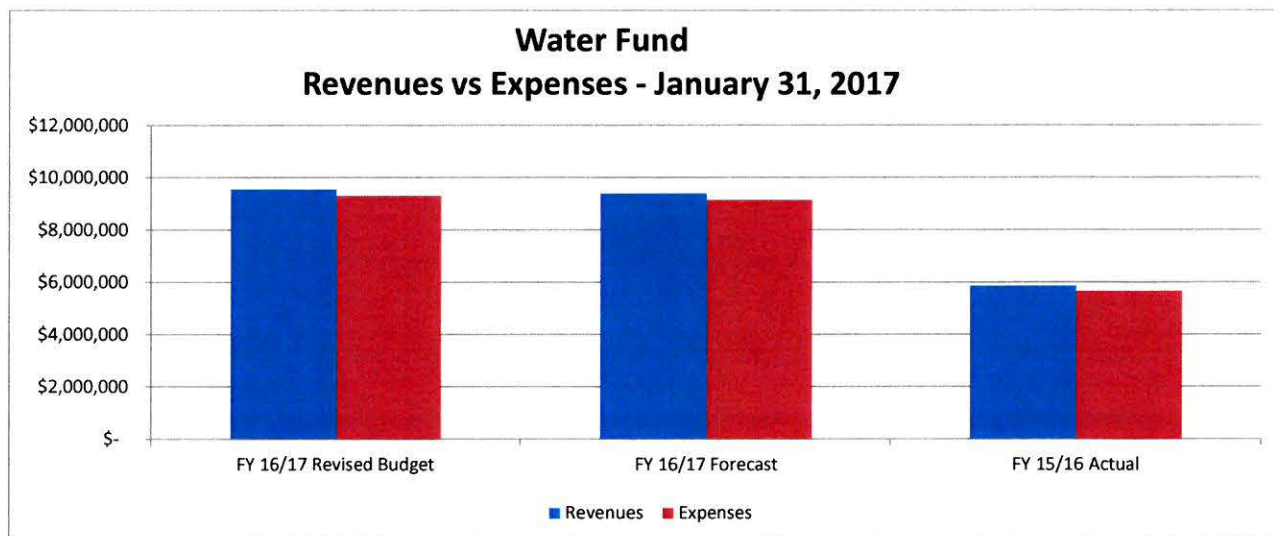
	General Fund		
	FY 16/17 Revised Budget	FY 16/17 Forecast	FY 15/16 Actual
Revenues	\$ 43,197,215	\$ 42,623,366	\$ 42,303,361
Expenditures	\$ 43,926,789	\$ 42,122,247	\$ 41,511,994
Surplus/Deficit	\$ (729,574)	\$ 501,119	\$ 791,367

Chart 4



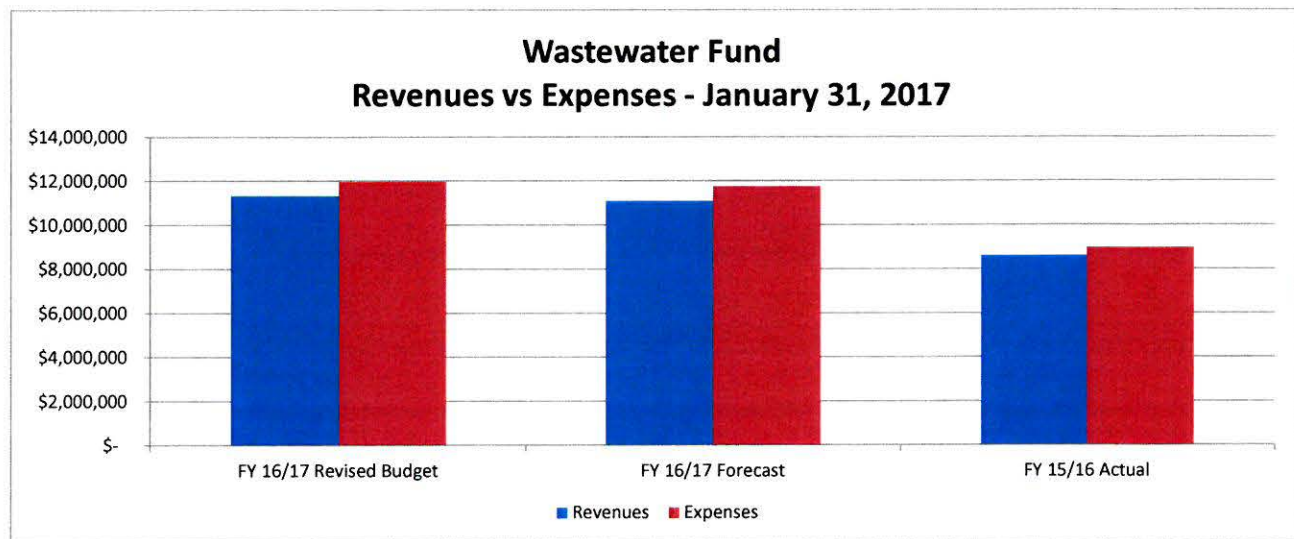
	Electric Fund		
	FY 16/17 Revised Budget	FY 16/17 Forecast	FY 15/16 Actual
Revenues	\$ 67,162,853	\$ 68,076,268	\$ 60,647,922
Expenses	\$ 66,725,803	\$ 64,197,992	\$ 55,176,417
Surplus/Deficit	\$ 437,050	\$ 3,878,276	\$ 5,471,505

Chart 5



	Water Fund		
	FY 16/17 Revised Budget	FY 16/17 Forecast	FY 15/16 Actual
Revenues	\$ 9,564,254	\$ 9,403,079	\$ 5,872,807
Expenses	\$ 9,334,802	\$ 9,161,055	\$ 5,676,354
Surplus/Deficit	\$ 229,452	\$ 242,024	\$ 196,453

Chart 6



	Wastewater Fund		
	FY 16/17 Revised Budget	FY 16/17 Forecast	FY 15/16 Actual
Revenues	\$ 11,353,672	\$ 11,113,671	\$ 8,632,844
Expenses	\$ 12,000,190	\$ 11,770,693	\$ 8,994,178
Surplus/Deficit	\$ (646,518)	\$ (657,022)	\$ (361,334)

Chart 7



## AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 6a

Title:

Recommendation to Approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to Execute a Contract and Lease Agreement with Association for Individual Development (AID) Contingent on FY17/18 Budget Approval for One Year Beginning May 1, 2017 – April 30, 2018

Presenter:

Chief Keegan, Police Department

Meeting: Government Operations Committee

Date: March 6, 2017

Proposed Cost: \$30,000.00

Budgeted Amount: \$30,000.00

Not Budgeted: ☐

### Executive Summary (if not budgeted please explain):

After an extremely successful first year, the Police Department would like to continue to contract with AID (Association for Individual Development) to provide a social worker in the day-to-day operations and have office hours within the police operations; 20-hours per week. This will continue to develop strong relationships within the community and enhance rapport with officers and staff alike to enhance overall operational effectiveness.

AID offers a multitude of programs and support. The program the Police Department partners with AID in is the Victims Services Program; in addition to having a counselor housed at the Department 20 hours per week. A one-year contract is what the Police Department is proposing with the contract dates effective May 1, 2017 through April 30, 2018.

The City budgets for this expense through the police department's annual operating budget. This contract also includes the 24/7 on-call services AID offers and the availability of other City departments to use the services for residents in need.

### Attachments (please list):

Resolution  
Contract for Lease  
Contract for Services  
Exhibit 1 – Map  
Exhibit 2 – Listing of required equipment/supplies

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

Recommendation to approve a Resolution Authorizing the Mayor and City Clerk of the City of St. Charles to Execute a Contract and Lease Agreement with Association for Individual Development (AID) Contingent on FY17/18 Budget Approval for One Year Beginning May 1, 2017 – April 30, 2018.

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

**A Resolution Authorizing the Mayor and City Clerk  
of the City of St. Charles to Execute a Contract and  
Lease Agreement with Association for Individual Development (AID)  
Contingent on FY17/18 Budget Approval  
for One Year Beginning May 1, 2017 – April 30, 2018**

**Presented & Passed by the  
City Council on \_\_\_\_\_**

BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, that the Mayor and City Clerk be and the same are hereby authorized to execute a Contract and Lease Agreement with Association for Individual Development (AID) for One Year Beginning May 1, 2017 – April 30, 2018 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 March 2017.

Passed by the City Council of the City of St. Charles, Illinois this \_\_\_\_\_ day of March 2017.

Approved by the Mayor of the City of St. Charles, Illinois this \_\_\_\_\_ day of March 2017.

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

ATTEST:: \_\_\_\_\_  
City Clerk

**COUNCIL VOTE:**

Ayes:

Nays:

Abstain:

Absent:

## **LICENSE AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of St. Charles, Kane and DuPage Counties, Illinois, an Illinois municipal corporation (the "Licensor" or "City"), AND THE Association for Individual Development (A.I.D.), an Illinois not-for-profit corporation (the "Licensee");

## **WITNESSETH**

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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



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

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

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

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

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

Section 13. Term. Unless otherwise terminated pursuant to Section 14, this Agreement shall remain in effect until the Victim's Services Contract between A.I.D. and the City of St. Charles expires or upon mutual agreement of the parties hereto.

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

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

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

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

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

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

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

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

A. Licensor at:

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

B. Licensee at:

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

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

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

[SIGNATURE PAGE FOLLOWS]

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

CITY OF ST. CHARLES

By: \_\_\_\_\_  
Mayor

ATTEST:

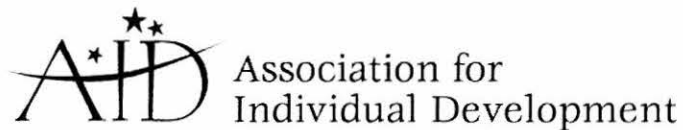
\_\_\_\_\_  
City Clerk

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

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

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_



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

**.01 Statement of Purpose:**

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

**.02 Organization and Staffing:**

The program evaluation will be done quarterly to ensure it is organized in such a way that it meets the changing needs of the St Charles community. This evaluation may result in changes, over time, to redistribute resources to optimally address contemporary issues and conditions. A.I.D. shall give St Charles reasonable notice prior to major redistribution of resources or termination of the program. Provided, however, the program shall not be terminated prior to the conclusion of the services period, April 30, 2018.

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

**.03 Utilization and Deployment:**

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

**.04 Goals and Objectives:**

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

**.05 Indemnification:**

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

**.06 Insurance and Limitation of Liability.**

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

Worker's Compensation - Statutory

Employer's Liability - \$1,000,000 per person/\$1,000,000 per disease/\$1,000,000 aggregate

General Liability - \$1,000,000 per Occurrence/\$2,000,000 Aggregate

Automotive Liability - \$1,000,000

Professional Liability - \$1,000,000

Umbrella-\$2,000,000 excess of Employer's Liability, General Liability, Auto Liability and Professional Liability

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

In consideration for the services to be provided, the City of St. Charles Police Department shall pay the Association for Individual Development the sum of \$30,000.00-\$15,000 to be invoiced in May 2017, the remainder in October 2017. Services shall begin May 1, 2017 and conclude on April 30, 2018.

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director, Association for Individual Development

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
City Administrator, City of St Charles

The floor plan shows the following rooms and areas:

- Roll Call:** Located in the top left, featuring a long table and chairs.
- Report Writing:** Located below the Roll Call room, with several desks and chairs.
- Patrol Supervisors:** Located in the top right, with two large tables and chairs.
- Interview:** Located in the middle right, with a table and chairs.
- Training:** Located in the bottom right, with a large table and chairs.
- Men/Women:** Restrooms located in the center.
- Coffee:** Located near the restrooms.
- Coats:** A coat closet located near the restrooms.
- Office:** Located in the bottom center, with desks and chairs.
- Mech. (Mechanical):** Several rooms located throughout the plan, including one in the top left, one in the top right, one in the center left, and one in the center.
- Roll Call:** Located in the top left, with a table and chairs.
- Report Writing:** Located below the Roll Call room, with desks and chairs.
- Patrol Supervisors:** Located in the top right, with two large tables and chairs.
- Interview:** Located in the middle right, with a table and chairs.
- Training:** Located in the bottom right, with a large table and chairs.
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- Coats:** A coat closet located near the restrooms.
- Office:** Located in the bottom center, with desks and chairs.
- Mech. (Mechanical):** Several rooms located throughout the plan, including one in the top left, one in the top right, one in the center left, and one in the center.

- OFFICE
- COMMON AREA
- FOYER & WAITING

Date: April 12, 2016



License Agreement – Association for Individual Development

Exhibit 2 – Computer/Phone Equipment

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

Computer: Hewlett Packard PC DVD+-RW Z400

Phone: Cisco CP-7965G

The following is available for use in the common area

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

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 7a

Title:

Presentation of 2016 Resident Survey Results – Information Only

Presenter:

Mark Koenen, City Administrator

Meeting: City Council

Date: March 6, 2017

Proposed Cost: \$

Budgeted Amount: \$

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

Staff will present the results from the latest Resident Survey, which has been used since 1996 to gather feedback on the quality of City services and guide future decisions to improve services. In October 2016, surveys were mailed to a statistical sample of 1500 St. Charles households.

The 2016 survey tool applied a standardized format that utilizes benchmarks for comparing the City's performance to 500 comparable communities nationwide. This is the second time the City has used this standardized survey tool from the National Citizen Survey™ (NCS).

**Attachments** (*please list*):**Recommendation/Suggested Action** (*briefly explain*):

Presentation of 2016 Resident Survey Results – Information Only