

**AGENDA**  
**ST. CHARLES CITY COUNCIL MEETING**  
**DONALD P. DEWITTE, MAYOR**

**MONDAY, SEPTEMBER 17, 2012 – 7:00 P.M.**  
**CITY COUNCIL CHAMBERS**  
**2 E. MAIN STREET**

**1. Call to Order.**

**2. Roll Call.**

**3. Invocation.**

**4. Pledge of Allegiance.**

**5. Presentations:**

Recognize achievement of Eagle Scout – Boy Scout Troop 13: Joseph Corvino.

Swearing in of Assistant Fire Chief Kevin Christensen of the St. Charles Fire Department.

Fire Department - Muscular Dystrophy Association, Fill the Boot: Local 3322, Lt. Mike Neumaier and President Guy Gresser.

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

\*7. Motion to accept and place on file minutes of the regular City Council meeting held on September 4, 2012.

\*8. Motion to approve and authorize issuance of vouchers from the Expenditure Approval Lists for the period of 8/13/2012 – 8/24/12 in the amount of \$6,652,936.51 and for the period of 8/27/12 – 9/7/12 in the amount of \$1,089,925.50.

\*9. Motion to accept and place on file the City Treasurer Reports for periods ending May 31, 2012, June 30, 2012, and July 31, 2012.

**I. New Business**

A. Presentation of a recommendation to appoint Dr. Jeffrey Wong, 2560 Foxfield Road, Ste. 140, St. Charles, IL 60174 to the St. Charles Youth Commission.

- B. Motion to approve a proclamation declaring September 19, 2012 as “No Text on Board – Pledge Day” in the City of St. Charles.
- C. Motion to approve a proclamation recognizing Dick Pond Athletics being named as one of the five recipients of American Express “Big Break for Small Business” award and declaring September 17, 2012 as Dick Ponds Athletics Day.

## **II. Committee Reports**

### **A. Government Operations**

None.

### **B. Government Services**

None.

### **C. Planning and Development**

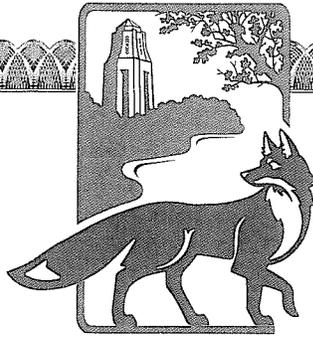
- 1. Motion to approve a Class A5 liquor license application for Acquaviva Winery, LLC to be located at 214 W Main Street, St. Charles.
- 2. Motion to approve the adoption of the 2012 International Property Maintenance Code and Proposed Amendments.
- \*3. Motion to approve an **Ordinance** Repealing Title 15 “Building and Construction,” Chapter 15.44 “Fair Housing Regulations” of the St. Charles Municipal Code.
- 4. Motion to approve an **Ordinance** Amending Title 15 “Buildings and Construction,” Chapter 15.101 “Administration, Enforcement, Fees and Penalties” of the St. Charles Municipal Code.
- \*5. Motion to accept and place on file Plan Commission Resolution No. 5-2012 A Resolution recommending approval of a Comprehensive Amendment to Title 16 “Subdivisions and Land Improvements” (2012 Comprehensive Amendment to the Subdivisions and Land Improvement Ordinance).
- 6. Motion to approve an **Ordinance** Amending Title 16 “Subdivisions and Land Improvements” and Chapter 12.30 “Street Improvements” of Title 12 “Streets, Sidewalks, Public Places and Special Events” of the St. Charles Municipal Code (2012 Comprehensive Amendment to the Subdivisions and Land Improvement Ordinance).
- \*7. Motion to accept and place on file minutes of the September 10, 2012 Planning & Development Committee meeting.

### **D. Executive Session**

- Personnel
- Pending Litigation
- Probable or Imminent Litigation
- Property Acquisition
- Collective Bargaining

**E. Additional Items from Mayor, Council, Staff, or Citizens**

**F. Adjournment**



City of St. Charles  
I L L I N O I S

# Proclamation

## JOSEPH PHILLIP CORVINO

**WHEREAS,** **JOSEPH CORVINO** joined Cub Scouts in 3<sup>rd</sup> grade while attending Davis Elementary School where he earned his Arrow of Light Badge; and

**WHEREAS,** **JOSEPH CORVINO** earned a total of 41 merit badges while in Boy Scouts, obtained several scouting ranks, and served in leadership positions including Assistant Senior Patrol Leader, Senior Patrol Leader, and Junior Assistant Scout Master. Joe has enjoyed helping fellow Scouts with their Eagle projects, mentoring younger Scouts in his troop, attended high adventure challenges, counseling Scouts at summer camp, and becoming a brother in the Order of Arrow; and

**WHEREAS,** Joseph's Eagle project was to clear trails in the forest north of Wild Rose Elementary School so that the area can be once again enjoyed by people walking their pets, riding their bikes, or walking through the woods. This involved marking, clearing and covering the trails with woodchips. Dead trees were cut down and used to line the paths after they were cleared. A staircase was constructed at a steep exit of the path to prevent erosion and allow easy access. Garbage was also collected throughout the woods to help clean it up; and

**WHEREAS,** being an Eagle Scout has been meaningful to Joe because it has taken years of work to accomplish this title and he feels this is more of an obligation to help others along the way in his life than to be honored for his achievements. He looks forward to helping his fellow Scouts to achieve their goals. After graduation from St. Charles East High School he will be attending college to study Chemical Engineering and Spanish.

**NOW, THEREFORE,** I, Donald P. DeWitte, Mayor of the City of St. Charles, do hereby proclaim the highest congratulations are in order as **JOSEPH PHILLIP CORVINO** worked very diligently to attain the highest honor of **EAGLE SCOUT!**

SEAL

Donald P. DeWitte, Mayor

**MINUTES FROM THE MEETING OF THE ST. CHARLES CITY COUNCIL  
HELD ON TUESDAY, SEPTEMBER 4, 2012 – 7:00 P.M.  
CITY COUNCIL CHAMBERS, IN THE CITY COUNCIL CHAMBERS  
2 E. MAIN STREET ST. CHARLES, IL 60174**

**1. Call To Order By Mayor Donald DeWitte At 7:01 P.M.**

**2. Roll Call.**

**Present:** Stellato, Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner, Lewis

**Absent:** None

**3. Invocation Alder. Payleitner.**

**4. Pledge of Allegiance.**

**5. Presentation:**

Update on the Arcada – Ron Onesti, Onesti Entertainment, 105 East Main Street, St. Charles, IL.

- Mr. Onesti provided an update on all the happenings going on at the Arcada Theatre. He is working hard to keep the theatre going as a main stay in the City of St. Charles. We are doing things that others theaters are not doing across the country. We are able to do this because of support of government, neighbors, and surrounding suburbs. It is overwhelming. St. Charles is becoming a mecca of nightlife in the Fox Valley area. It is a place to be proud of. I am here to thank you for your support and wanted to let you know that we are doing well. It is still a struggle, but we are bringing in a lot of business into St. Charles. Thank you to the Mayor and Brian and all of you for supporting us.

**6. Motion by Martin, seconded by Krieger to approve the Omnibus Vote as presented.**

ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner, Lewis

NAY: 0 ABSENT: 0

MOTION CARRIED

**\*7. Motion by Martin, seconded by Krieger to accept and place on file minutes of the regular City Council meeting held on August 20, 2012.**

ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner, Lewis

NAY: 0 ABSENT: 0

MOTION CARRIED (Omnibus Vote)

**I. New Business**

- A. Motion by Carrignan, seconded by Stellato to approve a recommendation to appoint Mr. Scott Buening, 402 Timbers Place, St. Charles to the Zoning Board of Appeals.  
VOICE VOTE                      UNANIMOUS                      MOTION CARRIED
- B. Motion by Martin, seconded by Bessner to approve a recommendation to appoint Mr. Jim Diorio, 1501 Keim Court, St. Charles to the St. Charles Youth Commission.  
VOICE VOTE                      UNANIMOUS                      MOTION CARRIED
- C. Motion by Carrignan, seconded by Bessner to approve a proclamation declaring September 10 – 14, 2012 as Chamber of Commerce Week in the City of St. Charles.  
VOICE VOTE                      UNANIMOUS                      MOTION CARRIED

## II. Committee Reports

### A. Government Operations

- \*1. Motion by Martin, seconded by Krieger to accept and place on file minutes of the August 20, 2012 Government Operations Committee meeting.  
ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
   Rogina, Martin, Krieger, Bessner, Lewis  
   NAY: 0        ABSENT: 0  
   MOTION CARRIED (Omnibus Vote)
- \*2. Motion by Martin, seconded by Krieger to approve awarding the bid for the purchase of two 2012 Ford Escapes to Zimmerman Ford.  
ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
   Rogina, Martin, Krieger, Bessner, Lewis  
   NAY: 0        ABSENT: 0  
   MOTION CARRIED (Omnibus Vote)
- \*3. Motion by Martin, seconded by Krieger to approve an **Ordinance 2012-M-39** Providing for the Issuance of One Series of General Obligation Corporate Purpose Bonds and One of More Series of General Obligation Refunding Bonds of the City of St. Charles, Kane and DuPage Counties, Illinois, Authorizing the Execution of One or More Orders and One or More Escrow Agreements in Connection Therewith, and Providing for the Levy and Collection of a Direct Annual Tax for the Payment of the Principal of and Interest on Said Bonds (Series 2012).  
ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
   Rogina, Martin, Krieger, Bessner, Lewis  
   NAY: 0        ABSENT: 0  
   MOTION CARRIED (Omnibus Vote)
4. Motion by Martin, seconded by Rogina to approve an Ordinance Amending Title 5, "Business Licenses and Regulations," Chapter 5.08 "Alcoholic Beverages," Section 5.08.130C "License-Hours of Sales" of the St. Charles Municipal Code. **TABLED.**
- Russ Whitaker, 23 W. Jefferson Ave., Suite 200 Naperville, Illinois.

- I practice in the area of land use and real estate. I am here this evening on behalf of a number of small business owners. I was contacted last Wednesday who expressed serious concern over the ordinance that is before you tonight. It is ironic that Mr. Onesti is here describing the successes of the Arcada and the downtown. Certainly one of the successes of the downtown is the success of the small business owners, the bars and restaurants. Mr. Onesti talked to the benefits of the theatre in providing patrons to restaurants and bars and keeping those establishments open and vibrant. Tonight we are here to say we are concerned that the ordinance before you will change that. It is going to create a disadvantage for St. Charles business owners. It is going to put these small business owners in more of a competitive disadvantage than in neighboring towns. Whether it be Wasco, Campton Hills, Elgin, etc. I say more because this is not the first regulation imposed on them. It is the second. Two years ago there was a sales tax increase that was applied, uniquely, to establishments that sold liquor. That was the first regulation at a difficult time in our country. Imposing a 2% sales tax on these establishments. In exchange for that increase the sales tax, we granted them extended business hours. Two years later, we are looking to strip away extended business hours but we do nothing with the 2% sales tax increase. My purpose not to say "do nothing." My purpose here tonight is to say work with us. Engage us in a dialog and conversation on how to resolve issues. I have been involved with this issue for four to six days and I have heard a number of issues come up. One is fighting and one is overserving. I talked to my clients over these issues. There is discourse over these issues and there is difference of opinion on how big an issue they are. But I think there is an opinion, uniformly, that we can work together to overcome and create solutions to the problem. What we can't do today is impose burdens or restrictions on these local business owners that is going to negatively impact their ability to operate their businesses. These are women and gentlemen who employ countless employees with jobs. These are jobs that could go away if the environment in St. Charles is not conducive to ongoing operations of these businesses. Again we don't ask that you do nothing. We ask that you sit down at the table with us, we ask that you engage us in conversation. Hopefully today is the beginning of the good conversation and dialog where we my clients BASSAT trained who can provide the City with their knowledge and talk about what is what we can best do to facilitate the most effective restrictions to create a safe environment in downtown St. Charles. It is in my clients' best interest to create a safe environment. I realize that we are kind of behind. This discussion started a couple of weeks ago in committee and received unanimous support in committee. Unfortunately at that point in time, my clients were not aware of the issue. Their not being aware of the issue is not an excuse. We missed the first shot but we are here before final action is being taken. We respectfully request that you delay that action. Not that you don't take action, but you delay action for four weeks. Four weeks to open a discourse and create more effective regulations than what you propose this evening. One of the things in the news reports that I saw covered, is that the bar owners saying that a 1:00 close time will not negatively affect their business. I have 11 business before you tonight, including, Alley 64, Rays Evergreen, Bee Hive, Thirsty Fox, Pub 222, Second Street Tavern, Filling Station, East Side Pub,

House Pub, Dawn's Beach Hut, and the Rock House. In meeting with gentleman from Ray's Evergreen he said the location has been in business for 83 years in the City. We are looking for four weeks to open a dialogue with you to make sure the restrictions being imposed don't negatively affect his business. Outside of the 1:00 closing time and why it would be impactful, I think there is some misinformation as to why it would be impactful. One might look at reducing an hour of sales time and all that is reducing an hour of liquor service from your establishment. You still have the balance of the day to serve liquor. The problem is that it is creating an environment that we are not competitive with bars in other towns. Other communities have later hours. Generally they are 2:00. What we are asking for is to maintain that competitive environment with 2:00 closing time and to fine tune some of the details in the operation of the establishments so we can address things like fights. I would be remiss without suggestions. We have only had since last Wednesday to come up with solutions. They are a starting point to move forward. One thing everyone would like to get behind is the creation of the St. Charles Restaurant and Tavern association. This association could be created and operated by the owners of these small businesses. It could create a dialog between the City and the operators. We think that by creating this association and by appointing someone at the top of the association, we create the environment where dialog is ongoing. We think there is a lot of other opportunities in creating this type of association. Fights have been sighted as a major problem. There could be a list created and maintained where people who are starting fights are not admitted into the bars. The association becomes a governing association with those establishments and is able to hold the establishment responsible if in fact that they are not complying with the agreed upon terms of the association. Certainly there are other things that the association can do. They can develop clear guidance on rules. I have heard a lot of discourse on over serving. I think there is some discussion on what over serving means. It means a lot of different things to different people. There are not clear definitions here in town. We can begin to create employee manuals and guidelines that these restaurants and taverns can operate under to help define what is over serving, what is an intoxicated person, what do they do when a fight breaks out. There are 10 establishments here today, nine had different policies on what to do when a fight breaks out. There are a lot of different policies that I think if we sit down with the City, the City Administrator, the Mayor, the Police Chief, we can create solutions rather than more problems like we are looking to do today with the proposed restrictions. The suggestions don't stop there, but we would like to sit down and talk in more detail about enforcement of ordinances, what we see on the streets versus what the City sees on the streets. We would like to discuss how the permitting structure operates. We think there are many different opportunities here. We have ideas. We are not asking that you do nothing. We are asking that you engage us in a discussion and give us an opportunity to have a dialog with you. We admit that we lost the opportunity at committee, but before you impose restrictions, that will effect these business owners, in this economic climate, in what is one of the most successful areas of business in st. Charles. We ask that you take a break, allow four weeks of deliberation and engage us in a conversation to see if we can create

something better. If we can't create something better then we understand and this is what the end product is and that is fine. We just respectfully request that you engage us in that dialog. Any questions?

- Alder. Lewis asked if there are guidelines on what over serving is and what to do about fighting covered in BASSAT training?
- Mr. Whitaker replied there is some degree of that being covered in the BASSAT training. But BASSAT doesn't necessary define what those are. BASSAT is telling you how to deal with those situations once you have defined those situations. We are talking about a different issue here.
- Alder. Lewis responded can you give me a for instance?
- Mr. Whitaker said I think it's a matter if identifying when you need to stop serving a person. This is one issue. Every operator has a different opinion on that. There is no clear guidance that BASSAT has to offer as to when you stop serving someone. That is going to be difficult to define. It is not a simple answer to resolve. Rather than imposing restrictions that put us at a competitive disadvantage, we would like a shot at defining it.
- Alder. Payleitner said this first came to my attention when Alder. Lewis and I sat at a mandatory meeting of license holders that the Mayor and Chief Lamkin held. At that meeting, I heard address over serving and what to do. Only one business was not here. Towards the end of the meeting there was conversation on who would benefit from the additional hours from 1:00am – 2:00 am. One, maybe two hands went up. That's where I got my impression. So everything that you are saying here, I felt like was addressed at that meeting. That was their chance to dialog. Several times they were asked, what do you think, anyone want to say anything, and nothing. This was the end of May.
- Mr. Whitaker said we certainly acknowledge that there was the meeting in May. There were a number of topics covered including kitchen hours at that meeting. I don't think that from May to now we have had a lot of college kids come and now are leaving. So does that on some level resolve some issues? I ask the question with respect to the additional hour, I think that the people said that the additional hour doesn't help them. The change that had been imposed previously was from 1-2:00 am on weeknights. I think there is some people that don't benefit from the additional hour Sunday through Thursday, but on Thursday, Friday, and Saturday they certainly benefit from that hour. If they did not benefit from that hour, I would not have 11 bars signed up. If they were remiss in suggesting that it didn't impact their business shame on them, but here they are tonight.
- Alder. Turner said building on what Rita said, this isn't something that happened this summer, the neighborhood has been complaining about this for years. We read the reports, it has been going on for years. You said you want to get together and make a bar owners association, why did it take us to bring up the ordinance and now you are willing to do this.
- Mr. Whitaker said I could respect that position. Should we have been more proactive earlier on, yes. I don't know if all of my clients understand but I understand that position. But two wrongs don't make a right. Because we were remiss in taking action until now doesn't mean that the City of St. Charles shouldn't stand up and say you are still business owners and still contributing tax dollars to us. Certainly tax dollars are the end all be all, safety is important. To the extent you are willing to work with us now, we are giving you a very short leash. And over the next four weeks maybe that is a trail period. Over the next four weeks we will have a regular discussion with you. If you don't see improvement over the

next four weeks, guess what your alternative solutions are shot. But if we see improvements over the next four weeks, let's open a dialog and let's make sure we are not doing something that impacts your business.

- Alder. Turner said he doesn't think our ordinances are wrong like you characterized it. You can ask our neighbors about that.
- Alder. Rogina said you mentioned the tax. It is a balancing act between revenue to the City which is a benefit and public policy. You are a lawyer so you understand reasonable person test. I would ask the question, the statistics from 2010 to 2012 there is a 40% increase in fights and intoxicated subjects. To me that is significant. It goes beyond the reasonable person test. Secondly, I am thinking out loud, do you honestly think that between 1:00 and 2:00 any good objective as what the outcome might be. We as a City have an obligation with respect to that issue. I would also second with Alder. Paylietner. The Mayor made it clear to us that he had a meeting with the licensees, I would submit that the dialog has taken place among the licensees.
- Mr. Whitaker said you first said there was a 40% increase in incidents from 2010 until now. I have never seen the statistics. These business owners were made aware of this so late in the game that we didn't have a chance to obtain those types of statistics. Frankly, I don't know what those statistics are. This is an eleventh hour thing we are coming in. You may be right, I don't know. With respect with what happens between 1:00 am and 2:00 am, and having an obligation to protect people. Different people have different habits. Lot's of young people go out late. If I go out to a movie at 10:00 and it is out by 12:00, I won't go to a St. Charles bar. One o'clock closing means 12:30 last call. We are dropping a wide audience. There are people who are going out later because they are doing other things. I have an event this weekend until 11:00 and will probably go out for a drink afterwards with clients. I might not choose St. Charles at that point in time. And those are clients that your businesses are losing because you are imposing restrictions that put them at a competitive disadvantage with surround municipalities.
- Alder. Rogina asked if you would concede that our job here is to find a happy balance for the entire community.
- Mr. Whitaker said absolutely will concede that. What I don't concede is that this is the only way or the best way. We don't think that simply closing down an hour earlier does that just mean that someone is not going to shove it down their throats an hour earlier, no. Does it stop fights, no. We are just changing the time of the behavior, not the behavior itself. My clients are proposing that rather than just changing the times of things happening, we look at the behavior and try to change the behavior. That is the root cause of what we are trying to address here. I disagree on the fundamentals of the impact of what this is going to have.
- Alder. Rogina said my final point is, I submit that there is evidence of the behavior on the increase. Not only in statistics but testimony here by neighbors and others in previous meetings.
- Alder. Carrigan said one, we are really tired of fights downtown. We are seeing a 40% increase. It is pretty common now. If you look at the statistics, it is pretty common now. It is not college kids. We all read the reports, the average age is 25-early 40s. That is what we are seeing, not college kids. The other side of me says that St. Charles is very proud of its downtown, proud of its restaurants and taverns. And to go from a meeting last week and having that discussion and to come to this meeting to pass the ordinance, is a extremely

short period of time. I would be very interested in know what type of solution you have. I am willing to wait four weeks for a solution to this problem. How do you stop the fights from going on downtown. I am going to list it out. The restaurants and bar owners are important; it is an important part of our downtown area. It makes St. Charles a destination. So, if it means four weeks, I am willing to wait and I am willing to listen. Come up with a solution, don't come back and say we need another four weeks, I don't want to hear that.

- Alder. Stellato said that first of all Mr. Whitaker you are doing a great job representing your clients. You are giving us the other side which we heard but may not articulated it. It is tough situation for us. We have people who live around bars and taverns in town and people are affected by the business. But I agree with Alder. Carrignan. I agree that what we are looking at here is an opportunity to really talk through this issue, as long as both sides are listening. If we can't come to a conclusion and you are ok with what's going to come out of that. But if you want a shot four weeks to talk this through I am good with that.
- Alder. Lewis said she wants to reiterate that Alder. Paylietner and I were at that meeting and Mayor DeWitte and Chief Lamkin were very forthcoming with what was going to happen if things didn't start changing. They made their point very clear, I thought.
- Mayor Dewitte said he has a couple of comments. First of all, thanks to all coming out this evening, I did see a number of you in May. I thought I was very clear about the over service issue. asked the 2:00 am question for a specific reason. That reason was because the increase in altercations we were seeing in the downtown business district. Everybody up here gets the police reports on a daily basis. We see the reports for fights, we see them for intoxicated subjects. And I have forwarded these reports to the alderman. A couple of establishments initiated a phone call to the police department when an unruly subject or customer and they needed help getting them out of the place. If there is anyone in this room that can say that the police department has never come running when you called. I would like to hear from you right now. We bend over backwards to be part of the solution. There were nine fight calls in one weekend and four of them required reports to be written. And everyone of those participants was highly intoxicated in the opinion of the arresting officer. Two guys got into it went after the police officer when the officer tried to break it up. These guys were so loaded that they didn't know who they were fighting. They decided to take on a police officer. Nobody up here wants to tolerate that kind of behavior or the type of damage that could be caused. If that police officer is injured in some way he could be out of work. He gets all insurance and workers compensation paid. It is a very expensive proposition to try to police and monitor that type of activity in the downtown. This morning's reports, three more fights in the downtown business district. They were all highly intoxicated. If Alder. Carrignan or Alder. Stellato want to float a motion to put this thing off for 30 days, I probably won't get to vote. If we are going to have the conversation and I appreciate the items that you raised Mr. Whitaker. I don't want to hear about a restaurant association, if you want to do that, that's great, but I want to hear how you are going to monitor the consumption of alcohol in the downtown business district. Wait staff and bartenders should have some idea who they are serving tray full of shots to in any establishment. I know they can do a better job. That is the only solution that I want to hear in how we are going to solve this problem. In my humble opinion. So if everyone in this room is going to address this subject on that basis and Mr. Carrignan wants to float a motion that is the subject I want to talk about. If everyone is interested in that, they better come to the discussions with

ideas, presentations and plans on how they are going to implement it. Because if it doesn't happen, in 60 days, we will go right back to 1:00 am and there will be no conversation about it.

- Alder. Carrignan said he agrees. I said our tolerance short. If it wasn't for the fact that our downtown is an important area that we want to keep it vibrant and keep it orderly, I would vote right now for 1:00 am. One week out of committee and coming right to City Council does not really give ample time for this important segment of our community to come up with a solution. So, I would like to make a motion.
- Alder. Martin said there is a motion on the floor and he moves to call to question.

Motion by Martin, seconded by Krieger to call to question the discussion regarding the Ordinance Amending Title 5, "Business Licenses and Regulations," Chapter 5.08 "Alcoholic Beverages," Section 5.08.130C "License-Hours of Sales" of the St. Charles Municipal Code.

ROLL CALL VOTE: AYE: Payleitner, Turner, Rogina, Martin, Krieger, Lewis

NAY: Stellato, Monken, Carrignan

ABSENT: 0

ABSTAIN: Bessner

MOTION CARRIED

- Attorney Good requested a five minute recess to confirm Robert's Rules of Order.
- Mayor DeWitte called a five minute recess at 7:45.
- Mayor DeWitte reconvened the meeting at 7:51.
- Mayor DeWitte said that he understands from the City Attorney that the motion to call to question ends the debate. So that motion passed. The Council does need to take action on the original motion to revise the hours to 1:00 am. So is there any other motion?
- Alder. Carrignan asked if he could amend the current motion to send it back to committee for further discussion.
- Attorney Good said the most direct way would be to table the motion to a date certain. This is required to be voted upon. And it requires a majority to pass.
- Alder. Carrignan asked what was the date of the next government services meeting.

Motion by Carrignan, seconded by Stellato to table the motion regarding the Ordinance Amending Title 5, "Business Licenses and Regulations," Chapter 5.08 "Alcoholic Beverages," Section 5.08.130C "License-Hours of Sales" of the St. Charles Municipal Code until the Government Services committee on September 24, at 7:00 pm.

ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Lewis

NAY: Turner, Rogina, Martin, Krieger

ABSENT: 0

ABSTAIN: Bessner

MOTION CARRIED

- Alder. Stellato asked what group will be discussing this. I assume the Police Department will be involved. How do we put this together. So on the 24<sup>th</sup> we can say yes we are making progress.

- Brian Townsend said that there would be three representatives. The Police Chief, I will be involved and the Mayor. We will work on our schedules so we can find a time to meet as soon as possible.

5. Motion by Turner, seconded by Rogina to approve the request from Mr. Rich Simpson to amend closing hours for Alibi Bar and Grill Restaurant located at 12 N. 3rd Street.

ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
Rogina, Bessner, Lewis

NAY: Martin, Krieger ABSENT: 0

MOTION CARRIED

- Alder. Rogina asked given this dialog, are we voting here to give Mr. Simpson a license until 2:00 pending any adjustment in the ordinance.
- Mayor DeWitte responded that as he recalls the conversation in committee, motion to amend Mr. Simpson's hours was predicated on the fact that the general license would change to 1:00 am as well. I would ask the question, if we are giving a current bar owners the benefit of the doubt on this decision should we give Mr. Simpson the same. Since we already tentatively agreed that we would.
- Brian Townsend said that one other thing we talked about in committee was a 10-day publication period following the ordinance. So if we approve this motion this evening, he would be able to stay open until 2:00 am immediately. There would not be that 10-day period that would require the publication.
- Mayor DeWitte says he goes back to his original position on this issue. Mr. Simpson has done a good job of running a good ship. I haven't heard any issues that have been brought up in regards to his operation. I can't make the motion myself but it would be my inclination to give him the same level playing field as the other establishments have.

**B. Government Services**

- \*1. Motion by Martin, seconded by Krieger to approve a **Resolution 2012-106** Authorizing the Execution of a Notice of Intent to Award for Construction of the Biosolids Handling Building and Equipment Project.

ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner, Lewis

NAY: 0 ABSENT: 0

MOTION CARRIED (Omnibus Vote)

- \*2. Motion by Martin, seconded by Krieger to approve a **Resolution 2012-107** Authorizing the Execution of Change Order No. 6 for Wells 3 and 4 Radium Removal Construction Project.

ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner, Lewis

NAY: 0 ABSENT: 0

MOTION CARRIED (Omnibus Vote)

- \*3. Motion by Martin, seconded by Krieger to approve a **Resolution 2012-108** Authorizing a Contract with A Lamp Concrete Contractors for Parking Lot Construction.

ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner, Lewis

NAY: 0 ABSENT: 0

MOTION CARRIED (Omnibus Vote)

- \*4. Motion by Martin, seconded by Krieger to approve an **Ordinance 2012-M-40** Amending Title 10 “Vehicles and Traffic”, Section 10.11 “Rules of the Road” of the St. Charles Municipal Code.

ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner, Lewis

NAY: 0 ABSENT: 0

MOTION CARRIED (Omnibus Vote)

5. Motion by Martin, seconded by Krieger to approve a Class E Liquor License, Amplification License, and use of City Lot “B” for the River Rock House Fest, September 28, 29, and 30, 2012.

ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
Rogina, Bessner

NAY: Martin, Krieger, Lewis ABSENT: 0

MOTION CARRIED

- Alder. Rogina commented that he was happy to see a compromise ending but I would agree that I would like to make a point of making sure that the ordinance is followed to a T. I am happy this turned out the way it did. I am going to support.
- Alder. Stellato said that the ownership has agreed to not setup outside or get in the way of the homecoming parade that day which is 5:30 and they have agreed to change in hours.
- Alder. Lewis said she still has some concerns. One being the event occurs on the same day as another event, the homecoming parade, and it is less than 30 days before Scarecrow Festival. Second, that the application came in less than 90 days prior to the event. Third, I have concerns that the City is funding 50% of their services. I am wondering about accountability with the money that is raised. You have given us very little information regarding the organization you are working with.
- Jeffrey Sands, 2890 Edgewater Drive, Elgin Illinois, said that TACA is working with us at the event. We have assigned a treasure for the group who will handle all the money. TACA will also be at the gate and taking the money. The accountability is between three different people so there are checks and balances.
- Alder. Lewis asked if the fundraising was coming from the \$5 entrance fee?
- Mr. Sands said it is also coming from alcohol. The beer sales will try to offset the cost of the event. The event costs around \$35,000. The alcohol usually offsets that and the money from the gate goes directly to TACA. If there is any money left over from the liquor sales will go to TACA.
- Mayor DeWitte asked what is the goal for fundraising for this event.
- Mr. Sands said we are shooting for \$20,000.
- Alder. Bessner said that this is a win win event for all parties involved.

**C. Planning and Development**

- \*1. Motion by Martin, seconded by Krieger to accept and place on files minutes of August 13, 2012 Planning & Development Committee meeting.

ROLL CALL VOTE: AYE: Stellato, Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner, Lewis

NAY: 0 ABSENT: 0

MOTION CARRIED (Omnibus Vote)

**D. Executive Session**

Motion by Carrignan, seconded by Stellato, to enter into Executive Session to discuss pending litigation at 8:05.

ROLL CALL VOTE: AYE: Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner  
NAY: 0 ABSENT: Stellato, Lewis  
MOTION CARRIED

Motion by Carrignan, seconded by Stellato, to return from Executive Session at 8:15.

ROLL CALL VOTE: AYE: Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner  
NAY: 0 ABSENT: Stellato, Lewis  
MOTION CARRIED

**E. Additional Items from Mayor, Council, Staff, or Citizens**

1. Motion by Stellato, seconded by Monken to approve a **Resolution 2012-109** Authorizing the Execution of a Change Order No. 7 for the Radium Removal Project.

ROLL CALL VOTE: AYE: Monken, Carrignan, Payleitner, Turner  
Rogina, Martin, Krieger, Bessner  
NAY: 0 ABSENT: Stellato, Lewis  
MOTION CARRIED

**F. Adjournment**

Motion By Carrignan, Seconded By Monken, To Adjourn Meeting

VOICE VOTE UNANIMOUS MOTION CARRIED

Meeting adjourned at 8:16 P.M.

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Nancy Garrison, City Clerk

CERTIFIED TO BE A TRUE COPY OF ORIGINAL

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Nancy Garrison, City Clerk

9/7/2012

**City of St. Charles  
EXPENDITURE APPROVAL LIST**

8/13/2012 - 8/24/2012

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
103	ALLIED ASPHALT PAVING CO INC					
		9	976.50	08/16/2012	168458	SURFACE & BINDER
	ALLIED ASPHALT PAVING CO INC Total		<u>976.50</u>			
109	AREA BLACK SOIL INC					
		71848	2,300.00	08/23/2012	8395	TOPSOIL DELIVERED
	AREA BLACK SOIL INC Total		<u>2,300.00</u>			
114	DG HARDWARE					
		72673	35.93	08/16/2012	51443/F	FASTENERS
		72673	32.20	08/16/2012	51392/F	SMALL HARDWARE
	DG HARDWARE Total		<u>68.13</u>			
128	HARDER HELSLEY ROCKFORD					
		72962	108.00	08/16/2012	R077364	INVENTORY ITEMS
	HARDER HELSLEY ROCKFORD Total		<u>108.00</u>			
131	ADVANCED PARTS AND SERVICE INC					
		72864	204.90	08/16/2012	153605	REPAIRS SOUTHBEND MODEL 460
	ADVANCED PARTS AND SERVICE INC Total		<u>204.90</u>			
139	AFLAC					
			1,487.51	08/24/2012	PR20120824_139	PR 20120824 deductions
	AFLAC Total		<u>1,487.51</u>			
149	ALARM DETECTION SYSTEMS INC					
		72037	153.00	08/23/2012	116303-1032	SVC SEPT- NOV 2012
		72037	1,068.51	08/23/2012	120197-1046	SVC SEPT-NOV 2012
		72037	260.49	08/23/2012	149418-1012	SVC SEPT-NOV 2012
		72037	2,244.15	08/23/2012	30434-1160	SVC SEPT-NOV
		72037	1,396.20	08/23/2012	36648-1063	SVC SEPT-NOV 2012
		72037	137.83	08/23/2012	46090-1143	SVC SEPT 2012
		72037	123.75	08/23/2012	46987-1042	SVC SEP-NOV 2012
	ALARM DETECTION SYSTEMS INC Total		<u>5,383.93</u>			
150	A LAMP CONCRETE					
		72760	39,750.00	08/16/2012	13929	STREET REHAB VARIOUS LOCATI

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		72760	527,399.69	08/16/2012	13929-MFT	2012 MFT PAYOUT JULY 2012
		72760	527,399.69	08/16/2012	13929-MFT	2012 MFT PAYOUT JULY 2012
		72760	-527,399.69	08/16/2012	13929-MFT	2012 MFT PAYOUT JULY 2012
		72760	-527,399.69	08/16/2012	13929-MFT	2012 MFT PAYOUT JULY 2012
		72760	527,399.69	08/16/2012	13929-MFT-A	
	<b>A LAMP CONCRETE Total</b>		<b><u>567,149.69</u></b>			
<b>153</b>	<b>ALEXANDER EQUIPMENT CO</b>					
		72780	306.30	08/16/2012	86494	INVENTORY ITEMS
	<b>ALEXANDER EQUIPMENT CO Total</b>		<b><u>306.30</u></b>			
<b>159</b>	<b>ALFRED BENESCH AND COMPANY</b>					
		66121	8,750.95	08/16/2012	55369	SERVICES JUNE/JULY 2012
	<b>ALFRED BENESCH AND COMPANY Total</b>		<b><u>8,750.95</u></b>			
<b>161</b>	<b>ARMY TRAIL TIRE &amp; SERVICE</b>					
		72850	1,201.10	08/16/2012	285144	INVENTORY ITEMS
		73034	913.20	08/23/2012	285644	INVNETORY ITEMS
	<b>ARMY TRAIL TIRE &amp; SERVICE Total</b>		<b><u>2,114.30</u></b>			
<b>167</b>	<b>ALLIANCE SWEEPING SERVICE INC</b>					
		71842	3,520.00	08/16/2012	90396	MACHINE SWEEPING
		71842	700.00	08/16/2012	90397	MACHINE SWEEP 2012
		71842	300.00	08/16/2012	90398	MACHINE SWEEP LOTS
	<b>ALLIANCE SWEEPING SERVICE INC Total</b>		<b><u>4,520.00</u></b>			
<b>191</b>	<b>AMERICAN MESSAGING</b>					
			22.16	08/23/2012	U1238102MH	PAGER SERVICES
	<b>AMERICAN MESSAGING Total</b>		<b><u>22.16</u></b>			
<b>205</b>	<b>AT&amp;T</b>					
		73028	381.90	08/23/2012	080912	AMER-21-201206-13-0122-BCM
	<b>AT&amp;T Total</b>		<b><u>381.90</u></b>			
<b>221</b>	<b>ANDERSON PEST CONTROL</b>					
			518.70	08/23/2012	2226257	SVC AUGUST 2012
			518.70	08/23/2012	2226257	SVC AUGUST 2012
		72909	140.00	08/23/2012	2234833	BEE REMOVAL
	<b>ANDERSON PEST CONTROL Total</b>		<b><u>1,177.40</u></b>			
<b>236</b>	<b>APWA CHICAGO METRO CHAPTER</b>					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			50.00	08/23/2012	33334	RTUNGARE MUN LAW SEMINAR
	<b>APWA CHICAGO METRO CHAPTER Total</b>		<b>50.00</b>			
<b>246</b>	<b>AQUA BACKFLOW INC</b>					
		72625	2,677.00	08/23/2012	129003-8	MONTHLY BACKFLOW
	<b>AQUA BACKFLOW INC Total</b>		<b>2,677.00</b>			
<b>254</b>	<b>ARISTA INFORMATION SYSTEMS INC</b>					
		72059	1,919.66	08/16/2012	13205	PRINTING UB BILLS JULY 2012
		72059	4,990.09	08/16/2012	1330201208	POSTAGE UB BILLS JULY 2012
	<b>ARISTA INFORMATION SYSTEMS INC Total</b>		<b>6,909.75</b>			
<b>272</b>	<b>ASK ENTERPRISES &amp; SON INC</b>					
		72710	3,124.80	08/16/2012	22280	INVENTORY ITEMS
	<b>ASK ENTERPRISES &amp; SON INC Total</b>		<b>3,124.80</b>			
<b>279</b>	<b>ATLAS CORP &amp; NOTARY SUPPLY CO</b>					
			19.70	08/23/2012	430023	KEITH GOODE POLICE DEPT
	<b>ATLAS CORP &amp; NOTARY SUPPLY CO Total</b>		<b>19.70</b>			
<b>284</b>	<b>ILLINOIS BELL TELEPHONE CO</b>					
			75.00	08/23/2012	080812	SVC 8-9-12 TO 9-8-12
	<b>ILLINOIS BELL TELEPHONE CO Total</b>		<b>75.00</b>			
<b>285</b>	<b>AT&amp;T</b>					
			1,413.73	08/23/2012	4415668106	MONTHLY INTERNET
	<b>AT&amp;T Total</b>		<b>1,413.73</b>			
<b>293</b>	<b>AUTOGLASS SPECIALTIES INC</b>					
		72875	226.00	08/23/2012	8385-0	LABOR WINDSHIELD
	<b>AUTOGLASS SPECIALTIES INC Total</b>		<b>226.00</b>			
<b>297</b>	<b>AV OVERHEAD DOOR</b>					
		72982	256.00	08/16/2012	21682	FS#2 SVC
		72982	256.00	08/16/2012	21682	FIRE STATION 2 REPAIR
		72982	256.00	08/23/2012	22058	PW DOOR 2 REPAIR
		72982	1,460.00	08/16/2012	22007	FIRE STATION 2 REPAIR
		72603	571.05	08/23/2012	21712	REPAIRS TO PW DOOR S
	<b>AV OVERHEAD DOOR Total</b>		<b>2,799.05</b>			
<b>298</b>	<b>AWARDS CONCEPTS</b>					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		71927	173.56	08/16/2012	I0256018	D KETELSEN
		71927	98.98	08/23/2012	I0256385	AWARDS CLIFF LO
		71927	283.03	08/23/2012	I0256391	AWARDS RANDY SCOTT
		71927	48.71	08/23/2012	I0256396	AWARDS RUSS COLBY
	<b>AWARDS CONCEPTS Total</b>		<b><u>604.28</u></b>			
<b>304</b>	<b>BACKGROUNDS ONLINE</b>					
		71928	336.50	08/16/2012	429604	JULY 2012 CHECKS
	<b>BACKGROUNDS ONLINE Total</b>		<b><u>336.50</u></b>			
<b>305</b>	<b>BADGER METER INC</b>					
		72836	3,807.31	08/23/2012	95629201	INVENTORY ITEMS
	<b>BADGER METER INC Total</b>		<b><u>3,807.31</u></b>			
<b>338</b>	<b>AIRGAS NORTH CENTRAL</b>					
			600.12	08/16/2012	9903650577	MONTHLY BILLING
	<b>AIRGAS NORTH CENTRAL Total</b>		<b><u>600.12</u></b>			
<b>366</b>	<b>B &amp; L LANDSCAPE CONTRACTORS</b>					
		72320	1,450.00	08/16/2012	21410	SVC KIRK & DUNHAM
	<b>B &amp; L LANDSCAPE CONTRACTORS Total</b>		<b><u>1,450.00</u></b>			
<b>378</b>	<b>BONNELL INDUSTRIES INC</b>					
		72165	2,698.00	08/23/2012	0141339-IN	TRUCK EQUIPMENT
			-468.49	08/23/2012	0140916-IN	TREADPLATE REPLACEMENT
	<b>BONNELL INDUSTRIES INC Total</b>		<b><u>2,229.51</u></b>			
<b>391</b>	<b>BREATHING AIR SYSTEMS DIVISON</b>					
		72803	585.04	08/16/2012	1026559-IN	HOSE AND FITTINGS
	<b>BREATHING AIR SYSTEMS DIVISON Total</b>		<b><u>585.04</u></b>			
<b>393</b>	<b>BRICOR CONSULTING</b>					
			1,916.67	08/23/2012	FY2013	AGREEMENT FY 12/13
			1,916.67	08/23/2012	FY2013	AGREEMENT FY 12/13
			1,916.67	08/23/2012	FY2013	AGREEMENT FY 12/13
			1,916.67	08/23/2012	FY2013	AGREEMENT FY 12/13
			1,916.67	08/23/2012	FY2013	AGREEMENT FY 12/13
	<b>BRICOR CONSULTING Total</b>		<b><u>9,583.35</u></b>			
<b>396</b>	<b>BROWNELLS INC</b>					
		72926	63.92	08/23/2012	07782948.00	PD SUPPIES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		72878	103.23	08/23/2012	07771736.00	PD SUPPLIES
		72851	64.89	08/16/2012	07756398.00	PD SUPPLIES
	<b>BROWNELLS INC Total</b>		<b><u>232.04</u></b>			
<b>428</b>	<b>CALEA</b>					
		72998	4,065.00	08/16/2012	INV08746	ANNUAL MEMBERSHIP
	<b>CALEA Total</b>		<b><u>4,065.00</u></b>			
<b>431</b>	<b>CAPITAL INFRASTRUCTURE GRP LLC</b>					
		72914	3,000.00	08/16/2012	397	AUGUST 2012 SERVICES
	<b>CAPITAL INFRASTRUCTURE GRP LLC Total</b>		<b><u>3,000.00</u></b>			
<b>460</b>	<b>CASA KANE COUNTY</b>					
			1,000.00	08/23/2012	082112	CASA CHARITY PAVER
	<b>CASA KANE COUNTY Total</b>		<b><u>1,000.00</u></b>			
<b>464</b>	<b>TREDROC TIRE SERVICES CBA TIRE</b>					
		71914	1,758.07	08/16/2012	495877	SERVICE CALL LABOR/PARTS
	<b>TREDROC TIRE SERVICES CBA TIRE Total</b>		<b><u>1,758.07</u></b>			
<b>491</b>	<b>CHADS TOWING &amp; RECOVERY INC</b>					
		71962	100.00	08/16/2012	40100	TOWING POLICE DEPT
	<b>CHADS TOWING &amp; RECOVERY INC Total</b>		<b><u>100.00</u></b>			
<b>506</b>	<b>CHICAGO COMM SERVICE LLC</b>					
		71982	487.05	08/23/2012	233932	BILING SEPT-OCT-NOV 2012
	<b>CHICAGO COMM SERVICE LLC Total</b>		<b><u>487.05</u></b>			
<b>508</b>	<b>WEST PAYMENT CENTER</b>					
		72052	352.80	08/23/2012	825422396	MONTHLY CHARGES
	<b>WEST PAYMENT CENTER Total</b>		<b><u>352.80</u></b>			
<b>517</b>	<b>CINTAS CORPORATION</b>					
		71907	29.57	08/16/2012	344449000	UNIFORM SERVICE
		71907	29.59	08/23/2012	344452578	UNIFORM SVC
	<b>CINTAS CORPORATION Total</b>		<b><u>59.16</u></b>			
<b>518</b>	<b>CLERK OF THE 18TH</b>					
			575.00	08/16/2012	185815	BAIL BOND MONEY
			775.00	08/16/2012	185816	BAIL BOND MONEY

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	CLERK OF THE 18TH Total		<u>1,350.00</u>			
561	COMBINED CHARITIES CAMPAIGN		269.84	08/24/2012	PR20120824_561	PR 20120824 deductions
	COMBINED CHARITIES CAMPAIGN Total		<u>269.84</u>			
562	COMPLETE VENDING SERVICE INC					
		72859	116.20	08/23/2012	13605	COFFEE SUPPLIES
	COMPLETE VENDING SERVICE INC Total		<u>116.20</u>			
563	CDW GOVERNMENT INC					
		72923	32.28	08/23/2012	P025669	ADO CS6 DESWEBPREM MED WIN
	CDW GOVERNMENT INC Total		<u>32.28</u>			
564	COMCAST OF CHICAGO INC					
			16.83	08/23/2012	081212PD	SVC8-19-12 TO 9-18-12
	COMCAST OF CHICAGO INC Total		<u>16.83</u>			
642	CUSTOM WELDING & FAB INC					
		72488	786.00	08/23/2012	120155	STORM DRAIN BARRIER INSTALL
		71915	710.60	08/23/2012	120162	VEH1881 REPAIRS
	CUSTOM WELDING & FAB INC Total		<u>1,496.60</u>			
652	LINAS DARGIS					
			136.49	08/23/2012	081712	UNIFORM ALLOWANCE
	LINAS DARGIS Total		<u>136.49</u>			
653	W S DARLEY & CO					
			28.80	08/23/2012	17021643	REFER TO IN#17020594
	W S DARLEY & CO Total		<u>28.80</u>			
666	DECKER SUPPLY CO INC					
		72381	929.49	08/23/2012	874464	INVENTORY ITEMS
	DECKER SUPPLY CO INC Total		<u>929.49</u>			
683	DE MAR TREE & LANDSCAPE SVC					
		72321	6,116.00	08/16/2012	1100	LINE CLEARING FOR ELECTRIC
		72321	1,600.00	08/16/2012	1101	LINE CLEARING FOR ELECTRIC
		72321	14,976.00	08/16/2012	1104	LINE CLEARING FOR ELECTRIC
	DE MAR TREE & LANDSCAPE SVC Total		<u>22,692.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
750	DUKANE CONTRACT SERVICES					
		71979	2,200.00	08/23/2012	120153	SVC AUGUST 2012
		71979	4,960.00	08/23/2012	120154	SVC AUGUST 2012
		71979	5,350.00	08/23/2012	120155	SVC AUGUST 2012
		71979	6,657.00	08/23/2012	120156	SVC AUGUST 2012
		71979	1,500.00	08/16/2012	120190	SVC JULY 2012 E & W GARAGES
	<b>DUKANE CONTRACT SERVICES Total</b>		<b>20,667.00</b>			
767	EAGLE ENGRAVING INC					
		71973	12.80	08/16/2012	2012-1534	FIREGROUND ID TAG
		71829	15.95	08/16/2012	2012-1713	ENGRAVING BADGE SHIELDS
	<b>EAGLE ENGRAVING INC Total</b>		<b>28.75</b>			
776	HD SUPPLY WATERWORKS					
		72966	555.00	08/23/2012	5268988	INVENTORY ITEMS
		72966	51.00	08/23/2012	5285563	INVENTORY ITEMS
	<b>HD SUPPLY WATERWORKS Total</b>		<b>606.00</b>			
789	HUGHES UTILITIES LTD					
		71407	73,459.44	08/16/2012	1979039-00	INVENTORY ITEMS
		71407	48,828.41	08/23/2012	1979039-01	INVENTORY ITEMS
		71407	24,313.30	08/23/2012	1979039-02	INVENTORY ITEMS
		72244	2,243.98	08/16/2012	2021980-01	INVENTORY ITEMS
		72708	322.20	08/16/2012	2048981-01	INVENTORY ITEMS
	<b>HUGHES UTILITIES LTD Total</b>		<b>149,167.33</b>			
790	ELGIN PAPER CO					
		72817	10.50	08/16/2012	549636	INVENTORY ITEMS
		72817	1,900.00	08/23/2012	549896	INVENTORY ITEMS
	<b>ELGIN PAPER CO Total</b>		<b>1,910.50</b>			
803	EMC CORPORATION					
			8,063.82	08/23/2012	5200060371	ENHANCED SOFTWARE SUPPORT
	<b>EMC CORPORATION Total</b>		<b>8,063.82</b>			
812	ENCAP INC					
		72922	199,611.90	08/16/2012	23555	ST CHARLES RIVERWALK WORK
	<b>ENCAP INC Total</b>		<b>199,611.90</b>			
815	ENGINEERING ENTERPRISES INC					
		64140	585.00	08/16/2012	51210	PERIOD ENDING 6-20-12

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		72924	1,592.50	08/16/2012	51211	ST GERMAIN PLACE PAVEMENT
	<b>ENGINEERING ENTERPRISES INC Total</b>		<b><u>2,177.50</u></b>			
<b>826</b>	<b>BORDER STATES</b>					
		72643	1,959.03	08/16/2012	904349415	INVNETORY ITEMS
		73037	24.79	08/24/2012	904464150	INVNETORY ITEMS
	<b>BORDER STATES Total</b>		<b><u>1,983.82</u></b>			
<b>840</b>	<b>EXECUTIVE CAR WASH LLC</b>					
		72120	800.00	08/16/2012	15252-23-12	
	<b>EXECUTIVE CAR WASH LLC Total</b>		<b><u>800.00</u></b>			
<b>858</b>	<b>FEDERAL EXPRESS CORP</b>					
			34.65	08/23/2012	7-985-72702	SHIPPING
	<b>FEDERAL EXPRESS CORP Total</b>		<b><u>34.65</u></b>			
<b>870</b>	<b>FIRE PENSION FUND</b>					
			39,603.74	08/23/2012	081512	KANE COUNTY PROPERTY TAX
			15,650.85	08/24/2012	PR20120824_870	PR 20120824 deductions
	<b>FIRE PENSION FUND Total</b>		<b><u>55,254.59</u></b>			
<b>884</b>	<b>FISHER SCIENTIFIC</b>					
		72747	513.40	08/16/2012	5038591	CHEMICALS
		72747	14.34	08/23/2012	6583108	MISC SUPPLIES
		72747	392.94	08/23/2012	7410004	MISC SUPPLIES
	<b>FISHER SCIENTIFIC Total</b>		<b><u>920.68</u></b>			
<b>897</b>	<b>FOOTE MEYERS MIELKE &amp; FLOWERS</b>					
		72121	375.00	08/16/2012	10471-073-1	GORDAN A CRAFT
		72121	575.00	08/16/2012	10471-084-1	LINDSAY ANN WEST
		72121	525.00	08/16/2012	10471-103-1	REGINA A KRAHENBUHL
		72121	3,200.00	08/16/2012	6079-001-132	MONTHLY PROSECUTIONS JULY 2
	<b>FOOTE MEYERS MIELKE &amp; FLOWERS Total</b>		<b><u>4,675.00</u></b>			
<b>911</b>	<b>FOUNTAIN TECHNOLOGIES LTD</b>					
		71896	1,395.00	08/16/2012	7232	INSTALLMENT #3
	<b>FOUNTAIN TECHNOLOGIES LTD Total</b>		<b><u>1,395.00</u></b>			
<b>916</b>	<b>FOX VALLEY FIRE &amp; SAFETY INC</b>					
		72865	258.00	08/16/2012	706521	SVC WELL#8
		72004	114.00	08/16/2012	709784	EAST PARKING GARAGE

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		72004	114.00	08/16/2012	709915	POLICE DEPARTMENT
		72004	114.00	08/16/2012	709919	RADIUM REMOVAL PLANT
		72004	114.00	08/16/2012	709938	ST CHARLES FIRE STATION 3
		72004	114.00	08/16/2012	709939	ST CHARLES FIRE STATION 2
		72004	114.00	08/16/2012	709945	SUB STATION 2
		72004	114.00	08/16/2012	709946	SUB STATION 7
		72004	114.00	08/16/2012	709996	WASTE WATER TREATMENT LAB
		72004	114.00	08/16/2012	709997	WASTE WATER TREATMENT
		72004	114.00	08/16/2012	710000	WELL #11
		72004	114.00	08/16/2012	710001	WELL #8
	<b>FOX VALLEY FIRE &amp; SAFETY INC Total</b>		<b>1,512.00</b>			
<b>927</b>	<b>FOX VALLEY LAWN CARE</b>					
		71909	18,109.44	08/16/2012	CLIP141970	MOW AND TRIM JULY 2012
	<b>FOX VALLEY LAWN CARE Total</b>		<b>18,109.44</b>			
<b>935</b>	<b>DOWNTOWN ST CHARLES</b>					
			23,500.00	08/23/2012	FY-2013	FY2013 AGREEMENT
			23,500.00	08/23/2012	FY-2013	FY2013 AGREEMENT
			23,500.00	08/23/2012	FY-2013	FY2013 AGREEMENT
			23,500.00	08/23/2012	FY-2013	FY2013 AGREEMENT
	<b>DOWNTOWN ST CHARLES Total</b>		<b>94,000.00</b>			
<b>938</b>	<b>BURTON CONSULTING</b>					
		72356	3,333.34	08/23/2012	C0000586-56446	AUGUST CONSULTING
	<b>BURTON CONSULTING Total</b>		<b>3,333.34</b>			
<b>944</b>	<b>GALLS AN ARAMARK COMPANY</b>					
		71964	307.69	08/16/2012	512216015	MISC POLICE UNIFORMS
		71964	123.56	08/23/2012	512348550	POLICE UNIFORMS
		71964	37.44	08/23/2012	512351618	POLICE UNIFORMS
		71964	92.65	08/23/2012	512351644	POLICE UNIFORMS
	<b>GALLS AN ARAMARK COMPANY Total</b>		<b>561.34</b>			
<b>954</b>	<b>GATE OPTIONS</b>					
		72870	751.00	08/16/2012	30583	LABOR
	<b>GATE OPTIONS Total</b>		<b>751.00</b>			
<b>964</b>	<b>THOMAS G GETTE</b>					
			64.22	08/16/2012	080812	BOOT REIMBURSEMENT

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	<b>THOMAS G GETTE Total</b>		<b><u>64.22</u></b>			
<b>988</b>	<b>GORSKI &amp; GOOD</b>					
		72187	780.00	08/16/2012	22036	JULY 2012 LEGAL BC&E
			1,980.00	08/16/2012	22037	COMMUNITY DEV LEGAL JULY 201
			1,100.00	08/16/2012	22038	JULY 2012 LEGAL FIRE PROTECT
			500.00	08/16/2012	22039	JULY 2012 LEGAL FIRST STREET
			1,980.00	08/16/2012	22040	JULY 2012 LEGAL GENERAL MATTI
		72187	700.00	08/16/2012	22041	LEXINGTON LEGAL JULY 2012
			140.00	08/16/2012	22042	LEGAL JULY 2012 LIQUOR
			620.00	08/16/2012	22043	JULY 2012 LEGAL MCIIVAINI
			1,400.00	08/16/2012	22044	JULY 2012 LEGAL PIEMONTE
			3,509.02	08/16/2012	22045	JULY 2012 LEGAL PUBLIC WORKS
			820.00	08/16/2012	22047	JULY 2012 LEGAL TIF
			1,000.00	08/16/2012	22048	JULY 2012 LEGAL RETAINER
	<b>GORSKI &amp; GOOD Total</b>		<b><u>14,529.02</u></b>			
<b>989</b>	<b>GORDON FLESCH CO INC</b>					
			-1,408.87	08/23/2012	CM10003499	CREDIT ON ACCOUNT
			-133.00	08/23/2012	CM10003516	CREDIT
			-133.00	08/23/2012	CM10003583	CREDIT INVOICE IN1002336
			-115.51	08/23/2012	CM10004869	CREDIT
			-52.90	08/23/2012	CM10004870	CREDIT
			-192.05	08/23/2012	IN10043144	CREDIT
		72316	10.62	08/23/2012	IN10050223	MONTHLY COPY CHARGES
		72316	886.84	08/23/2012	IN10061699	COPIER CHARGES
		72119	3,295.55	08/23/2012	IN10061699-A	COPIER CHARGES
		72088	38.28	08/23/2012	IN10061699-B	COPIER CHARGES
		72311	110.26	08/23/2012	IN10061699-C	COPIER CHARGES
	<b>GORDON FLESCH CO INC Total</b>		<b><u>2,306.22</u></b>			
<b>1026</b>	<b>HACH COMPANY</b>					
		72892	338.95	08/16/2012	7886330	INVENTORY ITEMS
	<b>HACH COMPANY Total</b>		<b><u>338.95</u></b>			
<b>1031</b>	<b>HAMPTON LENZINI &amp; RENWICK INC</b>					
		72819	2,406.00	08/23/2012	000020120656	COPORATE RESERVE STUDY
		67849	12,490.50	08/23/2012	000020120679	ILL RTE 64/OAK ST PHASE III
		70940	832.50	08/23/2012	000020120691	SERVICES THRU 7-28-12

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	HAMPTON LENZINI & RENWICK INC Total		<u>15,729.00</u>			
1036	HARRIS BANK NA		1,320.00	08/24/2012	PR20120824_1036	PR 20120824 deductions
	HARRIS BANK NA Total		<u>1,320.00</u>			
1078	HI-LINE UTILITY SUPPLY CO					
		72856	575.47	08/16/2012	1/936040	MISC SUPPLIES
		72856	295.22	08/23/2012	1/936041	PAIR OF CLIMBERS
	HI-LINE UTILITY SUPPLY CO Total		<u>870.69</u>			
1103	HOUSEAL LAVIGNE ASSOC LLC					
		67616	6,013.97	08/23/2012	2050	CONSULTING SERVICES
	HOUSEAL LAVIGNE ASSOC LLC Total		<u>6,013.97</u>			
1106	HSBC BUSINESS SOLUTIONS					
		72945	85.38	08/16/2012	222103647000	MISC VENDING SUPPLIES
		72969	58.14	08/23/2012	223019044000	INVENTORY ITEMS
		73029	64.05	08/23/2012	223019044000-A	
	HSBC BUSINESS SOLUTIONS Total		<u>207.57</u>			
1133	IBEW LOCAL 196					
			643.87	08/24/2012	PR20120824_1133	PR 20120824 deductions
	IBEW LOCAL 196 Total		<u>643.87</u>			
1135	AT&T					
			2,725.50	08/16/2012	3803218101	MONTHLY BILLING
	AT&T Total		<u>2,725.50</u>			
1136	ICMA RETIREMENT CORP					
			54,019.43	08/24/2012	082412	ICMA/401A/ROTH PAYROLL
	ICMA RETIREMENT CORP Total		<u>54,019.43</u>			
1149	ILLINOIS ENVIRONMENTAL					
			142,606.50	08/17/2012	#L172344-02	DEBT SERVICE PROJECT L17-2344
	ILLINOIS ENVIRONMENTAL Total		<u>142,606.50</u>			
1159	IL HOMICIDE INVESTIGATORS ASSC					
			525.00	08/23/2012	100912	CONF GATLIN/LAMELA/SULLIVAN
	IL HOMICIDE INVESTIGATORS ASSC Total		<u>525.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1171	ILLINOIS STATE POLICE		36.50	08/16/2012	081312	FINGERPRINT FEE
	ILLINOIS STATE POLICE Total		<u>36.50</u>			
1202	ILLINOIS EPA		5,732.16	08/23/2012	C-0052-12	IEPA PERMIT NORTON CREEK WR
	ILLINOIS EPA Total		<u>5,732.16</u>			
1215	ILLINOIS MUNICIPAL UTILITIES		4,012,788.18	08/17/2012	081712	IMEA JULY ELECTRIC BILL 2012
	ILLINOIS MUNICIPAL UTILITIES Total		<u>4,012,788.18</u>			
1223	INITIAL IMPRESSIONS EMBROIDERY					
		72499	144.90	08/16/2012	L43954	EMBROIDERY ELEC
		72512	1,554.45	08/16/2012	L43955	UNIFORMS
		72506	45.26	08/16/2012	L43956	UNIFORMS
		72508	222.79	08/16/2012	L43957	UNIFORMS
		72489	64.56	08/16/2012	L43959	UNIFORMS
	INITIAL IMPRESSIONS EMBROIDERY Total		<u>2,031.96</u>			
1240	INTERSTATE BATTERY SYSTEM OF					
		72828	103.95	08/16/2012	60105330	INVENTORY ITEMS
	INTERSTATE BATTERY SYSTEM OF Total		<u>103.95</u>			
1256	ILLINOIS PUBLIC EMPLOYER LABOR					
			375.00	08/16/2012	102112	REGISTRATION KLIVERNOIS OCT1
	ILLINOIS PUBLIC EMPLOYER LABOR Total		<u>375.00</u>			
1275	JAMES D SKAAR LAW OFFICES					
			337.50	08/16/2012	080712	LEGAL SERVICES
	JAMES D SKAAR LAW OFFICES Total		<u>337.50</u>			
1309	J&S NEWPORT ENT LP					
			18.51	08/23/2012	061412	
			15.22	08/23/2012	081712	PRISONER FOOD JUN-JULY 2012
	J&S NEWPORT ENT LP Total		<u>33.73</u>			
1313	KANE COUNTY RECORDERS OFFICE					
			34.00	08/23/2012	252002	DECLARATION FEE
	KANE COUNTY RECORDERS OFFICE Total		<u>34.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1326	KANE COUNTY WATER ASSOC		180.00	08/16/2012	082312	AUGUST MEETING RADIUM PLANT
	<b>KANE COUNTY WATER ASSOC Total</b>		<b><u>180.00</u></b>			
1327	KANE COUNTY FAIR		382.13	08/23/2012	FY2013	MANION PROPERTY DEBT PAYMEI
			382.13	08/23/2012	FY2013	MANION PROPERTY DEBT PAYMEI
			382.13	08/23/2012	FY2013	MANION PROPERTY DEBT PAYMEI
			382.13	08/23/2012	FY2013	MANION PROPERTY DEBT PAYMEI
			382.13	08/23/2012	FY2013	MANION PROPERTY DEBT PAYMEI
	<b>KANE COUNTY FAIR Total</b>		<b><u>1,910.65</u></b>			
1335	KANE COUNTY TREASURER		27.80	08/16/2012	0836400013-12	PROPERTY TAX
			3,020.05	08/16/2012	0927485004-12	807 ILLINOIS PROPERTY TAX
			39.12	08/16/2012	0931300010-12	PROPERTY TAX
	<b>KANE COUNTY TREASURER Total</b>		<b><u>3,086.97</u></b>			
1350	KEG TECHNOLOGIES INC	72752	1,022.23	08/23/2012	IN9450	NOZZLE
	<b>KEG TECHNOLOGIES INC Total</b>		<b><u>1,022.23</u></b>			
1359	JOHN KESSLER		10.00	08/16/2012	081412	RETURNED DIRECT DEPOSIT
	<b>JOHN KESSLER Total</b>		<b><u>10.00</u></b>			
1364	KIEFT BROTHERS INC	72715	256.00	08/16/2012	188150	INVENTORY ITEMS
	<b>KIEFT BROTHERS INC Total</b>		<b><u>256.00</u></b>			
1380	THE KNOX COMPANY	72884	220.00	08/23/2012	INV00517566	MISC PARTS
	<b>THE KNOX COMPANY Total</b>		<b><u>220.00</u></b>			
1395	KRAMER TREE SPECIALISTS	71995	17,500.00	08/16/2012	21543	BRUSH JULY 2012
	<b>KRAMER TREE SPECIALISTS Total</b>		<b><u>17,500.00</u></b>			
1403	KWIK KOPY PRINTING OF ST CHAS	72913	264.00	08/23/2012	055601	STUFFERS
			272.00	08/23/2012	7069	PRINTING LETTERHEAD FIRE/POLI

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		72051	149.00	08/16/2012	7521	BUSINESS CARDS
	<b>KWIK KOPY PRINTING OF ST CHAS Total</b>		<b>685.00</b>			
<b>1459</b>	<b>LIBRARY INTEGRATED NETWORK</b>		45.00	08/23/2012	5566	WEB HOSTING
	<b>LIBRARY INTEGRATED NETWORK Total</b>		<b>45.00</b>			
<b>1482</b>	<b>ARTHUR J LOOTENS &amp; SON INC</b>		451.50	08/23/2012	FDIN6945	7 LOADS 15 YDS EACH
	<b>ARTHUR J LOOTENS &amp; SON INC Total</b>	71904	<b>451.50</b>			
<b>1489</b>	<b>LOWES</b>		27.50	08/23/2012	01874	LUMBER
		72153	193.66	08/23/2012	02826	MISC WATER DEPT SUPPLIES
			-37.05	08/23/2012	15116	CREDIT IN#02599
			111.94	08/16/2012	910402	MISC SUPPLIES
		72639	47.31	08/16/2012	96126	INVENTORY ITEMS
		72700	52.44	08/16/2012	96256	INVENTORY ITEMS
	<b>LOWES Total</b>		<b>395.80</b>			
<b>1524</b>	<b>DAVE MARTIN</b>		77.00	08/16/2012	200002301	AWWA REIMBURSEMENT
	<b>DAVE MARTIN Total</b>		<b>77.00</b>			
<b>1533</b>	<b>MARC KRESMERY CONSTRUCTION LLC</b>		111,263.20	08/16/2012	1-2012	
	<b>MARC KRESMERY CONSTRUCTION LLC Total</b>	72339	<b>111,263.20</b>			
<b>1547</b>	<b>TED MASINICK</b>		31.89	08/16/2012	081212	BOOT REIMBURSEMENT
	<b>TED MASINICK Total</b>		<b>31.89</b>			
<b>1559</b>	<b>MAURINE PATTEN ED D</b>		490.00	08/16/2012	081012	SERVICES JULY/AUGUST 2012
	<b>MAURINE PATTEN ED D Total</b>	71936	<b>490.00</b>			
<b>1571</b>	<b>MCCANN INDUSTRIES INC</b>		2,423.90	08/23/2012	01305745	MISC ARMORCAST
	<b>MCCANN INDUSTRIES INC Total</b>	72869	<b>2,423.90</b>			
<b>1573</b>	<b>NANCY MCFARLAND</b>					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			36.53	08/16/2012	081312	CITIZEN POLICE ACADEMY EXPEN
	<b>NANCY MCFARLAND Total</b>		<b>36.53</b>			
<b>1577</b>	<b>MCGOUGH &amp; ASSOCIATES INC</b>					
			75.00	08/23/2012	53384	SRVLNCE 7-31-12
	<b>MCGOUGH &amp; ASSOCIATES INC Total</b>		<b>75.00</b>			
<b>1600</b>	<b>MENDEL PLUMBING &amp; HEATING INC</b>					
		72943	630.25	08/23/2012	W81507	CITY HALL EJECTOR PUMP
		72958	710.25	08/23/2012	W81596	WELL 11 ELECTRIC WATER HEATE
	<b>MENDEL PLUMBING &amp; HEATING INC Total</b>		<b>1,340.50</b>			
<b>1613</b>	<b>METROPOLITAN ALLIANCE OF POL</b>					
			891.00	08/24/2012	PR20120824_1613	PR 20120824 deductions
	<b>METROPOLITAN ALLIANCE OF POL Total</b>		<b>891.00</b>			
<b>1614</b>	<b>MEYER MATERIAL</b>					
		72348	410.62	08/16/2012	703661350	1010 CEDAR ST
		72348	332.50	08/16/2012	703678176	3755 SWENSON ST
		72348	638.75	08/16/2012	703678177	314 MOODY ST
		72348	730.00	08/16/2012	703678178	715 SOUTH AVE
	<b>MEYER MATERIAL Total</b>		<b>2,111.87</b>			
<b>1625</b>	<b>MID AMERICAN WATER INC</b>					
		72841	202.50	08/16/2012	78073A	INVENTORY ITEMS
	<b>MID AMERICAN WATER INC Total</b>		<b>202.50</b>			
<b>1643</b>	<b>MILSOFT UTILITY SOLUTIONS INC</b>					
		71802	293.90	08/23/2012	20122646	HOSTED OCM INBOUND & OUTBOI
	<b>MILSOFT UTILITY SOLUTIONS INC Total</b>		<b>293.90</b>			
<b>1651</b>	<b>MNJ TECHNOLOGIES DIRECT INC</b>					
		72737	1,130.68	08/16/2012	0003199787	HP ELITE BOOK
		72732	47.50	08/23/2012	0003200654	EATON UPS REPLACEMENT BATTI
	<b>MNJ TECHNOLOGIES DIRECT INC Total</b>		<b>1,178.18</b>			
<b>1668</b>	<b>FERGUSON ENTERPRISES INC</b>					
		72896	98.80	08/16/2012	1820348	INVENTORY ITEMS
	<b>FERGUSON ENTERPRISES INC Total</b>		<b>98.80</b>			
<b>1686</b>	<b>NAPA AUTO PARTS</b>					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		71903	8.28	08/16/2012	361190	V 1850 RO 46019
	<b>NAPA AUTO PARTS Total</b>		<b>8.28</b>			
<b>1693</b>	<b>NATIONAL PEN CO LLC</b>					
		72873	195.90	08/16/2012	106490262	MAGNETIC STICK CALENDARS
	<b>NATIONAL PEN CO LLC Total</b>		<b>195.90</b>			
<b>1696</b>	<b>NATIONAL TRUST FOR HISTORIC</b>					
			195.00	08/16/2012	R5P1A2	MEMBERSHIP RENEWAL RCOLBY
	<b>NATIONAL TRUST FOR HISTORIC Total</b>		<b>195.00</b>			
<b>1704</b>	<b>NCPERS IL IMRF</b>					
			32.00	08/24/2012	PR20120824_1704	PR 20120824 deductions
	<b>NCPERS IL IMRF Total</b>		<b>32.00</b>			
<b>1709</b>	<b>NEOPOST INC</b>					
		72857	66.49	08/16/2012	13730469	POSTAGE SUPPLIES
	<b>NEOPOST INC Total</b>		<b>66.49</b>			
<b>1720</b>	<b>NEXTEL COMMUNICATIONS</b>					
			1,405.10	08/23/2012	130934491-042	SVC 7-13-12 TO 8-12-12
	<b>NEXTEL COMMUNICATIONS Total</b>		<b>1,405.10</b>			
<b>1726</b>	<b>KEITH NIGHTLINGER</b>					
			1,254.90	08/16/2012	081412	ESRI USER CONFERENCE
	<b>KEITH NIGHTLINGER Total</b>		<b>1,254.90</b>			
<b>1745</b>	<b>NICOR</b>					
			81.90	08/23/2012	1000 0 AUG 9 2012	3369 SAINT MICHEL CT
			1.51	08/16/2012	1000 1 AUG 7 2012	2561 DUKANE DR
			29.06	08/16/2012	1000 2 AUG 9 2012	650 PECK RD
			13.62	08/16/2012	1000 3 AUG 6 2012	
			47.67	08/16/2012	1000 4 AUG 9 2012	2595 OAK ST
			34.45	08/16/2012	1000 8 AUG 9 2012	3805 LINCOLN HWY
			30.05	08/16/2012	1968 1 AUG 9 2012	101 S RANDALL RD
			35.90	08/16/2012	2485 8 AUG 7 2012	454 37TH AVE
			83.53	08/16/2012	8642 6 AUG 8 2012	1405 DUNHAM RD
	<b>NICOR Total</b>		<b>357.69</b>			
<b>1747</b>	<b>NORTH AMERICAN SALT</b>					
		72769	2,579.03	08/16/2012	70857175	COARSE ROCK SALT

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		72880	2,857.02	08/23/2012	70859328	COARSE ROCK SALT
	<b>NORTH AMERICAN SALT Total</b>		<b><u>5,436.05</u></b>			
<b>1756</b>	<b>NORTH CENTRAL LABORATORIES</b>					
		71938	387.98	08/16/2012	307880	CHEMICALS/SUPPLIES
		71938	189.41	08/23/2012	308123	MISC LAB SUPPLIES
	<b>NORTH CENTRAL LABORATORIES Total</b>		<b><u>577.39</u></b>			
<b>1769</b>	<b>OEI PRODUCTS INC</b>					
		72842	1,490.00	08/16/2012	2580	INVENTORY ITEMS
	<b>OEI PRODUCTS INC Total</b>		<b><u>1,490.00</u></b>			
<b>1780</b>	<b>STEVEN ONEIL</b>					
			173.01	08/16/2012	080912	CLOTHING ALLOWANCE
	<b>STEVEN ONEIL Total</b>		<b><u>173.01</u></b>			
<b>1797</b>	<b>PACE SUBURBAN BUS</b>					
		72317	6,378.36	08/16/2012	204381	MAY 2012 SERVICES
	<b>PACE SUBURBAN BUS Total</b>		<b><u>6,378.36</u></b>			
<b>1808</b>	<b>PARAGON MICRO INC</b>					
		72805	229.00	08/16/2012	140916	PRINTER
	<b>PARAGON MICRO INC Total</b>		<b><u>229.00</u></b>			
<b>1822</b>	<b>PDC LABORATORIES INC</b>					
		73000	30.00	08/16/2012	718509S	MONTHLY TESTING
	<b>PDC LABORATORIES INC Total</b>		<b><u>30.00</u></b>			
<b>1825</b>	<b>PEDERSEN COMPANY</b>					
		72495	5,445.00	08/16/2012	2012-3528	TREE WATERING
		72877	8,075.50	08/16/2012	2012-3529	PARKWAY TREES
	<b>PEDERSEN COMPANY Total</b>		<b><u>13,520.50</u></b>			
<b>1851</b>	<b>CHARLES PIERCE</b>					
			2,190.00	08/16/2012	081412	TUITION REIMBURSMENT
	<b>CHARLES PIERCE Total</b>		<b><u>2,190.00</u></b>			
<b>1852</b>	<b>SHERRI M BOS</b>					
		72934	1,278.79	08/23/2012	2263	SVC FOR UVD UNITS
	<b>SHERRI M BOS Total</b>		<b><u>1,278.79</u></b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
1861	POLICE PENSION FUND		49,208.05	08/23/2012	081512	KANE COUNTY PROPERTY TAX
			16,717.24	08/24/2012	PR20120824_1861	PR 20120824 deductions
	<b>POLICE PENSION FUND Total</b>		<b>65,925.29</b>			
1890	LEGAL SHIELD		215.25	08/24/2012	PR20120824_1890	PR 20120824 deductions
	<b>LEGAL SHIELD Total</b>		<b>215.25</b>			
1898	PRIORITY PRODUCTS INC	71908	8.30	08/16/2012	817995	FLEET SVC JULY 2012
	<b>PRIORITY PRODUCTS INC Total</b>		<b>8.30</b>			
1900	PROVIDENT LIFE & ACCIDENT		26.76	08/24/2012	PR20120824_1900	PR 20120824 deductions
	<b>PROVIDENT LIFE &amp; ACCIDENT Total</b>		<b>26.76</b>			
1901	THE PROUD FOX GALLERY & FRAME	72775	424.95	08/23/2012	15260	SHADOW BOX V OLSON
	<b>THE PROUD FOX GALLERY &amp; FRAME Total</b>		<b>424.95</b>			
1925	QUALITY FASTENERS INC	72720	36.55	08/16/2012	16068	INVENTORY ITEMS
	<b>QUALITY FASTENERS INC Total</b>		<b>36.55</b>			
1942	RAISE RITE CONCRETE LIFTING	72389	3,570.00	08/16/2012	00066000	RAISE AND SUPPORT SLABS
	<b>RAISE RITE CONCRETE LIFTING Total</b>		<b>3,570.00</b>			
1943	RAINMAKERS IRRIGATION INC	72675	750.00	08/16/2012	73012RC-1	LABOR AND MATERIAL
		72928	1,313.50	08/23/2012	80612RC-1	RELACE SPRINKLER HEADS CITY I
	<b>RAINMAKERS IRRIGATION INC Total</b>		<b>2,063.50</b>			
1945	JOSEPH R RAMOS		275.00	08/23/2012	110-4-81712	SVC AUGUST 2012
	<b>JOSEPH R RAMOS Total</b>		<b>275.00</b>			
1946	RANDALL PRESSURE SYSTEMS INC	71917	1,611.36	08/16/2012	223001-0712	FLEET SVC JULY 2012

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	RANDALL PRESSURE SYSTEMS INC Total		<u>1,611.36</u>			
1953	RBS PACKAGING INC	72843	104.10	08/16/2012	2023923	INVENTORY ITEMS
	RBS PACKAGING INC Total		<u>104.10</u>			
1955	RDD IMAGING INC	71795	178.00	08/16/2012	2541	CARTRIDGES
	RDD IMAGING INC Total		<u>178.00</u>			
1956	REAL VALUATION GROUP LLC	72939	500.00	08/23/2012	C-8884	MIXED USE BUILDING
	REAL VALUATION GROUP LLC Total		<u>500.00</u>			
1985	REHM ELECTRIC SHOP INC	72960	488.29	08/16/2012	7922	ELEC LINE SVC
	REHM ELECTRIC SHOP INC Total		<u>488.29</u>			
1998	RURAL ELECTRIC SUPPLY CO OP	72974	217.50	08/16/2012	515796-00	INVENTORY ITEMS
		73045	153.60	08/23/2012	516651-00	INVENTORY ITEMS
	RURAL ELECTRIC SUPPLY CO OP Total		<u>371.10</u>			
2010	RIGGS BROS INC	72916	255.00	08/23/2012	110757	MISC AUTO PARTS
	RIGGS BROS INC Total		<u>255.00</u>			
2021	ROADWAY TOWING	72157	25.00	08/23/2012	444148	TRUCK TESTING
	ROADWAY TOWING Total		<u>25.00</u>			
2029	RODON CORP	72854	1,400.00	08/23/2012	071215877	12" LED STOP PADDLE
	RODON CORP Total		<u>1,400.00</u>			
2032	POMPS TIRE SERVICE INC	71918	2,627.38	08/16/2012	640001759	V1826 RO45839
	POMPS TIRE SERVICE INC Total		<u>2,627.38</u>			
2036	NATHAN T ROSENTHAL	72340	120.00	08/16/2012	4112101	RECYCLING SERVICE

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		72340	50.00	08/16/2012	4112102	SITE VISITS JULY 2012
	<b>NATHAN T ROSENTHAL Total</b>		<b>170.00</b>			
<b>2041</b>	<b>RUSSELL W PETERSON</b>					
			750.00	08/23/2012	FY2013	PARKING LOT RENTAL FEE
			750.00	08/23/2012	FY2013	PARKING LOT RENTAL FEE
			750.00	08/23/2012	FY2013	PARKING LOT RENTAL FEE
			750.00	08/23/2012	FY2013	PARKING LOT RENTAL FEE
			750.00	08/23/2012	FY2013	PARKING LOT RENTAL FEE
			750.00	08/23/2012	FY2013	PARKING LOT RENTAL FEE
	<b>RUSSELL W PETERSON Total</b>		<b>4,500.00</b>			
<b>2050</b>	<b>S&amp;C ELECTRIC CO</b>					
		72469	1,752.86	08/23/2012	996803	INVENTORY ITEMS
	<b>S&amp;C ELECTRIC CO Total</b>		<b>1,752.86</b>			
<b>2052</b>	<b>SAFETY SUPPLY ILLINOIS CORP</b>					
		72844	118.42	08/23/2012	1902541392	INVENTORY ITEMS
	<b>SAFETY SUPPLY ILLINOIS CORP Total</b>		<b>118.42</b>			
<b>2083</b>	<b>SCHIROTT &amp; LUETKEHANS</b>					
			6,123.23	08/16/2012	4300-3744M-33	MCILVAINE
			2,356.26	08/16/2012	4300-3784M-25	HAHN
			484.00	08/16/2012	4300-3863M-10	STC REDISTRICTING
			2,057.38	08/16/2012	4300-3877M-9	STC FIRE PROTECT DIST
	<b>SCHIROTT &amp; LUETKEHANS Total</b>		<b>11,020.87</b>			
<b>2123</b>	<b>SERVICE MECHANICAL INDUSTRIES</b>					
		72987	3,552.62	08/16/2012	#S44934	SERVICE CALL CENTURY STATION
		72987	1,770.48	08/16/2012	#S45015	SERVICE CALL PW GARAGE
		72987	316.80	08/16/2012	#S45026	SERVICE CALL 200 DEVEREAUX W
		72987	166.50	08/16/2012	#S45068	SERVICE CALL CENTURY STATION
		72559	957.00	08/16/2012	4486	INSTALL DUCT
		72450	504.00	08/16/2012	4500	SVC @ WW
		72959	2,200.00	08/16/2012	4511	REPAIRS AT WELL 8
	<b>SERVICE MECHANICAL INDUSTRIES Total</b>		<b>9,467.40</b>			
<b>2126</b>	<b>SEWER EQUIPMENT CO OF AMERICA</b>					
		71686	232.35	08/16/2012	0000120471	TV WIRE PIGTAIL
		72860	335.24	08/16/2012	0000120554	MISC HOSE SUPPLIES

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	<b>SEWER EQUIPMENT CO OF AMERICA Total</b>		<b><u>567.59</u></b>			
<b>2137</b>	<b>SHERWIN WILLIAMS</b>					
		72161	13.69	08/16/2012	5744-6	PAINT
		72161	24.87	08/23/2012	9069-0	PAINT SUPPLIES
		72552	338.31	08/23/2012	9171-4	GRAFITTI REMOVAL
	<b>SHERWIN WILLIAMS Total</b>		<b><u>376.87</u></b>			
<b>2150</b>	<b>SIKICH</b>					
		72040	7,330.00	08/23/2012	147650	TIF COMPLIANCE AUDIT APR12
		72040	14,741.00	08/23/2012	147676	SINGLE AUDIT SERVICES APRIL 12
	<b>SIKICH Total</b>		<b><u>22,071.00</u></b>			
<b>2157</b>	<b>SISLERS ICE &amp; DAIRY LTD</b>					
		72047	99.00	08/16/2012	057391	ICE DELIVERY
	<b>SISLERS ICE &amp; DAIRY LTD Total</b>		<b><u>99.00</u></b>			
<b>2163</b>	<b>SKYLINE TREE SERVICE &amp;</b>					
		72055	9,500.00	08/23/2012	0951	EAB TREE REMOVALS
		72206	6,356.00	08/23/2012	0952	TREE WORK STORM
	<b>SKYLINE TREE SERVICE &amp; Total</b>		<b><u>15,856.00</u></b>			
<b>2193</b>	<b>TREASURER STATE OF ILLINOIS</b>					
			2,155.94	08/23/2012	105319	IDOT HIGHWAY IMPRVMT PROJEC
			2,400.96	08/23/2012	105330	SIGNAL REPLACEMENT
	<b>TREASURER STATE OF ILLINOIS Total</b>		<b><u>4,556.90</u></b>			
<b>2201</b>	<b>STANDARD EQUIPMENT CO</b>					
		72917	3,279.76	08/23/2012	A34290	SERVICE TO TUB GRINDER
		72899	47.68	08/23/2012	C76595	INVENTORY ITEMS
	<b>STANDARD EQUIPMENT CO Total</b>		<b><u>3,327.44</u></b>			
<b>2206</b>	<b>STAPLES CONTRACT &amp; COMMERCIAL</b>					
		72816	85.48	08/16/2012	8022581693	PURCHASING SUPPLIES
		72816	5.12	08/16/2012	8022581693A	
		72821	174.15	08/16/2012	8022581693B	OFFICE SUPPLIES
		72906	158.99	08/23/2012	8022666080	OFFICE SUPPLIES
	<b>STAPLES CONTRACT &amp; COMMERCIAL Total</b>		<b><u>423.74</u></b>			
<b>2212</b>	<b>CITY OF ST CHARLES</b>					
			28,109.48	08/24/2012	PR20120824_2212	PR 20120824 deductions

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	<b>CITY OF ST CHARLES Total</b>		<b><u>28,109.48</u></b>			
<b>2214</b>	<b>ST CHARLES CHAMBER OF COMMERCE</b>					
			25.00	08/16/2012	6577	LEGISLATIVE FEDERAL UPDATE
			25.00	08/16/2012	6578	LEGISLATIVE FEDERAL UPDATE
			25.00	08/16/2012	6579	LEGISLATIVE FEDERAL UPDATE
			25.00	08/16/2012	6580	LEGISLATIVE FEDERAL UPDATE
			25.00	08/16/2012	6592	LEGISLATIVE FEDERAL UPDATE
			25.00	08/16/2012	6593	LEGISLATIVE FEDERAL UPDATE
	<b>ST CHARLES CHAMBER OF COMMERCE Total</b>		<b><u>150.00</u></b>			
<b>2229</b>	<b>SOURCE ONE</b>					
		72090	19.49	08/16/2012	355675-01	OFFICE SUPPLIES
		72834	21.99	08/16/2012	355840	INVNETORY ITEMS
		71822	37.77	08/16/2012	355864	OFFICE SUPPLIES
		71837	144.97	08/23/2012	355949	MISC OFFICE SUPPLIES UB
		71822	165.96	08/23/2012	355988	MISC OFFICE SUPPLIES POLICE
		71925	109.98	08/23/2012	356006	MISC OFFICE SUPPLIES FIRE DEP'
		71906	41.57	08/23/2012	356135	MISC OFFICE SUPPLIES PW
		71925	97.53	08/23/2012	356219	MISC OFFICE SUPPLIES FIRE DEP'
	<b>SOURCE ONE Total</b>		<b><u>639.26</u></b>			
<b>2235</b>	<b>STEINER ELECTRIC COMPANY</b>					
		71465	716.35	08/16/2012	004042000001	POWER SYSTEM START UP
		72826	175.60	08/16/2012	004048205001	LIGHTS 400W
		72929	449.00	08/16/2012	004052079002	AUTOMATIC TRANSFER SWITCH
		72976	519.13	08/16/2012	004061005001	INVENTORY ITEMS
		72976	173.04	08/16/2012	004061005002	INVENTORY ITEMS
		73047	362.56	08/23/2012	004065970001	INVENTORY ITEMS
		73014	447.20	08/23/2012	004067465001	INVENTORY ITEMS
	<b>STEINER ELECTRIC COMPANY Total</b>		<b><u>2,842.88</u></b>			
<b>2250</b>	<b>STREICHERS</b>					
		71980	95.98	08/16/2012	1944829	MISC POLICE UNIFORMS
		71980	35.88	08/16/2012	1945062	MISC POLICE UNIFORMS
			-47.99	08/16/2012	CM257073	CREDIT FOR RETURN
			-38.24	08/16/2012	CM257333	CREDIT FOR RETURN
			-28.04	08/16/2012	CM257334	CREDIT FOR RETURN
		71980	69.98	08/23/2012	1947045	UNIFORMS

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	STREICHERS Total		<u>87.57</u>			
2255	SUBURBAN LABORATORIES INC	71813	239.00	08/16/2012	20159	SVC JULY 2012
	SUBURBAN LABORATORIES INC Total		<u>239.00</u>			
2273	SUPERIOR ASPHALT MATERIALS LLC	11	754.74	08/16/2012	20120670	HMA BINDER WATER DEPT
	SUPERIOR ASPHALT MATERIALS LLC Total		<u>754.74</u>			
2301	GENERAL CHAUFFERS SALES DRIVER		2,376.00	08/24/2012	PR20120824_2301	PR 20120824 deductions
	GENERAL CHAUFFERS SALES DRIVER Total		<u>2,376.00</u>			
2316	THOMPSON AUTO SUPPLY INC	72901	67.98	08/16/2012	#2-207922	INVENTORY ITEMS
		72978	28.20	08/16/2012	#2-208263	INVENTORY ITEMS
		72977	122.89	08/16/2012	#2-208265	INVENTORY ITEMS
		73049	286.31	08/24/2012	#2-209149A	INVENTORY ITEMS
		72978	7.05	08/23/2012	2-209000	INVENTORY ITEMS
	THOMPSON AUTO SUPPLY INC Total		<u>512.43</u>			
2351	TREASURER OF VIRGINIA		125.38	08/24/2012	PR20120824_2351	PR 20120824 deductions
	TREASURER OF VIRGINIA Total		<u>125.38</u>			
2363	TROTTER & ASSOCIATES INC	71615	4,606.07	08/16/2012	8018	WATERSHED MASTER PLAN STUD
	TROTTER & ASSOCIATES INC Total		<u>4,606.07</u>			
2373	TYLER MEDICAL SERVICES	71942	335.00	08/23/2012	321378	SCREENING JULY 31 2012
	TYLER MEDICAL SERVICES Total		<u>335.00</u>			
2392	UNIFORMITY INC	71971	36.86	08/16/2012	IN210262	UNIFORMS
	UNIFORMITY INC Total		<u>36.86</u>			
2393	RAILROAD MANAGEMENT CO LLC		6,770.27	08/16/2012	288524	LICENSE FEES FOR POLES

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	RAILROAD MANAGEMENT CO LLC Total		<u>6,770.27</u>			
2401	UNIVERSAL UTILITY SUPPLY INC	72979	495.00	08/23/2012	3013180	INVENTORY ITEMS
	UNIVERSAL UTILITY SUPPLY INC Total		<u>495.00</u>			
2403	UNITED PARCEL SERVICE		159.83	08/16/2012	0000650961312	SHIPPING CHARGES
			87.99	08/23/2012	0000650961322	SHIPPING
	UNITED PARCEL SERVICE Total		<u>247.82</u>			
2410	VALLEY LOCK CO	71832	504.90	08/16/2012	52709	LOCK REPAIRS
		71832	102.00	08/16/2012	52870	LABOR TRIP CHARGE
	VALLEY LOCK CO Total		<u>606.90</u>			
2425	VEHICLE MAINTENANCE PROGRAM	72902	134.00	08/23/2012	INV-198234	INVENTORY ITEMS
	VEHICLE MAINTENANCE PROGRAM Total		<u>134.00</u>			
2428	VERMEER MIDWEST	72740	885.75	08/23/2012	P52537	POLE SAWS
	VERMEER MIDWEST Total		<u>885.75</u>			
2429	VERIZON WIRELESS		5,216.91	08/16/2012	2780759342	SVC 7-4-12 TO 8-3-12
	VERIZON WIRELESS Total		<u>5,216.91</u>			
2445	VISU-SEWER OF ILLINOIS LLC	71079	25,128.70	08/23/2012	6035	SEWER TV INSPECTION
	VISU-SEWER OF ILLINOIS LLC Total		<u>25,128.70</u>			
2463	WALMART COMMUNITY	72954	203.20	08/16/2012	08920	MISC POLICE SUPPLIES
	WALMART COMMUNITY Total		<u>203.20</u>			
2473	WASCO TRUCK REPAIR CO	72086	54.50	08/16/2012	121272	TRUCK TESTING
		72086	21.00	08/16/2012	121315	TRUCK TESTING
		72086	21.50	08/16/2012	121339	TRUCK TESTING

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	WASCO TRUCK REPAIR CO Total		<u>97.00</u>			
2477	WASCO LAWN & POWER INC					
		72847	343.60	08/16/2012	175437	INVENTORY ITEMS
	WASCO LAWN & POWER INC Total		<u>343.60</u>			
2478	WATER PRODUCTS AURORA					
		71808	71.19	08/16/2012	0233392	MISC WATER SUPPLIES
		71808	540.80	08/16/2012	0233393	MISC WATER DEPT SUPPLIES
		71808	20.39	08/16/2012	0233394	MISC WATER DEPT SUPPLIES
	WATER PRODUCTS AURORA Total		<u>632.38</u>			
2485	WILLS BURKE KELSEY ASSOC LTD					
		72676	810.00	08/23/2012	12109	AETNA DEVELOPMENT PROJECT
	WILLS BURKE KELSEY ASSOC LTD Total		<u>810.00</u>			
2490	WELCH BROS INC					
		72688	383.13	08/23/2012	1420228	MISC SUPPLIES
	WELCH BROS INC Total		<u>383.13</u>			
2495	WEST SIDE TRACTOR SALES CO					
		71849	1,650.00	08/16/2012	105501	RENTAL 7-23-12 TO 8-19-12
		71913	859.32	08/16/2012	V74784	MISC LABOR AND MATERIALS
	WEST SIDE TRACTOR SALES CO Total		<u>2,509.32</u>			
2506	WESCO DISTRIBUTION INC					
		72659	341.40	08/16/2012	688140	INVENTORY ITEMS
	WESCO DISTRIBUTION INC Total		<u>341.40</u>			
2510	TONY WHITTAKER					
			89.19	08/16/2012	080412	PANT ALLOWANCE
	TONY WHITTAKER Total		<u>89.19</u>			
2512	WHOLESALE DIRECT INC					
		72611	497.77	08/16/2012	000194183	MISC SUPPLIES
	WHOLESALE DIRECT INC Total		<u>497.77</u>			
2530	WINE SERGI & CO LLC					
			58.00	08/16/2012	64605	ADD D NORRIS STATUE
	WINE SERGI & CO LLC Total		<u>58.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2545	GRAINGER INC	72729	687.50	08/23/2012	9875525306	INVENTORY ITEMS
	<b>GRAINGER INC Total</b>		<b>687.50</b>			
2630	ZIEBELL WATER SERVICE PRODUCTS	72730	440.00	08/16/2012	217047-000	INVENTORY ITEMS
		72862	155.55	08/16/2012	217127-000	COUPLING
	<b>ZIEBELL WATER SERVICE PRODUCTS Total</b>		<b>595.55</b>			
2637	ILLINOIS DEPT OF REVENUE		35,450.68	08/13/2012	081312	STATE INCOME TAX
			177,350.65	08/13/2012	081312ELE	ELECTRICITY EXCISE TAX
	<b>ILLINOIS DEPT OF REVENUE Total</b>		<b>212,801.33</b>			
2638	INTERNAL REVENUE SERVICE		171,652.72	08/13/2012	081312	FEDERAL TAXES
	<b>INTERNAL REVENUE SERVICE Total</b>		<b>171,652.72</b>			
2639	STATE DISBURSEMENT UNIT		5,118.86	08/24/2012	082412	PAYROLL WIRE CHILD SUPPORT
	<b>STATE DISBURSEMENT UNIT Total</b>		<b>5,118.86</b>			
2643	DELTA DENTAL		3,104.99	08/14/2012	081412	DELTA DENTAL CLAIMS
			3,374.31	08/21/2012	082112	DELTA DENTAL CLAIMS
	<b>DELTA DENTAL Total</b>		<b>6,479.30</b>			
2645	CHARLES BROWN		3,060.42	08/23/2012	RJB2012	GUARANTEED INVESTMENT AGRE
			3,060.42	08/23/2012	RJB2012	GUARANTEED INVESTMENT AGRE
			3,060.42	08/23/2012	RJB2012	GUARANTEED INVESTMENT AGRE
			3,060.42	08/23/2012	RJB2012	GUARANTEED INVESTMENT AGRE
			3,060.42	08/23/2012	RJB2012	GUARANTEED INVESTMENT AGRE
			3,060.42	08/23/2012	RJB2012	GUARANTEED INVESTMENT AGRE
	<b>CHARLES BROWN Total</b>		<b>18,362.52</b>			
2648	HEALTH CARE SERVICE CORP		79,849.74	08/21/2012	082112	MEDICAL CLAIMS
	<b>HEALTH CARE SERVICE CORP Total</b>		<b>79,849.74</b>			
2652	JPMORGAN CHASE BANK NA					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			9,258.63	08/15/2012	081512	JULY CREDIT CARD 2012
	JPMORGAN CHASE BANK NA Total		<u>9,258.63</u>			
2674	VIKING CHEMICAL CO					
		71819	8,407.68	08/16/2012	233047	CHEMICALS
	VIKING CHEMICAL CO Total		<u>8,407.68</u>			
2683	CONTINENTAL AMERICAN INSURANCE					
			410.64	08/24/2012	PR20120824_2683	PR 20120824 deductions
	CONTINENTAL AMERICAN INSURANCE Total		<u>410.64</u>			
2735	MELANIPHY & ASSOCS INC					
		71618	9,250.00	08/23/2012	080312	CHARLESTOWNE MALL STUDY PR
	MELANIPHY & ASSOCS INC Total		<u>9,250.00</u>			
2741	CURRAN CONTRACTING COMPANY					
		71697	130,162.89	08/23/2012	78636	SERVICES THRU 7/21/12
	CURRAN CONTRACTING COMPANY Total		<u>130,162.89</u>			
2756	RXBENEFITS, INC.					
			18,533.24	08/14/2012	081412	PRESCRIPTION CLAIMS
	RXBENEFITS, INC. Total		<u>18,533.24</u>			
2760	STEVEN J KONSTANTY					
		72096	171.50	08/16/2012	07270112GREINV	TUNE UP KIT
	STEVEN J KONSTANTY Total		<u>171.50</u>			
2771	EPIK NETWORKS INC					
		72918	375.00	08/23/2012	SI-103377	REFURBISHED PHONES
	EPIK NETWORKS INC Total		<u>375.00</u>			
2773	GRP & ASSOCIATES INC					
		72931	153.90	08/23/2012	33240	PAIL SHARPS DISPOSAL SYSTEM
	GRP & ASSOCIATES INC Total		<u>153.90</u>			
2774	AREA SANITATION SOLUTIONS LLC					
		72613	1,018.00	08/16/2012	4094	CYCLING EVENT RENTALS
	AREA SANITATION SOLUTIONS LLC Total		<u>1,018.00</u>			
2790	RECREATION ACCESSIBILITY CONSU					
		72932	4,486.00	08/16/2012	R12015-1	SITE AUDITS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	RECREATION ACCESSIBILITY CONSU Total		<u>4,486.00</u>			
2795	CLIFFORD LO		129.99	08/16/2012	080812	BOOT REIMB
	CLIFFORD LO Total		<u>129.99</u>			
2798	NATIONAL INSURANCE CRIME BUREA		150.00	08/23/2012	100212	CLASS KUTTNER/SCHOMER
	NATIONAL INSURANCE CRIME BUREA Total		<u>150.00</u>			
999000092	FOX RUN LP		54,604.67	08/23/2012	6727228652	BILLING SYSTEM ERROR
	FOX RUN LP Total		<u>54,604.67</u>			
	<b>Grand Total:</b>		<b><u>6,652,936.51</u></b>			

The above expenditures have been approved for payment:

_____	_____
Chairman, Government Operations Committee	Date
_____	_____
Vice Chairman, Government Operations Committee	Date
_____	_____
Finance Director	Date

9/7/2012

**City of St. Charles  
EXPENDITURE APPROVAL LIST**

8/27/2012 - 9/7/2012

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
103	ALLIED ASPHALT PAVING CO INC	9	1,526.00	08/30/2012	168853	MISC ASPHALT/SURFACE
	<b>ALLIED ASPHALT PAVING CO INC Total</b>		<b><u>1,526.00</u></b>			
114	DG HARDWARE					
		71945	2.32	08/30/2012	51569/F	MISC FLEET PARTS
		72673	16.15	08/30/2012	51600/F	MISC FLEET SUPPLIES
		72673	12.76	08/30/2012	51601/F	MISC SUPPLIES
		72673	14.39	09/06/2012	51655/F	MISC FASTNERS AND CLIPS
	<b>DG HARDWARE Total</b>		<b><u>45.62</u></b>			
128	HARDER HELSLEY ROCKFORD					
		72835	136.56	09/06/2012	R077063A	INVENTORY ITEMS
	<b>HARDER HELSLEY ROCKFORD Total</b>		<b><u>136.56</u></b>			
139	AFLAC					
			1,487.51	09/07/2012	PR20120907_139	PR 20120907 deductions
	<b>AFLAC Total</b>		<b><u>1,487.51</u></b>			
153	ALEXANDER EQUIPMENT CO					
		72949	10.00	08/30/2012	86855	TOGGLE SWITCH
		72990	882.50	08/30/2012	86945	SANDVICK LOCK NUT LONG TOOT
		73031	769.45	09/06/2012	87106	SANDVICK SHORT TOOTH REACH
	<b>ALEXANDER EQUIPMENT CO Total</b>		<b><u>1,661.95</u></b>			
159	ALFRED BENESCH AND COMPANY					
		68107	65,791.19	09/06/2012	55938	RGB SERVICES 7-9-12 - 8-5-12
		66121	11,551.26	09/06/2012	55952	RGB PROJECT BILLING AUG 12
	<b>ALFRED BENESCH AND COMPANY Total</b>		<b><u>77,342.45</u></b>			
161	ARMY TRAIL TIRE & SERVICE					
		73033	126.16	09/06/2012	285553	INVNETORY ITEMS
		73098	153.66	08/30/2012	285729	INVENTORY ITEMS
	<b>ARMY TRAIL TIRE &amp; SERVICE Total</b>		<b><u>279.82</u></b>			
177	AL PIEMONTE CADILLAC INC					
		72937	19.20	08/30/2012	86791	PUSH PIN

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	AL PIEMONTE CADILLAC INC Total		<u>19.20</u>			
250	ARCHON CONSTRUCTION CO					
		72451	7,170.65	08/30/2012	1205002	SVC EASTSIDE SPORTS COMPLEX
		67594	8,530.46	08/30/2012	1205008	DIRECTIONAL BORING STERN AVE
	ARCHON CONSTRUCTION CO Total		<u>15,701.11</u>			
255	ARIES INDUSTRIES INC					
		72938	2,124.12	08/30/2012	316146	CONNECTOR FEMALE/MALE PIGT/
	ARIES INDUSTRIES INC Total		<u>2,124.12</u>			
279	ATLAS CORP & NOTARY SUPPLY CO					
			19.70	08/30/2012	082912	BROOKS BOYCE POLICE DEPT
	ATLAS CORP & NOTARY SUPPLY CO Total		<u>19.70</u>			
285	AT&T					
			569.35	08/30/2012	318458105	SVC 8-19-12 TO 9-18-12
	AT&T Total		<u>569.35</u>			
298	AWARDS CONCEPTS					
		71927	298.87	08/30/2012	I0256730	AWARDS MARK KOENEN
		71927	78.08	08/30/2012	I0256732	AWARDS LISA RICE
	AWARDS CONCEPTS Total		<u>376.95</u>			
348	ED BESSNER					
			70.00	09/06/2012	090512	INTERNET REIMB JULY & AUG 201:
	ED BESSNER Total		<u>70.00</u>			
366	B & L LANDSCAPE CONTRACTORS					
		72320	375.00	08/30/2012	21429	138 S 18TH ST
		72320	575.00	09/06/2012	21443	S 7TH STREET
		72320	1,120.00	09/06/2012	21447	SVC 209 STIRRUP CUP CT
	B & L LANDSCAPE CONTRACTORS Total		<u>2,070.00</u>			
369	BLUE GOOSE SUPER MARKET INC					
		73002	43.69	08/30/2012	5232	CAKE FOR JEFF SWANSON RETIRI
		73021	74.65	09/06/2012	5569	REFRESHMENTS
	BLUE GOOSE SUPER MARKET INC Total		<u>118.34</u>			
378	BONNELL INDUSTRIES INC					
		73135	1,795.00	09/06/2012	0141534-IN	REPAIR TRUCK 1998

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	BONNELL INDUSTRIES INC Total		<u>1,795.00</u>			
385	ELIOT BRADDY		65.00	08/30/2012	082812	CDL RENEWAL
	ELIOT BRADDY Total		<u>65.00</u>			
396	BROWNELLS INC	72997	64.39	08/30/2012	07794640.00	MISC PARTS
	BROWNELLS INC Total		<u>64.39</u>			
426	CADA POOLS & SPAS	72941	129.99	09/06/2012	26461	INVENTORY ITEMS
		72887	85.50	09/06/2012	26462	INVNETORY ITEMS
	CADA POOLS & SPAS Total		<u>215.49</u>			
439	CARBON SOLUTIONS GROUP	73062	3,400.00	09/06/2012	1775	CSG CLEAN BULID RECS
	CARBON SOLUTIONS GROUP Total		<u>3,400.00</u>			
442	CLIFF CARRIGNAN		35.00	09/06/2012	083012	MONTHLY INTERNET AUGUST 201:
	CLIFF CARRIGNAN Total		<u>35.00</u>			
457	JERROLD C CASS JR		97.79	09/06/2012	081412	PANTS ALLOWANCE
	JERROLD C CASS JR Total		<u>97.79</u>			
464	TREDROC TIRE SERVICES CBA TIRE	71914	437.94	08/30/2012	496388	VEH 9599 SVC
	TREDROC TIRE SERVICES CBA TIRE Total		<u>437.94</u>			
466	CCMSI	71943	5,884.75	09/06/2012	0068975-IN	1ST QTR WC ADMIN
	CCMSI Total		<u>5,884.75</u>			
467	PAHCS II		493.90	08/30/2012	130968	JULY POST OFFER TESTING
	PAHCS II Total		<u>493.90</u>			
479	CENTER FOR	72991	5,500.00	08/30/2012	05-5918	APPLICANT AGENCY FEE

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	CENTER FOR Total		<u>5,500.00</u>			
487	CHANNING BETE COMPANY INC					
		72950	470.88	08/30/2012	52532325	MISC POLICE SUPPLIES
	CHANNING BETE COMPANY INC Total		<u>470.88</u>			
493	CHEMICAL PUMP SALES & SER INC					
		72636	498.33	09/06/2012	72116	MISC REPAIR GOULD BOOSTER PI
	CHEMICAL PUMP SALES & SER INC Total		<u>498.33</u>			
510	KEVIN CHRISTENSEN					
			34.00	09/06/2012	090212	REIMB UNIFORM ALTERATIONS
	KEVIN CHRISTENSEN Total		<u>34.00</u>			
517	CINTAS CORPORATION					
		71907	29.59	08/30/2012	344456098	UNIFORM CLEANING
		71907	29.59	09/06/2012	344459697	UNIFORM SVC
	CINTAS CORPORATION Total		<u>59.18</u>			
518	CLERK OF THE 18TH					
			50.00	08/30/2012	1260-12-17094	BOOKING FEE
	CLERK OF THE 18TH Total		<u>50.00</u>			
561	COMBINED CHARITIES CAMPAIGN					
			269.84	09/07/2012	PR20120907_561	PR 20120907 deductions
	COMBINED CHARITIES CAMPAIGN Total		<u>269.84</u>			
562	COMPLETE VENDING SERVICE INC					
		71932	91.50	08/30/2012	13607	MISC COFFEE SUPPLIES METER
		72044	138.40	08/30/2012	13609	MISC COFFEE SUPPLIES PW
	COMPLETE VENDING SERVICE INC Total		<u>229.90</u>			
563	CDW GOVERNMENT INC					
		72923	286.18	08/30/2012	P060103	AVL DES WEB PREM CS6 UPGRAD
	CDW GOVERNMENT INC Total		<u>286.18</u>			
564	COMCAST OF CHICAGO INC					
			9.95	09/06/2012	082512CH	MONTHLY BILLING AUGUST 2012
			18.93	09/06/2012	082512FD	SVC 9-7-12 TO 10-6-12
			12.62	09/06/2012	082712PW	SVC 9-7-12 YO 10-6-12

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	COMCAST OF CHICAGO INC Total		<u>41.50</u>			
683	DE MAR TREE & LANDSCAPE SVC					
		72321	14,880.00	09/06/2012	1106	TREE TRIMMING
	DE MAR TREE & LANDSCAPE SVC Total		<u>14,880.00</u>			
722	DOJES INCORPORATED					
		72984	129.96	09/06/2012	18012	MISC POLICE SUPPLIES
	DOJES INCORPORATED Total		<u>129.96</u>			
725	DON MCCUE CHEVROLET					
		71910	170.00	09/06/2012	346582	VEH 1737 REPAIR
	DON MCCUE CHEVROLET Total		<u>170.00</u>			
747	DUECO INC					
		73056	1,608.21	08/30/2012	279625	LABOR VEH 1969 RO46124
	DUECO INC Total		<u>1,608.21</u>			
749	DUKES SALES & SERVICE INC					
		72888	3,000.00	08/30/2012	12696	INVENTORY ITEMS
	DUKES SALES & SERVICE INC Total		<u>3,000.00</u>			
767	EAGLE ENGRAVING INC					
		72933	500.50	08/30/2012	2012-1804	AXE PLAQUE
		71973	28.80	08/30/2012	2012-1839	FIREGROUND TAG
		71829	46.70	09/06/2012	2012-1930	BADGE REFINISHED
	EAGLE ENGRAVING INC Total		<u>576.00</u>			
776	HD SUPPLY WATERWORKS					
		72837	1,290.00	08/30/2012	5184084	INVENTORY ITEMS
		71806	106.72	08/30/2012	5235608	MISC PARTS 3 VALVE BOX RISER
		72981	6.00	09/06/2012	5269053	INVENTORY ITEMS
		71806	260.00	09/06/2012	5287383	MISC PARTS
		1	1,220.00	09/06/2012	5298343	WATER DEPT SUPPLIES
		73036	690.00	08/30/2012	5310609	INVENTORY ITEMS
		73166	615.00	09/06/2012	5380390	INVENTORY ITEMS
	HD SUPPLY WATERWORKS Total		<u>4,187.72</u>			
789	HUGHES UTILITIES LTD					
		72244	11,662.00	09/06/2012	2021980-00	INVENTORY ITEMS
		72890	1,549.00	09/06/2012	2066792-00	CONNECTOR

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		72863	175.00	08/30/2012	2068528-00	METERS C1S CL100 2W
		72967	3,486.24	09/06/2012	2071039-00	INVENTORY ITEMS
	<b>HUGHES UTILITIES LTD Total</b>		<b><u>16,872.24</u></b>			
<b>790</b>	<b>ELGIN PAPER CO</b>					
		72968	1,056.69	08/30/2012	550118	INVENTORY ITEMS
	<b>ELGIN PAPER CO Total</b>		<b><u>1,056.69</u></b>			
<b>791</b>	<b>ELGIN COMMUNITY COLLEGE</b>					
		73199	275.00	09/06/2012	STCHA12FAN	A CAVALLO COURSE
	<b>ELGIN COMMUNITY COLLEGE Total</b>		<b><u>275.00</u></b>			
<b>806</b>	<b>EMERGENCY VEHICLE SERVICE INC</b>					
		73001	2,614.75	08/30/2012	1173	SERVICE VEH 1728
		73001	224.22	08/30/2012	1174	SERVICE ON VEH1728
	<b>EMERGENCY VEHICLE SERVICE INC Total</b>		<b><u>2,838.97</u></b>			
<b>868</b>	<b>FINE LINE CREATIVE ARTS</b>					
			1,750.00	09/06/2012	VCCFIN0712	HTL TAX DIST MAY - JULY 2012
	<b>FINE LINE CREATIVE ARTS Total</b>		<b><u>1,750.00</u></b>			
<b>870</b>	<b>FIRE PENSION FUND</b>					
			15,710.69	09/07/2012	PR20120907_870	PR 20120907 deductions
	<b>FIRE PENSION FUND Total</b>		<b><u>15,710.69</u></b>			
<b>876</b>	<b>FIRST ENVIRONMENTAL LAB INC</b>					
		72333	537.00	09/06/2012	100837	2ND QTR BIOSOLIDS
	<b>FIRST ENVIRONMENTAL LAB INC Total</b>		<b><u>537.00</u></b>			
<b>884</b>	<b>FISHER SCIENTIFIC</b>					
		72747	153.22	08/30/2012	8608211	MISC SUPPLIES DISTILLING FLASK
	<b>FISHER SCIENTIFIC Total</b>		<b><u>153.22</u></b>			
<b>902</b>	<b>FOREMOST PROMOTIONS</b>					
		72944	89.50	08/30/2012	174995	CRAYON PACK POLICE DEPT
	<b>FOREMOST PROMOTIONS Total</b>		<b><u>89.50</u></b>			
<b>906</b>	<b>FORESTRY SUPPLIES</b>					
		72832	479.20	08/30/2012	364035-00	BLADE REPLACEMENT
	<b>FORESTRY SUPPLIES Total</b>		<b><u>479.20</u></b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
908	FOSTER COACH SALES INC	73015	23.35	09/06/2012	8752	LICENSE PLATE LIGHTS
	<b>FOSTER COACH SALES INC Total</b>		<b>23.35</b>			
913	FOX VALLEY CONCERT BAND		1,125.00	09/06/2012	VCCFOX0712	HTL TAX DIST MAY - JULY 2012
	<b>FOX VALLEY CONCERT BAND Total</b>		<b>1,125.00</b>			
944	GALLS AN ARAMARK COMPANY	71964	92.66	09/06/2012	512372854	
		71964	185.31	09/06/2012	512375362	MISC POLICE UNIFORMS
		71964	124.98	09/06/2012	512381192	MISC POLICE UNIFORMS
	<b>GALLS AN ARAMARK COMPANY Total</b>		<b>402.95</b>			
955	GEIGER BROS	72879	1,875.00	09/06/2012	2301763	T-SHIRTS
	<b>GEIGER BROS Total</b>		<b>1,875.00</b>			
989	GORDON FLESCH CO INC		402.69	09/06/2012	IN10094604	COPIER CHARGES AUGUST 2012
	<b>GORDON FLESCH CO INC Total</b>		<b>402.69</b>			
996	GOVCONNECTION INC	72579	228.30	08/30/2012	49348278	MOBILE BROADBAND
	<b>GOVCONNECTION INC Total</b>		<b>228.30</b>			
1002	TERI GRANDT		40.00	09/06/2012	083112	RYBTW PRIZES
	<b>TERI GRANDT Total</b>		<b>40.00</b>			
1006	ST CHARLES CONVENTION		43,875.00	09/06/2012	VCCGRE0712	HTL TAX DIST JULY 2012
	<b>ST CHARLES CONVENTION Total</b>		<b>43,875.00</b>			
1026	HACH COMPANY	72891	449.85	08/30/2012	7888521	INVENTORY ITEMS
	<b>HACH COMPANY Total</b>		<b>449.85</b>			
1036	HARRIS BANK NA		1,287.00	09/07/2012	PR20120907_1036	PR 20120907 deductions

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	HARRIS BANK NA Total		<u>1,287.00</u>			
1038	BMO HARRIS BANK NA		1,250.00	09/06/2012	4027689	CUSTODIAL SVCS 3 BPS
	BMO HARRIS BANK NA Total		<u>1,250.00</u>			
1104	HOVING PIT STOP INC					
		72053	130.00	08/30/2012	56962	WEEKLY SERVICE JUL13-AUG9
	HOVING PIT STOP INC Total		<u>130.00</u>			
1106	HSBC BUSINESS SOLUTIONS					
		72054	159.99	08/30/2012	223731735000	MISC SUPPLIES
		73107	77.52	09/06/2012	224242022000	INVENTORY ITEMS
	HSBC BUSINESS SOLUTIONS Total		<u>237.51</u>			
1133	IBEW LOCAL 196					
			654.84	09/07/2012	PR20120907_1133	PR 20120907 deductions
	IBEW LOCAL 196 Total		<u>654.84</u>			
1136	ICMA RETIREMENT CORP					
			37,146.63	09/07/2012	090712	PAYROLL WIRE ICMA/401A/ROTH
	ICMA RETIREMENT CORP Total		<u>37,146.63</u>			
1160	ILLINOIS WORKERS COMPENSATION					
			543.81	08/30/2012	063012	IWC RATE ADJ JAN TO JUNE 2012
			5,438.13	09/07/2012	063012A	IL WRK COMP RATE ADJUSTMENT
	ILLINOIS WORKERS COMPENSATION Total		<u>5,981.94</u>			
1170	ILLINOIS PAPER AND COPIER CO					
		72970	1,118.80	08/30/2012	SO4272	INVENTORY ITEMS
	ILLINOIS PAPER AND COPIER CO Total		<u>1,118.80</u>			
1223	INITIAL IMPRESSIONS EMBROIDERY					
		72755	62.64	09/06/2012	L44240	TSHIRTS METER COMMUNICATION
	INITIAL IMPRESSIONS EMBROIDERY Total		<u>62.64</u>			
1312	KALE UNIFORMS					
		72942	77.88	09/06/2012	643086	MISC UNIFORM FIRE DEPT
	KALE UNIFORMS Total		<u>77.88</u>			
1334	KANE COUNTY ANIMAL CONTROL					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		71830	500.00	08/30/2012	080312	JULY 2012
	<b>KANE COUNTY ANIMAL CONTROL Total</b>		<b>500.00</b>			
<b>1359</b>	<b>JOHN KESSLER</b>					
			10.00	08/30/2012	082812	RTRN DIR DPST PYRL
	<b>JOHN KESSLER Total</b>		<b>10.00</b>			
<b>1387</b>	<b>KONICA MINOLTA BUS SOLUTIONS</b>					
		72610	615.94	09/06/2012	221965398	COPIES FOR CA OFFICE
	<b>KONICA MINOLTA BUS SOLUTIONS Total</b>		<b>615.94</b>			
<b>1403</b>	<b>KWIK KOPY PRINTING OF ST CHAS</b>					
		72051	185.60	08/30/2012	055614	PRINTING
	<b>KWIK KOPY PRINTING OF ST CHAS Total</b>		<b>185.60</b>			
<b>1412</b>	<b>JOHN LAMB</b>					
			75.00	09/06/2012	083012	REIMB REGISTRATION 9-13-12
	<b>JOHN LAMB Total</b>		<b>75.00</b>			
<b>1463</b>	<b>LINA</b>					
		72167	8,321.47	08/30/2012	083112	GROUP PREMIUM REPORT
	<b>LINA Total</b>		<b>8,321.47</b>			
<b>1482</b>	<b>ARTHUR J LOOTENS &amp; SON INC</b>					
		71904	193.50	09/06/2012	FDIN6974	DUMPING 3 LOADS
	<b>ARTHUR J LOOTENS &amp; SON INC Total</b>		<b>193.50</b>			
<b>1489</b>	<b>LOWES</b>					
		72153	19.02	08/30/2012	01946	MISC SUPPLIES WATER DEPT
		71827	809.02	08/30/2012	02054A	
		71955	45.53	08/30/2012	02599	MISC SUPPLIES PS
		71955	68.00	08/30/2012	02610-A	
		72153	54.93	09/06/2012	02630	DECK SCREW WATER DEPARTMEI
		71955	572.69	09/06/2012	02722-A	
		72521	15.15	09/06/2012	02840	MISC TOOLS PUBLIC SERVICES
		72366	70.94	09/06/2012	02884	ELEC SUPPLIES
		71955	17.06	09/06/2012	02993A	MISC WIRE BRIGHT WHITE
		71827	28.60	08/30/2012	15621	PD SUPPLIES
		71897	618.97	09/06/2012	16916	SMALL TOOLS
		72525	792.00	09/06/2012	993963	INVENTORY ITEMS
		71048	184.80	09/06/2012	993964	INVENTORY ITEMS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		72584	316.80	09/06/2012	996127	INVENTORY ITEMS
		72920	1,293.60	09/06/2012	999029	INVENTORY ITEMS
		72701	316.80	09/06/2012	999030	INVENTORY ITEMS
			-37.92	09/06/2012	C0266775	VENDOR SHOWS OVRPYMNT IN#8
	<b>LOWES Total</b>		<b><u>5,185.99</u></b>			
<b>1494</b>	<b>LYNN PEAVEY CO</b>					
		72985	197.35	09/06/2012	261583	MISC SUPPLIES POLICE DEPT
	<b>LYNN PEAVEY CO Total</b>		<b><u>197.35</u></b>			
<b>1525</b>	<b>JIM MARTIN</b>					
			35.00	08/30/2012	082812	INTERNET REIMB AUGUST 2012
	<b>JIM MARTIN Total</b>		<b><u>35.00</u></b>			
<b>1550</b>	<b>MASCAL ELECTRIC INC</b>					
		73038	327.00	09/06/2012	1312626	LABOR CITY HALL
	<b>MASCAL ELECTRIC INC Total</b>		<b><u>327.00</u></b>			
<b>1559</b>	<b>MAURINE PATTEN ED D</b>					
		71936	210.00	09/06/2012	083112	SVC AUGUST 2012
	<b>MAURINE PATTEN ED D Total</b>		<b><u>210.00</u></b>			
<b>1582</b>	<b>MCMASTER CARR SUPPLY CO</b>					
		72961	14.10	09/06/2012	34398657	SPDT TOGGLE SWITCH
	<b>MCMASTER CARR SUPPLY CO Total</b>		<b><u>14.10</u></b>			
<b>1590</b>	<b>MEDICAL SCREENING SERVICES INC</b>					
			99.00	08/30/2012	0280475-IN	BLOOD PRESSURE MONTHLY CHA
	<b>MEDICAL SCREENING SERVICES INC Total</b>		<b><u>99.00</u></b>			
<b>1605</b>	<b>METROPOLITAN FIRE CHIEFS ASSOC</b>					
			45.00	09/06/2012	083012	FALL SYMPOSIUM CHIEF MULLEN
	<b>METROPOLITAN FIRE CHIEFS ASSOC Total</b>		<b><u>45.00</u></b>			
<b>1607</b>	<b>USA MOBILITY SYSTEMS APP DIV</b>					
		72130	16.56	09/06/2012	V1601839H	SVC FOR HELP DESK PAGER
	<b>USA MOBILITY SYSTEMS APP DIV Total</b>		<b><u>16.56</u></b>			
<b>1613</b>	<b>METROPOLITAN ALLIANCE OF POL</b>					
			891.00	09/07/2012	PR20120907_1613	PR 20120907 deductions

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	<b>METROPOLITAN ALLIANCE OF POL Total</b>		<b><u>891.00</u></b>			
<b>1614</b>	<b>MEYER MATERIAL</b>					
		72348	427.50	08/30/2012	703692396	MOODY AND 3RD ST
		72348	410.62	08/30/2012	703692397	SOUTH AVE & JACKSON AVE
		72348	684.37	08/30/2012	703692398	715 SOUTH AVE
		72348	638.75	08/30/2012	703692399	TYLER & PRODUCTION
		72348	365.00	08/30/2012	703697524	913 TIMBERS TRAIL
		72348	593.12	09/06/2012	703707801	1560 JEWEL AVE
		72348	638.75	09/06/2012	703712380	1431 WALNUT HILL DR
	<b>MEYER MATERIAL Total</b>		<b><u>3,758.11</u></b>			
<b>1647</b>	<b>MINUTEMAN PRESS</b>					
		73013	250.06	08/30/2012	36725	CHARLESTOWNE MALL REPORT
	<b>MINUTEMAN PRESS Total</b>		<b><u>250.06</u></b>			
<b>1651</b>	<b>MNJ TECHNOLOGIES DIRECT INC</b>					
		73003	207.95	08/30/2012	0003202411	BLACK TONER CARTRIDGE
		73003	231.60	08/30/2012	0003202645	MISC COMPUTER SUPPLIES
		73025	345.32	09/06/2012	0003203160	HP LA2205WG 22"MONITOR
	<b>MNJ TECHNOLOGIES DIRECT INC Total</b>		<b><u>784.87</u></b>			
<b>1655</b>	<b>MONROE TRUCK EQUIPMENT</b>					
		73039	87.32	09/06/2012	5221903	INVENTORY ITEMS
	<b>MONROE TRUCK EQUIPMENT Total</b>		<b><u>87.32</u></b>			
<b>1666</b>	<b>ST CHARLES SINGERS</b>					
			2,750.00	09/06/2012	VCCMOS0712	HTL TAX DIST MAY - JULY 2012
	<b>ST CHARLES SINGERS Total</b>		<b><u>2,750.00</u></b>			
<b>1668</b>	<b>FERGUSON ENTERPRISES INC</b>					
		73040	18.83	09/06/2012	1828950	INVENTORY ITEMS
	<b>FERGUSON ENTERPRISES INC Total</b>		<b><u>18.83</u></b>			
<b>1669</b>	<b>MOTOROLA INC</b>					
		72444	78.00	09/06/2012	76534961	PAGER REPAIR
	<b>MOTOROLA INC Total</b>		<b><u>78.00</u></b>			
<b>1704</b>	<b>NCPERS IL IMRF</b>					
			32.00	09/07/2012	PR20120907_1704	PR 20120907 deductions

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	NCPERS IL IMRF Total		<u>32.00</u>			
1709	NEOPOST INC	73126	196.14	09/06/2012	48977785	MONTHLY MAINTENANCE BILLING
	NEOPOST INC Total		<u>196.14</u>			
1711	NESTLE WATERS NORTH AMERICA					
		72135	77.28	08/30/2012	02H0122067317	WATER DELIVERY CITY HALL
		71779	22.21	08/30/2012	02H0122067622	WATER DELIVERY IS DEPT
		71937	33.77	08/30/2012	02H0122067713	MONTHLY WATER ELEC METER
		72135	25.10	08/30/2012	02H0122067879	WATER DELIVERY INVENTORY CO
		72046	10.65	08/30/2012	02H0122068299	WATER DELIVERY FLEET DEPT
		72046	31.95	08/30/2012	02H0122069388	WATER DELIVERY WW PW
		72046	45.33	08/30/2012	02H0122069412	WATER DELIVERY PW LUNCHROO
		72046	2.89	08/30/2012	02H0122078116	WATER DELIVERY PW STREET DE
		72046	36.66	08/30/2012	02H0122078553	WATER DELIVERY PW STREET DE
		72046	1.98	08/30/2012	02H0122078694	WATER DELIVERY PW LUNCHROO
		72046	28.90	08/30/2012	02H0122078769	WATER DELIVERY PW BREAKROO
		71937	33.68	08/30/2012	02H0123426934	MONTHLY WATER ELEC LINE
	NESTLE WATERS NORTH AMERICA Total		<u>350.40</u>			
1716	NEW PIG CORPORATION	73004	508.80	08/30/2012	20946735-00	SMALL PIG SPL RESP CART
	NEW PIG CORPORATION Total		<u>508.80</u>			
1720	NEXTEL COMMUNICATIONS		3,194.15	08/30/2012	399700511-126	SVC 7-18-12 TO 8-17-12
	NEXTEL COMMUNICATIONS Total		<u>3,194.15</u>			
1731	CHICAGOLAND THEATER CO INC		1,875.00	09/06/2012	VCCREP0712	HTL TAX DIST MAY - JULY 2012
	CHICAGOLAND THEATER CO INC Total		<u>1,875.00</u>			
1745	NICOR		30.05	08/30/2012	1000 4 AUG 17 2012	SVC 7-19-12 TO 8-17-12
			2,415.77	08/30/2012	1000 7 AUG 20 2012	SVC 7-23-12 TO 8-20-12
			23.92	09/06/2012	1000 9 AUG 27 2012	1407 PRAIRIE ST
			32.43	08/30/2012	4606 2 AUG 17 2012	SVC 7-20-12 TO 8-17-12
			220.01	08/30/2012	7652 0 AUG 17 2012	SVC 7-19-12 TO 8-17-12
			1,626.59	08/30/2012	8317 9 AUG 16 2012	SVC 7-18-12 TO 8-16-12

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			83.68	08/30/2012	9226 2 AUG 17 2012	SVC 7-19-12 TO 8-17-12
	<b>NICOR Total</b>		<b><u>4,432.45</u></b>			
<b>1756</b>	<b>NORTH CENTRAL LABORATORIES</b>					
		71938	367.50	08/30/2012	308645	MICS SUPPLIES WASTEWATER
	<b>NORTH CENTRAL LABORATORIES Total</b>		<b><u>367.50</u></b>			
<b>1769</b>	<b>OEI PRODUCTS INC</b>					
		72971	139.40	08/30/2012	2605	INVENTORY ITEMS
		73041	198.00	09/06/2012	2615	INVENTORY ITEMS
	<b>OEI PRODUCTS INC Total</b>		<b><u>337.40</u></b>			
<b>1783</b>	<b>ON TIME EMBROIDERY INC</b>					
		71969	375.00	08/30/2012	2616	ST CHARLES FIRE DEPT PATCH
		71969	62.89	08/30/2012	E13108	EMBROIDERY CHARGES FIRE DEF
	<b>ON TIME EMBROIDERY INC Total</b>		<b><u>437.89</u></b>			
<b>1784</b>	<b>VEOLIA ENVIRONMENTAL SERVICES</b>					
		72255	90,000.00	08/30/2012	T00000801111	SPRING CLEAN UP
	<b>VEOLIA ENVIRONMENTAL SERVICES Total</b>		<b><u>90,000.00</u></b>			
<b>1808</b>	<b>PARAGON MICRO INC</b>					
		72915	271.00	09/06/2012	143240	STAR PS60A ADAPTER RECEIPT
		73005	332.00	09/06/2012	145356	NVIDIA QUADRO NVS 295 GRAPHIC
	<b>PARAGON MICRO INC Total</b>		<b><u>603.00</u></b>			
<b>1809</b>	<b>PARTSMASTER DIVISION</b>					
		73007	113.30	09/06/2012	20603242	STEP BITS FLEET DEPT
	<b>PARTSMASTER DIVISION Total</b>		<b><u>113.30</u></b>			
<b>1825</b>	<b>PEDERSEN COMPANY</b>					
		72495	24,983.50	09/06/2012	2012-3538	WATER PRUNE TREES
	<b>PEDERSEN COMPANY Total</b>		<b><u>24,983.50</u></b>			
<b>1861</b>	<b>POLICE PENSION FUND</b>					
			16,713.10	09/07/2012	PR20120907_1861	PR 20120907 deductions
	<b>POLICE PENSION FUND Total</b>		<b><u>16,713.10</u></b>			
<b>1864</b>	<b>POLYDYNE INC</b>					
		72993	8,905.60	08/30/2012	747944	CLARIFLOC

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	POLYDYNE INC Total		<u>8,905.60</u>			
1890	LEGAL SHIELD		215.25	09/07/2012	PR20120907_1890	PR 20120907 deductions
	LEGAL SHIELD Total		<u>215.25</u>			
1898	PRIORITY PRODUCTS INC	73008	24.95	09/06/2012	818618	SCREWS
	PRIORITY PRODUCTS INC Total		<u>24.95</u>			
1900	PROVIDENT LIFE & ACCIDENT		26.76	09/07/2012	PR20120907_1900	PR 20120907 deductions
	PROVIDENT LIFE & ACCIDENT Total		<u>26.76</u>			
1940	RADCO COMMUNICATIONS INC	71825	197.45	09/06/2012	78123	REPAIR SQUADS 21&28
	RADCO COMMUNICATIONS INC Total		<u>197.45</u>			
1946	RANDALL PRESSURE SYSTEMS INC	72649	68.90	08/30/2012	I-73441-1	MISC PARTS
	RANDALL PRESSURE SYSTEMS INC Total		<u>68.90</u>			
1947	RAPID PAC	72986	192.25	09/06/2012	85782	CARDBOARD BOXES
	RAPID PAC Total		<u>192.25</u>			
1953	RBS PACKAGING INC	72972	1,231.12	08/30/2012	2024007	INVENTORY ITEMS
	RBS PACKAGING INC Total		<u>1,231.12</u>			
1993	RENTAL MAX LLC	72940	98.90	08/30/2012	13-202239-04	6' TABLE BANQUET
		73009	288.75	08/30/2012	13-202502-04	RENTAL MINI BACK HOE
		73009	278.00	09/06/2012	13-202790-06	RENTAL BACK HOE WATER DEPT
	RENTAL MAX LLC Total		<u>665.65</u>			
2000	PRESERVATION PARTNERS OF		2,250.00	09/06/2012	VCCPRE0712	HTL TAX DIST MAY - JULY 2012
	PRESERVATION PARTNERS OF Total		<u>2,250.00</u>			
2010	RIGGS BROS INC					

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		72992	245.00	08/30/2012	110841	REPAIR VEH 1755
	<b>RIGGS BROS INC Total</b>		<b>245.00</b>			
<b>2030</b>	<b>ROGERS PUMP SALES &amp; SERVICE</b>					
		72761	4,284.50	08/30/2012	12-793	SERVICE REPAIR AURORA PUMP
	<b>ROGERS PUMP SALES &amp; SERVICE Total</b>		<b>4,284.50</b>			
<b>2031</b>	<b>RAYMOND ROGINA</b>					
			35.00	08/30/2012	082812	INTERNET REIMB JULY 2012
	<b>RAYMOND ROGINA Total</b>		<b>35.00</b>			
<b>2032</b>	<b>POMPS TIRE SERVICE INC</b>					
		71918	60.96	09/06/2012	640003341	VEH 3099 RO46090
	<b>POMPS TIRE SERVICE INC Total</b>		<b>60.96</b>			
<b>2049</b>	<b>RYDIN DECAL</b>					
		72852	157.35	09/06/2012	277135	2013 TEMPORARY HCHT TAGS
	<b>RYDIN DECAL Total</b>		<b>157.35</b>			
<b>2053</b>	<b>SAFE STEP LLC</b>					
		72391	10,000.00	09/06/2012	1511	HAMPTON COURSE AREA
	<b>SAFE STEP LLC Total</b>		<b>10,000.00</b>			
<b>2055</b>	<b>SAFETY-KLEEN</b>					
		71919	627.46	08/30/2012	58517650	PARTS WASHER SOLVENT
	<b>SAFETY-KLEEN Total</b>		<b>627.46</b>			
<b>2064</b>	<b>SANTANNA NATURAL GAS CORP</b>					
			1,469.28	09/06/2012	090112	SVC JULY - AUG 2012
	<b>SANTANNA NATURAL GAS CORP Total</b>		<b>1,469.28</b>			
<b>2076</b>	<b>ST CHARLES HERITAGE CENTER</b>					
			8,312.50	09/06/2012	VCCSCH0712	HTL TAX DIST MAY - JULY 2012
	<b>ST CHARLES HERITAGE CENTER Total</b>		<b>8,312.50</b>			
<b>2083</b>	<b>SCHIROTT &amp; LUETKEHANS</b>					
			10,547.32	09/06/2012	4300-3744M-34	MCILVAINE
			368.67	09/06/2012	4300-3784M-26	LEGAL JULY 2012
			484.00	09/06/2012	4300-3863M-11	LEGAL JULY 2012
			3,780.65	09/06/2012	4300-3877M-10	LEGAL JULY 2012
			182.50	09/06/2012	4300-3929M-3	LEGAL JULY 2012

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
			234.00	08/30/2012	4300-3946M-1	LEGAL JUNE 2012 TRICON
			1,797.32	09/06/2012	4300-3946M-2	LEGAL JULY 2012 TRICON
	<b>SCHIROTT &amp; LUETKEHANS Total</b>		<b>17,394.46</b>			
<b>2101</b>	<b>SCULPTURE IN THE PARK</b>		625.00	09/06/2012	VCCSCU0712	HTL TAX DIST MAY - JULY 2012
	<b>SCULPTURE IN THE PARK Total</b>		<b>625.00</b>			
<b>2156</b>	<b>SIRCHIE FINGERPRINT LABS</b>	72988	32.26	09/06/2012	0091928-IN	AMIDO BLACK SOLUTIONS
	<b>SIRCHIE FINGERPRINT LABS Total</b>		<b>32.26</b>			
<b>2157</b>	<b>SISLERS ICE &amp; DAIRY LTD</b>	72047	88.00	08/30/2012	059937	ICE DELIVERY
		72047	99.00	09/06/2012	0609036	ICE DELIVERY
	<b>SISLERS ICE &amp; DAIRY LTD Total</b>		<b>187.00</b>			
<b>2160</b>	<b>SKARSHAUG TESTING LABORATORY</b>	73138	710.60	09/06/2012	170610	GLOVES TESTING
		73138	322.48	09/06/2012	170728	GLOVE TESTING
	<b>SKARSHAUG TESTING LABORATORY Total</b>		<b>1,033.08</b>			
<b>2163</b>	<b>SKYLINE TREE SERVICE &amp;</b>	72055	59,000.00	08/30/2012	0512	EAB PHASE 1 WORK
		72206	7,664.00	08/30/2012	0513	TREE WORK
		72055	19,500.00	09/06/2012	0953	EAB PHASE 1 REMOVALS
	<b>SKYLINE TREE SERVICE &amp; Total</b>		<b>86,164.00</b>			
<b>2169</b>	<b>CLARK BAIRD SMITH LLP</b>		9,763.75	08/30/2012	080912	LEGAL LABOR RELATIONS
	<b>CLARK BAIRD SMITH LLP Total</b>		<b>9,763.75</b>			
<b>2171</b>	<b>SHURTS TOOL SERVICE</b>	72951	26.65	08/30/2012	289668	PUNCH/PIN PUNCH
		72957	549.00	08/30/2012	289669	MISC PARTS
	<b>SHURTS TOOL SERVICE Total</b>		<b>575.65</b>			
<b>2178</b>	<b>SONNTAG REPORTING SERVICE</b>	72137	478.80	09/06/2012	85199	ST CHARLES PLAN COMMISSION
	<b>SONNTAG REPORTING SERVICE Total</b>		<b>478.80</b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2195	ADAM STANDER		57.85	08/30/2012	082212	UIFORM ALLOWANCE REIMB
	<b>ADAM STANDER Total</b>		<b><u>57.85</u></b>			
2206	STAPLES CONTRACT & COMMERCIAL					
		73010	262.49	09/06/2012	8022793156	SHREDMASTER FINANCE DEPART
	<b>STAPLES CONTRACT &amp; COMMERCIAL Total</b>		<b><u>262.49</u></b>			
2212	CITY OF ST CHARLES					
			28,016.02	09/07/2012	PR20120907_2212	PR 20120907 deductions
	<b>CITY OF ST CHARLES Total</b>		<b><u>28,016.02</u></b>			
2227	ST CHARLES FLORIST					
		71799	59.00	09/06/2012	002708/1	FLOWER DELIVERY
	<b>ST CHARLES FLORIST Total</b>		<b><u>59.00</u></b>			
2229	SOURCE ONE					
		71681	81.98	08/30/2012	356253	MISC OFFICE SUPPLIES FINANCE
		71925	329.89	08/30/2012	356255	MISC OFFICE SUPPLIES
		71906	87.17	08/30/2012	356348	MISC OFFICE SUPPLIES
		71822	213.26	08/30/2012	356376	MISC OFFICE SUPPLIES
		71906	257.38	08/30/2012	356455	MISC OFFICE SUPPLIES
		71681	168.96	08/30/2012	356469	MISC OFFICE SUPPLIES FINANCE
		73012	122.61	08/30/2012	356499	MISC OFFICE SUPPLIES
		71822	19.97	08/30/2012	356510	MISC OFFICE SUPPLIES
		72524	64.94	09/06/2012	356590	MISC OFFICE SUPPLIES PUR DEPT
		73022	289.99	09/06/2012	356595	MISC OFFICE SUPPLIES I/C DEPT
		73024	44.55	09/06/2012	356629	MISC OFFICE SUPPLIES I/C DEPT
		73066	173.90	09/06/2012	356735	MISC OFFICE SUPPLIES I/C DEPT
		71926	31.99	09/06/2012	356788	MISC OFFICE SUPPLIES HR DEPT
		71822	114.64	09/06/2012	356791	MISC OFFICE SUPPLIES PD DEPT
	<b>SOURCE ONE Total</b>		<b><u>2,001.23</u></b>			
2234	STEEL BEAM THEATRE					
			2,350.00	09/06/2012	VCCSTE0712	HTL TAX DIST MAY - JULY 2012
	<b>STEEL BEAM THEATRE Total</b>		<b><u>2,350.00</u></b>			
2235	STEINER ELECTRIC COMPANY					
		72208	1,676.00	09/07/2012	003994743004	INVENTORY ITEMS
		72591	315.00	08/30/2012	004019142003	INVENTORY ITEMS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
		73047	482.81	09/06/2012	004065970002	INVENTORY ITEMS
		73047	769.70	09/06/2012	004065970003	INVENTORY ITEMS
		73078	798.00	09/06/2012	004070788001	POWER SYSTEMS SERVICE/REPAI
		73173	16.67	09/06/2012	004083956001	INVENTORY ITEMS
	<b>STEINER ELECTRIC COMPANY Total</b>		<b><u>4,058.18</u></b>			
<b>2250</b>	<b>STREICHERS</b>					
		71980	4,209.99	09/06/2012	I952488	POLICE UNIFORM SWAT
	<b>STREICHERS Total</b>		<b><u>4,209.99</u></b>			
<b>2255</b>	<b>SUBURBAN LABORATORIES INC</b>					
		71813	4,050.00	09/06/2012	20558	MISC SERVICE
	<b>SUBURBAN LABORATORIES INC Total</b>		<b><u>4,050.00</u></b>			
<b>2301</b>	<b>GENERAL CHAUFFERS SALES DRIVER</b>					
			2,376.00	09/07/2012	PR20120907_2301	PR 20120907 deductions
	<b>GENERAL CHAUFFERS SALES DRIVER Total</b>		<b><u>2,376.00</u></b>			
<b>2316</b>	<b>THOMPSON AUTO SUPPLY INC</b>					
		73048	63.46	08/30/2012	#2-209149	AIR FILTER
		73112	71.30	08/30/2012	#2-209652	INVENTORY ITEMS
		71922	299.40	09/06/2012	4177-0812	FLEET SUPPLIES FOR AUGUST 20
	<b>THOMPSON AUTO SUPPLY INC Total</b>		<b><u>434.16</u></b>			
<b>2351</b>	<b>TREASURER OF VIRGINIA</b>					
			125.38	09/07/2012	PR20120907_2351	PR 20120907 deductions
	<b>TREASURER OF VIRGINIA Total</b>		<b><u>125.38</u></b>			
<b>2359</b>	<b>COLTHARPS SALES &amp; SERVICE</b>					
		73161	79.42	09/06/2012	33473	CHANINSAW REPAIR
		73147	76.44	09/06/2012	33474	INVENTORY ITEMS
	<b>COLTHARPS SALES &amp; SERVICE Total</b>		<b><u>155.86</u></b>			
<b>2370</b>	<b>WILLIAM TURNER</b>					
			35.00	08/30/2012	082412	INTERNET REIMB JULY 2012
	<b>WILLIAM TURNER Total</b>		<b><u>35.00</u></b>			
<b>2381</b>	<b>UNEEDASIGN</b>					
		72953	35.00	08/30/2012	8410799	SIGN FOR CITY HALL
	<b>UNEEDASIGN Total</b>		<b><u>35.00</u></b>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2383	UNITED STATES POSTAL SERVICE		4,000.00	09/07/2012	6116619-0912	POSTAGE METER REIMBURSEMENT
	<b>UNITED STATES POSTAL SERVICE Total</b>		<b><u>4,000.00</u></b>			
2392	UNIFORMITY INC					
		71971	59.32	08/30/2012	IN210694	MISC UNIFORMS
		71971	74.80	08/30/2012	IN210702	MISC UNIFORMS
		71971	77.95	09/06/2012	IN211058	MISC UNIFORMS FIRE DEPT
	<b>UNIFORMITY INC Total</b>		<b><u>212.07</u></b>			
2401	UNIVERSAL UTILITY SUPPLY INC					
		72247	8,349.00	09/06/2012	3013263	INVENTORY ITEMS
		72979	11,640.00	09/06/2012	3013279	INVENTORY ITEMS
	<b>UNIVERSAL UTILITY SUPPLY INC Total</b>		<b><u>19,989.00</u></b>			
2403	UNITED PARCEL SERVICE					
			46.36	08/30/2012	0000650961332	SHIPPING
			43.26	09/06/2012	0000650961342	SHIPPING AUGUST 2012
	<b>UNITED PARCEL SERVICE Total</b>		<b><u>89.62</u></b>			
2411	VALLEY INDUSTRIAL ASSOC					
			30.00	09/06/2012	090512	MARKETING ACTION GROUP 9-18-
			65.00	09/06/2012	090512A	SEMINAR 9-14-12 K MCCLEARY
	<b>VALLEY INDUSTRIAL ASSOC Total</b>		<b><u>95.00</u></b>			
2432	VESCO DIVISION OF THE STRAITS					
		72930	113.30	08/30/2012	35817	XEROX BOND
	<b>VESCO DIVISION OF THE STRAITS Total</b>		<b><u>113.30</u></b>			
2463	WALMART COMMUNITY					
		72903	7.04	09/06/2012	05564	INVENTORY ITEMS
		73050	46.44	08/30/2012	07379	INVENTORY ITEMS
		73113	15.68	08/30/2012	07379A	INVENTORY ITEMS
	<b>WALMART COMMUNITY Total</b>		<b><u>69.16</u></b>			
2465	DEUHLER ENVIRONMENTAL INC					
		72083	3,500.00	08/30/2012	13303	CONTRACT BILLING SOIL RADIUM
	<b>DEUHLER ENVIRONMENTAL INC Total</b>		<b><u>3,500.00</u></b>			
2475	WASHBURN MACHINERY					
		72995	199.00	09/06/2012	92264	SERVICE CALL

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	WASHBURN MACHINERY Total		<u>199.00</u>			
2478	WATER PRODUCTS AURORA					
		71808	163.62	09/06/2012	0234381	MISC PARTS WATER DEPT
	WATER PRODUCTS AURORA Total		<u>163.62</u>			
2495	WEST SIDE TRACTOR SALES CO					
		71913	3,888.30	08/30/2012	001188	VEH1778 RO 46073
		73087	432.73	08/30/2012	N77451	FILTERS AND BLOWER MOTOR
	WEST SIDE TRACTOR SALES CO Total		<u>4,321.03</u>			
2512	WHOLESALE DIRECT INC					
		73011	87.66	09/06/2012	000194803	BEZEL ASSY W GASKET
		72611	154.83	09/06/2012	000194804	LED PERIMETER
	WHOLESALE DIRECT INC Total		<u>242.49</u>			
2545	GRAINGER INC					
		72729	123.75	08/30/2012	9897126398	INVENTORY ITEMS
	GRAINGER INC Total		<u>123.75</u>			
2631	ZIMMERMAN FORD INC					
		71923	659.31	09/06/2012	S43-0812	MONTHLY BILLING AUG 2012
	ZIMMERMAN FORD INC Total		<u>659.31</u>			
2637	ILLINOIS DEPT OF REVENUE					
			35,071.63	08/27/2012	082712	PAYROLL WIRE STATE INCOME TA
	ILLINOIS DEPT OF REVENUE Total		<u>35,071.63</u>			
2638	INTERNAL REVENUE SERVICE					
			168,240.75	08/27/2012	082712	PAYROLL WIRE FEDERAL TAXES
	INTERNAL REVENUE SERVICE Total		<u>168,240.75</u>			
2639	STATE DISBURSEMENT UNIT					
			5,118.86	09/07/2012	090712	PAYROLL WIRE SUPPORT/BENES\
	STATE DISBURSEMENT UNIT Total		<u>5,118.86</u>			
2643	DELTA DENTAL					
			4,993.79	08/27/2012	082712	DELTA DENTAL CLAIMS
			6,388.27	09/05/2012	090512	DELTA DENTAL CLAIMS
	DELTA DENTAL Total		<u>11,382.06</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
2648	HEALTH CARE SERVICE CORP		133,027.14	09/05/2012	090512	MEDICAL CLAIMS
	HEALTH CARE SERVICE CORP Total		<u>133,027.14</u>			
2674	VIKING CHEMICAL CO	71819	6,622.26	09/06/2012	233784	MISC WATER DEPT CHEMICALS
	VIKING CHEMICAL CO Total		<u>6,622.26</u>			
2683	CONTINENTAL AMERICAN INSURANCE		410.64	09/07/2012	PR20120907_2683	PR 20120907 deductions
	CONTINENTAL AMERICAN INSURANCE Total		<u>410.64</u>			
2695	JOHNATHON N LOSURDO		703.63	09/06/2012	17611	VEST REIMBURSEMENT
	JOHNATHON N LOSURDO Total		<u>703.63</u>			
2703	MAINTENANCE COATINGS CO	73084	3,469.20	09/06/2012	7581	PAVEMENT MARKING RGB PROJEC
	MAINTENANCE COATINGS CO Total		<u>3,469.20</u>			
2718	ARFMANN MARKETING LLC	73018	1,100.00	09/06/2012	8343	DNA KITS/FREIGHT
	ARFMANN MARKETING LLC Total		<u>1,100.00</u>			
2740	C H HAGER EXCAVATING INC	10	505.70	08/30/2012	16	CRUSHED LIMESTONE
		71847	190.00	08/30/2012	17	DUMP CHARGE
		71847	285.00	09/06/2012	18	DUMP CHARGE TIP AND HAUL
		10	512.59	09/06/2012	19	CRUSHED LIMESTONE
	C H HAGER EXCAVATING INC Total		<u>1,493.29</u>			
2748	CHRISTENSEN LAWN SERVICE INC	73139	175.00	09/06/2012	001	LAWN MOWING
	CHRISTENSEN LAWN SERVICE INC Total		<u>175.00</u>			
2756	RXBENEFITS, INC.		27,598.83	08/28/2012	25723	
	RXBENEFITS, INC. Total		<u>27,598.83</u>			
2778	CLIENT FIRST CONSULTING GROUP	72615	4,262.50	09/06/2012	2815	IT TIME AND MATERIALS

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
	CLIENT FIRST CONSULTING GROUP Total		<u>4,262.50</u>			
2789	BIERER & ASSOCIATES INC	72994	15.00	09/06/2012	B081512-10	CORDS
	BIERER & ASSOCIATES INC Total		<u>15.00</u>			
2801	COOK COUNTY STATES ATTORNEY		25.00	08/30/2012	091012	TUITION J GATLIN
	COOK COUNTY STATES ATTORNEY Total		<u>25.00</u>			
2802	RICHARD H BALOG		303.68	09/07/2012	PR20120907_2802	PR 20120907 deductions
	RICHARD H BALOG Total		<u>303.68</u>			
2803	MATTHEW WILSON		75.59	08/30/2012	080812	SAFETY BOOTS
	MATTHEW WILSON Total		<u>75.59</u>			
2807	CHRIS ADESSO		140.00	09/06/2012	082912	REIMB BOOTS
	CHRIS ADESSO Total		<u>140.00</u>			
999000095	DAVID HEARN		82.09	08/28/2012	082812	WRONG AUTOPAY FOR UB
	DAVID HEARN Total		<u>82.09</u>			
999000096	MIDWEST GREYHOUND ADOPTION		25.00	08/30/2012	082212	MEMORIAL DONATION
	MIDWEST GREYHOUND ADOPTION Total		<u>25.00</u>			
999000098	MICHAEL DUFFIELD		200.00	09/06/2012	083112	RFND PKWY TREE UPGRADE
	MICHAEL DUFFIELD Total		<u>200.00</u>			
999000099	DAN MACEK		200.00	09/06/2012	083112	RFND PKWY TREE UPGRADE
	DAN MACEK Total		<u>200.00</u>			

<u>VENDOR</u>	<u>VENDOR NAME</u>	<u>PO NUMBER</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>
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<u>Grand Total:</u>	<u>1,089,925.50</u>
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The above expenditures have been approved for payment:

_____	_____
Chairman, Government Operations Committee	Date

_____	_____
Vice Chairman, Government Operations Committee	Date

_____	_____
Finance Director	Date

# **Treasurer's Report**

**May 31, 2012**

## MONTHLY COUNCIL TREASURER'S REPORT For The Period Ending May 31, 2012

### **Overview**

The attached report is a summary of City financial activity from the beginning of the fiscal year through the above date. It is meant to provide adequate information in a form easily readable for members of the City Council to understand the financial status of the City. Definitions of the various report components are shown at the end of the report.

### **Budget Philosophy**

The City budgeting philosophy is that the budget is not a static plan, but a working plan that must be routinely monitored and adjusted as new opportunities develop, prior projections do not materialize, or priorities change. Revisions are always made in the light of maintaining adequate cash surpluses, in accordance with City policies, and not making revisions that will severely hamper future years' operations.

### **Report Format**

The report shows each fund summarized by major categories of revenues and expenditures. Year-to-date and annual projections show where we are at today and where we expect to be at the end of the fiscal year. Each column provides meaningful information when compared with other columns. For instance, differences between the revised budget column and forecast column should be noted. The forecast is a calculated projection and the revised budget is a formal budget adjustment. Any material differences between the two should be investigated.

### **Comments**

**Property Taxes, Corporate Fund** — Generally, we collect approximately 99% of the levy request.

**Sales Taxes, Corporate Fund** — Sales tax from retailers are received 90 days after the date of sale. For example, the City receives May sales taxes paid at a store in February. Sales tax receipts year to date were lower than anticipated, making receipts \$226,654 lower than proposed budget. This is partly due to the transfer of Costco's sales tax to the Debt Service Fund to cover principal and interest payments on the Revenue Bond.

**Franchise Fees, Corporate Fund** — The corporate fund collects 5% of electric gross receipts. Actual year to date receipts are lower than the proposed budget.

**Income Tax, Corporate Fund** — Actual receipts are \$194,499 higher than projected year to date budget. These receipts are subject to changes in the economy and can fluctuate from projections.

**Hotel Tax, Corporate Fund** — Actual receipts are \$44,544 higher than the projected year to date budget.

**Intergovernmental Revenue, Corporate Funds** — This line includes all Federal and State grants as well as replacement tax.

**User Charges, All Funds** — Revenues from user charges for the year are \$48,229 higher than the projected year to date budget. These revenues can fluctuate with weather, particularly during the summer months.

**Personal Services, All Funds** — Personal Services are lower than the year to date budget projection for the year. This is due to the timing of new hires, vacancies and retirements throughout the year.

**Operating Expenses, All Funds** — Operating expenses overall are slightly higher than the budget projection for the year. This is due primarily to timing differences.

**Capital Expenditures, All Funds** — Capital variances are monitored by the department on a quarterly basis. Due to the nature of large expenditures, a specific date of purchase is sometimes difficult to predict. The financial reporting system does not show a monthly budget for capital.

## Definitions

**Reporting Periods** — The report shows information for two broad reporting periods, year-to-date (YTD) and annual. Year-to-date is an indication of the status from the beginning of the fiscal year through the period being reported. Under this YTD category, three sub-categories are shown. Annual projections show the entire fiscal year and are also broken down into three categories.

**Actual** — the amount of money actually received or expended from the beginning of the fiscal year (May 1) through the period being reported.

**Budget** — The revised budget from the beginning of the fiscal year through the period shown.

**Last Year** — The amount actually received or expended last fiscal year for the same months shown under "actual."

**Original Budget** — The amount originally budgeted and approved by the City Council for the fiscal year in April.

**Revised Budget**—This is the budget resulting from changes to the original budget. It reflects the most recent formal review and reflects the revisions approved periodically by the City Council.

**Forecast** — The forecast shows a projection determined by adding the amount actually received or expended to date, plus the months remaining of the revised budget after the period being reported, i.e. annual revised budget - YTD budget + actual.

**Permanent Variance** — A variance between the budget and forecast which will be permanent and not corrected at a later date.

**Timing Variance** — A variance between the budget and forecast which will be corrected at a later time during the fiscal year.

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**Warren J. Drewees, Treasurer**

**Balance Sheet**  
**as of May 31, 2012**

City of St. Charles, Illinois  
All Fund Types and Account Groups  
Combined Balance Sheet  
May 31, 2012

Assets	Total Memorandum Only	Governmental Funds				Proprietary Funds		Fiduciary Funds	Account Groups
		General Corporate	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Trust	General Fixed Assets & Debt
Cash & Investments	\$ 98,744,915	\$ 14,127,253	\$ 3,088,733	\$ 13,787,497	\$ 20,552	\$ 3,539,286	\$ 11,599,178	\$ 52,582,416	\$ -
Restricted Cash	9,358,884	94,703	-	3,641,439	1,935,871	3,686,871	-	-	-
Receivables									
Property Taxes	14,484,633	12,548,089	1,612,721	-	296,751	27,072	-	-	-
Customers - Net	5,502,692	498,802	3,824	-	-	4,874,940	125,126	-	-
Interest	180,981	10,725	-	1,639	-	4,812	1,567	162,238	-
Prepaid Expenses	527,106	111,441	-	-	-	137,957	243,867	33,841	-
Due from Other Governments	5,087,544	5,023,529	64,015	-	-	-	-	-	-
Inventory	3,186,624	-	-	-	-	-	3,186,624	-	-
Deferred Charges	1,922,559	-	-	-	-	314,812	-	-	1,607,747
Due from Other Companies	1,618	-	-	-	-	-	1,618	-	-
Due from Other Funds	901,999	279,998	-	-	622,001	-	-	-	-
Advances to Other Funds	4,133,052	2,961,444	-	-	-	1,171,608	-	-	-
Other Assets	60	60	-	-	-	-	-	-	-
Capital Assets									
Land	60,712,695	-	-	-	-	2,162,294	-	-	58,550,401
Intangibles	2,739,272	-	-	-	-	441,676	-	-	2,297,596
Buildings	97,974,435	-	-	-	-	49,726,150	-	-	48,248,285
Improvements	279,181,495	-	-	-	-	157,026,763	1,233,272	-	120,921,460
Equipment	11,995,797	-	-	-	-	6,454,316	515,561	-	5,025,920
Vehicles	11,520,790	-	-	-	-	3,658,264	7,862,526	-	-
Construction in Progress	8,495,143	-	-	-	-	1,964,038	-	-	6,531,105
Accumulated Depreciation	(183,933,110)	-	-	-	-	(96,448,086)	(4,867,054)	-	(82,617,970)
Total Assets	\$ 432,719,184	\$ 35,656,044	\$ 4,769,293	\$ 17,430,575	\$ 2,875,175	\$ 138,742,773	\$ 19,902,285	\$ 52,778,495	\$ 160,564,544

City of St. Charles, Illinois  
All Fund Types and Account Groups  
Combined Balance Sheet  
May 31, 2012

	Total Memorandum Only	Governmental Funds				Proprietary Funds		Fiduciary Funds		Account Groups
		General Corporate	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Trust	General Fixed Assets & Debt	
<b>Liabilities &amp; Equity</b>										
Liabilities-										
Accounts Payable	\$ 4,999,870	\$ 342,303	\$ -	\$ 96,792	\$ -	\$ 3,939,447	\$ 88,135	\$ 9,570	\$ 523,623	
Contracts Payable	395,192	6,939	-	-	-	388,253	-	-	-	
Claims Payable	2,142,659	-	-	-	-	305,928	1,836,731	-	-	
Accrued Salaries	959,648	710,271	-	-	-	208,329	41,048	-	-	
Accrued Interest	1,796,321	-	-	-	-	380,491	-	-	1,415,830	
Escrows & Deposits	3,239,497	1,257,826	-	866,356	-	1,115,315	-	-	-	
Deferred Revenue	14,508,429	12,571,885	1,612,721	-	296,751	27,072	-	-	-	
Due to Other Governments	799,554	-	-	-	-	799,554	-	-	-	
Due to Other Funds	901,999	622,001	-	-	279,998	-	-	-	-	
Advances from Other Funds	4,133,052	-	2,961,444	-	-	-	1,171,608	-	-	
Accrued Compensated Absences	3,873,021	-	-	-	-	573,495	112,033	-	3,187,493	
Net OPEB Obligation	4,902,416	-	-	-	-	716,326	181,342	-	4,004,748	
General Obligation Bonds	89,720,000	-	-	-	-	15,724,805	-	-	73,995,195	
Revenue Bonds	8,655,000	-	-	-	-	-	-	-	8,655,000	
Installment Contracts	89,036	-	-	-	-	-	-	-	89,036	
HEPA Loans	18,777,806	-	-	-	-	18,777,806	-	-	-	
Unamortized (Discounts)/Premiums	1,227,616	-	-	-	-	257,784	-	-	969,832	
<b>Total Liabilities</b>	<b>161,121,116</b>	<b>15,511,225</b>	<b>4,574,165</b>	<b>963,148</b>	<b>576,749</b>	<b>43,214,605</b>	<b>3,430,897</b>	<b>9,570</b>	<b>92,840,757</b>	
Equity-										
Fund Balance	106,829,587	20,144,819	195,128	16,467,427	2,298,426	-	-	-	67,723,787	
Retained Earnings	164,768,481	-	-	-	-	95,528,168	16,471,388	52,768,925	-	
<b>Total Equity</b>	<b>271,598,068</b>	<b>20,144,819</b>	<b>195,128</b>	<b>16,467,427</b>	<b>2,298,426</b>	<b>95,528,168</b>	<b>16,471,388</b>	<b>52,768,925</b>	<b>67,723,787</b>	
<b>Total Liabilities &amp; Equity</b>	<b>\$ 432,719,184</b>	<b>\$ 35,656,044</b>	<b>\$ 4,769,293</b>	<b>\$ 17,430,575</b>	<b>\$ 2,875,175</b>	<b>\$ 138,742,773</b>	<b>\$ 19,902,285</b>	<b>\$ 52,778,495</b>	<b>\$ 160,564,544</b>	

**Summary of Revenue and Expenditures  
for the Period Ending May 31, 2012**

**Monthly Council Treasurer's Report  
May 1, 2012 - May 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original</u>	<u>Revised</u>	<u>Forecast</u>
					<u>Budget</u>	<u>Budget</u>	
<b>Corporate Fund</b>							
<b>Revenue</b>							
Property Tax	646,857	646,857	1,363,939		12,551,106	12,551,106	12,551,106
Sales & Use Tax	1,089,543	1,316,197	1,027,282		15,794,358	15,794,358	15,567,704
Admissions Tax	5,502	8,792	11,539		105,500	105,500	102,210
Franchise Fees	157,878	206,618	182,538		3,019,417	3,019,417	2,970,677
Hotel Tax	204,544	160,000	178,395		1,920,000	1,920,000	1,964,544
Telecommunication Tax	98,442	111,667	108,230		1,340,000	1,340,000	1,326,775
Alcohol Tax	83,182	80,233	74,319		962,800	962,800	965,749
Licenses & Permits	224,034	193,578	209,174		434,930	434,930	465,386
Fines & Court Fees	40,236	39,884	32,693		478,607	478,607	478,979
State Tax Allotments	414,326	219,827	296,154		2,637,920	2,637,920	2,832,419
Intergovernmental Revenue	127,352	129,325	13,880		295,461	295,461	293,488
Reimbursement for Services	27,878	51,734	57,703		620,789	623,584	599,728
Miscellaneous Revenue	6,479	13,736	7,997		132,254	135,054	127,797
Sale Of Property	50	833	626		10,000	10,000	9,217
Investment Income	980	11,383	-		136,600	136,600	126,197
Interfund Transfers	250,000	250,000	-		250,000	250,000	250,000
<b>Total Revenue</b>	<b>3,377,303</b>	<b>3,440,664</b>	<b>3,564,469</b>		<b>40,689,742</b>	<b>40,695,337</b>	<b>40,631,976</b>
<b>Expenditures</b>							
Personal Services	2,894,636	3,116,566	3,072,786		26,481,227	26,515,618	26,293,688
Commodities	67,903	145,569	59,650		1,602,360	1,599,849	1,522,184
Contractual Services	594,662	880,484	669,191		9,692,239	10,159,777	9,873,956
Replacement Reserves	1,253,474	1,253,474	1,214,598		1,253,474	1,253,474	1,253,474
Other Operating Expenditures	10,786	14,119	8,947		167,765	167,999	164,666
Allocations	(410,466)	(410,466)	(398,519)		(4,925,583)	(4,925,583)	(4,925,583)
Capital	5,326	5,326	5,770		373,179	465,053	465,053
Debt Service Costs	764	764	7,055		4,584	4,584	4,584
Interfund Transfers	1,179,068	1,179,068	266,076		6,765,057	6,765,057	6,765,057
<b>Total Expenditures</b>	<b>5,596,153</b>	<b>6,184,904</b>	<b>4,905,554</b>		<b>41,414,302</b>	<b>42,005,828</b>	<b>41,417,079</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - May 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Electric Fund</b>						
<b>Revenue</b>						
Property Tax	-	-	2,916	30,400	30,400	30,400
User Charges	3,277,794	3,194,262	3,046,084	50,360,079	50,360,079	50,443,611
Reimbursement for Services	13,928	14,150	67,448	169,800	359,079	358,857
Miscellaneous Revenue	1,720	5,305	4,237	108,650	108,650	105,065
Sale Of Property	9,804	417	6,000	5,000	5,000	14,387
Reserves	406,302	406,302	424,248	406,303	406,303	406,302
Investment Income	133	125	-	1,500	1,500	1,508
Financing Proceeds	-	-	-	2,050,000	2,050,000	2,050,000
Interfund Transfers	-	-	61,664	267,994	267,994	267,994
<b>Total Revenue</b>	<b>3,709,681</b>	<b>3,620,561</b>	<b>3,612,597</b>	<b>53,399,726</b>	<b>53,589,005</b>	<b>53,678,124</b>
<b>Expenditures</b>						
Personal Services	400,309	413,483	361,506	3,491,335	3,501,003	3,487,829
Commodities	13,725	26,951	23,913	309,848	312,533	299,307
Contractual Services	3,700,596	2,697,638	2,778,211	40,199,788	40,309,391	41,312,349
Replacement Reserves	263,355	263,355	295,818	263,355	263,355	263,355
Other Operating Expenditures	304,731	416,022	319,188	4,992,267	4,998,291	4,887,000
Allocations	155,911	155,911	151,376	1,870,948	1,870,948	1,870,948
Capital	40,517	40,517	36,492	3,496,380	3,785,859	3,785,859
Debt Service Costs	108,080	108,080	118,899	1,063,615	1,063,615	1,063,615
Interfund Transfers	77,771	77,771	81,311	381,891	381,891	381,891
<b>Total Expenditures</b>	<b>5,064,995</b>	<b>4,199,728</b>	<b>4,166,714</b>	<b>56,069,427</b>	<b>56,486,886</b>	<b>57,352,153</b>
<b>Water Fund</b>						
<b>Revenue</b>						
User Charges	276,162	266,899	224,713	4,119,836	4,119,836	4,129,099
Reimbursement for Services	1,109	2,375	813	28,500	28,500	27,234
Miscellaneous Revenue	639	10,497	16,530	775,964	775,964	766,106
Sale Of Property	-	1,082	6,510	12,984	12,984	11,902
Reserves	175,530	175,530	160,891	175,529	175,529	175,530
Investment Income	847	916	-	10,992	10,992	10,923
Financing Proceeds	-	-	-	1,080,000	1,080,000	1,080,000
<b>Total Revenue</b>	<b>454,287</b>	<b>457,299</b>	<b>409,457</b>	<b>6,203,805</b>	<b>6,203,805</b>	<b>6,200,794</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - May 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Water Fund Continued</b>							
<b>Expenditures</b>							
Personal Services	196,377	199,659	178,581		1,486,338	1,487,125	1,483,843
Commodities	29,083	46,063	11,812		410,236	419,761	402,781
Contractual Services	60,083	107,091	62,335		923,020	926,633	879,625
Replacement Reserves	86,705	86,705	82,751		86,705	86,705	86,705
Other Operating Expenditures	8,552	12,150	4,329		145,767	146,136	142,538
Allocations	70,420	70,420	68,369		845,035	845,035	845,035
Capital	315,619	315,619	-		2,468,537	2,911,826	2,911,826
Debt Service Costs	192,306	192,306	77,006		710,927	710,927	710,927
Interfund Transfers	26,370	26,370	27,570		135,088	135,088	135,088
<b>Total Expenditures</b>	<b>985,515</b>	<b>1,056,383</b>	<b>512,753</b>		<b>7,211,653</b>	<b>7,669,236</b>	<b>7,598,368</b>
<b>Wastewater Fund</b>							
<b>Revenue</b>							
User Charges	491,796	530,355	488,868		6,673,838	6,673,838	6,635,279
Reimbursement for Services	1,408	1,175	1,006		14,100	14,100	14,333
Miscellaneous Revenue	38	2,116	1,604		25,400	25,400	23,322
Sale Of Property	-	417	-		5,000	5,000	4,583
Reserves	285,042	285,042	294,477		285,042	285,042	285,042
Investment Income	300	750	-		9,000	9,000	8,550
Financing Proceeds	-	-	-		9,536,000	9,536,000	9,536,000
<b>Total Revenue</b>	<b>778,584</b>	<b>819,855</b>	<b>785,955</b>		<b>16,548,380</b>	<b>16,548,380</b>	<b>16,507,109</b>
<b>Expenditures</b>							
Personal Services	264,816	272,174	251,440		1,889,459	1,889,653	1,882,295
Commodities	25,040	36,525	23,470		303,565	313,394	301,909
Contractual Services	165,747	162,519	111,100		2,057,401	2,335,561	2,338,789
Replacement Reserves	149,617	149,617	168,211		149,617	149,617	149,617
Other Operating Expenditures	74,355	7,903	3,754		94,814	102,147	168,599
Allocations	104,276	104,276	101,243		1,251,308	1,251,308	1,251,308
Capital	9,894	9,894	-		9,848,247	10,341,419	10,341,419
Debt Service Costs	404,304	404,304	385,447		1,554,485	1,554,485	1,554,485
Interfund Transfers	50,036	50,036	52,313		246,093	246,093	246,093
<b>Total Expenditures</b>	<b>1,248,085</b>	<b>1,197,248</b>	<b>1,096,978</b>		<b>17,394,989</b>	<b>18,183,677</b>	<b>18,234,514</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - May 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Refuse Fund</b>							
<b>Revenue</b>							
32,485	32,530	45,461	User Charges	390,364	390,364	390,319	
161	427	688	Miscellaneous Revenue	5,130	5,130	4,864	
805	817	741	Sale Of Property	9,800	9,800	9,788	
-	100	-	Investment Income	1,200	1,200	1,100	
230,000	230,000	-	Interfund Transfers	230,000	230,000	230,000	
<b>263,451</b>	<b>263,874</b>	<b>46,890</b>	<b>Total Revenue</b>	<b>636,494</b>	<b>636,494</b>	<b>636,071</b>	
<b>Expenditures</b>							
-	1,386	-	Commodities	16,627	16,627	15,241	
1,183	44,486	915	Contractual Services	533,850	533,850	490,547	
-	129	131	Other Operating Expenditures	1,545	1,545	1,416	
7,257	7,257	7,045	Allocations	87,081	87,081	87,081	
<b>8,440</b>	<b>53,258</b>	<b>8,091</b>	<b>Total Expenditures</b>	<b>639,103</b>	<b>639,103</b>	<b>594,285</b>	
<b>TIF Funds</b>							
<b>Revenue</b>							
6,771	6,771	112,153	Property Tax	1,608,799	1,608,799	1,608,799	
-	2,948	-	Sales & Use Tax	35,376	35,376	32,428	
3,824	5,343	7,335	Hotel Tax	64,110	64,110	62,591	
-	396	-	Investment Income	4,744	4,744	4,348	
<b>10,595</b>	<b>15,458</b>	<b>119,488</b>	<b>Total Revenue</b>	<b>1,713,029</b>	<b>1,713,029</b>	<b>1,708,166</b>	
<b>Expenditures</b>							
213,863	213,863	660,856	Interfund Transfers	1,807,256	1,807,256	1,807,256	
<b>213,863</b>	<b>213,863</b>	<b>660,856</b>	<b>Total Expenditures</b>	<b>1,807,256</b>	<b>1,807,256</b>	<b>1,807,256</b>	
<b>Motor Fuel Tax Fund</b>							
<b>Revenue</b>							
64,015	70,223	65,703	State Tax Allotments	842,677	842,677	836,469	
308	-	10	Investment Income	-	-	308	
<b>64,323</b>	<b>70,223</b>	<b>65,713</b>	<b>Total Revenue</b>	<b>842,677</b>	<b>842,677</b>	<b>836,777</b>	

**Monthly Council Treasurer's Report  
May 1, 2012 - May 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
	273,718	273,718	-	<b>Motor Fuel Tax Fund Continued</b>	1,449,960	1,449,960	1,449,960
	273,718	273,718	-	Expenditures	1,449,960	1,449,960	1,449,960
				Capital			
				Total Expenditures	1,449,960	1,449,960	1,449,960
				<b>Capital Project Funds</b>			
				Revenue			
	-	11,875	-	Intergovernmental Revenue	142,500	142,500	130,625
	2,167	-	6	Investment Income	-	-	2,167
	-	-	-	Financing Proceeds	7,869,944	7,869,944	7,869,944
	-	-	-	Interfund Transfers	1,704,616	1,704,616	1,704,616
	2,167	11,875	6	Total Revenue	9,717,060	9,717,060	9,707,352
				Expenditures			
	-	31,753	-	Contractual Services	591,033	573,033	541,280
	58,298	58,298	-	Capital	13,561,034	17,306,347	17,306,347
	117,257	117,257	130,243	Interfund Transfers	550,000	550,000	550,000
	175,555	207,308	130,243	Total Expenditures	14,702,067	18,429,380	18,397,627
				<b>Debt Service Funds</b>			
				Revenue			
	-	-	-	Property Tax	304,301	304,301	304,301
	71,250	60,083	65,250	Sales & Use Tax	721,000	721,000	732,167
	10	-	12	Investment Income	-	-	10
	1,265,064	1,265,064	1,218,370	Interfund Transfers	7,575,139	7,575,139	7,575,139
	1,336,324	1,325,147	1,283,632	Total Revenue	8,600,440	8,600,440	8,611,617
				Expenditures			
	-	-	-	Contractual Services	-	-	-
	1,269,459	1,269,459	1,222,603	Debt Service Costs & Refunding	8,790,473	8,790,473	8,790,473
	1,269,459	1,269,459	1,222,603	Total Expenditures	8,790,473	8,790,473	8,790,473

**Monthly Council Treasurer's Report  
May 1, 2012 - May 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
	39,233	77,661	57,102	<b>Inventory Fund</b>	931,935	931,935	893,507
	122,497	241,697	258,934	<b>Revenue</b>	2,900,369	2,900,369	2,781,169
	-	34	-	Charges to Other Funds	412	412	378
	26,815	26,815	29,687	Sale of Inventory	26,815	26,815	26,815
	-	-	-	Sale Of Property	-	-	-
	188,545	346,207	345,723	Reserves	3,859,531	3,859,531	3,701,869
				Investment Income			
				<b>Total Revenue</b>			
				<b>Expenditures</b>			
	52,962	48,433	54,981	Personal Services	451,098	451,519	456,048
	119,489	243,249	257,640	Commodities	2,917,931	2,918,021	2,794,261
	7,058	11,056	6,812	Contractual Services	76,139	75,639	71,641
	12,399	12,399	13,078	Replacement Reserves	12,399	12,399	12,399
	(583)	243	3	Other Operating Expenditures	2,913	2,913	2,087
	30,933	30,933	30,031	Allocations	371,181	371,181	371,181
	-	-	-	Capital	4,167	4,167	4,167
	222,258	346,313	362,545	<b>Total Expenditures</b>	3,835,828	3,835,839	3,711,784
				<b>Motor Vehicle Replacement Fund</b>			
				<b>Revenue</b>			
	116,106	159,008	140,196	Charges to Other Funds	1,908,106	1,908,106	1,865,204
	178	-	5,241	Sale Of Property	-	-	178
	1,131,547	1,131,547	1,088,120	Reserves	1,131,547	1,131,547	1,131,547
	59	687	-	Investment Income	8,240	8,240	7,612
	1,247,890	1,291,242	1,233,557	<b>Total Revenue</b>	3,047,893	3,047,893	3,004,541
				<b>Expenditures</b>			
	84,462	85,871	82,066	Personal Services	748,501	748,501	747,092
	18,574	36,972	17,899	Commodities	430,828	430,968	412,570
	6,965	15,602	6,130	Contractual Services	93,817	96,905	88,268
	16,363	16,363	15,794	Replacement Reserves	16,363	16,363	16,363
	1,737	4,546	3,122	Other Operating Expenditures	54,550	54,550	51,741
	31,506	31,506	30,588	Allocations	378,068	378,068	378,068
	6,750	6,750	68,021	Capital	439,981	595,650	595,650
	166,357	197,610	223,620	<b>Total Expenditures</b>	2,162,108	2,321,005	2,289,752

**Monthly Council Treasurer's Report  
May 1, 2012 - May 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Health Insurance Fund</b>							
<b>Revenue</b>							
Miscellaneous Revenue	-	17	-		200	200	183
Insurance Premiums	399,967	411,016	393,376		4,932,208	4,932,208	4,921,159
Investment Income	-	250	-		3,000	3,000	2,750
<b>Total Revenue</b>	<b>399,967</b>	<b>411,283</b>	<b>393,376</b>		<b>4,935,408</b>	<b>4,935,408</b>	<b>4,924,092</b>
<b>Expenditures</b>							
Personal Services	200	2,354	-		28,250	28,250	26,096
Commodities	-	217	(10)		2,600	2,600	2,383
Contractual Services	62,583	64,042	10,923		732,502	735,502	734,043
Other Operating Expenditures	191,608	354,293	309,938		3,721,506	3,721,506	3,558,821
Allocations	8,336	8,336	8,093		100,036	100,036	100,036
Interfund Transfers	250,000	250,000	-		250,000	250,000	250,000
<b>Total Expenditures</b>	<b>512,727</b>	<b>679,242</b>	<b>328,944</b>		<b>4,834,894</b>	<b>4,837,894</b>	<b>4,671,379</b>
<b>WC &amp; Liability Fund</b>							
<b>Revenue</b>							
Miscellaneous Revenue	-	-	-		-	-	-
Insurance Premiums	1,125,275	1,125,275	1,106,010		1,125,192	1,125,192	2,156,701
Investment Income	277	437	36		5,253	5,253	5,093
Interfund Transfers	169,300	169,300	-		169,300	169,300	169,300
<b>Total Revenue</b>	<b>1,294,852</b>	<b>1,295,012</b>	<b>1,106,046</b>		<b>1,299,745</b>	<b>1,299,745</b>	<b>2,331,094</b>
<b>Expenditures</b>							
Contractual Services	679	39,912	39		478,950	497,268	458,035
Other Operating Expenditures	28,288	62,658	23,866		751,900	752,345	717,975
Allocations	817	817	794		9,810	9,810	9,810
<b>Total Expenditures</b>	<b>29,784</b>	<b>103,387</b>	<b>24,699</b>		<b>1,240,660</b>	<b>1,259,423</b>	<b>1,185,820</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - May 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Communications Fund</b>							
<b>Revenue</b>							
User Charges	208,671	214,633	189,120		274,965	274,965	269,003
Miscellaneous Revenue	-	-	-		-	-	-
Reserves	204,391	204,388	202,900		204,388	204,388	204,391
Investment Income	-	129	-		1,545	1,545	1,416
<b>Total Revenue</b>	<b>413,062</b>	<b>419,150</b>	<b>392,020</b>		<b>480,898</b>	<b>480,898</b>	<b>474,810</b>
<b>Expenditures</b>							
Personal Services	19,163	22,861	13,656		186,803	186,803	183,105
Commodities	59	597	121		6,761	6,641	6,103
Contractual Services	6,655	11,418	15,543		76,918	82,038	77,275
Replacement Reserves	783	783	773		783	783	783
Other Operating Expenditures	253	466	250		5,590	5,590	5,377
Allocations	1,010	1,010	980		12,116	12,116	12,116
Capital	5,211	5,211	-		183,159	183,423	183,423
Interfund Transfers	-	-	61,664		61,664	61,664	61,664
<b>Total Expenditures</b>	<b>33,134</b>	<b>42,346</b>	<b>92,987</b>		<b>533,794</b>	<b>539,058</b>	<b>529,846</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - May 31, 2012**

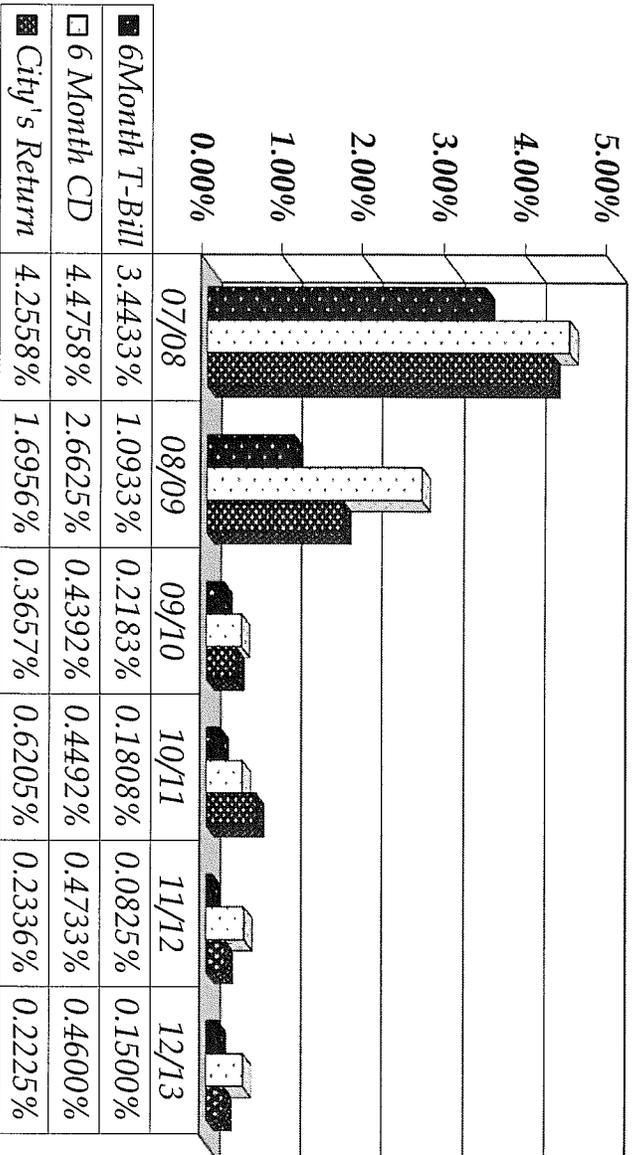
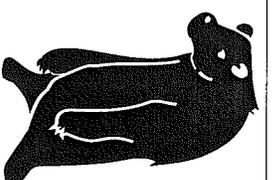
	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>All Funds</b>							
<b>Revenue</b>							
Property Tax	653,628	653,628	1,479,008		14,494,606	14,494,606	14,494,606
Sales & Use Tax	1,160,793	1,379,228	1,092,532		16,550,734	16,550,734	16,332,299
Admissions Tax	5,502	8,792	11,539		105,500	105,500	102,210
Franchise Fees	157,878	206,618	182,538		3,019,417	3,019,417	2,970,677
Hotel Tax	208,368	165,343	185,730		1,984,110	1,984,110	2,027,135
Telecommunication Tax	98,442	111,667	108,230		1,340,000	1,340,000	1,326,775
Alcohol Tax	83,182	80,233	74,319		962,800	962,800	965,749
Licenses & Permits	224,034	193,578	209,174		434,930	434,930	465,386
Fines & Court Fees	40,256	39,884	32,693		478,607	478,607	478,979
State Tax Allotments	478,341	290,050	361,857		3,480,597	3,480,597	3,668,888
Intergovernmental Revenue	127,352	141,200	13,880		437,961	437,961	424,113
User Charges	4,286,908	4,238,679	3,994,246		61,819,082	61,819,082	61,867,311
Reimbursement for Services	44,323	69,434	126,970		833,189	1,025,263	1,000,152
Miscellaneous Revenue	9,037	32,098	31,056		1,047,598	1,050,398	1,027,337
Charges to Other Funds	155,339	236,669	197,298		2,840,041	2,840,041	2,758,711
Sale Of Property	133,334	245,297	278,052		2,943,565	2,943,565	2,831,602
Reserves	2,229,627	2,229,624	2,200,323		2,229,624	2,229,624	2,229,627
Insurance Premiums	1,525,242	1,536,291	1,499,386		6,057,400	6,057,400	7,077,860
Investment Income	5,081	15,173	64		182,074	182,074	171,982
Financing Proceeds	-	-	-		20,535,944	20,535,944	20,535,944
Interfund Transfers	1,914,364	1,914,364	1,280,034		10,197,049	10,197,049	10,197,049
<b>Total Revenue</b>	<b>13,541,031</b>	<b>13,787,850</b>	<b>13,358,929</b>		<b>151,974,828</b>	<b>152,169,702</b>	<b>152,954,392</b>
<b>Expenditures</b>							
Personal Services	3,912,925	4,161,401	4,015,016		34,763,011	34,808,472	34,559,996
Commodities	273,873	537,529	394,495		6,000,756	6,020,394	5,756,739
Contractual Services	4,606,211	4,066,001	3,661,199		55,455,657	56,325,597	56,865,808
Replacement Reserves	1,782,696	1,782,696	1,791,023		1,782,696	1,782,696	1,782,696
Other Operating Expenditures	619,727	872,529	673,528		9,938,617	9,953,022	9,700,220
Allocations	-	-	-		-	-	-
Capital	715,333	715,333	110,283		31,824,644	37,043,704	37,043,704
Debt Service Costs	1,974,913	1,974,913	1,811,010		12,124,084	12,124,084	12,124,084
Interfund Transfers	1,914,364	1,914,364	1,280,034		10,197,049	10,197,049	10,197,049
<b>Total Expenditures</b>	<b>15,800,042</b>	<b>16,024,766</b>	<b>13,736,588</b>		<b>162,086,514</b>	<b>168,255,018</b>	<b>168,030,296</b>

# **Investment Summary**

**May 31, 2012**

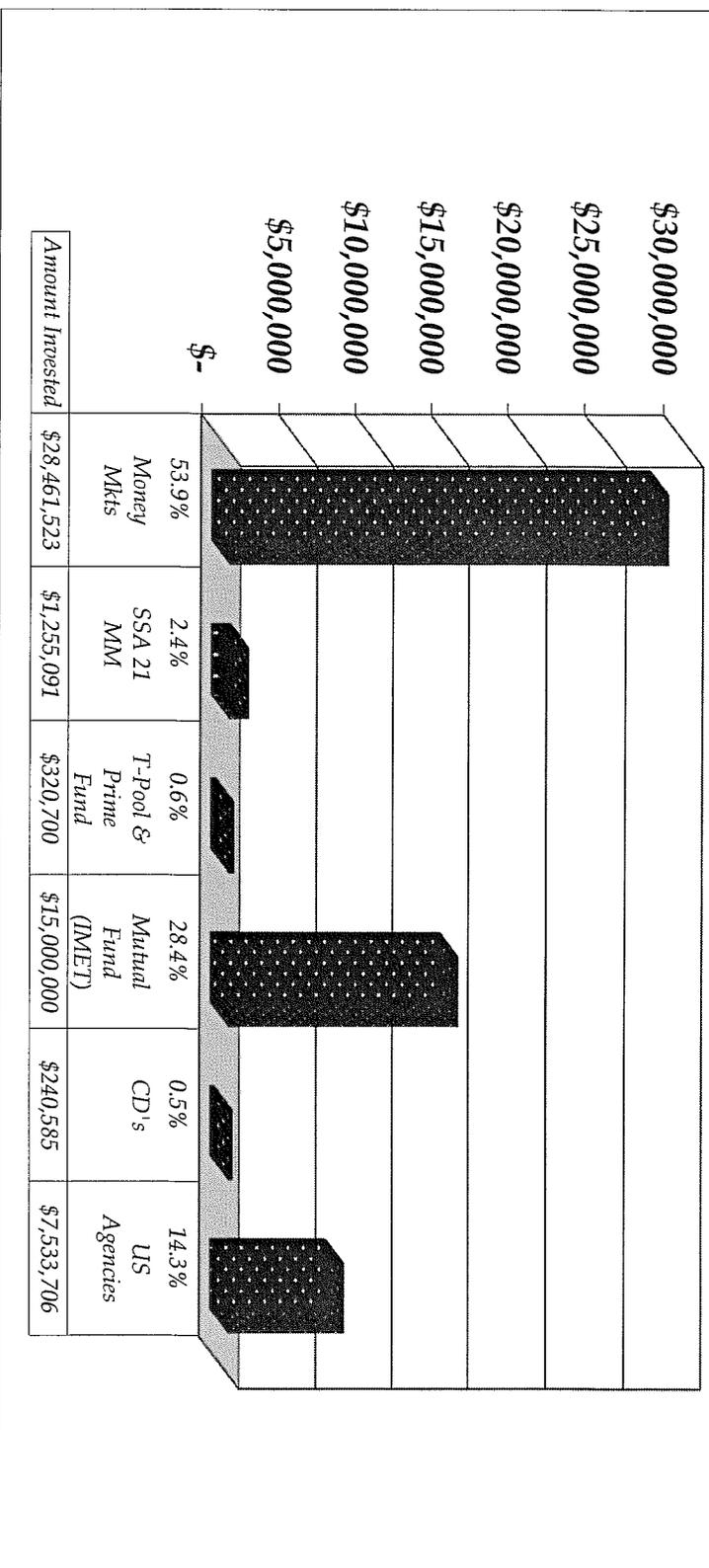


## City of St. Charles Investment Portfolio Earnings Comparison



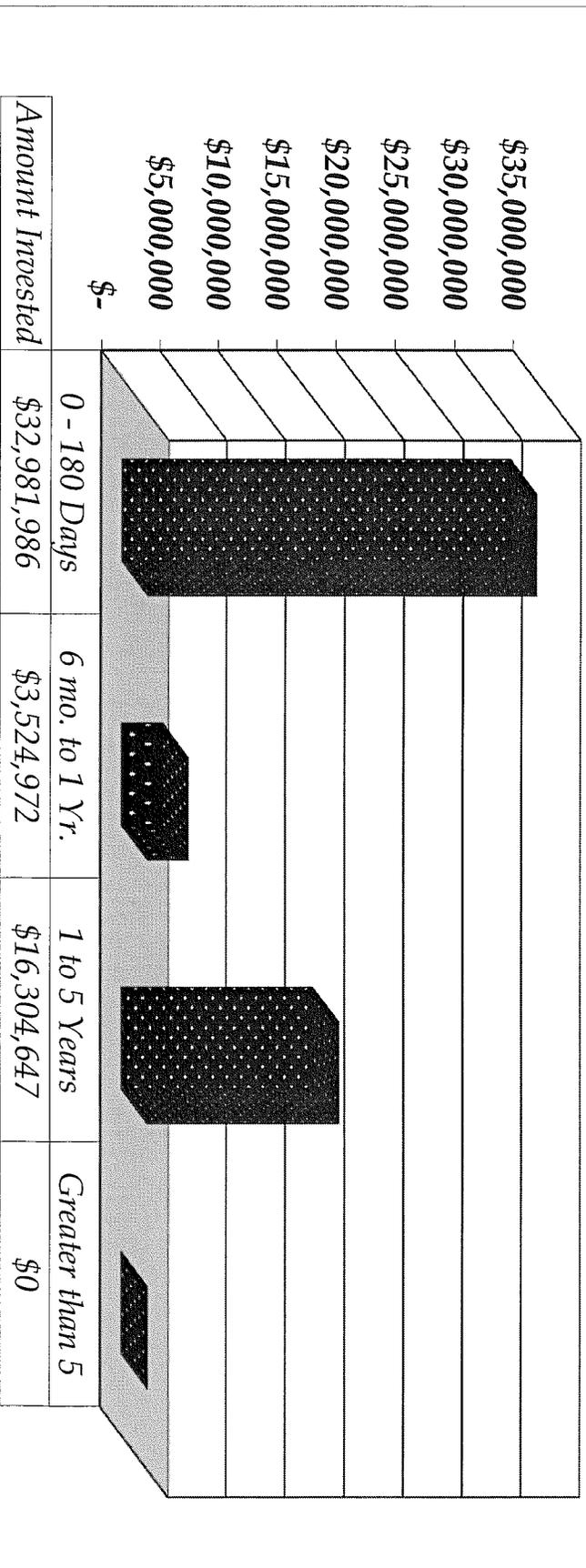
The chart above displays the return on investments for the City of St. Charles portfolio by fiscal year. The Current fiscal year return is computed from May 1 to the current month end. We are comparing the City's return to the average return on the 6 month T-Bill and 6 month certificates of deposit for the same period of time. The City invests in some longer term securities in order to maximize returns. Historically, the City has proven to prevail with this type of philosophy. During sharp rises in interest rates, the City's portfolio may not seem to perform as well, but over time, when combined with the higher returns, the City still comes out ahead. This graph does not include any pension funds.

## City of St. Charles Investment Portfolio by Type - May 31, 2012



The chart above displays the City of St. Charles investment portfolio by type of investment. As shown the portfolio is distributed among several investment types. US Treasuries include Treasury Bills, Treasury Notes, Zero Coupon Bonds and Treasury Bonds. The City invests in US Agencies which are government agencies such as Federal Home Loan Bank and Farm Credit Bank. These yield a higher return than treasuries and afford government protection. Money is invested in the Treasurer's Pool, IMET, Commercial Paper and Certificates of Deposit. The City tries to maintain a diversified portfolio to maximize return yet, most importantly, to preserve principal. This chart is only the City's main portfolio and bond investments. SSA 21 money markets are held by Amalgamated Bank in Chicago for investment for that bond issue. This chart does not include pension funds.

## City of St. Charles Investment Portfolio Composition - May 31, 2012



The chart above displays the aging of the City of St. Charles investment portfolio. A portion of the City's money is invested in U.S. Agencies, the Treasurer's Pool, commercial paper, collateralized certificates of deposit, as well as IMET (the intergovernmental mutual fund). The City's portfolio is also inflated by bond proceeds which must remain short term to cover construction payouts. The City does invest in some long term securities for capital gains purposes. However, according to policy that amount does not exceed 9% of cost. Timing maturities is very important for the City. We need to allow for cash flow yet maximize return by investing in longer maturities which typically earn a higher yield. Investment maturities are "laddered" as much as possible, to allow for any unforeseen expenditure. The City does not invest funds for the police and fire pension funds, therefore they are not part of this chart.

# **Treasurer's Report**

**June 30, 2012**

## **MONTHLY COUNCIL TREASURER'S REPORT**

### **For The Period Ending June 30, 2012**

#### **Overview**

The attached report is a summary of City financial activity from the beginning of the fiscal year through the above date. It is meant to provide adequate information in a form easily readable for members of the City Council to understand the financial status of the City. Definitions of the various report components are shown at the end of the report.

#### **Budget Philosophy**

The City budgeting philosophy is that the budget is not a static plan, but a working plan that must be routinely monitored and adjusted as new opportunities develop, prior projections do not materialize, or priorities change. Revisions are always made in the light of maintaining adequate cash surpluses, in accordance with City policies, and not making revisions that will severely hamper future years' operations.

#### **Report Format**

The report shows each fund summarized by major categories of revenues and expenditures. Year-to-date and annual projections show where we are at today and where we expect to be at the end of the fiscal year. Each column provides meaningful information when compared with other columns. For instance, differences between the revised budget column and forecast column should be noted. The forecast is a calculated projection and the revised budget is a formal budget adjustment. Any material differences between the two should be investigated.

#### **Comments**

**Property Taxes, Corporate Fund** — Generally, we collect approximately 99% of the levy request.

**Sales Taxes, Corporate Fund** — Sales tax from retailers are received 90 days after the date of sale. For example, the City receives May sales taxes paid at a store in February. Sales tax receipts year to date were lower than anticipated, making receipts \$256,895 lower than proposed budget. This is partly due to the transfer of Costco's sales tax to the Debt Service Fund to cover principal and interest payments on the Revenue Bond.

**Franchise Fees, Corporate Fund** — The corporate fund collects 5% of electric gross receipts. Actual year to date receipts are lower than the proposed budget.

**Income Tax, Corporate Fund** — Actual receipts are \$192,506 higher than projected year to date budget. These receipts are subject to changes in the economy and can fluctuate from projections.

**Hotel Tax, Corporate Fund** — Actual receipts are \$19,933 higher than the projected year to date budget.

**Intergovernmental Revenue, Corporate Funds** — This line includes all Federal and State grants as well as replacement tax.

**User Charges, All Funds** — Revenues from user charges for the year are \$106,286 higher than the projected year to date budget. These revenues can fluctuate with weather, particularly during the summer months.

**Personal Services, All Funds** — Personal Services are lower than the year to date budget projection for the year. This is due to the timing of new hires, vacancies and retirements throughout the year.

**Operating Expenses, All Funds** — Operating expenses overall are slightly higher than the budget projection for the year. This is due primarily to timing differences.

**Capital Expenditures, All Funds** — Capital variances are monitored by the department on a quarterly basis. Due to the nature of large expenditures, a specific date of purchase is sometimes difficult to predict. The financial reporting system does not show a monthly budget for capital.

## Definitions

**Reporting Periods** — The report shows information for two broad reporting periods, year-to-date (YTD) and annual. Year-to-date is an indication of the status from the beginning of the fiscal year through the period being reported. Under this YTD category, three sub-categories are shown. Annual projections show the entire fiscal year and are also broken down into three categories.

**Actual** — The amount of money actually received or expended from the beginning of the fiscal year (May 1) through the period being reported.

**Budget** — The revised budget from the beginning of the fiscal year through the period shown.

**Last Year** — The amount actually received or expended last fiscal year for the same months shown under "actual."

**Original Budget** — The amount originally budgeted and approved by the City Council for the fiscal year in April.

**Revised Budget**—This is the budget resulting from changes to the original budget. It reflects the most recent formal review and reflects the revisions approved periodically by the City Council.

**Forecast** — The forecast shows a projection determined by adding the amount actually received or expended to date, plus the months remaining of the revised budget after the period being reported, i.e. annual revised budget - YTD budget + actual.

**Permanent Variance** — A variance between the budget and forecast which will be permanent and not corrected at a later date.

**Timing Variance** — A variance between the budget and forecast which will be corrected at a later time during the fiscal year.

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**Warren J. Drewes, Treasurer**

**Balance Sheet**  
**as of June 30, 2012**

City of St. Charles, Illinois  
All Fund Types and Account Groups  
Combined Balance Sheet  
June 30, 2012

	Total Memorandum Only	Governmental Funds				Proprietary Funds		Fiduciary Funds		Account Groups
		General Corporate	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Trust	General Fixed Assets & Debt	
<b>Assets</b>										
Cash & Investments	\$ 101,345,354	\$ 17,460,524	\$ 3,891,626	\$ 13,551,622	\$ 168,926	\$ 2,383,924	\$ 11,362,349	\$ 52,526,383	\$ -	
Restricted Cash	9,792,317	94,703	-	3,642,059	2,367,883	3,687,672	-	-	-	
Receivables										
Property Taxes	14,484,633	12,548,089	1,612,721	-	296,751	27,072	-	-	-	
Customers - Net	6,554,949	523,784	3,824	-	-	5,902,215	125,126	-	-	
Interest	180,981	10,725	-	1,639	-	4,812	1,567	162,238	-	
Prepaid Expenses	161,721	104,992	-	-	-	10,658	12,230	33,841	-	
Due from Other Governments	5,121,596	5,057,581	64,015	-	-	-	-	-	-	
Inventory	3,229,374	-	-	-	-	-	3,229,374	-	-	
Deferred Charges	1,922,559	-	-	-	-	314,812	-	-	1,607,747	
Due from Other Companies	-	-	-	-	-	-	-	-	-	
Due from Other Funds	588,748	303,748	-	-	-	-	-	-	-	
Advances to Other Funds	4,133,052	2,961,444	-	-	285,000	-	-	-	-	
Other Assets	857	794	-	-	-	-	63	-	-	
Capital Assets										
Land	60,712,695	-	-	-	-	2,162,294	-	-	58,550,401	
Intangibles	2,739,272	-	-	-	-	441,676	-	-	2,297,596	
Buildings	97,974,435	-	-	-	-	49,726,150	-	-	48,248,285	
Improvements	279,181,495	-	-	-	-	157,026,763	1,233,272	-	120,921,460	
Equipment	11,995,797	-	-	-	-	6,454,316	515,561	-	5,025,920	
Vehicles	11,520,790	-	-	-	-	3,658,264	7,862,526	-	-	
Construction in Progress	8,495,143	-	-	-	-	1,964,038	-	-	6,531,105	
Accumulated Depreciation	(183,933,110)	-	-	-	-	(96,448,086)	(4,867,054)	-	(82,617,970)	
<b>Total Assets</b>	<b>\$ 436,202,658</b>	<b>\$ 39,066,384</b>	<b>\$ 5,572,186</b>	<b>\$ 17,195,320</b>	<b>\$ 3,118,560</b>	<b>\$ 138,488,188</b>	<b>\$ 19,475,014</b>	<b>\$ 52,722,462</b>	<b>\$ 160,564,544</b>	

City of St. Charles, Illinois  
All Fund Types and Account Groups  
Combined Balance Sheet  
June 30, 2012

	Total Memorandum Only	Governmental Funds					Proprietary Funds			Fiduciary Funds	Account Groups
		General Corporate	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Trust	General Fixed Assets & Debt		
<b>Liabilities &amp; Equity</b>											
<b>Liabilities-</b>											
Accounts Payable	\$ 5,926,108	\$ 374,487	\$ -	\$ 312,791	\$ -	\$ 4,473,310	\$ 232,327	\$ 9,570	\$ 523,623		
Contracts Payable	395,192	6,939	-	-	-	388,253	-	-	-		
Claims Payable	2,142,659	-	-	-	-	305,928	1,836,731	-	-		
Accrued Salaries	959,648	710,271	-	-	-	208,329	41,048	-	-		
Accrued Interest	1,796,321	-	-	-	-	380,491	-	-	1,415,830		
Escrows & Deposits	3,219,204	1,253,098	-	866,356	-	1,099,750	-	-	-		
Deferred Revenue	14,500,334	12,563,790	1,612,721	-	296,751	27,072	-	-	-		
Due to Other Governments	799,554	-	-	-	-	799,554	-	-	-		
Due to Other Funds	588,748	285,000	-	-	303,748	-	-	-	-		
Advances from Other Funds	4,133,052	-	2,961,444	-	-	-	1,171,608	-	-		
Accrued Compensated Absences	3,873,021	-	-	-	-	573,495	112,033	-	3,187,493		
Net OPEB Obligation	4,902,416	-	-	-	-	716,326	181,342	-	4,004,748		
General Obligation Bonds	89,720,000	-	-	-	-	15,724,805	-	-	73,995,195		
Revenue Bonds	8,655,000	-	-	-	-	-	-	-	8,655,000		
Installment Contracts	89,036	-	-	-	-	-	-	-	89,036		
IEPA Loans	18,777,806	-	-	-	-	18,777,806	-	-	-		
Unamortized (Discounts)/Premiums	1,227,616	-	-	-	-	257,784	-	-	969,832		
<b>Total Liabilities</b>	<b>161,705,715</b>	<b>15,193,585</b>	<b>4,574,165</b>	<b>1,179,147</b>	<b>600,499</b>	<b>43,732,903</b>	<b>3,575,089</b>	<b>9,570</b>	<b>92,840,757</b>		
<b>Equity-</b>											
Fund Balance	111,128,841	23,872,799	998,021	16,016,173	2,518,061	-	-	-	67,723,787		
Retained Earnings	163,368,102	-	-	-	-	94,755,285	15,899,925	52,712,892	-		
<b>Total Equity</b>	<b>274,496,943</b>	<b>23,872,799</b>	<b>998,021</b>	<b>16,016,173</b>	<b>2,518,061</b>	<b>94,755,285</b>	<b>15,899,925</b>	<b>52,712,892</b>	<b>67,723,787</b>		
<b>Total Liabilities &amp; Equity</b>	<b>\$ 436,202,658</b>	<b>\$ 39,066,384</b>	<b>\$ 5,572,186</b>	<b>\$ 17,195,320</b>	<b>\$ 3,118,560</b>	<b>\$ 138,488,188</b>	<b>\$ 19,475,014</b>	<b>\$ 52,722,462</b>	<b>\$ 160,564,544</b>		

**Summary of Revenue and Expenditures  
for the Period Ending June 30, 2012**

**Monthly Council Treasurer's Report  
May 1, 2012 - June 30, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Corporate Fund</b>							
<b>Revenue</b>							
Property Tax	6,191,746	6,191,746	6,078,399		12,551,106	12,551,106	12,551,106
Sales & Use Tax	2,375,499	2,632,394	2,216,455		15,794,358	15,794,358	15,537,463
Admissions Tax	11,919	17,584	18,832		105,500	105,500	99,835
Franchise Fees	374,586	413,236	390,854		3,019,417	3,019,417	2,980,767
Hotel Tax	339,933	320,000	327,553		1,920,000	1,920,000	1,939,933
Telecommunication Tax	285,513	223,334	212,736		1,340,000	1,340,000	1,402,179
Alcohol Tax	163,324	160,466	156,963		962,800	962,800	965,658
Licenses & Permits	254,100	215,156	241,878		434,930	434,930	473,874
Fines & Court Fees	72,485	79,768	63,227		478,607	478,607	471,324
State Tax Allotments	632,160	439,654	492,989		2,637,920	2,637,920	2,830,426
Intergovernmental Revenue	127,352	144,428	13,880		295,461	295,461	278,385
Reimbursement for Services	58,014	103,468	90,271		620,789	623,584	578,130
Miscellaneous Revenue	10,474	24,672	22,519		132,254	135,054	120,856
Sale Of Property	623	1,666	626		10,000	10,000	8,957
Investment Income	1,588	22,766	10		136,600	136,600	115,422
Interfund Transfers	250,000	250,000	-		250,000	250,000	250,000
<b>Total Revenue</b>	<b>11,149,316</b>	<b>11,240,338</b>	<b>10,327,192</b>		<b>40,689,742</b>	<b>40,695,337</b>	<b>40,604,315</b>
<b>Expenditures</b>							
Personal Services	6,295,785	5,860,687	4,816,566		26,481,227	26,515,618	26,950,716
Commodities	144,864	275,580	159,970		1,602,360	1,599,849	1,469,134
Contractual Services	1,299,527	1,832,981	1,447,233		9,692,239	10,159,777	9,626,324
Replacement Reserves	1,253,474	1,253,474	1,214,598		1,253,474	1,253,474	1,253,474
Other Operating Expenditures	14,556	28,104	18,046		167,765	167,999	154,451
Allocations	(820,932)	(820,932)	(797,038)		(4,925,583)	(4,925,583)	(4,925,583)
Capital	34,173	34,173	30,291		373,179	465,053	465,053
Debt Service Costs	1,146	1,146	14,110		4,584	4,584	4,584
Interfund Transfers	1,417,590	1,417,590	512,429		6,765,057	6,765,057	6,765,057
<b>Total Expenditures</b>	<b>9,640,183</b>	<b>9,882,803</b>	<b>7,416,205</b>		<b>41,414,302</b>	<b>42,005,828</b>	<b>41,763,210</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - June 30, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Electric Fund</b>							
<b>Revenue</b>							
Property Tax	11,880	11,880	12,701		30,400	30,400	30,400
User Charges	7,739,963	7,715,283	7,347,229		50,360,079	50,360,079	50,384,759
Reimbursement for Services	23,046	28,300	76,326		169,800	359,079	353,825
Miscellaneous Revenue	9,673	10,610	19,553		108,650	108,650	107,713
Sale Of Property	44,804	834	6,000		5,000	5,000	48,970
Reserves	406,302	406,303	424,248		406,303	406,303	406,302
Investment Income	259	250	-		1,500	1,500	1,509
Financing Proceeds	-	-	-		2,050,000	2,050,000	2,050,000
Interfund Transfers	-	-	61,664		267,994	267,994	267,994
<b>Total Revenue</b>	<b>8,235,927</b>	<b>8,173,460</b>	<b>7,947,721</b>		<b>53,399,726</b>	<b>53,589,005</b>	<b>53,651,472</b>
<b>Expenditures</b>							
Personal Services	732,071	792,235	602,913		3,491,335	3,501,003	3,440,839
Commodities	22,026	53,217	46,030		309,848	312,533	281,342
Contractual Services	7,622,001	6,285,981	6,687,367		40,199,788	40,309,391	41,645,411
Replacement Reserves	263,355	263,355	295,818		263,355	263,355	263,355
Other Operating Expenditures	731,046	836,619	690,707		4,992,267	4,998,291	4,892,718
Allocations	311,822	311,822	302,752		1,870,948	1,870,948	1,870,948
Capital	175,081	175,081	70,317		3,496,380	3,785,859	3,785,859
Debt Service Costs	162,460	162,460	174,809		1,063,615	1,063,615	1,063,615
Interfund Transfers	77,771	77,771	81,311		381,891	381,891	381,891
<b>Total Expenditures</b>	<b>10,097,633</b>	<b>8,958,541</b>	<b>8,952,024</b>		<b>56,069,427</b>	<b>56,486,886</b>	<b>57,625,978</b>
<b>Water Fund</b>							
<b>Revenue</b>							
User Charges	710,999	599,321	504,200		4,119,836	4,119,836	4,231,514
Reimbursement for Services	1,885	4,750	1,500		28,500	28,500	25,635
Miscellaneous Revenue	7,506	20,994	18,398		775,964	775,964	762,476
Sale Of Property	1,110	2,164	6,810		12,984	12,984	11,930
Reserves	175,530	175,529	160,891		175,529	175,529	175,530
Investment Income	1,521	1,832	-		10,992	10,992	10,681
Financing Proceeds	-	-	-		1,080,000	1,080,000	1,080,000
<b>Total Revenue</b>	<b>898,551</b>	<b>804,590</b>	<b>691,799</b>		<b>6,203,805</b>	<b>6,203,805</b>	<b>6,297,766</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - June 30, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Water Fund Continued</b>						
<b>Expenditures</b>						
Personal Services	334,893	358,247	277,645	1,486,338	1,487,125	1,463,771
Commodities	56,948	82,611	32,270	410,236	419,761	394,098
Contractual Services	124,605	180,382	137,990	923,020	926,633	870,856
Replacement Reserves	86,705	86,705	82,751	86,705	86,705	86,705
Other Operating Expenditures	13,886	24,300	10,175	145,767	146,136	135,722
Allocations	140,840	140,840	136,738	845,035	845,035	845,035
Capital	529,305	529,305	316,284	2,468,537	2,911,826	2,911,826
Debt Service Costs	192,306	192,306	77,006	710,927	710,927	710,927
Interfund Transfers	26,370	26,370	27,570	135,088	135,088	135,088
<b>Total Expenditures</b>	<b>1,505,858</b>	<b>1,621,066</b>	<b>1,098,429</b>	<b>7,211,653</b>	<b>7,669,236</b>	<b>7,554,028</b>
<b>Wastewater Fund</b>						
<b>Revenue</b>						
User Charges	1,082,751	1,106,868	1,020,480	6,673,838	6,673,838	6,649,721
Reimbursement for Services	2,258	2,350	1,799	14,100	14,100	14,008
Miscellaneous Revenue	9,012	4,232	4,606	25,400	25,400	30,180
Sale Of Property	-	834	-	5,000	5,000	4,166
Reserves	285,042	285,042	294,477	285,042	285,042	285,042
Investment Income	574	1,500	-	9,000	9,000	8,074
Financing Proceeds	-	-	-	9,536,000	9,536,000	9,536,000
<b>Total Revenue</b>	<b>1,379,637</b>	<b>1,400,826</b>	<b>1,321,362</b>	<b>16,548,380</b>	<b>16,548,380</b>	<b>16,527,191</b>
<b>Expenditures</b>						
Personal Services	463,025	466,143	381,317	1,889,459	1,889,653	1,886,535
Commodities	42,110	63,220	42,306	303,565	313,394	292,284
Contractual Services	295,756	304,046	252,163	2,057,401	2,335,561	2,327,271
Replacement Reserves	149,617	149,617	168,211	149,617	149,617	149,617
Other Operating Expenditures	81,342	21,625	6,344	94,814	102,147	161,864
Allocations	208,552	208,552	202,486	1,251,308	1,251,308	1,251,308
Capital	54,150	54,150	31,023	9,848,247	10,341,419	10,341,419
Debt Service Costs	684,112	684,112	665,255	1,554,485	1,554,485	1,554,485
Interfund Transfers	50,036	50,036	52,313	246,093	246,093	246,093
<b>Total Expenditures</b>	<b>2,028,700</b>	<b>2,001,501</b>	<b>1,801,418</b>	<b>17,394,989</b>	<b>18,183,677</b>	<b>18,210,876</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - June 30, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Refuse Fund</b>							
<b>Revenue</b>							
User Charges	65,067	65,060	91,226		390,364	390,364	390,371
Miscellaneous Revenue	167	854	694		5,130	5,130	4,443
Sale Of Property	1,656	1,634	1,899		9,800	9,800	9,822
Investment Income	-	200	-		1,200	1,200	1,000
Interfund Transfers	230,000	230,000	-		230,000	230,000	230,000
<b>Total Revenue</b>	<b>296,890</b>	<b>297,748</b>	<b>93,819</b>		<b>636,494</b>	<b>636,494</b>	<b>635,636</b>
<b>Expenditures</b>							
Commodities	-	2,772	610		16,627	16,627	13,855
Contractual Services	38,220	88,972	18,984		533,850	533,850	483,098
Other Operating Expenditures	-	258	288		1,545	1,545	1,287
Allocations	14,514	14,514	14,090		87,081	87,081	87,081
<b>Total Expenditures</b>	<b>52,734</b>	<b>106,516</b>	<b>33,972</b>		<b>639,103</b>	<b>639,103</b>	<b>585,321</b>
<b>TIF Funds</b>							
<b>Revenue</b>							
Property Tax	734,912	734,912	703,263		1,608,799	1,608,799	1,608,799
Sales & Use Tax	3,195	5,896	3,277		35,376	35,376	32,675
Hotel Tax	3,824	10,686	7,335		64,110	64,110	57,248
Investment Income	3	792	-		4,744	4,744	3,955
<b>Total Revenue</b>	<b>741,934</b>	<b>752,286</b>	<b>713,875</b>		<b>1,713,029</b>	<b>1,713,029</b>	<b>1,702,677</b>
<b>Expenditures</b>							
Interfund Transfers	213,863	213,863	660,856		1,807,256	1,807,256	1,807,256
<b>Total Expenditures</b>	<b>213,863</b>	<b>213,863</b>	<b>660,856</b>		<b>1,807,256</b>	<b>1,807,256</b>	<b>1,807,256</b>
<b>Motor Fuel Tax Fund</b>							
<b>Revenue</b>							
State Tax Allotments	135,324	140,446	130,160		842,677	842,677	837,555
Investment Income	553	-	19		-	-	553
<b>Total Revenue</b>	<b>135,877</b>	<b>140,446</b>	<b>130,179</b>		<b>842,677</b>	<b>842,677</b>	<b>838,108</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - June 30, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Motor Fuel Tax Fund Continued</b>							
Expenditures	273,718	273,718	-	Capital	1,449,960	1,449,960	1,449,960
	273,718	273,718	-	Total Expenditures	1,449,960	1,449,960	1,449,960
<b>Capital Project Funds</b>				Revenue			
	-	23,750	-	Intergovernmental Revenue	142,500	142,500	118,750
	4,230	-	6	Investment Income	-	-	4,230
	-	-	-	Financing Proceeds	7,869,944	7,869,944	7,869,944
	-	-	-	Interfund Transfers	1,704,616	1,704,616	1,704,616
	4,230	23,750	6	Total Revenue	9,717,060	9,717,060	9,697,540
<b>Expenditures</b>				Contractual Services	591,033	573,033	497,799
	1,273	76,507	2,421	Capital	13,561,034	17,306,347	17,306,347
	510,341	510,341	59,217	Interfund Transfers	550,000	550,000	550,000
	117,257	117,257	130,243	Total Expenditures	14,702,067	18,429,380	18,354,146
	628,871	704,105	191,881				
<b>Debt Service Funds</b>				Revenue			
	148,376	148,376	149,196	Property Tax	304,301	304,301	304,301
	142,500	120,166	130,500	Sales & Use Tax	721,000	721,000	743,334
	20	-	12	Investment Income	-	-	20
	1,503,587	1,503,587	1,464,722	Interfund Transfers	7,575,139	7,575,139	7,575,139
	1,794,483	1,772,129	1,744,430	Total Revenue	8,600,440	8,600,440	8,622,794
<b>Expenditures</b>				Contractual Services	-	-	-
	1,507,981	1,507,981	1,468,955	Debt Service Costs & Refunding	8,790,473	8,790,473	8,790,473
	1,507,981	1,507,981	1,468,955	Total Expenditures	8,790,473	8,790,473	8,790,473

**Monthly Council Treasurer's Report  
May 1, 2012 - June 30, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Inventory Fund</b>							
<b>Revenue</b>							
Charges to Other Funds	80,161	155,322	112,147		931,935	931,935	856,774
Sale of Inventory	251,965	483,394	520,703		2,900,369	2,900,369	2,668,940
Sale Of Property	-	68	-		412	412	344
Reserves	26,815	26,815	29,687		26,815	26,815	26,815
Investment Income	-	-	-		-	-	-
<b>Total Revenue</b>	<b>358,941</b>	<b>665,599</b>	<b>662,537</b>		<b>3,859,531</b>	<b>3,859,531</b>	<b>3,552,873</b>
<b>Expenditures</b>							
Personal Services	104,730	96,748	90,908		451,098	451,519	459,501
Commodities	249,691	486,498	520,019		2,917,931	2,918,021	2,681,214
Contractual Services	10,451	17,032	10,214		76,139	75,639	69,058
Replacement Reserves	12,399	12,399	13,078		12,399	12,399	12,399
Other Operating Expenditures	(443)	486	82		2,913	2,913	1,984
Allocations	61,866	61,866	60,062		371,181	371,181	371,181
Capital	-	-	274		4,167	4,167	4,167
<b>Total Expenditures</b>	<b>438,694</b>	<b>675,029</b>	<b>694,637</b>		<b>3,835,828</b>	<b>3,835,839</b>	<b>3,599,504</b>
<b>Motor Vehicle Replacement Fund</b>							
<b>Revenue</b>							
Charges to Other Funds	248,096	318,018	271,686		1,908,106	1,908,106	1,838,184
Sale Of Property	178	-	5,241		-	-	178
Reserves	1,131,547	1,131,547	1,088,120		1,131,547	1,131,547	1,131,547
Investment Income	115	1,374	-		8,240	8,240	6,981
<b>Total Revenue</b>	<b>1,379,936</b>	<b>1,450,939</b>	<b>1,365,047</b>		<b>3,047,893</b>	<b>3,047,893</b>	<b>2,976,890</b>
<b>Expenditures</b>							
Personal Services	149,954	165,550	134,150		748,501	748,501	732,905
Commodities	66,148	73,805	48,933		430,828	430,968	423,311
Contractual Services	9,254	23,036	9,408		93,817	96,905	83,123
Replacement Reserves	16,363	16,363	15,794		16,363	16,363	16,363
Other Operating Expenditures	3,596	9,092	5,901		54,550	54,550	49,054
Allocations	63,012	63,012	61,176		378,068	378,068	378,068
Capital	255,183	255,183	68,021		439,981	595,650	595,650
<b>Total Expenditures</b>	<b>563,510</b>	<b>606,041</b>	<b>343,383</b>		<b>2,162,108</b>	<b>2,321,005</b>	<b>2,278,474</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - June 30, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Health Insurance Fund</b>						
<b>Revenue</b>						
Miscellaneous Revenue	-	34	-	200	200	166
Insurance Premiums	805,967	822,032	797,196	4,932,208	4,932,208	4,916,143
Investment Income	-	500	-	3,000	3,000	2,500
<b>Total Revenue</b>	<b>805,967</b>	<b>822,566</b>	<b>797,196</b>	<b>4,935,408</b>	<b>4,935,408</b>	<b>4,918,809</b>
<b>Expenditures</b>						
Personal Services	1,015	4,708	210	28,250	28,250	24,557
Commodities	470	434	754	2,600	2,600	2,636
Contractual Services	130,874	125,084	28,411	732,502	735,502	741,292
Other Operating Expenditures	489,104	708,586	768,669	3,721,506	3,721,506	3,502,024
Allocations	16,672	16,672	16,186	100,036	100,036	100,036
Interfund Transfers	250,000	250,000	-	250,000	250,000	250,000
<b>Total Expenditures</b>	<b>888,135</b>	<b>1,105,484</b>	<b>814,230</b>	<b>4,834,894</b>	<b>4,837,894</b>	<b>4,620,545</b>
<b>WC &amp; Liability Fund</b>						
<b>Revenue</b>						
Miscellaneous Revenue	-	-	-	-	-	-
Insurance Premiums	1,125,275	1,125,275	1,106,010	1,125,192	1,125,192	1,125,192
Investment Income	582	874	75	5,253	5,253	4,961
Interfund Transfers	169,300	169,300	-	169,300	169,300	169,300
<b>Total Revenue</b>	<b>1,295,157</b>	<b>1,295,449</b>	<b>1,106,085</b>	<b>1,299,745</b>	<b>1,299,745</b>	<b>1,299,453</b>
<b>Expenditures</b>						
Contractual Services	238,919	137,079	231,714	478,950	497,268	599,108
Other Operating Expenditures	54,805	125,466	47,485	751,900	752,345	681,684
Allocations	1,634	1,634	1,588	9,810	9,810	9,810
<b>Total Expenditures</b>	<b>295,358</b>	<b>264,179</b>	<b>280,787</b>	<b>1,240,660</b>	<b>1,259,423</b>	<b>1,290,602</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - June 30, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Communications Fund</b>							
<b>Revenue</b>							
User Charges	208,671	214,633	191,206		274,965	274,965	269,003
Miscellaneous Revenue	-	-	-		-	-	-
Reserves	204,391	204,388	202,900		204,388	204,388	204,391
Investment Income	-	258	-		1,545	1,545	1,287
<b>Total Revenue</b>	<b>413,062</b>	<b>419,279</b>	<b>394,106</b>		<b>480,898</b>	<b>480,898</b>	<b>474,681</b>
<b>Expenditures</b>							
Personal Services	29,226	42,968	21,245		186,803	186,803	173,061
Commodities	279	1,194	506		6,761	6,641	5,726
Contractual Services	17,108	17,836	18,524		76,918	82,038	81,310
Replacement Reserves	783	783	773		783	783	783
Other Operating Expenditures	683	932	460		5,590	5,590	5,341
Allocations	2,020	2,020	1,960		12,116	12,116	12,116
Capital	8,679	8,679	8,449		183,159	183,423	183,423
Interfund Transfers	-	-	61,664		61,664	61,664	61,664
<b>Total Expenditures</b>	<b>58,778</b>	<b>74,412</b>	<b>113,581</b>		<b>533,794</b>	<b>539,058</b>	<b>523,424</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - June 30, 2012**

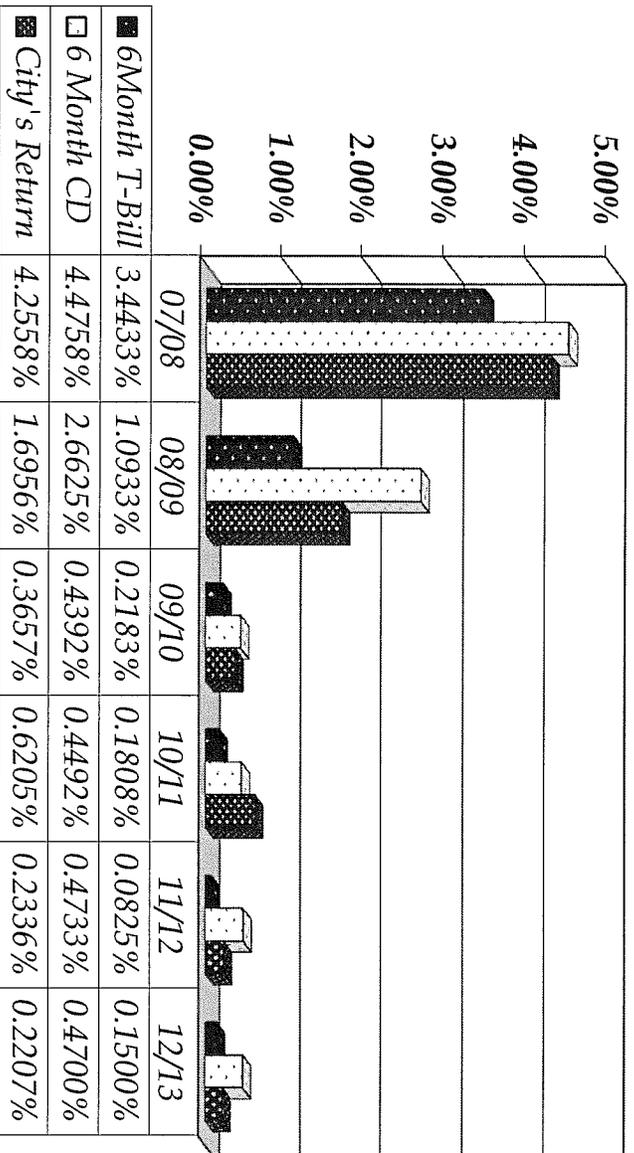
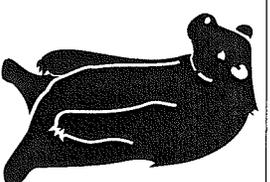
	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>All Funds</b>							
<b>Revenue</b>							
Property Tax	7,086,914	7,086,914	6,943,559		14,494,606	14,494,606	14,494,606
Sales & Use Tax	2,521,194	2,758,456	2,350,232		16,550,734	16,550,734	16,313,472
Admissions Tax	11,919	17,584	18,832		105,500	105,500	99,835
Franchise Fees	374,586	413,236	390,854		3,019,417	3,019,417	2,980,767
Hotel Tax	343,757	330,686	334,888		1,984,110	1,984,110	1,997,181
Telecommunication Tax	285,513	223,334	212,736		1,340,000	1,340,000	1,402,179
Alcohol Tax	163,324	160,466	156,963		962,800	962,800	965,658
Licenses & Permits	254,100	215,156	241,878		434,930	434,930	473,874
Fines & Court Fees	72,485	79,768	63,227		478,607	478,607	471,324
State Tax Allowments	767,484	580,100	623,149		3,480,597	3,480,597	3,667,981
Intergovernmental Revenue	127,352	168,178	13,880		437,961	437,961	397,135
User Charges	9,807,451	9,701,165	9,154,341		61,819,082	61,819,082	61,925,368
Reimbursement for Services	85,203	138,868	169,896		833,189	1,025,263	971,598
Miscellaneous Revenue	36,832	61,396	65,770		1,047,598	1,050,398	1,025,834
Changes to Other Funds	328,257	473,340	383,833		2,840,041	2,840,041	2,694,958
Sale Of Property	300,336	490,594	541,279		2,943,565	2,943,565	2,753,307
Reserves	2,229,627	2,229,624	2,200,323		2,229,624	2,229,624	2,229,627
Insurance Premiums	1,931,242	1,947,307	1,903,206		6,057,400	6,057,400	6,041,335
Investment Income	9,445	30,346	122		182,074	182,074	161,173
Financing Proceeds	-	-	-		20,535,944	20,535,944	20,535,944
Interfund Transfers	2,152,887	2,152,887	1,526,386		10,197,049	10,197,049	10,197,049
<b>Total Revenue</b>	<b>28,889,908</b>	<b>29,259,405</b>	<b>27,295,354</b>		<b>151,974,828</b>	<b>152,169,702</b>	<b>151,800,205</b>
<b>Expenditures</b>							
Personal Services	8,110,699	7,787,286	6,324,954		34,763,011	34,808,472	35,131,885
Commodities	582,536	1,039,331	851,398		6,000,756	6,020,394	5,563,600
Contractual Services	9,787,988	9,088,936	8,844,429		55,455,657	56,325,597	57,024,650
Replacement Reserves	1,782,696	1,782,696	1,791,023		1,782,696	1,782,696	1,782,696
Other Operating Expenditures	1,388,575	1,755,468	1,548,157		9,938,617	9,953,022	9,586,129
Allocations	-	-	-		-	-	-
Capital	1,840,630	1,840,630	583,876		31,824,644	37,043,704	37,043,704
Debt Service Costs	2,548,005	2,548,005	2,400,135		12,124,084	12,124,084	12,124,084
Interfund Transfers	2,152,887	2,152,887	1,526,386		10,197,049	10,197,049	10,197,049
<b>Total Expenditures</b>	<b>28,194,016</b>	<b>27,995,239</b>	<b>23,870,358</b>		<b>162,086,514</b>	<b>168,255,018</b>	<b>168,453,797</b>

# **Investment Summary**

**June 30, 2012**

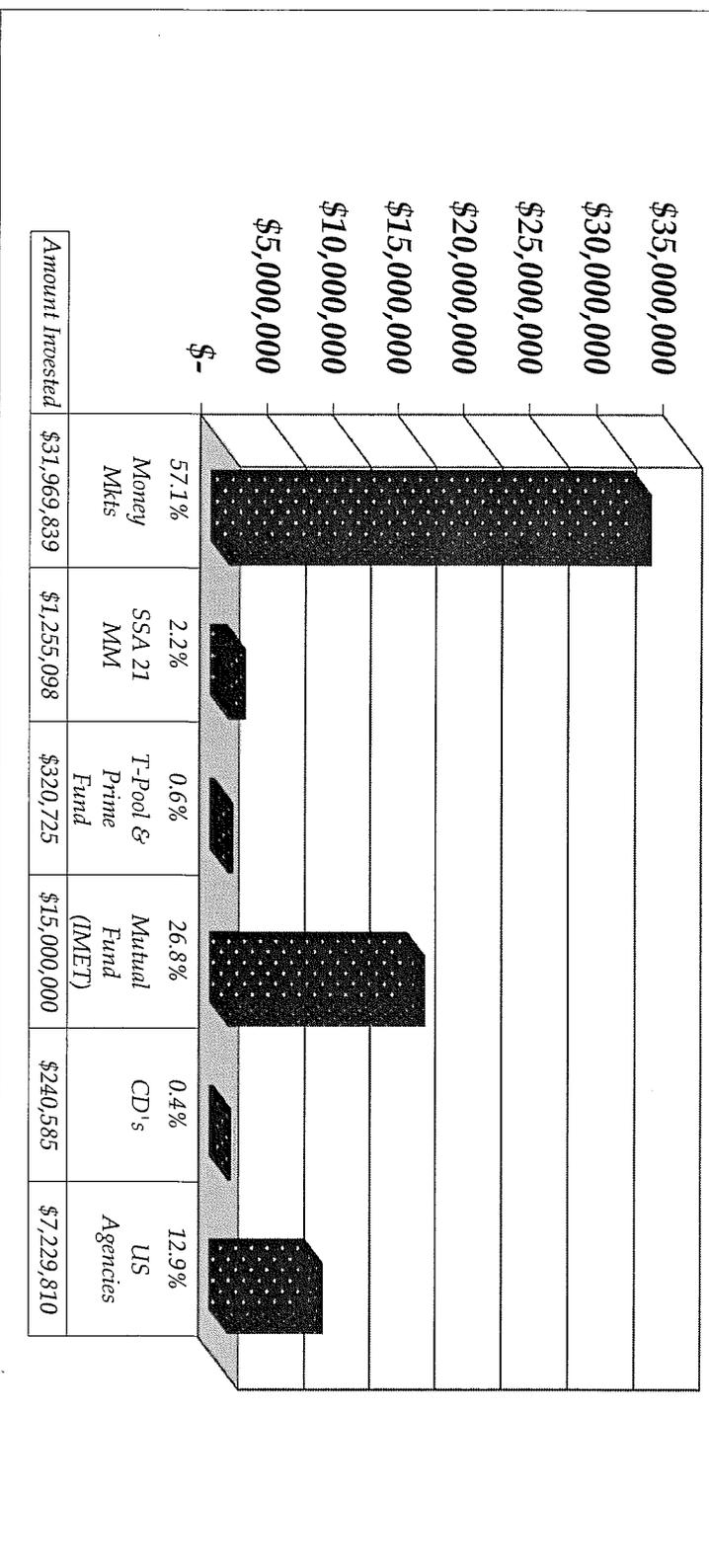


## City of St. Charles Investment Portfolio Earnings Comparison



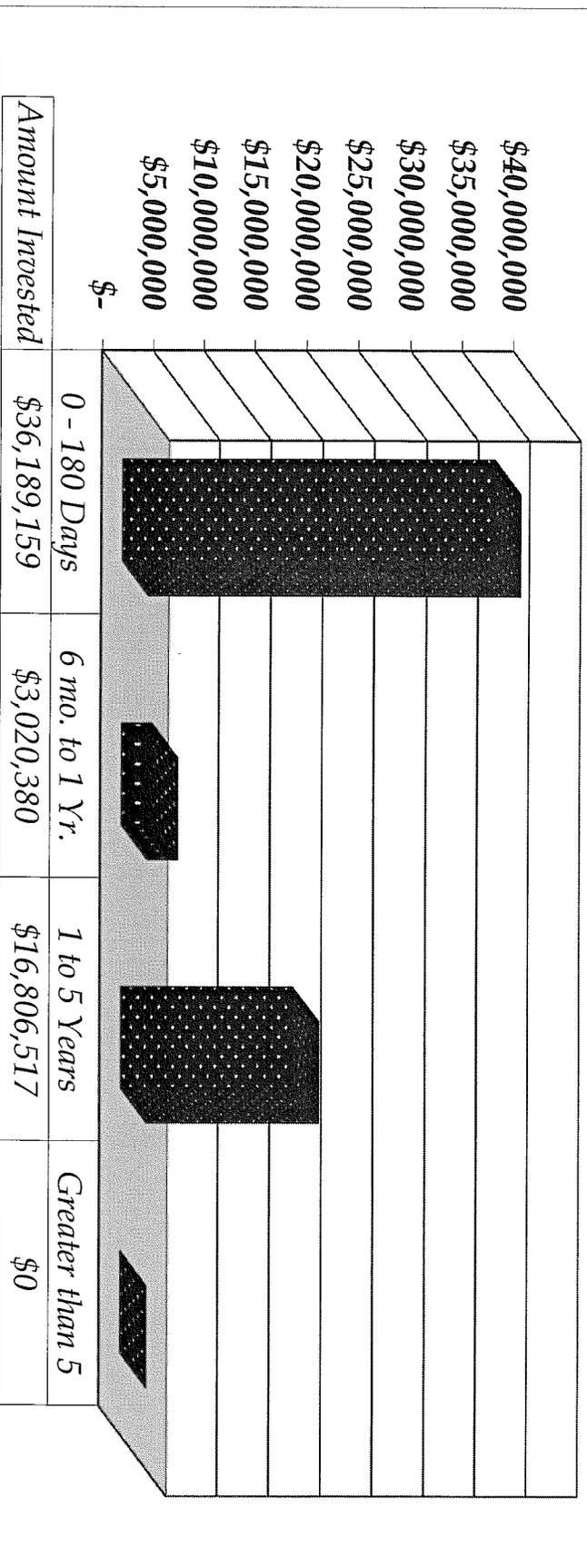
The chart above displays the return on investments for the City of St. Charles portfolio by fiscal year. The Current fiscal year return is computed from May 1 to the current month end. We are comparing the City's return to the average return on the 6 month T-Bill and 6 month certificates of deposit for the same period of time. The City invests in some longer term securities in order to maximize returns. Historically, the City has proven to prevail with this type of philosophy. During sharp rises in interest rates, the City's portfolio may not seem to perform as well, but over time, when combined with the higher returns, the City still comes out ahead. This graph does not include any pension funds.

## City of St. Charles Investment Portfolio by Type - June 30, 2012



The chart above displays the City of St. Charles investment portfolio by type of investment. As shown the portfolio is distributed among several investment types. US Treasuries include Treasury Bills, Treasury Notes, Zero Coupon Bonds and Treasury Bonds. The City invests in US Agencies which are government agencies such as Federal Home Loan Bank and Farm Credit Bank. These yield a higher return than treasuries and afford government protection. Money is invested in the Treasurer's Pool, IMET, Commercial Paper and Certificates of Deposit. The City tries to maintain a diversified portfolio to maximize return yet, most importantly, to preserve principal. This chart is only the City's main portfolio and bond investments. SSA 21 money markets are held by Amalgamated Bank in Chicago for investment for that bond issue. This chart does not include pension funds.

## City of St. Charles Investment Portfolio Composition - June 30, 2012



The chart above displays the aging of the City of St. Charles investment portfolio. A portion of the City's money is invested in U.S. Agencies, the Treasurer's Pool, commercial paper, collateralized certificates of deposit, as well as IMET (the intergovernmental mutual fund). The City's portfolio is also inflated by bond proceeds which must remain short term to cover construction payouts. The City does invest in some long term securities for capital gains purposes. However, according to policy that amount does not exceed 9% of cost. Timing maturities is very important for the City. We need to allow for cash flow yet maximize return by investing in longer maturities which typically earn a higher yield. Investment maturities are "laddered" as much as possible, to allow for any unforeseen expenditure. The City does not invest funds for the police and fire pension funds, therefore they are not part of this chart.

# **Treasurer's Report**

**July 31, 2012**

## MONTHLY COUNCIL TREASURER'S REPORT For The Period Ending July 31, 2012

### **Overview**

The attached report is a summary of City financial activity from the beginning of the fiscal year through the above date. It is meant to provide adequate information in a form easily readable for members of the City Council to understand the financial status of the City. Definitions of the various report components are shown at the end of the report.

### **Budget Philosophy**

The City budgeting philosophy is that the budget is not a static plan, but a working plan that must be routinely monitored and adjusted as new opportunities develop, prior projections do not materialize, or priorities change. Revisions are always made in the light of maintaining adequate cash surpluses, in accordance with City policies, and not making revisions that will severely hamper future years' operations.

### **Report Format**

The report shows each fund summarized by major categories of revenues and expenditures. Year-to-date and annual projections show where we are at today and where we expect to be at the end of the fiscal year. Each column provides meaningful information when compared with other columns. For instance, differences between the revised budget column and forecast column should be noted. The forecast is a calculated projection and the revised budget is a formal budget adjustment. Any material differences between the two should be investigated.

### **Comments**

**Property Taxes, Corporate Fund** — Generally, we collect approximately 99% of the levy request.

**Sales Taxes, Corporate Fund** — Sales tax from retailers are received 90 days after the date of sale. For example, the City receives May sales taxes paid at a store in February. Sales tax receipts year to date were lower than anticipated, making receipts \$417,219 lower than proposed budget. This is partly due to the transfer of Costco's sales tax to the Debt Service Fund to cover principal and interest payments on the Revenue Bond.

**Franchise Fees, Corporate Fund** — The corporate fund collects 5% of electric gross receipts. Actual year to date receipts are higher than the proposed budget.

**Income Tax, Corporate Fund** — Actual receipts are \$252,409 higher than projected year to date budget. These receipts are subject to changes in the economy and can fluctuate from projections.

**Hotel Tax, Corporate Fund** — Actual receipts are \$57,977 higher than the projected year to date budget.

**Intergovernmental Revenue, Corporate Funds** — This line includes all Federal and State grants as well as replacement tax.

**User Charges, All Funds** — Revenues from user charges for the year are \$813,013 higher than the projected year to date budget. These revenues can fluctuate with weather, particularly during the summer months.

**Personal Services, All Funds** — Personal Services are slightly higher than the year to date budget projection for the year. This is due to the timing of new hires, vacancies and employer pension contributions.

**Operating Expenses, All Funds** — Operating expenses overall are lower than the budget projection for the year. This is due primarily to timing differences.

**Capital Expenditures, All Funds** — Capital variances are monitored by the department on a quarterly basis. Due to the nature of large expenditures, a specific date of purchase is sometimes difficult to predict. The financial reporting system does not show a monthly budget for capital.

## Definitions

**Reporting Periods** — The report shows information for two broad reporting periods, year-to-date (YTD) and annual. Year-to-date is an indication of the status from the beginning of the fiscal year through the period being reported. Under this YTD category, three sub-categories are shown. Annual projections show the entire fiscal year and are also broken down into three categories.

**Actual** — The amount of money actually received or expended from the beginning of the fiscal year (May 1) through the period being reported.

**Budget** — The revised budget from the beginning of the fiscal year through the period shown.

**Last Year** — The amount actually received or expended last fiscal year for the same months shown under "actual."

**Original Budget** — The amount originally budgeted and approved by the City Council for the fiscal year in April.

**Revised Budget**—This is the budget resulting from changes to the original budget. It reflects the most recent formal review and reflects the revisions approved periodically by the City Council.

**Forecast** — The forecast shows a projection determined by adding the amount actually received or expended to date, plus the months remaining of the revised budget after the period being reported, i.e. annual revised budget - YTD budget + actual.

**Permanent Variance** — A variance between the budget and forecast which will be permanent and not corrected at a later date.

**Timing Variance** — A variance between the budget and forecast which will be corrected at a later time during the fiscal year.

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**Warren J. Drewes, Treasurer**

**Balance Sheet**  
**as of July 31, 2012**

City of St. Charles, Illinois  
All Fund Types and Account Groups  
Combined Balance Sheet  
July 31, 2012

Assets	Total Memorandum Only	Governmental Funds					Proprietary Funds		Fiduciary Funds	Account Groups
		General Corporate	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Trust	General Fixed Assets & Debt	
Cash & Investments	\$ 101,662,509	\$ 17,954,501	\$ 3,773,415	\$ 12,923,570	\$ 168,926	\$ 2,928,478	\$ 10,963,896	\$ 52,949,723	\$ -	
Restricted Cash	9,792,317	94,703	-	3,642,059	2,367,883	3,687,672	-	-	-	
Receivables										
Property Taxes	14,484,633	12,548,089	1,612,721	-	296,751	27,072	-	-	-	
Customers - Net	6,682,037	516,120	3,824	-	-	6,066,314	95,779	-	-	
Interest	180,981	10,725	-	1,639	-	4,812	1,567	162,238	-	
Prepaid Expenses	80,569	33,957	-	-	-	5,356	7,415	33,841	-	
Due from Other Governments	5,115,972	5,051,957	64,015	-	-	-	-	-	-	
Inventory	3,736,829	-	-	-	-	-	3,736,829	-	-	
Deferred Charges	1,922,559	-	-	-	-	314,812	-	-	1,607,747	
Due from Other Companies	2,330	-	-	-	-	-	2,330	-	-	
Due from Other Funds	707,498	327,498	-	-	380,000	-	-	-	-	
Advances to Other Funds	4,133,052	2,961,444	-	-	-	1,171,608	-	-	-	
Other Assets	762	762	-	-	-	-	-	-	-	
Capital Assets										
Land	60,712,695	-	-	-	-	2,162,294	-	-	58,550,401	
Intangibles	2,739,272	-	-	-	-	441,676	-	-	2,297,596	
Buildings	97,974,435	-	-	-	-	49,726,150	-	-	48,248,285	
Improvements	279,181,495	-	-	-	-	157,026,763	1,233,272	-	120,921,460	
Equipment	11,995,797	-	-	-	-	6,454,316	515,561	-	5,025,920	
Vehicles	11,520,790	-	-	-	-	3,658,264	7,862,526	-	-	
Construction in Progress	8,495,143	-	-	-	-	1,964,038	-	-	6,531,105	
Accumulated Depreciation	(183,933,110)	-	-	-	-	(96,448,086)	(4,867,054)	-	(82,617,970)	
Total Assets	\$ 437,188,565	\$ 39,499,756	\$ 5,453,975	\$ 16,567,268	\$ 3,213,560	\$ 139,191,539	\$ 19,552,121	\$ 53,145,802	\$ 160,564,544	

City of St. Charles, Illinois  
All Fund Types and Account Groups  
Combined Balance Sheet  
July 31, 2012

	Total Memorandum Only	Governmental Funds				Proprietary Funds			Fiduciary Funds	Account Groups
		General Corporate	Special Revenue	Capital Projects	Debt Service	Enterprise	Internal Service	Trust	General Fixed Assets & Debt	
<u>Liabilities &amp; Equity</u>										
Liabilities-										
Accounts Payable	\$ 5,204,719	\$ 144,547	\$ -	\$ 78,798	\$ -	\$ 4,265,147	\$ 183,034	\$ 9,570	\$ 523,623	
Contracts Payable	395,192	6,939	-	-	-	388,253	-	-	-	
Claims Payable	2,142,659	-	-	-	-	305,928	1,836,731	-	-	
Accrued Salaries	959,648	710,271	-	-	-	208,329	41,048	-	-	
Accrued Interest	1,796,321	-	-	-	-	380,491	-	-	-	
Escrows & Deposits	3,213,914	1,246,522	-	866,356	-	1,101,036	-	-	1,415,830	
Deferred Revenue	14,499,430	12,562,886	1,612,721	-	296,751	27,072	-	-	-	
Due to Other Governments	799,554	-	-	-	-	799,554	-	-	-	
Due to Other Funds	707,498	380,000	-	-	327,498	-	-	-	-	
Advances from Other Funds	4,133,052	-	2,961,444	-	-	-	1,171,608	-	-	
Accrued Compensated Absences	3,873,021	-	-	-	-	573,495	112,033	-	3,187,493	
Net OPEB Obligation	4,902,416	-	-	-	-	716,326	181,342	-	4,004,748	
General Obligation Bonds	89,720,000	-	-	-	-	15,724,805	-	-	73,995,195	
Revenue Bonds	8,655,000	-	-	-	-	-	-	-	8,655,000	
Installment Contracts	89,036	-	-	-	-	-	-	-	89,036	
HEPA Loans	18,777,806	-	-	-	-	18,777,806	-	-	-	
Unamortized (Discounts)/Premiums	1,227,616	-	-	-	-	257,784	-	-	969,832	
Total Liabilities	161,096,882	15,051,165	4,574,165	945,154	624,249	43,526,026	3,525,796	9,570	92,840,757	
Equity-										
Fund Balance	111,263,613	24,448,591	879,810	15,622,114	2,589,311	-	-	-	67,723,787	
Retained Earnings	164,828,070	-	-	-	-	95,665,513	16,026,325	53,136,232	-	
Total Equity	276,091,683	24,448,591	879,810	15,622,114	2,589,311	95,665,513	16,026,325	53,136,232	67,723,787	
Total Liabilities & Equity	\$ 437,188,565	\$ 39,499,756	\$ 5,453,975	\$ 16,567,268	\$ 3,213,560	\$ 139,191,539	\$ 19,552,121	\$ 53,145,802	\$ 160,564,544	

**Summary of Revenue and Expenditures**  
**for the Period Ending July 31, 2012**

**Monthly Council Treasurer's Report  
May 1, 2012 - July 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Corporate Fund</b>							
<b>Revenue</b>							
Property Tax	6,299,672	6,299,672	6,302,943		12,551,106	12,551,106	12,551,106
Sales & Use Tax	3,531,372	3,948,591	3,310,864		15,794,358	15,794,358	15,377,140
Admissions Tax	14,732	26,376	22,850		105,500	105,500	93,856
Franchise Fees	792,755	704,854	712,537		3,019,417	3,019,417	3,107,318
Hotel Tax	537,977	480,000	427,008		1,920,000	1,920,000	1,977,977
Telecommunication Tax	387,404	335,001	320,487		1,340,000	1,340,000	1,392,403
Alcohol Tax	255,853	240,699	232,425		962,800	962,800	977,954
Licenses & Permits	276,096	238,734	266,390		434,930	434,930	472,292
Fines & Court Fees	112,121	119,652	93,780		478,607	478,607	471,076
State Tax Allotments	911,890	659,481	747,977		2,637,920	2,637,920	2,890,329
Intergovernmental Revenue	151,479	159,531	26,326		295,461	295,461	287,409
Reimbursement for Services	79,475	157,997	232,654		620,789	623,584	545,062
Miscellaneous Revenue	23,259	35,608	25,631		132,254	135,054	122,705
Sale Of Property	623	2,499	4,929		10,000	10,000	8,124
Investment Income	1,588	34,149	2,758		136,600	136,600	104,039
Interfund Transfers	250,000	250,000	-		250,000	250,000	250,000
<b>Total Revenue</b>	<b>13,626,296</b>	<b>13,692,844</b>	<b>12,729,559</b>		<b>40,689,742</b>	<b>40,695,337</b>	<b>40,628,790</b>
<b>Expenditures</b>							
Personal Services	8,031,238	7,845,671	8,443,469		26,481,227	26,509,305	26,695,111
Commodities	221,218	408,516	230,805		1,602,360	1,597,760	1,402,323
Contractual Services	1,793,298	2,555,123	1,951,864		9,692,239	10,140,711	9,255,402
Replacement Reserves	1,253,474	1,253,474	1,214,598		1,253,474	1,253,474	1,253,474
Other Operating Expenditures	27,787	42,089	25,156		167,765	167,999	129,550
Allocations	(1,231,398)	(1,231,398)	(1,195,557)		(4,925,583)	(4,925,583)	(4,925,583)
Capital	26,643	26,643	210,628		373,179	464,922	464,922
Debt Service Costs	1,529	1,529	21,165		4,584	4,584	4,584
Interfund Transfers	1,417,592	1,417,592	864,875		6,765,057	6,765,057	6,765,057
<b>Total Expenditures</b>	<b>11,541,381</b>	<b>12,319,239</b>	<b>11,767,003</b>		<b>41,414,302</b>	<b>41,978,229</b>	<b>41,044,840</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - July 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Electric Fund</b>							
<b>Revenue</b>							
Property Tax	11,880	11,880	12,701		30,400	30,400	30,400
User Charges	13,234,840	12,767,891	12,130,424		50,360,079	50,360,079	52,519,208
Reimbursement for Services	43,608	42,450	130,827		169,800	359,079	360,237
Miscellaneous Revenue	13,797	15,915	27,034		108,650	108,650	106,532
Sale Of Property	46,064	1,251	10,200		5,000	5,000	49,813
Reserves	406,302	406,303	424,248		406,303	406,303	406,302
Investment Income	259	375	836		1,500	1,500	1,384
Financing Proceeds	-	-	-		2,050,000	2,050,000	2,050,000
Interfund Transfers	-	-	61,664		267,994	267,994	267,994
<b>Total Revenue</b>	<b>13,756,750</b>	<b>13,246,065</b>	<b>12,797,934</b>		<b>53,399,726</b>	<b>53,589,005</b>	<b>55,791,870</b>
<b>Expenditures</b>							
Personal Services	1,008,604	1,054,185	976,825		3,491,335	3,501,003	3,455,422
Commodities	38,321	79,458	76,571		309,848	312,033	270,714
Contractual Services	11,713,990	10,305,095	10,610,242		40,199,788	40,309,891	41,725,162
Replacement Reserves	263,355	263,355	295,818		263,355	263,355	263,355
Other Operating Expenditures	1,186,465	1,253,150	1,144,538		4,992,267	4,998,291	4,931,605
Allocations	467,733	467,733	454,128		1,870,948	1,870,948	1,870,948
Capital	296,624	296,624	483,435		3,496,380	3,815,859	3,815,859
Debt Service Costs	162,460	162,460	174,809		1,063,615	1,063,615	1,063,615
Interfund Transfers	77,771	77,771	81,311		381,891	381,891	381,891
<b>Total Expenditures</b>	<b>15,215,323</b>	<b>13,959,831</b>	<b>14,297,677</b>		<b>56,069,427</b>	<b>56,516,886</b>	<b>57,778,571</b>
<b>Water Fund</b>							
<b>Revenue</b>							
User Charges	1,310,632	965,946	811,268		4,119,836	4,119,836	4,464,522
Reimbursement for Services	2,823	7,125	2,161		28,500	28,500	24,198
Miscellaneous Revenue	40,002	31,491	21,492		775,964	775,964	784,475
Sale Of Property	1,410	3,246	7,020		12,984	12,984	11,148
Reserves	175,530	175,529	160,891		175,529	175,529	175,530
Investment Income	1,521	2,748	3,211		10,992	10,992	9,765
Financing Proceeds	-	-	-		1,080,000	1,080,000	1,080,000
<b>Total Revenue</b>	<b>1,531,918</b>	<b>1,186,085</b>	<b>1,006,043</b>		<b>6,203,805</b>	<b>6,203,805</b>	<b>6,549,638</b>

**Monthly Council Treasurer's Report**  
**May 1, 2012 - July 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Water Fund Continued</b>						
<b>Expenditures</b>						
Personal Services	438,665	468,620	456,124	1,486,338	1,486,753	1,456,798
Commodities	88,246	119,148	66,145	410,236	419,761	395,918
Contractual Services	179,424	256,772	333,214	923,020	927,005	852,482
Replacement Reserves	86,705	86,705	82,751	86,705	86,705	86,705
Other Operating Expenditures	20,320	36,450	16,715	145,767	146,137	130,007
Allocations	211,260	211,260	205,107	845,035	845,035	845,035
Capital	562,744	562,744	351,005	2,468,537	2,911,826	2,911,826
Debt Service Costs	192,306	192,306	77,006	710,927	710,927	710,927
Interfund Transfers	26,370	26,370	27,570	135,088	135,088	135,088
<b>Total Expenditures</b>	<b>1,806,040</b>	<b>1,960,375</b>	<b>1,615,637</b>	<b>7,211,653</b>	<b>7,669,237</b>	<b>7,524,786</b>
<b>Wastewater Fund</b>						
<b>Revenue</b>						
User Charges	1,709,696	1,702,094	1,567,926	6,673,838	6,673,838	6,681,440
Reimbursement for Services	3,415	3,525	2,550	14,100	14,100	13,990
Miscellaneous Revenue	12,042	6,348	4,872	25,400	25,400	31,094
Sale Of Property	660	1,251	-	5,000	5,000	4,409
Reserves	285,042	285,042	294,477	285,042	285,042	285,042
Investment Income	574	2,250	2,626	9,000	9,000	7,324
Financing Proceeds	-	-	-	9,536,000	9,536,000	9,536,000
<b>Total Revenue</b>	<b>2,011,429</b>	<b>2,000,510</b>	<b>1,872,451</b>	<b>16,548,380</b>	<b>16,548,380</b>	<b>16,559,299</b>
<b>Expenditures</b>						
Personal Services	597,361	602,732	566,054	1,889,459	1,889,653	1,884,282
Commodities	48,269	89,886	55,244	303,565	313,394	275,943
Contractual Services	435,586	437,572	398,236	2,057,401	2,335,561	2,344,481
Replacement Reserves	149,617	149,617	168,211	149,617	149,617	149,617
Other Operating Expenditures	84,984	30,167	9,541	94,814	102,147	156,964
Allocations	312,828	312,828	303,729	1,251,308	1,251,308	1,251,308
Capital	146,313	146,313	271,796	9,848,247	10,341,419	10,341,419
Debt Service Costs	684,113	684,113	841,363	1,554,485	1,554,485	1,554,485
Interfund Transfers	50,036	50,036	52,313	246,093	246,093	246,093
<b>Total Expenditures</b>	<b>2,509,107</b>	<b>2,503,264</b>	<b>2,666,487</b>	<b>17,394,989</b>	<b>18,183,677</b>	<b>18,204,592</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - July 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Refuse Fund</b>							
<b>Revenue</b>							
97,328	97,590	138,000	User Charges	390,364	390,364	390,102	
167	1,281	1,071	Miscellaneous Revenue	5,130	5,130	4,016	
2,489	2,451	2,654	Sale Of Property	9,800	9,800	9,838	
-	300	104	Investment Income	1,200	1,200	900	
230,000	230,000	120,000	Interfund Transfers	230,000	230,000	230,000	
<b>329,984</b>	<b>331,622</b>	<b>261,829</b>	<b>Total Revenue</b>	<b>636,494</b>	<b>636,494</b>	<b>634,856</b>	
<b>Expenditures</b>							
-	4,158	610	Commodities	16,627	16,627	12,469	
41,534	133,458	37,050	Contractual Services	533,850	533,850	441,926	
-	387	557	Other Operating Expenditures	1,545	1,545	1,158	
21,771	21,771	21,135	Allocations	87,081	87,081	87,081	
<b>63,305</b>	<b>159,774</b>	<b>59,352</b>	<b>Total Expenditures</b>	<b>639,103</b>	<b>639,103</b>	<b>542,634</b>	
<b>TIF Funds</b>							
<b>Revenue</b>							
744,108	402,201	703,877	Property Tax	1,608,799	1,608,799	1,950,706	
7,541	8,844	6,456	Sales & Use Tax	35,376	35,376	34,073	
9,377	16,029	12,349	Hotel Tax	64,110	64,110	57,458	
3	1,188	54	Investment Income	4,744	4,744	3,559	
<b>761,029</b>	<b>428,262</b>	<b>722,736</b>	<b>Total Revenue</b>	<b>1,713,029</b>	<b>1,713,029</b>	<b>2,045,796</b>	
<b>Expenditures</b>							
213,863	213,863	660,856	Interfund Transfers	1,807,256	1,807,256	1,807,256	
<b>213,863</b>	<b>213,863</b>	<b>660,856</b>	<b>Total Expenditures</b>	<b>1,807,256</b>	<b>1,807,256</b>	<b>1,807,256</b>	
<b>Motor Fuel Tax Fund</b>							
<b>Revenue</b>							
195,391	210,669	190,136	State Tax Allotments	842,677	842,677	827,399	
553	-	753	Investment Income	-	-	553	
<b>195,944</b>	<b>210,669</b>	<b>190,889</b>	<b>Total Revenue</b>	<b>842,677</b>	<b>842,677</b>	<b>827,952</b>	

**Monthly Council Treasurer's Report  
May 1, 2012 - July 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
	471,090	471,090	-	<b>Motor Fuel Tax Fund Continued</b>	1,449,960	1,449,960	1,449,960
	471,090	471,090	-	Expenditures	1,449,960	1,449,960	1,449,960
				Capital			
				Total Expenditures	1,449,960	1,449,960	1,449,960
				<b>Capital Project Funds</b>			
				Revenue			
	-	35,625	-	Intergovernmental Revenue	142,500	142,500	106,875
	4,230	-	9,803	Investment Income	-	-	4,230
	-	-	-	Financing Proceeds	7,869,944	7,869,944	7,869,944
	-	-	-	Interfund Transfers	1,704,616	1,704,616	1,704,616
	4,230	35,625	9,803	Total Revenue	9,717,060	9,717,060	9,685,665
				Expenditures			
	4,055	126,260	11,815	Contractual Services	591,033	573,033	450,828
	901,618	901,618	235,280	Capital	13,561,034	17,306,347	17,306,347
	117,257	117,257	130,243	Interfund Transfers	550,000	550,000	550,000
	1,022,930	1,145,135	377,338	Total Expenditures	14,702,067	18,429,380	18,307,175
				<b>Debt Service Funds</b>			
				Revenue			
	148,376	76,074	149,196	Property Tax	304,301	304,301	376,603
	213,750	180,249	195,750	Sales & Use Tax	721,000	721,000	754,501
	20	-	53	Investment Income	-	-	20
	1,503,589	1,503,589	1,464,722	Interfund Transfers	7,575,139	7,575,139	7,575,139
	1,865,735	1,759,912	1,809,721	Total Revenue	8,600,440	8,600,440	8,706,263
				Expenditures			
	-	-	-	Contractual Services	-	-	-
	1,507,981	1,507,981	1,779,447	Debt Service Costs & Refunding	8,790,473	8,790,473	8,790,473
	1,507,981	1,507,981	1,779,447	Total Expenditures	8,790,473	8,790,473	8,790,473

**Monthly Council Treasurer's Report**  
**May 1, 2012 - July 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Inventory Fund</b>						
<b>Revenue</b>						
Charges to Other Funds	146,854	232,983	169,398	931,935	931,935	845,806
Sale of Inventory	491,477	725,091	776,136	2,900,369	2,900,369	2,666,755
Sale Of Property	-	102	77	412	412	310
Reserves	26,815	26,815	29,687	26,815	26,815	26,815
Investment Income	-	-	(16)	-	-	-
<b>Total Revenue</b>	<b>665,146</b>	<b>984,991</b>	<b>975,282</b>	<b>3,859,531</b>	<b>3,859,531</b>	<b>3,539,686</b>
<b>Expenditures</b>						
Personal Services	141,813	130,762	146,117	451,098	451,519	462,570
Commodities	489,701	729,746	776,175	2,917,931	2,918,021	2,677,976
Contractual Services	13,591	23,008	13,303	76,139	75,639	66,222
Replacement Reserves	12,399	12,399	13,078	12,399	12,399	12,399
Other Operating Expenditures	(247)	729	302	2,913	2,913	1,937
Allocations	92,799	92,799	90,093	371,181	371,181	371,181
Capital	-	-	274	4,167	4,167	4,167
<b>Total Expenditures</b>	<b>750,056</b>	<b>989,443</b>	<b>1,039,342</b>	<b>3,835,828</b>	<b>3,835,839</b>	<b>3,596,452</b>
<b>Motor Vehicle Replacement Fund</b>						
<b>Revenue</b>						
Charges to Other Funds	348,509	477,027	389,831	1,908,106	1,908,106	1,779,588
Sale Of Property	178	-	15,283	-	-	178
Reserves	1,131,547	1,131,547	1,088,120	1,131,547	1,131,547	1,131,547
Investment Income	115	2,061	1,347	8,240	8,240	6,294
<b>Total Revenue</b>	<b>1,480,349</b>	<b>1,610,635</b>	<b>1,494,581</b>	<b>3,047,893</b>	<b>3,047,893</b>	<b>2,917,607</b>
<b>Expenditures</b>						
Personal Services	196,595	221,670	209,204	748,501	748,501	723,426
Commodities	85,064	110,637	80,824	430,828	430,968	405,395
Contractual Services	11,278	30,471	14,669	93,817	96,905	77,712
Replacement Reserves	16,363	16,363	15,794	16,363	16,363	16,363
Other Operating Expenditures	5,015	13,638	7,716	54,550	54,550	45,927
Allocations	94,518	94,518	91,764	378,068	378,068	378,068
Capital	265,612	265,612	143,330	439,981	595,650	595,650
<b>Total Expenditures</b>	<b>674,445</b>	<b>752,909</b>	<b>563,301</b>	<b>2,162,108</b>	<b>2,321,005</b>	<b>2,242,541</b>

**Monthly Council Treasurer's Report**  
**May 1, 2012 - July 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>		<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Health Insurance Fund</b>							
<b>Revenue</b>							
Miscellaneous Revenue	-	51	10		200	200	149
Insurance Premiums	1,219,401	1,233,048	1,229,476		4,932,208	4,932,208	4,918,561
Investment Income	-	750	91		3,000	3,000	2,250
<b>Total Revenue</b>	<b>1,219,401</b>	<b>1,233,849</b>	<b>1,229,577</b>		<b>4,935,408</b>	<b>4,935,408</b>	<b>4,920,960</b>
<b>Expenditures</b>							
Personal Services	1,190	7,062	291		28,250	28,250	22,378
Commodities	470	651	714		2,600	2,600	2,419
Contractual Services	179,327	186,126	44,998		732,502	735,502	728,703
Other Operating Expenditures	638,848	1,062,879	953,825		3,721,506	3,721,506	3,297,475
Allocations	25,008	25,008	24,279		100,036	100,036	100,036
Interfund Transfers	250,000	250,000	-		250,000	250,000	250,000
<b>Total Expenditures</b>	<b>1,094,843</b>	<b>1,531,726</b>	<b>1,024,107</b>		<b>4,834,894</b>	<b>4,837,894</b>	<b>4,401,011</b>
<b>WC &amp; Liability Fund</b>							
<b>Revenue</b>							
Miscellaneous Revenue	-	-	3,150		-	-	-
Insurance Premiums	1,125,275	1,125,275	1,106,010		1,125,192	1,125,192	1,125,192
Investment Income	653	1,311	2,719		5,253	5,253	4,595
Interfund Transfers	169,300	169,300	155,000		169,300	169,300	169,300
<b>Total Revenue</b>	<b>1,295,228</b>	<b>1,295,886</b>	<b>1,266,879</b>		<b>1,299,745</b>	<b>1,299,745</b>	<b>1,299,087</b>
<b>Expenditures</b>							
Contractual Services	249,816	176,991	245,012		478,950	497,268	570,093
Other Operating Expenditures	93,866	188,124	71,526		751,900	752,345	658,087
Allocations	2,451	2,451	2,382		9,810	9,810	9,810
<b>Total Expenditures</b>	<b>346,133</b>	<b>367,566</b>	<b>318,920</b>		<b>1,240,660</b>	<b>1,259,423</b>	<b>1,237,990</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - July 31, 2012**

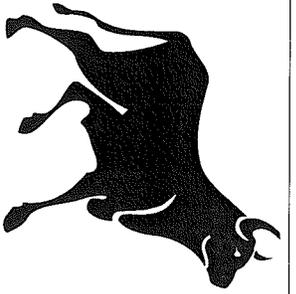
	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>Communications Fund</b>						
<b>Revenue</b>						
User Charges	208,671	214,633	191,206	274,965	274,965	269,003
Miscellaneous Revenue	-	-	-	-	-	-
Reserves	204,391	204,388	202,900	204,388	204,388	204,391
Investment Income	-	387	354	1,545	1,545	1,158
<b>Total Revenue</b>	<b>413,062</b>	<b>419,408</b>	<b>394,460</b>	<b>480,898</b>	<b>480,898</b>	<b>474,552</b>
<b>Expenditures</b>						
Personal Services	36,604	56,713	33,620	186,803	186,803	166,694
Commodities	585	1,791	577	6,761	6,641	5,435
Contractual Services	21,096	24,254	21,712	76,918	82,038	78,880
Replacement Reserves	783	783	773	783	783	783
Other Operating Expenditures	964	1,398	741	5,590	5,590	5,156
Allocations	3,030	3,030	2,940	12,116	12,116	12,116
Capital	9,657	9,657	13,762	183,159	183,423	183,423
Interfund Transfers	-	-	61,664	61,664	61,664	61,664
<b>Total Expenditures</b>	<b>72,719</b>	<b>97,626</b>	<b>135,789</b>	<b>533,794</b>	<b>539,058</b>	<b>514,151</b>

**Monthly Council Treasurer's Report  
May 1, 2012 - July 31, 2012**

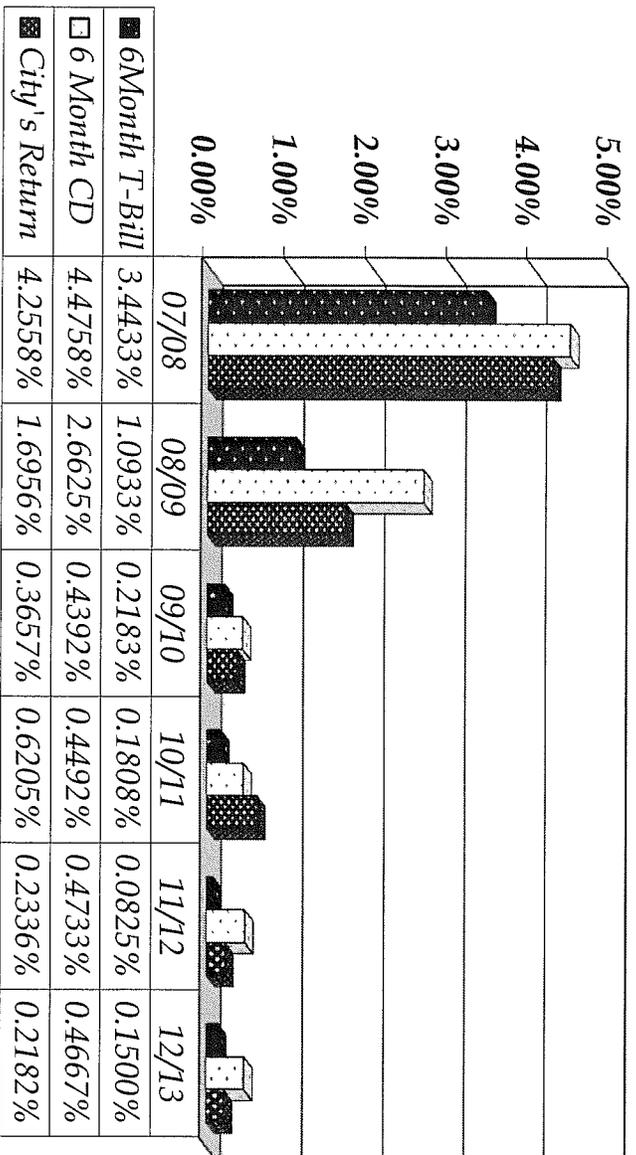
	<u>Actual</u>	<u>Budget</u>	<u>Last Year</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Forecast</u>
<b>All Funds</b>						
<b>Revenue</b>						
Property Tax	7,204,036	6,789,827	7,168,717	14,494,606	14,494,606	14,908,815
Sales & Use Tax	3,752,663	4,137,684	3,513,070	16,550,734	16,550,734	16,165,714
Admissions Tax	14,732	26,376	22,850	105,500	105,500	93,856
Franchise Fees	792,755	704,854	712,537	3,019,417	3,019,417	3,107,318
Hotel Tax	547,354	496,029	439,357	1,984,110	1,984,110	2,035,435
Telecommunication Tax	387,404	335,001	320,487	1,340,000	1,340,000	1,392,403
Alcohol Tax	255,853	240,699	232,425	962,800	962,800	977,954
Licenses & Permits	276,096	238,734	266,390	434,930	434,930	472,292
Fines & Court Fees	112,121	119,652	93,780	478,607	478,607	471,076
State Tax Allotments	1,107,281	870,150	938,113	3,480,597	3,480,597	3,717,728
Intergovernmental Revenue	151,479	195,156	26,326	437,961	437,961	394,284
User Charges	16,561,167	15,748,154	14,838,824	61,819,082	61,819,082	64,324,275
Reimbursement for Services	129,321	211,097	368,192	833,189	1,025,263	943,487
Miscellaneous Revenue	89,267	90,694	83,260	1,047,598	1,050,398	1,048,971
Charges to Other Funds	495,363	710,010	559,229	2,840,041	2,840,041	2,625,394
Sale Of Property	542,901	735,891	816,299	2,943,565	2,943,565	2,750,575
Reserves	2,229,627	2,229,624	2,200,323	2,229,624	2,229,624	2,229,627
Insurance Premiums	2,344,676	2,358,323	2,335,486	6,057,400	6,057,400	6,043,753
Investment Income	9,516	45,519	24,693	182,074	182,074	146,071
Financing Proceeds	-	-	-	20,535,944	20,535,944	20,535,944
Interfund Transfers	2,152,889	2,152,889	1,801,386	10,197,049	10,197,049	10,197,049
<b>Total Revenue</b>	<b>39,156,501</b>	<b>38,436,363</b>	<b>36,761,744</b>	<b>151,974,828</b>	<b>152,169,702</b>	<b>154,582,021</b>
<b>Expenditures</b>						
Personal Services	10,452,070	10,387,415	10,831,704	34,763,011	34,801,787	34,866,681
Commodities	971,874	1,543,991	1,287,665	6,000,756	6,017,805	5,448,592
Contractual Services	14,642,995	14,255,130	13,682,115	55,455,657	56,307,403	56,591,891
Replacement Reserves	1,782,696	1,782,696	1,791,023	1,782,696	1,782,696	1,782,696
Other Operating Expenditures	2,058,002	2,629,011	2,230,617	9,938,617	9,953,023	9,357,866
Allocations	-	-	-	-	-	-
Capital	2,680,301	2,680,301	1,709,510	31,824,644	37,073,573	37,073,573
Debt Service Costs	2,548,389	2,548,389	2,893,790	12,124,084	12,124,084	12,124,084
Interfund Transfers	2,152,889	2,152,889	1,878,832	10,197,049	10,197,049	10,197,049
<b>Total Expenditures</b>	<b>37,289,216</b>	<b>37,979,822</b>	<b>36,305,256</b>	<b>162,086,514</b>	<b>168,257,420</b>	<b>167,442,432</b>

# **Investment Summary**

**July 31, 2012**

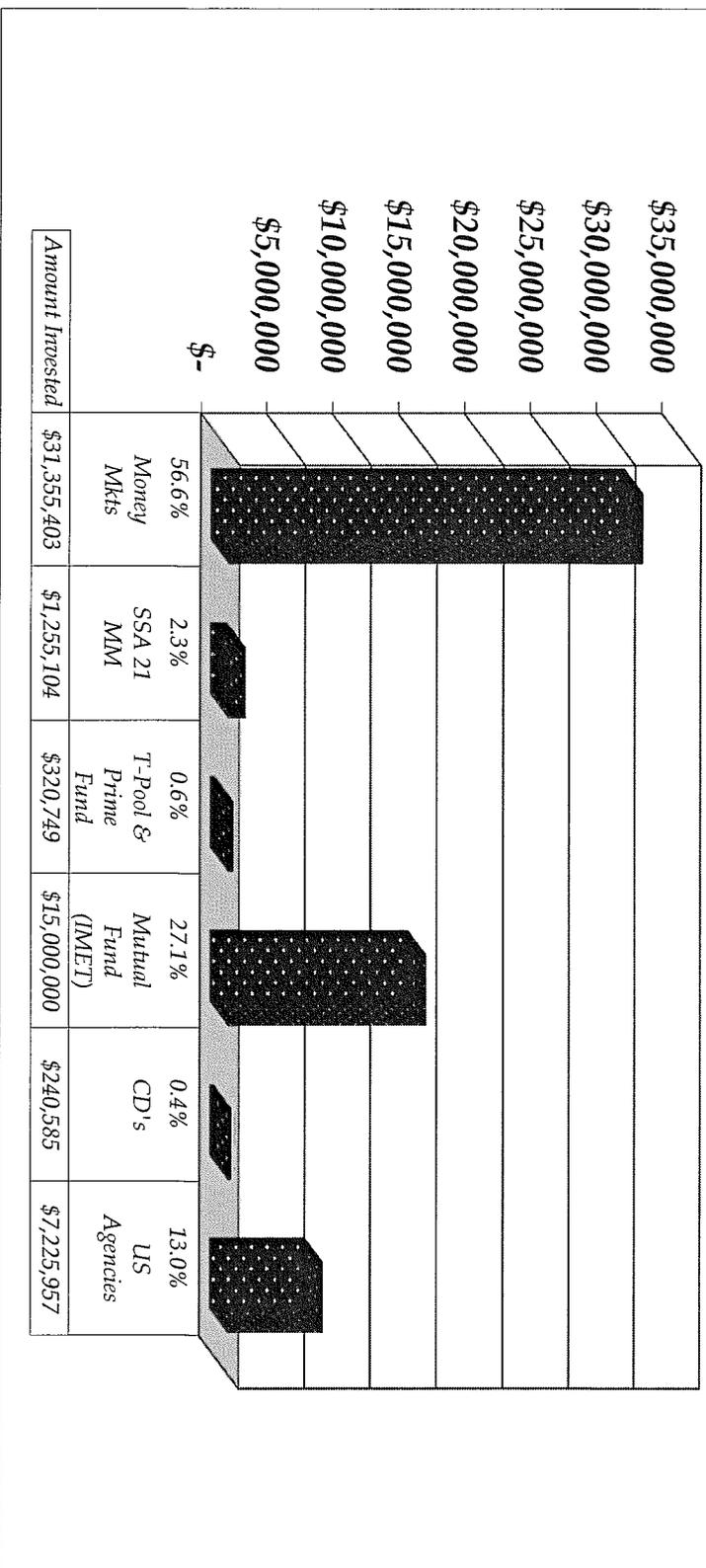


## City of St. Charles Investment Portfolio Earnings Comparison



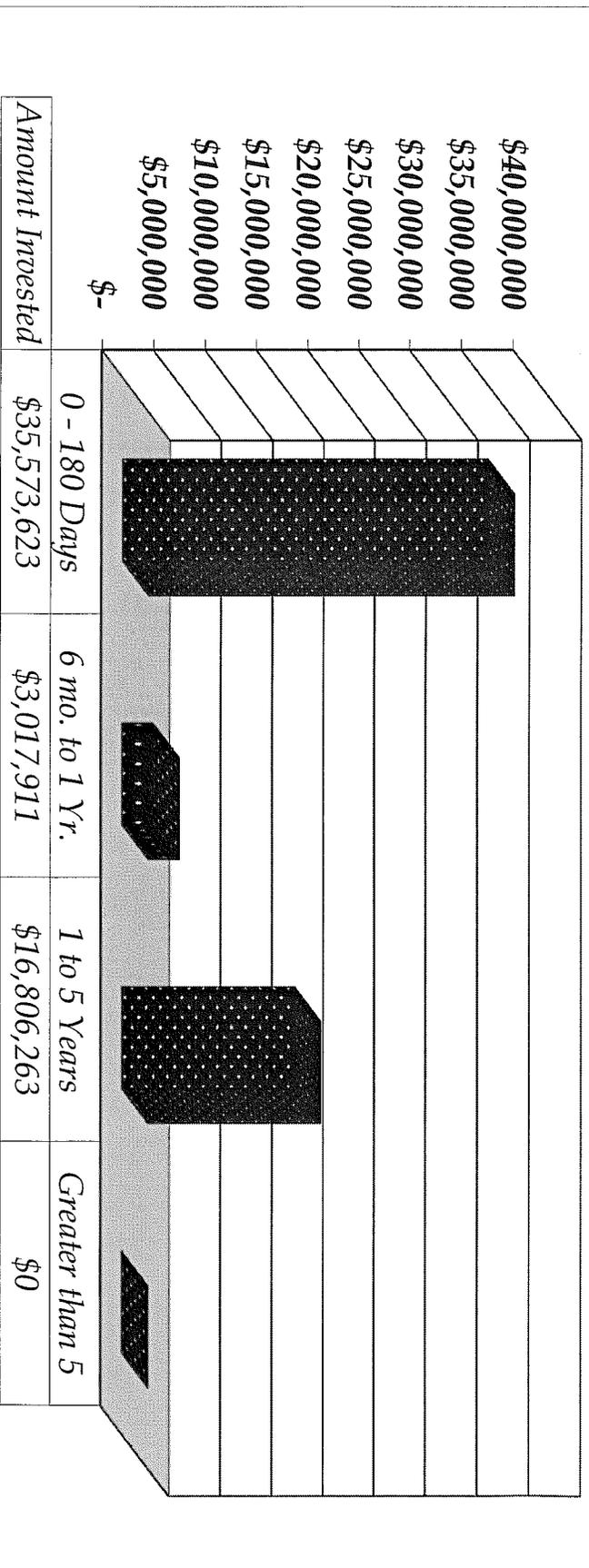
The chart above displays the return on investments for the City of St. Charles portfolio by fiscal year. The Current fiscal year return is computed from May 1 to the current month end. We are comparing the City's return to the average return on the 6 month T-Bill and 6 month certificates of deposit for the same period of time. The City invests in some longer term securities in order to maximize returns. Historically, the City has proven to prevail with this type of philosophy. During sharp rises in interest rates, the City's portfolio may not seem to perform as well, but over time, when combined with the higher returns, the City still comes out ahead. This graph does not include any pension funds.

## City of St. Charles Investment Portfolio by Type - July 31, 2012



The chart above displays the City of St. Charles investment portfolio by type of investment. As shown the portfolio is distributed among several investment types. US Treasuries include Treasury Bills, Treasury Notes, Zero Coupon Bonds and Treasury Bonds. The City invests in US Agencies which are government agencies such as Federal Home Loan Bank and Farm Credit Bank. These yield a higher return than treasuries and afford government protection. Money is invested in the Treasurer's Pool, IMET, Commercial Paper and Certificates of Deposit. The City tries to maintain a diversified portfolio to maximize return yet, most importantly, to preserve principal. This chart is only the City's main portfolio and bond investments. SSA 21 money markets are held by Amalgamated Bank in Chicago for investment for that bond issue. This chart does not include pension funds.

## City of St. Charles Investment Portfolio Composition - July 31, 2012



The chart above displays the aging of the City of St. Charles investment portfolio. A portion of the City's money is invested in U.S. Agencies, the Treasurer's Pool, commercial paper, collateralized certificates of deposit, as well as IMET (the intergovernmental mutual fund). The City's portfolio is also inflated by bond proceeds which must remain short term to cover construction payouts. The City does invest in some long term securities for capital gains purposes. However, according to policy that amount does not exceed 9% of cost. Timing maturities is very important for the City. We need to allow for cash flow yet maximize return by investing in longer maturities which typically earn a higher yield. Investment maturities are "laddered" as much as possible, to allow for any unforeseen expenditure. The City does not invest funds for the police and fire pension funds, therefore they are not part of this chart.



**ST. CHARLES**  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Appointment of Dr. Jeffrey Wong to St. Charles Youth Commission

Presenter: Mayor DeWitte

*Please check appropriate box:*

Government Operations

Government Services

Planning & Development

X

City Council (9/17/12)

Estimated Cost:

N/A

Budgeted:

YES

NO

If NO, please explain how item will be funded:

**Executive Summary:**

By virtue of this memorandum I request your favorable consideration to appoint the following person to the St. Charles Youth Commission:

Dr. Jeffrey Wong, 2560 Foxfield Road, Ste. 140, St. Charles, IL 60174 to the Youth Commission with a term expiration of 4/30/13. Dr. Wong will fill the vacant position on this commission.

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

Submitted request of Dr. Jeffrey Wong

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

Recommend approval of the appointment as presented.

*For office use only:*

*Agenda Item Number:* IA

# Jeffrey Wong, DC, DABCO, FIAMA

2560 Foxfield Road

Suite 140

St. Charles, IL 60174

630-584-8729

Drjeffreywong88@yahoo.com

## **PROFESSIONAL EXPERIENCE**

---

### **CHIROPRACTIC TOUCH**

*Owner*

**ST. CHARLES, IL**

*October 1994- Present*

## **EDUCATION**

---

### **NATIONAL UNIVERSITY OF HEALTH SCIENCES**

*Completed coursework towards Doctor of Chiropractic 1994*

- Diplomate American Board of Chiropractic Orthopedists (DABCO) 2007
- Bachelor of Science in Human Anatomy 1992

**LOMBARD, IL**

### **INTERNATIONAL ACADEMY OF MEDICAL ACUPUNCTURE**

- Fellow International Academy of Medical Acupuncture (FIAMA)
- Acupuncture Orthopedics Certification 2001

**CAREFREE, AZ**

### **University of Illinois**

*Completed coursework towards Bachelor of Science in Biology*

**URBANA, IL**

## **COMMUNITY INVOLVEMENT**

---

### **CASA Kane County Court Appointed Special Advocate/ Guardian ad Litem**

Volunteer CASA

Member of the CASA Kane County Advocate Advisory Panel

### **St. Charles Chamber of Commerce:**

Chairman of the board 2003/2004

Vice-Chairmen of the Board 2002

Board of Directors 1999-2001

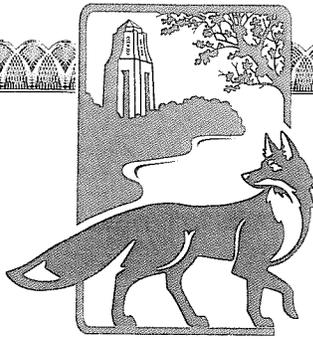
### **Tri-Cities Exchange Club for the Prevention of Child Abuse**

Board of Directors 1995-1998

### **St. Charles Citizen Police Academy**

### **Holy Cross Catholic Church**

Volunteer bus driver



City of St. Charles  
I L L I N O I S

# Proclamation

## NO TEXT ON BOARD – PLEDGE DAY

- WHEREAS, The City of St. Charles holds the health and safety of its young adults as A chief concern; and
- WHEREAS, text messaging is the main mode of communication for most American teenagers with half of all teens sending between 21 and 70 texts a day; and
- WHEREAS, 90% of American teenagers expect a reply to a text message within five minutes; and
- WHEREAS, texting takes one’s eyes off the road for an average of five seconds; and
- WHEREAS, in an AT&T survey, 43% of American teenage drivers admitted to texting while driving even though 97% know it is dangerous; and
- WHEREAS, a recent study showed those who send text messages while driving are 23 times more likely to crash; and
- WHEREAS, a driver that sends a text message while driving not only jeopardizes his or her safety, but also the safety of passengers, pedestrians, and other drivers.

NOW, THEREFORE, I, Donald P. DeWitte, Mayor of the City of St. Charles, along with the St. Charles City Council, do hereby proclaim **September 19, 2012** as “No Text On Board – Pledge Day” in the City of St. Charles and encourage all drivers to take the pledge to never text and drive again.

SEAL

Donald P. DeWitte, Mayor



City of St. Charles  
I L L I N O I S

# Proclamation

**DICK POND ATHLETICS NAMED ONE OF FIVE  
RECIPIENTS OF AMERICAN EXPRESS  
“BIG BREAK FOR SMALL BUSINESS” AWARD**

WHEREAS, **DICK POND ATHLETICS** was founded by Dick Pond in 1969, initially selling track shoes from the back of his car, to eventually becoming the nation’s oldest running equipment store; and

WHEREAS, **DICK POND ATHLETICS** contributes to a strong and unique local economy by investing in St. Charles and five other suburban locations; and

WHEREAS, **DICK POND ATHLETICS** promotes an active lifestyle, by selling running and wrestling equipment tailored to provide their users maximum safety and performance; and

WHEREAS, **DICK POND ATHLETICS** continually supports events and races throughout St. Charles and the greater Chicago area; and

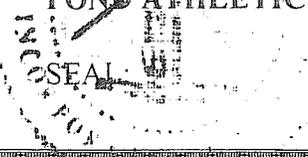
WHEREAS, **DICK POND ATHLETICS** holds a free “Walk2Run” event on Monday evenings at their store to teach running to community members; and

WHEREAS, **DICK POND ATHLETICS** was named one of five winners nationwide of the American Express “Big Break for Small Business” contest in September 2012.

**NOW, THEREFORE, I, Donald P. DeWitte, Mayor of the City of St. Charles, along with the St. Charles City Council do hereby proclaim that MONDAY, SEPTEMBER 17, 2012 be DICK POND ATHLETICS DAY in St. Charles.**

A handwritten signature in black ink, reading "Donald P. DeWitte".

Donald P. DeWitte, Mayor



**MINUTES  
CITY OF ST. CHARLES, IL  
PLANNING AND DEVELOPMENT COMMITTEE  
MONDAY, SEPTEMBER 10, 2012 7:00 P.M.**

**Members Present:** Chairman Carrignan, Ald. Stellato, Monken, Payleitner, Turner, Rogina, Martin, Krieger, Bessner, Lewis

**Members Absent:** None

**Others Present:** Mayor Donald P. DeWitte; Brian Townsend, City Administrator; Rita Tungare, Director of Community Development; Matthew O'Rourke, Planner; Russell Colby, Planning Division Manager; Chris Tiedt, Development Engineering Manager; Bob Vann, Building & Code Enforcement Manager

**1. CALL TO ORDER**

The meeting was convened by Chairman Carrignan at 7:00 P.M.

**2. ROLL CALLED**

Roll was called:

Present: Stellato, Monken, Payleitner, Turner, Carrignan, Rogina, Martin, Krieger, Bessner, Lewis

Absent: None

**3. MAYOR'S OFFICE**

- a. Recommendation to approve a Class A5 liquor license application for Acquaviva Winery, LLC to be located at 214 W Main Street, St. Charles.

Mayor Dewitte explained that this is an A5 liquor license which is a retail liquor license, allowing the license holder the ability to serve wine by the glass on the premises. He said there is not a precedence being set, there is an identical license issued in Fox Island Square. He said crackers, cheeses, wine and Italian meats will be offered and he feels it is a nice addition to downtown St. Charles.

Vito Brandonisio- 1N870 Meredith Rd.-Maple Park- said the operation started 12 years ago on behalf of his Grandfather, Guiseppe Brandonisio. He said they have a fantastic structure in Maple Park, IL, with 26 acres of vineyards producing about 14,000 gallons of wine a year, and about 20 different varieties of grapes, and 12 different varieties of wine. He said they have been successful for the past 2 years and are growing and have been recognizes by the State of Illinois and surrounding states. He said they won the Governor's Cup Award 2 months ago presented at the Springfield state fair. He asked the Committee to allow him to bring a retail store to St. Charles.

Aldr. Bessner asked if their brand of wine would be the only ones being sold. Mr. Brandonisio said at this point, yes.

Aldr. Lewis asked if there would be a place for outdoor seating and that she is not quite sure where the location is. Mr. Brandonisio said it is right next door to Marco's Jewelry Shop and that there is a little spot in the back which could be outdoor seating.

Aldr. Stellato asked if before the next Council meeting on September 17, that the applicant have a floor plan for them to view. Mr. Brandonisio said he would do his best.

**Aldr. Stellato made a motion to approve a Class A5 liquor license application for Acquaviva Winery, LLC to be located at 214 W Main Street, St. Charles. Motion was seconded by Aldr. Monken.**

Roll Call Vote:

Ayes: Stellato, Monken, Payleitner, Turner, Rogina, Bessner, Lewis

Nays: Martin, Krieger

Absent: None

Motion Carried.

#### **4. COMMUNITY DEVELOPMENT**

- a. Recommendation to approve a Petition for Annexation, Annexation Agreement, Map Amendment (Upon Annexation) and Preliminary Subdivision Plan (Bucki Single-Family Residential Subdivision).

Mr. O'Rourke said the property owner, Terry Bucki, has submitted a petition of annexation for his approximately 4.6 acre property. He said the property will come in as RE-1 automatically and this application will rezone it to RS-1, which is slightly higher but still low density. He said the Subdivision Preliminary Plan is to move forward with the proposal to resubdivide his property, once it is annexed, into 4 additional lots which would be 5 total; 3 of the lots would be off of Fred Bucki Circle, which is a new cul-de-sac that is being proposed; and a horseshoe shaped drive off of Rt. 31 which would be eliminated into one shared access drive to provide access to the existing home and then a potential 4<sup>th</sup> lot to the north. He said there is also a stormwater retention facility located on portions of lots 1 and 2 and also some landscaping provided, parkway trees and some buffering along the southern property line. He said there are a number of mature trees there, some will be removed as part of the development of the property but the applicant is also proposing a large conservation area to ensure that a lot of the trees do not get removed and that will be a covenant running with the land. He said staff reviewed the plans and it is consistent with the future land use recommendation of the Comprehensive Plan.

Mr. O'Rourke said in term of the annexation the applicant is requesting some variations. Due to the economy and the timing of the proposal he is proposing to extend to 5-years versus 2-years to get the Final Plat of Subdivision prepared and brought back to Committee. He said staff has added a proposal that if it gets to 5 years then the Preliminary Subdivision approval would lapse and no longer be valid and the applicant would have to go through the process all over again. He said should this be recommend to move forward staff would be drafting an annexation agreement which would then be brought to City Council for a public hearing and then an ultimate vote on

the annexation. He said both Staff and Plan Commission have recommended approval of the project.

Aldr. Stellato asked if IDOT was okay with the proposed access points. Mr. O'Rourke said a preliminary letter submitted in stated in concept they were okay with it but reserve the right to review it at a final level at a later date. Aldr. Stellato asked if the curb cuts on the horseshoe were being reduced from 2 to 1 and allowing 1 new curb cut. Mr. O'Rourke said correct and that is referring to Fred Bucki Circle.

Aldr. Turner said he remembers Mr. Bucki being very cooperative with the city when having to run water across his property to get to the High School and that he is in favor of this.

Aldr. Rogina asked how many possible homeowners are in the area. Mr. O'Rourke said there are some but he does not have an exact number but that it is a fairly low dense development in the area which is very similar to what is being proposed.

Mr. Rogina inquired about residents expressing concern in regard to the detention pond. Mr. O'Rourke said for any real detail he would defer to Chris Tiedt who has reviewed the plans from an engineering standpoint, but that the plans have been reviewed in accordance with the Kane County Storm Ordinance to ensure that no more water would leave the site in a rain event than would now, which is what the Ordinance requires.

Aldr. Lewis asked what the reasoning and benefit for an annexation of property is. Mr. O'Rourke said from Mr. Bucki's standpoint it allows density through the inclusion of public utilities brought to the site and before annexing he would not have the ability to tap into the city services. Aldr. Lewis asked what the impact is on the current residents. Chairman Carrigan said the city, school district, library and park district will all see property tax, and it's also expanding the City's area. Ms. Tungare said if this were a larger development it would also impact the Police and Fire depts., but even a small annexation like this is still a policy question for Council. It really meets the requirements in terms of contiguity. Aldr. Stellato said this development is already in the school district and park district so he doesn't see any impact change, but he believes the increased utility customers is big and he feels anytime you have an opportunity to annex within your boundaries you should just for the sheer sake of control. He said in terms of the flooding on the site with the city having control it will get better.

Chairman Carrigan asked for an explanation for the 5-year extension versus the 2-year. Mr. O'Rourke said there is a requirement in the Ordinance from between the Preliminary Plat to the filing of the Final Plat and the ordinance right now is 2-years. He said based on Mr. Bucki's ability to get final plans together he has asked for a little extra time and have to rush plans right at the 2-year mark, and that is the only significant variance he is looking at, and all underlying zoning requirements are met.

**Aldr. Monken made a motion to approve a Petition for Annexation, Annexation Agreement, Map Amendment (Upon Annexation) and Preliminary Subdivision Plan (Bucki Single-Family Residential Subdivision). Motion was seconded by Aldr. Rogina and approved unanimously by voice vote. Motion carried.**

Ald. Stellato recused himself from discussion due to a conflict of interest regarding residential properties within the community.

- b. Recommendation to adopt the 2012 International Property Maintenance Code and Proposed Amendments.

Mr. Vann said the city currently follows the 2000 edition for the International Property Maintenance Code, and although the code fundamentals between the 2000 and 2012 edition do not change very much, the adoption of the 2012 edition will provide more clarity and detail for staff to identify private property code violations. He then highlighted a few benefits including; a breakdown of each component of the exterior structure, a new section called the component of serviceability which provide clear definitions of unsafe conditions of any type of structures. He said a significant advantage for the addition is the section dealing with tall weeds and grass because once a notice is served to the property owner and they fail to comply the city can then bring the property to compliance and recover the costs. He said by adopting the new codes it will provide staff with up to date statutes and staff has reviewed this with the City Attorney and finds it acceptable.

Aldr. Rogina asked if these are state statutes or codes. Mr. Vann said they are codes with some state statutes that go along with it which allows the Committee and the Council to adopt these codes.

**Aldr. Krieger made a motion to adopt the 2012 International Property Maintenance Code and Proposed Amendments. Motion was seconded by Aldr. Monken and approved unanimously by voice vote. Motion carried.**

Aldr. Stellato rejoined the Committee.

- c. Recommendation to approve an Ordinance repealing Title 15 “Building and Construction,” Chapter 15.44 “Fair Housing Regulations” of the St. Charles Municipal Code.

Ms. Tungare said the City Administrator’s office is in the process of reviewing and revising certain sections of the City Code; Chapter 15 specifically deals with Fair Housing regulations. She said these regulations were originally adopted in 1968 but have not been enforced and the Fair Housing board mentioned in the Ordinance does not exist at the city. She said there are several state and federal laws that provide protection on this issue and she has conferred with legal counsel and there is no legal mandate for the city to maintain its old regulations and therefore they are redundant and not necessary, and staff recommends repealing the Fair Housing regulations.

Aldr. Turner said he fully agrees because it is redundant and we have state and federal government to handle this.

Aldr. Rogina said we do not have to create a legal barrier because there is a state and federal statute in place that allows us to keep something away in terms of additional costs, hearing and time and a structure to handle it.

**Aldr. Turner made a motion to approve an Ordinance repealing Title 15 “Building and Construction,” Chapter 15.44 “Fair Housing Regulations” of the St. Charles Municipal Code. Motion was seconded by Aldr. Monken and approved unanimously by voice vote. Motion carried.**

## **5. ADDITIONAL BUSINESS**

- a. Update on the Comprehensive Plan Project-Information only.

Mr. Colby gave a brief update on the Comprehensive Plan Project along with the upcoming scheduled workshops and meeting dates.

Aldr. Turner mentioned the West Gateway plan and the area west of Randall Rd. not being discussed for the Comprehensive Plan. He said it's RM-2 and RM-3 zoning out there and that the residents in that area are firmly opposed to that. He said in looking at City Surveys for the last 2-years most residents all over the city are opposed to RM-2 and RM-3. He said he did a background check and he found that people thought there would be some sort of care facility or retirement home and in the last 5-years 2 of those establishments have been built west of Randall Rd., one very close to this area. He suggested taking out both the RM-2 and RM-3 out of that area and to put in some general zoning for maybe business. He said it is a lot easier to zone up for density than to zone down.

Mr. Colby said the focused areas have been discussed quite a bit which include some of the major commercial sites and downtown. He said one element of the project will be a city wide future land use plan that will have land uses identified on the plan and some information to go along with that in terms of densities and types of development to occur in those locations. He said it is something that will be looked at but has not been focused specifically on yet because it is not within one of those areas, but there will be plans that address every parcel in the community with a specific designation and some of the feedback received will be incorporated in the draft plan. Even though there is nothing to present yet for that specific site, that is anticipated to be considered as part of the process going forward.

Aldr. Turner said since he has been here there have been so many different proposals for land west of Randall Rd. and he feels a stronger plan needs to be in place that would send a signal that certain ideas would not be entertained and that would eliminate some of the problems happening right now.

Chairman Carrigan asked if that discussion would come back to Committee. Mr. Colby said yes and all of the things mentioned can be specified through the land use plan and there will an opportunity to weigh in on all of that.

Chairman Carrigan said he thinks it is good to get it on the radar screen.

Mr. Colby said the land use plan will not be discussed on September 26<sup>th</sup> but meetings are tentatively scheduled in late October where there will be drafts of the full plan. He said we are making progress and everything is on track to have a draft by the end of the year. Ms. Tungare

said at this point we are looking to have a draft to present to the Planning and Development Committee by February or March 2013.

## **6. EXECUTIVE SESSION**

**Motion was made and seconded to go into Executive Session to discuss land acquisition.**

Roll was called:

Present: Stellato, Monken, Payleitner, Turner, Carrignan, Rogina, Martin, Krieger,  
Bessner, Lewis

Absent: None

**Aldr. Monken made a motion to adjourn from Executive Session at 8:50 PM. Motion was seconded by Aldr. Turner and approved unanimously by voice vote. Motion carried.**

## **7. ADJOURNMENT**

**Aldr. Bessner made a motion to adjourn at 8:50 PM. Motion was seconded by Aldr. Monken. No additional discussion. Approved unanimously by voice vote. Motion carried.**



ST. CHARLES  
SINCE 1834

**AGENDA ITEM EXECUTIVE SUMMARY**

**Title:** An Ordinance Amending Title 15, "Buildings and Construction", Chapter 15.101, "Administration, Enforcement, Fees and Penalties" of the St. Charles Municipal Code.

**Presenter:** Rita Tungare

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input checked="" type="checkbox"/>	City Council (9-17-12)
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

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

**Executive Summary:**

The Planning and Development Committee recommended approval of a comprehensive amendment to Title 16 "Subdivisions and Land Improvement" of the City Code at the June 11, 2012 meeting. The proposal included related amendments to Title 15 "Buildings and Construction" pertaining to engineering requirements for building permits.

Additionally, other sections of Title 15, Chapter 101 "Administration, Enforcement, Fees and Penalties" need to be aligned with the 2009 International Building Code that the City adopted in 2010.

This ordinance will update Title 15 "Buildings & Construction". The related ordinance amending Title 16 follows on the agenda.

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

Ordinance amending Chapter 101 "Administration, Enforcement, Fees and Penalties" of Title 15 "Buildings and Construction"

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

Approve ordinance amending Chapter 101 "Administration, Enforcement, Fees and Penalties" of Title 15 "Buildings and Construction".

*For office use only:*      *Agenda Item Number:*

**City of St. Charles, IL**  
**Ordinance No. 2012-M-\_\_\_\_\_**

**An Ordinance Amending Title 15, “Buildings and Construction”, Chapter 15.101, “Administration, Enforcement, Fees and Penalties” of the St. Charles Municipal Code**

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

1. Title 15, “Buildings and Construction”, Chapter 101, “Administration, Enforcement, Fees and Penalties” of the St. Charles Municipal Code is hereby deleted in its entirety and replaced by the following:

See Exhibit A

2. That Title 15, “Buildings and Construction”, Chapter 15.04 “Building and Construction” of the St. Charles Municipal Code, be and is hereby amended by adding Section 15.04.055 as follows:

**"15.04.055 International Energy Conservation Code 2009- Regulations Adopted and Modified.** The provisions of the 2009 International Energy Conservation Code issued by the International Code Council, Inc., 4051 West Flossmoor Road, Country Club Hills, IL, 60478, not less than three (3) copies of which have been and are on file in the Office of the Clerk of the City of St. Charles, Illinois, for more than thirty (30) days, as hereby adopted."

3. That after the adoption and approval hereof this Ordinance shall be (i) 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, Kane and DuPage Counties, Illinois this 17th day of September 2012.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois this 17th day of September 2012.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois this 17th day of September 2012.

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Donald P. DeWitte, Mayor

Attest:

\_\_\_\_\_  
City Clerk/Recording Secretary

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

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

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

**Exhibit A**

**(Title 15, “Buildings and Construction”, Chapter 15.101, “Administration, Enforcement, Fees and Penalties” of the St. Charles Municipal Code)**

***Section 101: Amend Sections 101.1, 101.2, 101.4.1, and 101.4.3 to read as follows:***

**101.1 Title.** Chapters 15.04, 15.08, 15.20, 15.36 and 15.101 of Title 15 of the St. Charles Municipal Code, including the state and national codes adopted therein by reference, shall be known and may be cited as the "St. Charles Building Code," hereinafter referred to as "this Code."

**101.2 Scope.** The provisions of this Code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building and structure and any appurtenances connected or attached to such buildings or structures, except as such matters are otherwise more specifically provided for in other ordinances or statutes.

**101.4.1 Electrical.** The provisions of the 2008 edition of the National Electrical Code, NFPA 70, issued by the National Fire Protection Association, Inc., One Batterymarch Park, Quincy, Massachusetts 02269 (hereinafter sometimes referred to as the "NEC"), with amendments as contained in Section 15.04.040, shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto. Where the 2009 IBC refers to the ICC Electrical Code, the NEC shall be substituted.

**101.4.3 Plumbing.** The provisions of the 2004 Edition of the Illinois Plumbing Code compiled by the Illinois Department of Public Health, with amendments as adopted in Section 15.04.050, shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system and all aspects of a medical gas system. The provisions of Section 13.12.235 "Private sewage disposal systems requirements generally" of the St. Charles Municipal Code shall apply to private sewage disposal systems. Where the 2009 IBC refers to the International Plumbing Code, the Illinois Plumbing Code as adopted in Section 15.04.050 shall be substituted.

***Section 102: Section 102.2, 102.7, and 102.8 to read as follows:***

**102.2 Other laws.** The provisions of this Code shall not be deemed to nullify any provisions of local, state or federal law. The provisions of this Code shall apply whether or not the property as defined in the Condominium Property Act (765 ILCS 605/1 et seq.), is subject to the act.

**102.7 Matters Not Provided For.** Any requirement essential for structural, fire or sanitary safety or an existing or proposed building or structure, or essential for the safety of the occupants thereof, and which is not specifically covered by this Code, shall be determined by the Building Official.

**102.8 Other Chapters.** When the provisions specified in this Code for health, safety and welfare are more restrictive than other provisions of the St. Charles Municipal Code, this Code shall control; when the other provisions of the St. Charles Municipal Code are more

restrictive than the provisions of this Code, the other provisions of the St. Charles Municipal Code shall control.

***Section 103: Delete all of Section 103 and substitute a new Section 103, "Building and Code Enforcement Division" therefore:***

**Section 103 Building and Code Enforcement Division**

**103.1 Building and Code Enforcement Division.** The Building and Code Enforcement Division is created within the Department of Community Development and the executive official in charge thereof shall be known as the Building Official.

**103.2 Organization.** The Building Official shall request employment of technical assistants, inspectors and other employees as shall be necessary for the administration of this Code and as authorized by the Director of Community Development.

**103.3 Assistant(s) to Building Official.** The Building Official, subject to the approval of the Director of Community Development, may designate an employee(s) as his assistant(s) who shall exercise all the powers of the Building and Official during his temporary absence or disability.

**103.4 Conflict of Interest.** The Building Official or any of his employees shall not be engaged in or directly or indirectly connected with the furnishing of labor, materials or appliances for the construction, alteration or maintenance of any building within the City, or the preparation of plans or of specifications therefore, unless he or she is the owner of the building; nor shall such officer or employee engage in any work which could conflict with his official duties or with the interests of the City, without the consent and/or direction of the Director of Community Development.

**103.7 Interdepartmental Cooperation.** The assistance and cooperation of the police, fire, finance and public works departments shall be available to the Building Official as required in the performance of his duties.

***Section 105: Add paragraph 105.2, amend paragraphs 105.3.2 and 105.4 to read as follows, and add paragraphs 105.8 and 105.9, as follows:***

**105.2 Work exempt from permit.** Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

1. Retaining Walls that are not over four (4) feet in height, measured from the bottom of the footing to the top of the wall.
2. Painting, papering, tiling, carpeting, counter tops and similar finish work.
3. Temporary motion picture, television, and theater stage sets and scenery.

4. Pre-fabricated swimming pools, accessory to a Group R-3 occupancy that are less than 24-inches deep, does not exceed 5,000 gallons and are installed entirely above ground.
5. Share cloth structures constructed for nursery or agricultural purposes, not including service systems.
6. Swings and other playground equipment accessory to detached one and two family dwellings.
7. Non-fixed and movable fixtures, cases, racks, counters, and partitions not over 5-feet 9-inches in height.

**105.3.2 Time Limitation of Application.** An application for a permit for any proposed work shall be deemed to have been abandoned ninety days after date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that for reasonable cause, the Building Official may grant one or more extensions of time for additional periods not exceeding ninety days each. The extension shall be requested in writing and reasonable cause demonstrated.

**105.5 Expiration.** Every permit shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced; provided, that, for cause, one or more extension of time, for period not exceeding ninety days each, may be allowed by application, in writing, to the Building Official. Lack of request for inspections shall constitute abandonment of work. In no case shall a permit be valid for a longer period of time than two years.

**105.8 Transfer of Permit.** A permit may not be transferred by the person to whom it is issued, to another person, without the written approval of the Building Official.

**105.9 Failure to Obtain a Permit.** If any person commences any work on a building or structure before obtaining the necessary permit from the, Building and Code Enforcement Division, he shall be subject to the penalty prescribed in this chapter. Where work is commenced before a permit is obtained, the permit fees set forth in Section 15.101.150 shall be doubled.

***Section 106: Add Sections 106.1.4, 106.2.1, 106.6, 106.6.1, 106.7, and 106.8 as follows:***

**106.1.4 Copies.** The Building Official shall establish the number of copies of construction documents that are required for review by City officials and outside review agencies, and may require the applicant to submit the necessary number of copies prior to commencing review.

**106.2.1 Surveys.** All required boundary line surveys should be made by a land surveyor licensed in Illinois. Upon completion of the foundation and prior to any construction beyond the foundation stage, a survey verifying the elevation of the top of the foundation,

front, both sides, and the rear setbacks from their respective lot lines, signed and sealed by a registered Illinois land surveyor, shall be submitted to and approved by the Building Official.

**106.6 Special Professional Services.** When applications for unusual designs or magnitude of construction are filed, or where code reference standards and/or an applicable appendix require special architectural or engineering review or inspections, the Building Official may require one or both of the following special professional services:

1. Full-time project representation by an architect or engineer in addition to that which is otherwise required. The project representative shall keep daily records and submit reports in writing as may be required by the Building Official.
2. Review of plans, specifications, calculations, or other information submitted by the permit applicant, by an architect or engineer selected by the Building Official.

**106.6.1 Determination of Special Requirement and Costs.** The special professional service requirement shall be determined prior to the issuance of the building permit and shall be a requisite for the permit issuance. Refusal by the applicant to provide such service as required by the Building Official shall result in the denial of the permit. All fees and costs related to the performance of special professional services shall be borne by the applicant and shall be paid prior to issuance of the final certificate of occupancy.”

**106.7 Certificate of Compliance with Code.** It is unlawful for any architect or structural engineer or professional engineer or other person permitted under the laws of the state to make drawings and plans, to prepare or submit to the Building Official, for his approval, any final drawings or plans for a structure which does not comply with the requirements of this Code. All drawings and plans submitted to the Building Official for approval for any building or structure, shall be accompanied by a certificate of the architect or structural engineer or professional engineer preparing such drawings and plans, that the drawings and plans comply with the requirements of this Code.

**106.8 Licensed Professionals.** When it is required that plans be prepared by a licensed professional, no plans shall be approved for permit unless such plans are signed and sealed by an architect licensed to practice architecture, as provided by the Illinois Architectural Act, or by a structural engineer licensed to practice professional engineering, as provided by the Illinois Structural Engineer Act, or by a registered engineer licensed to practice professional engineering as provided by the Illinois Professional Engineering Act; provided, however, that the person who signs and seals

such plans shall be permitted to do so within the limitations of the particular act under which he is licensed to practice, and; provided further, that plans for installations which involve the design of or changes in the supporting structure or which materially affect the structural loadings must be signed and sealed by an architect or structural engineer duly licensed as aforesaid.

*Add Sections 107.2.5.2, 107.2.5.3, and 107.2.5.4 as follows:*

**Section 107.2.5.2 Engineering Plan.** For building permit applications that include Land Improvements as defined in Title 16 “Subdivisions and Land Improvement”, an Engineering Plan shall be submitted with the Site Plan. The Engineering Plan shall be in substantial conformance to and show the necessary items identified in Title 16, “Appendix F - Drawing Requirement Checklist – Final Engineering Plans.” of the St. Charles Municipal Code.

**Section 107.2.5.3 Guarantee for Completion of Land Improvements.** For building permit applications that include public Land Improvements, a guarantee for completion of the public Land Improvements shall be submitted to the Director of Public Works or Development Engineering Division Manager prior to issuance a building permit. The guarantee shall be in one of the following formats, with the form, amount and provider being subject to approval by the Development Engineering Division Manager or Designee.

1. Cash in the amount of 115% of the estimated cost of the Land Improvements remaining to be completed.
2. A performance letter of credit, in substantially the form attached as Appendix C in Title 16 Subdivisions and Land Improvements, in the amount of 115% of the estimated cost of the Land Improvements remaining to be completed, issued by a sound and reputable banking institution authorized to do business in the state of Illinois and meeting the criteria set forth below.
3. A surety bond in the amount of 115% of the estimated cost of the Land Improvements remaining to be completed, issued by a surety company authorized to do business in Illinois and meeting the criteria set forth below.

The form, amount and provider of the guarantee for completion shall be subject to the approval of the Director of Community Development, Development Engineering Division Manager or their Designee, and shall meet the following criteria:

1. Banks (for letters of credit): Each letter of credit shall be drawn on an institution 1) acceptable to the Director of Finance; 2) having assets of at least \$10 Million; 3) having an office in the Chicago Metropolitan Area; and 4) that is a member of the Federal Deposit Insurance Corporation; or
2. Insurance Companies (for surety bonds): Must have an A.M. Best Company rating of Superior (A++ and A+), Excellent (A and A-), or Very Good (B++ and B+) (or equivalent).

Completed Land Improvements may be omitted from the amount of the guarantee. For purposes of this section, completed Land Improvements shall be those Land Improvements which have been previously accepted by the City Council, and, if applicable, conveyed to the City via a Bill of Sale substantially in the form set forth in Appendix C of Title 16 “Subdivisions and Land Improvement” of the St. Charles Municipal Code, pursuant to the terms and conditions of the Land Improvement Agreement.

The guarantee shall be accompanied by a Land Improvement Agreement in substantially the form set forth in Appendix D of Title 16 “Subdivisions and Land Improvement” of

the St. Charles Municipal Code. The Mayor is authorized to execute a Land Improvement Agreement and authorization from the City Council is not required.

**Section 107.2.5.4 Release of Guarantee for Completion.** The guarantee for completion of the Land Improvements shall be released only upon fulfillment of the following conditions:

1. The completion of the Land Improvements;
2. The submission of one (1) set of reproducible (mylar) as-built drawings of the Land Improvements;
3. A Bill of Sale for all Land Improvements that has been accepted by City Council;
4. The acceptance of the Director of Community Development or Development Engineering Division Manager or designee of a guarantee for maintenance of land improvements (See Appendix C in title 16 Subdivisions and Land Improvement).  
The guarantee shall be in one of the following formats:
  - a. Cash in the amount of 15% of the estimated cost or actual construction costs of the Land Improvements to be accepted or acknowledged as complete by the City.
  - b. A maintenance guarantee in the amount of 15% of the estimated cost or actual construction costs of the Land Improvements to be accepted or acknowledged as complete by the City, issued by a sound and reputable banking authorized to do business in the State of Illinois and meeting the criteria set forth below.
  - c. A surety bond in the amount of 15% of the estimated cost or actual construction costs of the Land Improvements to be accepted or acknowledged as complete by the City, issued by a surety company authorized to do business in the State of Illinois and meeting the criteria set forth below.
5. The form, amount and provider of the guarantee shall be subject to the approval of the Development Engineering Division Manager or Designee shall meet the following criteria:
  - a. Banks (for letters of credit): Each letter of credit shall be drawn on an institution a) acceptable to the Director of Finance; b) having assets of at least \$10 Million; c) having an office in the Chicago Metropolitan Area; and d) that is a member of the Federal Deposit Insurance Corporation; or
  - b. Insurance Companies (for surety bonds): Must have an A.M. Best Company rating of Superior (A++ and A+), Excellent (A and A-), or Very Good (B++ and B+) (or equivalent).
6. Acceptance of the Land Improvements by the City Council of the City shall be as set forth in Title 16, "Subdivisions and Land Improvement Section 16.04.130, "Acceptance of Land Improvements" of the St. Charles Municipal Code.

***Section 110: Delete Section 110.3.5 “Lath and gypsum board inspections” (including the Exception paragraph), and amend Section 110.5 “Inspection Requests” to read as follows:***

**110.5 Inspection Requests.** It shall be the duty of the holder of the building permit or their duly authorized agent to notify the building official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work that are required by this code. At least twenty-four hours' notice shall be given to the Building and Code Enforcement Division by the permit holder for each required inspection.

***Section 111: Add Section 111.5, as follows:***

**111.5 Grading Survey and As-Built Elevation Certification.**

1. Requirement: This section applies to single- and multi-family dwelling units and commercial structures. A topographical survey of the construction site, as finally graded, prepared, and certified by a professional land surveyor or a registered professional engineer, shall be submitted to demonstrate compliance with approved plans, and that adequate provisions for drainage have been constructed. This topographical survey shall depict the location of the structure and the grade elevations designed for the site. The "as-built" elevation contours shall be at one (1) foot increments minimum and shall provide sufficient detail to adequately determine the proper final grading of a parcel as determined by the City Engineer or his designee. Additionally, a registered professional engineer shall certify the final grading of the site is in substantial compliance with the approved grading plans.

2. Weather Conditions: When weather conditions prohibit the final grading of the site in accordance with the approved plans or prevents a survey from certifying the same; the City Engineer or his/her designee may allow occupancy provided the following conditions are met.

- a. The site/building may be occupied safely without endangering life or public welfare.
- b. A \$3,000 cash deposit or other suitable guarantee as determined by the City Engineer is posted for each lot where grading cannot be completed or verified. Occupancies allowed prior to completion of grading and verification of the same shall have a strict completion date as established by the City Engineer at the time of occupancy. The City shall return the guarantee for the full amount (no interest) after completion of the lot grading, submittal of a final survey and acceptance by the City inspector.

***Section 114: Amend paragraph 114.4 “Violation Penalties” to read as follows:***

**114.4 Violation Penalties.** Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of an approved plan or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to a fine of not less than fifty dollars nor more than seven hundred fifty dollars. Each day that

a violation continues shall be deemed a separate violation. The imposition of a fine shall not preclude the Building Official from instituting appropriate legal action to prevent unlawful construction or to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises or to stop an illegal act, conduct, business or use of a building or structure in or about any premises.

***Section 116: Add and 116.6, 116.7, 116.8 and 116.9 as follows:***

**116.6 Vacating Structures.** When, in the opinion of the Building Official, there is an actual and immediate danger of failure or collapse of a building or structure or any part thereof which would endanger life, or when any structure or part of a structure has fallen and life is endangered by the occupation of the building or structure, the Building Official shall require the occupants to vacate the same forthwith. He shall cause to be posted at each entrance to such building a notice reading as follows: "This structure is unsafe and its use or occupancy has been prohibited by the Building Official, and it shall be unlawful for any person to enter such building or structure except for the purpose of making the required repairs or demolishing the same."

**116.7 Temporary Safeguards.** When, in the opinion of the Building Official, there is actual and immediate danger of collapse or failure of a building or structure or any part thereof which would endanger life, he shall cause the necessary work to be done to render such building or structure or part thereof temporarily safe, and shall employ the necessary labor and materials to perform the required work as expeditiously as possible.

**116.8 Costs of Emergency Repairs.** Costs incurred in the performance of emergency work shall be paid from the treasury of the jurisdiction on certificate of the duly authorized official and the legal authority of the jurisdiction shall institute appropriate action against the owner of the premises where the unsafe building or structure was located for the recovery of such costs.

**116.9 Closing Streets.** When necessary for the public safety, the duly authorized official may temporarily close sidewalks, streets, buildings and structures and places adjacent to such unsafe structures, and prohibit the same from being used.

***Add a Section 117 "Posting Structures" and sections 117.1 through 117.4, as follows:***

**Section 116 Posting Structures**

**117.1 Posted Use and Occupancy.** Every building and structure and part thereof designed for business, factory and industrial, high hazard, mercantile, or storage use (use groups B, F, H, M and S) as defined in Article 2, shall be posted on all floors by the owner with a suitably designed placard in a form designated by the Building Official, which shall be securely fastened to the structure in a readily visible place, stating the use group, the fire grading, the live load and the occupancy load.

**117.2 Posted Occupancy Load.** Every room constituting a place of assembly shall have the occupancy load of the room posted in a conspicuous place, near the main exit from the room. Approved signs shall be maintained in a legible manner by the owner or his authorized agent. Signs shall be durable and shall indicate the number of occupants permitted for each room use.

**117.3 Replacement of Posted Signs.** All posting signs shall be furnished by the owner and shall be of permanent design; they shall not be removed or defaced, and if lost, removed or defaced, shall be immediately replaced.

**117.4 Periodic Inspection.** The Building Official and/or other duly authorized official may periodically inspect or cause to be inspected all existing buildings and structures, except one-family and two-family dwellings, for compliance with the law in respect to posting; or may accept the report of such inspection from an authorized licensed professional engineer or architect; and such inspection and report shall specify any violation of the requirements of this Code in respect to the posting of floor load, fire grading, occupancy load and use group of the building.”

*Add a Section 118 “Demolition and Moving of Structures”, as follows:*

#### **Section 118 Demolition and Moving of Structures**

**118.1 Service Connections.** Before a permit is issued to demolish or move a structure, the owner or agent shall notify all utilities having service connections within the structure such as water, electric, gas, sewer and other utilities. A permit to demolish or move a structure shall not be issued until verification is made by the utilities, confirming that their respective service connections and appurtenant equipment, such as meters, regulators, etc., have been removed or sealed and plugged in a safe and approved manner.

**118.2 Site Safety.** Whenever a structure is demolished or moved, the premises shall be maintained free from all unsafe or hazardous conditions by the erection of the necessary fencing to keep the public from entering the site. Unsafe materials shall be removed and established grades shall be restored as soon as practicable.

**118.3 Demolition Plan.** Prior to issuance of a demolition permit, a demolition plan shall be submitted including a plot plan showing the buildings or structures to be demolished and the buildings or structures on the same lot that are to remain. The demolition plan shall include a description of methods used for demolition and removal and of the methods to be used to minimize potential impacts including noise, debris and dust.

*Add a Section 119 “Contractor Responsibility,” as follows:*

**119.1 Contractor Responsibility.** The actual construction of the work shall be the responsibility of the general contractor as identified on the approved building permit. The general contractor shall execute all work in accordance with the approved construction documents, and shall execute and control all methods of construction in a safe and

satisfactory manner in accordance with all applicable local, state, and federal statutes and regulations.

\*15.101.020 Applicability.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1996-M-53 § 33; Ord. 1983-M-25 § 1 (part).)

\*15.101.030 Ordinary repairs.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

\*15.101.040 Installation of service equipment.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

\*15.101.050 Maintenance.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

\*15.101.060 Change in existing use.

Removed in its entirety. (Ord. 2004-M-65 § 1.)

\*15.101.070 Existing structures.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

\*15.101.080 Department of building inspection.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

\*15.101.090 Duties and powers of building commissioner.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

\*15.101.100 Approval.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

\*15.101.110 Inspection.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

\*15.101.120 Right of entry ADMINISTRATION, ENFORCEMENT, FEES AND PENALTIES 15.101-8

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

\*15.101.130 Application for permit.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

\*15.101.140 Permits.

Removed in its entirety. (Ord. 2004-M-65 § 1; Ord. 1983-M-25 § 1 (part).)

**City of St. Charles, IL**  
**Ordinance No. 2012-M-\_\_\_\_\_**

**An Ordinance Amending Title 16, “Subdivisions and Land Improvements”  
and Chapter 12.30 “Street Improvements” of Title 12 “Streets, Sidewalks,  
Public Places and Special Events” of the St. Charles Municipal Code**

**(2012 Comprehensive Amendment to the Subdivisions and Land  
Improvement Ordinance)**

WHEREAS, The City has proposed a comprehensive amendment to Title 16, “Subdivisions and Land Improvement” and to Title 12, “Streets, Sidewalks, Public Places and Special Events”, Chapter 12.30, “Street Improvements”; and,

WHEREAS, the Plan Commission reviewed and recommended approval of the comprehensive amendment to Title 16 “Subdivisions and Land Improvement” on or about May 22, 2012; and,

WHEREAS, the Planning and Development Committee of the City Council reviewed and recommended approval of the comprehensive amendment to Title 16 “Subdivisions and Land Improvement” and Title 12 “Streets, Sidewalks, Public Places and Special Events”, Chapter 12.30 “Street Improvements” on or about June 11, 2012; and,

WHEREAS, the City Council of the City of St. Charles has received the recommendations of the Plan Commission and Planning and Development Committee and has considered the same:

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

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

2. That the provisions of Title 16, “Subdivisions and Land Improvement” of the St. Charles Municipal Code are hereby deleted in their entirety and replaced by the following:

See Exhibit A

3. That the provisions of Title 12, “Streets, Sidewalks, Public Places and Special Events”, Chapter 12.30, “Street Improvements” are hereby deleted in their entirety and replaced by the following:

See Exhibit B

4. That after the adoption and approval hereof this Ordinance shall be (i) 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, Kane and DuPage Counties, Illinois this 17th day of September 2012.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois this 17th day of September 2012.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois this 17th day of September 2012.

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

Attest:

\_\_\_\_\_  
City Clerk/Recording Secretary

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

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

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

**Exhibit A**

**(2012 Comprehensive Amendment to Title 16, "Subdivisions and Land Improvement"  
of the St. Charles Municipal Code)**

**GENERAL PROVISIONS**

**Sections**

<b>16.02.010</b>	<b>Purpose</b>
<b>16.02.020</b>	<b>Validity</b>
<b>16.02.030</b>	<b>Comprehensive Plan</b>

**16.02.010 Purpose**

The purpose of this Title and subsequent regulations is as follows:

- A. To provide one of several means for carrying out the intent of the Comprehensive Plan, thus helping to insure sound, harmonious subdivision development and community growth, and to safeguard the interest of the homeowner, the Subdivider, the investor, and the City.
- B. To provide permanent assets to the City.
- C. To prevent scattered development beyond existing public utilities and prevent excessive development costs.
- D. To assure the development of land for optimum use with the highest possible standards of design and necessary protection against deterioration and obsolescence.
- E. To assure the orderly development of all land within the City.
- F. To limit and control the pollution of the environment that can be caused by inadequate or incomplete urban development.
- G. To provide common grounds of understanding and a sound working relationship between the City and the Subdivider.
- H. To lessen congestion of streets and highways.
- I. To provide for adequate light and air.
- J. To facilitate adequate provisions for transportation, water, storm water management, sewerage, schools, and other public necessities.
- K. To ensure proper legal description and proper monumenting of subdivided land.
- L. To coordinate new subdivision design within the design of the City as a whole.

**16.02.020 Validity**

No plat of any subdivision shall be entitled to record in the recorder's office, or have any validity, until it has been approved in the manner prescribed in this Title.

**16.02.030 Comprehensive Plan**

**A. Adopted**

An official Comprehensive Plan dated May 6, 1996 has been adopted by the City, pursuant to the powers granted by the Illinois Municipal Code, and shall be known as "the Comprehensive Plan of the City of St. Charles, Illinois." The comprehensive plan may be amended from time to time, pursuant to 65 ILCS 5/11-12-7.

**B. Copies Available upon Payment of Fee**

Copies of said official Comprehensive Plan and all ordinances implementing said plan, including any official map that may hereafter be adopted, shall be made available to all interested parties upon payment of such sum as the corporate authorities shall determine to be adequate to reimburse the general fund of the City of the cost of printing and distributing same.

## Chapter 16.04

### PROCEDURES

#### Sections

<b>16.04.010</b>	<b>Applicability</b>
<b>16.04.020</b>	<b>General Procedures for Applications</b>
<b>16.04.030</b>	<b>Variances</b>
<b>16.04.040</b>	<b>Special Subdivision Procedures</b>
<b>16.04.050</b>	<b>Pre-Application Meeting</b>
<b>16.04.060</b>	<b>Concept Plan</b>
<b>16.04.070</b>	<b>Preliminary Plat of Subdivision</b>
<b>16.04.080</b>	<b>Final Plat of Subdivision</b>
<b>16.04.090</b>	<b>Approval of Final Engineering Plans</b>
<b>16.04.100</b>	<b>Guarantee for Completion of Land Improvements</b>
<b>16.04.110</b>	<b>Construction of Land Improvements</b>
<b>16.04.120</b>	<b>Timing of Land Improvements</b>
<b>16.04.130</b>	<b>Acceptance of Land Improvements</b>
<b>16.04.140</b>	<b>Building Permits, Occupancy Permits, and Maintenance prior to Completion and Acceptance of Land Improvements</b>
<b>16.04.150</b>	<b>Release of Guarantee for Completion</b>

#### **16.04.010 Applicability**

The provisions hereof shall be applicable to all subdivisions in the City of St. Charles and within all unincorporated areas lying within one and one-half miles of the corporate limits of the City of St. Charles, to the extent permitted by law.

#### **16.04.020 General Procedures for Subdivisions Applications**

##### **A. Who is Authorized to Apply**

The record owner of the subject property, or a lessee, agent, or contract purchaser with specific written authorization from the record owner, may file an application for approval of a Concept Plan, Preliminary Plat of Subdivision, or Final Plat of Subdivision.

##### **B. Filing of Applications**

Applications shall be submitted on forms provided by the City and shall be filed as the instructions provide. Applications shall include the information and plans specified in Chapter 16.06, "Plan Submittal Requirements". Additional information may be required by the Director of Community Development or Designee.

##### **C. Payment by Subdivider**

The Subdivider shall pay all filing, review and inspection fees and shall execute a reimbursement of fees agreement, providing for reimbursement to the City for staff time and the direct costs of engineering and other consultants, City Attorney's review, and other direct costs, in accordance with the schedule of fees as established herein. Fees and reimbursements shall be paid regardless of whether the application or petition filed is approved, disapproved or withdrawn.

##### **1. Filing Fees**

- a. All filing fees shall be paid at the time of application submittal.
- b. Filing Fees are intended to cover the cost of providing information to the public about an application, distributing plans to City departments and other agencies,

- preparing agendas packets and minutes for the Plan Commission, City Council, and other applicable review bodies, and other administrative tasks.
- c. The Subdivider shall pay the full filing fee for each category of petition or plan submitted as set forth in Appendix A. The filing fees shall be in addition to fees payable under any other provision of the St. Charles Municipal Code, as amended.
2. Reimbursement of Costs and Fees; Deposit Required
    - a. In addition to the filing fees provided for herein, each Subdivider shall enter into a reimbursement of fees agreement with the City. The reimbursement of fees agreement shall encompass all applications or petitions pending with the City. The reimbursement of fees agreement shall be in the form specified in Appendix B of Title 17, "Zoning" of the St. Charles Municipal Code.
    - b. At the time the Subdivider submits an application or Petition to the City requesting action from the City, he shall deposit the amounts specified in Appendix B of Title 17 "Zoning" of the St. Charles Municipal Code with the City to collateralize his obligation for reimbursement of costs for City staff review, outside consultant services, and miscellaneous expenses, as described herein.
    - c. A Subdivider who withdraws their petition or application may apply in writing to the Director of Community Development for a refund of his initial deposit. The City Administrator may, at their sole discretion, approve such refund less any actual fees and costs which the City has already paid or incurred relative to the petition or application.
  3. Reimbursement for City Staff Review of Petitions and Applications
 

The Subdivider shall reimburse the City for the cost per productive work hour for the time spent by each City staff member to participate in meetings, visit the site, review plans, prepare reports, conduct inspections and participate in any other activity pertaining to review of the petition or application.
  4. Reimbursement for Outside Consultant Services
 

The Subdivider shall reimburse the City for the cost of the following:

    - a. Fees for landscape architect's review and consultation in connection with review of the petition or application, and inspection of construction, including meetings and associated tasks.
    - b. Fees for engineering studies (i.e. traffic, utility, etc.) performed by a Licensed Professional Engineer and approved by the Director of Community Development or designee, when such study and analysis is requested by the City.
    - c. Fees for City Attorney's review and negotiations in connection with the petition or application.
    - d. Fees for Licensed Professional Engineer's review of plans and documents, including meetings and associated tasks.
    - e. Fees for planning consultant's review and consultation in connection with review of the petition or application, including meetings and associated tasks.
    - f. Fees for other professional consultants as may be necessary to review and evaluate the proposed applications, plans and documents.
  5. Reimbursement for Miscellaneous Expenses
 

The Subdivider shall reimburse the City for miscellaneous costs incurred relative to any application or petition including, but not limited to:

    - a. Publication of legal notices.
    - b. Court reporter and transcript fees.
    - c. Mailing (postage) costs.
    - d. Recording fees.
  6. Reimbursement for Engineering Inspection of Construction

The cost of any inspection of any Land Improvement shall be paid by the Subdivider to the City. The Subdivider shall reimburse the City for the cost per work hour of the all City staff members or consultants involved in land improvement construction, inspections, plan review, studies, meetings, change order, pay requests, utility coordination, third party permit compliance coordination, and associated tasks relative to inspection of construction of land improvements. Additionally, an administrative processing fee of fifty (\$50) dollars must be paid prior to scheduling of any reinspection and all future inspections of a previously failed inspection. The testing of concrete, asphalt, soil, or other materials, and/or workmanship shall be done at the direction of the City, and at the expense of the Subdivider.

7. **Exemption for Governmental Agencies**

Notwithstanding anything to the contrary in this Section 16.04.020, any unit of federal, state, or local government that files a petition or application pursuant to this Title shall only be responsible for reimbursing the City for outside consultant services and miscellaneous expenses, as described above.

D. **Completeness**

The Director of Community Development, or designee, shall determine whether all submitted applications are complete and the required fees have been paid in accordance with Appendix A, and shall notify the Subdivider of any deficiencies. The City is under no obligation to conduct a full application review or to place the application on a public meeting agenda until all required submittal items, including filing fees, have been received. Once an application is deemed complete, the application shall be reviewed and scheduled for consideration by the appropriate staff and review bodies.

E. **Withdrawal of Application**

An Subdivider shall have the right to withdraw an application at any time prior to the decision on the application by a City Official, City Council, Commission or Board. Such withdrawal shall be in writing. There will be no refund of fees unless the withdrawal is made prior to the time the City has determined the application is complete and prior to scheduling of public meetings and/or commencement of formal review of the application.

F. **Successive Applications**

Within one (1) year of the date of denial of an application, a subsequent application for the same property that makes the same request shall not be reviewed or heard unless there is substantial new evidence available, the restriction that prevented its approval has been amended, or if a significant mistake of law or fact affected the prior denial. Such subsequent application shall include a detailed statement of the grounds justifying its consideration. The Director of Community Development shall make a determination as to whether the subsequent application is making essentially the same request. If the Director of Community Development finds that there are no grounds for consideration of the subsequent application, he/she shall summarily, and without hearing, deny the request.

**16.04.030 Variances**

The Plan Commission may recommend and the City Council may approve variances from the requirements of Chapter 16.08, "Subdivision Standards and Specifications" when the Plan Commission finds that there is compliance with the following standards:

- A. The granting of the variance will not be detrimental to the public safety, health, or welfare or injurious to other property;
- B. Because of the shape, topography, or other physical conditions of the proposed subdivision or its surroundings, a) a hardship or practical difficulty would be caused by strict compliance with these requirements, and/or b) the purposes of these requirements would be served to a greater extent by an alternative design;

- C. The conditions upon which the variance request is based are unique to the proposed subdivision and are not generally applicable to other property;
- D. The variance granted is the minimum adjustment necessary for the reasonable use of the land;
- E. The Director of Community Development has determined that the proposed variance, while not specifically complying with this Title, follows sound engineering practices.

**16.04.040 Special Subdivision Processes**

**A. Combined Preliminary-Final Review Process**

At the Subdivider's request, the City will conduct a simultaneous review of the both the Preliminary Plat of Subdivision and Final Plat of Subdivision applications. The Subdivider will not be required to submit separate plans for the two applications. The Subdivider needs only to submit the number of plans required for the Final Plat of Subdivision application, but shall submit all required information and fees as detailed in the Preliminary Plat of Subdivision, Preliminary Engineering Plan, Final Plat of Subdivision, and Final Engineering Plan application checklists. The Subdivider shall submit such request to the City in a written letter.

**B. Minor Subdivision**

A Minor Subdivision shall not require submittal of a Preliminary Plat of Subdivision application prior to submittal of a Final Plat of Subdivision application, nor shall it require the submittal of Preliminary or Final Engineering Plans.

A subdivision meeting all of the following criteria shall be considered a Minor Subdivision:

1. The subdivision fully conforms to the requirements of Chapter 16.08, "Subdivision Standards and Specifications".
2. The subdivision will create no more than four (4) lots.
3. No extension/creation of public improvements is required to serve the subdivision, including streets/rights-of-way or utilities.
4. All lots in the subdivision have frontage on a public street and can be readily serviced by existing public utilities located in and adjacent to the right-of-way, or at another location on each lot.
5. No on-site or offsite stormwater detention/retention facilities are required to serve the subdivision.
6. All lots meet the minimum size and dimension requirements of the applicable zoning district contained in Title 17, "Zoning" of the St. Charles Municipal Code..

**16.04.050 Pre-Application Meeting**

A. The pre-application meeting provides an opportunity for Subdividers to informally discuss the concept of the proposed development, and to receive preliminary nonbinding feedback regarding proposed zoning, possible variations/variances from zoning and subdivision requirements, utilities and drainage, traffic and parking, building and fire prevention code requirements, building aesthetics, landscaping, review procedures, and the information and studies that will be needed to evaluate the project. The pre-application meeting does not require a formal application or filing fee. A pre-application meeting is optional but encouraged for all applications.

B. The purpose of the pre-application meeting is to help Subdividers to determine:

1. Whether the proposed development generally appears to be in compliance with the provisions of this Title and other applicable ordinances.
2. Whether any zoning amendment, variation, special use or other application may be required in connection with the proposed development.
3. Whether the proposed development will be in conformity with the Comprehensive Plan and other adopted goals and policies of the City for development.

**16.04.060 Concept Plan**

**A. Application**

The Subdivider may request review of a Concept Plan by submitting an application to the Director of Community Development.

**B. Purpose**

The purpose of the Concept Plan Review is to enable the Subdivider to obtain informal guidance from the Plan Commission and City Council Committee at an early stage, before preparing more detailed preliminary and final plans.

**C. Review**

Because the information submitted for a Concept Plan is not complete enough to determine compliance with all applicable requirements, the Plan Commission and City Council Committee shall not vote to recommend approval or denial. Affirmative comments shall not bind the City to approve a Preliminary or Final Plat of Subdivision submitted at a later stage, nor shall negative comments prevent the Subdivider from submitting applications for approval of Preliminary and Final Plat of Subdivision.

**16.04.070 Preliminary Plat of Subdivision**

**A. Application**

The Subdivider shall file the Preliminary Plat of Subdivision application with the Director of Community Development. If the Subdivider intends to develop the property in phases, the Subdivider shall identify and label each phase in the order they are to be recorded on the proposed Preliminary Plat of Subdivision.

**B. Plan Commission Review**

**1. Review and Action**

The Plan Commission shall review the Preliminary Plat of Subdivision for conformance with the Comprehensive Plan, the provisions hereof, and all other applicable City ordinances. The Plan Commission shall disapprove or recommend approval of the Preliminary Plat of Subdivision within 90 days from the date of filing of the last item of required supporting data. Such time may be extended by mutual consent of the Subdivider and the Plan Commission.

**2. Disapproval**

Plan Commission disapproval of a Preliminary Plat of Subdivision shall be in the form of a Resolution and shall state the reasons therefore and how the proposed Preliminary Plat of Subdivision fails to conform to the Comprehensive Plan, the provisions hereof, and other applicable City ordinances.

**3. Approval**

Plan Commission recommendation of approval of a Preliminary Plat of Subdivision shall be in the form of a Resolution passed by the Plan Commission, and may include conditions for such approval. These conditions shall be consistent with the requirements set forth herein. A copy of the recommendations and any conditions shall be forwarded to the City Council.

**C. City Council Review**

**1. Action**

The City Council shall approve or disapprove the Preliminary Plat of Subdivision not later than 30 days after the next regular City Council meeting following the date of the Plan Commission's approval, unless such time is extended by mutual consent of the City Council and Subdivider.

**2. Disapproval**

City Council disapproval of a Preliminary Plat of Subdivision shall be by Ordinance and shall state the reasons therefore and how the proposed Preliminary Plat of Subdivision

fails to conform to the Comprehensive Plan, the provisions hereof, and other applicable City ordinances.

3. Approval

City Council approval of a Preliminary Plat of Subdivision shall be by Ordinance and may include conditions for such approval, which conditions shall be consistent with the requirements set forth herein.

4. Period of Validity

A Preliminary Plat of Subdivision shall remain valid for a period of two years from the date of City Council approval. At the end of the two year period the City Council, at its discretion and for good cause, may extend, for up to one (1) year at a time. If a Final Plat of Subdivision is approved and recorded encompassing all or any phase of the land included on the Preliminary Plat of Subdivision, the Preliminary Plat of Subdivision as to the balance shall remain valid for a period of five years from the date of its initial approval.

**16.04.080 Final Plat of Subdivision**

**A. Application**

The Subdivider shall file the Final Plat of Subdivision application with the Director of Community Development. The Final Plat of Subdivision shall substantially conform to the Preliminary Plat of Subdivision with respect to all items specifically shown on the Preliminary Plat of Subdivision. The Final Plat of Subdivision shall include substantially the same geographic area as the Preliminary Plat of Subdivision. In instances in which a phasing plan was approved as part of the Preliminary Plan, the Final Plat of Subdivision shall include substantially the same geographic area for the corresponding phase shown on the Preliminary Plat of Subdivision.

**B. Conformance With Statutory Provisions - Drawing Specifications**

The Final Plat of Subdivision shall conform to all statutory provisions pertaining to plats. All information required shall be shown accurately, drawn with ink on mylar, or equal, in a manner that clear and legible contact prints or photostatic copies may be made.

**C. Plan Commission Review**

1. Action

The Plan Commission shall recommend approval or disapproval of the Final Plat of Subdivision following the filing of the last required document, unless such time is extended by mutual consent of the City Council and Subdivider.

a. For a proposed Subdivision that has received approval of a Preliminary Plat of Subdivision from the City Council, the application for approval of a Final Plat of Subdivision will not need to be reviewed by the Plan Commission provided that the proposed Final Plat of Subdivision is in substantial conformance with the approved Preliminary Plat of Subdivision and is filed within sixty (60) days of the approval of the Preliminary Plat of Subdivision.

b. If the Subdivider has requested a Combined Preliminary-Final Review Process per Section 16.04.040.A, then the Plan Commission will conduct a simultaneous review of both the Preliminary and Final Plats of Subdivision.

2. Disapproval

A recommendation of disapproval of the by the Plan Commission shall be in the form of a Resolution and shall state how the proposed Final Plat of Subdivision fails to conform to the approved preliminary plan, the provisions hereof, and other applicable City ordinances.

3. Approval

A Plan Commission recommendation of approval of the Final Plat of Subdivision shall be the form of a Resolution and may include conditions for such approval, which conditions shall be consistent with the requirements set forth herein.

**D. City Council Review**

1. Action

The City Council shall approve or disapprove the Final Plat of Subdivision within sixty (60) days following the filing of the last required document, unless such time is extended by mutual consent of the City Council and Subdivider. Prior to the approval of a Final Plat of Subdivision the City Council shall have the right to designate which easements, dedications, and Land Improvements will be accepted by the City.

2. Disapproval

City Council disapproval of a Final Plat of Subdivision shall be by Ordinance that states how the proposed Final Plat of Subdivision fails to conform to the approved preliminary plan, the provisions hereof, and other applicable City ordinances.

3. Approval

City Council approval of the Final Plat of Subdivision shall be by Ordinance and may include conditions for such approval, which conditions shall be consistent with the requirements set forth herein. The Final Plat of Subdivision submitted to the City Council shall be accompanied by the following:

- a. A copy of any and all applications to third party permits including, but not limited to, IDOT, KCDOT, USACE, IDNR and IEPA.
- b. A certified estimate of cost of all Land Improvements prepared by a registered engineer and approved by the City.
- c. A draft or description of the proposed guarantee for the payment and completion of the Land Improvements to be installed.

**E. Recording Requirements**

The City shall record the Final Plat of Subdivision at the Kane or DuPage County recorder's office within 30 days of receipt by the City of the last item herein required to be submitted prior to recording. In the event such recording has not occurred within two (2) years of the date of City Council approval, the Final Plat of Subdivision and accompanying documents shall be reviewed by the Director of Community Development and Director of Public Works to determine continued conformity with then-existing law and ordinance. The results of such review and recommendation shall be referred to the City Council for revocation or extension of the Final Plat of Subdivision approval, with such conditions as the City Council may approve.

**16.04.090 Approval of Final Engineering Plans**

All Final Engineering Plans shall be reviewed by the Development Engineering Division Manager or Designee and shall be approved if they are in substantial conformance with the requirements of this Title, all other applicable Titles of the City of St. Charles Municipal Code and the approved Preliminary Engineering Plans and Final Plat of Subdivision.

**16.04.100 Guarantee for Completion of Land Improvements and Monuments/Benchmarks**

The Subdivider shall submit a guarantee for completion of the Land Improvements and/or Monumentation/Benchmarks prior to approval and signature of the Final Plat of Subdivision by the Director of Community Development or Designee for issuance of any required permits. As a condition of recording of a Final Plat of Subdivision, any partial guarantee for completion shall be replaced by a full guarantee.

The guarantee shall be in one of the following formats, with the form, amount and provider being subject to approval by the Development Engineering Division Manager or Designee.

- A. Cash in the amount of 115% of the estimated cost of the Land Improvements remaining to be completed.
- B. A performance letter of credit, in substantially the form attached as Appendix C, in the amount of 115% of the estimated cost of the Land Improvements remaining to be completed, issued by a sound and reputable banking institution authorized to do business in the state of Illinois and meeting the criteria set forth below.
- C. A surety bond in the amount of 115% of the estimated cost of the Land Improvements remaining to be completed, issued by a surety company authorized to do business in Illinois and meeting the criteria set forth below.

The form, amount and provider of the guarantee for completion shall be subject to the approval of the Director of Community Development, Development Engineering Division Manager or their Designee, and shall meet the following criteria:

- A. Banks (for letters of credit): Each letter of credit shall be drawn on an institution 1) acceptable to the Director of Finance; 2) having assets of at least \$10 Million; 3) having an office in the Chicago Metropolitan Area; and 4) that is a member of the Federal Deposit Insurance Corporation; or
- B. Insurance Companies (for surety bonds): Must have an A.M. Best Company rating of Superior (A++ and A+), Excellent (A and A-), or Very Good (B++ and B+) (or equivalent).

Completed Land Improvements may be omitted from the amount of the guarantee. For purposes of this section, completed Land Improvements shall be those Land Improvements which have been previously accepted by the City Council, and, if applicable, conveyed to the City via a Bill of Sale substantially in the form set forth in Appendix C, pursuant to the terms and conditions of the Land Improvement Agreement.

The guarantee shall be accompanied by a Land Improvement Agreement in substantially the form set forth in Appendix D. The Mayor is authorized to execute a Land Improvement Agreement and authorization from the City Council is not required.

#### **16.04.110 Construction of Land Improvements**

- A. The Subdivider shall not commence construction of any Land Improvements until the following conditions have been met:
  - 1. The Final Plat of Subdivision for at a minimum the first phase of the subdivision has been recorded.
  - 2. Final Engineering Plans have been approved in accordance with Section 16.04.090.
  - 3. A Guarantee for Completion of Land Improvements and Monuments/Benchmarks has been provided and a Land Improvement Agreement has been executed per Section 16.04.100.
- B. No sanitary sewer or public water main construction shall commence until a permit is issued from the Illinois Environmental Protection Agency and a copy is filed with the City.
- C. The Subdivider shall take care to avoid disturbance of lot and block corners and other survey points. Any such corners or points removed or disturbed shall be reestablished in their correct position and location before application is made for acceptance by the City.
- D. No deviations from approved plans and specifications shall be made without prior approval of the Development Engineering Division Manager or designee.

#### **16.04.120 Timing of Land Improvements**

- A. All Land Improvements shall be installed and completed within a period of two years after recording of the Final Plat of Subdivision, unless prior to the expiration of the two-year

period an extension of time is requested by the Subdivider and approved by the Director of Community Development or Designee. Failure to complete all of said Land Improvements within such two-year period or any extension thereof shall permit the City to utilize the guarantee to complete the Land Improvements. In the event of an extension of time, the Subdivider shall provide that the guarantee be in effect for the extended completion period. The amount of the guarantee shall be equal to the original amount (as reduced for completed Land Improvements pursuant to its terms and conditions, if applicable) plus an additional amount equal to the percentage increase in the ENR: Engineering News-Record 20 Cities Construction Cost Index, published weekly by McGraw Hill Information Systems Co., from the date of the original guarantee to the date of the extension approved by the City. In the event said index is no longer published, then the Consumer Price Index of the U.S. Department of Labor—Transportation Group, Chicago-Gary-Kenosha shall be used to calculate the increased amount. It shall be the Subdivider's responsibility to provide the appropriate documentation to the City regarding the index statistics.

- B. In the event building permits have been issued for more than fifty percent of the lots, no extension of the time period shall be granted, except that the City Council may provide a time extension for completion of sidewalk, tree planting, and parkway restoration improvements.
- C. In the event of failure to complete the Land Improvements in the required period, or any extension thereof, in addition to any other remedy the City may have, the City Council may direct that no further building permits be issued for property in such subdivision until acceptance or acknowledgement of completion by the City Council of the Land Improvements.

#### **16.04.130 Acceptance of Land Improvements**

All Land Improvements to be installed under the provisions of this Title and per the approved Final Engineering Plans shall be checked during the course of construction by, or at the direction of, the Development Engineering Division Manager or designee. Once all Land Improvements are approved, the Subdivider shall submit an executed Bill of Sale per Appendix C and, if applicable, a deed, for acceptance by the City Council. The City Council shall accept the Land Improvements via resolution. Approval of any Preliminary or Final Plat of Subdivision or Preliminary or Final Engineering Plans shall not constitute an acceptance by the City of any Land Improvement.

#### **16.04.140 Building Permits, Occupancy Permits, and Maintenance prior to Completion and Acceptance of Land Improvements**

- A. The Subdivider shall be responsible for maintenance of all Land Improvements until final acceptance of the completed improvements by the City, as specified in the Land Improvement Agreement set forth in Appendix D.
- B. No building permits within the subdivision shall be issued prior to: (1) approval of Final Engineering Plans and Final Plat and recording of the Final Plat for the phase or unit in which the permit is requested; (2) the establishment of paved access sufficient to provide access by emergency and inspection vehicles; and (3) the water system and fire hydrants being operable within the development to provide adequate fire flow. Determination of compliance with items (2) and (3) shall be made by the Director of Public Works, Director of Community Development and the Fire Chief.
- C. No occupancy permit shall be issued for any building until: (1) the streets serving the lot(s) have been constructed to a minimum of a binder paving course and (2) all required land improvements serving the lot (including but not limited to water, sewer, storm sewer and stormwater facilities) have been installed and all public land improvements have been accepted by the City; however, public sidewalks, street trees, street lighting, and parkway seeding need not be completed prior to issuance of an occupancy permit, provided a guarantee for completion of these remaining improvements has been provided.

#### **16.04.150 Release of Guarantee for Completion**

The guarantee for completion of the Land Improvements shall be released only upon fulfillment of the following conditions:

- A. The completion of the Land Improvements;
- B. The submission of one (1) set of reproducible (mylar) as-built drawings of the Land Improvements;
- C. A Bill of Sale for all Land Improvements that has been accepted by City Council;
- D. The acceptance of the Director of Community Development or Development Engineering Division Manager or designee of a guarantee for maintenance of Land Improvements (See Appendix C). The guarantee shall be in one of the following formats:
  1. Cash in the amount of 15% of the estimated cost or actual construction costs of the Land Improvements to be accepted or acknowledged as complete by the City.
  2. A maintenance guarantee in the amount of 15% of the estimated cost or actual construction costs of the Land Improvements to be accepted or acknowledged as complete by the City, issued by a sound and reputable banking authorized to do business in the State of Illinois and meeting the criteria set forth below.
  3. A surety bond in the amount of 15% of the estimated cost or actual construction costs of the Land Improvements to be accepted or acknowledged as complete by the City, issued by a surety company authorized to do business in the State of Illinois and meeting the criteria set forth below.
- E. The form, amount and provider of the guarantee shall be subject to the approval of the Director of Community Development or Development Engineering Division Manager or Designee and shall meet the following criteria:
  1. Banks (for letters of credit): Each letter of credit shall be drawn on an institution a) acceptable to the Director of Finance; b) having assets of at least \$10 Million; c) having an office in the Chicago Metropolitan Area; and d) that is a member of the Federal Deposit Insurance Corporation; or
  2. Insurance Companies (for surety bonds): Must have an A.M. Best Company rating of Superior (A++ and A+), Excellent (A and A-), or Very Good (B++ and B+) (or equivalent).
- F. Acceptance of the Land Improvements by the City Council of the City, as set forth in Section 16.04.130.

**PLAN SUBMITTAL REQUIREMENTS**

**Sections**

<b>16.06.010</b>	<b>Concept Plan</b>
<b>16.06.020</b>	<b>Preliminary Plat</b>
<b>16.06.030</b>	<b>Preliminary Engineering Plans</b>
<b>16.06.040</b>	<b>Final Plat</b>
<b>16.06.050</b>	<b>Final Engineering Plans</b>

**16.06.010 Concept Plan**

The Subdivider shall submit the following information for a Concept Plan:

- A. Name of Subdivider & Plan Preparer.
- B. Name of proposed subdivision is shown.
- C. North direction.
- D. Date of preparation and/or date of revision.
- E. Location map.
- F. Total approximate acreage is shown.
- G. Existing zoning classification.
- H. Proposed Conditions:
  1. Block layout.
  2. Proposed lots – dimensions and area.
  3. Building locations.
  4. Building setback, in compliance with underlying or proposed zoning district.
  5. Sidewalks and pedestrian paths.
  6. Natural features to remain.
  7. Public areas, parks, school sites, natural spaces.
  8. Boundary lines of proposed subdivision.

**16.06.020 Preliminary Plat**

**A. General Requirements**

1. All engineering and specifications shall be prepared by a Licensed Professional Engineer, and shall bear the engineer's signature and seal.
2. All plans shall describe an adequate number of benchmarks, with elevations referenced to mean sea level and the City's Geodetic Control Station Network, so that elevations may be checked at any point without more than one setup of a surveyor's level.

**B. Required Information**

The Subdivider shall submit the following information to be clearly identified on the Preliminary Plat:

1. Name of proposed subdivision.
2. Location given by town, range, section, or other legal description.
3. Name and address of owner, trust, corporation or Subdivider having control of project.
4. Name and address of the designer.
5. North direction.
6. Date of preparation and/or date of revision.
7. Location map.
8. Total approximate acreage.
9. Existing zoning classification.

10. Boundary lines of proposed subdivision including all Section and corporate lines.
  11. Proposed Conditions:
    - a. Block layout.
    - b. Proposed lots – dimensions and area.
    - c. Rights-of-way.
    - d. Proposed easements and easement provision language including, utility, drainage, stormwater.
    - e. Chart listed on the plat clearly identifying the number of the easement and the areas in square feet of each easement.
    - f. Building locations.
    - g. Building setback, in compliance with underlying or proposed zoning district.
    - h. Sidewalks and pedestrian paths.
    - i. Natural features to remain.
    - j. Public areas, parks, school sites, natural spaces.
    - k. Proposed land use for each lot, parcel, or tract shall be indicated.
- C. **Supplementary Materials**
- In addition to the Preliminary Plat, the following supplementary materials shall be provided:
1. Plat of Survey clearly delineated the existing conditions on the proposed property including:
    - a. Existing buildings and structures constructed on the property.
    - b. Previously platted streets and other rights-of-way including, streets, railroads, utilities, and all easements located within boundaries of the proposed subdivision and located 100' or less outside the boundaries.
    - c. Location of existing utilities including: water, sanitary, storm sewers, and culverts.
    - d. Watercourses including streams, floodway, flood plains, and wetlands.
    - e. Name and seal of registered land surveyor who prepared and monumented the survey and bench marks.
    - f. Natural features.
  2. Preliminary Engineering Plans as described in Section 16.06.030, "Preliminary Engineering Plans".
  3. Traffic Study, unless it is determined by the Director of Community Development or Director of Public Works that a Traffic Study is not warranted.
  4. Utility Capacity Study, unless it is determined by the Director of Community Development or Director of Public Works that a Utility Capacity Study is not warranted.
  5. A copy of completed Land Use Opinion application as required by state law, as submitted to The Kane-DuPage Soil and Water Conservation District.
  6. Outline of Protective Covenants, including provisions for maintenance of common space and open areas including stormwater management basins and landscaped areas.
  7. A copy of the Endangered Species Consultation Agency Action (EcoCAT) to be filed with the Illinois Department of Natural Resources.
  8. Any additional materials that the Community Development Director may, at his or her discretion, require.

**16.06.030 Preliminary Engineering Plans**

**A. General Requirements**

1. All engineering and specifications shall be prepared by a Licensed Professional Engineer, and shall bear the engineer's signature and seal.
2. All plans shall describe an adequate number of benchmarks, with elevations referenced to mean sea level and the City's Geodetic Control Station Network, so that elevations may be checked at any point without more than one setup of a surveyor's level.

**B. Required Information**

The Preliminary Engineering Plans shall contain the following information:

1. Existing Conditions:
  - a. The following existing items, if within the boundaries of the subdivision, or located 100' or less outside the boundaries are shown:
  - b. Boundary Lines of proposed subdivision, section and corporate lines.
  - c. Previously platted streets and other rights-of-way, with improvements including location, widths, names, railroad rights-of-way, utility rights-of-way, and all easements.
  - d. Existing Improvements such as, permanent buildings and structures, parks and other open spaces, sanitary sewers, water mains, culverts, storm sewers, pavements, etc.
  - e. Topographic data is given in feet above mean sea level within the tract and to a distance of 100' beyond, watercourses, wetlands, and existing contours at vertical levels of not more than 2'.
  - f. Survey Information - monuments and survey markers, bench mark.
  - g. Natural features including watercourses, streams, swales, wetlands, floodplain, floodways and forested areas.
  - h. Soil data.
2. Proposed Conditions:
  - a. Streets, street types, and street names.
  - b. Name.
  - c. Block layout.
  - d. Proposed lots – dimensions and area.
  - e. Rights-of-way.
  - f. All utility easements and purposes.
  - g. Building locations.
  - h. Building setback, in compliance with underlying or proposed zoning district.
  - i. Sidewalks and pedestrian paths.
  - j. Natural features to remain.
  - k. Public areas, parks, school sites, natural spaces.
  - l. Location of utilities:
    - i. Water main layout.
    - ii. Sanitary sewer layout.
    - iii. Storm sewer layout.
    - iv. Electric system.
  - m. Source of domestic water supply.
  - n. Provision for sewage disposal.
  - o. Locations and typical street light detail, and Photometric Plan.
  - p. Proposed topographic information (minimum one foot vertical), indicating:
    - i. Changes in elevation.
    - ii. Stormwater storage facilities normal water level, high water level, emergency overflow elevation, storage volumes, and overflow routes.
    - iii. Retaining wall- extent, height, type and materials.
  - q. Preliminary Stormwater Management Analysis and calculations.
3. All other items listed in the Preliminary Engineering Plan Checklist set forth in Appendix E.

**16.06.050 Final Plat of Subdivision**

**A. General Requirements**

1. All plats shall be prepared by a Professional Land Surveyor licensed by the State of Illinois, and shall bear the surveyor's signature and seal.
2. All plans shall describe an adequate number of benchmarks, with elevations referenced to mean sea level and the City's Geodetic Control Station Network, so that elevations may be checked at any point without more than one setup of a surveyor's level.

**B. Required Information**

The Final Plat of Subdivision shall be in substantial conformance with the Preliminary Plat of Subdivision, shall show the information as stated in Section 16.06.020, and shall include the following:

1. North direction.
2. Scale (minimum one inch equals 100 feet).
3. Section corners and section lines, tied into subdivision by distances and angles.
4. Official survey monuments shown and dimensioned.
5. All necessary easements shown and dimensioned.
6. An accurate legal description of the entire area receiving Final Plat of Subdivision approval.
7. Location and dimensions of the building lots, common permanent open space, existing permanent buildings, easements and rights-of-way.
8. An open space easement on the common area assuring that the open space shall remain open for perpetuity.
9. Building setback lines shown and dimensioned.
10. Lot areas.
11. Street names.
12. Areas to be dedicated or reserved for public use, which shall be described and the purpose designated.
13. Protective Covenants lettered on the Plat or appropriately referenced.
14. Required certificates, substantially in the form set forth in Appendix B:
  - a. Surveyor's certificates (including signature and seal).
  - b. Owner's certificate (including signature).
  - c. Notary certificate (including signature and seal).
  - d. County Clerk certificate (including signature).
  - e. Certificate as to special assessments (including signature).
  - f. Certificate of County Engineer, if applicable (including signature)
  - g. Plan Commission certificate (including signature).
  - h. Director of Community Development or Designee certificate (including signature).
  - i. City Council certificate (including signature).
  - j. Special Flood Hazard Area Certificate (including signature).
  - k. Mortgagee Certificate (as required).
  - l. IDOT Certificate (if applicable).
15. Final Engineering Plans per Section 16.06.060, "Final Engineering Plans."

**C. Additional Delineation**

Additional delineation shall be required on a Final Plat of Subdivision as follows:

1. Accurate angular and lineal dimensions for all lines, angles, and curvatures with functions used to describe all boundaries including perimeter survey of tract, streets, easements, areas to be reserved for public use, and other important features. Error of closure of boundary line surveys shall not exceed one in ten thousand (one foot for each ten thousand feet of perimeter survey). Lot lines to show dimensions in feet and hundredths, and when an angle occurs in any lot line between lot corners the measurement of the angle shall be shown.

2. An identification system for all lots and blocks.
3. True angles and distances to the nearest established street lines and official monuments (not less than two), which shall be accurately described in the plat by location, size and elevation.
4. Municipal, township, county, or section lines and section corners accurately tied to lines of the subdivision by distances and angles; if the section lines or corner lie within the subdivision.
5. Accurate locations of permanent monuments for any plats of subdivision, resubdivision or rededications shall be as follows:
  - a. Pipes of three-fourths-inch diameter or steel rods of one-half-inch diameter, by eighteen-inch lengths, shall be placed at the corners of each lot and block, at angle points, and at the ends and suitable intervals along curves.
  - b. A minimum of two (2) 2<sup>nd</sup> order Class II, Berntsen, or approved equal, permanent benchmarks shall be established at opposite extremities of the property, or as designated by the Director of Community Development or Designee. The benchmark shall include:
    - i. 6 inch x 3 foot Schedule 40 PVC.
    - ii. Access Cover - screw lock.
    - iii. ¾ inch Aluminum Rod – driven till refusal.
    - iv. 3 Foot Top Security Sleeve.
    - v. Rod Magnet.
    - vi. Spiral point.
    - vii. Benchmark cap provided by the City of St. Charles.
    - viii. Completion and submittal of City of St. Charles datasheet.
  - c. All U.S., state, county, City, or other official benchmarks, monuments, or triangulation stations in or adjacent to the property shall be preserved in precise position.

**16.06.060 Final Engineering Plans**

**A. General Requirements**

1. All plans and specifications shall be prepared by a Licensed Professional Engineer, and shall bear the engineer's signature and seal.
2. All plans shall describe an adequate number of benchmarks, with elevations referenced to mean sea level and the City's Geodetic Control Station Network, so that elevations may be checked at any point without more than one setup of a surveyor's level.

**B. Required Information**

The Final Engineering Plans shall include the following in addition to the information required in the Section 16.08.030, "Preliminary Engineering Plans".

1. Title Sheet:
  - a. Plans to be on 24-inch by 36-inch sheets.
  - b. A title sheet shall be included with each set of plans and includes:
    - i. Name of the subdivision and unit number.
    - ii. Type of work covered.
    - iii. Location map showing relation of area to be improved to streets
    - iv. An index of sheets.
    - v. A summary of quantities.
    - vi. Name, address, and seal of Licensed Professional Engineer preparing the plans
    - vii. Date of preparation and revisions, if any.
  - c. Plan and profiles of proposed roadways and utilities as required by the Development Engineering Division Manager.

- d. Horizontal scale shall be no less than 1 inch to 50 feet.
  - e. Vertical scale shall be no less than 1 inch to 5 feet.
  - f. Cross sections as required by the Development Engineering Division Manager.
    - i. Horizontal and vertical scales are no less than 1 inch to 10 feet.
    - ii. North direction is shown for each separate plan view.
  - g. An adequate number of bench marks shown with elevations referenced to Mean Sea Level and the City's Geodetic Control Network, to facilitate checking of elevations without more than one setup of a surveyor's level.
  - h. Delineation shown of all easements necessary to serve all lots with underground and overhead utilities, and to allow for perpetual maintenance of these facilities.
2. Sanitary Sewer Improvements
- a. An authorized Illinois Environmental Protection Agency Permit for the public sanitary sewer extensions or sewer connections as required by the IEPA shall accompany the plans.
  - b. Sanitary sewer calculations, plans and specifications, including all standard details, shall be complete and conform to the minimum standards as set forth in Section 16.08.070.C, "Sanitary Sewer General Requirements" and the Engineering Design and Inspection Policy Manual.
3. Water Main Improvements
- a. An authorized Illinois Environmental Protection Agency permit for the public water main installation shall accompany the plans.
  - b. Water distribution calculations, plans and specifications, including all standard details, shall be complete and conform to the minimum standards as set forth in Section 16.08.070.D, "Water Supply General Requirements" and the Engineering Design and Inspection Policy Manual.
4. Roadway, Storm Sewer, & Grading Improvements
- a. Street plans, specifications, and calculations including storm sewers, shall be complete and conform to the standards listed in Section 16.08.020, "Streets and Right-of-Ways" and the minimum standards set forth in the Engineering Design and Inspection Policy Manual.
  - b. The location of streets and width of pavements shall conform to those indicated on the approved preliminary plan.
    - i. Street plans shall show all horizontal and vertical alignment. Curve data for horizontal and vertical curves shall be included on the plan sheets.
  - c. Plan shows curb, gutter, and sidewalk locations.
  - d. Cross sections shall be submitted as necessary to indicate feasibility of proposed street elevations in relation to adjacent lot elevations, and include sidewalk location.
  - e. Profiles shall be submitted for all paving centerlines and storm sewers per the standards set forth in the Engineering Design and Inspection Policy Manual. Profiles for sanitary sewer and water main shall be provided as required by the Development Engineering Division Manager.
  - f. Storm sewer system, designed to comply with the standards set forth in the Engineering Design and Inspection Policy Manual.
  - g. Storm sewer design calculations shall be submitted with the plans.
  - h. Final Stormwater report and supporting calculations in compliance with Title 18, "Stormwater Management" of the St. Charles Municipal Code.
  - i. Street signs shall be shown at all street intersections and meet the standards as set forth in the Engineering Design and Inspection Policy Manual.
  - j. Soil Erosion and Sediment Control measures consistent with NPDES requirements, the City of St. Charles Engineering Design and Inspection Policy Manual, and the

Kane County Stormwater Ordinance as adopted by the City on November 13, 2008, as amended from time to time.

- k. Landscaping and Tree Planting Plans depicting clearances from all utilities and appurtenances.
5. All other items listed in the Final Engineering Plans Checklist set forth in Appendix E.

**SUBDIVISION DESIGN STANDARDS AND SPECIFICATIONS**

**Sections**

<b>16.08.010</b>	<b>Purpose</b>
<b>16.08.020</b>	<b>Streets and Rights-of-Way</b>
<b>16.08.030</b>	<b>Block Standards</b>
<b>16.08.040</b>	<b>Lot Standards</b>
<b>16.08.050</b>	<b>Parks and Other Public Areas</b>
<b>16.08.060</b>	<b>Easements</b>
<b>16.08.070</b>	<b>Public Utilities</b>

**16.08.010 Purpose**

The following standards and specifications set forth in this chapter outline the manner in which land shall be subdivided and developed and the minimum required Land Improvements to provide orderly and consistent development within the City of St. Charles.

**16.08.020 Streets and Rights-of-Way**

- A. Rights-of-way, Streets and associated improvements shall conform to the requirements established in Title 12, Chapter 12.30, "Street Improvements" of the St. Charles Municipal Code and the City's Engineering Design and Inspection Policy Manual.
- B. The arrangement, character, extent, width, grade, and location of all streets shall conform to the Comprehensive Plan and shall be considered in relation to existing and planned streets, to reasonable circulation of traffic within the subdivision and adjoining lands, to topographical conditions, to runoff of stormwater, to public convenience and safety, and in their appropriate relations to the proposed uses of the area to be served.
- C. Every street shall be dedicated as a public street.
- D. No half width street improvements shall be permitted.

**16.08.030 Block Standards**

- A. The maximum lengths of blocks shall be one thousand two hundred feet (1,200').
- B. Blocks over nine hundred feet (900') long may require pedestrian ways at their approximate centers. Additional access ways to schools, parks, or other destinations may be required.
- C. The shape of the blocks must fit readily into the overall plan of the subdivision and their design must consider topographical conditions, lot layout, traffic flow, and public open space areas.

**16.08.040 Lot Standards**

- A. In general, lots should be as nearly rectangular in shape as practicable.
- B. Sidelines of lots shall be at right angles or radial to the street line, or substantially so.
- C. The minimum lot size and width dimensions shall comply with the requirements of Title 17, "Zoning" of the St. Charles Municipal Code.
- D. Double frontage lots are not permitted except:
  - 1. Where lots back upon an arterial street, and vehicular and pedestrian access between lots and the arterial street is prohibited; and
  - 2. Where such lots shall have additional depth to allow for a protective screen planting along the arterial frontage.

- E. Lots abutting upon a watercourse, drainage way, channel, wetland, or stream shall be of an additional depth or width to provide an acceptable building site.

**16.08.050 Parks and Other Public Areas**

Any area that is specifically designated in the Comprehensive Plan for a public park, playground, school or other public use, shall be reserved for such use on all subdivision plans and plats.

**16.08.060 Easements**

- A. A minimum 10' wide perimeter utility and drainage easement shall be provided around each lot in a subdivision. Easements shall be provided for all overhead or underground utility services or surface water drainage where necessary. Where the side lot line of a detached single-family residential lot abuts the side lot line of another detached, single-family residential lot, the minimum easement width may be reduced to 5' on each lot so that the total easement width along the common lot line is 10' provided no utilities exist or are planned along the side lot line.
- B. A drainage easement shall be provided where a watercourse, drainage way, channel or stream traverses a subdivision or where a wetland exists. The easement shall include an additional area at least fifteen feet (15') wide adjoining both edges of the area that has been affected by floodwaters or containing wetland conditions.
- C. Easements shall be provided to protect existing drainage and utility installations that traverse the property.
- D. All easement language on plats shall be as specified in Appendix B.

**16.08.070 Public Utilities**

**A. Oversizing of Utilities**

All public utilities shall be designed and located in a manner to serve all of the proposed development and any future development of the subject property or adjacent properties. If the City determines that over-sized water mains or any related appurtenances will be required to adequately service the proposed subdivision or development and future adjacent subdivision or development, it may require such over sizing, and all related appurtenances.

**B. Electric General Requirements**

1. Electric service lines shall be of adequate size to serve the entire proposed development.
2. Electric plans and installations, including all appurtenances thereto, shall conform to the standards and specifications established by the St. Charles Municipal Electric Utility and as set forth in the Engineering Design and Inspection Policy Manual.
2. Electric facilities and lines shall be installed to serve all properties in the subdivision.
3. The layout of all electric utilities shall comply with the City's system-wide plans for location and size.

**C. Sanitary Sewers General Requirements**

1. Sewers shall be of adequate size to serve the entire proposed development.
2. All sanitary sewer plans and installations, including all appurtenances thereto, shall conform to the standards and specifications set forth in the Engineering Design and Inspection Policy Manual.
3. Sanitary sewer lines shall be installed to serve all properties in the subdivision.
4. Main sewers shall be of adequate size to serve the entire subdivision, or the maximum capacity of any proposed lift station, whichever is greater.
5. The layout of trunk sewer lines shall comply with the City's system-wide plans for location and size.
6. Sanitary sewer service laterals shall be provided for each lot, parcel, tract, or building. The lateral shall extend to the right-of-way line.

**D. Water Supply General Requirements**

1. All water main plans and installations, including all appurtenances thereto, shall conform to the standards and specifications of the City as set forth in the Engineering Design and Inspection Policy Manual.
2. Water distribution facilities including all pipe, fittings, hydrants, valves, vaults, et cetera, shall be installed to serve all properties within the subdivision.
3. The layout of main water lines shall comply with the City's system-wide plans for location and size.
4. Water main pipe shall have a minimum diameter to satisfy fire flow requirements.
5. Provisions shall be made to provide service connections for each lot, property, tract, or building, and each connection shall extend to the right-of-way line.
6. Landscape plantings shall not interfere with operations and maintenance of water appurtenances. Trees shall not be planted within ten feet (10') of all hydrants, valve vaults, or curb boxes. Bushes and shrubs shall be maintained five feet (5') from water appurtenances. All other landscape plantings shall conform to the standards and specifications set forth in the Engineering Design and Inspection Policy Manual.

E. **Storm Sewer**

1. A complete storm drainage system including appropriate stormwater retention and detention facilities shall be constructed throughout the subdivision. The design of which shall comply with the standards established in Title 18, "Stormwater Management" of the St. Charles Municipal Code.
2. The stormwater drainage system shall be separate and independent of the sanitary sewer system.
3. Surface water drainage patterns shall be shown for each and every individual lot and block and shall conform to the standards and specifications of the City as set forth in the Engineering Design and Inspection Policy Manual.

**DEDICATIONS**

**Sections**

<b>16.10.010</b>	<b>Applicability</b>
<b>16.10.020</b>	<b>Amendments to Preliminary Plan</b>
<b>16.10.030</b>	<b>Indemnification of City Required by School and Park District</b>
<b>16.10.040</b>	<b>Payment - Expenses</b>
<b>16.10.050</b>	<b>Dedication of Park Lands and School Sites, or Contribution of Fees In Lieu Thereof Required</b>
<b>16.10.060</b>	<b>Requirements for Park Land Dedications</b>
<b>16.10.070</b>	<b>Requirements for School Site Dedication</b>
<b>16.10.080</b>	<b>Criteria for Requiring a Cash Contribution In Lieu of Park and School Land</b>
<b>16.10.090</b>	<b>Amount of Cash Contribution</b>
<b>16.10.100</b>	<b>Criteria for Requiring Land and Cash</b>
<b>16.10.110</b>	<b>Calculation of Estimated Population</b>
<b>16.10.120</b>	<b>Reservation of Additional Land</b>
<b>16.10.130</b>	<b>Condition of Park and School Sites</b>
<b>16.10.140</b>	<b>Time of Conveyance</b>
<b>16.10.150</b>	<b>Payment of General Real Estate Taxes and Agricultural Rollback Taxes</b>
<b>16.10.160</b>	<b>Real Estate Conveyance Requirements</b>
<b>16.10.170</b>	<b>Real Covenant/Sale of Public Land</b>
<b>16.10.180</b>	<b>Private Recreational Areas In Lieu of Dedicated Park Land</b>

**16.10.010 Applicability**

If any subdivision subject to the terms hereof is located outside of the corporate limits of the City of St. Charles, Illinois, and if the county in which the property is located has an ordinance which is more restrictive, or which would require a greater dedication or contribution than this chapter, as determined by the City, the ordinance of the county in which the property is located shall prevail where inconsistent with the less restrictive provisions hereof.

**16.10.020 Amendments to Preliminary Plan**

When a preliminary plan of a subdivision is amended, the required contribution of land or cash shall be recalculated for that portion of the subdivision which is amended, based on the estimated ultimate population thereof.

**16.10.030 Indemnification of City Required by School and Park District**

By their acceptance of land or cash, or both, pursuant to the provisions hereof, the School District and the Park District as the case may be shall indemnify the City against any loss, cost or expense, including reasonable attorney's fees, arising out of, or on account of, any land or payments designated for said School District or Park District under the provisions of this chapter. Prior to the actual transfer of land or funds, the School District and the Park District each shall make the foregoing indemnity to the City in writing.

**16.10.040 Payment - Expenses**

By acceptance of land or cash, or both, pursuant to the provisions hereof, the School District or Park District as the case may be shall reimburse the City for all costs and expenses it incurs in connection with obtaining the land or cash required by this chapter. Payment of said amount shall be made to the City

within 30 days of the park or School District's a) receipt of the land or cash as provided herein, or b) the receipt of an invoice from the City, whichever occurs later.

**16.10.050 Dedication of Park Lands and School Sites, or Contribution of Fees in Lieu Thereof Required**

As a condition of approval of a final plat of subdivision, the Subdivider shall dedicate land for park purposes, and for school sites, or shall agree, in writing, to contribute cash in lieu of actual land dedications, or a combination of both at the option of the City, in accordance with the requirements hereof.

**16.10.060 Requirements for Park Land Dedications**

**A. Calculation of Requirement**

The estimated ultimate population of a proposed subdivision shall bear directly upon the amount of land required to be dedicated for park purposes. The minimum requirement shall be ten (10) acres of land per one thousand (1,000) of ultimate population in accordance with the standards hereinafter set forth.

**B. Park Site Size and Location Standards**

<b>Types of Park Sites</b>	<b>Minimum Desirable Site Area</b>	<b>Minimum Acreage per 1,000</b>
Mini-Parks	1.0 acre	0.5 acres
Neighborhood Parks	5.0 to 10.0 acres	2.0 acres
Community Parks	25 acres or more	7.5 acres
	<b>TOTAL</b>	<b>10.0 acres</b>

The size, location and shape of the park land to be dedicated shall be subject to the approval of the City Council as part of the preliminary plan. Prior to City Council approval of the preliminary plan, the City shall have received a resolution of the Park District governing board approving the location and acreage of any park land to be dedicated. The suitability of land to be dedicated for park sites shall be evaluated by the plan commission and City Council according to the following standards:

1. The site should be essentially regular in shape to facilitate maintenance and to provide the optimum opportunity for recreational use.
2. The site should not be located on a major road when such a location would present a traffic hazard to park users.
3. The site should not be subject to frequent flooding.
4. The site should have soil and topographic conditions suitable to accommodate the anticipated facilities, including but not limited to parking areas, play fields, tennis courts, playground equipment, or other recreational facilities.
5. The site should be located in the approximate center of the residential area to be served wherever possible, and adjacent to a school site where consistent with the school site requirements hereof.

**16.10.070 Requirements for School Site Dedication**

**A. Calculation of Requirement**

The estimated ultimate student population for grades K through 12 of the proposed subdivision shall bear directly on the amount of land required to be dedicated for school sites. The minimum requirement shall be .025 acres of land per elementary student, .0389 acres of

land per middle school student, and .072 acres of land per high school student in accordance with the following standards:

**B. School Site Size and Location Standards**

Type of School Site	Maximum Students per School Site	Minimum Acres/Site
Elementary K - 5	600	15 acres
Middle School	900	35 acres
High School	1500	108 acres

The location and shape of the school land to be dedicated shall be subject to the approval of the City Council as part of the preliminary plat. Prior to City Council approval of the Preliminary Plat, the City shall have received a resolution of the School District board of education approving the location and acreage of any school land to be dedicated. The suitability of land to be dedicated for school sites shall be evaluated by the Plan Commission and City Council according to the following standards:

1. The site should be essentially regular in shape, to allow the proper design of the school building, playgrounds, and parking areas.
2. The site should not be located on a major road when such a location would present a traffic hazard to school children.
3. The site should not include storm water retention or detention facilities except those provided to serve the school site.
4. The site should have suitable soil and topographic conditions for the construction of a school building, parking lot, and other necessary facilities.
5. The site should be located in the approximate center of the residential area to be served wherever possible.

**16.10.080 Criteria for Requiring a Cash Contribution In Lieu of Park and School Land**

**A. When Cash Contribution Required**

When the subdivision is small and the resulting site is too small to be practical, or when available land is inappropriate for park or school sites, or when park or school sites have already been provided, the City Council may require the payment of cash contributions in lieu of the required land. The City Council shall determine whether land or cash will be required when it approves the preliminary plan, and may consider the recommendation of the appropriate park or School District in making such determinations. When the Park District or School District has refused to accept a land contribution, the City Council may require a cash contribution.

**B. Payment Of Park Contribution**

For subdivisions platted in multiple phases, the per dwelling unit cash contribution in lieu of, or in addition to, park land, as may be applicable, shall be paid for the entire phase to be developed, prior to issuance of the first building permit for the applicable phase. For subdivisions platted in a single phase, the per dwelling unit cash contribution in lieu of, or in addition to, park land, as may be applicable, shall be paid for the entire subdivision prior to issuance of the first building permit. The applicable per dwelling unit cash contribution shall be paid directly to the Park District and held in trust. All such payments made to the Park District under this Section are to be spent solely in accordance with paragraph C below. The City shall not issue a building permit until it receives an original receipt of payment executed by the treasurer of the Park District.

**C. Use of Contribution by Park District**

1. The cash contribution in lieu of park land shall be used solely for the acquisition of park land which will serve the immediate or future needs of the residents of the subdivision for which the contribution was received, or the improvement of existing park land which will serve such needs; provided, however, any expenditure of funds for land or improvements shall satisfy all applicable statutory criteria and specifically the provisions of 65 ILCS 5/11-12-4, *et seq.*, as amended.  
Annexation agreements entered by the City pursuant to 65 ILCS 5/11-15.1-1, as amended, with respect to land to be zoned to include residential uses for which this Chapter applies, shall include a provision that all cash received for the Park District may be used by the Park District for land acquisition, building construction, site improvements, capital improvements, equipment, operations, or any other purpose which will serve the immediate or future needs of the residents of the subdivision for which the contribution was received.
2. Further, the Park District shall spend a minimum of fifty percent (50%) of the contribution a) within the subdivision from which it was received, or if no park land exists within said subdivision, b) within Park District real estate nearest said subdivision or for the purchase of park land within one and one-half miles of said subdivision. For subdivisions platted within the City limits, the Park District shall spend one hundred percent (100%) of the contribution within the City limits; for subdivision platted outside the City limits but within the planning jurisdiction of the City, the Park District shall spend one hundred percent (100%) of the contribution within the planning jurisdiction of the City. The City Council may vary the requirements of this paragraph 2 if it finds that, based upon facts presented by the Park District, such variance will result in park facilities which will serve the immediate or future needs of the residents of the subdivision from which the contribution was received.

**D. Payment of School Contribution**

For subdivisions platted in multiple phases, the per dwelling unit cash contribution in lieu of, or in addition to, school land, as may be applicable, shall be paid for the entire phase to be developed, prior to issuance of the first building permit for the applicable phase. For subdivisions platted in a single phase, the per dwelling unit cash contribution in lieu of, or in addition to, school land, as may be applicable, shall be paid for the entire subdivision prior to issuance of the first building permit. The applicable per dwelling unit cash contribution shall be paid directly to the School District and held in trust. All such payments made to the School District under this Section are to be spent solely in accordance with paragraph C above. The City shall not issue a building permit until it receives an original receipt of payment executed by the treasurer of the School District.

**E. Use of Contribution by School District**

The cash contribution in lieu of school land shall be used solely for the acquisition of land for a school site to serve the immediate or future needs of the residents from the subdivision for which the contribution was received, or for the improvement of any existing school site which will serve such needs, but not for the construction of any school buildings, or additions thereto; provided, however, any expenditure of funds for school sites or improvements shall satisfy all applicable statutory criteria and specifically the provisions of 65 ILCS 5/11-12-4, *et seq.*, as amended.

Annexation agreements entered by the City pursuant to 65 ILCS 5/11-15.1-1, as amended, with respect to land to be zoned to include residential uses for which this Chapter applies, shall include a provision that all cash received for the School District may be used by the School District for land acquisition, building construction, site improvements, capital improvements, equipment, operations, or any other purpose which will serve the immediate or future needs of the residents of the subdivision for which the contribution was received.

**F. Return of Contribution if Not Expended**

If any portion of a cash contribution in lieu of park or school site land is not expended for the purposes set forth herein within ten (10) years from the date of receipt, it shall be refunded, together with accrued interest thereon, to the owners of record of all lots, except public land, in the subdivision for which such contribution is made. The refund shall be paid to the person who is the owner of record on the day which is the tenth anniversary of the receipt of such contribution. The amount of the refund due to each lot owner shall be equal to the amount of the original contribution, together with accrued interest thereon, divided by the total number of lots in the subdivision (excluding public land) for which the contribution was made. The City Council may permit one-year extensions of the ten-year restriction if the Park District or School District demonstrates that such funds have been allocated for an acquisition or improvement allowed herein, but have not been spent due to additional funds being necessary to complete such acquisition or improvement.

**G. Amount Applicable at Payment**

All building permits issued shall be subject to the cash contributions applicable pursuant to Title 16 at the time of payment of the cash contributions, unless otherwise previously granted by the City Council through a planned unit development or annexation agreement. Any amendment to an approved preliminary plan, final plat of subdivision, or final plat or plan of planned unit development shall require compliance with the then applicable cash in-lieu fees, to the extent that such amendment results in the calculation of a greater cash payment to the Park District and School District.

**16.10.090 Amount of Cash Contribution**

The cash contribution in lieu of land shall be based on the fair market value of improved land within the subdivision. The fair market value of improved land for subdivisions to be developed within the City is hereby determined to be two hundred forty thousand five hundred dollars (\$240,500.00) per acre, which shall be used in the calculation of the required cash contributions, except as follows:

- A. The fair market value for subdivisions to be developed outside the corporate limits of the City of St. Charles but within the City's 1 ½ mile jurisdictional area is hereby determined to be one hundred seventy-five thousand dollars (\$175,000).
- B. If the City Council determines that the specifics of the subdivision so warrant, it may require a formal appraisal; if the Subdivider files a written objection to the use of the per acre value established herein, he shall submit a formal appraisal. Such appraisal shall show the fair market value of improved land in the area of the subdivision.
- C. Final determination of the fair market value per acre of land shall be made by the City Council, based upon the appraisal or appraisals, and upon other information which may be submitted by the Park District, School District, or others. The Subdivider shall pay all appraisal fees.

**16.10.100 Criteria for Requiring Land and Cash**

There may be situations when a combination of land and a cash contribution in lieu of land are both necessary. At the time of preliminary plan approval, the City Council may require a combination of land and cash in any of the following situations:

- A. When a previously designated park or school site lies partly within and partly outside of a proposed subdivision and the acreage of the designated park or school site within the subdivision is less than the park or school site acreage required herein, the Subdivider shall contribute all of the designated park or school site lying within the proposed subdivision, and cash in lieu of the additional acreage needed to fulfill the requirements hereof.
- B. When part of a designated park or school site has already been acquired, and the land needed to complete it is less than the land required from the subdivision, then the Subdivider shall

contribute the amount of land needed from the subdivision to complete the park or school site and cash in lieu of the additional acreage needed to fulfill the requirements hereof.

- C. When the Subdivider will be contributing certain park or school sites, and the balance of the required park or school site acreage would be too small or otherwise unsuitable for park or school sites, then the Subdivider shall contribute cash in lieu of the balance of the required school or park site acreage.

#### **16.10.110 Calculation of Estimated Population**

The "Table of estimated ultimate population per dwelling unit," attached hereto as Exhibit E shall be used to calculate the amount of required park and school site land and cash contributions in lieu thereof. A written objection to Exhibit E may be filed by the Subdivider, or by the school or Park District, prior to City Council approval of the preliminary plan. Such objection shall include a demographic study showing the estimated ultimate population to be generated by the subdivision. Final determination of the estimated ultimate population shall be made by the City Council at the time of preliminary plan approval. It is recognized that population density, age distribution, and local conditions change over time, and that, therefore, Exhibit E is subject to periodic review and amendment as necessary.

#### **16.10.120 Reservation of Additional Land**

Whenever the St. Charles Comprehensive Plan, or the standards of the City, School District, or Park District call for a school or park site within a subdivision larger than the required land contribution, the land needed in addition to the required contribution shall be reserved on the final plat for subsequent purchase by the City, Park District, or School District. The City, Park District, or School District shall acquire the land so designated by purchase or commence proceedings to acquire such land by condemnation within one year from the date of recording of the final plat; if the land is not so acquired or condemnation proceedings are not so commenced within said one year period, the land so designated may then be used by the owners thereof in any other manner consistent with the St. Charles Municipal Code and compatible with said subdivision.

#### **16.10.130 Condition of Park and School Sites**

Land Improvements within the subdivision adjoining park and school sites shall be provided and paid for by the Subdivider. In addition, park and school sites shall be fine graded, provided with a minimum of six (6) inches of topsoil, and seeded as part of the required land improvements, unless otherwise permitted by the City Council. Prior to commencing such work or any land improvements within a park or school site, the Subdivider shall furnish a policy or policies of insurance insuring both City and the park or School District, as the case may be, with coverage as approved by the City Council and Park District governing body or School District board of education, as the case may be. The Subdivider shall provide certificates to City and the school or Park District, as the case may be, showing City and such school or Park District as additional insureds. Such certificates shall provide for at least 30 days notice to City and such district prior to cancellation or modification in any respect. The failure to provide or maintain the insurance coverages or certificates as mentioned above shall be cause to stop construction and shall be cause for the refusal of issuance of construction and building permits or certificates of occupancy.

#### **16.10.140 Time of Conveyance**

The park and school sites required herein shall be conveyed to the appropriate park or School District grantee, as designated by the City, after City Council approval of the final plat and prior to the execution of the final plat of subdivision. The final plat shall not be executed by the mayor or recorded until the governing body of the Park District or School District, as the case may be, executes a written acceptance of the conveyance. Such acceptance of the conveyance shall not be deemed to constitute acceptance for purposes of maintenance. The Subdivider shall be responsible for maintaining the park and school sites until the land improvements upon and adjoining such sites are accepted by the City Council.

**16.10.150 Payment of General Real Estate Taxes and Agricultural Rollback Taxes**

General real estate taxes and agricultural rollback taxes levied or which become due because of any conveyance, against the park or school site which is conveyed, shall be the responsibility and obligation of the grantor. Grantor shall furnish evidence of payment of these taxes or deposit the amount of those taxes in escrow with the title company furnishing the preliminary report of title, requiring payment of the taxes when they become due. After payment of the taxes, evidence of such payment shall be furnished to the City and the grantee. The amount of any general real estate taxes and/or agricultural rollback taxes for the year of conveyance shall be pro-rated to the date of the delivery of deed. The amount of the general real estate and agricultural rollback taxes shall be based on the assessor's latest known rate, value, and equalizer, if any, for the land being conveyed.

**16.10.160 Real Estate Conveyance Requirements**

All real estate conveyed to the School District or Park District pursuant to the provisions of this chapter is hereby designated "public land." The Subdivider shall furnish the City and the grantee with a survey of the public land to be conveyed and a commitment for title insurance from a title company licensed to do business in the state of Illinois, in the amount of the fair market value of such public land. If within thirty (30) days of receipt of the commitment, the City or grantee objects in writing to defects in the title, the Subdivider shall have thirty (30) additional days from the date of delivery of such written objections to cure such defects. All deeds of conveyance pursuant to this ordinance shall be recorded, at the Subdivider's sole expense, in the office of the recorder of deeds of the county in question. All conveyances pursuant to this chapter shall be accompanied by an appropriate affidavit of title, and shall be by warranty or trustee's deed subject only to the following:

- A. Acts done or suffered by, or judgments against the grantee, its successors, and assigns;
- B. General taxes for the year of conveyance, and subsequent years;
- C. Zoning and building laws and/or ordinances;
- D. Public and utility easements of record which are reasonably acceptable to City and grantee;
- E. Conditions and covenants of record as contained only in plats of subdivision approved by the City;
- F. Rights-of-way for drainage ditches, feeders, laterals, and underground tile, pipe or other conduit;
- G. Such other exceptions to title that City and grantee shall find acceptable.

**16.10.170 Real Covenant/Sale of Public Land**

- A. All conveyances of public land shall contain a restrictive covenant, in form approved by the City Council, running with and binding the public land conveyed, providing for the sole and continued use of said real estate as public land, subject to the provisions hereof, in perpetuity, unless the City Council approves the removal of said covenant. The owner of the public land and the City of St. Charles, their successors and assigns, shall have the right to enforce said restrictive covenant. In the event either the School District or Park District desires to sell any public land obtained under the provisions hereof, it shall first direct written notice, certified mail, return receipt requested, to the nonselling district and City. The written notice shall contain a legal description and plat of the public land and statement that the owner thereof desires to sell the public land described. Upon receipt of the written notice, the following options are provided and granted:
  - 1. The nonselling district shall have the exclusive option to purchase the public land described, for the thirty-day period next following receipt of the notice.
  - 2. In the event the nonselling district fails to exercise its option within the thirty-day time period, the City shall have exclusive option to purchase the public land described, at no cost, for the thirty-day period next following expiration of the initial thirty-day period.

- B. Any option shall be exercised by directing written notice to the owner of the public land, certified mail, return receipt requested. In the event both the nonselling district and the City fail to exercise their options, the owner of the public land may, for a one-year period thereafter, sell the public land described in the written notice to any third party, subject to the requirements of law.
- C. In the event any public land is sold to a third party pursuant to the terms of this chapter, the restrictive covenant which binds the public land shall be released and removed by the City.
- D. The cash received by the School District as a result of the sale of public land shall be held in a separate trust account, and shall be used solely in accordance with the provisions of Paragraph 16.10.090 (E) above.
- E. The cash received by the Park District as a result of the sale of public land shall be held in a separate trust account, and shall be used solely in accordance with the provisions of Paragraph 16.10.090(C) above.

**16.10.180 Private Recreational Areas In Lieu of Dedicated Park Land**

- A. Private recreation areas and facilities may reduce the demand for local public recreational services. At the option of the City Council, a portion of the public park site requirement may be provided in the form of private recreation areas. The extent of same shall be determined by the City Council, based upon the needs of the projected residents, the extent to which the private recreation areas are available for use by the residents of the subdivision, and available park land in the general area.
- B. In general, a substitution of private recreational areas for public park sites will require a substantially higher degree of improvement, such as the installation of recreational facilities and equipment by the Subdivider. Detailed plans of facilities to be installed shall be submitted with the preliminary plan and shall be subject to the review and approval of the City Council. Before any credit is given for private recreation areas, the Subdivider shall provide such guarantee that the private recreation areas will be permanently maintained for such use by the execution of such legal documents and the provision of such sureties as City shall request.

**RULES AND DEFINITIONS**

**Sections**

**16.12.010**

**Rules of Construction**

**16.12.020**

**Definitions**

**16.12.010 Rules of Construction**

The language set forth in the text of this Title shall be interpreted in accordance with the following rules of construction:

- A. The singular number includes the plural and the plural singular;
- B. The present tense includes the past and future tenses, and the future the present;
- C. The word "shall" is mandatory, while the word "may" is permissive; the masculine gender includes the feminine and neuter;
- D. Whenever a word or term defined hereinafter appears in the text of this Title, its meaning shall be construed as set forth in the definition thereof; and any word appearing in parenthesis, directly after a word herein defined, shall be construed in the same sense as that word;
- E. All measured distances, expressed in feet, tenths, and hundredths.

**16.12.020 Definitions**

The words and terms set out in Title 16, wherever they occur, shall be construed and defined as follows:

**Block.** Any tract of land bounded by streets or by a combination of streets and public land, parks, cemeteries, railroad, rights-of-way, shoreline or waterway, boundary lines of a municipality or any other barrier to the continuity of development.

**Building Permit.** Written permission issued by the City of St. Charles Department of Community Development for the construction repair, alteration, or addition to a structure.

**Building Setback Line.** A line within a lot or other parcel of land, so designated on the preliminary plan, between which line and the adjacent street the erection of an enclosed structure is prohibited.

**Checklist.** A list of all necessary data and information required to be shown on or submitted along with each application, as appropriate.

**City.** The City of St. Charles, Kane and DuPage Counties, Illinois.

**Comprehensive Plan.** The official Comprehensive Plan for the City of St. Charles.

**Concept Plan.** Any and all information adequately delineating the concept of any proposed development as described in 16.04.060, "Concept Plan".

**Contractor.** See Section 12.30.030, Definitions A. "Contractor"

**Cul-de-sac.** A minor street having one open end and being permanently terminated at the other by a vehicular turnaround.

**Dedication.** The conveyance of a property by its owner to another party.

**Demographic Study.** A study of the estimated ultimate population expected to be generated by a proposed development, based upon empirical historical data from similar developments. Such a study shall take into consideration demographic changes over time, dwelling types, number of bedrooms, and the number of pre-school children, school age (grades K-12) children, and adults.

**Designee.** A Staff member or person designated by the person with authority to carry out duties in their place.

**Development Engineering Division Manager** – Designee of the Director of Community Development.

**Director of Community Development.** The Director of Community Development as defined in Title 2, “Administration and Personnel” Chapter 2.10, “Appointive Offices” of the St. Charles Municipal Code.

**Director of Public Works.** The Director of Public Works of the City as defined in Title 2, “Administration and Personnel” Chapter 2.10, “Appointive Offices” of the St. Charles Municipal Code.

**Easement.** A grant by a property owner of the specific use of land by others.

**Engineering Design and Inspection Policy Manual.** The official design and inspection manual for all publicly owned, sanitary, water utilities, street and stormwater facilities providing public benefit, as approved by the City Council and amended from time to time.

**Estate Streets.** Streets located in areas zoned “Residential Estate” per Title 17, “Zoning” of the St. Charles Municipal Code. Roadways in areas zoned “Residential Estate” may be constructed without combination curb and gutter provided the flow velocity of water in the ditches will not exceed four feet per second.

**Final Engineering Plan.** A set of plans, specifications, and calculations prepared by a registered engineer, showing in detail all data required in Section 16.06.060, “Final Engineering Plans” to construct land improvements.

**Final Plat of Subdivision.** A surveyor's plat of a proposed subdivision as described in Section 16.06.050, “Final Plat of Subdivision”.

**Improved Land.** Land located within a development which has been improved by installation of the required land improvements.

**Land Improvements.** Any sanitary sewer, storm sewer and water systems, including all appurtenances thereto, retention and detention basins, grading and surface drainage ways and facilities, curbs, paving, streets, street lighting, sidewalks, street signs, seeding, and tree plantings.

**Land Improvement Agreement.** An acknowledgement executed by the Subdivider/Applicant accepting the responsibility for the installation of the Land Improvements as shown on the approved engineering plans and specifications and agreeing to furnish qualified field supervision of the installation of all Land Improvements in the person of a registered engineer approved by the City.

**Licensed Professional Engineer.** A person holding a current license to provide professional engineering services in the State of Illinois.

**Lot.** A portion of a subdivision or other parcel of land intended as a unit for the purpose whether immediate or future, of transfer or ownership or for building development.

**Owner.** Any individual, firm, association, partnership, corporation, trust, or any other legal entity having sufficient proprietary interest in the land sought to be subdivided to commence and maintain proceedings to subdivide the same under this Title.

**Park District.** The St. Charles Park District, Kane and DuPage Counties, Illinois, or any public Park District within which a development or part of a development is located.

**Person.** Any individual, firm, association, partnership, corporation, trust, or any other legal entity.

**Plan Commission.** The Plan Commission of the City, as defined in Title 2, "Administration and Personnel" Chapter 2.28, "Plan Commission" of the St. Charles Municipal Code.

**Planned Unit Development (PUD).** A unified development of one or more tracts of contiguous land in single or unified ownership where the specific requirements of a given zoning district may be modified if the application is processed and approved under the Planned Unit Development procedure in Title 17, "Zoning".

**Preliminary Plat.** A surveyor's plat of a proposed subdivision (and related documents) as described in Chapter 16.06.030, "Preliminary Plat".

**Preliminary Engineering Plan.** A set of plans, specifications, and calculations prepared by a registered engineer, showing in detail all data required in Section 16.06.040, "Preliminary Engineering Plans".

**Protective Covenants.** Contracts entered into between private parties and constitute a restriction on the use of all private property within a subdivision for the benefit of property owners and to provide mutual protection against undesirable aspects of development which would tend to impair stability of values.

**Public Land.** Real estate to be conveyed pursuant to the provisions hereof and to be utilized by the City, School District, and/or Park District for uses including, but not limited to, parks, recreational sites, lakes, storm water retention and detention areas, public forest areas, municipal service areas, public utility substations, storage areas and well sites, public natural resource areas, public golf course areas, school building sites, playgrounds and other similar uses.

**Right-Of-Way.** See Section 12.30.030. Definitions H. "Right-Of-Way".

**School District.** Community Unit School District No. 303, Kane and DuPage Counties, Illinois, or any public School District within which a development or part of a development is located.

**Soil and Water Conservation District.** The Kane-DuPage Soil and Water Conservation District.

**Street, Arterials.** Any streets primarily for through traffic, usually on a continuous route moving large volumes of traffic. Arterials should remain free flowing with limited access.

**Street, Collector.** Streets serving the internal traffic movement within and between neighborhoods of the City, and connecting Local Street with the arterials system.

**Street, Local.** Streets primarily for access to residences, businesses, residential lots, or other abutting property.

**Street width.** The shortest distance between lines delineating the right-of-way of a street.

**Subdivider and/or Applicant.** A record owner of the subject property, or a lessee, agent or contract purchaser with specific written authorization from the record owner, who commences proceedings under this Title.

**Subdivision.** 1) A described tract of land which has been or is to be divided into two (2) or more lots, parcels, or tracts, for the purpose of, either immediate or future transfer of ownership, lease, or building development, including a resubdivision for any such purpose, and 2) A planned unit development involving one or more parcels of land.

**Traffic Study.** An engineering study that evaluates the impact of a subdivision proposal upon the existing and proposed transportation network. This study shall be performed by a Licensed Professional Engineer. The study typically contains documentation of existing and proposed conditions, evaluation of impacts and recommendations to mitigate impacts.

**Utility Capacity Study.** An engineering study that evaluates the impact of a subdivision proposal upon the existing and proposed utility networks. This study shall be performed by a Licensed Professional Engineer. The study typically contains documentation of existing and proposed conditions, evaluation of impacts and recommendations to mitigate impacts.

**Utility.** Public improvements intended for the transference of public services such as water and sanitary sewers.

## APPENDIX A FEES – SCHEDULE

The following schedule of fees is established for the filling of applications and review of all subdivision plats, and for the inspection of subdivision and PUD construction:

### Filing Fees (payable when application is filed):

Filing Fees are intended to cover the cost of providing information to the public about an application, distributing plans to City departments and other agencies, preparing agendas packets and minutes for the Plan Commission, City Council, and other applicable review bodies, and other administrative tasks.

The Subdivider shall pay the full filing fee for each category of petition or plan submitted as set forth in the following Fee Schedule. The fees set forth in the following fee schedule shall be in addition to those payable under any other provision of the St. Charles Municipal Code, as amended. Filing fees are payable upon filing of the application or petition.

Filing Fees for subdivisions and Planned Unit Developments that will be developed within the corporate limits of St. Charles:

Subdivision Concept Plan	No fee
Preliminary Plan of Subdivision (not a PUD)	\$500
Preliminary Plan of Subdivision or Resubdivision of a parcel of less than 3 acres (not a PUD)	\$300
Subdivision Final Engineering Plan	\$300
Final Plat (Subdivision or PUD)	\$300
Final Plat Minor Subdivision	\$300
PUD Concept Plan PUD Preliminary Plan PUD Final Engineering Plan	In accordance with Title 17 of the St. Charles Municipal Code (See Chapter 17.04 and Appendix B)

2. Filing Fees for subdivisions that will be developed outside the corporate limits of St. Charles, within the 1½ mile jurisdictional area:

Concept Plan (review of county application)	No fee
Preliminary Plan of Subdivision, 5 or more lots, with new public road construction	\$300
Preliminary Plan of Subdivision, 1 to 4 lots, with new public road construction	\$200
Preliminary Plan of Subdivision or Resubdivision, 1 to 4 lots, no new public road construction	No fee
Final Plat	\$300

**APPENDIX B**  
**FINAL PLAT OF SUBDIVISION CERTIFICATES (AS REQUIRED) AND EASEMENT**  
**PROVISIONS**

A. "SURVEYOR'S CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"This is to certify that I, \_\_\_\_\_ Illinois Land Surveyor No. \_\_\_\_\_, have surveyed and subdivided the following described property:

"Given under my hand and seal at \_\_\_\_\_, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_."

Illinois Registered Land Surveyor  
No. \_\_\_\_\_ "

B. "OWNER'S CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"This is to certify that the undersigned is the owner of the land described in the annexed plat, and that he has caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes therein set forth, and does hereby acknowledge and adopt the same under the style and title thereon indicated.

Also, this is to certify that property being, subdivided aforesaid, and to the best of the owner's knowledge and belief, said subdivision lies entirely within the limits of:

St. Charles Community Unit School District 303

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_."

C. "NOTARY CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I, \_\_\_\_\_, a notary public, in and for said county, in the state aforesaid, do hereby certify that \_\_\_\_\_, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such owners, appeared before me this day in person and acknowledged that they signed and delivered the annexed plat as their own free and voluntary act for the uses and purposes therein set forth.

"Given under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_, at \_\_\_\_\_, Illinois.

\_\_\_\_\_  
Notary Public

D. "COUNTY CLERK CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I, \_\_\_\_\_ County Clerk of Kane County, Illinois, do hereby certify that there are no delinquent general taxes, no unpaid forfeited taxes and no redeemable tax sales against any of the land included in the annexed plat.

"I further certify that I have received all statutory fees in connection with the annexed plat.

"Given under my hand and seal at \_\_\_\_\_, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

\_\_\_\_\_  
County Clerk

E. "CERTIFICATE AS TO SPECIAL ASSESSMENTS  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I do hereby certify that there are no delinquent or unpaid current or forfeited special assessments or any deferred installments thereof that have not been apportioned against the tract of land included in the plat.

\_\_\_\_\_  
Collector of Special Assessments

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_."

F. "COUNTY ENGINEER'S CERTIFICATE

"This plat has been approved by the Kane County Engineer with respect to roadway access to \_\_\_\_\_ pursuant to ILCS Chapter 765 Paragraph 205/2.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_."

County Engineer

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, .D. 20\_\_\_\_."

G. "PLAN COMMISSION CERTIFICATE  
STATE OF ILLINOIS )  
CITY OF ST. CHARLES ) ss.

"Approved this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

CITY OF ST. CHARLES PLAN COMMISSION

\_\_\_\_\_  
Chairman

- H. "DIRECTOR OF COMMUNITY DEVELOPMENT (or Designee)  
CERTIFICATE  
STATE OF ILLINOIS )  
COUNTY OF KANE ) ss.

"I, \_\_\_\_\_, do hereby certify that the required improvements have been installed, or the required guarantee bond has been posted for the completion of all required land improvements.

\_\_\_\_\_  
Director of Community Development

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_."

- I. "CITY COUNCIL CERTIFICATE  
"Approved and accepted this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_."

CITY COUNCIL OF CITY OF  
ST. CHARLES, ILLINOIS

\_\_\_\_\_  
Mayor

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

- J. "SPECIAL FLOOD HAZARD AREA CERTIFICATE  
"This is to certify that the parcels included in this record of deed {are/are not} located in the Special Flood Hazard Area identified for the {City/village/county} of \_\_\_\_\_, Illinois by the Federal Emergency Management Agency on the Flood Insurance Rate Map, Panel No. \_\_\_\_\_ Dated \_\_\_\_\_, 20\_\_.

Illinois Registered Land Surveyor

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

- K. "MORTGAGEE'S CERTIFICATE  
Accepted and approved by \_\_\_\_\_, as Mortgagee.

Dated at \_\_\_\_\_, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_.

By:

Attest: \_\_\_\_\_"

L. "ILLINOIS DEPARTMENT OF TRANSPORTATION  
STATE OF ILLINOIS )  
CITY OF ST. CHARLES ) ss.

This plat has been approved by the Illinois Department of Transportation with respect to roadway access pursuant of Section 2 of "An Act to revise the law in relation to plats," as amended. A Plan that meets the requirements contained in the Department's "Policy on Permits for Access Driveways to State Highways" will, be required by the Department

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

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

M.

Please return the recorded Mylar to:

City of St. Charles  
2. E. Main Street  
St. Charles, IL 601714

## **PUBLIC UTILITY EASEMENT PROVISIONS**

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY GRANTED TO THE CITY OF ST. CHARLES AND TO ALL PUBLIC UTILITY COMPANIES OF ANY KIND OPERATING UNDER FRANCHISE GRANTING THEM EASEMENT RIGHTS FROM SAID CITY OF ST. CHARLES, INCLUDING BUT NOT LIMITED TO, AMERITECH AND NICOR AND TO THEIR SUCCESSORS AND ASSIGNS (HEREIN COLLECTIVELY REFERRED TO AS "GRANTEES"), IN, UPON, ACROSS, OVER, UNDER, AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "PUBLIC UTILITY EASEMENT" ON THE PLAT OF SUBDIVISION HEREON DRAWN FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENEWING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING ABOVE GROUND AND UNDERGROUND ELECTRICAL SYSTEMS, CABLE TELEVISION, COMMUNICATION, GAS, TELEPHONE OR OTHER UTILITY LINES OR APPURTENANCES, SANITARY AND STORM SEWERS, DRAINAGE WAYS, STORM WATER DETENTION AND RETENTION, WATER MAINS AND ANY AND ALL MANHOLES, HYDRANTS, PIPES, CONNECTIONS, CATCH BASINS, BUFFALO BOXES AND WITHOUT LIMITATION, SUCH OTHER INSTALLATIONS AS MAY BE REQUIRED TO FURNISH PUBLIC UTILITY SERVICE TO ADJACENT AREAS TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREIN FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO MAKE ANY OR ALL OF THE ABOVE WORK. THE RIGHT IS ALSO HEREBY GRANTED TO SAID GRANTEES TO CUT DOWN, TRIM, OR REMOVE ANY TREES, SHRUBS, OR OTHER PLANTS THAT INTERFERE WITH THE OPERATION OF OR ACCESS TO SAID UTILITY INSTALLATIONS, WITHOUT LIMITATION, IN, ON, UPON OR ACROSS, UNDER, OR THROUGH SAID EASEMENTS. IN THE EVENT UTILITY MAINTENANCE IS PERFORMED WITHIN THE UTILITY EASEMENT, THE CITY OF ST. CHARLES WILL HAVE NO OBLIGATION WITH RESPECT TO SURFACE RESTORATION INCLUDING, BUT NOT LIMITED TO, THE RESTORATION, REPAIR, OR REPLACEMENT OF ANY LANDSCAPING PROVIDED, HOWEVER, THE GRANTEES SHALL BE OBLIGATED FOLLOWING ANY SUCH WORK, TO BACKFILL AND MOUND SO AS TO RETAIN SUITABLE DRAINAGE, REMOVE DEBRIS, AND LEAVE THE AREA IN GENERALLY CLEAN AND WORKMANLIKE CONDITION. NO PERMANENT BUILDINGS OR TREES SHALL BE PLACED ON SAID EASEMENTS, BUT THE EASEMENT AREAS MAY BE USED FOR GARDENS, SHRUBS, LANDSCAPING, PAVING, FENCES, SIDEWALKS, CURBING, AND OTHER PURPOSES THAT DO NOT INTERFERE WITH THE AFORESAID USES AND RIGHTS. WHERE AN EASEMENT IS USED FOR STORM OR SANITARY SEWERS, OTHER UTILITY INSTALLATIONS SHALL BE SUBJECT TO THE PRIOR APPROVAL OF SAID CITY OF ST. CHARLES SO AS NOT TO INTERFERE WITH THE GRAVITY FLOW IN SAID SEWER OR SEWERS. UTILITY INSTALLATIONS, OTHER THAN THOSE MANAGED BY THE CITY OF ST. CHARLES, SHALL BE SUBJECT TO THE APPROVAL OF THE CITY OF ST. CHARLES, AS TO DESIGN AND

LOCATION, AND ALL OTHER INSTALLATIONS ARE SUBJECT TO THE ORDINANCES OF THE CITY OF ST. CHARLES.

**PUBLIC UTILITY AND DRAINAGE EASEMENT PROVISIONS**

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY GRANTED TO THE CITY OF ST. CHARLES AND TO ALL PUBLIC UTILITY COMPANIES OF ANY KIND OPERATING UNDER FRANCHISE GRANTING THEM EASEMENT RIGHTS FROM SAID CITY OF ST. CHARLES, INCLUDING BUT NOT LIMITED TO, AMERITECH AND NICOR AND TO THEIR SUCCESSORS AND ASSIGNS (HEREIN COLLECTIVELY REFERRED TO AS "GRANTEES"), IN, UPON, ACROSS, OVER, UNDER, AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "PUBLIC UTILITY AND DRAINAGE EASEMENT" ON THE PLAT OF SUBDIVISION HEREON DRAWN FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENEWING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING ABOVE GROUND AND UNDERGROUND ELECTRICAL SYSTEMS, CABLE TELEVISION, COMMUNICATION, GAS, TELEPHONE OR OTHER UTILITY LINES OR APPURTENANCES, SANITARY AND STORM SEWERS, DRAINAGE WAYS, STORM WATER DETENTION AND RETENTION, WATER MAINS AND ANY AND ALL MANHOLES, HYDRANTS, PIPES, CONNECTIONS, CATCH BASINS, BUFFALO BOXES AND WITHOUT LIMITATION, SUCH OTHER INSTALLATIONS AS MAY BE REQUIRED TO FURNISH PUBLIC UTILITY SERVICE TO ADJACENT AREAS TOGETHER WITH THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREIN FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO MAKE ANY OR ALL OF THE ABOVE WORK. THE PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO THE CITY OF ST. CHARLES AND THE RESPECTIVE SUCCESSORS AND ASSIGNS FOR MAINTAINING THE UNINTERRUPTED AND UNIMPEDED CONVEYANCE, FLOW AND RUNOFF OF SURFACE STORM WATER ACROSS AND UPON THE AREAS DESIGNATED ON THIS PLAT AS DRAINAGE EASEMENT. THE RIGHT IS HEREBY GRANTED TO SAID GRANTEES TO CUT DOWN, TRIM, OR REMOVE ANY TREES, SHRUBS, OR OTHER PLANTS THAT INTERFERE WITH THE DRAINAGE WAYS AND OPERATION OF OR ACCESS TO SAID UTILITY INSTALLATIONS, WITHOUT LIMITATION, IN, ON, UPON OR ACROSS, UNDER, OR THROUGH SAID EASEMENTS.

NO PERMANENT BUILDINGS, TREES, GARDENS, SHRUBS, OR BERMING SHALL BE PLACED ON OR IN SAID EASEMENTS, BUT THE EASEMENT AREAS MAY BE USED FOR PAVING, FENCES, SIDEWALKS, AND OTHER PURPOSES THAT DO NOT INTERFERE WITH THE AFORESAID USES AND RIGHTS. WHERE AN EASEMENT IS USED FOR STORM OR SANITARY SEWERS, OTHER UTILITY INSTALLATIONS SHALL BE SUBJECT TO THE PRIOR APPROVAL OF SAID CITY OF ST. CHARLES SO AS NOT TO INTERFERE WITH THE GRAVITY FLOW IN SAID SEWER OR SEWERS. UTILITY INSTALLATIONS, OTHER THAN THOSE MANAGED BY THE CITY OF ST. CHARLES, SHALL BE SUBJECT TO THE APPROVAL OF THE CITY OF ST. CHARLES, AS TO DESIGN AND LOCATION, AND ALL OTHER INSTALLATIONS ARE SUBJECT TO THE ORDINANCES OF THE CITY OF ST. CHARLES.

FOLLOWING ANY WORK TO BE PERFORMED BY THE GRANTEES IN THE EXERCISE  
APPENDIX B

OF ITS EASEMENT RIGHTS GRANTED HEREIN, THE GRANTEEES SHALL HAVE NO OBLIGATION WITH RESPECT TO SURFACE RESTORATION INCLUDING, BUT NOT LIMITED TO, THE RESTORATION, REPAIR, OR REPLACEMENT OF ANY LANDSCAPING PROVIDED, HOWEVER, THE GRANTEEES SHALL BE OBLIGATED FOLLOWING ANY SUCH WORK, TO BACKFILL AND MOUND SO AS TO RETAIN SUITABLE DRAINAGE, REMOVE DEBRIS, AND LEAVE THE AREA IN GENERALLY CLEAN AND WORKMANLIKE CONDITION.

## **STORMWATER DETENTION EASEMENT PROVISIONS**

A PERMANENT NON-EXCLUSIVE EASEMENT IS HEREBY GRANTED TO THE CITY OF ST. CHARLES AND TO THEIR SUCCESSORS AND ASSIGNS, IN, UPON, ACROSS, OVER, UNDER, AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "STORMWATER DETENTION EASEMENT" ON THE PLAT OF SUBDIVISION HEREON DRAWN FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, INSPECTING, OPERATING, REPLACING, RENEWING, ALTERING, ENLARGING, REMOVING, REPAIRING, CLEANING, AND MAINTAINING STORM SEWERS, DRAINAGE WAYS, STORM WATER DETENTION AND RETENTION AND ANY AND ALL MANHOLES, PIPES, CONNECTIONS, CATCH BASINS, AND WITHOUT LIMITATION, SUCH OTHER INSTALLATIONS AS MAY BE REQUIRED TO FURNISH STORMWATER DETENTION. THE RIGHT OF ACCESS ACROSS THE REAL ESTATE PLATTED HEREIN FOR THE NECESSARY PERSONNEL AND EQUIPMENT TO MAKE ANY OR ALL OF THE ABOVE WORK. NO BUILDING SHALL BE PLACED ON SAID EASEMENT PREMISES WITHOUT PRIOR WRITTEN CONSENT FROM THE CITY OF ST. CHARLES. THE RESPONSIBILITY OF MAINTAINING THE DETENTION AREA EASEMENT SHALL BE BINDING ON THE HEIRS, EXECUTORS, ADMINISTRATORS, SUCCESSORS AND ASSIGNS OF THE LANDOWNERS. NO PERSON SHALL DESTROY OR MODIFY SLOPES OR OTHERWISE AFFECT THE DETENTION VOLUME WITHOUT HAVING FIRST RECEIVED WRITTEN APPROVAL FROM THE CITY OF ST. CHARLES. THE CITY SHALL HAVE THE RIGHT BUT NOT THE OBLIGATION TO RESTORE ANY DETENTION VOLUME LOST THROUGH UNAUTHORIZED ACTIVITIES.

**PUBLIC ACCESS**

PERMANENT NON-EXCLUSIVE EASEMENTS ARE HEREBY RESERVED FOR AND GRANTED TO THE CITY OF ST. CHARLES, IN, UPON, ACROSS, OVER, UNDER AND THROUGH THE AREAS SHOWN BY DASHED LINES AND LABELED "PUBLIC ACCESS EASEMENT" ON THE PLAT OF SUDIVISION HEREON DRAWN, FOR THE PURPOSE OF ACCESS TO CITY OWNED UTILITIES AND OTHER GRANTED EASEMENTS, AS DEEMED NECESSARY BY THE CITY OF ST. CHARLES. THE RIGHT IS ALSO HEREBY GRANTED TO SAID CITY TO CUT DOWN, TRIM OR REMOVE ANY TREES, SHRUBS OR OTHER PLANTS THAT INTERFERE WITH THE OPERATION OF OR ACCESS TO SAID UTILITY OR EASEMENT. NO PERMANENT BUILDINGS SHALL BE PLACED IN SAID EASEMENT, BUT SAME MAY BE USED FOR SHRUBS, LANDSCAPING, AND OTHER PURPOSES THAT DO NOT THEN OR LATER INTERFERE WITH THE AFORESAID USES AND RIGHTS.

**APPENDIX C – LETTER OF CREDIT TEMPLATE**

**Performance Letter of Credit Template**  
*(FINANCIAL INSTITUTION LETTERHEAD)*

IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_

DATE: \_\_\_\_\_, 20\_\_

BENEFICIARY: City of St. Charles (“City”)  
ATTN: Development Engineering Division Manager  
2 East Main Street  
St. Charles, IL 60174

FOR THE ACCOUNT OF: \_\_\_\_\_ *(Developer)*

\_\_\_\_\_

and

\_\_\_\_\_ *(Owner)*

\_\_\_\_\_

\_\_\_\_\_

AMOUNT OF CREDIT: \$ \_\_\_\_\_

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

Ladies and Gentlemen:

We hereby open our Irrevocable Standby Letter of Credit in your favor available by your draft on us at sight, signed by the Director of Public Works, City of St. Charles, bearing the clause "Drawn under *(Name of Bank)* Letter of Credit No. \_\_\_\_\_ effective *(Date)*" accompanied by the following documents:

1. This original Letter of Credit and all amendment(s) thereto (if any).
2. A statement in duplicate signed by the Director of Public Works, City of St. Charles, reading as follows: "*(Name of Developer/Owner)* has failed to comply with any one or more of the following as such relates to the *(Name of Project)*:
  - a. The Land Improvement Agreement entered into by and between the City of St. Charles and *(Name of Developer/Owner)* on or about \_\_\_\_\_, 20\_\_ ;

b. Any other applicable Agreement entered into by and between the City of St. Charles and (Name of Developer/Owner) or applicable completion date for the Land Improvements (as defined in the St. Charles Municipal Code) set forth in the St. Charles Municipal Code.

The funds claimed under this Letter of Credit are for the payment of the cost of construction of improvements according to the engineering plans prepared by (Name of Engineering Firm) and dated (Date of Plans), together with any amendments thereto approved by the City and/or reimbursement to the City of expenses or other costs as set forth in the Land Improvement Agreement."

Demands may be presented either in person or via mail or overnight courier; provided, however that payment under such draw will only be effected after receipt of original documents by (Name of Bank). Original documents are to be sent to: \_\_\_\_\_ (Address of Bank).

No consent by (Name of Developer/Owner) shall be required in order for the City to make demand hereunder.

\_\_\_\_\_ (Name of Bank) agrees that this Irrevocable Letter of Credit shall not be reduced or discharged except upon receipt of a certificate from the Director of Public Works for the City of St. Charles, or his designee, certifying that this Irrevocable Letter of Credit may be reduced and the amount by which it may be reduced. The outstanding balance of this Irrevocable Letter of Credit shall be the face amount of this Irrevocable Letter of Credit less any amount which is discharged upon certification of the Director of Public Works, or his designee, provided, however, the outstanding balance of this Irrevocable Letter of Credit shall not be reduced to less than 115% of the Development Engineering Division Manager's estimate of the cost of completion of all remaining Land Improvements until the St. Charles City Council has accepted all of the aforementioned Land Improvements and the Director of Public Works, or his designee, has certified that the City Council has released this Irrevocable Letter of Credit.

It is a condition of this Letter of Credit that it shall be automatically extended, without amendment, for additional periods of one year from the present and each future expiration date, unless we notify you in writing via Certified Mail, Return Receipt Requested, at least ninety (90) days prior to any given expiry date that we have elected not to renew this Letter of Credit for such additional period of time. Upon receipt of such notice, you may draw hereunder by means of the following:

1. Sight draft in accordance with the terms of this Letter of Credit;
2. This original Letter of Credit, and all amendment(s) thereto (if any);
3. A statement, signed by the Director of Public Works, City of St. Charles, reading as follows:

"(Name of Bank) has elected not to renew Letter of Credit No. \_\_\_\_\_ beyond its present expiration date and (Name of Developer/Owner) has failed to supply us with an acceptable replacement Letter of Credit and/or other acceptable substitute collateral."

We hereby agree with you that all drafts drawn under and in compliance with the terms of this credit shall be duly honored on presentation. In the event that we do not make payouts in accordance with this Letter of Credit and the City of St. Charles is required to file a lawsuit to compel compliance with this agreement and shall prevail, we will be obligated to pay to the City of St. Charles its expenses and costs of litigation including attorneys' fees.

The undersigned institution hereby represents and warrants to the City that it has the full power, right and authority to deliver this Irrevocable Letter of Credit, that the same is within all lending limits of such institution, is in full conformity with all state and federal law, and that the same is binding in accordance with its terms on the undersigned institution. All acts, requirements and other preconditions for the issuance of this Irrevocable Letter of Credit have been completed.

This Letter of Credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Publication No. 600 ("UCP 600") and to the Uniform Commercial Code-Letters of Credit, 810 ILCS 5/5-101 et seq., as amended, as in effect in the State of Illinois (UCC). In the event of conflict between UCP 600 and the UCC, UCP 600 shall govern.

(FINANCIAL INSTITUTION)

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**BILL OF SALE**

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_ ("Seller"), in consideration of One (\$1.00) Dollar and other good and valuable consideration, does hereby grant, sell, transfer and deliver unto the CITY OF ST. CHARLES, an Illinois municipal corporation in Kane County, Illinois, ("City") the following goods, chattels or other items of personal property, to wit:

ONE: Each and every part of a \_\_\_\_\_, as fully described in a certain set of plans and specifications attached hereto and incorporated herein as Exhibit "A".

TWO: The object of this Bill of Sale is to grant, sell, transfer and deliver to the CITY, with the exceptions noted, the ownership in all items of personalty, which comprise the \_\_\_\_\_ by SELLER to date within the CITY.

SELLER does hereby covenant and warrant to the CITY that SELLER is the lawful owner of the aforescribed goods, chattels and personalty; that such items are free and clear from all encumbrances; that SELLER has the absolute right to sell the same as aforesaid; and that SELLER warrants and will defend the same against the claims and demands of all persons; and that the execution of this Bill of Sale is an authorized act of said SELLER.

IN WITNESS WHEREOF, SELLER has signed and sealed this Bill of Sale at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(SELLER)

BY: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

**Maintenance Letter of Credit Template**  
*(FINANCIAL INSTITUTION LETTERHEAD)*

IRREVOCABLE LETTER OF CREDIT NO. \_\_\_\_\_  
DATE: \_\_\_\_\_, 20\_\_

BENEFICIARY: City of St. Charles ("City")  
ATTN: Engineering Dept.  
2 East Main Street  
St. Charles, IL 60174

FOR THE ACCOUNT OF: \_\_\_\_\_ *(Developer)*  
\_\_\_\_\_  
\_\_\_\_\_  
and  
\_\_\_\_\_ *(Owner)*  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF CREDIT: \$ \_\_\_\_\_  
EXPIRY DATE: \_\_\_\_\_

Ladies and Gentlemen:

We hereby open our Irrevocable Standby Letter of Credit in your favor available by your draft on us at sight, signed by the Director of Public Works, City of St. Charles, bearing the clause "Drawn under *(Name of Bank)* Letter of Credit No. \_\_\_\_\_ effective *(Date)*" accompanied by the following documents:

1. This original Letter of Credit and all amendment(s) thereto (if any).
2. A statement in duplicate signed by the Director of Public Works, City of St. Charles, reading as follows: "*(Name of Developer/Owner)* has failed to comply with any one or more of the following as such relates to the *(Name of Project)*:
  - a. The Land Improvement Agreement entered into by and between the City of St. Charles and *(Name of Developer/Owner)* on or about \_\_\_\_\_, 20\_\_;
  - b. Any other applicable Agreement entered into by and between the City of St. Charles and *(Name of Developer/Owner)* or applicable completion date for the Land Improvements (as defined in the St. Charles Municipal Code) set forth in the St. Charles Municipal Code.

The funds claimed under this Letter of Credit are for the payment of the cost of construction of improvements according to the engineering plans prepared by (*Name of Engineering Firm*) and dated (*Date of Plans*), together with any amendments thereto approved by the City and/or reimbursement to the City of expenses or other costs as set forth in the Land Improvement Agreement."

Demands may be presented either in person or via mail or overnight courier; provided, however that payment under such draw will only be effected after receipt of original documents by (*Name of Bank*). Original documents are to be sent to: \_\_\_\_\_ (*Address of Bank*).

No consent by (*Name of Developer/Owner*) shall be required in order for the City to make demand hereunder.

\_\_\_\_\_ (*Name of Bank*) agrees that this Irrevocable Letter of Credit shall not be reduced or discharged except upon receipt of a certificate from the Director of Public Works for the City of St. Charles, or his designee, certifying that this Irrevocable Letter of Credit may be reduced and the amount by which it may be reduced. The outstanding balance of this Irrevocable Letter of Credit shall be the face amount of this Irrevocable Letter of Credit less any amount which is discharged upon certification of the Director of Public Works, or his designee, provided, however, the outstanding balance of this Irrevocable Letter of Credit shall not be reduced to less than 115% of the Development Engineering Division Manager's estimate of the cost of completion of all remaining Land Improvements until the St. Charles City Council has accepted all of the aforementioned Land Improvements and the Director of Public Works, or his designee, has certified that the City Council has released this Irrevocable Letter of Credit.

It is a condition of this Letter of Credit that it shall be automatically extended, without amendment, for additional periods of one year from the present and each future expiration date, unless we notify you in writing via Certified Mail, Return Receipt Requested, at least ninety (90) days prior to any given expiry date that we have elected not to renew this Letter of Credit for such additional period of time. Upon receipt of such notice, you may draw hereunder by means of the following:

4. Sight draft in accordance with the terms of this Letter of Credit;
5. This original Letter of Credit, and all amendment(s) thereto (if any);
6. A statement, signed by the Director of Public Works, City of St. Charles, reading as follows:

"(*Name of Bank*) has elected not to renew Letter of Credit No. \_\_\_\_\_ beyond its present expiration date and (*Name of Developer/Owner*) has failed to supply us with an acceptable replacement Letter of Credit and/or other acceptable substitute collateral."

We hereby agree with you that all drafts drawn under and in compliance with the terms of this credit shall be duly honored on presentation. In the event that we do not make payouts in accordance with this Letter of Credit and the City of St. Charles is required to file a lawsuit to compel compliance with this agreement and shall prevail, we will be obligated to pay to the City of St. Charles its expenses and costs of litigation including attorneys' fees.

The undersigned institution hereby represents and warrants to the City that it has the full power, right and authority to deliver this Irrevocable Letter of Credit, that the same is within all lending limits of such institution, is in full conformity with all state and federal law, and that the same is binding in accordance with its terms on the undersigned institution. All acts, requirements and other preconditions for the issuance of this Irrevocable Letter of Credit have been completed.

This Letter of Credit is subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision), International Chamber of Commerce Publication No. 600 ("UCP 600") and to the Uniform Commercial Code-Letters of Credit, 810 ILCS 5/5-101 et seq., as amended, as in effect in the State of Illinois (UCC). In the event of conflict between UCP 600 and the UCC, UCP 600 shall govern.

*(FINANCIAL INSTITUTION)*

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

**APPENDIX D – LAND IMPROVEMENT AGREEMENT**

LAND IMPROVEMENT AGREEMENT

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the City of St. Charles, Kane and DuPage Counties, Illinois, a municipal corporation of the State of Illinois, having its principal offices at 2 E. Main Street, St. Charles, Illinois (hereinafter called the “City”) and \_\_\_\_\_ (hereinafter called "Developer").

WITNESSETH:

WHEREAS, on or about \_\_\_\_\_, 20\_\_\_, Developer, as applicant, filed an application for \_\_\_\_\_ approval with respect to the property legally described on Exhibit "A", attached hereto which is, by this reference, incorporated herein ("Subject Realty") so as to permit the construction of \_\_\_\_\_; ("Project"); and,

WHEREAS, the City is willing to approve the Project provided that this Agreement is executed to insure the completion of certain improvements in accordance with applicable City ordinances and/or agreements between the City and Developer. The Project shall not be approved until this Agreement is executed.

NOW, THEREFORE, it is mutually agreed as follows:

1. Developer shall furnish, or cause to be furnished, at its own cost and expense, all the necessary materials, labor and equipment to complete the public and private onsite and offsite Land Improvements required by the St. Charles Municipal Code (the “City Code”), including but not limited to the following: Sanitary sewer, storm sewer and water systems, including all appurtenances thereto, retention and detention basins, grading and surface drainage ways and facilities, curbs, paving, streets street lighting, sidewalks, street signs, seeding, and tree plantings. All Land Improvements shall be constructed in accordance with the standards, specifications, and requirements of the City of St. Charles. Such Land Improvements are identified on the Final Engineering Plans (“Final Engineering Plans”) prepared by \_\_\_\_\_, entitled \_\_\_\_\_, dated \_\_\_\_\_, 20\_\_\_, and bearing the latest revision date of \_\_\_\_\_ 20\_\_\_, consisting of \_\_\_\_\_ sheets, together with any amendments thereto approved by the City, and shall be constructed in a good and workmanlike manner and in accordance with all pertinent ordinances and regulations of the City and/or other agreements between the City and Developer.

2. Attached hereto as Exhibit "B" is a complete cost estimate for the construction of the required Land Improvements. The City Code and/or any applicable ordinance or agreement

provides that the Developer shall collateralize its obligation to construct all required Land Improvements. The Developer shall submit a Letter of Credit issued by a sound financial institution authorized to transact business and maintaining an authorized agent for service in the State of Illinois. Such Letter of Credit shall contain such terms and provisions as may be acceptable to the City Attorney of the City and shall be deposited with the City prior to the approval of the Final Plat of Subdivision by the City.

Said Letter of Credit shall be in a principal amount of not less than one hundred fifteen percent (115%) of the Developer's engineer's estimate (the "Engineer's Estimate"), as approved by the Development Engineering Division Manager, of the costs of all required Land Improvements to be constructed.

The Letter of Credit may provide for its reduction from time to time, based upon the Development Engineering Division Manager's determination of the value of any of the Land Improvements installed. The Development Engineering Division Manager's recommendation shall not be subject to question by the Developer. In no event shall the Letter of Credit be reduced to an amount less than one hundred fifteen percent (115%) of the Development Engineering Division Manager's estimate of the cost of completion of all remaining Land Improvements. So long as any portion of the Land Improvements remain uncompleted or unaccepted, the Developer shall not permit the Letter of Credit to expire, but shall, at least ninety (90) days prior to its expiration date, cause said Letter of Credit to be renewed. Failure of the Developer to renew said Letter of Credit shall be a breach of this Agreement. Any language in the Letter of Credit with respect to its reduction shall be subject to the approval of the City Attorney. In no event shall the Development Engineering Division Manager's authorization for a reduction to the Letter of Credit constitute final acceptance of any of the Land Improvements.

In the event that the Developer requests an extension of time to complete the Land Improvements, as described in Section 7 below, the Developer shall submit a new Letter of Credit in an amount equal to the original Letter of Credit (minus any reductions described in the preceding paragraph) plus an additional amount equal to the percentage increase in the ENR:Engineering News-Record 20 Cities Construction Cost Index, published weekly by McGraw Hill Information Systems Co., from the date of the original Letter of Credit to the date of the extension granted by the City. In the event said index is no longer published, then the Consumer Price Index of the U.S. Department of Labor—Transportation Group, Chicago-Gary-Kenosha shall be used to calculate the increased amount. In no event shall the amount of the Letter of Credit be lower than the original amount, other than to reflect reductions described in the preceding paragraph. It shall be the Developer's responsibility to provide the appropriate documentation to the City regarding the index statistics.

3. Developer shall furnish qualified field supervision for the installation of all Land Improvements in the person of a professional engineer licensed in the State of Illinois.

4. Developer will pay to the City all plan review, inspection and other fees as required by the City's form of Reimbursement of Fees Agreement executed by the Developer or otherwise required by the City Code.

5. The Developer shall furnish the City with evidence of liability insurance in the amount of at least \$1,000,000/\$5,000,000 covering the construction activities of the Developer contemplated by this Agreement. Such insurance shall be written by a company rated by Best Reporting Service A VI or better. Such certificate of insurance shall be deposited before the commencement of any work by the Developer. The policy shall provide a thirty (30) day "prior notice of termination" provision in favor of the City. Should the Developer allow such liability insurance to terminate prior to the final acceptance of all of the Land Improvements, the City may have recourse against the Letter of Credit for funds sufficient to cause the liability insurance to remain in effect until the final acceptance of all of the Land Improvements.

6. The Developer, by its execution of this Agreement, agrees to indemnify, hold harmless, defend, pay costs of defense, and pay any and all claims or judgments which may hereafter accrue against the City, or its agents, servants and employees, arising out of any of the Developer's construction activities contemplated by this Agreement.

7. Developer shall cause the Land Improvements to be completed, and as-built drawing tendered to the Development Engineering Division Manager, within two (2) years of the recording of the Final Plat of Subdivision for the Subject Realty, unless such time period is extended in writing by the City.

If work relating to the Land Improvements is not completed within the time prescribed herein, the City shall have the right, but not the obligation, to require completion by drawing on the Letter of Credit in addition to any other available remedies.

8. Upon completion of any Land Improvement and, further, upon the submission to the City of a certificate from the engineering firm employed by Developer stating that the said Land Improvement has been completed in conformance with this Agreement, the City Code, the final engineering Plans and Specifications relative thereto, any applicable agreements and all State and Federal laws and standards, the Development Engineering Division Manager shall, within twenty (20) days after the City receives the aforesaid certification from the Developer's engineer, either (i) recommend to the City's corporate authorities final acceptance of said Land Improvement, or (ii) designate in writing to Developer all corrections or alterations which shall be required to obtain a recommendation of final acceptance of said Land Improvement, specifically citing sections of the final engineering Plans and Specifications, the City Code or this Agreement, any applicable agreement or State or Federal law or standard, relied upon by said Development Engineering Division Manager. Should the Development Engineering Division Manager reject any Land Improvement, or any portion or segment thereof, for a recommendation of final acceptance, the Developer shall cause to be made to such Land Improvement such corrections or modifications as may be required by the Development Engineering Division Manager. The Developer shall cause the Land Improvement to be submitted and resubmitted as herein provided until the Development

Engineering Division Manager shall recommend final acceptance of same to the corporate authorities of the City and the corporate authorities shall finally accept same. No Land Improvement shall be deemed to be finally accepted until the corporate authorities shall, by appropriate resolution, finally accept same.

Upon completion and as a condition of final acceptance by the City, Developer agrees to convey and transfer those Land Improvements which are deemed to be public improvements to the City by appropriate Bill(s) of Sale.

9. The Developer guarantees that the workmanship and materials furnished under the final Plans and Specifications and used in said Land Improvements will be furnished and performed in accordance with well-known established practices and standards recognized by engineers in the trade. All Land Improvements shall be new and of the best grade of their respective kinds for the purpose.

All materials and workmanship shall be guaranteed by the Developer for a period of twelve (12) months from the date of final acceptance by the City.

To partially secure the Developer's guarantee, at the time or times of final acceptance by the City of the installation of any Land Improvement in accordance with this Agreement, Developer shall deposit with the City a Maintenance Letter of Credit in the amount of fifteen percent (15%) of the Engineer's Estimate of the Land Improvement finally accepted by the City, as such amount was adjusted under Section 2, if applicable. This Letter of Credit shall be deposited with the City and shall be held by the City.

The Developer shall make or cause to be made at its own expense, any and all repairs which may become necessary under and by virtue of this contract guarantee and shall leave the Land Improvements in good and sound condition, satisfactory to the City and the Development Engineering Division Manager, at the expiration of the guarantee period. In said event and at the expiration of such period, said Maintenance Letter(s) of Credit shall be returned to the Developer.

If during said guarantee period, any Land Improvement shall require any repairs or renewals, in the opinion of the Development Engineering Division Manager, necessitated by reason of settlement of foundation, structure or backfill, or other defective workmanship or materials, the Developer shall, upon notification by the Development Engineering Division Manager of necessity for such repairs or renewals, make such repairs or renewals, at its own cost and expense. Should the Developer fail to make such repairs or renewals within thirty (30) days of such notification, the City may cause such work to be done, either by contract or otherwise, and the City may draw upon said Maintenance Letter(s) of Credit to pay the entire cost or expense thereof, including attorneys' fees and consultants' costs. Should such cost or expense exceed the amount set forth in said Maintenance Letter(s) of Credit, the Developer will remain liable for any additional cost or expense incurred in the correction process.

10. The Developer shall furnish the City with copies of lien waivers showing that all persons who have done work, or have furnished materials under this Agreement and are entitled to a lien therefore under any laws of the State of Illinois, have been fully paid or are no longer entitled to such lien.

11. The Developer shall be responsible for the maintenance of the Land Improvements until such time as they are finally accepted by the City. This maintenance shall include routine maintenance, as well as emergency maintenance such as sewer blockages and water main breaks. Such maintenance shall be sufficient to render the Land Improvements compliant with the Plans and Specifications at the time of their final acceptance by the City.

The City at its sole discretion may accept partially constructed streets (where the surface course has not been placed). The Developer shall be responsible for all maintenance of partially constructed streets, including street sweeping and snow removal, until the streets are fully completed and accepted by the City. At all times, the Developer shall be responsible for removal of construction debris and waste related to the property being developed by the Developer.

12. Developer shall be responsible for any and all damage to the Land Improvements which may occur during the construction of the Project irrespective of whether the Land Improvements damaged have or have not been finally accepted hereunder. Developer shall replace and repair damage to the Land Improvements installed within, under or upon the Subject Realty resulting from construction activities by Developer, its successors or assigns and its employees, agents, contractors or subcontractors during the term of this Agreement, but shall not be deemed hereby to have released any other party from liability or obligation in this regard.

13. The rights and remedies of the City as provided herein, in the ordinances of the City and/or in any agreements between the City and Developer regarding the Project, shall be cumulative and concurrent, and may be pursued singularly, successively, or together, at the sole discretion of the City, and may be exercised as often as occasion therefor shall arise. Failure of the City, for any period of time or on more than one occasion, to exercise such rights and remedies shall not constitute a waiver of the right to exercise the same at any time thereafter or in the event of any subsequent default. No act of omission or commission of the City, including specifically any failure to exercise any right, remedy or recourse, shall be deemed to be a waiver or release of the same; any such waiver or release to be effected only through a written document executed by the City and then only to the extent specifically recited therein. A waiver or release with reference to any one event shall not be construed as a waiver or release of any subsequent event or as a bar to any subsequent exercise of the City's rights or remedies hereunder. Except as otherwise specifically required, notice of the exercise of any right or remedy granted to the City is not required to be given.

14. From and after the date on which the Development Engineering Division Manager notifies the Developer, in writing, that the Developer is in default of any of its obligations under this Agreement, the Developer shall pay to the City, upon demand, all of the City's fees, costs and expenses incurred in enforcing the provisions of this Agreement against Developer, including,

without limitation, engineers' and attorneys' fees, costs and expenses, and, if any litigation is filed as part of such enforcement, any court costs and filing fees.

15. This Agreement shall be binding upon and inure to the successors and assigns of the parties to this Agreement. Notwithstanding the foregoing, this Agreement shall not be assigned by either party hereto without the prior written consent of the other party to this Agreement.

16. The invalidity of any provision of this Agreement shall not impair the validity of any other provision. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, that provision will be deemed severable and this Agreement may be enforced with that provision severed or as modified by the court.

17. This Agreement sets forth an agreement of the parties insofar as it specifically contradicts, modifies or amplifies any provision of the City Code. To the extent that this Agreement does not address an applicable provision of the City Code, the City Code shall continue to control the parties' activities contemplated by this Agreement regardless of the fact that the City Code has not been addressed within the specific terms of this Agreement.

18. This Agreement shall be in full force and effect from the date set forth above until the maintenance and guarantee period for each any every Land Improvement terminates.

19. This Agreement shall be interpreted and construed in accordance with the laws of the State of Illinois.

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

A. City at:

City St. Charles  
2 E. Main Street  
St. Charles, Illinois 60174

B. Developer at:

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

21. This Agreement is executed in multiple counterparts, each of which shall be deemed to be and shall constitute one and the same instrument.

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

CITY OF ST. CHARLES

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

ATTEST:

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

DEVELOPER

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

ATTEST:

\_\_\_\_\_  
Its \_\_\_\_\_

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF KANE         )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, and \_\_\_\_\_, \_\_\_\_\_ of said company, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such \_\_\_\_\_ and \_\_\_\_\_, respectively appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth; and the said \_\_\_\_\_ then and there acknowledged that he, as custodian of the corporate seal of said corporation, did affix the corporate seal of said corporation to said instrument, as his own free and voluntary act and as the free and voluntary act of said corporation, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF KANE         )

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that \_\_\_\_\_, Mayor of the City of St. Charles, and \_\_\_\_\_, City Clerk of said City, personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such Mayor and City Clerk, respectively appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their own free and voluntary act and as the free and voluntary act of said City, for the uses and purposes therein set forth; and the said City Clerk then and there acknowledged that she, as custodian of the corporate seal of said City, did affix the corporate seal of said City to said instrument, as her own free and voluntary act and as the free and voluntary act of said City, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

## APPENDIX E Place Holder

APPENDIX F  
CHECKLISTS

## DRAWING REQUIREMENTS / CHECKLIST

### Preliminary Engineering Plans



\_\_\_\_\_  
Name of Subdivision

\_\_\_\_\_  
Date of Submission

**NOTE:** To properly execute this checklist, the developer or his engineer shall:

1. Insert the required information.
2. Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.
3. Denote those items, which the Subdivider considers "not applicable" to this particular subdivision by checking the box marked "N/A."

**Format/Cover Sheet:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	Yes	No	N/A
1. Appropriate number of copies of preliminary plan submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plans are prepared on 24-inch by 36-inch sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plan scale is not less than 1" to 50'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Minimum profile scale is 1" to 50' horizontal and 1" to 10' vertical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A title sheet is included with each set of preliminary plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Name of proposed subdivision is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location given by town, range, section, or other legal description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Name and address of owner, trust, corporation or Subdivider having control of project is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Name and seal of registered engineer or surveyor who prepared topographic survey is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Name and address of the designer of the plan is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. North direction is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Date of preparation and date of revision, if any, is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. A location map is included indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. A scale of not less than 1" to 1000'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Use of surrounding land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Ownership of the surrounding land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Alignment of existing streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Section and corporate lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Boundary line of proposed subdivision is clearly shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Total approximate acreage is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Existing zoning classification is indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Existing Conditions:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A. Previously platted streets and other rights-of-way, with improvements, if any, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Railroad rights-of-way, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Utility rights-of-way, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Parks and other open spaces indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Easements, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Permanent buildings and structures, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. setback lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. name of owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
4. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Invert elevation at manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. water mains, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. valves, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. valve manhole, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. valve box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. fire hydrants and auxiliary valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Culverts, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. storm sewers, indication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. catchbasins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Storm sewers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. catchbasin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Watercourses, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. high-water width and elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. width of easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. location of easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	Yes	No	N/A
5. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. FEMA floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. FEMA base flood elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Rock outcrops, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Monuments and survey markers, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18. Topographic data is given in feet above mean sea level within the tract and to a distance of 100' beyond, indicating:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Existing contours at vertical levels of not more than 2'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Bench mark, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19. Soil Sampling and Testing reports used for compliance with IEPA CCDD</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>20. Soil bearing data is given, if required by Development Engineering, indicating</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Location of Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Depth of Tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Soil bearing Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Moisture content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Proposes Conditions:**

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	Yes	No	N/A
A. Layout of streets, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Collector streets, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. 80' right-of-way width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. 39' roadway width, back to back of curbs (residential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. 44' roadway width, back to back of curbs (industrial)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Minor streets, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
a. 32' roadway width, back to back of curbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cul-de-sac street, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. 66' right-of-way width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. 33' roadway width, back to back of curbs (residential)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. 10' roadway width, back to back of curbs (industrial)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The length does not exceed 500' unless there are less than 16 lots abutting the cul-de-sac street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Terminus is circular, or nearly so, and right-of-way is at least 124' in diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Terminus roadway width is 91' in diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Through street shown extended to boundaries of subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Stormwater runoff pattern on paving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Names of streets:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Not duplicating the name of any street heretofore used in the City or its environs, unless the street is an extension of any already existing street, in which case the name shall be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Street improvement plan showing location of all new street improvements, including those to the centerline of previously dedicated rights-of-way abutting the subdivision, in accordance with present City standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Utility easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. 10' at the rear of each lot and 5' on all side yards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Purpose is indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Centerline profiles of all streets showing gradients not less than 0.5 percent and not more than	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. 5.0 percent on collector streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 7.0 percent on minor streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Location at approximately the center of blocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Width not less than 8'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shrub or tree hedge at side boundary lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Block layout, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Blocks do not exceed 1200' in length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Additional access ways to parks, schools, etc., are shown in accordance with the plan commission's requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Blocks fit readily into the overall plan of the subdivision, with due consideration given to:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
a. lot planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. traffic flow pattern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. public open space areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Lot layout, indicating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Lot dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lot areas, not less than those stipulated in the appropriate district regulations of the zoning ordinance (areas may be listed by schedule)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Building setback lines shown and properly dimensioned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proposed land use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lot numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Corner lots are sufficiently larger than interior lots to allow maintenance of building setback lines on both street frontages and still allow a buildable width equal to that of the smallest interior lot in the block (minimum width 90')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. All lots abut a publicly dedicated street for a distance not less than the minimum width of the lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Lots are as nearly rectangular in shape as is practicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Lots are not less than 100' in depth, or 70' in width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Lot lines are substantially at right angles to the street lines and radial to curved street lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Double frontage lots only where	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. lots back upon an arterial street and front on an access street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. topographic or other conditions make subdividing otherwise unreasonable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. lot can be made an additional 20' deeper than average	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. a protective screen planting is indicated on one frontage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. additional width and depth to provide an acceptable building site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. width of easement is at least 15' wider on each side of watercourse at high-water level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Due regard for natural features, such as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Watercourses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Historic item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Other similar conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Areas intended to be dedicated for public use, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Plan conforms to general development plan of the City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
2. Acreage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Source of domestic water supply, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Connection to existing water mains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Provision for sewage disposal, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Connection to existing sanitary sewer mains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. School sites, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Acreage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Topographic information, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Proposed changes in elevation, 2' minimum contours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Stormwater storage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. normal water level (NWL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. high water level (HWL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. emergency overflow elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. storage volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. overflow routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Sanitary sewer layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Invert elevations at manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Manhole locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Water main layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Fire hydrants, spaced not more than 400' apart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. Storm sewer layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Catchbasins at not more than 600' intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Stormwater is not carried across or around any intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Surface water drainage pattern for each individual lot and block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q. Street light layout, indicating:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Locations and typical street light detail, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Statement by Subdivider that street lights will be installed in accordance with City standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
F. Protection against obstruction of drainage easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Typical street cross section, showing base construction, surfacing, concrete curb and sidewalk in accordance with the land improvements ordinance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Indication that sidewalks will be installed along all lot lines coincidental with street rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Indication on drawings or by certificate that Subdivider is aware of his responsibility for installation of street signs, and for seeding and tree planting in all parkways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Required volume and proposed volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing release rate and proposed release rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Overland flow route water surface elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Watershed and sub-watershed delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Basin sizing calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Release structure / restrictor design calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Wetland inventory and Wetland Delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: \_\_\_\_\_  
*Name*

\_\_\_\_\_ *Title*

\_\_\_\_\_ *Organization / Company*

\_\_\_\_\_ *Date*

Reviewed by: \_\_\_\_\_  
*Name*

\_\_\_\_\_ *Title*

\_\_\_\_\_ *Organization / Company*

\_\_\_\_\_ *Date*

## DRAWING REQUIREMENTS / CHECKLIST

### Final Engineering Plans

*PLEASE NOTE: These requirements are needed for Final Engineering Plans and are in addition to Preliminary Engineering Plan Drawing Requirements*

\_\_\_\_\_  
*Name of Subdivision*

\_\_\_\_\_  
*Date of Submission*

**NOTE:** To properly execute this checklist, the developer or his engineer shall:

1. Insert the required information.
2. Denote compliance with applicable ordinances by placing his initials in all spaces where applicable.
3. Denote those items which the Subdivider considers "not applicable" to this particular subdivision by the abbreviation "N.A."

**Format / Cover Sheet:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	Yes	No	N/A
1. Plat has been submitted within 12 months of the date of approval by the City Council of the preliminary plan;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Plans are on 24-inch by 36-inch sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A title sheet is included with each set of plans, and includes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Name of the subdivision and unit number,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Type of work covered,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Location map showing relation of area to be improved to streets,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. An index of sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. A summary of quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Name, address, and seal of registered engineer preparing the plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Date of preparation and revisions, if any, is shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Plan and profiles are on federal aid sheets, plate I or II.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Horizontal scale is no less than 1 inch to 50 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Vertical scale is no less than 1 inch to 5 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cross sections are plotted on federal aid sheets, plate III	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Horizontal and vertical scales are no less than 1 inch to 10 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. North direction is shown for each separate plan view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. An adequate number of bench marks are shown with elevations referenced to mean sea level, to facilitate checking of elevations without more than one	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

setup of a surveyor's level;

9. Delineation is shown of all easements necessary to serve all lots with underground and overhead utilities, and to allow for perpetual maintenance of these facilities;

**Sanitary Sewer Improvements:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
10. An authorized Illinois Environmental Protection Agency Permit for the sanitary sewer extension accompanies the plans;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Sanitary sewer plans and specifications are complete and conform to the standards and requirements of City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded and denote all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. All properties in the subdivision are served and house service connections are provided,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The minimum size main is 8 inches I.D.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The plan conforms to the overall City plan for any trunk sewers traversing the subdivision,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The distance between manholes does not exceed 400 feet,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. The invert elevation of each manhole is shown,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Extra strength pipe and extra strength manhole wall construction is specified and shown on the plans and in the estimate of quantities where the depth of installation exceeds 12 feet,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Profile of existing and proposed ground surfaces,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Risers are shown for individual house service laterals where depth of main exceeds 12 feet,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Pipe joints are of permitted type,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Minimum manhole cover weights are correct:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. 540 pounds in collector streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. 400 pounds in minor and cul-de-sac streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 335 pounds in rear lot easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Specifications include provisions for checking of infiltration or exfiltration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Standard details are shown and include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Standard manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Drop Manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Standard Manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Standard riser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Standard Service Installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Concrete cradle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Water main Improvements:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
12. An authorized Illinois Environmental Protection Agency permit for the water main installation accompanies the plans;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Water distribution plans and specifications are complete and conform to City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded, and include all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. All properties in the subdivision are served and provisions are made for service connections within the property lines,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The minimum size main is 8 inches I.D., 6" for hydrant leads,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. The plan conforms to the City's overall plan for any trunklines which might traverse the subdivision,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Valve and hydrant spacing and location conform to the approved preliminary plan,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Material and joint specifications comply with the City's standards,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Specifications include provisions for testing and sterilization of all new water distribution facilities,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Standard details are shown and include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Valve manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standard cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Standard hydrant installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Roadway, Storm Sewer, & Grading Improvements:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
14. Street plans, including storm sewers, are complete and conform to the City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded, and include all of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. The location of streets and width of pavements conform to those indicated on the approved preliminary plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Plan shows curb, gutter and sidewalk locations, and include the following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Corner curb radius is not less than 16 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Curve data for all horizontal curves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Direction of flow along all curbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. No surface water is carried across or around any street intersection, nor for a distance greater than 600 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Cross sections are submitted as necessary to indicate feasibility of proposed street elevations in relation to adjacent lot elevations, and include sidewalk location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>ITEMS TO BE INCLUDED</i>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Catchbasin invert elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Minimum pipe size is 12 inches I.D. (except that a lead from a single inlet may be 10 inches I.D.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The grade of each section of sewer is shown by percentage in accordance with accepted engineering practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Storm sewer elevations do not conflict with any other underground utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Storm sewer is connected with an adequate outfall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Curve data is given for vertical road curves,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The storm sewer system is designed to provide sufficient capacity for the draining of upland areas contributing to the storm water runoff on the street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Storm sewer design computations are submitted with plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. A surface water drainage pattern is shown for each block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Material specifications comply with City standards and include:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. paving base materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. paving surface materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. pipe materials,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Typical cross sections and details include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. collector street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. minor or cul-de-sac street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. concrete curb and gutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. concrete sidewalk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. standard manhole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. standard cover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. catchbasin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Street light plans are complete and conform to The City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded, and include the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Pole locations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Spacing,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Average maintained foot-candle illumination (calculated),	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Control system and wiring diagram,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Typical section showing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Type of base and pole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Bracket or arm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Luminaire, indicating type of lamp and wattage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mounting height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
F. Removal of stumps, trees that cannot be saved, boulders, and all other similar items,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Grading, installation of topsoil, and seeding or sodding,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Planting of trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Street signs are shown to be installed, at all street intersections not previously marked, in accordance with The City of St. Charles Engineering Design and Inspection Policy Manual as revised or superseded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Stormwater Management:**

<b>ITEMS TO BE INCLUDED</b>	<b>Included</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
17. Stormwater Management Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Required volume and proposed volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Stage storage chart on detention pond grading plan identifying, elevation, proposed volume and as-built volumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing release rate and proposed release rate,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Overland flow route water surface elevations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Watershed and sub-watershed delineation,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Basin sizing calculations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Release structure / restrictor design calculations,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Wetland inventory and Wetland Delineation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Completed by: \_\_\_\_\_  
Name

Reviewed by: \_\_\_\_\_  
Name

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*Title*

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*Organization / Company*

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*Date*

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*Title*

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*Organization / Company*

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*Date*

DRAWING REQUIRMENTS / CHECKLIST  
*Record Drawings (As-built Drawings)*

**THE RECORD DRAWINGS SHALL BE PREPARED BY THE ORIGINAL DESIGN ENGINEER AND INCLUDE THE COMPLETE SET OF APPROVED FINAL ENGINEERING DRAWINGS AND SHALL INCLUDE THE FOLLOWING INFORMATION:**

**General:**

- All sheets in approved Final Engineering Drawings shall be submitted and labeled as “Record Drawings” and dated.
  
- One (1) paper set of as-built drawings shall be submitted for review and comment.  
*Once the as-built plans are approved*
  - *One (1) CD containing all electronic AUTOCAD (.dwg) or Microstation (.dgn) design file drawings,*
  - *One (1) set of signed and sealed mylars of approved as-built drawings, and*
  - *One (1) paper set of signed and sealed of approved as-built drawings for final record keeping shall be submitted.*
  
- Plans shall be signed and sealed by a Registered Professional Engineer with the following certificate.

**STATEMENT OF OPINION**

Pursuant to the St. Charles Municipal Code, I \_\_\_\_\_, a registered Professional Engineer in the State of Illinois, hereby declare that these “Record Drawings” pertaining to (water main, sanitary sewer, storm sewer) (storm water management) (outdoor lighting) consisting of Sheets \_\_\_\_\_ and \_\_\_\_\_ included herewith, have been prepared for a certain project know as \_\_\_\_\_ and contain information as obtained by the surveyor, \_\_\_\_\_, and the contractor, \_\_\_\_\_.

It is my professional opinion that these “Record Drawings” adequately depict the Record Drawing Information required by the City of St. Charles and substantiate that the improvements constructed as part of this project will function in substantial conformance to the design intent of the approved Engineering Plans.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Illinois Registration Number: \_\_\_\_\_

(SEAL)

- Plans shall note what record information is being submitted and the date of preparation.

- All utilities shall be labeled either as “Private” or “Public”. It shall be noted somewhere on the as-built plans that “Private utility mains shall not be maintained by the City of St. Charles”.

### **Streets / Roadways:**

- T/C, center line, T/C grades at 50-foot centers.
- Verify grading in cul-de-sacs and at curb returns/intersections by comparing proposed and existing elevations at locations shown on Final Plans.
- Note extent of sidewalk construction at the time of drawing preparation.
- Note whether surface course is placed at time of drawing preparation.

### **Storm Sewers:**

- Note changes in alignment or size of sewers or manholes due to field changes. Cross out approved conditions and add existing conditions.
- Rim and invert elevations for all pipes entering a structure. Cross out approved conditions and add existing information.
- Calculate revised pipe slopes and note on the plans.
- Denote location of stubs for sump service connections.

### **Detention Pond / Drainage**

- Provide as-built topography for stormwater management basins (one {1} foot contour).  
***Complete stage storage chart on the stormwater management basin as-built that compares the proposed stage storage volumes with as-built volumes.***
- Verify restrictor size and elevation. Cross out approved conditions and add existing conditions.
- Verify emergency overflow size and elevation. Cross out approved conditions and add existing conditions.
- Verify overflow swales and major drainage route grading by comparing approved and existing spot elevations.

- Provide revised calculations, includes modeling of As-built conditions, for any variances to the approved Final Engineering plans depicting that minimum detention volumes have been obtained or exceeded.

**Sanitary Sewers:**

- Note changes in alignment or size of sewers or manholes due to field changes. Cross out approved conditions and add existing conditions.
- Rim and invert elevations for all pipes entering a structure. Cross out approved conditions and add existing information.
- Calculate revised pipe slopes and note on the plans. Note size and location of services with a distance to nearest manhole.

**Water Main:**

- Note changes in alignment or size of mains due to field changes. Cross out approved conditions and add existing conditions.
- Rim and top of pipe elevations for all pipes entering a structure. Cross out approved conditions and add existing information.
- Note size and location of B-Boxes with two (2) physical ties to (in order of preference):
  - a) An above-ground physical element, i.e., fire hydrant, light pole, building corner.
  - b) A manhole or Valve Vault.
  - c) Property corners.

**Electric:**

- Location of streetlights and routing of cables feeding to transformers or secondary pedestals.

**Other Utilities (Gas, Phone, Cable):**

- Location and routing of utilities servicing development.

**Exhibit B**

**(2012 Comprehensive Amendment to Title 12, “Streets, Sidewalks, Public Places and Special Events”, Chapter 12.30, “Street Improvements of the St. Charles Municipal Code)**

## **Chapter 12.30 STREET IMPROVEMENTS**

### Sections:

- 12.30.010 Purpose
- 12.30.020 Other Permits
- 12.30.030 Definitions
- 12.30.040 Applicability
- 12.30.050 Standards for Street Design
- 12.30.060 Standards for Street Light systems
- 12.30.070 Traffic Signals
- 12.30.080 Storm Drainage System
- 12.30.090 Medians and Parkway Areas
- 12.30.100 Certification of Documents
- 12.30.110 Preliminary Engineering Plans and Final Engineering Plans
- 12.30.120 Plats of Dedication – Fees – Collateral
- 12.30.130 Variances
- 12.30.140 Responsibility
- 12.30.150 Interpretation
- 12.30.160 Arrogation and Greater Restrictions
- 12.30.170 Disclaimer of Liability
- 12.30.180 Penalty
- 12.30.190 Corrective Actions

### **12.30.010 Purpose**

The purpose of the chapter is to provide standards for designing and constructing street improvements to enhance the safe passage of vehicular and pedestrian traffic; and to regulate, guide and control the development of street designations in such a manner as to manage and control traffic volumes, and the design and construction of street systems.

### **12.30.020 Other permits**

Before starting any of the work regulated by this chapter, an applicant shall comply with the provisions of this Chapter and all other applicable provisions of the St. Charles Municipal Code relating to the submission and approval of preliminary and final subdivision plats, improvement plans, building and zoning permits, inspections, appeals and similar matters, and such State and Federal Statutes and Regulations as may be applicable.

### **12.30.030 Definitions**

For the purposes of this chapter the following definitions are adopted:

- A. **Contractor.** The individual, firm, partnership or corporation contracting with the developer for the construction of prescribed work.

- B. **Developer.** The individual, firm, partnership or corporation planning, initiating and/or managing the street improvement which may be the owner of the land on which the improvement is being constructed.
- C. **Curbing.** The portion of the street improvement primarily constructed to direct surface storm water to a collection point.
- D. **Materials.** Any substances specified for use in the construction of the street improvement and its appurtenances.
- E. **Median.** The portion of a divided street separating the traveled ways for traffic in opposite directions.
- F. **Pavement Structure.** The combination of base, and surface course materials placed on a subgrade to support the traffic volume and weight for distribution to the roadbed.
- G. **Plans.** The plans view, profiles, cross sections, working drawings and supplemental drawings, or exact reproduction thereof, which shows the location, character, dimensions and details of the work to be done.
- H. **Right-of-way.** A strip of land occupied or intended to be occupied by a street, sidewalk and/or railroad, and by electrical transmission lines, oil or gas pipelines, water mains, sanitary or storm sewer mains, trees, and/or for other special uses. The usage of the term "right-of-way" for land-platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels. Rights-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains, trees, or any other use involving maintenance by a public agency shall be dedicated to public use by the make of the plat on which such right-of-way is established.
- I. **Roadbed.** The graded portion of a street within side slopes, prepared as a foundation for the pavement structure and shoulders or curbing.
- J. **Roadway.** The portion of the right-of-way within limits of construction.
- K. **Shoulder.** The portion of the roadway contiguous with the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of base and surface courses.
- L. **Sidewalk.** That portion of the right-of-way primarily constructed for the use of pedestrians.
- M. **Storm Drainage System.** Shall include but not be limited to storm sewer piping, catch basins, manholes, inlet grates and related appurtenances capable of collecting and transporting a 10-year storm frequency based on ISWS Bulletin 70 (dated 1989) rainfall intensities without street flooding or damage to property.
- N. **Street.** That portion of the roadway primarily constructed for use of vehicles.
- O. **Street Improvements.** Any work related to maintaining safe pedestrian and vehicular traffic, and enhancement of the right-of-way.
- P. **Subgrade.** The top surface of a roadbed upon which the pavement structure and shoulders are constructed.
- Q. **Utility.** The privately, publicly or cooperatively owned lines, facilities and systems for producing, transmitting or distributing communications, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, storm water not connected with the highway drainage, and other similar commodities, including combined antenna television cables and equipment, and publicly owned fire and police signal systems and street lighting systems, which directly or indirectly serve the public or any part thereof. The term

"utility" as the context shall require, shall also mean the utility company, inclusive of any wholly owned or controlled subsidiary.

- R. Work.** Work shall mean the furnishing of all labor, materials, equipment, and other incidentals necessary or convenient to the successful completion of the project. (Ord. 1993-M-52 § 1.)

### **12.30.040 Applicability**

This chapter shall apply to all subdivisions, Planned Unit Developments and Plats of Dedication for Streets, where an engineering plan is approved after the effective date of this chapter. This chapter shall also apply to an unsubdivided parcel of land or to a portion or all of subdivided area where street improvements are proposed.

### **12.30.050 Standards for Street Design**

#### **A. General Requirements**

1. All streets shall be properly integrated with the existing and proposed systems of thoroughfares and dedicated right-of-way as established on a city designated official map and/or a city adopted Comprehensive Plan.
2. Rights-of-way and all road geometry shall be designed in accordance with the designations found in the Comprehensive Plan and shall conform to the dimensions as stated in the Engineering Design and Inspection Policy Manual.
3. No half width street improvements shall be permitted.
4. New streets shall not use the name of any street already used in the city or its environs, unless the street is an extension of an already named street or part of a through street.
5. All through streets shall be extended to the boundaries of the subdivision.
6. All street widths are measured from back to back of curbs, except Residential Estate area roadways, which are measured from edge to edge of driving surface.
7. Street signs shall be installed by the developer in accordance with current City standards. Should the City need to install any signs the developer shall be required to pay for the costs, including labor and materials, for these sign installations.

#### **B. Layout and Design**

1. All streets shall be properly related to special traffic generators such as industries, business districts, schools, churches, and shopping centers; to population densities; and to the pattern of existing and proposed land uses.
2. Minor or local streets shall be laid out to conform as much as possible to the topography, to discourage use by through traffic, to permit efficient drainage and utility systems, and to require the minimum number of streets necessary to provide convenient and safe access to property.  
(Ord. 2003-M-98 § 1; Ord. 1998-M-39 § 1; Ord. 1998-M-23 § 1; Ord. 1989-M-55 § 1.)
3. Intersections
  - a The intersection of two streets shall form a 90 degree angle where the centerlines cross along tangent sections for each street. Where one of the street alignments is a horizontal curve, the tangent of the second street shall pass through the curve center of the intersecting street. At no time shall two curved streets intersect. See Table I in the Engineering Design and Inspection Manual for all Right-of-way width and pavement dimension requirements.

- b Street intersections shall be designed to encourage safe and efficient traffic flow. The intersection of more than two streets shall be avoided. Should specific conditions of design indicate that the intersection of more than two streets is necessary; the developer shall obtain approval from the Director of Public Works prior to proceeding with Final Engineering Plans.
- 4. Cul-De-Sacs
  - a No cul-de-sac street shall be more than five hundred feet (500') in length measured along its centerline from the street of origin to the end of its right-of-way, unless there are less than sixteen lots abutting the cul-de-sac street.
  - b Each cul-de-sac shall have a terminus of nearly circular shape with a minimum diameter of one hundred twenty feet (120').
- 5. For temporary dead-end streets, a temporary T-shaped or circular turnaround is required at the street end. If no curb cuts for driveway access or other access are intended and if in accordance with generally accepted engineering principles no safety or maintenance problems are apparent as determined by the Director of Public Works, the director may waive the turnaround requirement. The turnaround surface shall be constructed of asphalt or concrete materials.
- 6. Combination concrete curb and gutter shall be constructed as part of the pavement, except for streets in areas zoned "Residential Estate" per Title 17, "Zoning." Roadways in areas zoned "Residential Estate" may be constructed without combination curb and gutter provided the flow velocity of water in the ditches will not exceed four feet per second.

### **12.30.060 Standards for Street Light Systems**

#### **A. General Requirements:**

- 1. Street light will be installed by Developers, including conductors, poles and fixtures, at all intersections and cul-de-sacs and at other locations, as necessary, along the city streets, in accordance with Standard Drawing No. 2 or No. 3.
- 2. Developers shall be responsible for the design and installation of all street lighting systems within the city in full compliance with all applicable standards for performance necessary to ensure the security and safety of the public.
- 3. The city shall have the right to review street lighting system designs submitted by Developers, in advance of such street light system installations, and to make modifications it considers necessary to ensure that the lighting systems are designed in compliance with the city's own requirements and standards of construction.
- 4. Developers shall pay for all of the costs of construction, including labor and materials, as necessary for the successful installation of street lighting systems installed under the terms and conditions of this Ordinance.
- 5. Variations from the requirements included as part of the Standard Drawings may be granted if in accordance with prudent engineering practices and if approved, in advance and in writing, by the Director of Public Works or his designee, and the City Council.
- 6. Developers shall assume complete responsibility for the maintenance of developer-installed street lighting systems for a period of one-year from the date of initial energization.

7. After developer-installed lighting systems are installed and working for a full year, the City shall perform an end-of-year inspection of such facilities. If the City determines, during the course of the inspection of such facilities, that such systems are fully functional and operational, and in full compliance with the City's standards, the City shall have the right, but not the obligation, to retain ownership of such facilities, including perpetual responsibility for maintenance.

**B. Standards of Construction** All new street lighting systems installed within the city shall be designed and installed in accordance with the following general standards:

1. Street lighting systems shall be designed in compliance with all applicable standards for performance necessary to ensure the security and safety of the public.
2. The conductors for all new street lighting systems shall be installed exclusively underground.
3. Street lighting system lighting standards shall be installed at or near lot lines or property lines, as the case may be, in an effort to keep the lighting standards as close as is practical to the source of power.
4. Developer shall make all reasonable efforts, in the design of street lighting systems, to avoid the crossing of streets, sidewalks and driveways with lighting conductors.
5. The Director of Public Works or his designee shall have the option of selecting Option No. 1 or Option No. 2 for the basic standard and luminaire selection for any new Development in accordance with the standards hereinafter set forth:

**C. Street Light Additions in Existing Overhead Areas**

This provision allows for the addition of street lights in existing overhead areas and may be of either standard street light design (STD. DRW. No. 2 or STD. DRW. No. 3) or may be mast arm mounted on a wood pole as determined by City staff and other facilities in the area. New light must be installed within City rights-of-way, along streets or alleys.

1. If the new light is requested by a resident, the resident must obtain written approval from all other property owners within 300 feet of the location of the light. The cost of the light will be divided equally between the City and the requesting property owner/owners. The energy and maintenance will be supplied by the City as with other street lights.
2. If the new light is requested by the City (by the Director of Public Works or designee) for security or other reasons, City staff will determine the appropriate location and type of street light and install at City's expense. Resident approval is not required by City requested lights.

**Option No. 1: As detailed in Standard Drawing No. 2. 12.30.050 (L)**

**Option No. 2: As detailed in Standard Drawing No. 3. 12.30.050 (L)**

### **12.30.070 Traffic Signals**

The city may require the developer to install traffic signals at intersections in accordance with design standards of the Illinois Department of Transportation. Should traffic signals not be warranted immediately, but in the future not to exceed five years after 100% build out of the platted area, or if the intersection is not part of a subdivision plat within five years following the recording of the plat of street dedication, at the election of the city, the city and developer shall

enter into a signalization agreement, whereby the developer or a designated special service area would at a future date pay a portion of the cost of traffic signals. The need for traffic signals will be based upon Illinois Department of Transportation warrant standards.

### **12.30.080 Storm Drainage System**

Storm Drainage Systems shall be installed including appropriate stormwater retention and detention facilities in accordance with Titles 16 and 18 of the St. Charles Municipal Code. The proposed storm drainage system shall discharge into an existing storm sewer or drainage way such that the existing system has adequate capacity for the additional flow and adequate provisions shall be made for surface overflow when the capacity for the additional flow and adequate provisions shall be made for surface overflow when the capacity of the storm drainage system is exceeded to ensure that buildings are not flooded or threatened by flooding.

### **12.30.090 Median and Parkway Areas**

- A. All parkways within the right-of-way shall be cleared of all stumps, rocks, trees that cannot be saved and construction debris and shall be graded with a minimum of four inches of topsoil and seeded or sodded.
- B. Median and parkway areas shall provide for drainage to the storm drainage system.
- C. Street trees shall be placed along the right-of-way in accordance with Chapter 12.20 "Trees and Shrubs".
- D. The creation of land strips for landscaping or other purposes shall not be permitted adjacent to a proposed street right-of-way in such a manner as to deny access from adjacent property to such street right-of-way.
- E. Disposal of excess material, excluding topsoil, shall be the responsibility of the contractor. Regarding excess topsoil, the city may elect to have the contractor, with developer approval, stockpile this material for municipal use at a later date. (Ord. 1993-M-51 § 1.)

### **12.30.100 Certification of Documents**

All computations, plans and specifications prepared for compliance with this chapter shall be certified by a registered professional engineer, and a copy thereof submitted with the engineering plans for the street improvement.

### **12.30.110 Preliminary Engineering Plans and Final Engineering Plans**

Preliminary and Final Engineering Plans are required for the (re)construction of all new or existing streets. Submitted plans shall conform with the requirements established in Title 16, Chapter 16.06, "Plan Submittal Requirements."

### **12.30.120 Plats of Dedication - Fees - Collateral**

- A. For all Subdivisions and Planned Unit Developments, the developer shall submit to the city a Final Plat of Subdivision for street improvements in accordance with the requirements of Title 16, "Subdivisions and Land Improvement." For all other types of proposed streets, the developer shall submit a Plat of Dedication in accordance with state statute.

- B. The developer shall pay the city for all costs incurred in relation to the street improvement project including the following:
  - 1. Engineering review of the Preliminary and Final Engineering Plans, and construction inspection
  - 2. Court reporter fees.
  - 3. Recording fees.
- C. The developer shall provide a guarantee for the payment and completion of the street improvements in accordance with Title 16, Section 16.04.100, "Guarantee for Completion of Land Improvements."

### **12.30.130 Variances**

The city council may grant variances from the regulatory standards of this chapter, in lieu of any other variance procedure, in accordance with the following requirements:

- A. Application: An application for a variation may be made by any person, firm or corporation, or by any office, department, board, bureau or commission of the city of St. Charles.  
An application for a variance is filed with the Director of Public Works. An application for a variation shall be on a form provided by the director of public works and shall contain all information required on such form including the following: Legal description of property for which a variation is requested;
  - 1. The requested variation identified;
  - 2. The reasons which applicant relies upon as justifying the requested variation;
  - 3. An 8-1/2" x 11" sketch of the property showing all lot lines, street improvements, and adjoining streets.
- B. Notice of Hearing: No variation shall be granted by the city council except after a public hearing before the city council, of which there shall be a notice of the time and place of the hearing published at least once, no more than 30 days nor less than 15 days before the hearing, in one or more newspapers published in the city of St. Charles, Illinois.
- C. Hearing: The city council shall hold a public hearing at which evidence in support of the variation may be presented by or on behalf of the applicant and any evidence presented by interested parties may be heard.
- D. No variance shall be granted unless the applicant for the variance can demonstrate that:
  - 1. An exceptional economic hardship would result without the variance;
  - 2. The relief granted is the minimum necessary;
  - 3. There will be no threat to public safety or creation of a nuisance;
  - 4. No additional public expense will result;
  - 5. The property in question cannot yield a reasonable return if permitted to be used only under the condition allowed by the regulations governing the district in which it is located;
  - 6. The plight of the owner is due to unique circumstances, or;
  - 7. The variation, if granted, will not alter the essential character of the locality.

### **12.30.140 Responsibility**

The administration of this chapter shall be the responsibility of the Director of Public Works.

### **12.30.150 Interpretation**

In the interpretation and application of this chapter, the provisions expressed herein shall be held to be the minimum requirements and shall be liberally construed in favor of the city of St. Charles and shall not be deemed a limitation or repeal of powers granted by state statutes.

### **12.30.160 Abrogation and Greater Restrictions**

It is not intended by this chapter to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this chapter imposes greater restrictions, the provisions of this chapter shall prevail.

### **12.30.170 Disclaimer of Liability**

This chapter shall not create liability on the part of the city of St. Charles or any officer or employee thereof for any damages which may result from reliance on this chapter or on any administrative decision made thereunder.

### **12.30.180 Penalty**

Any person who violates any provision of this chapter or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$500 (Five Hundred Dollars), each day such violation continues shall be considered a separate offense.

### **12.30.190 Corrective Actions**

Nothing herein contained shall prevent the city of St. Charles from taking such other action as it deems necessary to prevent or remedy a violation of this chapter.

DATE : 10-23-03  
 STD. DRW. NO. 2

# DECORATIVE STREET LIGHT STANDARD

KEY:

- (A) CABLE OPENING IN  
 BASE = 2" X 12"
- (B) HAND HOLE OPENING  
 IN POLE = 3" X 4 1/4" X 7"
- (C) PHOTO ELECTRIC  
 CELL RECEPTACLE
- (D) 5/8" X 8' GROUND ROD
- (E) TWO PIECE FIBERGLASS  
 BASE COVER

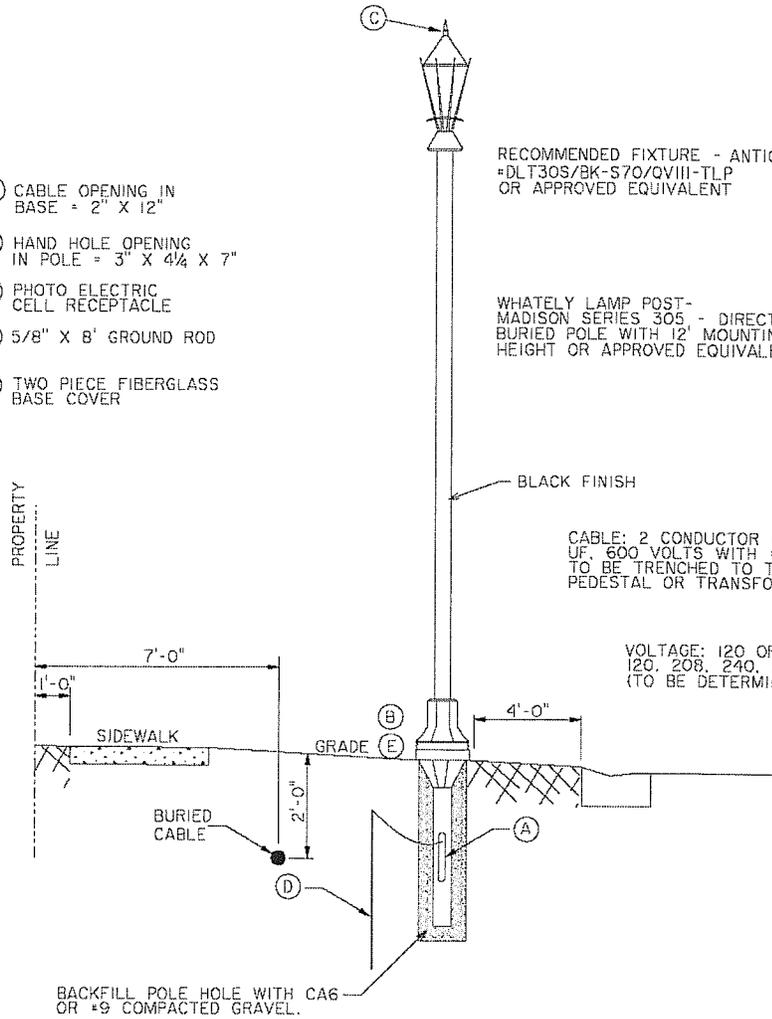
RECOMMENDED FIXTURE - ANTIQUE  
 =DLT30S/BK-S70/QVIII-TLP  
 OR APPROVED EQUIVALENT

WHATELY LAMP POST -  
 MADISON SERIES 305 - DIRECT  
 BURIED POLE WITH 12' MOUNTING  
 HEIGHT OR APPROVED EQUIVALENT

BLACK FINISH

CABLE: 2 CONDUCTOR #10 A.W.G. COPPER  
 UF, 600 VOLTS WITH #10 BARE GROUND  
 TO BE TRENCHED TO THE CLOSEST  
 PEDESTAL OR TRANSFORMER.

VOLTAGE: 120 OR 240V (RESIDENTIAL)  
 120, 208, 240, 277V (COMMERCIAL)  
 (TO BE DETERMINED BY ENGINEERING)



BACKFILL POLE HOLE WITH CA6  
 OR #9 COMPACTED GRAVEL.

CITY OF ST. CHARLES

FILE: 3ELENDETAIL\NLITEPOLE.DGN

12.30.05(L)

(Ord. 2003-M-98 § 1; Ord. 1998-M-39 § 1; Ord. 1998-M-23 § 1.)

DATE : 10-23-03  
STD. DRW. NO. 3

# ROADWAY STREET LIGHT INSTALLATION

**POLE:**

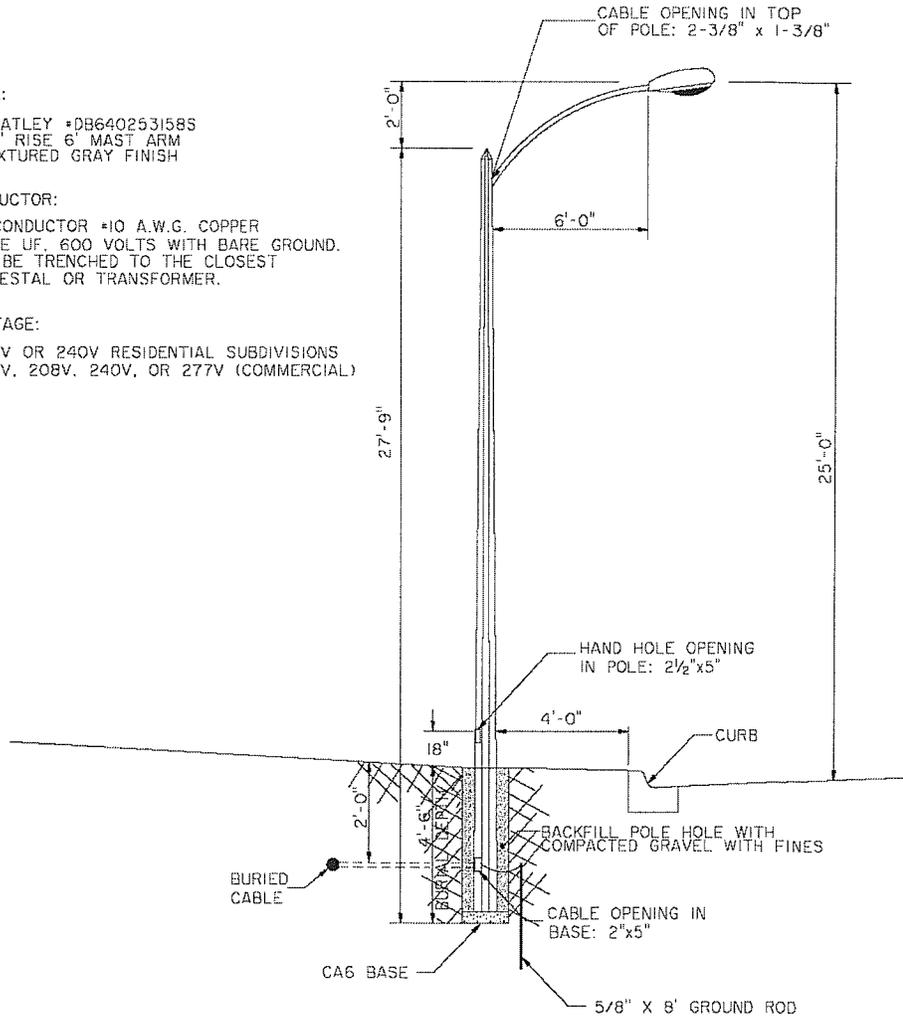
WHATLEY #DB6402531585  
24" RISE 6" MAST ARM  
TEXTURED GRAY FINISH

**CONDUCTOR:**

2 CONDUCTOR #10 A.W.G. COPPER  
TYPE UF, 600 VOLTS WITH BARE GROUND.  
TO BE TRENCHED TO THE CLOSEST  
PEDESTAL OR TRANSFORMER.

**VOLTAGE:**

120V OR 240V RESIDENTIAL SUBDIVISIONS  
120V, 208V, 240V, OR 277V (COMMERCIAL)



CITY OF ST. CHARLES

FILE: 3ELEDETAIL/LITEPOLE.DGN

12.30.05(L)

(Ord. 2003-M-98 § 1; Ord. 1998-M-39 § 1; Ord. 1998-M-23 § 1.)