

**AGENDA  
CITY OF ST. CHARLES  
GOVERNMENT OPERATIONS COMMITTEE  
ALD. JIM MARTIN, CHAIR**

**MONDAY, JUNE 18, 2012  
IMMEDIATELY FOLLOWING CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
2 E. MAIN ST.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**
  - a. Budget Transfer Listing for April 2012
  - b. Budget Transfer Listing for May 2012
  - c. Transfer Resolutions (29)
- 4. Finance Department**
  - a. Recommend approval of an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (miscellaneous vehicles).
  - b. Recommend approval of an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (miscellaneous items).
  - c. Recommend waiving the bid procedure for ordering gasoline and diesel fuel per order on an as needed basis.
  - d. Recommend waiving the bid procedure for 2012/13 switchgear and accept Federal Pacific's pricing for the three (3) types of switchgear we purchase.
- 5. City Administrator's Office**
  - a. Recommend approval of the funding request from the Downtown St. Charles Partnership in the amount of \$275,000.
  - b. Update regarding St. Charles Sustainability Initiative – Information Only
- 6. Additional Items**
- 7. Adjournment**

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

Page 1

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
USD

Journal Entry N 52 Budget Additions  
Status History

Operator CI\jherr Adjustment Code ADD Budget Addition Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100603	54110-0000 FB	6,306.00	
General Legal						Desc: For McIlvane legal fees	
2	1000	100	12	100900	31199-0000 FB		6,306.00
Available Resources						Desc: For McIlvane legal fees	
3	1000	100	12	503661	54110-0000 FB	19,000.00	
General Legal						Desc: LTC Settlement;CC appr 4/02/12	
4	1000	100	12	503900	31199-0000 FB		19,000.00
Available Resources						Desc: LTC Settlement;CC appr 4/02/12	

\*\*\* Totals For Journal Entry N- 52 , Source Code FB  
Base: 25,306.00 Debits 25,306.00 Credits 0.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 52  
Base: 25,306.00 Debits 25,306.00 Credits 0.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
Budget 100 FY 11-12 Revised Budget

USD

Page 2

Journal Entry N 53 Budget Transfers  
Status History

Operator CI\jheir Adjustment Code TRF Budget Transfer

Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100401	52306-0000 FB		2,200.00
				Signage/Traffic Control Suppl	Desc: Electric repair@FS#2 (to54467)		
2	1000	100	12	100401	54467-0000 FB	2,200.00	
				Repair & Maint - Other Equip	Desc: Electric repair@FS#2 (fr52306)		
3	1000	100	12	100510	52314-0000 FB		2,000.00
				Parts for Equipment	Desc: Landscaping supplies (to52804)		
4	1000	100	12	100510	52804-0000 FB	2,000.00	
				Landscaping/Planter Supplies	Desc: Landscaping supplies (fr52314)		

\*\*\* Totals For Journal Entry N- 53 , Source Code FB  
Base: 4,200.00 Debits Credits Difference  
Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 53  
Base: 4,200.00 Debits Credits Difference  
Unit: 0.00 0.00 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 3

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
Budget 100

USD

Journal Entry N 54 Budget Transfer  
Status History

Operator CI\jherr Adjustment Code TRF Budget Transfer

Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100510	54301-0000 FB		40,000.00
Refuse & Hauling Service							
Desc: Tree Services (to 54303)							
2	1000	100	12	100510	54303-0000 FB	40,000.00	
Tree Service							
Desc: Tree Services (fr 54301)							
3	1000	100	12	100511	54400-0000 FB		20,000.00
Maint Agreemnts - Facilities							
Desc: Facilities repairs (to 54450)							
4	1000	100	12	100511	54450-0000 FB	20,000.00	
Repair & Maint - Facilities							
Desc: Facilities repairs (fr 54400)							

\*\*\* Totals For Journal Entry N- 54 , Source Code FB  
Base: 60,000.00 Debits 60,000.00 Credits 60,000.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 54  
Base: 60,000.00 Debits 60,000.00 Credits 60,000.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 4

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
Budget 100 FY 11-12 Revised Budget

USD

Journal Entry N 55 Budget Transfer  
Status History

Operator CI\jherr Adjustment Code TRF Budget Transfer

Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100220	54110-0000 FB	90.00	
				General Legal	Desc: For Gorsk Invoice (fr 51300)		
2	1000	100	12	100220	51300-0000 FB		90.00
				Registration and Fees	Desc: For Gorsk Invoice (to 54110)		

\*\*\* Totals For Journal Entry N- 55 , Source Code FB  
Base: Debits 90.00 Credits 90.00 Difference 0.00  
Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 55  
Base: Debits 90.00 Credits 90.00 Difference 0.00  
Unit: 0.00 0.00 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

Page 5

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
USD

Journal Entry N 56 Budget Transfers  
Status History

Operator CI\jheri Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100510	54456-0000 FB		129,600.00
				Repair & Maint - Streets	Desc: Tree Plantings (to 54303)		
2	1000	100	12	100510	54303-0000 FB	129,600.00	
				Tree Service	Desc: Tree Plantings (fr 54456)		
3	1000	100	12	100200	52310-0000 FB		400.00
				Small Tools and Equipment	Desc: Purchase of Ipad (to 56004)		
4	1000	100	12	100200	56004-0000 FB	400.00	
				Computer Equipment	Desc: Purchase of Ipad (fr 52310)		
5	1000	100	12	100400	52001-0000 FB		1,500.00
				Computer Related Supplies	Desc: Switches for computer ports		
6	1000	100	12	100400	56004-0000 FB	1,500.00	
				Computer Equipment	Desc: Switches for computer ports		
7	1000	100	12	100501	54150-0000 FB		30,000.00
				Consulting Services	Desc: For engineering studies (54160)		
8	1000	100	12	100501	54160-0000 FB	30,000.00	
				Engineering Services	Desc: For engineering studies (54150)		
9	1000	100	12	100510	52805-0000 FB		25,000.00
				Asphalt and Paving Materials	Desc: For tree plantings (to 54303)		
10	1000	100	12	100510	54303-0000 FB	25,000.00	
				Tree Service	Desc: For tree plantings (fr 52805)		
11	1000	100	12	100200	52001-0000 FB		300.00
				Computer Related Supplies	Desc: For office supplies (to 52000)		
12	1000	100	12	100200	52000-0000 FB	300.00	
				Office Supplies	Desc: For office supplies (to 52000)		

\*\*\* Totals For Journal Entry N- 56 , Source Code FB  
Base: 186,800.00 Debits Credits  
Unit: 0.00 Difference 0.00

\*\*\* Totals For Journal Entry N- 56  
Base: 186,800.00 Debits Credits  
Unit: 0.00 Difference 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12 Time 18:44

Company 1000 - City of St. Charles  
 Budget Journal Edit Listing  
 For Fiscal Year 2012  
 FY 11-12 Revised Budget USD

Journal Entry N 57 Budget Adds  
 Status History

Operator CI\jheri Adjustment Code ADD Budget Addition Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit	Difference
1	1000	100	12	801300	56001-0000 FB	72,099.00		
				Motor Vehicles - Replacements	Desc: Pre-order Police Cruisers			
2	1000	100	12	801900	31199-0000 FB		72,099.00	
				Available Resources	Desc: Pre-order Police Cruisers			
3	1000	100	12	801512	54482-0000 FB	4,072.00		
				Maintenance - Motor Vehicles	Desc: Repair of accident damage			
4	1000	100	12	801999	48100-0000 FB		4,072.00	
				Property Damage Reimbursement	Desc: Ins Reimb for accident damage			
5	1000	100	12	801300	56001-0000 FB	38,094.00		
				Motor Vehicles - Replacements	Desc: For repl of totaled police car			
6	1000	100	12	801999	48100-0000 FB		38,094.00	
				Property Damage Reimbursement	Desc: Ins reimb for totaled squad			
7	1000	100	12	100301	52901-0000 FB	3,000.00		
				Police Supplies	Desc: For KCHD grant received			
8	1000	100	12	100999	44230-0000 FB		3,000.00	
				Local Grants - Kane County	Desc: For KCHD grant received			
*** Totals For Journal Entry N-						Debits	Credits	Difference
						Base: 117,265.00	117,265.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N-						Debits	Credits	Difference
						Base: 117,265.00	117,265.00	0.00
						Unit: 0.00	0.00	0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 7

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
USD

Journal Entry N 58 Budget Transfers  
Status History

Operator CI\jherh Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100400	FB	54.00	54.00
Transportation Expense						Desc: Refreshment suppl for meetings	
2	1000	100	12	100400	FB	54.00	
Refreshment Supplies						Desc: Refreshment suppl for meetings	
3	1000	100	12	100510	FB		2,000.00
Snow/Ice Removal Chemicals						Desc: For Campton Exc invoice	
4	1000	100	12	100510	FB	2,000.00	
Repair & Maint - Streets						Desc: For Campton Exc invoice	
5	1000	100	12	100301	FB		20,000.00
Central Garage Services						Desc: For fuel costs-over budget	
6	1000	100	12	100301	FB	20,000.00	
Gasoline						Desc: For fuel costs-over budget	

\*\*\* Totals For Journal Entry N- 58 , Source Code FB  
Base: 22,054.00 Debits 22,054.00 Credits 22,054.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 58  
Base: 22,054.00 Debits 22,054.00 Credits 22,054.00 Difference 0.00  
Unit: 0.00



# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

Page 8

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
USD

Journal Entry N 59 Budget Add  
Status History

Operator CI\jheri Adjustment Code ADD Budget Addition Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	220552	FB	1,016.00	
Liability Claims							
Desc: For liab claim-prop damage							
2	1000	100	12	220900	FB		1,016.00
Available Resources							
Desc: For liab claim-prop damage							

\*\*\* Totals For Journal Entry N- 59 , Source Code FB  
Base: 1,016.00 Debits 1,016.00 Credits 1,016.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 59  
Base: 1,016.00 Debits 1,016.00 Credits 1,016.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

Page 9

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
USD

Journal Entry N 60 Budget Transfers  
Status History

Operator CI\jheri Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100200	FB		1,008.00
Computer Related Supplies Desc: For small tools & equip (cc)							
2	1000	100	12	100200	FB	1,008.00	
Small Tools and Equipment Desc: For small tools & equip (cc)							

\*\*\* Totals For Journal Entry N- 60 , Source Code FB  
Base: 1,008.00 Debits 1,008.00 Credits 1,008.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 60  
Base: 1,008.00 Debits 1,008.00 Credits 1,008.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 10

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget USD

Journal Entry N 61 Budget Transfer  
Status History

Operator CI\jheri Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	200520	FB		41.00
				Transportation Expense			
				Desc: For meals & refresh (new acct)			
2	1000	100	12	200520	FB	41.00	
				Refreshment Supplies			
				Desc: For meals & refresh (new acct)			

\*\*\* Totals For Journal Entry N- 61 , Source Code FB  
Base: Debits 41.00 Credits 41.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 61  
Base: Debits 41.00 Credits 41.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 11

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
USD

Journal Entry N 62 Budget Transfers  
Status History

Operator CI\jher

Adjustment Code TRF Budget Transfer

Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100200	FB		2,500.00
IT Consulting Services						Desc: Keyscan for elevator/Cent Stat	
2	1000	100	12	100200	FB	2,500.00	
Other Contracted Services						Desc: Keyscan for elevator/Cent Stat	
3	1000	100	12	100301	FB		146,607.00
Other Equipment						Desc: Move range budget to proper AU	
4	1000	100	12	100300	FB	146,607.00	
Other Equipment						Desc: Move range budget to proper AU	

\*\*\* Totals For Journal Entry N- 62 , Source Code FB  
Base: 149,107.00 Debits Credits Difference  
Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 62  
Base: 149,107.00 Debits Credits Difference  
Unit: 0.00 0.00 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 12

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
Budget 100 FY 11-12 Revised Budget USD

Journal Entry N 63 Budget Transfers Operator CI\jheri Adjustment Code TRF Budget Transfer Active  
Status History

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100220	FB		350.00
Registration and Fees							
Desc: For new computer supply acct							
2	1000	100	12	100220	FB	350.00	
Computer Related Supplies							
Desc: For new computer supply acct							

\*\*\* Totals For Journal Entry N- 63 , Source Code FB  
Base: 350.00 Credits 350.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 63  
Base: 350.00 Credits 350.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 13

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget

USD

Journal Entry N 64 Budget Additions  
Status History

Operator CI\jherer Adjustment Code ADD Budget Addition

Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100110	54110-0000 FB	1,900.00	
					Desc: For legal bills for Hahn case		
2	1000	100	12	100900	31199-0000 FB		1,900.00
					Desc: For legal bills for Hahn case		
3	1000	100	12	803300	54110-0000 FB	2,950.00	
					Desc: For legal for OConnell case		
4	1000	100	12	803900	31199-0000 FB		2,950.00
					Desc: For legal for OConnell case		
5	1000	100	12	220552	55180-0000 FB	13,547.00	
					Desc: Prop damage claim (sewer back)		
6	1000	100	12	220900	31199-0000 FB		13,547.00
					Desc: Prop damage claim (sewer back)		

\*\*\* Totals For Journal Entry N- 64 , Source Code FB  
Base: 18,397.00 Debits 18,397.00 Credits 0.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 64  
Base: 18,397.00 Debits 18,397.00 Credits 0.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 14

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget

USD

Journal Entry N 65 Budget Transfers  
Status History

Operator CI\jherr Adjustment Code TRF Budget Transfer

Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100600	52000-0000 FB		83.00
Office Supplies							
2	1000	100	12	100600	55203-0000 FB	83.00	
Recording and Filing Fees							

\*\*\* Totals For Journal Entry N-

65 , Source Code FB

Base:  
Unit:

Debits	Credits	Difference
83.00	83.00	0.00
0.00	0.00	0.00

\*\*\* Totals For Journal Entry N-

65

Base:  
Unit:

Debits	Credits	Difference
83.00	83.00	0.00
0.00	0.00	0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12 Time 18:44

Company 1000 - City of St. Charles

USD

Page 15

Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
USD

Journal Entry N 66 Budget Adds  
Status History

Operator CI\jherr Adjustment Code ADD Budget Addition Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100999	46299-0000 FB		83.00
				Miscellaneous Other Revenue	Desc: Add to misc rev/school billing		
2	1000	100	12	100900	31199-0000 FB	83.00	
				Available Resources	Desc: Add to misc rev/school billing		
3	1000	100	12	220552	55180-0000 FB	3,500.00	
				Liability Claims	Desc: For property damage claim-sewer		
4	1000	100	12	220900	31199-0000 FB		3,500.00
				Available Resources	Desc: For property damage claim-sewer		

\*\*\* Totals For Journal Entry N- 66 , Source Code FB  
Base: 3,583.00 Debits 3,583.00 Credits 3,583.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 66  
Base: 3,583.00 Debits 3,583.00 Credits 3,583.00 Difference 0.00  
Unit: 0.00



# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

Company 1000 - City of St. Charles USD

Page 16

Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget USD

Journal Entry N 67 Budget Transfers  
Status History

Operator CI\jheri Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	804999	47502-0000 FB		1,625.00
				Equipment Replacement Reserve	Desc: For upgrade cost for scanner		
2	1000	100	12	100200	54451-0000 FB		1,625.00
				Repair & Maint - Office Equip	Desc: For upgrade cost for scanner		
3	1000	100	12	100200	55222-0000 FB	1,625.00	
				PC Equipment Replace Program	Desc: For upgrade cost for scanner		
4	1000	100	12	804200	56004-0000 FB	1,625.00	
				Computer Equipment	Desc: For upgrade cost for scanner		
5	1000	100	12	100200	54256-0000 FB		300.00
				IT Consulting Services	Desc: For addl cost/elevator Keyscan		
6	1000	100	12	100200	54399-0000 FB	300.00	
				Other Contracted Services	Desc: For addl cost/elevator Keyscan		

\*\*\* Totals For Journal Entry N- 67 , Source Code FB  
Base: 3,550.00 Debits 3,550.00 Credits 3,550.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 67  
Base: 3,550.00 Debits 3,550.00 Credits 3,550.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12

Time 18:44

Company 1000 - City of St. Charles  
 Budget Journal Edit Listing  
 For Fiscal Year 2012  
 Budget 100 FY 11-12 Revised Budget USD

Journal Entry N 68 Budget Transfers  
 Status History

Operator CI\jherr Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100510	54513-0000 FB	14,750.00	14,750.00
Equipment Rental						Desc: Site restoration/tree planting	
2	1000	100	12	100510	54303-0000 FB	14,750.00	
Tree Service						Desc: Site restoration/tree planting	
3	1000	100	12	100510	54301-0000 FB		5,086.00
Refuse & Hauling Service						Desc: Site restoration/tree planting	
4	1000	100	12	100510	54303-0000 FB	5,086.00	
Tree Service						Desc: Site restoration/tree planting	
5	1000	100	12	100510	56002-0000 FB		5,316.00
Machinery and Equipment						Desc: Site restoration/tree planting	
6	1000	100	12	100510	54303-0000 FB	5,316.00	
Tree Service						Desc: Site restoration/tree planting	

\*\*\* Totals For Journal Entry N- 68 , Source Code FB  
 Base: 25,152.00 Debits 25,152.00 Credits 0.00 Difference 0.00  
 Unit: 0.00

\*\*\* Totals For Journal Entry N- 68  
 Base: 25,152.00 Debits 25,152.00 Credits 0.00 Difference 0.00  
 Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12 Time 18:44

USD

Page 18

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
Budget 100 USD

Journal Entry N 69 Budget Transfer  
Status History

Operator CI\jherr Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	200520	FB		250.00
Books and Subscriptions							
Desc: G. Amburgey retirement party							
2	1000	100	12	200520	FB	250.00	
Refreshment Supplies							
Desc: G. Amburgey retirement party							

\*\*\* Totals For Journal Entry N- 69 , Source Code FB  
Base: 250.00 Debits Credits  
Unit: 0.00 0.00  
Difference 0.00

\*\*\* Totals For Journal Entry N- 69  
Base: 250.00 Debits Credits  
Unit: 0.00 0.00  
Difference 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12 Time 18:44

Company 1000 - City of St. Charles  
 Budget Journal Edit Listing  
 For Fiscal Year 2012  
 Budget 100 FY 11-12 Revised Budget USD

Journal Entry N 70 Budget Transfers  
 Status History Operator CI\jheri Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	200520	51400-0000 FB		250.00
				Transportation Expense	Desc: Correct previous transfer		
2	1000	100	12	200520	52002-0000 FB	250.00	
				Books and Subscriptions	Desc: Correct previous transfer		

\*\*\* Totals For Journal Entry N- 70 , Source Code FB  
 Base: 250.00 Debits Credits Difference  
 Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 70  
 Base: 250.00 Debits Credits Difference  
 Unit: 0.00 0.00 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 20

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget

USD

Journal Entry N 71 Budget Transfer  
Status History

Operator CI\jherr Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	501500	FB	1,762.00	
Other Engineering Services - Cap Desc: For RGB							
2	1000	100	12	501500	FB		1,762.00
Structures and Improvements Desc: For RGB							

\*\*\* Totals For Journal Entry N- 71 , Source Code FB  
Base: 1,762.00 Debits 1,762.00 Credits 1,762.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 71  
Base: 1,762.00 Debits 1,762.00 Credits 1,762.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

Page 21

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
Budget 100 FY 11-12 Revised Budget USD

Journal Entry N 72 Budget Transfers  
Status History

Operator CI\jherz Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	501500	FB		1,762.00
Other Engineering Services - Cap Desc: To reverse previous transfer							
2	1000	100	12	501500	FB	1,762.00	
Structures and Improvements Desc: To reverse previous transfer							
3	1000	100	12	100650	FB		1,821.00
Consulting Services Desc: For Gorski invoices-April							
4	1000	100	12	100650	FB	1,821.00	
General Legal Desc: For Gorski invoices-April							

\*\*\* Totals For Journal Entry N- 72 , Source Code FB  
Base: 3,583.00 Debits 3,583.00 Credits 3,583.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 72  
Base: 3,583.00 Debits 3,583.00 Credits 3,583.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12

Time 18:44

USD

Page 22

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
Budget 100 USD

Journal Entry N 73 Budget Add  
Status History

Operator CI\jherx Adjustment Code ADD Budget Addition Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100603	FB	890.00	
General Legal							
2	1000	100	12	100900	FB		890.00
Available Resources							
Desc: For McIlvane case legal							

\*\*\* Totals For Journal Entry N- 73 , Source Code FB  
Base: 890.00 Debits Credits Difference  
Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 73  
Base: 890.00 Debits Credits Difference  
Unit: 0.00 0.00 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 23

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
USD

Journal Entry N 74 Budget Transfers  
Status History

Operator CI\jherr Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit	Difference
1	1000	100	12	100220	51300-0000 FB		341.00	
				Registration and Fees	Desc: For Gorski Invoice			
2	1000	100	12	100220	54110-0000 FB	341.00		
				General Legal	Desc: For Gorski Invoice			
3	1000	100	12	100400	51501-0000 FB		1,078.00	
				Current Employee Testing	Desc: For new hire testing			
4	1000	100	12	100400	51500-0000 FB	1,078.00		
				New Hire Testing	Desc: For new hire testing			
5	1000	100	12	100300	51501-0000 FB		345.00	
				Current Employee Testing	Desc: For new hire testing			
6	1000	100	12	100300	51500-0000 FB	345.00		
				New Hire Testing	Desc: For new hire testing			
*** Totals For Journal Entry N-								
				74 ,	Source Code FB	Debits	Credits	Difference
					Base:	1,764.00	1,764.00	0.00
					Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N-								
				74		Debits	Credits	Difference
					Base:	1,764.00	1,764.00	0.00
					Unit:	0.00	0.00	0.00



# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 24

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
Budget 100 USD

Journal Entry N 75 Budget Transfer  
Status History

Operator CI\jheri Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	200521	54189-0000 FB	15,243.00	15,243.00
Other Professional Services						Desc: For restoration svcs	
2	1000	100	12	200521	54308-0000 FB	15,243.00	
Restoration Services						Desc: For restoration svcs	
3	1000	100	12	100210	51500-0000 FB		568.00
New Hire Testing						Desc: Random drug test fees	
4	1000	100	12	100210	51501-0000 FB	568.00	
Current Employee Testing						Desc: Random drug test fees	

\*\*\* Totals For Journal Entry N- 75 , Source Code FB  
Base: 15,811.00 Debits 15,811.00 Credits 15,811.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 75  
Base: 15,811.00 Debits 15,811.00 Credits 15,811.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

Page 25

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
USD

Journal Entry N 76 Budget Additions  
Status History

Operator CI\jherr Adjustment Code ADD Budget Addition Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit	Difference
1	1000	100	12	100210	54110-0000 FB	14,220.00		
					Desc: For legal services for April			
2	1000	100	12	100300	54110-0000 FB	16,080.00		
					Desc: For legal services for April			
3	1000	100	12	100501	54110-0000 FB	3,356.00		
					Desc: For legal services for April			
4	1000	100	12	100130	54110-0000 FB	8,280.00		
					Desc: For legal services for April			
5	1000	100	12	100900	31199-0000 FB		41,936.00	
					Desc: For legal services for April			
6	1000	100	12	210541	56202-0000 FB	60,000.00		
					Desc: For ERI Svcs-CC appr 5/07			
7	1000	100	12	210900	31199-0000 FB		60,000.00	
					Desc: For ERI Svcs-CC appr 5/07			

\*\*\* Totals For Journal Entry N- 76 , Source Code FB  
Base: 101,936.00 Debits 101,936.00 Credits 101,936.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 76  
Base: 101,936.00 Debits 101,936.00 Credits 101,936.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12

Time 18:44

USD

Page 26

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
Budget 100 FY 11-12 Revised Budget

USD

Journal Entry N 77 Budget Add  
Status History

Operator CI\jheri Adjustment Code ADD Budget Addition

Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100603	FB	8,445.00	
General Legal							
2	1000	100	12	100900	FB		8,445.00
Available Resources							
Desc: For legal for McIlvaine case							

\*\*\* Totals For Journal Entry N- 77 , Source Code FB  
Base: 8,445.00 Debits Credits Difference  
Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 77  
Base: 8,445.00 Debits Credits Difference  
Unit: 0.00 0.00 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:44

USD

Page 27

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2012  
FY 11-12 Revised Budget  
Budget 100

USD

Journal Entry N 78 Budget Addition  
Status History

Operator CI\jher

Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100110	FB	10,492.00	
General Legal							
2	1000	100	12	100300	FB		10,492.00
Available Resources							
Desc: For legal bill for Hahn case							

\*\*\* Totals For Journal Entry N- 78 , Source Code FB  
Base: 10,492.00 Credits 10,492.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 78  
Base: 10,492.00 Credits 10,492.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Company 1000  
Base: 763,185.00 Credits 763,185.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Report  
Base: 763,185.00 Credits 763,185.00 Difference 0.00  
Unit: 0.00

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Exceptions:

_____
_____
_____
_____
_____

# Budget Journal Edit Listing

FB240 Date 06/04/12

Time 18:45

Company 1000 - City of St. Charles  
 Budget Journal Edit Listing  
 For Fiscal Year 2013  
 Budget 100 FY 12/13 Revised Budget USD

Journal Entry N 1 Budget Transfer  
 Status History

Operator CI\jheri Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	1	100500	FB		96,907.00
Mosquito Abatement Desc: Move Mosq Abate to Spec Servic							
2	1000	100	1	100511	FB	96,907.00	
Mosquito Abatement Desc: 54304-0000 FB Desc: Move Mosq Abate to Spec Servic							

\*\*\* Totals For Journal Entry N- 1 , Source Code FB  
 Base: 96,907.00 Debits Credits Difference  
 Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 1  
 Base: 96,907.00 Debits Credits Difference  
 Unit: 0.00 0.00 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:45

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2013  
Budget 100 FY 12/13 Revised Budget USD

Journal Entry N		2 Budget Transfers		Operator CI\jheer		Adjustment Code TRF Budget Transfer		Active	
Status History									
Line	Co Bud Prd	Account	SC	Debit		Credit			
1	1000 100 1	100221	52000-0000 FB	444.00		444.00			
Office Supplies		Desc: For purchasing seminar							
2	1000 100 1	100221	51300-0000 FB	444.00					
Registration and Fees		Desc: For purchasing seminar							
3	1000 100 1	100220	52000-0000 FB			159.00			
Office Supplies		Desc: For GFOA Blue Book							
4	1000 100 1	100220	52002-0000 FB	159.00					
Books and Subscriptions		Desc: For GFOA Blue Book							
5	1000 100 1	100401	52903-0000 FB	2,800.00		2,800.00			
Fire Supplies		Desc: For donation for river boom							
6	1000 100 1	100999	48700-0000 FB						
Donations & Contributions		Desc: For donation for river boom							
*** Totals For Journal Entry N-		2	Source Code FB	Debits		Credits		Difference	
			Base:	3,403.00		3,403.00		0.00	
			Unit:	0.00		0.00		0.00	
*** Totals For Journal Entry N-		2		Debits		Credits		Difference	
			Base:	3,403.00		3,403.00		0.00	
			Unit:	0.00		0.00		0.00	

# Budget Journal Edit Listing

FB240 Date 06/04/12

Time 18:45

Page 3

Company 1000 - City of St. Charles  
 Budget Journal Edit Listing  
 For Fiscal Year 2013  
 Budget 100 FY 12/13 Revised Budget USD

Journal Entry N 3 Budget Add  
 Status History

Operator CI\jheri Adjustment Code ADD Budget Addition Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	1	100511	FB	134.00	
Property Taxes							
Desc: Prop taxes (Aero leased prop)							
2	1000	100	1	100900	FB		134.00
Available Resources							
Desc: Prop taxes (Aero leased prop)							

\*\*\* Totals For Journal Entry N- 3 , Source Code FB  
 Base: 134.00 Debits 134.00 Credits 134.00 Difference 0.00  
 Unit: 0.00

\*\*\* Totals For Journal Entry N- 3  
 Base: 134.00 Debits 134.00 Credits 134.00 Difference 0.00  
 Unit: 0.00



# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:45

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2013  
FY 12/13 Revised Budget  
USD

Journal Entry N  
Status History

4 Budget Transfers  
Operator C1\jheri

Adjustment Code TRF Budget Transfer

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	1	501500	54189-0000 FB		18,000.00
				Other Professional Services	Desc: For plat survey for RGB		
2	1000	100	1	501500	56160-0000 FB	18,000.00	
				Construction Engineering - Capit	Desc: For plat survey for RGB		
3	1000	100	1	200520	52000-0000 FB		1,500.00
				Office Supplies	Desc: For refreshment supplies		
4	1000	100	1	200520	52100-0000 FB	1,500.00	
				Refreshment Supplies	Desc: For refreshment supplies		

\*\*\* Totals For Journal Entry N- 4 , Source Code FB  
Base: 19,500.00 Debits Credits Difference  
Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 4  
Base: 19,500.00 Debits Credits Difference  
Unit: 0.00 0.00 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:45

USD

Page 5

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2013  
FY 12/13 Revised Budget  
Budget 100

USD

Journal Entry N 5 Budget Transfers  
Status History

Operator CI\jherr Adjustment Code TRF Budget Transfer

Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	1	501500	56160-0000 FB		18,000.00
Construction Engineering - Capit Desc: Correct previous trsf-wrong ac							
2	1000	100	1	501500	56150-0000 FB	18,000.00	
Design Engineering - Capital Desc: Correct previous trsf-wrong ac							

\*\*\* Totals For Journal Entry N- 5 , Source Code FB  
Base: 18,000.00 Debits 18,000.00 Credits 0.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 5  
Base: 18,000.00 Debits 18,000.00 Credits 0.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12

Time 18:45

USD

Page 6

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2013  
FY 12/13 Revised Budget

USD

Journal Entry N  
Status History

6 Budget Transfers  
Operator CI\jheir

Adjustment Code TRF Budget Transfer

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	1	100221	FB		100.00
Office Supplies							
Desc: For Adobe software purchase							
2	1000	100	1	100221	FB	100.00	
Computer Related Supplies							
Desc: For Adobe software purchase							

\*\*\* Totals For Journal Entry N- 6 , Source Code FB  
Base: 100.00  
Unit: 0.00

Debits 100.00  
Credits 100.00  
Difference 0.00

\*\*\* Totals For Journal Entry N- 6  
Base: 100.00  
Unit: 0.00

Debits 100.00  
Credits 100.00  
Difference 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:45

Page 7

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2013  
Budget 100 FY 12/13 Revised Budget USD

Journal Entry N 7 Budget Transfers  
Status History

Operator CI\jherr Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	1	100221	FB		100.00
Computer Related Supplies							
Desc: Correct previous trsfer/Adobe							
2	1000	100	1	100221	FB	100.00	
Software Licenses							
Desc: Correct previous trsfer/Adobe							

\*\*\* Totals For Journal Entry N- 7 , Source Code FB  
Base: 100.00 Debits 100.00 Credits 100.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 7  
Base: 100.00 Debits 100.00 Credits 100.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:45

USD

Page 8

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2013  
Budget 100 FY 12/13 Revised Budget

USD

Journal Entry N 8 Budget Transfer  
Status History

Operator CI\jheir Adjustment Code TRF Budget Transfer

Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	1	100603	FB	18,786.00	
Software Maintenance Agreement Desc: Trsf to new account for maint							
2	1000	100	1	100603	FB		18,786.00
Software Licenses Desc: Trsf to new account for maint							

\*\*\* Totals For Journal Entry N- 8 , Source Code FB  
Base: 18,786.00 Debits 18,786.00 Credits 18,786.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 8  
Base: 18,786.00 Debits 18,786.00 Credits 18,786.00 Difference 0.00  
Unit: 0.00

# Budget Journal Edit Listing

FB240 Date 06/04/12  
Time 18:45

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2013  
FY 12/13 Revised Budget  
USD

Journal Entry N 9 Budget Transfer  
Status History

Operator CI\jheri Adjustment Code TRF Budget Transfer Active

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100110	54250-0000 FB	134.00	
Software Licenses							
Desc: For new software program							
2	1000	100	12	100110	52201-0000 FB		134.00
Awards							
Desc: For new software program							

\*\*\* Totals For Journal Entry N- 9 , Source Code FB  
Base: Debits 134.00 Credits 134.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Journal Entry N- 9  
Base: Debits 134.00 Credits 134.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Company 1000  
Base: Debits 157,064.00 Credits 157,064.00 Difference 0.00  
Unit: 0.00

\*\*\* Totals For Report  
Base: Debits 157,064.00 Credits 157,064.00 Difference 0.00  
Unit: 0.00

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Exceptions:




## AGENDA ITEM EXECUTIVE SUMMARY

Title: Approve Funds Transfer Resolutions authorizing budgeted transfers for debt service payments and miscellaneous transfers

Presenter: Christopher A. Minick

*Please check appropriate box:*

X

Government Operations (6/18/12)

Government Services

Planning & Development

City Council

Estimated Cost:

N/A

Budgeted:

YES

X

NO

If NO, please explain how item will be funded:

### Executive Summary:

During the fiscal year interfund transfers are sometimes necessary to fund activities/transactions in other funds. Most City revenues are recorded into the General Fund and transfers are periodically made to fund debt service payments, subsidize the activities of other funds or for a special use. Additionally, transfers will be made from the City's Utility Enterprise Funds to finance these funds' proportionate share of the debt service payments.

### Funds Transfer Requests: Fiscal Year 11/12

Transfer of funds from the General Fund to the Capital Project Fund 513 to cover Public Works & Fire projects. Transfer of funds from the General Fund to the Electric Fund to cover Christmas lights and streetlight maintenance.

Transfer of funds from the Wastewater Fund to the Motor Vehicle Replacement Fund for Vehicle #1863.

### Fiscal Year 12/13- Transfer of funds to cover principal and interest payments for General Obligation Bonds:

2002A GO Bonds, 2004 GO Bonds, 2005A GO Bonds, 2005B GO Refunding Bonds, 2006 GO Bonds, 2007A GO Bonds, 2007C GO Bonds, 2008A GO Bonds, 2008C GO Bonds, 2009 GO Refunding Bonds, 2010B GO Refunding Bonds, 2010C GO Refunding Bonds, 2011A GO Bonds, 2011B GO Refunding Bonds, 2011C GO Refunding Bonds, 2011D GO Refunding Bonds .

Transfer of funds from the General Fund to the Refuse Fund and the WC/Liability Fund to subsidize activities within that fund and transfer of funds from the Health Insurance Fund to the General Fund for reimbursement.

### Attachments: (please list)

Funds Transfer Resolutions

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

Motion to approve the Funds Transfer Resolutions.

For office use only:

Agenda Item Number:



## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$45,900.00**

**From Wastewater Fund 220 to MV Replacement Fund 801 (Vehicle 1863) for FY 11/12.**

During FY 11/12 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$36,457.63**

**From Corporate Fund 100 to Fund 200 (Christmas Lights) for FY 11/12.**

During FY 11/12 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$165,315.78**

**From Corporate Fund 100 to Fund 200 (Street Light Maintenance) for FY 11/12.**

During FY 11/12 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$281,208.00**

**From Corporate Fund 100 to Capital Project Fund 513 (Public Works & Fire Projects) for FY 11/12.**

During FY 11/12 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$250,000.00**

**From Fund 802 (Health Insurance Fund ) to Corporate Fund 100 for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$872.92**

**From the General Fund to the 2002A G.O. Debt Service Fund 704 for Fiscal Year 2012/2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$34,240.00**

**From the General Fund to the 2004 G.O. Debt Service Fund 719 (Century Station/PD Renovations) for Fiscal Year 2012/2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$7,316.60**

**From the General Fund to the 2005A G.O. Debt Service Fund 718 (Public Works Garage) for Fiscal Year 2012-2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)



## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$77,771.39**

**From the Electric Fund to the 2005A G.O. Debt Service Fund 718 (Public Works Garage) for Fiscal Year 2012/2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$26,369.80**

**From the Water Fund to the 2005A G.O. Debt Service Fund 718 (Public Works Garage) for Fiscal Year 2012/2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$50,035.71**

**From the Sewer Fund to the 2005A G.O. Debt Service Fund 718 (Public Works Garage) for Fiscal Year 2012/2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$117,257.00**

**From the Public Works Garage Capital Project Fund 518 to the 2005A G.O. Debt Service Fund 718 (Public Works Garage) for Fiscal Year 2012/2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$40,126.25**

**From Baker TIF Special Revenue Fund 304 to Baker TIF Debt Service Fund 706 for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$96,500.00**

**From General Fund to First Street TIF Debt Service Fund 713 (2006 GO) for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$101,000.00**

**From First Street TIF Special Revenue Fund 305 to First Street TIF Debt Service Fund 713 (2006 GO) for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$87,867.50**

**From General Fund to First Street TIF Debt Service Fund 713 (2007A GO) for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)



## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$70,600.00**

**From General Fund to First Street TIF Debt Service Fund 713 (2007C GO) for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$213,718.75**

**From General Fund to First Street TIF Debt Service Fund 713 (2008A GO) for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$18,080.65**

**From the General Fund to the 2009 Refunding G.O. Debt Service Fund 722 for Fiscal Year 2012/2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$29,668.75**

**From Moline TIF Special Revenue Fund 320 to Moline TIF Debt Service Fund 709 for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$43,787.50**

**From the General Fund to the 2010B Refunding G.O. Debt Service Fund 724 for Fiscal Year 2012/2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$38,375.00**

**From the General Fund to Mall TIF Debt Service Fund 705 (2010C) for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$87,468.04**

**From the General Fund to the 2011A G.O. Debt Service Fund 723 (Capital Projects)  
for Fiscal Year 2012-2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$1,665.46**

**From the General Fund to the 2011B Refunding G.O. Debt Service Fund 725 for Fiscal Year 2012/2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)



## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$64,657.85**

**From the General Fund to the 2011C Refunding G.O. Debt Service Fund 726 for Fiscal Year 2012/2013 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$52,992.71**

**From the General Fund to the 2011D Refunding G.O. Debt Service Fund 710 (TIF 5) for Fiscal Year 12/13 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$4,692.59**

**From the TIF 5 Special Revenue Fund 306 to the 2011D Refunding G.O. Debt Service Fund 710 for Fiscal Year 12/13 as budgeted.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$230,000.00**

**From Corporate Fund 100 to Fund 230 (Refuse) for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)

## **Funds Transfer Resolution**

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

**BE IT RESOLVED** that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the budgeted transfer of:

**\$169,300.00**

**From Corporate Fund 100 to Fund 803 (WC & Liability) for FY 12/13.**

During FY 12/13 and as shown in the budget during that year.

\*\*\*\*\*

**THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION** was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Nancy L. Garrison, City Clerk

(SEAL)



## AGENDA ITEM EXECUTIVE SUMMARY

Title: Ordinance Authorizing the Sale of 3 Vehicles

Presenter: Mike Shortall

*Please check appropriate box:*

☒ Government Operations (6/18/12)

☐ Government Services

☐ Planning & Development

☐ City Council

Estimated Cost: - Budgeted: YES - NO -

If NO, please explain how item will be funded:

### Executive Summary:

We are asking for approval to sell these vehicles to the highest bidder (via the Public Surplus website): 1-Ford Crown Victoria (City #1763), 1-Ford Expedition (City #1764), and 1-GMC Savana Cargo Van (City #1820). These vehicles are replaced City vehicles.

I have one (1) vehicle, a Ford Mustang GT, which is a police-confiscated vehicle for disposal as well.

### Attachments: *(please list)*

Ordinance

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

Recommend approval of an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (miscellaneous vehicles).

*For office use only:*

*Agenda Item Number:* 4a

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

**An Ordinance Authorizing the Sale of Items of Personal  
Property Owned by the City of St. Charles**

WHEREAS, in the opinion of at least three-fourths of the Corporate authorities of the City of St. Charles, it is no longer necessary or useful to or for the best interest of the City of St. Charles to retain the personal property now owned by the City of St. Charles and hereinafter;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS AS FOLLOWS:

1. Pursuant to Illinois Compiled Statutes, 65ILCS 5/11-76-4, the City Council finds that the following personal property now owned by the City of St. Charles is no longer necessary or useful to the City of St. Charles and the best interests of the City of St. Charles will be served by its sale:

Ford Mustang GT  
Ford Crown Victoria (City #1763)  
Ford Expedition (City #1764)  
GMC Savana Cargo Van (City #1820).

2. Pursuant to said Section 65ILCS 5/11-76-4, the Purchasing Manager be, and he is hereby authorized and directed to sell the foregoing described personal property now owned by the City of St. Charles to:     the highest respective bidder.

3. This Ordinance shall be in full force and effect from and after its passage, by at least three-fourths of all the corporate authorities, and approval in the manner provided by law.

4. That after the adoption and approval hereof the Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

Presented to the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Passed by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Ordinance No. \_\_\_\_\_  
Page 2

Approved by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Donald P. DeWitte, Mayor

Attest:

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

Council Vote:

Ayes:

Nays:

Absent:


Abstain:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

DATE: \_\_\_\_\_



	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>				
Title:	Ordinance Authorizing the Sale of Various Items				
	Presenter:	Mike Shortall			
<b>ST. CHARLES</b> <small>S I N C E 1 8 3 4</small>					
<i>Please check appropriate box:</i>					
X	Government Operations (6/18/12)		Government Services		
	Planning & Development		City Council		
Estimated Cost:	-	Budgeted:	YES	-	NO
If NO, please explain how item will be funded:					
<b>Executive Summary:</b>					
<p>We are asking for approval to sell these 11 items to the highest respective bidders. All items will be sold on the Public Surplus website.</p>					
<b>Attachments: (please list)</b>					
Ordinance					
<b>Recommendation/Suggested Action (briefly explain):</b>					
<p>Recommend to approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (misc items).</p>					
<i>For office use only:</i>	<i>Agenda Item Number: 4b</i>				

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

**An Ordinance Authorizing the Sale of Items of Personal  
Property Owned by the City of St. Charles**

WHEREAS, in the opinion of at least three-fourths of the Corporate authorities of the City of St. Charles, it is no longer necessary or useful to or for the best interest of the City of St. Charles to retain the personal property now owned by the City of St. Charles and hereinafter;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS AS FOLLOWS:

1. Pursuant to Illinois Compiled Statutes, 65ILCS 5/11-76-4, the City Council finds that the following personal property now owned by the City of St. Charles is no longer necessary or useful to the City of St. Charles and the best interests of the City of St. Charles will be served by its sale:

- 1-"Punch" Speaker
- 1-Set of Golf Clubs
- 6 pairs-Ladies' ugg Boots
- 1-American floor Sweeper
- 3-Alternators
- 1-Vacudyne oil filter Pump
- 1 lot of Miscellaneous Desks & Cabinets
- 1 lot of PVC sewer Elbows
- 1 lot of Miscellaneous light Fixtures (used)
- 1 lot of Obsolete Christmas light Strings
- 1 lot of TV & VCR's.

2. Pursuant to said Section 65ILCS 5/11-76-4, the Purchasing and Inventory Control Division Manager be, and he is hereby authorized and directed to sell the foregoing described personal property now owned by the City of St. Charles to: the highest respective bidders.

3. This Ordinance shall be in full force and effect from and after its passage, by at least three-fourths of all the corporate authorities, and approval in the manner provided by law.

4. That after the adoption and approval hereof the Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

Ordinance No. \_\_\_\_\_

Page \_\_\_\_\_

Presented to the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Passed by the City Council of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Approved by the Mayor of the City of St. Charles, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Donald P. DeWitte, Mayor

Attest:

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

Council Vote:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

DATE: \_\_\_\_\_



## AGENDA ITEM EXECUTIVE SUMMARY

Title: Waive the Bid Procedure for 2012/13 Gasoline and Diesel Fuel (Bio-Diesel)

Presenter: Mike Shortall

*Please check appropriate box:*

☒ Government Operations (6/18/12)

Government Services

☐ Planning & Development

City Council

Estimated Cost: Unknown, As Needed Budgeted: YES ☒ NO ☐

If NO, please explain how item will be funded:

### Executive Summary:

To take advantage of daily spot market pricing, we are asking for bids to be waived for ordering gasoline and diesel fuel transport truck shipments on an as needed basis. Fuel suppliers will be asked to quote prices by 7:00 a.m. for same day delivery to demonstrate how competitive pricing is.

(Lowest quotation is awarded the delivery for later that day.)

### Attachments: (please list)

Bid Waiver form

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

Recommend waiving the bid procedure for ordering gasoline and diesel fuel per order on an as needed basis.

For office use only: Agenda Item Number: 4c

**REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

Various Fuel Suppliers

Feece Oil, Parent Petroleum, Texor Petroleum,

Al Warren Oil Co.

For the purchase of: Gasoline/Diesel (Bio) Fuel \_\_\_\_\_.

At a cost not to exceed: \_\_ spot purchases—same day truckloads \_\_\_\_\_.

Reason for the request to waive the bid procedure: Spot buy allows the City to get  
a low quote. Same day purchases' prices fluctuate daily. Same day  
delivery.

Other Quotations Received: We solicit quotes from four (4) suppliers, when product is  
needed.

Date: 6/18/2012

Requested by: MICHAEL SHORTALL

Department Director: \_\_\_\_\_

Purchasing Manager: [Signature]

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**

ReqforWaivBid Fuel



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: 2012/13 Blanket Switchgear Quote

Presenter: Mike Shortall

*Please check appropriate box:*

X

Government Operations (6/18/12)

Government Services

Planning & Development

City Council

Estimated Cost:

Unknown, as Needed

Budgeted:

YES

X

NO

If NO, please explain how item will be funded:

### Executive Summary:

The Electric Division has chosen to use Federal Pacific for their switchgear. We currently have three (3) types in stock. The Electric Division feels that Federal Pacific is reliable switchgear and has proven to be of good quality versus cost.

### Attachments: (please list)

Bid Waiver Form

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

Recommend waiving the bid procedure for 2012/13 switchgear and accept Federal Pacific's pricing for the three (3) types of switchgear we purchase.

For office use only:

Agenda Item Number: 4d

**REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

For Federal Pacific (through its local agent—Power One  
Supply)

For the purchase of: Switchgear (Federal Pacific).

At a cost not to exceed: cost set as needed at time of order.

Reason for the request to waive the bid procedure: The Electric Division has chosen to use  
Federal Pacific for their switchgear. We currently have three (3) types of switchgear in stock.

Other Quotations Received: Federal Pacific has offered the best quality for an accepted cost.

Date: 6/18/2012

Requested by: MICHAEL SHORTALL

Department Director: \_\_\_\_\_

Purchasing Manager: [Signature]

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**

ReqforWaivBid Switchgr



## AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to approve funding for the Downtown St. Charles Partnership
Presenter:	Brian Townsend

*Please check appropriate box:*

X	Government Operations (6/18/12)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$275,000	Budgeted:	YES	X	NO	
-----------------	-----------	-----------	-----	---	----	--

If NO, please explain how item will be funded:

### **Executive Summary:**

Over the past few months, Aldermen Carrignan, Martin, and Stellato have been leading an effort to scrutinize the work of the Downtown St. Charles Partnership (DSCP), identify the core competencies of the organization, and determine how the efforts of the organization can best serve the City of St. Charles. During these meetings, agreement has been reached that the DSCP needs to focus on 4 main areas: (1) Education for downtown businesses, (2) Marketing and promotion of the downtown, (3) Events, and (4) Economic development (in conjunction with the City).

In order to adequately deliver services in these four areas, the DSCP is requesting that the city allocate \$275,000 or 100% of the proceeds of SSA 1-B.

DSCP representatives will make a presentation to the Government Operations Committee to explain the funding request and seek City Council approval. The presentation will focus on (1) the 4 "core" areas that the DSCP will focus on during the period, (2) a summary of activities the DSCP plans to complete in the 4 core areas, (3) a summary of how staff resources will be allocated to the activities, (4) a summary of what funds are being requested from the city and how those are being allocated, and (5) a summary of how the DSCP intends to take a leadership role for downtown events.

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

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

Recommend that the Government Operations Committee recommend approval of the funding request from the Downtown St. Charles Partnership in the amount of \$275,000.

*For office use only:*

*Agenda Item Number:* 5a



## **Downtown St. Charles Partnership Summary of Activities**

The Downtown St. Charles Partnership is committed to enhancing the economic viability of the business and property owners within the downtown business district. Our work will support and complement the efforts of the City of St. Charles, and provide additional resources directed specifically at Downtown St. Charles. To accomplish these objectives, our programs and initiatives will be centered on four areas of focus: Marketing and Promotions, Business Development, Business Education, and Downtown Events.

### **Marketing & Promotions**

- The Downtown St. Charles Partnership will work in conjunction with the city's Economic Development department to create an advertising campaign aimed at marketing Downtown St. Charles as a destination for shopping, dining, entertainment and recreation. This advertising will supplement and/or complement the city's advertising plan, and will include:
  - Print
  - Digital
  - Radio
  - Social Media
- Geographically, our marketing and advertising plan will continue to target the western suburbs. Beyond that, we will gather data from downtown business owners and the City to assess the best markets to expand our reach. This may include the North Shore and Chicago metropolitan area, Rockford and/or DeKalb and Sycamore.
- We will work with the City, Chamber of Commerce and CVB to develop a promotion to encourage residents to shop local, based on knowledge and strategies learned during our presentation by Cinda Baxter, founder of The 3/50 Project, a grass roots movement encouraging people to support their local economy. This message is important to our downtown, which is mainly comprised of locally owned, independent businesses. However, this initiative can easily be rolled out to the St. Charles business community as a whole.
- The DSCP will submit press releases to announce newsworthy information about Downtown St. Charles, such as events and promotions.

## **Business Development**

- The Downtown St. Charles Partnership will support the City's Economic Development department in providing resources to aid in the development of new and existing businesses in Downtown St. Charles. This will include:
  - Providing information on resources available to downtown business and property owners
  - Meeting with individuals interested in opening a business in Downtown St. Charles to explain our programs and services
  - Supporting any programs or activities initiated by the ED Department which relate to downtown
- We will submit press releases to announce new business openings or significant milestones for downtown businesses.
- The Executive Director and DSCP staff will conduct regular visits to downtown businesses as a way to create a network of support to owners and identify any training or support needs that might exist. This will drive future education programs and small group/individual training.
- The DSCP will assemble a Mentoring Team for downtown business and property owners, drawing on current business owners, property owners and volunteers with specific areas of expertise. As needs are identified, referrals can be made to an appropriate mentor to address questions in the areas of finance, merchandising, marketing, social media, advertising, and cross-promotions, as an example.
- We will continue to support the Storefront Development program which reimburses store owners for 50% of the cost of storefront improvements, up to a \$2,500 maximum. Currently, this includes improvements such as awnings, lighting and signage. We will also be looking at other improvement options in the future.

## **Business Education**

- The Downtown St. Charles Partnership will provide relevant education to downtown business owners through a variety of vehicles, including:
  - Publications targeted to independently owned businesses.
  - Seminars and training workshops for business and property owners, developed and conducted by professional trainers or through a train-the-trainer approach
  - Ideas on how to leverage foot traffic created by events to provide maximum exposure for the businesses
- We will provide small group and/or individual training to educate and support businesses in the areas of social media, writing press releases, branding, creating print pieces for multi-functional advertising, marketing, and other areas identified through our site visits.

## **Downtown Events**

- The Downtown St. Charles Partnership will be the first point of communication in regards to all events occurring within the downtown district. We will institute a process whereby new events are put through a screening process to determine the merits of having the event downtown, as well as weighing both positive economic impact and potential business and community disruptions.
  - Based on the above consideration, the DSCP will make recommendations to City Council about the merits of supporting the proposed events
  - An appeal process will be put in place for any organizations not receiving a positive recommendation for their event
  - This process can also be applied to existing events, if desired
- Our organization will continue to orchestrate the annual Fine Art Show and Holiday Homecoming events, and review the merits of overseeing other events downtown.
- In 2012, we will add a Jazz Weekend to our list of existing events, and will continue to look for opportunities to organize events that support our businesses as well as appeal to varied audiences, demographically.
- We will support our business community during events to create minimal disruption to normal business, as well as maximize opportunities to capitalize on the additional foot traffic created by the event.
- The DSCP will continue to coordinate music on the First Street Plaza, coordinating availability with interested musicians and ensuring there is not a conflict with other events or activities, such as performances at the Steel Beam Theatre.
- In 2012 the DSCP has financially sponsored, or has committed to sponsor, the following downtown events:
  - Riverfest – The DSCP has traditionally sponsored this event.
  - Concerts in the Park/Sculpture in the Park – These events were originally organized by the Downtown St. Charles Partnership and later moved under the direction of the Park District. We have been a sponsor of these events since the transition occurred.
  - Bike Race – We are providing promotional money to help this event get off the ground because we believe it will be a positive event for Downtown St. Charles.
  - Bob Leonard 5K Run/Walk – In the past, there was some overlap with the DSCP and the River Corridor Foundation. Because of this, the DSCP has traditionally sponsored this event.
  - As we move forward, the DSCP will look to reduce our event sponsorships. We will review these sponsorship opportunities before 2013 sponsorships are due.

## Time Requirements - Percent

Activity	Time Spent
Business Support	17%
Business Exchange	2%
Kiosk Maintenance/Updates	2%
Marketing/Promotion	13%
Press Releases, Newsletters, Social Media Updates	9%
Events, event evaluation, Plaza Music coordination	18%
Web Development/Maintain	3%
Diva	2%
Investor Development, Sponsorships. Community Involvement, (Chamber, CVB, Students, Kiwanis, Rotary, etc.)	11%
Volunteer Support	4%
Committee/Board Support	5%
Annual Meeting	2%
Funding	4%
General Office and Administration	8%

100%

## **2012 Budget**

<b>SSA Revenue</b>	275,000.00
<b>Other Revenue</b>	
Dues	34,000.00
Interest	250.00
<b>Total</b>	<b>309,250.00</b>

### **Project Income**

<b>Public Art</b>	
Sno Globes	1,500.00
<b>Total Public Art</b>	<b>1,500.00</b>

<b>Design</b>	
History in Plain View	5,000.00
<b>Total Desisgn</b>	<b>5,000.00</b>

<b>Business Support</b>	
Education	20.00
<b>Total Business Support</b>	<b>20.00</b>

<b>Events</b>	
Holiday Homecoming	28,000.00
Art Show	46,500.00
<b>Total Events</b>	<b>74,500.00</b>

<b>Total Project Income</b>	<b>81,020.00</b>
-----------------------------	------------------

<b>TOTAL INCOME</b>	<b>390,270.00</b>
---------------------	-------------------

**EXPENSES**

Personnel	170,000.00
Medical Insurance	200.00
Independent Contractor	12,000.00
Payroll Tax	10,200.00
Unemployment	4,800.00
Other Operations	
Equipment Lease	1,500.00
Software Purchase	500.00
Equipment Purchase	1,000.00
Travel	500.00
Memberships	1,200.00
Subscriptions	500.00
Lease	4,550.00
Utilities	1,300.00
Telephone	1,800.00
Internet	500.00
Insurance	4,000.00
Accounting	
Morrison	4,800.00
Audit	5,250.00
Chamber Functions	300.00
Event Fees	500.00
Repair & Maintenance	135.00
Office Supplies	2,500.00
Printing/Photo Processing	2,000.00
Postage	1,400.00
Miscellaneous	2,400.00
Telephone Support	500.00
Furniture	500.00
Bank Charges	100.00
IT Support	3,600.00
<b>Total Other Operations</b>	<b>41,335.00</b>

**TOTAL ADM/OPERATION** **238,535.00**

**Business Support**

Storefront Development	3,000.00
Education	2,000.00
3-50 Program	5,000.00
Business Recruit Targeting	44.48
Relationship Development	5.61
Business Development	12,000.00
<b>Total Business Support</b>	<b>22,050.09</b>

**Parking/Traffic**

Kiosk Update	2,500.00
Bike Map	1,650.67
Parking Map	2,000.00
<b>Total Parking/Traffic</b>	<b>6,150.67</b>

**Pedestrian Enhancements**

Bridge Flowers	3,750.00
Public Art	1,000.00
History In Plain View	5,000.00
<b>Total Pedestrian</b>	<b>9,750.00</b>

**Marketing/Promotions**

Downtown STC Marketing	20,000.00
Marketing Projects	7,500.00
Advtsg/Marketing	1,500.00
Bike Race	3,000.00
<b>Total Marketing</b>	<b>32,000.00</b>

**Sponsorships**

Scarecrow	0.00
Riverfest	1,000.00
St. Patrick	500.00
Sculpture In the Park	2,500.00
River Corridor	1,000.00
Concert In the Park	2,500.00
<b>Total Sponsorships</b>	<b>7,500.00</b>

**Events**

Holiday Homecoming	25,000.00
Art Show	36,450.00
Jazz Festival	1,500.00
<b>Total Events</b>	<b>62,950.00</b>

**Organization Cmte**

Investor Dev.	2,000.00
Volunteer Devel/Recog	2,000.00
DT Newsletter	2,000.00
Annual Meeting	0.00
Annual Report	250.00
Pride Awards/Dinner	1,000.00
Web Dev/Maint	4,100.00
<b>Total Organization Comm</b>	<b>11,350.00</b>

**Total Revenue** 390,270.00

**Total Expenses** 390,285.76

**Net Income** -15.76

5:05 PM  
January 5, 2012  
Cash Basis

Downtown St Charles Partnership, Inc  
Summary Balance Sheet

	<u>Dec 31, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	118,633.06
Other Current Assets	<u>61,813.01</u>
<b>Total Current Assets</b>	<u>180,446.07</u>
<b>Fixed Assets</b>	<u>10,263.29</u>
<b>TOTAL ASSETS</b>	<u><u>190,709.36</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilit...	<u>20,400.00</u>
<b>Total Current Liabilities</b>	<u>20,400.00</u>
<b>Total Liabilities</b>	<u>20,400.00</u>
<b>Equity</b>	<u>170,309.36</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>190,709.36</u></u>



4:22 PM  
January 9, 2012  
Cash Basis

Downtown St Charles Partnership, Inc  
Profit & Loss Budget vs. Actual  
January 1st, 2011 through December 31, 2011

	Jan - Dec 11	Budget	% of Budget
<b>Income</b>			
<b>Income operating</b>			
4000 · SSA-1B Revenues	240,000.00	240,000.00	100.0%
4000.00 · Membership Dues			
4000.01 · GAMS A Dues Income	2,250.00		
4000.02 · Main Street Dues Income	6,000.00		
4000.03 · First Street Dues Income	6,600.00		
4000.04 · Second Street Dues Income	4,500.00		
4000.05 · Third Street Dues Income	10,500.00		
4000.06 · Family Dues Income	600.00		
4000.07 · Non- Profit (charitable) Income	1,100.00		
4000.08 · Senior Dues Income	25.00		
4000.00 · Membership Dues - Other	0.00	34,000.00	0.0%
<b>Total 4000.00 · Membership Dues</b>	<b>31,575.00</b>	<b>34,000.00</b>	<b>92.9%</b>
4000.10 · Miscellaneous Revenues	50.00	250.00	20.0%
4090 · Interest Revenues	201.03	500.00	40.2%
<b>Total Income operating</b>	<b>271,826.03</b>	<b>274,750.00</b>	<b>98.9%</b>
<b>Project Income</b>			
<b>Design Committee</b>			
4110 · Public Art			
4110.05 · Note Cards	40.00	100.00	40.0%
4110.06 · Sno-Globes	2,598.85	1,200.00	216.6%
4110 · Public Art - Other	99.80		
<b>Total 4110 · Public Art</b>	<b>2,738.65</b>	<b>1,300.00</b>	<b>210.7%</b>
<b>Total Design Committee</b>	<b>2,738.65</b>	<b>1,300.00</b>	<b>210.7%</b>
<b>Economic Restructuring Comm</b>			
4200 · Grant Programs	300.00		
4201 · Education Curriculum	40.00		
<b>Total Economic Restructuring Comm</b>	<b>340.00</b>		
<b>Marketing &amp; Promotion Committee</b>			
4320 · Holiday Homecoming Sponsor			
4320.05 · Santa Claus & Float Sponsor	2,500.00		
4320.07 · Holiday Movie & Concert Sponsor	1,500.00		
4320.10 · Lighting of the Lights sponsor	2,500.00		
<b>Total 4320 · Holiday Homecoming Sponsor</b>	<b>6,500.00</b>		
4330 · Holiday Home & Electric Parade			
4330.00 · Sponsorship - General	17,000.00		
4330.02 · Mayor's Carriage Sponsorship	500.00		
4330.05 · Business Entry	1,475.00		
4330.10 · Reindeer Sponsor	375.00		
4330.12 · Miss Illinois Sponsor	750.00		
4330 · Holiday Home & Electric Parade - O...	(250.00)	30,000.00	(0.8)%
<b>Total 4330 · Holiday Home &amp; Electric Parade</b>	<b>19,850.00</b>	<b>30,000.00</b>	<b>66.2%</b>
4350 · Fine Art Show Revenues			
4350.02 · Sponsorships	6,950.00		
4350.05 · Booth Fees	30,257.29		
4350.06 · Jury Fees	8,398.45		
4350 · Fine Art Show Revenues - Other	0.00	35,000.00	0.0%
<b>Total 4350 · Fine Art Show Revenues</b>	<b>45,605.74</b>	<b>35,000.00</b>	<b>130.3%</b>
<b>Total Marketing &amp; Promotion Committee</b>	<b>71,955.74</b>	<b>65,000.00</b>	<b>110.7%</b>

4:22 PM  
January 9, 2012  
Cash Basis

Downtown St Charles Partnership, Inc  
Profit & Loss Budget vs. Actual  
January 1st, 2011 through December 31, 2011

	Jan - Dec 11	Budget	% of Budget
<b>Organization Committee</b>			
<b>4400 · Fundraising</b>			
<b>4410 · Heart of St Charles</b>			
4410.00 · Giclee Sales	200.00		
4410.02 · Poster Sales	70.00		
4410 · Heart of St Charles - Other	0.00	3,700.00	0.0%
<b>Total 4410 · Heart of St Charles</b>	270.00	3,700.00	7.3%
<b>4400 · Fundraising - Other</b>	500.00		
<b>Total 4400 · Fundraising</b>	770.00	3,700.00	20.8%
<b>Total Organization Committee</b>	770.00	3,700.00	20.8%
<b>Total Project Income</b>	75,804.39	70,000.00	108.3%
<b>Total Income</b>	347,630.42	344,750.00	100.8%
<b>Gross Profit</b>	347,630.42	344,750.00	100.8%
<b>Expense</b>			
<b>Administration &amp; Operations</b>			
5010.01 · Salaries and Payroll Expense	129,794.96	145,000.00	89.5%
5010.02 · Medical Insurance	1,700.00	3,600.00	47.2%
5010.05 · Independent Contractor	21,422.21	10,000.00	214.2%
5012 · Payroll Tax Expense	6,688.68	11,600.00	57.7%
5020 · Equipment Leasing & Rental	4,315.85	4,500.00	95.9%
5021 · Computer Software Purchase	743.34	500.00	148.7%
5023 · Equipment Purchases	516.26	2,000.00	25.8%
5025 · Professional Developmt/Travel	399.00	2,500.00	16.0%
5026 · Annual Main Street Review Expen	0.00	100.00	0.0%
5028 · Dues, Memberships			
5028.06 · STC Chamber	100.00		
5028.07 · National Trust	320.00		
5028.09 · Miscellaneous	15.00		
5028 · Dues, Memberships - Other	100.00	800.00	12.5%
<b>Total 5028 · Dues, Memberships</b>	535.00	800.00	66.9%
5029 · Magazine, Newspapers etc.	410.84	500.00	82.2%
5030 · Office Lease	7,800.00	7,800.00	100.0%
5031 · Utilities	2,291.08	2,000.00	114.6%
5032 · Telephone	2,530.87	2,500.00	101.2%
5034 · Insurance & Bonding			
5034.00 · General Liability	875.00		
5034.01 · Workers Compensation Insurance	1,378.00		
5034.03 · Umbrella	1,809.00		
5034 · Insurance & Bonding - Other	(234.00)	5,000.00	(4.7)%
<b>Total 5034 · Insurance &amp; Bonding</b>	3,828.00	5,000.00	76.6%
5035 · Accounting Services	12,587.00	12,500.00	100.7%
5038 · Event Fees			
5038.02 · Chamber Functions	332.00		
5038.07 · Miscellaneous	84.64		
5038 · Event Fees - Other	0.00	1,000.00	0.0%
<b>Total 5038 · Event Fees</b>	416.64	1,000.00	41.7%

4:22 PM  
January 9, 2012  
Cash Basis

Downtown St Charles Partnership, Inc  
Profit & Loss Budget vs. Actual  
January 1st, 2011 through December 31, 2011

	Jan - Dec 11	Budget	% of Budget
5039 · Repairs & Maintenance	2,195.82	2,000.00	109.8%
5040 · Office Supplies	2,593.20	2,500.00	103.7%
5041 · Printing/Photo Processing	2,418.64	1,750.00	138.2%
5042 · Postage	1,877.86	1,500.00	125.2%
5043 · Miscellaneous	1,454.73	1,500.00	97.0%
5044 · Office Furniture	936.44	1,000.00	93.6%
5049 · Bank Service Charge			
5049.00 · Service Charges	10.00		
5049.03 · Deposit Item Returned Fee	4.50		
5049.04 · Credit Card Processing	17.95		
5049.05 · Paypal Fees	8.55		
5049 · Bank Service Charge - Other	5.00	675.00	0.7%
Total 5049 · Bank Service Charge	46.00	675.00	6.8%
Total Administration & Operations	207,502.42	222,825.00	93.1%
Project Expenses			
5100 · Design Committee			
5100.01 · Bridge Flower Program	3,564.00	3,750.00	95.0%
5100.07 · Historical Markers	275.00		
5110 · Public Art			
5110.02 · Public Art	3,568.70		
5110.16 · Plaques	204.00		
5110 · Public Art - Other	283.31	5,827.00	4.9%
Total 5110 · Public Art	4,056.01	5,827.00	69.6%
Total 5100 · Design Committee	7,895.01	9,577.00	82.4%
5200 · Economic Restructuring Comm			
5200.03 · Signage/Awning Program	6,828.42	15,000.00	45.5%
5200.05 · Education & Workshops	1,776.17	2,500.00	71.0%
5200.07 · Business Recruitment Targeting	132.29	300.00	44.1%
5200.08 · Business Recruitment Packet	1,525.00	4,000.00	38.1%
5200.12 · Relationship Development	230.43	500.00	46.1%
Total 5200 · Economic Restructuring Comm	10,492.31	22,300.00	47.1%
5300 · Marketing & Promotion Committee			
5301 · Downtown STC Marketing			
5301.00 · Downtown STC Marketing	7,468.96	7,500.00	99.6%
5301.18 · Marketing & Promotion Projects	6,767.92	10,000.00	67.7%
Total 5301 · Downtown STC Marketing	14,236.88	17,500.00	81.4%
5312 · Sponsorships			
5312.01 · Scarecrow Festival	1,000.00	1,000.00	100.0%
5312.02 · Pride of the Fox Riverfest	1,000.00	1,000.00	100.0%
5312.03 · St. Patrick's Parade	400.00	400.00	100.0%
5312.06 · Sculpture In the Park	2,500.00	2,500.00	100.0%
5312.07 · River Corridor	1,000.00	1,000.00	100.0%
5312.08 · Sponsorship - Concert in the Par	2,500.00	2,500.00	100.0%
Total 5312 · Sponsorships	8,400.00	8,400.00	100.0%

4:22 PM  
January 9, 2012  
Cash Basis

Downtown St Charles Partnership, Inc  
Profit & Loss Budget vs. Actual  
January 1st, 2011 through December 31, 2011

	Jan - Dec 11	Budget	% of Budget
<b>5330 · Homecoming &amp; Electric Parade</b>			
5330.01 · City of St Charles	7,006.93		
5330.02 · Professional Floats	3,625.00		
5330.04 · Donations to School Bands	0.00		
5330.05 · Horse Drawn Sleigh	1,139.00		
5330.08 · Those Funny Little People	550.00		
5330.09 · Photography	125.00		
5330.11 · Two-Way Radios	373.00		
5330.12 · Banners	317.77		
5330.13 · Advertising	5,400.27		
5330.14 · Volunteer Party	108.28		
5330.15 · Postage	93.74		
5330.16 · Printing	61.51		
5330.17 · Miscellaneous	1,127.20		
5330.19 · Float Awards	113.40		
5330.21 · Miss Illinois	200.00		
5330.22 · Lighting of the Lights	1,744.49		
5330 · Homecoming & Electric Parade - Ot...	0.00	25,000.00	0.0%
<b>Total 5330 · Homecoming &amp; Electric Parade</b>	<b>21,985.59</b>	<b>25,000.00</b>	<b>87.9%</b>
<b>5350 · Fine Art Show</b>			
5350.00 · Judges	450.00		
5350.01 · Artist's Lunches	2,338.41		
5350.02 · Security	850.00		
5350.03 · Artist's Awards	3,500.00		
5350.04 · Banners	787.29		
5350.05 · Hydro Ports and Dumpster	980.00		
5350.06 · Tents	2,406.85		
5350.08 · Advertising	15,231.20		
5350.09 · Printing	4,820.29		
5350.10 · Postage	220.00		
5350.12 · Volunteer Expenses	101.64		
5350.13 · Contingency	581.84		
5350.15 · Purchase Award Program	415.12		
5350.16 · Music/Entertainment	1,800.00		
5350 · Fine Art Show - Other	0.00	30,000.00	0.0%
<b>Total 5350 · Fine Art Show</b>	<b>34,482.64</b>	<b>30,000.00</b>	<b>114.9%</b>
<b>5370 · Sister Weekend Expense</b>			
5370.04 · Advertising	23.44		
5370.07 · Miscellaneous	16.45		
<b>Total 5370 · Sister Weekend Expense</b>	<b>39.89</b>		
<b>Total 5300 · Marketing &amp; Promotion Committee</b>	<b>79,145.00</b>	<b>80,900.00</b>	<b>97.8%</b>
<b>5400 · Organization Committee Expenses</b>			
5400.04 · Membership Development	1,061.59	1,500.00	70.8%
5400.06 · Volunteer Development/Recogniti	1,894.96	2,000.00	94.7%
5400.11 · DT Newsletter Postage/Printing	1,175.36	1,500.00	78.4%
5400.13 · Annual Meeting Expense	4,053.79	4,000.00	101.3%
5400.14 · Annual Report	116.20	750.00	15.5%
5400.16 · Fundraising Expense	0.00	250.00	0.0%
5400.17 · Annual Strategic Planning Sessi	1,081.86	1,000.00	108.2%
5400.18 · Downtown Pride Award	747.55	500.00	149.5%
5400.19 · New Board Member Orientation	102.60	250.00	41.0%
5400.21 · Website	4,664.73	9,500.00	49.1%
5400.22 · Sponsorship Program Development	628.00	2,000.00	31.4%
<b>Total 5400 · Organization Committee Expenses</b>	<b>15,526.64</b>	<b>23,250.00</b>	<b>66.8%</b>

4:22 PM  
January 9, 2012  
Cash Basis

Downtown St Charles Partnership, Inc  
Profit & Loss Budget vs. Actual  
January 1st, 2011 through December 31, 2011

	<u>Jan - Dec 11</u>	<u>Budget</u>	<u>% of Budget</u>
5900 · Parking & Traffic Committee			
5900.01 · Kiosks - Update	1,535.00	1,000.00	153.5%
5900.03 · Bike Map	2,523.00	2,500.00	100.9%
5900.05 · Parking maps	0.00	500.00	0.0%
Total 5900 · Parking & Traffic Committee	<u>4,058.00</u>	<u>4,000.00</u>	<u>101.5%</u>
Total Project Expenses	<u>117,116.96</u>	<u>140,027.00</u>	<u>83.6%</u>
Total Expense	<u>324,619.38</u>	<u>362,852.00</u>	<u>89.5%</u>
Net Income	<u>23,011.04</u>	<u>(18,102.00)</u>	<u>(127.1)%</u>

3:15 PM  
May 30, 2012  
Cash Basis

**Downtown St Charles Partnership, Inc**  
**Summary Balance Sheet**

	<u>May 31, 12</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	196,468.89
Other Current Assets	<u>30,835.08</u>
<b>Total Current Assets</b>	<u>227,303.97</u>
<b>Fixed Assets</b>	<u>10,263.29</u>
<b>TOTAL ASSETS</b>	<u><b>237,567.26</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	<u>237,567.26</u>
<b>TOTAL LIABILITIES &amp; EQ...</b>	<u><b>237,567.26</b></u>

3:14 PM

Cash Basis

**Downtown St Charles Partnership, Inc**  
**Profit & Loss Budget vs. Actual**  
**January 1st, 2012 through May31, 2012**

	Jan - Dec 12	Budget	% of Budget
<b>Income</b>			
Income operating	120,000.00	240,000.00	50.0%
4000 - SSA-1B Revenues			
4000.00 - Membership Dues	2,500.00		
4000.01 - Diamond Fox	1,200.00		
4000.02 - Platinum Fox	5,100.00		
4000.03 - Gold Fox	3,900.00		
4000.04 - Silver Fox	4,550.00		
4000.05 - Bronze Fox	300.00		
4000.06 - Family	400.00		
4000.07 - Non- Profit	0.00		
4000.00 - Membership Dues - Other		34,000.00	0.0%
Total 4000.00 - Membership Dues	17,950.00	34,000.00	52.8%
4000.10 - Miscellaneous Revenues	0.00	250.00	0.0%
4090 - Interest Revenues	20.74	100.00	20.7%
Total Income operating	137,970.74	274,350.00	50.3%
<b>Project Income</b>			
Design Committee			
4110 - Public Art	0.00	100.00	0.0%
4110.05 - Note Cards	1,498.50	1,200.00	124.9%
4110.06 - Sno-Globes			
Total 4110 - Public Art	1,498.50	1,300.00	115.3%
Total Design Committee	1,498.50	1,300.00	115.3%
Economic Restructuring Comm			
4201 - Education Curriculum	20.00		
Total Economic Restructuring Comm	20.00		
Marketing & Promotion Committee			
4350 - Fine Art Show Revenues			
4350.02 - Sponsorships	2,500.00		

3:14 PM

Cash Basis

**Downtown St Charles Partnership, Inc**  
**Profit & Loss Budget vs. Actual**  
**January 1st, 2012 through May31, 2012**

	Jan - Dec 12	Budget	% of Budget
4350.05 · Booth Fees	40,764.11		
4350.06 · Jury Fees	486.69		
<b>Total 4350 · Fine Art Show Revenues</b>	<b>43,750.80</b>		
<b>Total Marketing &amp; Promotion Committee</b>	<b>43,750.80</b>		
<b>Total Project Income</b>	<b>45,269.30</b>	<b>1,300.00</b>	<b>3,482.3%</b>
<b>Total Income</b>	<b>183,240.04</b>	<b>275,650.00</b>	<b>66.5%</b>
<b>Gross Profit</b>	<b>183,240.04</b>	<b>275,650.00</b>	<b>66.5%</b>
<b>Expense</b>			
<b>Administration &amp; Operations</b>			
5010.01 · Salaries and Payroll Expense	59,742.12	145,000.00	41.2%
5010.02 · Medical Insurance	200.00	3,600.00	5.6%
5010.05 · Independent Contractor	170.00	10,000.00	1.7%
5012 · Payroll Tax Expense	3,778.19	11,600.00	32.6%
5020 · Equipment Leasing & Rental	1,201.61	4,500.00	26.7%
5021 · Computer Software Purchase	0.00	500.00	0.0%
5023 · Equipment Purchases	0.00	2,000.00	0.0%
5025 · Professional Developmt/Travel	0.00	2,500.00	0.0%
5026 · Annual Main Street Review Expen	0.00	100.00	0.0%
5028 · Dues, Memberships			
5028.06 · STC Chamber	240.00	800.00	0.0%
5028 · Dues, Memberships - Other	0.00		
<b>Total 5028 · Dues, Memberships</b>	<b>240.00</b>	<b>800.00</b>	<b>30.0%</b>
5029 · Magazine, Newspapers etc.	56.64	500.00	11.3%
5030 · Office Lease	3,250.00	7,800.00	41.7%
5031 · Utilities	840.17	2,000.00	42.0%
5032 · Telephone	1,225.26	2,500.00	49.0%
5034 · Insurance & Bonding			
5034.00 · General Liability	456.00		
5034.01 · Workers Compensation Insurance	711.00		
5034.03 · Umbrella	1,809.00		
5034.04 · Auto Insurance	152.00		
5034 · Insurance & Bonding - Other	0.00	5,000.00	0.0%
<b>Total 5034 · Insurance &amp; Bonding</b>	<b>3,128.00</b>	<b>5,000.00</b>	<b>62.6%</b>
<b>5035 · Accounting Services</b>	<b>2,349.00</b>	<b>12,500.00</b>	<b>18.8%</b>



**Downtown St Charles Partnership, Inc**  
**Profit & Loss Budget vs. Actual**  
**January 1st, 2012 through May31, 2012**

	Jan - Dec 12	Budget	% of Budget
5038 · Event Fees			
5038.02 · Chamber Functions	100.00		
5038 · Event Fees - Other	0.00	1,000.00	0.0%
Total 5038 · Event Fees	100.00	1,000.00	10.0%
5039 · Repairs & Maintenance	135.00	2,000.00	6.8%
5040 · Office Supplies	460.80	2,500.00	18.4%
5041 · Printing/Photo Processing	186.49	1,750.00	10.7%
5042 · Postage	600.00	1,500.00	40.0%
5043 · Miscellaneous	290.49	1,500.00	19.4%
5044 · Office Furniture	160.00	1,000.00	16.0%
5049 · Bank Service Charge			
5049.04 · Credit Card Processing	25.45		
5049 · Bank Service Charge - Other	5.00	675.00	0.7%
Total 5049 · Bank Service Charge	30.45	675.00	4.5%
Total Administration & Operations	78,144.22	222,825.00	35.1%
Project Expenses			
5100 · Design Committee			
5100.01 · Bridge Flower Program	3,564.00	3,750.00	95.0%
5100.07 · Historical Markers	440.00		
5110 · Public Art	0.00	5,827.00	0.0%
Total 5100 · Design Committee	4,004.00	9,577.00	41.8%
5200 · Economic Restructuring Comm			
5200.03 · Signage/Awning Program	0.00	15,000.00	0.0%
5200.05 · Education & Workshops	577.08	2,500.00	23.1%
5200.07 · Business Recruitment Targeting	44.48	300.00	14.8%
5200.08 · Business Recruitment Packet	0.00	4,000.00	0.0%
5200.12 · Relationship Development	1,505.61	500.00	301.1%
Total 5200 · Economic Restructuring Comm	2,127.17	22,300.00	9.5%
5300 · Marketing & Promotion Committee			
5301 · Downtown STC Marketing			
5301.00 · Downtown STC Marketing	0.00	7,500.00	0.0%
5301.18 · Marketing & Promotion Projects	546.31	10,000.00	5.5%
Total 5301 · Downtown STC Marketing	546.31	17,500.00	3.1%

3:14 PM

Cash Basis

**Downtown St Charles Partnership, Inc**  
**Profit & Loss Budget vs. Actual**  
**January 1st, 2012 through May31, 2012**


	Jan - Dec 12	Budget	% of Budget
<b>5312 - Sponsorships</b>			
5312.01 - Scarecrow Festival	0.00	1,000.00	0.0%
5312.02 - Pride of the Fox Riverfest	0.00	1,000.00	0.0%
5312.03 - St. Patrick's Parade	500.00	400.00	125.0%
5312.06 - Sculpture In the Park	2,500.00	2,500.00	100.0%
5312.07 - River Corridor	0.00	1,000.00	0.0%
5312.08 - Sponsorship - Concert in the Par	2,500.00	2,500.00	100.0%
<b>Total 5312 - Sponsorships</b>	<b>5,500.00</b>	<b>8,400.00</b>	<b>65.5%</b>
<b>5330 - Homecoming &amp; Electric Parade</b>			
5330.01 - City of St Charles	6,063.10		
5330.13 - Advertising	352.00		
5330.17 - Miscellaneous	75.90		
5330.19 - Float Awards	91.50		
5330 - Homecoming & Electric Parade - O...	0.00	25,000.00	0.0%
<b>Total 5330 - Homecoming &amp; Electric Parade</b>	<b>6,582.50</b>	<b>25,000.00</b>	<b>26.3%</b>
<b>5350 - Fine Art Show</b>			
5350.00 - Judges	450.00		
5350.04 - Banners	515.12		
5350.05 - Hydro Ports and Dumpster	250.00		
5350.06 - Tents	1,904.00		
5350.08 - Advertising	4,920.75		
5350.14 - Transportation/Trolley	780.00		
5350.15 - Purchase Award Program	1,006.44		
5350.16 - Music/Entertainment	1,800.00		
5350 - Fine Art Show - Other	0.00	30,000.00	0.0%
<b>Total 5350 - Fine Art Show</b>	<b>11,626.31</b>	<b>30,000.00</b>	<b>38.8%</b>
<b>Total 5300 - Marketing &amp; Promotion Committee</b>	<b>24,255.12</b>	<b>80,900.00</b>	<b>30.0%</b>
<b>5400 - Organization Committee Expenses</b>			
5400.04 - Membership Development	2,443.44	1,500.00	162.9%
5400.06 - Volunteer Development/Recogniti	1,036.38	2,000.00	51.8%
5400.11 - DT Newsletter Postage/Printing	0.00	1,500.00	0.0%
5400.13 - Annual Meeting Expense	0.00	400.00	0.0%
5400.14 - Annual Report	0.00	750.00	0.0%
5400.16 - Fundraising Expense	0.00	250.00	0.0%
5400.17 - Annual Strategic Planning Sessi	0.00	1,000.00	0.0%
5400.18 - Downtown Pride Award	322.00	500.00	64.4%
5400.19 - New Board Member Orientation	0.00	250.00	0.0%

3:14 PM

Cash Basis

Downtown St Charles Partnership, Inc  
Profit & Loss Budget vs. Actual  
January 1st, 2012 through May31, 2012

	Jan - Dec 12	Budget	% of Budget
5400.21 · Website	1,439.50	9,500.00	15.2%
5400.22 · Sponsorship Program Development	0.00	2,000.00	0.0%
Total 5400 · Organization Committee Expenses	5,241.32	19,650.00	26.7%
5900 · Parking & Traffic Committee			
5900.01 · Kiosks - Update	0.00	1,000.00	0.0%
5900.03 · Bike Map	1,650.67	2,500.00	66.0%
5900.05 · Parking maps	0.00	500.00	0.0%
Total 5900 · Parking & Traffic Committee	1,650.67	4,000.00	41.3%
Total Project Expenses	37,278.28	136,427.00	27.3%
Total Expense	115,422.50	359,252.00	32.1%
Net Income	67,817.54	(83,602.00)	(81.1)%

		<b>AGENDA ITEM EXECUTIVE SUMMARY</b>						
		Title:	Update Regarding St. Charles Sustainability Initiative – Information Only.					
		Presenter:	Brian Townsend					
<i>Please check appropriate box:</i>								
X	Government Operations (6/18/12)				Government Services			
	Planning & Development				City Council			
	Public Hearing							
Estimated Cost:		N/A		Budgeted:	YES		NO	
If NO, please explain how item will be funded:								
<b>Executive Summary:</b>								
<p>In March, 2010, in response to on-going fiscal challenges, the City Council expressed a need for an analysis of the City’s “core competencies.” The St. Charles Sustainability Initiative (SSI) was initiated in May, 2010 with the purpose of identifying ideas and suggestions from all city stakeholders to achieve the vision of the City’s strategic plan - a City organization that maintains an optimal service delivery framework that balances resources with needs.</p> <p>The process began with presentations to employees and the City Council. The City also requested support and assistance from the community. Ideas were gathered through late June, 2010 and over 130 separate suggestions were received. A report was prepared that included ideas and recommendations for the consideration of the Mayor &amp; City Council. Those recommendations were divided into 5 main categories: Capital Projects &amp; Assets, City Services &amp; Programs, Employee Compensation/Benefits, Support for External Agencies/Groups, and Taxes &amp; Fees.</p> <p>Formal presentations were made at the Government Operations Committee in February and April, 2011. Based on feedback received, the City Administrator and Department Directors formulated plans for implementation. An update will be provided on implementing the ideas that were approved by the City Council. In total, the ideas have resulted in over \$3 million in cost savings or revenue generation.</p>								
<b>Attachments: (please list)</b>								
Presentation Materials Reports – Expenditure & Revenue								
<b>Recommendation / Suggested Action (briefly explain):</b>								
Information only.								
For office use only:		Agenda Item Number: 5b						

## St. Charles Sustainability Initiative (SSI)

"MAKING SENSE WITH DOLLARS"



## What was the purpose?

- Achieve the vision of the City's 2014 strategic plan
  - City organization that maintains an optimal service delivery framework that balances resources with needs.
- To put it simply..... a balanced budget



## What was the city seeking?

- Identification of opportunities for increased efficiencies
  - New process/technology
  - Collaboration with other entities
  - Out-sourcing/in-sourcing
  - Use of volunteers to provide services
- Identification of underutilized resources
  - Equipment
  - Facilities
  - Positions
- Identification of services to be discontinued
- Identification of new revenues



## What were the results?

- Over 130 ideas/suggestions were submitted by
  - Employees
  - Residents
  - Business owners
  - Other interested parties
- Departments evaluated ideas/suggestions
- City-wide team of employees reviewed department evaluations
- Recommendations formulated for City Council consideration
  - Capital Projects & Assets
  - City Services & Programs
  - Employee Compensation/Benefits
  - Support for External Agencies/Groups
  - Taxes & Fees



### Top 4 ideas

- Offer voluntary separation incentive program for city employees
  - \$900,000
- Changes to employee health insurance program
  - \$400,000
- Reduce front-line engine companies in response to termination of relationship with fire protection district
  - \$750,000
- Review vehicle fleet; eliminate low-use vehicles or extend replacement schedule, as warranted
  - \$800,000

### Capital Projects & Assets

- ✓ Replace annual plants/plantings with more perennials
- ✓ Change street lights to LED lamps (over period of time)
- ✓ Review vehicle fleet; eliminate low-use vehicles or extend replacement schedule, as warranted



### City Services & Programs

- ✓ Use community restitution program for additional buildings/grounds maintenance
- ✓ Reduce front-line engine companies in response to termination of relationship with fire protection district
- ✓ Cancel mailing of city newsletter; use electronic methods and other City publications to distribute information
- ✓ Eliminate Monday evening office hours at City Hall



### City Services & Programs

- ✓ Consolidate GIS/CAD staff in Information Systems Department
- ✓ Eliminate the Tactical Emergency Medical Services (TEMS) unit in the Fire Department
- ✓ Implement cost-saving measures for snow & ice control program
- ✓ Sell surplus vehicles and equipment via on-line methods



## Employee Compensation & Benefits

- ✓ Offer voluntary separation incentive program for city employees
- ✓ Charge employees more for health insurance
- ✓ Allow employees to take unpaid time off/leave of absence
- ✓ Reduce the scope of SMILE (supervisory) training program
- ✓ Eliminate the tuition reimbursement program for city employees
- ✓ Suspend monetary awards for "Way To Be" employee recognition program



## Support for External Agencies/Groups

- ✓ Limit the number of parades held in the downtown area
- ✓ Suspend funding for the Corridor Improvement (landscaping) grant program
- ✓ Review/reduce city memberships in regional or national associations



## Taxes & Fees

- ✓ Charge a booking fee for processing those housed in the city's jail
- ✓ Review/increase the fee that parties are charged to rent water meters to fill pools, etc.
- ✓ Implement a disconnection notice fee for utility customers that disregard the notice on their utility bills
- ✓ Cite/fine those engaged in physical altercations, regardless of whether or not charges are filed



## Items still being pursued

- Use surplus funds from Red Gate Bridge tax levy to support General Fund activities
- Require developers to install survey monuments in new developments
- Utilize reverse auction for purchase of goods and services
- Consolidate management of cross-connection control program under single vendor
- Include 3<sup>rd</sup> party notices or advertisements in postal and electronic correspondence from city



### Items still being pursued

- Review/reduce amount of automobile allowance benefit
- Review/reduce target percentile for employee compensation
- Consider using civilian, rather than sworn employees, where feasible
- Extend the term of hiring and promotional lists in the police and fire departments
- Repeal the ordinance that exempts local government bodies from the payment of application, permit, and inspection fees
- Improve tracking for special events that involve retail sales to ensure that sales tax is collected on purchases
- Implement an additional permit fee to support the GIS system and GIS-related activities



### Items no longer being pursued

- Sell surplus property
  - Dunham-Hunt House, 7<sup>th</sup>-9<sup>th</sup> Avenue lots, 3<sup>rd</sup> Street well site, Langum Park site
- Offer credit for employees to opt out of city health insurance coverage
- Implement a franchise fee on water and sewer service
- Implement a fee for equipment/personnel costs related to motor vehicle collisions
- Implement a permit fee for commercial fire alarms.



### Summary

- Collaborative, open approach
- Over 130 ideas and suggestions submitted
- Implementation demonstrates success
- Financial benefit in excess of \$3 million to date
- Future financial benefit expected to grow.



### Questions?





## Implementation Report - Revenue - 2012 Status

## Capital Projects & Assets

Original Idea	Idea to be executed	2012 Status	2012 Value
Sell the City property on 3rd St. where the old well house was to possibly the park district or some developer. It is just sitting there with no purpose.	Sell the City property on 3rd St. where the old well house was located. Consider St. Charles Park District as potential purchaser.	This proposal was not implemented pursuant to direction of City Council.	
Allocate 25% of Red Gate Bridge tax levy to General Fund	After determining the exact cost of the project, and the structure of the financing for the project, the City will consider allocating any funds that are not required to supplement the General Fund.	The final financing plan for the Red Gate Road Bridge is pending. At present, we estimate that approximately \$400,000 will be available annually to allocate for other uses or to remove from the revenue stream. Once that financing plan is finalized, it is anticipated that the City Council will make a decision regarding how to allocate the remaining proceeds from the tax levy.	
Sell unused property that the City owns for development (Langum Park and S. 7th Avenue lots)	City to consider sale of surplus property that the City owns (Langum Park and S. 7th/9th Avenue lots). Preference is to sell Langum Park to St. Charles Park District.	This proposal was not implemented pursuant to direction of City Council.	

## City Services & Programs

Original Idea	Idea to be executed	2012 Status	2012 Value
Consider selling surplus trucks, cars and equipment online in place of the city auction.	City has implemented the suggestion of selling surplus vehicles and equipment via online methods.	This suggestion has been implemented. All surplus equipment, vehicles, unclaimed lost/stolen property, etc. is sold via online auctions to the highest bidder. To date we estimate that we have sold approximately 124 lots via an online auction process.	\$304,154
Implement a no fighting in city limits ordinance	Implement a "no fighting" ordinance where anyone fighting in city limits would be cited under a local ordinance violation and fined regardless of whether charges are filed by an individual involved.	This ordinance was approved by City Council. Through the end of 2011, a total of 20 citations had been issued.	\$12,000
Create an ordinance for underage drinking parties/nuisance parties. Homeowner gets \$500 fine attached to water bill if there is a nuisance party at their residents and they refuse to come to door.	Create an ordinance for underage drinking parties/nuisance parties whereby a \$500 fine will be levied, if there is a nuisance party at the residence.	This ordinance was approved by City Council. Since passage, there have been no calls for service for underage drinking parties.	
Create loud music from cars ordinance.	St. Charles already has an ordinance to address loud music from vehicles.	The Police Department did not impound any cars for loud music in 2011 in part because of a focus on motorcycle noise enforcement. The state legislature made a change in the impound law effective January 1, 2012. The new law removed the ability to impound vehicles for loud music.	

My company, Municipal Media Solutions helps governments earn new revenue by including advertising in postal and electronic mail. We are already working with the City of Northlake and Cook County.

Include 3rd party notices and/or advertising in postal and electronic mail from the City.

City staff members are in the process of evaluating the policies and procedures that would be involved in such a program. Initially the thought was that the Economic Development Department would spearhead this initiative via an outside service. However, the costs for such an arrangement proved to be uneconomical. City staff will devise policies and procedures for pricing, logistical arrangements for notices, and reviewing/approving content of ads. This will be undertaken in Fall, 2012.

---

## **Support for External Agencies/Groups**

Original Idea	Idea to be executed	2012 Status	2012 Value
Review City Ordinance 15.101.150 Permit and Inspection Fees 7) i) Exempting local governmental bodies from submittal fees and permit fees.	Repeal the City ordinance exempting local governmental bodies from submittal fees and permit fees.	This proposal is currently being evaluated for implementation.	

## Taxes and Fees

Original Idea	Idea to be executed	2012 Status	2012 Value
Assess a City permit fee for commercial fire alarms.	Assess a City permit fee for commercial fire alarms.	This proposal was not implemented pursuant to direction of City Council.	
There are a number of events that occur in the city, both on public space and private space each involving various vendors in the business of retail sales. While they should be collecting sales tax and reporting it, there is no mandate to make that happen. They should be required to register and display a certificate from the Illinois Department of Revenue to ensure the proper tax is collected and distributed.	City to improve tracking by providing information to facilities managers and events sponsors regarding their obligations and responsibilities to collect and remit tax on purchases. Also, City will place notice on special event permits, where applicable.	This initiative is pending. The plan to address this comment is to amend the City's Special Events Policy and application to educate the sponsor of the event as to their vendors' responsibility to collect and remit sales tax. Additionally, we will ask the sponsor to certify via the application that they will ask their vendors to certify that they are complying with the rules of the Illinois Department of Revenue. This will be undertaken in Fall, 2012.	
Review the fee that the customer is charged for water meters.	Review the fee that the customer is charged for water meters.	The City Council approved an ordinance implementing this change on May 7, 2012.	
Charge a booking processing fee (Police Department jail)	Charge a booking processing fee for those incarcerated at the Police Department jail.	This ordinance was approved by City Council and the fee was instituted November 1, 2011. From that time until the end of 2011, \$3,080 was received. For calendar year 2012 through February, a total of \$5,670 was billed, \$3,750 paid in cash and \$1,970 billed.	\$26,250

Initiate an additional permit processing fee for GIS related activities. Since the inception of GIS at the City we have assumed responsibility of maintaining a large volume of information used by the organization in a variety of ways on a daily basis to allow them to make better decisions on the public's behalf.

Changes in information, such as, addressing, buildings, roadways, utility connections, etc, are driven by permits authorizing development in the City and can be directly tied to specific activities performed by GIS division staff.

Initiate an additional permit processing fee for GIS related activities.

This is scheduled for presentation to the City Council for approval in 2013 as part of a planned update to building and engineering permit fees. Community Development and Information Systems staff have worked together to define the scope and outline the details of this initiative. Building permits that directly affect GIS activities are identified and an appropriate fee schedule determined for each permit type.

Implement 3% franchise fee for Sewer Fund (similar to Electric franchise fee)

Consider the implementation of a franchise fee as part of the comprehensive utility rate study that is currently underway, provided City's rates remain lower than those of surrounding communities.

This suggestion was considered during the utility rate study which was completed in April of 2011. At the direction of the City Council, implementation is not being pursued at this time. It is an idea that staff will continue to evaluate in the future.

Implement 3% franchise fee for Water Fund (similar to Electric franchise fee)

Consider the implementation of a franchise fee as part of the comprehensive utility rate study that is currently underway, provided City's rates remain lower than those of surrounding communities.

This suggestion was considered during the utility rate study which was completed in April of 2011. At the direction of the City Council, implementation is not being pursued at this time. It is an idea that staff will continue to evaluate in the future.

Charge a disconnect notice fee for utility customers that disregard the notice on their bills. This could be an increasing amount based on the number of disconnect notices sent to a customer in a 12 month period. Also, can remove one charge for the customer who receives a disconnect notice for the first time. We already charge a \$20 return check fee for customers that give us a bad check.

Charge a disconnect notice fee for utility customers that disregard the notice on their bills.

\$22,000

This suggestion has been implemented. The city has instituted a disconnect notice fee in an effort to reduce the number of disconnect notices posted/sent. This fee does provide some revenue but the overall intent was to reduce the number of disconnection notices prepared and sent. The fee is graduated based on the number of notices sent in a 12 month period and each customer may have one fee removed each year.

The fee is fairly new (implemented in November, 2011) and therefore the impact is difficult to quantify with certainty at this point. However, it does appear to be having an effect. In the 3 months immediately preceding the implementation, approximately 225 disconnect notices were prepared each month. With the exception of December, 2011 (which is the month immediately following implementation), the city has issued fewer than 190 disconnect notices. As time goes along, and the fee amounts increase for those issued multiple disconnect notices, it is likely that the number of disconnect notices issued will continue to decrease.

Implement a motor vehicle collision response fee.

Implement a motor vehicle collision response fee that would be recovered via insurance of at-fault parties. The individual, and not the taxpayer, will be responsible for covering the cost of the services.

This proposal was not implemented pursuant to direction of City Council.



Charge for false alarms (may be doing this already).	This is currently in place and in use under Title 9.04.010. This ordinance was passed in 1980 and alarm holders have been billed at a rate of \$25. The current annual revenue for this averages \$15,000.	In 2011, there were 110 burglary (Police) false alarm billings, with 560 warning letters generated from false alarms. From May 1, 2011 year to date, \$6,125 has been received for false alarms. For FY 10-11, a total of \$8,825 was received.	\$12,000
		The Fire Department began assessing false alarm charges on January 1, 2011. Billings did not go out until after May 1, 2011. As a result, for FY 2012, 31 false fire alarm incidents were billed, \$4,000.50 in fines were assessed, and \$3,552.50 was collected.	

## Implementation Report - Expenditure - 2012 Status

## Capital Projects & Assets

Original Idea	Idea to be executed	2012 Status	2012 Value
Expand Title 16 - Subdivisions and Land Improvement to require developers to include the installation of monumentation as specified by Title 16.24.030 as part of the bond they take out when they develop in the City. This part of the City Code is presently unenforced and could have saved the City from spending additional money to re-establish a survey control network. This is also state requirement (765 ILCS 205/) Plat Act.	The City will require that real estate developers include the installation of monumentation as specified by Title 16.24.030.	This will be incorporated into rewrite of Title 16 with presentation to P&D Committee in May, 2012. City Council approval anticipated by August, 2012.	
Revise Fire Dept. apparatus replacement schedule to increase basis years on major apparatus.	Revisions to the Fire Dept. apparatus replacement schedule will be made to increase the number of years on major apparatus.	This proposal was implemented as part of FY12-13 budget effective 5/1/2012.	\$830,388
Eliminate various low-use vehicles from the City Fleet (reserve apparatus or duplicative equipment)	The City reviews vehicle use on an annual basis and eliminates unnecessary vehicles, if warranted. As vehicles are scheduled for replacement, the size/type/use is also reviewed to determine if modifications are warranted.	Over the last several years, this has been an emphasis for City Staff in all departments. The Public Works Department works with individual departments to evaluate the necessity for vehicle purchases as well as assuring that the vehicle proposed is appropriate to the tasks it will support. This has led to the elimination of many vehicles whose use was low; criteria have been established to help determine the appropriate level of use for vehicles indicated. Additionally, "creep" vehicles have been essentially eliminated from the fleet. "Pool" vehicles have also been eliminated due to low use. As time goes along, continued adherence to the policies and procedures will help us to assure responsible fleet management and vehicle expenses.	

Slowly change over all city street lights from what I understand to be high pressure sodium lamps to LED lamps.	Change all city street lights to LED lamps, where it is feasible to do so. This implementation will be done via a phased approach over a period of time.	Illinois Street Bridge, Prairie Street Bridge, 2nd Avenue Bridge and 3rd Avenue Bridge are completed 2011/2012 (with IMEA grant funds). The performance of these lights will be evaluated for continued implementation of this initiative throughout the city.	\$1,416
To replace annual plant/plantings with perennials. Or, have businesses be responsible for selected area plantings. Or, ask landscaping businesses to use the opportunity to showcase their business by using their products on the downtown planting areas.	City will review current plantings and consider replacement of some annual plant/plantings with perennials.	The Pottawatomie Garden Club met with staff in 2011 to recommend a plan for implementation. Based on that feedback, staff has implemented the plan that progressively moves towards more perennials. The projected annual savings is \$10,000 after full implementation in FY13-14.	\$10,000

## City Services & Programs

Original Idea	Idea to be executed	2012 Status	2012 Value
Eliminate Monday evening hours for Utility Billing and Building and Code Enforcement.	Due to low customer volume, and improved means of communicating with customers, Monday evening business hours for Utility Billing and Building and Code Enforcement will be discontinued.	This proposal was implemented as of June, 2011.	\$43,505
Use ebay rather than having a public auction.	The City utilizes on-line sales methods, if appropriate for the type of item being sold.	This suggestion has been implemented. All surplus equipment, vehicles, unclaimed lost/stolen property, etc. is sold via online auctions to the highest bidder. To date we estimate that we have sold approximately 124 lots via an online auction process. We have been happy with the results and the bids received and will continue with this process.	\$304,154
Cancel mailing/delivery of City newsletter; provide on-line and at City facilities only.	In response to changes in technology and how people receive information regarding city programs, door-to-door delivery of the newsletter will be discontinued. Newsletter will be available on-line. City will also use other means to convey information to residents, such as utility bill insert, Neighbors publication, and community e-news.	This proposal was implemented as of July, 2011. It has been very well-received by residents and provides for more timely and broader delivery of information. The conversion to an electronic format is more efficient for the City to produce and distribute. It provides greater flexibility because the City is no longer limited to a set number of printed pages each month, allowing City officials and staff to provide even more information than in the past. Finally, it allows anyone to sign up and receive the newsletter, including businesses, non-profit/community organizations, retirees, and residents who have relocated to another community.	\$20,000

Reduce front-line Fire Department engine companies from 4 to 3

Due to the anticipated termination of the service agreement with the Fire Protection District, and the resulting reduction in the number of calls for service, the City will reduce front-line Fire Department engine companies from 4 to 3.

One front-line fire company was eliminated as of 5/1/2011 with the expiration of the service agreement with the Fire Protection District.

\$745,347

Develop a course of action to gain tighter control over office supply spending by giving the Purchasing Department a lead role and raising staff awareness of the use of those supplies.

#### PURCHASING :

The City's Purchasing Department would centralize, coordinate and negotiate the pricing of regularly purchased office supplies (paper clips, copy paper, pens, notepads, markers, etc.). They would actively negotiate pricing rather than passively accepting standard, set "book" prices. Purchasing can research new sources with proven value.\* They can comparison shop to develop only one or two "approved" sources. Those sources could be required to submit competitive bids on an annual or bi-annual basis to retain their "approved" status. The sizable volume of city-wide business can be used as an incentive when negotiating pricing with potential suppliers.

Individual departments would assist Purchasing by analyzing their supply usage trends and placing orders in a manner which would assure that their department's stock of office supplies is kept at appropriate levels.

#### USERS:

Each staff member of all City departments would be held accountable for responsible depletion of supplies by tying it directly to each department's budget.

While no one should be expected to turn in their old pen to prove it's out of ink

The City monitors office supply use and requires the most-utilized items to be ordered through Inventory Control or the City's designated office-supply vendor. The vendor is selected annually via a competitive process to ensure best pricing for all city departments.

The suggestion has been implemented. The suggestion pre-supposed that supplies were not priced competitively and that catalog pricing was simply accepted as supplies were ordered and consumed by various departments. Each year, the Purchasing Division undertakes a competitive bidding process for the procurement of office supplies. A representative listing of the most commonly used supplies is bid on an annual basis with the lowest priced vendor selected based on the supplies requested and prices quoted. Typically, these prices (except for copy paper) are locked in for one year.

before getting a new one, there would be limited accessibility to office supplies by staff.

Supply requests could be set-up through Purchasing and/or Inventory Control on the City's intranet.

EXAMPLE: Copy paper is a commodity item with a volume that warrants a negotiated city-wide price. It is purchased by the various City departments through many different sources. I recently paid over \$32 per case for paper through our usual supplier, Source One. However, Sam's Club carries 5000 sheets (10 reams, 500 sheets each) for \$26.48 per case. Costco is \$37.48 for the same amount. (Even though Costco is a local business, they are rarely the best value.)

EXAMPLE: Consider pallet prices for commodity items similar to copy paper.

EXAMPLE: Buy our own commercial grade coffee makers and buy coffee supplies by the case. Forego the coffee service expense.

---



Consolidate all mapping related staff and activities to the GIS Division.	City will consolidate all mapping related staff and activities to the GIS Division of IS Department.	All positions identified with mapping related activities were evaluated and consolidated, where appropriate, in January 2011. Since the consolidation, redundant efforts have been eliminated and competing goals neutralized. The implementation of this initiative allows staff to work in a collaborative environment providing access to additional resources, knowledge base, and training opportunities. It also allows the application of skills to multiple areas of the City. The result of this process is an improved working relationship among GIS staff and with other departments. Use of CAD software for mapping purposes was eliminated. Electric engineers have met outstanding utility design needs by converting from Microstation to AutoCAD software. This not only empowers the engineers to do their own design, but includes a higher level of integration with the GIS system providing native access to the mapping data and aerial photography.	\$5,883
Have people doing community service mow grass and weed beds at city buildings. Have firefighters mow and clean beds at fire stations.	City to consider new ways that community restitution program can take over routine maintenance work at city facilities to reduce costs associated with staff or contractor maintenance.	Although the community restitution program is dependent on availability of program participants, City staff has utilized participants for a variety of maintenance work throughout the City. During 2011, participants were able to provide interior and exterior painting of City buildings. In addition, participants have provided mowing and weed removal at various locations around the City. Staff will continue to utilize restitution participants in areas that fill the most desirable needs while matching the skills of those that participate in the program.	\$40,000

Many of our residents possess computers in their homes and use them for paying bills, etc. Encourage those with the ability to receive City utility billings online as do many credit card companies.

Encourage those with the ability to receive City utility bill online to do so.

This suggestion has been implemented. In response to this comment, a formalized policy was devised to advertise and highlight the City's Electronic Billing Option. In January, May, and September of each year, we include a notice on the utility bill that the City offers this option and we encourage residents to avail themselves of this convenience. In May of even numbered years, we will provide a billing insert that advertises this option. Additionally, the insert is provided with every application for new service. The typical number of customers using the on-line option is 1,050-1,100 and is trending upward. In addition, the city has approximately 1050 - 1100 customers who pay online, we also have approximately 3,500 customers who pay directly via their bank account.

Cut back tree branches with leafs that keep street lights on and/or check for street lights that stay on during daylight.

The City has a regular program to remove tree branches that interfere with the proper operation of street lights.

Electric Line tree trimming contract includes streetlight trimming in the scope of services, consistent with previous years.

Review specialty teams in Fire Dept. such as search and rescue or hazmat to determine their need, given the number of incidents and the requirements for training, staffing, and other resources. (FD analyzed Tactical Emergency Medical Services Team only - this teams operates in conjunction with the Kane County SWAT Team to provide EMS during incidents).

Due to a low volume of calls, liability concerns, and extraordinary training expenses, the Technical Emergency Medical Services specialty team in the Fire Department will be discontinued.

Tactical Emergency Medical Support (TEMS) unit was disbanded as of 5/1/2011.

\$5,820

Since we began managing your cross connection control program, we noticed that unlike most communities, St Charles uses a different contractor to test, repair, and install each department's backflow preventers.

Consolidate management of cross-connection control program with a single vendor.

City staff in Public Works are compiling an RFP for services. The program will begin in April of 2012.

The City needs to decide which department is going to pay for this, but a bid should be put out to test ALL City backflow preventers. That quote should also include a repair rate and material mark-up percentage. We should then also change all of the annual "test due" dates to the same date, so they are no longer scattered throughout the year.

Have the plow crews in the winter drop less salt on the side streets, make fewer trips to clean the side streets, and possibly not even plow the side streets when the total snowfall is less than 2" .

We are all big boys and girls, understand that it snows in Illinois in the winter, and that we may need to drive in the white stuff from time to time. Current City policy seems bent on having our car tires never touch any snowflakes when inside STC city limits

Public Works to implement certain cost-savings measures on a trial basis in an attempt to be more judicious with use of snow and ice program resources.

The Winter of 2010-11 was a success. Public Works continued using brine as a tool to reduce salt consumption. In addition, plow drivers were called to address storms later than usual and sent home sooner in an effort to save overtime expense. The 2011-12 program has also been a success. Snow totals were very low this year. The city has continued to utilize brine, successfully reducing the salt usage on our streets.

I am proposing that the City of St. Charles take a closer look at utilizing the procurement product offerings of the company that I represent, eBridge (formerly BidBridge). The company has a proven track record in assisting the public sector in widening its sourcing for items put out for bid and lowering the ultimate cost by orchestrating a dynamic electronic reverse auction . I have had a number of good visits with Ross Wiegert in the past 2 years regarding this product and we have been looking for a good application . We have found that sometimes it helps to find that application by widening the audience within the municipality which is one of the reasons I am responding .

The City is examining the eBridge system to identify products or commodities that can be purchased effectively.

The Purchasing Division worked in conjunction with the Public Works Department for many months to find a purchasing opportunity that would lend itself to this type of a purchasing/bidding procedure. EBridge has an internal policy wherein a contract has to have a minimum threshold value of \$125,000 to be considered in its program. The commodities purchasing that the City undertakes does not approach that value and an opportunity could not be found to evaluate eBridge for commodities.

Once the commodities were eliminated, staff evaluated anticipated improvements and projects that might lend themselves to this type of an arrangement. We tried to utilize the process when seeking bids for sanitary sewer lining services. However many qualified lining bidders refused to participate in this process. Additionally, contractual terms with eBridge changed many times during the process, with eBridge instituting a fee in the event of non-award of the bid.

Therefore, to date we have not utilized eBridge for a City purchase. After passage of the 12-13 budget, we can again evaluate (in conjunction with Public Works Staff) if a viable opportunity is present to try the eBridge service (or one similar.

---

## Employee Compensation/Benefits

Original Idea	Idea to be executed	2012 Status	2012 Value
Eliminate tuition reimbursement program for employees	City will suspend funding for this program. No new enrollees will be permitted, but those currently enrolled will be permitted to finish their current program of study.	This proposal was implemented as of 5/1/10.	\$9,000
Change compensation policy to 50% of comparable communities from 75%	The City will consider a reduction to the 65th or 70th percentile in an effort to reduce wage/salary scales for all City employees.	This idea is still being evaluated for potential implementation.	
Eliminate automobile allowances for department directors.	City will review the amount paid to St. Charles employees with that paid by our comparable communities. The amount will be adjusted, based on the results of this analysis, if warranted.	This idea is still being evaluated for potential implementation.	
Increase rates for health insurance coverage	City reviews health insurance rates on an annual basis and makes adjustments, when warranted. City also evaluates insurance plans and will change plan design, if necessary, based on market comparisons.	The city implemented various changes to its health insurance program to reduce costs. These included a tobacco surcharge, a spousal surcharge, a modification to deductible/co-pays, and a change in Rx provider. This is an on-going process of evaluation and change to ensure competitiveness and cost-effectiveness.	\$412,000
Voluntary Retirement Incentive Program - Round #2	City will consider a "departure incentive" that would apply to any City employee, even if he/she is not eligible to retire. The purpose of the program is to allow employees to leave the City, providing opportunities to hire a new employee at lower salary or restructure.	City implemented a Voluntary Separation Incentive Program during FY11-12. A total of 17 employees left City employment or retired through the VSIP – 16 full-time employees and one part-time employee.	\$888,734

Offer credit for employees to opt out of city health plan if they obtain medical coverage through spouse (yearly monetary check)	Offer payment/incentive for employees to opt out of city health plan if they obtain medical coverage through alternative means.	The city currently offers employees the ability to opt out of health insurance coverage; however, the city does not provide a financial incentive to do so. Such an option was evaluated and deemed economically infeasible.
Eliminating SMILE training program	City is currently evaluating the potential to reduce the scope of the program and is gathering data via a survey of participants in all 3 communities.	The SMILE (now LEAD) program has been reduced in scope. The program was made voluntary for all employees and the number of events has been reduced to 2 annually.
Drop or re-evaluate the "Way to Be" program. Monetary is not the only way to motivate people to go "above and beyond."	The current "Way to Be" program will be modified to eliminate the monetary awards; however, the program will remain in place to recognize the exemplary efforts of city employees.	The monetary awards for the Way To Be program were eliminated as of 5/1/11.
Alter Fire Dept. collective bargaining agreement to allow for additional acting out of rank positions.	Negotiate a revision to the Fire Dept. collective bargaining agreement to allow for additional acting out of rank positions. This will create flexibility in filling short-term vacancies and allow the City to save money.	This is subject to union approval as a change in the firefighters' labor agreement. It was proposed to the union previously and was rejected.
The City could allow employees to take a 12 or 18-month leave of absence. There are employees who would take advantage of an unpaid sabbatical if their job, seniority, time in grade, and pension were protected.	City is currently offering an unpaid time off program on a trial basis to determine its potential effectiveness. Long term leave could be approved on a case-by-case basis, provided it has no detrimental operational or economic impact on the City.	An unpaid time off (UTO) program has been implemented at the city. Approximately \$39,000 has been saved during the past 2 years by allowing employees to take time off without pay.

Civilianize and reassign the sworn personnel to other responsibilities.

Existing sworn/union positions will be evaluated for transition to front-line public safety responsibilities; will consider utilizing civilian employees or contractors to provide services at a reduced cost.

This requires a change in the firefighters' labor agreement. A decision was made to address during contract bargaining in 2013.

Discussions with the union regarding appointment of an Assistant Chief/Fire Marshall, reclassification of current Fire Inspector as Training Lieutenant, and approval of 7G overtime rate for fire inspectors (on an as needed basis) took place during 2012, but were unsuccessful.

Reduce pension benefits and require some or higher medical benefit co pays by city (and county and school personnel). At minimum apply to new hires. Realistically, should apply to all employees

Pension benefits are determined by the State of Illinois and the City must provide/fund what is mandated. The City reviews our health insurance program regularly and makes pricing adjustments, if warranted.

The State of Illinois approved a two-tier pension program that will provide a lesser level of benefits to employees hired after 1/1/11. Additionally, the city implemented various changes to its health insurance program to reduce costs. These included a tobacco surcharge, a spousal surcharge, a modification to deductible/co-pays, and a change in Rx provider. This is an on-going process of evaluation and change to ensure competitiveness and cost-effectiveness.

Extend the term of hiring and promotional lists in Police/Fire Depts. to 3 years (from 2).

Implement revisions to allow the term of hiring and promotional lists to be extended to 3 years (from 2). This will reduce the costs of assessments/testing by extending the schedule for conducting the process.

This requires a change in the firefighters' labor agreement. A decision was made to address this during contract bargaining in 2013. We will evaluate the feasibility of combining Captain and Battalion Chief testing when list expires in 2012.

Revisit insurance costs, and compare with other insurance companies. This should be done every 2 or 3 years.

I am not a St. Charles resident, just trying to be helpful.

The City reviews its insurance costs on a quarterly basis and makes adjustments annually, as needed.

The city implemented various changes to its health insurance program to reduce costs. These included a tobacco surcharge, a spousal surcharge, a modification to deductible/co-pays, and a change in Rx provider. This is an on-going process of evaluation and change to ensure competitiveness and cost-effectiveness.

\$412,000



## Support for External Agencies/Groups

Original Idea	Idea to be executed	2012 Status	2012 Value
Limit parades.	The City will review its support services for parades and identify ways to limit costs.	This proposal has not been implemented as a result of decisions made by the City Council; however, the city has taken steps to reduce the cost and traffic impacts of downtown parades. This includes moving the high school homecoming parades to Illinois Street/Avenue and closing IL 31/2nd Street only during the parade crossing.	\$2,400
Review memberships in regional or national associations.	City will discontinue its membership in the National League of Cities and the DuPage Mayors and Managers Conference.	The city discontinued its memberships in the National League of Cities and the Metropolitan Mayors Caucus. In addition, the city negotiated a lower dues amount for the DuPage Mayors and Managers Conference.	\$4,000
Eliminate Corridor Improvement grant program	Suspend funding for Corridor Improvement grant program for immediate future. Revisit again in future, depending on financial situation and interest in program.	This proposal was implemented as of 5/1/12.	\$21,120