

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

**MONDAY, APRIL 15, 2013
IMMEDIATELY FOLLOWING CITY COUNCIL MEETING
CITY CO CIL CHAMBERS
2 E. MAIN ST.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**
Budget Revisions – March 2013.
- 4. Inventory Control Division**
 - a. Recommendation to accept bid (unit costs) from Meyer Material for all types of ready mix.
 - b. Recommendation to waive the bid procedure and accept low quotes for asphalt from Allied Asphalt for four (4) mixes, Superior Asphalt for two (2) mixes, and Builders for one (1) mix.
 - c. Recommendation to waive the bid procedure for 2013/14 switchgear and accept Federal Pacific's pricing for purchased switchgear.
 - d. Recommendation to waive the bid procedure and accept the low quotation from HD Supply for types of aluminum and copper cable ordered on an as needed basis throughout FY13/14.
 - e. Recommendation to waive the bid procedure and execute an agreement with Fountain Technologies, Ltd. For maintenance of 1st Street water features.
 - f. Recommendation to waive the bid procedure for ordering gasoline and diesel fuel per order on an as needed basis.
 - g. Recommendation to waive the bid procedure and allow spot buying of transformers on an as needed basis.
 - h. Recommendation to purchase a new tow-behind Vermeer Stump Grinder and approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles.
 - i. Recommendation to purchase a new 2013 Ford F-250 Pickup Truck with plow and approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles.
 - j. Recommendation to approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (various items).

5. Finance Department

- a. Recommendation to approve funding for the Downtown St. Charles Partnership for FY13/14.
- b. Monthly Update regarding City's Financial Results for February 2013 – Information Only.

6. Executive Session

- Personnel
- Pending Litigation
- Probable or Imminent Litigation
- Property Acquisition
- Collective Bargaining
- Review of Minutes of Executive Sessions

7. Additional Items

8. Adjournment

Budget Journal Edit Listing

FB240 Date 04/01/13
Time 09:34

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

Page 1

Journal Entry N 137 Budget Transfer Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	11	100210 Tri City Family Services	54391-0000 FB Desc: For employment ads		2,000.00	
2	1000	100	11	100210 New Hire Testing	51500-0000 FB Desc: For employment ads		1,500.00	
3	1000	100	11	100210 Employment Notices	54532-0000 FB Desc: For employment ads	3,500.00		
*** Totals For Journal Entry N- 137 , Source Code FB						Debits	Credits	Difference
						Base: 3,500.00	3,500.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 137						Debits	Credits	Difference
						Base: 3,500.00	3,500.00	0.00
						Unit: 0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
Time 09:34

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

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Journal Entry N 138 Budget Transfer Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	11	100501	54110-0000 FB Desc: Title Searches		4,000.00	
2	1000	100	11	100501	54189-0000 FB Desc: Title Searches	4,000.00		
*** Totals For Journal Entry N- 138 , Source Code FB						Debits	Credits	Difference
						4,000.00	4,000.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 138						Debits	Credits	Difference
						4,000.00	4,000.00	0.00
						Unit: 0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles USD
Budget Journal Edit Listing
For Fiscal Year 2013
Budget 100 FY 12/13 Revised Budget USD

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Journal Entry N	139 Budget Transfer				Operator	Adjustment Code	TRF	Budget	Transfer	Active
Status History					CI\jherr					
Line	Co	Bud	Prd	Account	SC		Debit	Credit		
1	1000	100	10	100120	51400-0000	FB	1,500.00			
				Transportation Expense	Desc: Correct previous transfer					
2	1000	100	10	100120	52100-0000	FB	1,000.00			
				Refreshment Supplies	Desc: Correct previous transfer					
3	1000	100	10	100120	52101-0000	FB		1,000.00		
				Meals-Business	Desc: Correct previous transfer					
4	1000	100	10	100121	51400-0000	FB	1,500.00			
				Transportation Expense	Desc: Correct previous transfer					
5	1000	100	10	100120	51401-0000	FB		500.00		
				Lodging	Desc: Correct previous transfer					
6	1000	100	10	100121	51300-0000	FB		1,000.00		
				Registration and Fees	Desc: Correct previous transfer					
7	1000	100	10	100121	52319-0000	FB		1,000.00		
				Other General Supplies	Desc: Correct previous transfer					
8	1000	100	10	100121	52100-0000	FB		500.00		
				Refreshment Supplies	Desc: Correct previous transfer					
9	1000	100	10	100300	51400-0000	FB		10,000.00		
				Transportation Expense	Desc: Transfer to lodging/meals acct					
10	1000	100	10	100300	51401-0000	FB	8,000.00			
				Lodging	Desc: Transfer to lodging/meals acct					
11	1000	100	10	100300	51402-0000	FB	2,000.00			
				Meals-Travel & Training	Desc: Transfer to lodging/meals acct					
12	1000	100	10	100300	51501-0000	FB		1,400.00		
				Current Employee Testing	Desc: For new hire testing					
13	1000	100	10	100300	51500-0000	FB	1,400.00			
				New Hire Testing	Desc: For new hire testing					
14	1000	100	10	100400	51501-0000	FB		4,000.00		
				Current Employee Testing	Desc: Trsf to New Hire Testing					
15	1000	100	10	100400	51500-0000	FB	4,000.00			
				New Hire Testing	Desc: Trsf to New Hire Testing					
16	1000	100	10	100401	54451-0000	FB		4,676.00		
				Repair & Maint - Office Equip	Desc: Move to Copier Maint					
17	1000	100	10	100401	54402-0000	FB	4,676.00			
				Maint Agreements - Copiers	Desc: Move to Copier Maint					

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles USD
Budget Journal Edit Listing
For Fiscal Year 2013
Budget 100 FY 12/13 Revised Budget USD

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Journal Entry N 139 Budget Transfer Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
*** Totals For Journal Entry N- 139 , Source Code FB								
						Debits	Credits	Difference
						24,076.00	24,076.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 139								
						Debits	Credits	Difference
						24,076.00	24,076.00	0.00
						Unit: 0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
Time 09:34

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

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Journal Entry N 140 Budget Transfer Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	10	100300 Communication Service Projects	54200-0000 FB Desc: Move PD Interview to Capital		17,860.00
2	1000	100	10	100300 Other Capital	56099-0000 FB Desc: Move PD Interview to Capital	17,860.00	
3	1000	100	10	100121 Refreshment Supplies	52100-0000 FB Desc: Correct previous transfer	500.00	
4	1000	100	10	100121 Lodging	51401-0000 FB Desc: Correct previous transfer		500.00
5	1000	100	10	100121 Printing	54520-0000 FB Desc: For postage meter maint		400.00
6	1000	100	10	100121 Maint Agreemnts - Office Equip	54401-0000 FB Desc: For postage meter maint	400.00	
7	1000	100	10	100300 Cable/Satellite Charges	54014-0000 FB Desc: Comcast cable charges	300.00	
8	1000	100	10	100300 Crime Lab Supplies	52902-0000 FB Desc: Comcast cable charges		300.00
9	1000	100	10	100401 Cable/Satellite Charges	54014-0000 FB Desc: Comcast cable charges	300.00	
10	1000	100	10	100401 Motor Vehicle Parts	52402-0000 FB Desc: Comcast cable charges		300.00
11	1000	100	10	100510 Cable/Satellite Charges	54014-0000 FB Desc: Comcast cable charges	200.00	
12	1000	100	10	100510 Sanitary/Storm Sewer Supplies	52801-0000 FB Desc: Comcast cable charges		200.00
13	1000	100	10	100650 Lodging	51401-0000 FB Desc: Trsf lodging to new account	650.00	
14	1000	100	10	100650 Transportation Expense	51400-0000 FB Desc: Trsf lodging to new account		650.00
15	1000	100	10	200520 Other Rentals	54519-0000 FB Desc: Move Budget from Pool Car Rent	9,751.00	
16	1000	100	10	200520 Pool Car Rental	54511-0000 FB Desc: Move Budget from Pool Car Rent		9,751.00

Budget Journal Edit Listing

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Company 1000 - City of St. Charles USD
Budget Journal Edit Listing
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*** Totals For Journal Entry	N-	140 ,	Source Code	FB	Debits	Credits	Difference
			Base:		29,961.00	29,961.00	0.00
			Unit:		0.00	0.00	0.00

*** Totals For Journal Entry	N-	140	Base:	Debits	Credits	Difference
				29,961.00	29,961.00	0.00
			Unit:	0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles
Budget Journal Edit Listing
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Budget 100 FY 12/13 Revised Budget USD

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Journal Entry N 141 Budget Add Adjustment Code ADD Budget Addition Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	9	708700	55310-0000 FB	875,000.00	
				Principal Payment	Desc: For paydown of SSA21 debt		
2	1000	100	9	708999	48250-0000 FB		875,781.00
				Prior Bond Proceeds	Desc: Trsf SSA21 bond proceeds		
3	1000	100	9	708700	55300-0000 FB		7,407.00
				Interest Expense	Desc: Reduce int exp for SSA21 debt		
4	1000	100	9	516500	55322-0000 FB	875,781.00	
				Expend - Pay to Escrow Agent	Desc: Trsf SSA21 bond proceeds		
5	1000	100	9	516900	31199-0000 FB		875,781.00
				Available Resources	Desc: Budget Add		
6	1000	100	9	708900	31199-0000 FB	781.00	
				Available Resources	Desc: Trsf SSA21 bond proceeds		
7	1000	100	9	708900	31199-0000 FB	7,407.00	
				Available Resources	Desc: Reduce int exp for SSA21 debt		

*** Totals For Journal Entry N- 141 , Source Code FB
 Base: Debits 1,758,969.00 Credits 1,758,969.00 Difference 0.00
 Unit: 0.00 0.00 0.00

*** Totals For Journal Entry N- 141
 Base: Debits 1,758,969.00 Credits 1,758,969.00 Difference 0.00
 Unit: 0.00 0.00 0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles
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Budget 100 FY 12/13 Revised Budget USD

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Journal Entry N 142 Reduce Budget Adjustment Code RED Budget Reduction Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	10	210541 Machinery and Equipment	56002-0000 FB Desc: Delete budget; budget in 13/14		70,000.00	
2	1000	100	10	210541 Land Improvements	56101-0000 FB Desc: Delete budget; budget in 13/14		95,000.00	
3	1000	100	10	210541 Design Engineering - Capital	56150-0000 FB Desc: Delete budget; budget in 13/14		8,550.00	
4	1000	100	10	210541 Construction Engineering - Capit	56160-0000 FB Desc: Delete budget; budget in 13/14		8,550.00	
5	1000	100	10	220552 Land Improvements	56101-0000 FB Desc: Delete budget; budget in 13/14		35,000.00	
6	1000	100	10	220552 Design Engineering - Capital	56150-0000 FB Desc: Delete budget; budget in 13/14		3,150.00	
7	1000	100	10	220552 Construction Engineering - Capit	56160-0000 FB Desc: Delete budget; budget in 13/14		3,150.00	
8	1000	100	10	210900 Available Resources	31199-0000 FB Desc: Delete budget; budget in 13/14	182,100.00		
9	1000	100	10	220900 Available Resources	31199-0000 FB Desc: Delete budget; budget in 13/14	41,300.00		
*** Totals For Journal Entry N- 142 , Source Code FB						Debits	Credits	Difference
						223,400.00	223,400.00	0.00
						0.00	0.00	0.00
*** Totals For Journal Entry N- 142						Debits	Credits	Difference
						223,400.00	223,400.00	0.00
						0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Journal Entry N 143 Budget Transfer Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	11	100200	50100-0000 FB		68,404.00	
				Regular Wages	Desc: Trsf funds to cover consulting			
2	1000	100	11	100200	51100-0000 FB		4,000.00	
				FICA	Desc: Trsf funds to cover consulting			
3	1000	100	11	100200	51103-0000 FB		4,500.00	
				IMRF	Desc: Trsf funds to cover consulting			
4	1000	100	11	100200	54256-0000 FB	76,904.00		
				IT Consulting Services	Desc: Budget Transfer			
5	1000	100	11	100500	51300-0000 FB		640.00	
				Registration and Fees	Desc: Trsf funds for tuition reimbur			
6	1000	100	11	100500	51305-0000 FB	640.00		
				Tuition Reimbursement	Desc: Trsf funds for tuition reimbur			
*** Totals For Journal Entry N- 143 , Source Code FB						Debits	Credits	Difference
						Base: 77,544.00	77,544.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 143						Debits	Credits	Difference
						Base: 77,544.00	77,544.00	0.00
						Unit: 0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles USD
Budget Journal Edit Listing
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Journal Entry N 144 Budget Transfer Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit		
1	1000	100	11	100210	54251-0000 FB		390.00		
				Software Maintenance Agreement	Desc: Transfer for memberships/dues				
2	1000	100	11	100210	51304-0000 FB	390.00			
				Memberships and Dues	Desc: Transfer for memberships/dues				
*** Totals For Journal Entry N- 144 , Source Code FB						Debits	Credits	Difference	
						Base:	390.00	390.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N- 144						Debits	Credits	Difference	
						Base:	390.00	390.00	0.00
						Unit:	0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles USD
Budget Journal Edit Listing
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Journal Entry N 145 Budget Add Adjustment Code ADD Budget Addition Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	11	100603	54110-0000 FB General Legal Desc: For McIlvane legal	7,157.00		
2	1000	100	11	100900	31199-0000 FB Available Resources Desc: For McIlvane legal		7,157.00	
*** Totals For Journal Entry N- 145 , Source Code FB						Debits	Credits	Difference
						7,157.00	7,157.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 145						Debits	Credits	Difference
						7,157.00	7,157.00	0.00
						Unit: 0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles USD
Budget Journal Edit Listing
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Journal Entry N 146 Budget Transfer Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	11	100510	52314-0000 FB		12,300.00	
				Parts for Equipment	Desc: For asphalt/paving materials			
2	1000	100	11	100510	52805-0000 FB	12,300.00		
				Asphalt and Paving Materials	Desc: For asphalt/paving materials			
*** Totals For Journal Entry N- 146 , Source Code FB						Debits	Credits	Difference
						12,300.00	12,300.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 146						Debits	Credits	Difference
						12,300.00	12,300.00	0.00
						Unit: 0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles USD
Budget Journal Edit Listing
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Journal Entry N 147 Budget Add Adjustment Code ADD Budget Addition Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	11	803300	54110-0000 FB Desc: Legal for Ambrose case	2,432.00	
2	1000	100	11	803900	31199-0000 FB Desc: Legal for Ambrose case		2,432.00

*** Totals For Journal Entry N- 147 , Source Code FB
Base: Debits Credits Difference
Unit: 2,432.00 2,432.00 0.00
0.00 0.00 0.00

*** Totals For Journal Entry N- 147
Base: Debits Credits Difference
Unit: 2,432.00 2,432.00 0.00
0.00 0.00 0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles USD
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Journal Entry N 148 Budget Transfer Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	11	100650	54541-0000 FB		500.00	
				Trade Show/Promotional Service	Desc: Contrib to wall for George's			
2	1000	100	11	100511	54450-0000 FB	500.00		
				Repair & Maint - Facilities	Desc: Contrib to wall for George's			
*** Totals For Journal Entry N- 148 , Source Code FB						Debits	Credits	Difference
						500.00	500.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 148						Debits	Credits	Difference
						500.00	500.00	0.00
						Unit: 0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles USD
Budget Journal Edit Listing
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Journal Entry N 149 Budget Addition Adjustment Code ADD Budget Addition Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	11	100600	54530-0000 FB	813.00	
				Legal Notices	Desc: Public hearing notice/Dunham		
2	1000	100	11	100900	31199-0000 FB		813.00
				Available Resources	Desc: Public hearing notice/Dunham		

*** Totals For Journal Entry N- 149 , Source Code FB
Base: Debits 813.00 Credits 813.00 Difference 0.00
Unit: 0.00 0.00 0.00

*** Totals For Journal Entry N- 149
Base: Debits 813.00 Credits 813.00 Difference 0.00
Unit: 0.00 0.00 0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles
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Journal Entry N 150 Budget Add Adjustment Code ADD Budget Addition Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit		
1	1000	100	11	713700	54110-0000 FB	73,000.00			
				General Legal	Desc: 2013A Bond Issue Costs				
2	1000	100	11	713700	55321-0000 FB	40,466.00			
				Other Fees	Desc: 2013A Bond Issue Costs				
3	1000	100	11	713900	31199-0000 FB		113,466.00		
				Available Resources	Desc: 2013A Bond Issue Costs				
*** Totals For Journal Entry N- 150 , Source Code FB						Debits	Credits	Difference	
						Base:	113,466.00	113,466.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N- 150						Debits	Credits	Difference	
						Base:	113,466.00	113,466.00	0.00
						Unit:	0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
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Company 1000 - City of St. Charles
Budget Journal Edit Listing
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Journal Entry N 151 Budget Addition Adjustment Code ADD Budget Addition Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	11	100511 Maint Agreemnts - Facilities	54400-0000 FB Desc: PW Garage Lighting proj (grant	24,334.00		
2	1000	100	11	100999 Other Grants	44231-0000 FB Desc: Grants for PW Garage Lighting		20,500.00	
3	1000	100	11	100900 Available Resources	31199-0000 FB Desc: Budget Addition		3,834.00	
*** Totals For Journal Entry N- 151 , Source Code FB						Debits	Credits	Difference
						Base: 24,334.00	24,334.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 151						Debits	Credits	Difference
						Base: 24,334.00	24,334.00	0.00
						Unit: 0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
Time 09:34

Company 1000 - City of St. Charles
Budget Journal Edit Listing
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Journal Entry N 152 Budget Transfers Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit		
1	1000	100	11	100210	54000-0000 FB		195.00		
				Telephone Service	Desc: Replcmnt of Cisco phone				
2	1000	100	11	100210	52310-0000 FB	195.00			
				Small Tools and Equipment	Desc: Replcmnt of Cisco phone				
3	1000	100	11	100511	54457-0000 FB		10,000.00		
				Repair & Maint - Parking Decks	Desc: Sprinkler system repair @PWGar				
4	1000	100	11	100511	54450-0000 FB	10,000.00			
				Repair & Maint - Facilities	Desc: Sprinkler system repair @PWGar				
*** Totals For Journal Entry N- 152 , Source Code FB						Debits	Credits	Difference	
						Base:	10,195.00	10,195.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N- 152						Debits	Credits	Difference	
						Base:	10,195.00	10,195.00	0.00
						Unit:	0.00	0.00	0.00

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FB240 Date 04/01/13
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Journal Entry N 153 Budget Transfer Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	11	100600	54110-0000 FB		5,000.00	
				General Legal	Desc: Trsf legal frm Planning to BCE			
2	1000	100	11	100603	54110-0000 FB	5,000.00		
				General Legal	Desc: Trsf legal frm Planning to BCE			
3	1000	100	11	100220	54110-0000 FB		1,631.00	
				General Legal	Desc: For A/P Checks			
4	1000	100	11	100220	52001-0000 FB	1,631.00		
				Computer Related Supplies	Desc: For A/P Checks			
5	1000	100	11	100200	54453-0000 FB		2,400.00	
				Repair & Maint - Computers	Desc: Purchase of new phones			
6	1000	100	11	100200	56004-0000 FB	2,400.00		
				Computer Equipment	Desc: Purchase of new phones			
*** Totals For Journal Entry N- 153 , Source Code FB						Debits	Credits	Difference
						9,031.00	9,031.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 153						Debits	Credits	Difference
						9,031.00	9,031.00	0.00
						Unit: 0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
Time 09:34

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

Page 20

Journal Entry N 154 Budget Reduction Adjustment Code RED Budget Reduction Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	11	513400	56099-0000 FB		168,983.00	
				Other Capital	Desc: Funds not needed for CP4001			
2	1000	100	11	513900	31199-0000 FB	168,983.00		
				Available Resources	Desc: Funds not needed for CP4001			
*** Totals For Journal Entry N- 154 , Source Code FB						Debits	Credits	Difference
						Base: 168,983.00	168,983.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 154						Debits	Credits	Difference
						Base: 168,983.00	168,983.00	0.00
						Unit: 0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
Time 09:34

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

Page 21

Journal Entry N	155 Budget Transfers				Adjustment Code	TRF	Budget Transfer	Active
Status History					Operator	CI\jherr		
Line	Co	Bud	Prd	Account	SC		Debit	Credit
1	1000	100	11	100200	51402-0000	FB		550.00
				Meals-Travel & Training	Desc: For CallManager upgrade			
2	1000	100	11	100200	52001-0000	FB		3,500.00
				Computer Related Supplies	Desc: For CallManager upgrade			
3	1000	100	11	100200	54403-0000	FB	4,050.00	
				Maint Agreemnts - Computer Equip	Desc: For CallManager upgrade			
4	1000	100	11	100200	51401-0000	FB		2,325.00
				Lodging	Desc: For CallManager upgrade			
5	1000	100	11	100200	51600-0000	FB		300.00
				Uniforms	Desc: For CallManager upgrade			
6	1000	100	11	100200	51400-0000	FB		3,675.00
				Transportation Expense	Desc: For CallManager upgrade			
7	1000	100	11	100200	52002-0000	FB		300.00
				Books and Subscriptions	Desc: For CallManager upgrade			
8	1000	100	11	100200	52100-0000	FB		500.00
				Refreshment Supplies	Desc: For CallManager upgrade			
9	1000	100	11	100200	54002-0000	FB		230.00
				Pager Service	Desc: For CallManager upgrade			
10	1000	100	11	100200	54251-0000	FB		18,500.00
				Software Maintenance Agreement	Desc: For CallManager upgrade			
11	1000	100	11	100200	56004-0000	FB	25,830.00	
				Computer Equipment	Desc: For CallManager upgrade			
12	1000	100	11	100200	51300-0000	FB		9,380.00
				Registration and Fees	Desc: For CallManager upgrade			
13	1000	100	11	100200	51304-0000	FB		350.00
				Memberships and Dues	Desc: For CallManager upgrade			
14	1000	100	11	100200	54252-0000	FB		3,000.00
				Community Website	Desc: For CallManager upgrade			
15	1000	100	11	100200	54254-0000	FB		770.00
				Hosted and Hosting Services	Desc: For CallManager upgrade			
16	1000	100	11	100200	56004-0000	FB	13,500.00	
				Computer Equipment	Desc: For CallManager upgrade			

Budget Journal Edit Listing

FB240 Date 04/01/13
Time 09:34

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

Page 22

*** Totals For Journal Entry	N-	155 ,	Source Code	FB	Debits	Credits	Difference
				Base:	43,380.00	43,380.00	0.00
				Unit:	0.00	0.00	0.00

*** Totals For Journal Entry	N-	155			Debits	Credits	Difference
				Base:	43,380.00	43,380.00	0.00
				Unit:	0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
Time 09:34

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

Page 23

Journal Entry N 156 Budget Transfer Adjustment Code TRF Budget Transfer Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	11	100401 Machinery and Equipment	56002-0000 FB Desc: For station furniture account		4,800.00
2	1000	100	11	100401 Office Furnishings and Equip	56003-0000 FB Desc: For station furniture account	4,800.00	

*** Totals For Journal Entry N-	156 ,	Source Code	FB	Debits	Credits	Difference
				4,800.00	4,800.00	0.00
				0.00	0.00	0.00

*** Totals For Journal Entry N-	156	Base:	Unit:	Debits	Credits	Difference
				4,800.00	4,800.00	0.00
				0.00	0.00	0.00

Budget Journal Edit Listing

FB240 Date 04/01/13
Time 09:34

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

Page 24

Journal Entry N 157 Budget Addition Adjustment Code ADD Budget Addition Active
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	11	803500	54110-0000 FB Desc: Legal for DeFalco case	2,251.00		
2	1000	100	11	803900	31199-0000 FB Desc: Legal for DeFalco case		2,251.00	
*** Totals For Journal Entry N- 157 , Source Code FB						Debits	Credits	Difference
						Base: 2,251.00	2,251.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 157						Debits	Credits	Difference
						Base: 2,251.00	2,251.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Company 1000						Debits	Credits	Difference
						Base: 2,521,482.00	2,521,482.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Report						Debits	Credits	Difference
						Base: 2,521,482.00	2,521,482.00	0.00
						Unit: 0.00	0.00	0.00

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

Signature

Date

Signature

Date

Signature

Date

Exceptions:



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to accept bid (unit costs) from Meyer Material for all types of ready mix.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost: \$35,000	Budgeted:	YES	<input checked="" type="checkbox"/> X	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

Meyer Material is the sole bidder. We have used them for the last seven years. They have provided the City with enhanced service, and are located in South Elgin providing for more efficient deliveries. They did not charge us a minimum load charge, waiting time or a weekday overtime charge.

Attachments: *(please list)*

Bid Results

Recommendation/Suggested Action *(briefly explain):*

Recommendation to accept bid (unit costs) from Meyer Material for all types of ready mix.

<i>For office use only:</i>	<i>Agenda Item Number:</i> 4a
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BID: '13/4 CONCRETE RECLAMATION**READY-MIX PRICE COMPARISON****#140101**

ITEM/CATEGORY/ BIDDER	MEYER MATL.CO.,580 S.WOLF RD.,DES PLAINES,IL 60016	'11/2 & '12/3 PRICING	
6 Bag, 4000 P.S.I. Pipe Cover Mix/Flowable Fill	\$91.25/c.y. 90.10/c.y.	\$91.25/c.y. 94.25/c.y.	- -
6 Bag, 4000 P.S.I.- w/Fibers	99.25/c.y.	99.25/c.y.	-
6.1 Bag, Quick Set	95.00/c.y.	93.75/c.y.	-
Min. Load Charge	None	None	-
O.T. Del'y. Charge (M-F)	None	None	-
O.T. Del'y. Charge (Sat.)	8.00/c.y.	8.00/c.y.	-
Waiting Time Charge	None	None	-
Winter Service Charge	8.00/c.y.	5.00/c.y.	-



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to waive the bid procedure and accept low quotes for asphalt from Allied Asphalt for four (4) mixes, Superior Asphalt for two (2) mixes, and Builders for one (1) mix.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost:	\$58,000	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

Please waive the bid procedure & accept low quotations for asphalt (picked up by the City) as follows: Allied Asphalt (Plote): Surface mix (\$55/ton) and T.A.C. (\$38/5 gal. pail). Superior Asphalt (Geneva Construction): Cold mix (\$83.50/ton) and Binder/BAM (\$54.50/ton). Builders asphalt: UPM (\$95/ton. Allied and Superior have been City vendors for seven (7) years and Allied also takes old asphalt and concrete for free.

Attachments: *(please list)*

Quotation Results; Bid Waiver Form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure and accept low quotes for asphalt from Allied Asphalt for four (4) mixes, Superior Asphalt for two (2) mixes, and Builders for one (1) mix.

For office use only: Agenda Item Number: 4b

QUOTE: 2013 ASPHALT QUOTATIONS (FY 2013/14)

March 15, 2013

TYPE SUPPLIED	ALLIED ASPHALT (PLOTE CONSTR.)	SUPERIOR ASPHALT (GENEVA CONSTR.)	BUILDERS
Surface Mix*	\$55.00/ton	\$56.50/ton	\$59.50/ton
B.A.M./Binder	55.00	54.50	54.50
U.P.M.	No bid	117.50	95.00
Cold Mix	93.50	83.50	-
T.A.C.	38.00/5 gal. pail	60.00/5 gal. pail	45.00/5 gal. pail
Dumping Fee for old asphalt	No charge	\$5/Ton, Cold Mix Not accepted	No charge
Dumping Fee for old concrete	No charge	No charge	-

*Must meet specifications of "Standard Specifications for Road and Bridge Construction" Department of Transportation of the State of Illinois

REQUEST FOR WAIVING BID PROCEDURE

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

Various Asphalt Suppliers
Allied Asphalt, Superior Asphalt,
Builders

For the purchase of: Asphalt _____.

At a cost not to exceed: \$58,000 _____.

Reason for the request to waive the bid procedure: _____

Other Quotations Received: _____

Date: _____

Requested by: _____

Department Director: _____

Purchasing Manager: _____

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



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to waive the bid procedure for 2013/14 switchgear and accept Federal Pacific's pricing for purchased switchgear.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost:	Unknown, as Needed	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

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

Attachments: *(please list)*

Bid Waiver Form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure for 2013/14 switchgear and accept Federal Pacific's pricing for purchased switchgear.

For office use only:

Agenda Item Number: 4c

REQUEST FOR WAIVING BID PROCEDURE

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

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

For the purchase of: Switchgear (Federal Pacific) _____.

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

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

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

Date: _____

Requested by: _____

Department Director: _____

Purchasing Manager: _____

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



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to waive the bid procedure and accept the low quotation from HD Supply for types of aluminum and copper cable ordered on an as needed basis throughout FY13/14.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost:	Unknown, as Needed	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

HD Supply Utilities (Mattoon) supplies Okonite brand-specific cable. This is the result of negotiations with both HD Supply Utilities (distributor) and Okonite (manufacturer). All prices are based on metals' escalation invoiced at time of shipment. Our Electric Utility has standardized on Okonite EPR cable, as we not only have the tooling, splices, elbows, connectors and accessories to fit Okonite cable, but we have never experienced a problem with their cable.

Attachments: *(please list)*

2012 Quotation; HD Supply Utilities quote, Bid Waiver Form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure and accept the low quotation from HD Supply for types of aluminum and copper cable ordered on an as needed basis throughout FY13/14.

For office use only:

Agenda Item Number: 4d

REQUEST FOR WAIVING BID PROCEDURE

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

HD Supply Utilities _____

For the purchase of: types of aluminum & types of copper cable
_____.

At a cost not to exceed: ___ Unknown, as Needed _____.

Reason for the request to waive the bid procedure: This is the result of negotiations with both HD Supply Utilities (distributor) and Okonite (manufacturer). All prices are based on metals' escalation invoiced at time of shipment. Our Electric Utility has standardized on Okonite EPR cable, as we have the tooling, splices, elbows, connectors and accessories to fit Okonite cable. _____

Other Quotations Received: _____

Date: _____

Requested by: _____

Department Director: _____

Purchasing Manager: _____

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

PROPOSAL FORM
2011 Aluminum and Copper Cable

Item #/Description	Quantity	WMF (AL)	WMF (CU)	Base Price	Manufacturer	Delivery
#1083 110 Al	25,000'	99	207	\$1.96'	OKONITE	Stock
#1084 4/0	150,000'	199	142	\$2.77'		Stock
#1085 350 MCM Al	20,000'	309	231	\$3.31'		Stock
#1107 4/0 Cu	2,500'	-	884	\$5.40'		T&E
#6707 350 MCM Cu	10,000'	-	1453	\$8.62'		T&E
#6726 750 MCM Cu	10,000'	-	3127	\$16.38'		T&E
#7082 1000 MCM Cu	16,000'	-	4158	\$25.17'		T&E

H. D. Supply Utilities, Ltd.
COMPANY

1100 Old State Rd, P.O. Box 729
ADDRESS

Madison, IL 61938
CITY, STATE, ZIP

800-637-7121
TELEPHONE

Susan Titus
SIGNATURE OF AUTHORIZED AGENT

Susan Titus
PRINTED NAME OF AUTHORIZED AGENT

Pricing is valid for shipments from 05/01/11 through 04/30/12, subject to metals escalation / de-escalation.

Metal base: Al 1.35, CU 2.75



HD Supply Utilities Ltd.
P.O. Box 729 Madison, IL 61938
☎ 800-637-7121 ☎ 217-235-0024



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to waive the bid procedure and execute an agreement with Fountain Technologies, Ltd. For maintenance of 1st Street water features.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost:	\$6,975	Budgeted:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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If NO, please explain how item will be funded:

Executive Summary:

For FY13/14 1st Street Water Feature weekly maintenance, Fountain Technologies offered to hold pricing. Fountain Technologies has been working for the City for a few years, and we are happy with their work.

Attachments: *(please list)*

Bid Waiver; Quote

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure and execute an agreement with Fountain Technologies, Ltd. For maintenance of 1st Street water features.

For office use only:

Agenda Item Number: 4e

REQUEST FOR WAIVING BID PROCEDURE

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

Fountain Technologies
423 Denniston Ct.
Wheeling, IL 60090

For the purchase of: First Street water feature maintenance _____.

At a cost not to exceed: \$6,975_____.

Reason for the request to waive the bid procedure: Fountain Technologies has offered to hold pricing from 2012 agreement. FountainTechnologies continues to provide very good service, and we are very happy with their work.

Other Quotations Received: None_____

Date: 3/31/13_____

Requested by: Michael Shortall_____

Department Director: _____

Purchasing Manager: _____

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

fountain technologies

March 5, 2013

Mr. Mike Shortall
City of St. Charles
Department of Public Works
200 Devereaux Way
St. Charles, Illinois 60174 – 1984

RE: CITY OF ST. CHARLES – FIRST STREET WATER FEATURE

Dear Mr. Shortall; (mshortall@stcharlesil.gov)

Fountain Technologies, Ltd. is pleased to quote to you the following fountain maintenance:

WEEKLY MAINTENANCE (NORTH AND SOUTH)

CLEAN WALLS AND FLOOR IN BOTH POOLS
CHECK AND ADJUST CASCADE JETS (6)
CHECK OPERATION OF NORTH AND SOUTH LEVEL SENSORS
CHECK OPERATION OF SUBMERSIBLE LIGHT FIXTURES IN BOTH POOLS (20)
CLEAN AND ADJUST EYEBALL FITTINGS
CLEAN SKIMMERS
CHECK OVERFLOWS IN BOTH POOLS
CLEAN (6) DISCHARGE SUMPS
CHECK (4) SUCTION SUMPS
CHECK 5 H.P. FEATURE PUMP
REMOVE AND CLEAN 6" SUCTION
STRAINER STAINLESS STEEL SCREEN
CHECK ½ H.P. FILTER PUMP AND CLEAN BUILT-IN STRAINER POT
CLEAN 50 SQ. FT. CARTRIDGE FILTER
CHECK AND FILL BROMINATOR
CHECK CHEMICAL LEVELS IN POOL
ALL CHEMICALS ARE PROVIDED BY FOUNTAIN TECHNOLOGIES, LTD.
CHECK OPERATION OF LEVEL BOARD AND FRESH WATER FILL SOLENOID
CHECK CONTROL PANEL MOTOR STARTERS, TIME CLOCKS AND RELAYS

fountain technologies, ltd.

423 Denniston Ct.

Wheeling, Illinois 60090

847.537.3677 • Fax 847.537.9904

fountain technologies

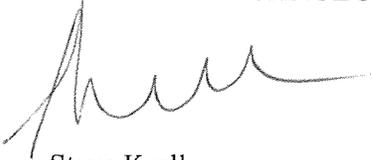
WE WILL PROVIDE WEEKLY FOUNTAIN MAINTENANCE AND
WINTERIZATION FROM MAY 1 UNTIL OCTOBER 31, 2013 (OR DATES
DECIDED UPON BY OWNER) FOR \$ 6,975.00.

NO PRICE INCREASE THIS YEAR.

If you have any questions, please call me.

Sincerely,

FOUNTAIN TECHNOLOGIES, LTD.



Steve Kroll
Service Manager

CONTRACT ACCEPTANCE (SIGN & DATE)

fountain technologies, ltd.

423 Denniston Ct.

Wheeling, Illinois 60090

847.537.3677 • Fax 847.537.9904



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to waive the bid procedure for ordering gasoline and diesel fuel per order on an as needed basis.
Presenter:	Mike Shortall

Please check appropriate box:

X	Government Operations (4/15/13)		Government Services
	Planning & Development		City Council

Estimated Cost:	Unknown, As Needed	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

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

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

Attachments: *(please list)*

Bid Waiver form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure for ordering gasoline and diesel fuel per order on an as needed basis.

<i>For office use only:</i>	<i>Agenda Item Number:</i> 4f
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REQUEST FOR WAIVING BID PROCEDURE

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

Various Fuel Suppliers
Feece Oil, Parent Petroleum, Texor Petroleum,
Al Warren Oil Co.

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

At a cost not to exceed: __spot purchases—same day truckloads_____.

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

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

Date: _____

Requested by: _____

Department Director: _____

Purchasing Manager: _____

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



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to waive the bid procedure and allow spot buying of transformers on an as needed basis.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council

Estimated Cost:	Unknown, As Needed	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

We are asking to waive the bid procedure, and allow us to use a quote to “spot buy” purchases of transformers for this Fiscal Year. Annually, we have a minimal quantity purchased, and spot buying still allows us the competitive comparison of cost.

Attachments: *(please list)*

Bid Waiver Form

Recommendation/Suggested Action *(briefly explain):*

Recommendation to waive the bid procedure and allow spot buying of transformers on an as needed basis.

For office use only:

Agenda Item Number: 4g

REQUEST FOR WAIVING BID PROCEDURE

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

HD Supply, WESCO, Border States, Universal Utility Supply,
RESCO
(These are the transformer distributors.)

For the purchase of: to spot buy Transformers _____.

At a cost not to exceed: Unknown, as needed_____.

Reason for the request to waive the bid procedure: We annually have a small
average of purchases, and spot buy allows us to still quote for purchases for
brand-specific units. Through quotes, we are able to compare cost.

Other Quotations Received: Quotes to be received at the time of purchase.

Date: 3-8-13_____

Requested by: Michael Shortall_____

Department Director: _____

Purchasing Manager: Michael Shortall_____

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



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to purchase a new tow-behind Vermeer Stump Grinder and approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$50,000	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

We are asking for the approval to purchase a new tow behind Vermeer Stump Grinder.

This piece of equipment was budgeted for \$50,000 and approved in the Fleet Vehicle Committee. The need is impacted by the Emerald Ash Borer program.

We are also seeking approval to sell the replaced Stump Grinder Unit #2000 at the online auction site. This will help offset the cost of the new Vermeer unit.

Attachments: *(please list)*

Ordinance

Recommendation / Suggested Action *(briefly explain):*

Recommendation to purchase a new tow-behind Vermeer Stump Grinder and approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles.

For office use only:

Agenda Item Number: 4h

City of St. Charles, Illinois
Ordinance No. _____

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

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

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

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

Stump Grinder (City #2000).

2. Pursuant to said Section 65ILCS 5/11-76-4, the Purchasing Manager be, and he is hereby authorized and directed to sell the foregoing described personal property now owned by the City of St. Charles to: the highest respective bidder or via trade-in towards the purchase of a 2011 JD544K End Loader.

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

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

Presented to the City Council of the City of St. Charles, Illinois, this _____ day of _____, 2013.

Passed by the City Council of the City of St. Charles, Illinois, this _____ day of _____, 2013.

Approved by the Mayor of the City of St. Charles, Illinois, this _____ day of _____, 2013.

Ordinance No. _____

Page 2

Donald P. DeWitte, Mayor

Attest:

City Clerk

Council Vote:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

City Attorney

DATE: _____



AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to purchase a new 2013 Ford F-250 Pickup Truck with plow and approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles.

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (/13)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	\$40,699	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

We are seeking approval to purchase a new 2013 Ford F-250 Pickup Truck with Plow.

Bids were taken through the S.P.C. Joint Purchasing Program and Zimmerman Ford. Zimmerman Ford beat the State price by \$385; and, therefore, we would like to award this local vendor this bid of \$40,699.

This vehicle was budgeted and approved for \$42,000.

This vehicle was approved by the City Fleet Committee.

We are also seeking approval to sell the replaced Vehicle #1954 Ford F-350 via the online auction site.

Attachments: *(please list)*

Ordinance

Recommendation / Suggested Action *(briefly explain):*

Recommendation to purchase a new 2013 Ford F-250 Pickup Truck with plow and approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles.

For office use only:

Agenda Item Number: 4i

City of St. Charles, Illinois
Ordinance No. _____

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

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

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

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

Ford F-350 (City #1954).

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

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

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

Presented to the City Council of the City of St. Charles, Illinois, this _____ day of _____, 2013.

Passed by the City Council of the City of St. Charles, Illinois, this _____ day of _____, 2013.

Approved by the Mayor of the City of St. Charles, Illinois, this _____ day of _____, 2013.

Ordinance No. _____
Page 2

Donald P. DeWitte, Mayor

Attest:

City Clerk

Council Vote:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

City Attorney

DATE: _____



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (various items).

Presenter: Mike Shortall

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)		Government Services
<input type="checkbox"/>	Planning & Development		City Council

Estimated Cost:	-	Budgeted:	YES	-	NO	-
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If NO, please explain how item will be funded:

Executive Summary:

We are asking for approval to sell items to the highest bidder (via the Public Surplus website). We are asking for approval to sell these 24 items to the highest respective bidders. All items will be sold on the Public Surplus website.

Attachments: *(please list)*

Ordinance

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles (various items).

For office use only:

Agenda Item Number: 4j

City of St. Charles, Illinois
Ordinance No. _____

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

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

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

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

- Ford Crown Victoria (City #1928)
- Ford Crown Victoria (City #1922)
- Ford Crown Victoria (City #1898)
- Ford Crown Victoria (City #1742)
- Miscellaneous Bicycles
- 1 set of Walter Hagen golf Clubs
- 1 set Miscellaneous golf Clubs
- Police Flashlights
- Tom Tom GPS
- 3-I Phones
- 2-Black & Decker Drills
- 1 skid Emergency Lights
- Miscellaneous small Tools & Equipment
- Ossian liquid Sprayer
- Air Conditioner
- Clark floor Scrubber
- 5-File Cabinets.

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

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

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

Presented to the City Council of the City of St. Charles, Illinois, this _____ day of _____, 2013.

Passed by the City Council of the City of St. Charles, Illinois, this _____ day of _____, 2013.

Approved by the Mayor of the City of St. Charles, Illinois, this _____ day of _____, 2013.

Donald P. DeWitte, Mayor

Attest:

City Clerk

Council Vote:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

City Attorney

DATE: _____



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to approve funding for the Downtown St Charles Partnership for FY13/14.

Presenter: Chris Minick, Finance Director

Please check appropriate box:

XX	Government Operations (04/15/13)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$263,500	Budgeted:	YES	X	NO	
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If NO, please explain how item will be funded:

Executive Summary:

Each year the City allocates funding from Special Service Area 1B to support the activities of the Downtown St. Charles Partnership (DSCP). Representatives of the DSCP will make a brief presentation on their activities, financial status, and the progress on goals outlined for 2012-2013.

Special Service Area 1B was initiated to provide funding for downtown revitalization initiatives, projects, and programs. The activities of the DSCP are consistent with the activities outlined in the ordinance establishing SSA 1B.

The level of funding requested is budgeted and represents a decrease from the current level of funding (\$275,000) and represents all of the proceeds from SSA 1B for the 2012 tax levy to be collected in 2013.

Attachments: *(please list)*

Funding request packet
Unaudited 2012 financial statements
2013 Year to date financial statements (unaudited)

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve funding for the Downtown St Charles Partnership for FY13/14.

For office use only:

Agenda Item Number: 5a

Downtown St. Charles Partnership

Funding: FY 2013-2014

Mission

The mission of the Downtown St. Charles Partnership is to enhance the economic viability and preserve the character and beauty of Downtown St. Charles. To accomplish this, our work is centered on four areas of focus: marketing and promotions of downtown St. Charles; business support; business education; and events.

In outlining our initiatives, we ask ourselves if a program, service or event will: create additional foot traffic downtown; create opportunities for engagement between businesses and customers; provide knowledge and information which will strengthen our business community; support our business and property owners in accomplishing their objectives; market downtown St. Charles as a destination for shopping, dining, entertainment and recreation; or enhance downtown from an aesthetic or historical perspective.

The Downtown St. Charles Partnership supports new and existing businesses downtown to provide the greatest opportunity for success. We create opportunities for the community to enjoy the natural beauty and amenities downtown St. Charles offers. We connect downtown stakeholders and strengthen the downtown business community.

Through our efforts, we support the mission of the City of St. Charles by fostering opportunity for our business and property owners, building a downtown community in support of an economically viable business district, and helping create a downtown that is a source of enjoyment for all who work, live and visit downtown St. Charles.

Background

Since July 2012, when the Downtown St. Charles Partnership last received funding approval, the organization has undergone a number of changes which have had a positive impact on the direction and functioning of the Downtown St. Charles Partnership. Within the past nine months, the DSCP:

- Underwent a Reorganization – That process is complete, our new committee structure is in place, and the organization is running smoothly under the direction outlined in our Service Agreement.
- Moved our Office to 2 East Main Street – We settled into the new environment quickly, have found many efficiencies with our new space, and hope to continue this arrangement with the city.
- Has maintained a fully staffed office – This will be the first time in a number of years that we have had a full staff for an entire year.

- Has implemented programs and services which are a part of the 18-month plan we presented in 2012.
 - Took measures to change our fiscal year to match that of the city - This will take effect starting May 1, 2013.
-

Financial Report

The Downtown St. Charles Partnership has a history of fiscal responsibility, which has been maintained during the past nine months. We aim to utilize our resources in a way which provides optimal programming and services to the benefit of downtown St. Charles.

Our projected FY 2013-2014 budget (Exhibit A) reflects reserves in an amount higher than our traditional target, which is due to a number of factors.

1. Money set aside for the purchase of art by the Public Art Committee, including the Max Hunt Sculpture, is reflected in that number.
2. The amount of money collected through the SSA during the next three years is projected to be lower than the current SSA revenues. The amount will decline in 2014 and 2015, and slowly begin to increase in 2016. It has been a long-range strategy of the DSCP to accumulate a certain amount of reserves in order to continue current levels of programs and services as the SSA declines.
3. In 2012, the DSCP underwent a reorganization, resulting in a shift of some of our programming and corresponding budget. The 18-month Action Plan that was developed during the reorganization is still being carried out and the expenses for those items were not fully realized during FY 2012.
4. As a result of the reorganization, the DSCP agreed to take on oversight of the St. Patrick's Parade. Since this event was new to the organization, there was some speculation that we would lose money on the event, which did not happen.
5. The Downtown St. Charles Partnership is now in a better position, with refocused direction and full staff, to take on additional projects for the benefit of downtown. These projects, highlighted in our FY 2013-2014 Action Plans, will utilize some of the accumulated funds going forward.

(Exhibit A)
Downtown St. Charles Partnership
FY 2013-2014 Budget

	<u>May 1, 2013- April 30, 2014</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Income operating			
4000 · SSA-1B Revenues	0.00	262,530.00	0.0%
4000.00 · Investor Dues			
4000.01 · Diamond Fox	0.00		
4000.02 · Platinum Fox	0.00		
4000.03 · Gold Fox	0.00		
4000.04 · Silver Fox	0.00		
4000.05 · Bronze Fox	0.00		
4000.06 · Family	0.00		
4000.07 · Non- Profit	0.00		
4000.00 · Investor Dues - Other	<u>0.00</u>	<u>32,500.00</u>	<u>0.0%</u>
Total 4000.00 · Investor Dues	0.00	295,030.00	0.0%
4000.10 · Miscellaneous Revenues	0.00	50.00	0.0%
4090 · Interest Revenues	<u>0.00</u>	<u>50.00</u>	<u>0.0%</u>
Total Income operating	0.00	295,130.00	0.0%
Project Income			
Business Development&Education			
4110 · Public Art			
4110.05 · Note Cards	0.00	0.00	0.0%
4110.06 · Snow Globes	<u>0.00</u>	<u>1,200.00</u>	<u>0.0%</u>
Total 4110 · Public Art	0.00	1,200.00	0.0%
4200 · Grant Programs - Historical Markers	0.00	1,500.00	
4201 · Education Curriculum	<u>0.00</u>	<u>0.00</u>	
Total Business Development&Education	0.00	2,700.00	0.0%
Marketing & Promotion Committee			
4330 · Holiday Home Homecoming Revenue			
4330.00 · Sponsorship - General	<u>0.00</u>	<u>25,000.00</u>	
Total 4330 · Holiday Home Homecoming Revenue	0.00	25,000.00	0.0%

4350 · Fine Art Show Revenues			
4350.02 · Sponsorships	0.00	9,500.00	
4350.05 · Booth Fees	0.00	41,300.00	
4350.06 · Jury Fees	0.00	3,825.00	
Total 4350 · Fine Art Show Revenues	0.00	54,625.00	0.0%
4351 · St. Patricks Day Parade Revenues			
4351.03 · Sponsorships	0.00	20,500.00	
4351.05 · Entry Fees	0.00	0.00	
Total 4351 · St. Patricks Day Parade Revenues	0.00	20,500.00	0.0%
Total Marketing & Promotion Committee	0.00	100,125.00	0.0%
Total Project Income	0.00	102,825.00	0.0%
Total Income	0.00	397,955.00	0.0%
Gross Profit	0.00	397,955.00	0.0%
Expense			
Operations			
5020 · Equipment Leasing & Rental	0.00	2,100.00	0.0%
5021 · Software/Technology Fees	0.00	2,300.00	0.0%
5023 · Equipment Purchases	0.00	2,000.00	0.0%
5025 · Professional Developmt/Travel	0.00	2,000.00	0.0%
5028 · Dues, Memberships			
5028.02 · Kiwanis	0.00	440.00	
5028.03 · Rotary	0.00	680.00	
5028.06 · STC Chamber	0.00	340.00	
5028 · Dues, Memberships - Other	0.00	0.00	0.0%
Total 5028 · Dues, Memberships	0.00	1,460.00	0.0%
5029 · Magazine, Newspapers etc.	0.00	200.00	0.0%
5034 · Insurance & Bonding			
5034.00 · General Liability	0.00		
5034.01 · Workers Compensation Insurance	0.00		
5034.03 · Umbrella	0.00		
5034.04 · Auto Insurance	0.00		
5034 · Insurance & Bonding - Other	0.00	5,000.00	0.0%
Total 5034 · Insurance & Bonding	0.00	5,000.00	0.0%

5035 · Accounting Services	0.00	15,000.00	0.0%
5038 · Event Fees	0.00	1,000.00	0.0%
5039 · Repairs & Maintenance	0.00	500.00	0.0%
5040 · Office Supplies	0.00	2,500.00	0.0%
5041 · Printing/Photo Processing	0.00	400.00	0.0%
5042 · Postage	0.00	1,500.00	0.0%
5043 · Miscellaneous	0.00	1,500.00	0.0%
5044 · Office Furniture	0.00	250.00	0.0%
5049 · Bank Service Charge			
5049 · Bank Service Charge - Other	0.00	50.00	0.0%
5400.13 · Annual Meeting Expense	0.00	500.00	0.0%
5400.14 · Annual Report	0.00	250.00	0.0%
Total Operations	0.00	38,510.00	0.0%
Personnel			
5010.01 · Salaries and Payroll Expense	0.00	185,500.00	0.0%
5010.05 · Contractor/IT	0.00	5,000.00	0.0%
5010.06 · Payroll Tax Expense	0.00	19,584.00	0.0%
Total Personnel	0.00	210,084.00	0.0%
Project Expenses			
5110 · Public Art			
5100.01 · Bridge Flower Program	0.00	3,750.00	0.0%
5100.07 · Grant Program - Historical Markers	0.00	1,500.00	
5110 · Public Art - Other	0.00	5,827.00	0.0%
Total 5110 · Public Art	0.00	11,077.00	0.0%
5200 · Business Development/Education			
5200.03 · Signage/Awning Program	0.00	5,000.00	0.0%
5200.05 · Workshops & Training (Business Exchanges)	0.00	1,800.00	0.0%
5206 · Vacant Storefront Panels	0.00	500.00	0.0%
5xxx · Retail Minded	0.00	2,000.00	0.0%
5xxx · Parking Map	0.00	1,000.00	0.0%
5xxx · Secret Shopper	0.00	1,500.00	0.0%
Total 5200 · Business Development/Education	0.00	11,800.00	0.0%
5300 · Marketing & Promotion Committee			
5301 · Downtown STC Marketing			
5301.00 · Advertising	0.00	11,400.00	0.0%
5301.18 · Promotions	0.00	3,600.00	0.0%

5301.21 · Shop Local	0.00	5,000.00	0.0%
5900.03 · Bike Map	0.00	2,000.00	
5315 · Kiosks	0.00	2,000.00	
5xxx · Website - Mobile App	0.00	1,200.00	
5xxx · Photography	0.00	500.00	
5xxx · Directories	0.00	3,300.00	
5xxx · Branding		20,000.00	
5301 · Downtown STC Marketing - Other	0.00	0.00	
Total 5301 · Downtown STC Marketing	0.00	49,000.00	0.0%
5312 · Sponsorships			
5312.06 · Sculpture In the Park	0.00	2,500.00	0.0%
Total 5312 · Sponsorships	0.00	2,500.00	0.0%
5330 · Homecoming & Electric Parade			
5330.01 · City of St Charles	0.00		
5330.02 · Professional Floats	0.00		
5330.05 · Horse Drawn Sleigh	0.00		
5330.08 · Those Funny Little People	0.00		
5330.13 · Advertising	0.00		
5330.14 · Explorer Party	0.00		
5330.17 · Miscellaneous	0.00		
5330.19 · Float Awards	0.00		
5330.23 · Santa House	0.00		
5330.25 · Volunteer Acknowledgments	0.00		
5330.26 · Sound System			
Total 5330 · Homecoming & Electric Parade	0.00	25,000.00	0.0%
5350 · Fine Art Show			
5350.00 · Judges	0.00		
5350.01 · Artist's Lunches	0.00		
5350.02 · Security	0.00		
5350.03 · Artist's Awards	0.00		
5350.04 · Banners	0.00		
5350.05 · Hydro Ports and Dumpster	0.00		
5350.06 · Tents	1,900.00		
5350.08 · Advertising	0.00		
5350.09 · Printing	200.00		
5350.12 · Volunteer Expenses	950.00		
5350.14 · Transportation/Trolley	1,030.00		
5350.15 · Purchase Award Program	0.00		

5350.16 · Music/Entertainment	0.00		
5350 · Fine Art Show - Other	<u>0.00</u>	<u>42,750.00</u>	<u>0.0%</u>
Total 5350 · Fine Art Show	4,080.00	42,750.00	9.54%
5360 · Jazz Weekend			
5360.01 · Printing	0.00		
5360 · Jazz Weekend - Other	<u>0.00</u>	<u>4,000.00</u>	<u>0.0%</u>
Total 5360 · Jazz Weekend	0.00	4,000.00	0.0%
5351 · St. Patricks Parade			
5351.01 · Advertising	0.00		
5351.02 · Marketing	0.00		
5351.03 · Sponsors	0.00		
5351.04 · Other	0.00		
5351.06 · Paid Elements	0.00		
5351.07 · Sponsor Banners	0.00		
5351.08 · Logistics	0.00		
5351 · St. Patricks Parade - Other	<u>0.00</u>	<u>21,500.00</u>	
Total 5351 · St. Patricks Parade - Other	0.00	21,500.00	0.0%
5400 · Organization			
5400.04 · Investor Cultivation/Retention	0.00	2,000.00	0.0%
5400.06 · Volunteer Recruitment	0.00	2,250.00	0.0%
5400.17 · Annual Strategic Planning Session	0.00	1,500.00	0.0%
5400.18 · Business Awards & Recognition	0.00	500.00	0.0%
5xxx · Student Rep Program		100.00	
5xxx · Stakeholder Engagement		250.00	
5400.22 · Sponsorship Cultivation	<u>0.00</u>	<u>2,000.00</u>	<u>0.0%</u>
Total 5400 · Organization	0.00	8,600.00	0.0%
Total Project Expenses	<u>0.00</u>	<u>176,227.00</u>	<u>0.0%</u>
Total Expense	<u>0.00</u>	<u>424,821.00</u>	<u>0.0%</u>
Net Income	<u>0.00</u>	<u>(26,866.00)</u>	<u>0.0%</u>

(Exhibit B)
Downtown St. Charles Partnership
2012-2013 Goals and Outcomes

In June 2012, the Downtown St. Charles Partnership presented goals which were linked to the Action Plan to be carried out during the remainder of 2012 and throughout 2013. Following is an update of our accomplishments, to date, in relation to those objectives. These are organized according to our four areas of focus.

Marketing & Promotions

Goal: Develop brand messaging to use across all downtown St. Charles marketing and advertising initiatives, such as: vacant storefront signs; radio ads; print and online advertising; and website directory.

Outcome: As we developed our advertising this year, we began looking at how we brand downtown St. Charles. During this process, we realized that this is an area that needs more time and attention in order to maximize results. This will be a large area of focus for this committee in the coming year and beyond.

Goal: Develop a comprehensive advertising campaign that provides expanded geographic reach for six months, reviewing the plan and making changes after three months. We will work with the City's ED department and the DSCP Marketing & Promotions Committee to review marketing opportunities, such as radio, video, online and print advertising and develop a comprehensive strategy. To accomplish this, we will:

- Conduct a business survey
- Review costs and co-op opportunities
- Meet with COSC ED Department
- Meet with DSCP M&P Committee
- Develop downtown branding
- Implement advertising plan

Outcome: Together, the DSCP and Economic Development Department developed a comprehensive advertising campaign aimed at marketing downtown St. Charles as a destination for shopping, dining and entertainment during the holiday season. This included:

- Downtown business survey to determine best target audience
- Print, digital, radio and social media advertisements
- Targeted a geographic area of a 10 to 15 mile driving distance, with some targeted additional geographic reach

- Cooperative radio advertising opportunity to eight businesses, providing exposure that they might not be able to afford on their own.

Goal: Assemble a task force and develop a campaign to support The 3/50 Project, implementing three phases between July and December 2012. Phase one will occur in August, Phase two in October and Phase three in November, with plan details being developed by the task force.

Outcome: The DSCP spearheaded a Shop Local campaign, in collaboration with the city's Economic Development Department, the Chamber of Commerce and the CVB.

- A task force developed messaging, promotional pieces, and a communications plan for the campaign
- The campaign had three phases, each correlating with a downtown event. Phase one started in August at the Bike Race, phase two rolled out during Scarecrow Fest in October, and Phase three kicked off during the holiday season, around Holiday Homecoming.
- This garnered media attention, resulting in articles in the *Kane County Chronicle*, *Neighbors of St. Charles*, and Patch.com.

Goal: Submit an average of one press release each month about Downtown St. Charles to a distribution of 32 press contacts at 16 unique media outlets in the Chicagoland area.

Outcome: Since July, the Downtown St. Charles Partnership has submitted 28 press releases to 35 press contacts at 18 unique local media outlets providing relevant information about downtown events, promotions, and new business activity, resulting in regular, positive exposure for downtown.

Additional Accomplishments

- The Downtown St. Charles Partnership has worked in conjunction with the city's Economic Development Department on a number of projects.
 - In August, we collaborated on the Fox Island Square Block Party to promote businesses during the Bike Race.
 - We supported the Restaurant Week promotion organized by Economic Development through our marketing channels
- We created a new video aimed at showcasing a variety of retail, dining and entertainment available in Downtown St. Charles. Through a short-story format, the video also highlights our free parking, walkability, and family-friendly atmosphere. This format allowed us to tell our story in a fun and innovative way, and has the ability to garner more viral video activity among our target audiences. Links to the video can be found on our website and Facebook page.
- In addition, 3 downtown businesses had videos created for their businesses, which are included on our website, as well as on their individual websites and social media. By coordinating this effort, the businesses received a greatly reduced rate. In addition, we

subsidized a portion of the cost to make this an affordable marketing tool for more businesses.

- Our website continues to be updated regularly. Since launching the new site this past June, we have added a downtown Events Calendar, a Shop Local resource page, Community Partners page, DSCP and business videos, and Events pages.
- Our e-newsletter, *What's Up Downtown*, has a more user-friendly format, and our Facebook audience continues to grow. These are credible and relevant sources of information for our target audiences, which complement and support our business constituents' marketing efforts.

Business Development

Goal: Visit each new business that opens in Downtown St. Charles within a month of their opening to provide them with a list of support services provided by the DSCP, as well as city programs, funding opportunities, and other free small business support services.

-and-

Goal: Conduct regular retention visits with downtown business owners. The information from these visits will be used to drive training programs and gauge business satisfaction in regards to services provided by the DSCP.

Outcome: During the past nine months, the DSCP has made regular visits with existing business, as well as timely visits with new business owners. Through our communications, we have:

- Provided information on marketing, education and support available from the Downtown St. Charles Partnership, as well as potential resources in the community.
- Provided the opportunity to connect with other downtown stakeholders. Some new business owners have been able to make business connections prior to opening by attending DSCP sponsored events.
- Distributed our Business Toolkit to new business owners.
- Obtained information needed which allowed us to submit press releases for and about downtown businesses to announce openings, anniversaries and business improvements, resulting in positive, free publicity for the businesses.
- Obtained information about the types of information, education and support most valuable to our business community.

Goal: Identify potential mentors for downtown businesses. Develop and implement a process for connecting business owners and mentors.

Outcome: We have taken steps to assemble a Mentoring Team for downtown business and property owners. Once the mentors and specific areas expertise are outlined, we will begin to put together a communications plan for the program.

Goal: Implement a communications plan to inform businesses owners of education programs available to them.

Outcome: We launched a Business Newsletter this year, which is distributed every other Wednesday. This is targeted to our business constituents, and provides information on programs, services and marketing opportunities available to businesses; downtown event details and ideas for marketing to the crowds; and links to relevant articles and blogs. We have also sent emails to businesses, when appropriate, to communicate specific programs and information, and have made regular visit with businesses. Combined, these vehicles have provided consistent, relevant communication with the downtown business community.

Goal: Develop a vacant storefront sign program, have signs designed and present opportunity to property owners.

Outcome: The Business Development & Education Committee completed the Vacant Window Panel designs, received permission from property owners, printed and hung the signs. These highlight shopping, dining, entertainment and recreation – thereby advertising potential uses for the space, as well as speaking to those traveling to or through downtown.

Goal: Work with City's Economic Development Department to outline a process for supporting business owners interested in opening a business in Downtown St. Charles, including a procedure for welcoming new businesses that open downtown.

Outcome: The DSCP office and the City's Economic Development Department have shared information about new businesses opening downtown. On some occasions, we have met jointly with a new business owner. The Business Development Committee is working on a more formal process with the DSCP, the Economic Development Department, Commercial Brokers and other stakeholders to ensure we maximize our opportunities to support new business owners.

Additional Accomplishments

- Since July 2012, the DSCP has approved three Awning Grants, for a total of approximately \$3,400 in reimbursements.

Business Education

Goal: Conduct a total of five Downtown STC Business Exchanges on an annual basis, measuring our target vs. actual attendance for each event.

Outcome: Since last July, we have organized four Business Exchanges, with topics on Visual Merchandising, Cash Flow Analysis, Leasing Trends and Tips, and Marketing on a Dime. Our fifth Business Exchange will take place in May of 2013. Attendance at each event met or exceeded our projections.

Goal: Develop a program to provide relevant education information to businesses each month. This may include business tools or information about city initiatives that may affect downtown businesses.

Outcome: In addition to the Business Newsletter, we are involved in a partner program with *Retail Minded Magazine*, a publication written specifically for small, independent retailers of products and/or services.

- All downtown business owners and investor businesses receive an electronic copy of Retail Minded magazine four times per year.
- In addition, businesses each receive a Business Tool eight times throughout the year. Some examples of tools businesses received during the past nine months are Retail Resolutions, a Store Self-Evaluation Process & Checklist, and ideas for maximizing Point of Sale Opportunities.

Goal: Offer small group and one-on-one training with business and property owners on a monthly basis, based on the needs identified from our site visits.

Outcome: The DSCP conducted small group training for downtown businesses on how to use Facebook for business. We were able to assist owners with everything from creating a business page to more advanced features, such as how to purchase and target Facebook ads. To date, 12 people have gone through the training.

Downtown Events

Goal: Develop and implement a downtown event review process by September 1, 2012.

Outcome: The Downtown St. Charles Partnership is now the first point of contact for anyone interested in planning a new event in downtown St. Charles. We have:

- Assembled a committee
- Constructed an evaluation form
- Worked with the City to integrate this into their current application process

- Begun evaluating new event applications

Goal: Provide recommendations to City Council for all events new to Downtown St. Charles.

Outcome: Through the above Events Review process, the Downtown St. Charles Partnership provides a recommendation for event approval before the City Event Application process begins. During our evaluation and subsequent meetings with the city event review committee, we are able to either grant our approval, or raise any concerns or objections prior to presentation before council.

Goal: Coordinate St. Charles Jazz Weekend, with the goal of seeing an increase in sales at the participating venues from the comparable weekend in 2011.

Outcome: In September 2012, we organized our first annual St. Charles Jazz Weekend, which was a great success. Each business that participated indicated that they saw an increase in customers that weekend, and drew people into their establishment that had not been there prior to the event.

Goal: Continue operating the St. Charles Fine Art Show and Holiday Homecoming with a neutral or positive revenue stream.

Outcome: As was indicated during our presentation in June, the 2012 Fine Art Show operated with a positive revenue stream. I am happy to report that our 2012 Holiday Homecoming event did the same. In addition, Holiday Homecoming had record attendance:

- Sleigh Rides were full all day
- Saturday movie attendance at the Arcada Theatre was 800, filling almost all of the 900 available seats
- 13,000 people attended the Electric Christmas Parade, the highest attendance on record for this event

Additional Accomplishments

- The Downtown St. Charles Partnership organized the St. Patrick's Parade in 2013. This event broke even, financially, and had 80 entries.
- Through our Business Communications, we have provided ideas for our businesses on how to take advantage of the thousands of people that come downtown for events.
- We have continued the Walkabout program, and conducted East and West side walkabouts this past fall.
- The first Historic Marker was installed on the Municipal Building Plaza. This was a result of the Riverboat Grant that we received. The second two plaques are currently with the designer, and will be installed in the spring.

(Exhibit C)
Fiscal Year 2013-2014
Goals and Objectives

While we developed 18-month action plans and are still in the process of executing those plans, we conducted a reassessment with each of our committees in January of 2013. This allowed us to assess what we've accomplished, make sure we are focused, and add to our goals to account for our accomplishments.

We are excited to look ahead to the coming year and continue to build on the momentum that we have created during the last nine months.

Marketing & Promotions – Action Plan Highlights

- We began looking at our downtown St. Charles branding as we developed our advertising this year, but realized that this is an area that needs more time and attention in order to maximize results. This will be a large area of focus for this committee in the coming year and beyond.
- The Downtown St. Charles Partnership will continue to partner with the city's economic development department to collaborate on projects and support their efforts. We plan to continue our partnership on advertising downtown St. Charles.
- Due to the success of our Jazz Weekend, the Partnership will look to produce smaller, micro-events, which will drive people into businesses and help create a reason for people to come downtown and lengthen their stay. One example of this is Live! St. Charles, a program that pairs up free entertainment with downtown businesses, creating a lively, family-friendly atmosphere as well as a reason for people to visit and stay.
- We will continue our message to Shop Local, encouraging people to incorporate the independent retailers into their regular shopping habits.
- We will also continue to offer co-operative advertising and marketing opportunities to our businesses, which allow them better rates and continued exposure.
- Our way-finding and marketing materials will be updated:
 - Bike Maps
 - Kiosks
 - Downtown Directories
- We look to grow our website and Facebook audiences as these continue to be increasingly important sources of information for many consumers. We will continue to make regular website updates and enhancements to ensure it is mobile-friendly, relevant and a valuable source of information for downtown visitors.

Business Development & Education – Action Plan Highlights

We've received feedback from our constituents that there is value in the business support and education programs that we have put in place, and will be continuing to offer these resources.

- Staff will continue our regular Business Retention visits, as we've found this is a key way to take the pulse of our business community, address questions and concerns, and connect our constituents.
- Likewise, we will continue to meet with new downtown business owners as soon as possible to provide information and marketing support.
- We will also continue to write and distribute press releases for our downtown businesses to announce openings, anniversaries, and other newsworthy information.
- The DSCP will support our property owners by continuing to provide vacant storefront window panels. Our hope is that the need for these will diminish over time due to fewer vacancies.
- We will organize five Business Exchanges throughout the coming fiscal year
- And renew our Retail Minded Partner Program
- As a part of our Business Newsletter, we will offer Talking Points that owners can provide to front line staff – sharing relevant information about downtown news and events
- Our small group training will expand to include new topics, based on feedback from our business community
- And, we will expand our education and support to include a mentoring program for our business owners
- We will provide a parking map that owners can use to educate staff about parking options
- We look to implementing a self-nominated Mystery Shopper program for those businesses that wish to get an objective evaluation from a customer perspective.

Events – Action Plan Highlights

- As we go through our first year of events evaluation, we will work with the city, our committee and event organizers to tweak the process and make adjustments, as needed.
- During the coming fiscal year, we will produce the Fine Art Show, Jazz Weekend, Holiday Homecoming, and the St. Patrick's Parade. Our goal is to continue to run these events with a positive or neutral revenue stream.
- In conjunction with our Marketing & Promotions Committee, we will look to produce more micro-events, as previously mentioned.

Organization – Action Plan Highlights

The Downtown St. Charles Partnership will continue to assess our progress in relation to our goals and objectives to ensure that we are providing the best programs, tools and resources for our stakeholders. As an organization, we see opportunities to further engage our constituents.

- As a volunteer driven organization, our volunteers are critical to continuing the programs and services at their current level. We will look at ways to continue to recruit, engage and recognize individuals who give back to the community through their work with us.
- We also invite the youth in our community to get involved in our revitalization efforts downtown. We have engaged our student board members, and look to expand the involvement of our St. Charles students where appropriate.
- Stakeholder Communications are critical to our efforts. We will continually assess our current communication vehicles and create a communications plan to ensure that we are providing consistent, appropriate communications to each of our stakeholder groups.

Conclusion

In conclusion, the Downtown St. Charles Partnership is respectfully requesting funding for Fiscal Year 2013-2014 in the amount of \$262,530.00.

Downtown St Charles Partnership, Inc
Profit & Loss Budget vs. Actual
January 1, 2012 through December 31, 2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Income operating			
4000 · SSA-1B Revenues	261,000.00	261,000.00	100.0%
4000.00 · Investor Dues			
4000.01 · Diamond Fox	2,500.00		
4000.02 · Platinum Fox	6,000.00		
4000.03 · Gold Fox	8,100.00		
4000.04 · Silver Fox	5,100.00		
4000.05 · Bronze Fox	9,450.00		
4000.06 · Family	550.00		
4000.07 · Non- Profit	800.00		
4000.00 · Investor Dues - Other	0.00	34,000.00	0.0%
Total 4000.00 · Investor Dues	<u>32,500.00</u>	<u>34,000.00</u>	<u>95.59%</u>
4000.10 · Miscellaneous Revenues	50.00	250.00	20.0%
4090 · Interest Revenues	55.40	100.00	55.4%
Total Income operating	<u>293,605.40</u>	<u>295,350.00</u>	<u>99.41%</u>
Project Income			
Business Development&Education			
4110 · Public Art			
4110.05 · Note Cards	0.00	100.00	0.0%
4110.06 · Sno-Globes	1,698.40	1,200.00	141.53%
Total 4110 · Public Art	<u>1,698.40</u>	<u>1,300.00</u>	<u>130.65%</u>
4200 · Grant Programs	100.00		
4201 · Education Curriculum	20.00		
Total Business Development&Education	<u>1,818.40</u>	<u>1,300.00</u>	<u>139.88%</u>
Marketing & Promotion Committee			
4330 · Holiday Home Homecoming Revenue			
4320.05 · Santa Claus & Float Sponsor	2,500.00		
4320.07 · Holiday Movie & Concert Sponsor	2,500.00		
4320.10 · Lighting of the Lights sponsor	2,500.00		
4330.00 · Sponsorship - General	10,750.00		
4330.03 · Professional Floats Sponsorship	2,500.00		
4330.05 · Business Entry	1,375.00		
4330.07 · Professional Band Sponsor	2,000.00		
4330.12 · Miss Illinois Sponsor	750.00		
4330.17 · Sleigh Sponsorship	2,500.00		
4330 · Holiday Home Homecoming Revenue - Other	0.00	25,000.00	0.0%
Total 4330 · Holiday Home Homecoming Revenue	<u>27,375.00</u>	<u>25,000.00</u>	<u>109.5%</u>
4350 · Fine Art Show Revenues			
4350.02 · Sponsorships	6,750.00		
4350.05 · Booth Fees	40,764.11		
4350.06 · Jury Fees	491.69		
4350 · Fine Art Show Revenues - Other	0.00	40,000.00	0.0%
Total 4350 · Fine Art Show Revenues	<u>48,005.80</u>	<u>40,000.00</u>	<u>120.02%</u>

Downtown St Charles Partnership, Inc
Profit & Loss Budget vs. Actual
January 1, 2012 through December 31, 2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>% of Budget</u>
4410 · Heart of St Charles			
4410.00 · Giclee Sales	150.00		
Total 4410 · Heart of St Charles	<u>150.00</u>		
Total Marketing & Promotion Committee	<u>75,530.80</u>	<u>65,000.00</u>	<u>116.2%</u>
Total Project Income	<u>77,349.20</u>	<u>66,300.00</u>	<u>116.67%</u>
Total Income	<u>370,954.60</u>	<u>361,650.00</u>	<u>102.57%</u>
Gross Profit	370,954.60	361,650.00	102.57%
Expense			
Operations			
5020 · Equipment Leasing & Rental	2,092.94	4,500.00	46.51%
5021 · Computer Software Purchase	0.00	500.00	0.0%
5023 · Equipment Purchases	0.00	2,000.00	0.0%
5025 · Professional Developmt/Travel	14.00	2,500.00	0.56%
5028 · Dues, Memberships			
5028.02 · Kiwanis	237.18		
5028.03 · Rotary	340.00		
5028.06 · STC Chamber	515.00		
5028 · Dues, Memberships - Other	0.00	800.00	0.0%
Total 5028 · Dues, Memberships	<u>1,092.18</u>	<u>800.00</u>	<u>136.52%</u>
5029 · Magazine, Newspapers etc.	105.62	500.00	21.12%
5030 · Office Lease	3,900.00	7,800.00	50.0%
5031 · Utilities	1,248.63	2,000.00	62.43%
5032 · Telephone	2,067.02	2,500.00	82.68%
5034 · Insurance & Bonding			
5034.00 · General Liability	456.00		
5034.01 · Workers Compensation Insurance	711.00		
5034.03 · Umbrella	1,809.00		
5034.04 · Auto Insurance	152.00		
5034 · Insurance & Bonding - Other	0.00	5,000.00	0.0%
Total 5034 · Insurance & Bonding	<u>3,128.00</u>	<u>5,000.00</u>	<u>62.56%</u>
5035 · Accounting Services	10,164.00	12,500.00	81.31%
5038 · Event Fees			
5038.02 · Chamber Functions	190.00		
5038 · Event Fees - Other	0.00	1,000.00	0.0%
Total 5038 · Event Fees	<u>190.00</u>	<u>1,000.00</u>	<u>19.0%</u>
5039 · Repairs & Maintenance	135.00	2,000.00	6.75%
5040 · Office Supplies	2,043.05	2,500.00	81.72%
5041 · Printing/Photo Processing	297.30	1,750.00	16.99%
5042 · Postage	1,102.53	1,500.00	73.5%
5043 · Miscellaneous	1,253.85	1,500.00	83.59%

Downtown St Charles Partnership, Inc
Profit & Loss Budget vs. Actual
January 1, 2012 through December 31, 2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>% of Budget</u>
5044 · Office Furniture	160.00	1,000.00	16.0%
5049 · Bank Service Charge			
5049.00 · Service Charges	11.55		
5049.04 · Credit Card Processing	25.45		
5049 · Bank Service Charge - Other	5.00	675.00	0.74%
Total 5049 · Bank Service Charge	42.00	675.00	6.22%
5051 · Finance Charges	(11.55)		
5052 · Moving Expense	9,521.37		
5400.13 · Annual Meeting Expense	19.58	400.00	4.9%
5400.14 · Annual Report	0.00	750.00	0.0%
5400.21 · Website	4,311.49	9,500.00	45.38%
Total Operations	42,877.01	63,175.00	67.87%
Personnel			
5010.01 · Salaries and Payroll Expense	160,899.04	145,000.00	110.97%
5010.02 · Medical Insurance	200.00	3,600.00	5.56%
5010.05 · Independent Contractor	3,790.00	10,000.00	37.9%
5010.06 · Payroll Tax Expense	13,313.37	11,600.00	114.77%
Total Personnel	178,202.41	170,200.00	104.7%
Project Expenses			
5110 · Public Art			
5100.01 · Bridge Flower Program	3,564.00	3,750.00	95.04%
5100.07 · Historical Markers	3,086.13		
5110 · Public Art - Other	750.00	5,827.00	12.87%
Total 5110 · Public Art	7,400.13	9,577.00	77.27%
5200 · Business Development/Education			
5200.03 · Signage/Awning Program	1,866.97	15,000.00	12.45%
5200.05 · Education & Workshops	3,388.85	2,500.00	135.55%
5200.07 · Business Recruitment Targeting	44.48	300.00	14.83%
5200.08 · Business Recruitment Packet	0.00	4,000.00	0.0%
5200.12 · Relationship Development	333.02	500.00	66.6%
5312.09 · Bike Race	1,118.40		
Total 5200 · Business Development/Education	6,751.72	22,300.00	30.28%
5300 · Marketing & Promotion Committee			
5301 · Downtown STC Marketing			
5301.00 · Marketing & Advertising	4,994.00	7,500.00	66.59%
5301.18 · Promotion Projects	12,753.99	10,000.00	127.54%
5301.21 · Project 3/50	1,611.51		
5301 · Downtown STC Marketing - Other	58.44		
Total 5301 · Downtown STC Marketing	19,417.94	17,500.00	110.96%
5312 · Sponsorships			
5312.01 · Scarecrow Festival	44.50		
5312.02 · Pride of the Fox Riverfest	0.00	1,000.00	0.0%
5312.03 · St. Patrick's Parade	1,500.00	400.00	375.0%

Downtown St Charles Partnership, Inc
Profit & Loss Budget vs. Actual
January 1, 2012 through December 31, 2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>% of Budget</u>
5312.06 · Sculpture In the Park	2,500.00	2,500.00	100.0%
5312.07 · River Corridor	1,000.00	1,000.00	100.0%
5312.08 · Sponsorship - Concert in the Par	2,500.00	2,500.00	100.0%
Total 5312 · Sponsorships	7,544.50	7,400.00	101.95%
5330 · Homecoming & Electric Parade			
5320.00 · Santa Claus	500.00		
5330.01 · City of St Charles	6,073.10		
5330.02 · Professional Floats	2,900.00		
5330.04 · Donations to School Bands	500.00		
5330.05 · Horse Drawn Sleigh	1,105.00		
5330.08 · Those Funny Little People	550.00		
5330.09 · Photography	150.00		
5330.11 · Two-Way Radios	228.00		
5330.12 · Banners	206.00		
5330.13 · Advertising	5,521.64		
5330.14 · Volunteer Party	429.80		
5330.16 · Printing	129.88		
5330.17 · Miscellaneous	2,590.27		
5330.19 · Float Awards	91.50		
5330.21 · Miss Illinois	250.00		
5330.23 · Santa House	1,612.32		
5330.24 · Tent Rental	1,050.00		
5330.25 · Volunteer Acknowledgements	64.84		
5330 · Homecoming & Electric Parade - Other	0.00	25,000.00	0.0%
Total 5330 · Homecoming & Electric Parade	23,952.35	25,000.00	95.81%
5350 · Fine Art Show			
5350.00 · Judges	450.00		
5350.01 · Artist's Lunches	2,853.79		
5350.02 · Security	750.00		
5350.03 · Artist's Awards	4,800.00		
5350.04 · Banners	515.12		
5350.05 · Hydro Ports and Dumpster	0.00		
5350.06 · Tents	1,959.13		
5350.08 · Advertising	21,996.61		
5350.09 · Printing	185.55		
5350.12 · Volunteer Expenses	960.73		
5350.14 · Transportation/Trolley	1,030.00		
5350.15 · Purchase Award Program	1,157.67		
5350.16 · Music/Entertainment	1,856.94		
5350 · Fine Art Show - Other	0.00	30,000.00	0.0%
Total 5350 · Fine Art Show	38,515.54	30,000.00	128.39%
5360 · Jazz Weekend			
5360.00 · Advertising	466.20		
5360.01 · Printing	672.11		
5360 · Jazz Weekend - Other	1,305.00	3,000.00	43.5%
Total 5360 · Jazz Weekend	2,443.31	3,000.00	81.44%

Downtown St Charles Partnership, Inc
Profit & Loss Budget vs. Actual
January 1, 2012 through December 31, 2012

	<u>Jan - Dec 12</u>	<u>Budget</u>	<u>% of Budget</u>
5900.03 · Bike Map	1,726.37	2,500.00	69.06%
Total 5300 · Marketing & Promotion Committee	93,600.01	85,400.00	109.6%
5400 · Organization			
5400.04 · Investor Development	2,443.44	1,500.00	162.9%
5400.06 · Volunteer Development/Recogniti	737.78	2,000.00	36.89%
5400.16 · Fundraising Expense	0.00	250.00	0.0%
5400.17 · Annual Strategic Planning Sessi	0.00	1,000.00	0.0%
5400.18 · Downtown Pride Award	322.00	500.00	64.4%
5400.19 · New Board Member Orientation	0.00	250.00	0.0%
5400.22 · Sponsorship Program Development	450.00	2,000.00	22.5%
Total 5400 · Organization	3,953.22	7,500.00	52.71%
5900 · Parking & Traffic Committee			
5900.01 · Kiosks - Update	0.00	1,000.00	0.0%
5900.05 · Parking maps	0.00	500.00	0.0%
Total 5900 · Parking & Traffic Committee	0.00	1,500.00	0.0%
Total Project Expenses	111,705.08	126,277.00	88.46%
Total Expense	332,784.50	359,652.00	92.53%
Net Income	38,170.10	1,998.00	1,910.42%

2:58 PM
 04/03/13
 Cash Basis

Downtown St Charles Partnership, Inc
 Balance Sheet
 As of March 31, 2013

	<u>Mar 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Checking-Harris Bank STC	158,160.10
1011 · STC Capital Bank	24,000.00
1012 · St. Charles Bank and Trust	30,000.00
1015 · STC Capital Bank-Max Hunt Acct	8,800.26
Total Checking/Savings	<u>220,960.36</u>
Other Current Assets	
1040 · Certificates of Deposit	
1040-S · CD - St Chas Capital Bank	5,872.20
Total 1040 · Certificates of Deposit	<u>5,872.20</u>
1080 · Pre-Paid Expenses	1,629.34
1205 · Accts Receivable Audit Adjstmnt	2,300.00
Total Other Current Assets	<u>9,801.54</u>
Total Current Assets	230,761.90
Fixed Assets	
1600 · Fixed Assets	41,143.44
1611 · Accumulated Depreciation	-27,708.50
Total Fixed Assets	<u>13,434.94</u>
TOTAL ASSETS	<u><u>244,196.84</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2014 · Payables	
2014.00 · A/P YE Entries Audited ...	6,063.10
Total 2014 · Payables	<u>6,063.10</u>
Total Other Current Liabilities	<u>6,063.10</u>
Total Current Liabilities	<u>6,063.10</u>
Total Liabilities	6,063.10
Equity	
3900 · Retained Earnings	164,777.16
3901 · Public Art Designation	11,555.50
3903 · Max Hunt Designation	8,800.26
Net Income	53,000.82
Total Equity	<u>238,133.74</u>
TOTAL LIABILITIES & EQUITY	<u><u>244,196.84</u></u>

Downtown St Charles Partnership, Inc
Profit & Loss Budget vs. Actual
January 1, 2013 through March 31, 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Income operating			
4000 · SSA-1B Revenues	70,500.00	94,000.00	75.0%
4000.00 · Investor Dues			
4000.04 · Silver Fox	900.00		
4000.05 · Bronze Fox	1,500.00		
4000.06 · Family	250.00		
4000.07 · Non- Profit	0.00		
4000.08 · Senior	0.00		
4000.00 · Investor Dues - Other	0.00	11,333.00	0.0%
Total 4000.00 · Investor Dues	2,650.00	11,333.00	23.38%
4090 · Interest Revenues	10.47		
Total Income operating	73,160.47	105,333.00	69.46%
Project Income			
Business Development&Education			
4110 · Public Art			
4110.06 · Sno-Globes	525.00		
Total 4110 · Public Art	525.00		
4200 · Grant Programs	3,136.13		
4201 · Education Curriculum	30.00		
Total Business Development&Education	3,691.13		
Marketing & Promotion Committee			
4330 · Holiday Home Homecoming Revenue			
4330.00 · Sponsorship - General	500.00		
Total 4330 · Holiday Home Homecoming Revenue	500.00		
4350 · Fine Art Show Revenues			
4350.02 · Sponsorships	0.00	9,000.00	0.0%
4350.05 · Booth Fees	43,446.51	41,300.00	105.2%
4350.06 · Jury Fees	387.91	3,825.00	10.14%
Total 4350 · Fine Art Show Revenues	43,834.42	54,125.00	80.99%
4351 · St. Patrick's Parade			
4351.00 · Equestrian/other entertainment	1,500.00		
4351.01 · Professional Float Sponsor	5,000.00		
4351.03 · Business Entry Sponsorship	5,750.00	14,000.00	41.07%
4351.04 · High School Band Sponsor	1,500.00		
4351.05 · Political Entry Sponsor	1,250.00		
4351.06 · Fundraising	294.00		
Total 4351 · St. Patrick's Parade	15,294.00	14,000.00	109.24%
Total Marketing & Promotion Committee	59,628.42	68,125.00	87.53%

Downtown St Charles Partnership, Inc
Profit & Loss Budget vs. Actual
January 1, 2013 through March 31, 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>% of Budget</u>
Total Project Income	63,319.55	68,125.00	92.95%
Total Income	136,480.02	173,458.00	78.68%
Gross Profit	136,480.02	173,458.00	78.68%
Expense			
Operations			
5020 · Equipment Leasing & Rental	372.92	700.00	53.27%
5021 · Computer Software Purchase	150.00		
5025 · Professional Developmt/Travel	0.00	1,500.00	0.0%
5028 · Dues, Memberships			
5028.02 · Kiwanis	253.00		
5028.03 · Rotary	170.00		
5028.06 · STC Chamber	100.00		
5028 · Dues, Memberships - Other	0.00	500.00	0.0%
Total 5028 · Dues, Memberships	<u>523.00</u>	<u>500.00</u>	<u>104.6%</u>
5029 · Magazine, Newspapers etc.	197.18	70.00	281.69%
5034 · Insurance & Bonding			
5034.00 · General Liability	999.00		
5034 · Insurance & Bonding - Other	0.00	1,667.00	0.0%
Total 5034 · Insurance & Bonding	<u>999.00</u>	<u>1,667.00</u>	<u>59.93%</u>
5035 · Accounting Services	1,210.00	6,600.00	18.33%
5038 · Event Fees			
5038.02 · Chamber Functions	420.00		
5038 · Event Fees - Other	0.00	333.00	0.0%
Total 5038 · Event Fees	<u>420.00</u>	<u>333.00</u>	<u>126.13%</u>
5039 · Repairs & Maintenance	0.00	333.00	0.0%
5040 · Office Supplies	464.88	833.00	55.81%
5041 · Printing/Photo Processing	0.00	250.00	0.0%
5042 · Postage	200.00	500.00	40.0%
5043 · Miscellaneous	128.69	500.00	25.74%
5049 · Bank Service Charge			
5049.00 · Service Charges	35.00		
5049.04 · Credit Card Processing	45.40		
5049 · Bank Service Charge - Other	0.00	225.00	0.0%
Total 5049 · Bank Service Charge	<u>80.40</u>	<u>225.00</u>	<u>35.73%</u>
5400.13 · Annual Meeting Expense	0.00	500.00	0.0%
5400.14 · Annual Report	0.00	250.00	0.0%
5400.21 · Website	0.00	333.00	0.0%
Total Operations	<u>4,746.07</u>	<u>15,094.00</u>	<u>31.44%</u>

Downtown St Charles Partnership, Inc
Profit & Loss Budget vs. Actual
January 1, 2013 through March 31, 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>% of Budget</u>
Personnel			
5010.01 · Salaries and Payroll Expense	42,335.73	56,000.00	75.6%
5010.05 · Independent Contractor	600.00	1,600.00	37.5%
5010.06 · Payroll Tax Expense	3,436.68	6,528.00	52.65%
Total Personnel	46,372.41	64,128.00	72.31%
Project Expenses			
5110 · Public Art			
5100.01 · Bridge Flower Program	0.00	3,750.00	0.0%
Total 5110 · Public Art	0.00	3,750.00	0.0%
5200 · Business Development/Education			
5200.03 · Signage/Awning Program	0.00	1,000.00	0.0%
5200.05 · Education & Workshops	431.10	1,000.00	43.11%
5206 · Vacant Storefront Panels	5,005.51	6,000.00	83.43%
Total 5200 · Business Development/Education	5,436.61	8,000.00	67.96%
5300 · Marketing & Promotion Committee			
5301 · Downtown STC Marketing			
5301.00 · Marketing & Advertising	(1,404.09)	6,667.00	(21.06%)
5301.18 · Promotion Projects	1,331.22	3,333.00	39.94%
5301.21 · Project 3/50	10.00	1,667.00	0.6%
5315 · Kiosk Program	0.00	5,000.00	0.0%
5900.03 · Bike Map	0.00	2,000.00	0.0%
5301 · Downtown STC Marketing - Other	259.52		
Total 5301 · Downtown STC Marketing	196.65	18,667.00	1.05%
5312 · Sponsorships			
5312.06 · Sculpture In the Park	2,500.00	2,500.00	100.0%
Total 5312 · Sponsorships	2,500.00	2,500.00	100.0%
5330 · Homecoming & Electric Parade			
5330.01 · City of St Charles	6,702.84		
5330.02 · Professional Floats	500.00		
5330.13 · Advertising	90.00		
5330.19 · Float Awards	21.45		
5330.22 · Lighting of the Lights	1,050.00		
5330.23 · Santa House	8.60		
5330.25 · Volunteer Acknowledgements	69.96		
5330.26 · Sound System	600.00		
Total 5330 · Homecoming & Electric Parade	9,042.85		
5350 · Fine Art Show			
5350.06 · Tents	0.00	1,000.00	0.0%
5350.09 · Printing	0.00	50.00	0.0%

Downtown St Charles Partnership, Inc
Profit & Loss Budget vs. Actual
January 1, 2013 through March 31, 2013

	<u>Jan - Dec 13</u>	<u>Budget</u>	<u>% of Budget</u>
5350.12 · Volunteer Expenses	0.00	250.00	0.0%
5350.14 · Transportation/Trolley	0.00	260.00	0.0%
5350.15 · Purchase Award Program	127.90		
Total 5350 · Fine Art Show	<u>127.90</u>	<u>1,560.00</u>	<u>8.2%</u>
5351 · St Patricks Parade Expense			
5351.01 · Advertising	200.00		
5351.02 · Marketing	830.55		
5351.04 · Other	516.00	16,000.00	3.23%
5351.06 · Paid Elements	10,050.00		
5351.07 · Sponsor Banners	460.50		
5351.08 · Logistics	2,131.78		
5351.09 · Videography/photography	225.00		
Total 5351 · St Patricks Parade Expense	<u>14,413.83</u>	<u>16,000.00</u>	<u>90.09%</u>
Total 5300 · Marketing & Promotion Committee	<u>26,281.23</u>	<u>38,727.00</u>	<u>67.86%</u>
5400 · Organization			
5400.04 · Investor Development	0.00	500.00	0.0%
5400.06 · Volunteer Development/Recogniti	57.35	667.00	8.6%
5400.18 · Downtown Pride Award	0.00	1,000.00	0.0%
5400.22 · Sponsorhip Program Development	0.00	2,000.00	0.0%
Total 5400 · Organization	<u>57.35</u>	<u>4,167.00</u>	<u>1.38%</u>
Total Project Expenses	<u>31,775.19</u>	<u>54,644.00</u>	<u>58.15%</u>
Total Expense	<u>82,893.67</u>	<u>133,866.00</u>	<u>61.92%</u>
Net Income	<u><u>53,586.35</u></u>	<u><u>39,592.00</u></u>	<u><u>135.35%</u></u>



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Monthly Update regarding City's Financial Results for February 2013 – Information Only.

Presenter: Chris Minick

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (4/15/13)	<input type="checkbox"/>	Government Services
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

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

Executive Summary:

A brief summary of the financial results for February 2013 for the City's main operating funds will be presented. A comparison of actual amounts to budget amounts and major financial trends will be discussed.

Attachments: *(please list)*

Narrative Explanation
Summary Spreadsheets

Recommendation / Suggested Action *(briefly explain):*

Discussion and presentation only

For office use only:

Agenda Item Number: 5b

March 18, 2013

February 2013 Monthly Financial Results

In an effort to improve communications regarding the City's financial results, we have consolidated and simplified the various financial reports provided to City Council as well as City employees. The monthly City Council financial report, the quarterly Financial Snapshot and the quarterly Employee Financial Report have been combined into one user friendly financial report. It is our goal to provide meaningful financial data in a format that is easy to read and understand. This new report will be prepared monthly and will be presented to City Council as well as made available to all City employees.

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

The report consists of 3 sections:

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

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

Overview of the Report

Charts

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

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

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

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

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

Reports

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

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

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

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

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

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

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

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

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

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

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

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

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

Column 10 (FY 11-12 Actual) represents the total amount of revenue received or expense incurred for the previous fiscal year for the line item indicated. It is possible that this number will change between the months of May through October as the results of the City's annual audit are finalized. The City will utilize audited numbers in this column as soon as they become available.

Discussion of February 2013 Results

General Fund

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

Through February, General Fund revenues are projected to be slightly below the revised budget. The City's largest revenue stream, sales and use tax, is trending approximately 5.1% lower than budget projections. Conversely, income tax disbursements from the State of Illinois, the electric franchise fee revenue, and alcohol tax revenues are trending above budget expectations. Telecommunications and hotel tax revenues are trending slightly lower than budgeted expectations.

Although sales tax revenues are currently short of budget projections for the fiscal year, the increasing trend in this revenue source is encouraging. Year-to-date sales tax receipts are \$502,737 or 4.2% higher than last fiscal year-to-date receipts. Sales tax revenues are the General Fund's largest single revenue source and are forecast to account for approximately 37% of General Fund revenues. Total General Fund revenues for the current fiscal year are slightly ahead of revenues received for the same time period last fiscal year by 3.4%.

Forecast expenditures through February are currently 6.6% below the revised budget. All expenditure categories are forecasted to be equal to or below the revised budget with commodities and contractual services currently having the largest percent of "savings", 19.7% and 15.9% respectively. A portion of these "savings" is the result of the relatively mild winter we have experienced so far this year.

As of February 28, the General Fund is projected to end the year with a slight surplus of \$552,386. This compares to a projected deficit of \$724,560 at the time the budget as approved. This projected surplus is made possible through the aggressive management of the City's expenditures as reflected in the amounts above. The City's practice of aggressive expenditure management provides an extra measure of fiscal conservatism during uncertain economic times by offsetting any revenue shortfalls that the General Fund may experience.

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

Electric Fund

Year-to-date electric sales are higher than the prior year-to-date sales by approximately \$2.75 million, or 6.7%, and are projected to end up slightly below the revised budget by 0.4% for the fiscal year. The increase from the prior year is due to the unusually hot temperatures experienced for most of this past summer. During August 2012, revenue projections were revised to reflect the summer weather conditions resulting in an increase of approximately \$1.692 million of additional revenue. Operating Expenses are projected to be under budgeted amounts by \$1.3 million for the year. All expenditure categories are all projected to be in line with or under budgeted amounts at this point in time. These forecasted amounts will result in a projected operating surplus of approximately \$33,714 for the fiscal year. This compares to a projected deficit of \$2.7 million at the time the budget was approved.

The rate structure for all City utilities was analyzed as part of the budget process for fiscal year 2011-2012. Staff recommended changes to the rate structure for that fiscal year which were essentially consistent with the rate study that was completed in April of 2011. As time has gone on, and the City's electric consumption patterns have changed, costs for wholesale power have increased. The rate structure had not kept pace with both the rates that the City is charged for wholesale power as well as the cost increases that have occurred because of the manner in which customer consumption trends have changed. The City Council has directed staff to take a long term approach to rectify that situation and assure that the City's rate structure is adequate to provide for operating and capital needs of the utility system. This process was continued during fiscal year 2012-2013 when additional rate structure changes were incorporated into each of the utilities including the Electric Fund.

The 2011 rate study suggested changes to the City's rate structure such as increasing fixed monthly service charges for all classes of customer as well as changes to the non-summer rates. These concepts were again incorporated into the rate structure adjustments approved in April of 2012 and were effective beginning with June 2012 billings. We will continue to monitor and evaluate the impact of these adjustments and consumption patterns on the operating results for the Electric Fund. Future changes to the rate structure may include a Power Cost Adjustment Factor (PCAF) and non-resident surcharge. Implementation of a PCAF will help to reduce the city's risk associated with fluctuations in wholesale power costs.

Water Fund

The Water Fund has also experienced a surge in user charges due to the unusually dry weather conditions that were prevalent for most of the summer. User Charges through February are 36.7% higher than the same time frame last year. For the entire year, user charges are projected to be \$510,394, or 12.4% higher than budget. Operating expenses are trending approximately 3.9% lower than budget so far this year. Almost all expense categories are trending below budget at the end of February. The slight overage in Commodities is primarily due to an increase in chemicals as a result of increased pumpage. It is currently projected that the Water Fund will end the year with a deficit of \$547,512, which is significantly lower than the original budgeted deficit of \$1,007,848.

The water rate structure has also been adjusted as part of the rate study process that was completed during FY 11-12. Significant capital projects, like the Radium Removal project, have recently been completed in the Water Fund. The City wants to assure a rate structure adequate to allow for operating and capital cost recapture. Based on current costs, the unadjusted rate structure was not adequate to provide for operations and anticipated future capital projects. The rate adjustments approved in April of 2012 (effective with June billings) are continuing the multi-year process of rate structure adjustments to bring the revenues in line with the costs of operating the system.

Wastewater Fund

Year to date user charges in the Wastewater Fund are higher than prior year to date by 8.3%. User charges for the year are forecasted to be primarily in line with budget. Because wastewater billings are determined by water consumption, one would anticipate that the trends would be similar for both funds. However, the City provides a wastewater billing “credit” for summertime outdoor water use. This adjustment is based on non-summer water consumption. The approximate \$1.7 million increase between the revised budget and original budget for Capital expenditures is primarily due to capital projects that were not completed as of the end of the previous fiscal year. Of this \$1.7 million increase, \$1.3 million is funded with bond proceeds from a previous year. Total Wastewater expenses are forecasted to be approximately 2.5% below budget expectations.

As with the Water Fund, the rate structure is being changed over a multi-year period to assure that operating and anticipated future capital expenses can be recovered through the rates charged for services. Current results indicate that the rate structure is insufficient to meet these costs. Additionally, the City has budgeted for a major renovation and reconstruction of the existing bio-solids building. The Wastewater Fund’s rate structure was again adjusted during April of 2012 (effective with June, 2012 billings). The rate structure will again be evaluated in conjunction with the preparation of the FY 13-14 budget.

City of St. Charles
Monthly Financial Report
February 28, 2013

General Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 12-13 Original Budget	FY 12-13 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 12-13 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 11-12 Actual
Revenues										
Property Taxes	\$ 12,551,106	\$ 12,551,106	\$ 12,489,303	99.5%	\$ 12,474,765	0.1%	\$ 12,551,106	\$ -	0.0%	\$ 12,474,765
Sales and Use Taxes	15,794,358	15,794,358	12,350,478	78.2%	11,847,741	4.2%	14,982,866	(811,492)	-5.1%	14,607,339
State Income Tax	2,637,920	2,637,920	2,491,635	94.5%	2,206,449	12.9%	2,931,285	293,365	11.1%	2,675,585
Electric Franchise Fee	2,434,417	2,434,417	1,936,689	79.6%	1,821,364	6.3%	2,545,294	110,877	4.6%	2,324,248
Hotel Tax	1,920,000	1,920,000	1,582,572	82.4%	1,574,018	0.5%	1,902,572	(17,428)	-0.9%	1,749,895
Telecommunication Tax	1,340,000	1,340,000	1,109,556	82.8%	1,025,791	8.2%	1,332,886	(7,114)	-0.5%	1,289,388
Alcohol Tax	962,800	962,800	853,601	88.7%	836,169	2.1%	1,014,071	51,271	5.3%	977,452
Other	3,049,141	3,088,421	2,425,083	78.5%	2,298,170	5.5%	2,768,045	(320,376)	-10.4%	2,600,878
Total Revenues	\$ 40,689,742	\$ 40,729,022	\$ 35,238,917	86.5%	\$ 34,084,467	3.4%	\$ 40,028,125	\$ (700,897)	-1.7%	\$ 38,699,550
Expenditures										
Personal Services	\$ 26,481,227	\$ 26,490,253	\$ 22,149,134	83.6%	\$ 22,371,305	-1.0%	\$ 25,678,931	\$ (811,322)	-3.1%	\$ 25,798,118
Commodities	1,602,360	1,596,566	909,388	57.0%	1,006,883	-9.7%	1,282,815	(313,751)	-19.7%	1,278,831
Contractual	9,692,239	10,441,218	6,793,748	65.1%	7,533,743	-9.8%	8,783,488	(1,657,750)	-15.9%	9,101,776
Other Operating Expenses	1,421,239	1,421,687	1,367,068	96.2%	1,659,361	-17.6%	1,395,024	(26,663)	-1.9%	1,705,042
Departmental Allocations	(4,925,583)	(4,925,583)	(4,104,660)	83.3%	(3,985,190)	3.0%	(4,925,583)	-	0.0%	(4,782,228)
Capital	373,179	491,443	317,086	64.5%	452,948	-30.0%	491,443	-	0.0%	577,896
Debt Service	4,584	4,584	4,203	91.7%	16,403	-74.4%	4,584	-	0.0%	16,785
Transfers Out	6,765,057	6,765,057	5,266,708	77.9%	4,668,198	12.8%	6,765,057	-	0.0%	4,882,768
Total Expenditures	\$ 41,414,302	\$ 42,285,225	\$ 32,702,675	77.3%	\$ 33,723,651	-3.0%	\$ 39,475,739	\$ (2,809,486)	-6.6%	\$ 38,578,988
Surplus (Deficit)	\$ (724,560)	\$ (1,556,203)	\$ 2,536,242		\$ 360,816		\$ 552,386	\$ 2,108,589		\$ 120,562

City of St. Charles
Monthly Financial Report
February 28, 2013

Electric Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 12-13 Original Budget	FY 12-13 Revised Budget	YTD Actual	Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 12-13 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 11-12 Actual
Revenues										
User Charges	\$ 50,360,079	\$ 52,052,259	\$ 43,819,004	84.2%	\$ 41,068,483	6.7%	\$ 51,837,276	\$ (214,983)	-0.4%	\$ 48,099,305
Connection Charges	37,650	37,650	44,365	117.8%	57,291	-22.6%	50,635	12,985	34.5%	63,581
MV/Equip/WC Reserve	406,303	406,303	406,302	100.0%	424,248	-4.2%	406,302	(1)	0.0%	424,248
Reimbursement for Projects	-	232,279	200,780	86.4%	578,879	-65.3%	243,780	11,501	5.0%	552,222
Other	277,700	290,000	366,307	126.3%	360,727	1.5%	415,845	125,845	43.4%	(1,052,695)
Bond Proceeds	2,050,000	2,077,022	962,022	46.3%	-	0.0%	2,077,022	-	0.0%	-
Transfers In	267,994	267,994	61,664	23.0%	61,664	0.0%	267,994	-	0.0%	216,773
Total Revenues	\$ 53,399,726	\$ 55,363,507	\$ 45,860,444	82.8%	\$ 42,551,292	7.8%	\$ 55,298,854	\$ (64,653)	-0.1%	\$ 48,303,434
Expenses										
Personal Services	\$ 3,491,335	\$ 3,508,989	\$ 2,667,493	76.0%	\$ 2,826,527	-5.6%	\$ 3,189,122	\$ (319,867)	-9.1%	\$ 2,136,875
Commodities	309,848	325,433	189,800	58.3%	217,805	-12.9%	250,845	(74,588)	-22.9%	288,473
Contractual	40,199,788	40,308,491	33,677,946	83.6%	31,535,010	6.8%	39,439,145	(869,346)	-2.2%	37,512,687
Other Operating Expenses	5,255,622	5,271,560	4,340,308	82.3%	4,212,627	3.0%	5,240,755	(30,805)	-0.6%	8,309,824
Departmental Allocations	1,870,948	1,870,948	1,559,110	83.3%	1,513,760	3.0%	1,870,908	(40)	0.0%	1,193,642
Capital	3,496,380	3,828,859	1,706,075	44.6%	2,356,461	-27.6%	3,828,859	-	0.0%	-
Debt Service	1,063,615	1,063,615	1,063,614	100.0%	1,220,204	-12.8%	1,063,615	-	0.0%	345,494
Transfers Out	381,891	381,891	381,891	100.0%	357,922	6.7%	381,891	-	0.0%	357,922
Total Expenses	\$ 56,069,427	\$ 56,559,786	\$ 45,586,237	80.6%	\$ 44,240,316	3.0%	\$ 55,265,140	\$ (1,294,646)	-2.3%	\$ 50,144,917
Surplus (Deficit)	\$ (2,669,701)	\$ (1,196,279)	\$ 274,207		\$ (1,689,024)		\$ 33,714	\$ 1,229,993		\$ (1,841,483)

**City of St. Charles
Monthly Financial Report
February 28, 2013**

Water Fund

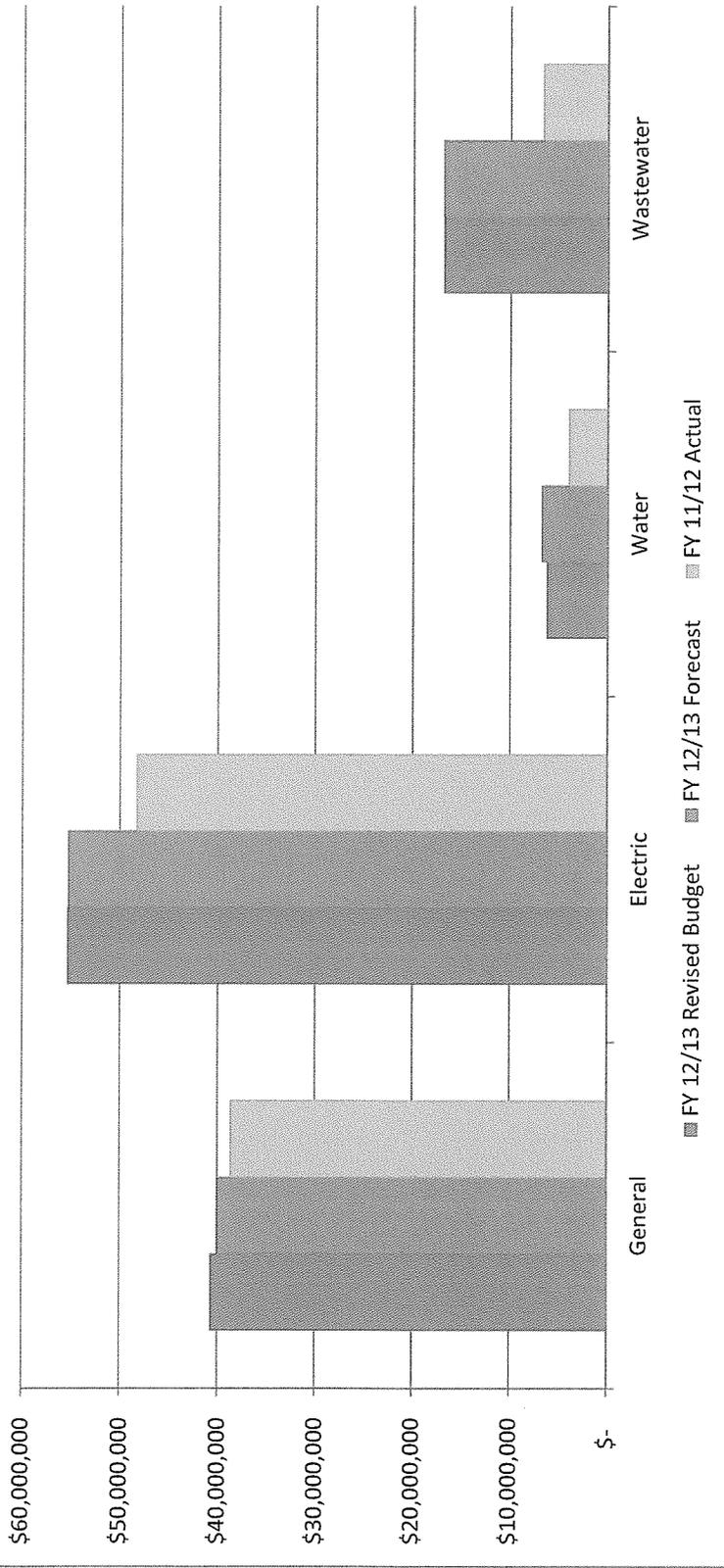
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 12-13 Original Budget	FY 12-13 Revised Budget	YTD Actual	Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 12-13 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 11-12 Actual
Revenues										
User Charges	\$ 4,119,836	\$ 4,119,836	\$ 4,000,914	97.1%	\$ 2,926,765	36.7%	\$ 4,630,230	\$ 510,394	12.4%	\$ 3,502,786
Connection Charges	19,992	19,992	33,884	169.5%	29,220	16.0%	37,216	17,224	86.2%	33,270
MV/Equip/WC Reserve	175,529	175,529	175,530	100.0%	160,891	9.1%	175,530	1	0.0%	160,891
Bond Proceeds	1,080,000	1,103,665	838,665	76.0%	1,696,231	0.0%	1,103,665	-	0.0%	-
Donations/Contributions	650,000	650,000	-	0.0%	-	0.0%	650,000	-	0.0%	144,438
Other	158,448	158,448	161,158	101.7%	156,163	3.2%	186,663	28,215	17.8%	180,996
Total Revenues	\$ 6,203,805	\$ 6,227,470	\$ 5,210,151	83.7%	\$ 4,969,270	4.8%	\$ 6,783,304	\$ 555,834	8.9%	\$ 4,022,381
Expenses										
Personal Services	\$ 1,486,338	\$ 1,486,625	\$ 1,235,277	83.1%	\$ 1,200,281	2.9%	\$ 1,453,102	\$ (33,523)	-2.3%	\$ 1,402,710
Commodities	410,236	418,759	365,901	87.4%	310,081	18.0%	439,130	20,371	4.9%	439,663
Contractual	923,020	950,135	514,087	54.1%	837,459	-38.6%	708,908	(241,227)	-25.4%	938,405
Other Operating Expenses	232,472	243,386	173,168	71.1%	142,266	21.7%	197,435	(45,951)	-18.9%	1,145,738
Departmental Allocations	845,035	845,035	704,200	83.3%	683,690	3.0%	845,025	(10)	0.0%	820,428
Capital	2,468,537	2,841,201	886,304	31.2%	2,609,079	-66.0%	2,841,201	-	0.0%	1
Debt Service	710,927	710,927	710,926	100.0%	566,093	25.6%	710,927	-	0.0%	202,313
Transfers Out	135,088	135,088	135,088	100.0%	121,360	11.3%	135,088	-	0.0%	121,360
Total Expenses	\$ 7,211,653	\$ 7,631,156	\$ 4,724,951	61.9%	\$ 6,470,309	-27.0%	\$ 7,330,816	\$ (300,340)	-3.9%	\$ 5,070,618
Surplus (Deficit)	\$ (1,007,848)	\$ (1,403,686)	\$ 485,200		\$ (1,501,039)		\$ (547,512)	\$ 856,174		\$ (1,048,237)

City of St. Charles
Monthly Financial Report
February 28, 2013

Wastewater Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 12-13 Original Budget	FY 12-13 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y %	FY 12-13 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 11-12 Actual
Revenues										
User Charges	\$ 6,673,838	\$ 6,673,838	\$ 5,609,587	84.1%	\$ 5,177,343	8.3%	\$ 6,663,008	\$ (10,830)	-0.2%	\$ 6,131,400
Connection Charges	25,000	25,000	55,532	222.1%	69,510	-20.1%	59,702	34,702	138.8%	77,001
MV/Equip/WC Reserve	285,042	285,042	285,042	100.0%	294,477	-3.2%	285,042	-	0.0%	294,477
Bond/IEPA Loan Proceeds	9,536,000	9,869,685	505,864	5.1%	-	0.0%	9,869,685	-	0.0%	-
Other	28,500	28,500	41,579	145.9%	64,912	-35.9%	46,329	17,829	62.6%	182,074
Total Revenues	\$ 16,548,380	\$ 16,882,065	\$ 6,497,604	38.5%	\$ 5,606,242	15.9%	\$ 16,923,766	\$ 41,701	0.2%	\$ 6,684,952
Expenses										
Personal Services	\$ 1,889,459	\$ 1,894,153	\$ 1,602,582	84.6%	\$ 1,506,819	6.4%	\$ 1,875,957	\$ (18,196)	-1.0%	\$ 1,822,280
Commodities	303,565	313,594	188,655	60.2%	225,019	-16.2%	242,286	(71,308)	-22.7%	284,200
Contractual	2,057,401	2,255,861	1,221,055	54.1%	1,217,312	0.3%	1,917,509	(338,352)	-15.0%	1,446,203
Other Operating Expenses	244,431	326,764	250,610	76.7%	222,150	12.8%	279,394	(47,370)	-14.5%	1,925,408
Departmental Allocations	1,251,308	1,251,308	1,042,760	83.3%	1,012,430	3.0%	1,251,308	-	0.0%	1,214,916
Capital	9,848,247	11,505,144	1,208,471	10.5%	1,914,858	-36.9%	11,505,144	-	0.0%	-
Debt Service	1,554,485	1,554,485	1,554,485	100.0%	1,666,158	-6.7%	1,554,485	-	0.0%	430,861
Transfers Out	246,093	246,093	246,094	100.0%	276,176	-10.9%	246,093	-	0.0%	276,176
Total Expenses	\$ 17,394,989	\$ 19,347,402	\$ 7,314,712	37.8%	\$ 8,040,922	-9.0%	\$ 18,872,176	\$ (475,226)	-2.5%	\$ 7,400,044
Surplus (Deficit)	\$ (846,609)	\$ (2,465,337)	\$ (817,108)		\$ (2,434,680)		\$ (1,948,410)	\$ 516,927		\$ (715,092)

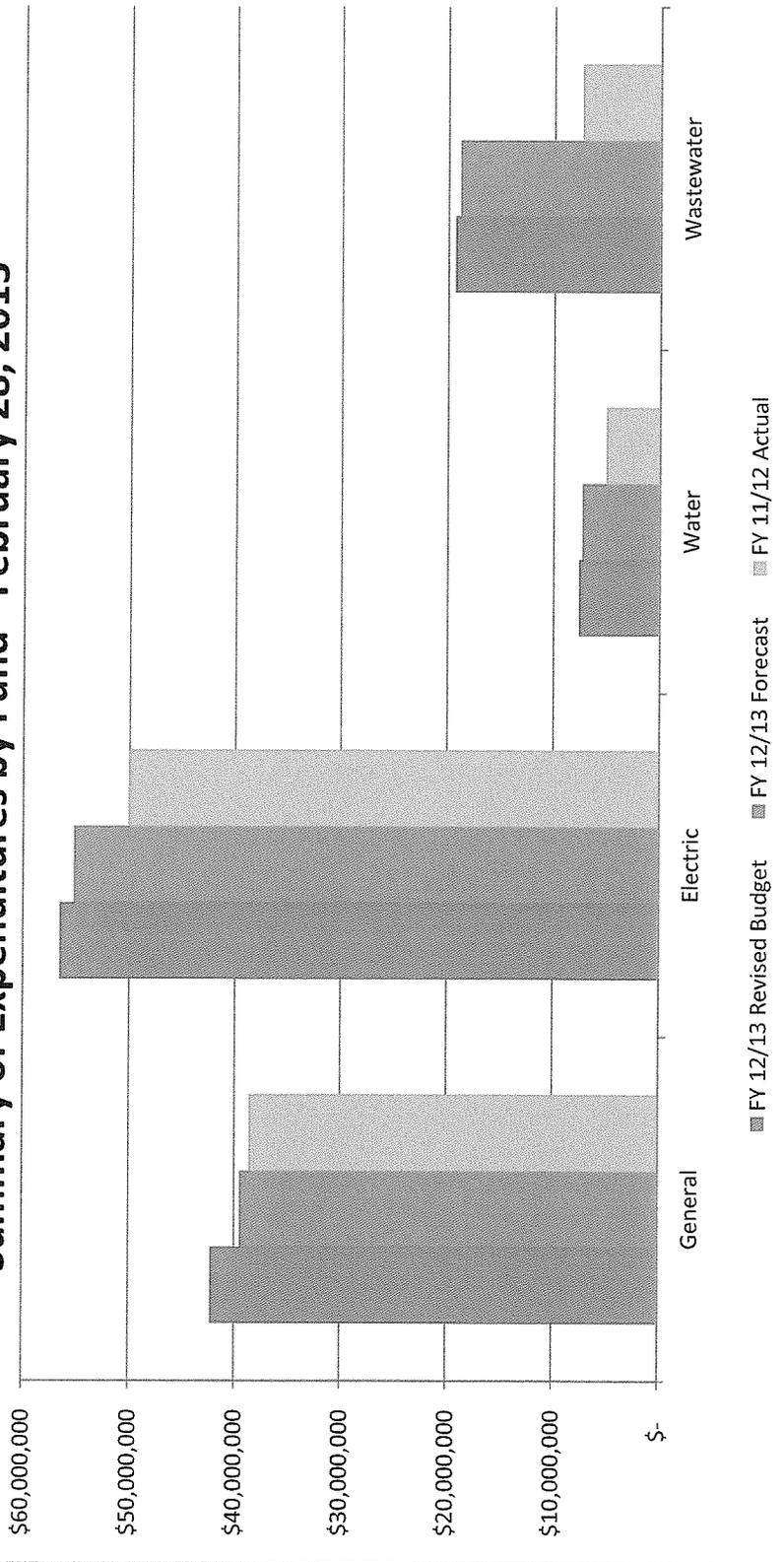
Summary of Revenues by Fund - February 28, 2013



Revenues

	FY 12/13 Revised Budget	FY 12/13 Forecast	FY 11/12 Actual
General	\$ 40,729,022	\$ 40,028,125	\$ 38,699,550
Electric	\$ 55,363,507	\$ 55,298,854	\$ 48,303,434
Water	\$ 6,227,470	\$ 6,783,304	\$ 4,022,381
Wastewater	\$ 16,882,065	\$ 16,923,766	\$ 6,684,952

Summary of Expenditures by Fund - February 28, 2013



Expenditures

	FY 12/13 Revised Budget	FY 12/13 Forecast	FY 11/12 Actual
General	\$ 42,285,225	\$ 39,475,739	\$ 38,578,988
Electric	\$ 56,559,786	\$ 55,265,140	\$ 50,144,917
Water	\$ 7,631,156	\$ 7,330,816	\$ 5,070,618
Wastewater	\$ 19,347,402	\$ 18,872,176	\$ 7,400,044

General Fund Top 7 Revenue Sources - As of February 28, 2013

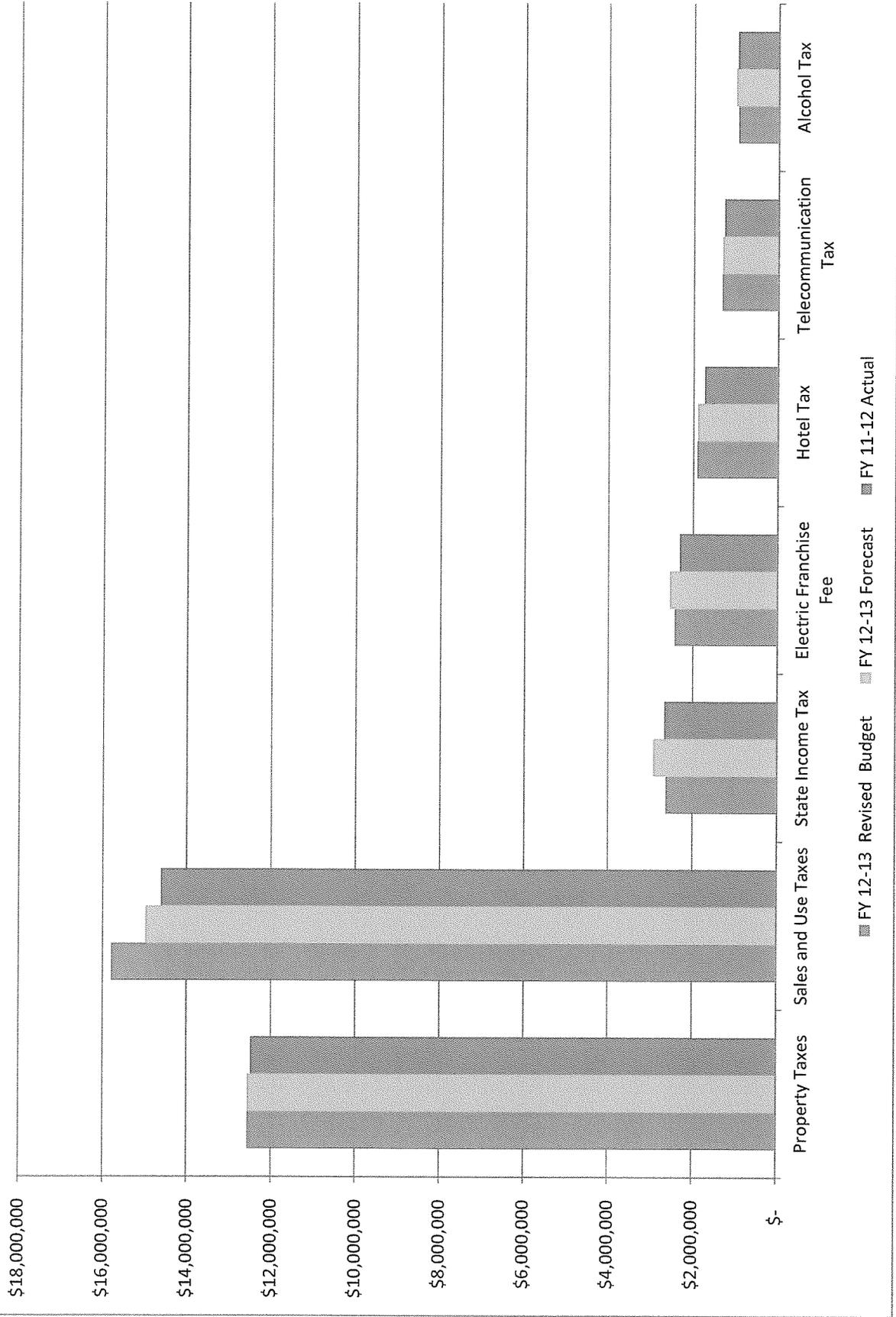
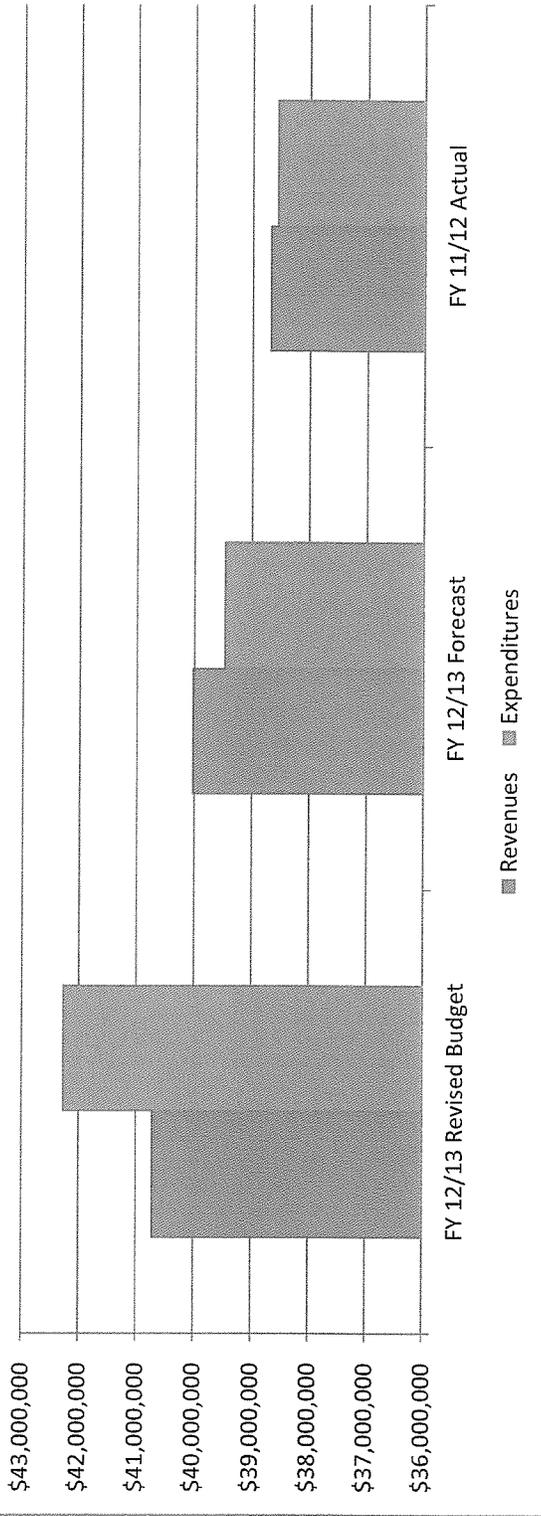


Chart 3

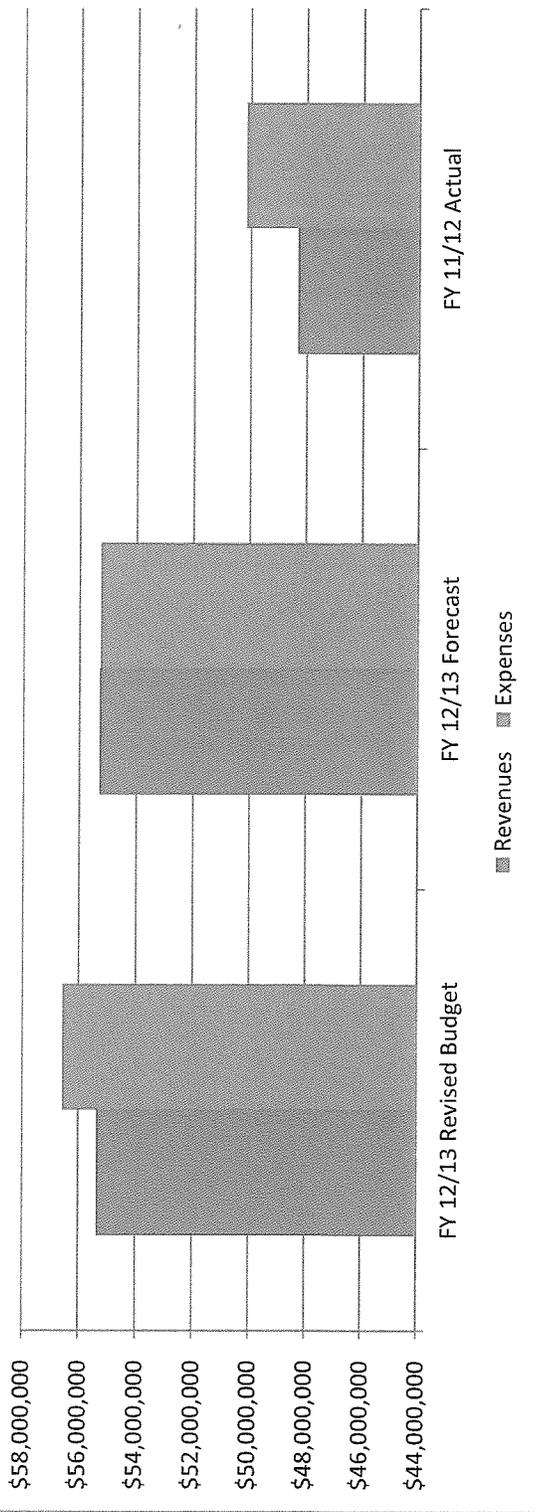
General Fund
Revenues vs Expenditures - February 28, 2013



General Fund

	FY 12/13 Revised Budget	FY 12/13 Forecast	FY 11/12 Actual
Revenues	\$ 40,729,022	\$ 40,028,125	\$ 38,699,550
Expenditures	\$ 42,285,225	\$ 39,475,739	\$ 38,578,988
Surplus/Deficit	\$ (1,556,203)	\$ 552,386	\$ 120,562

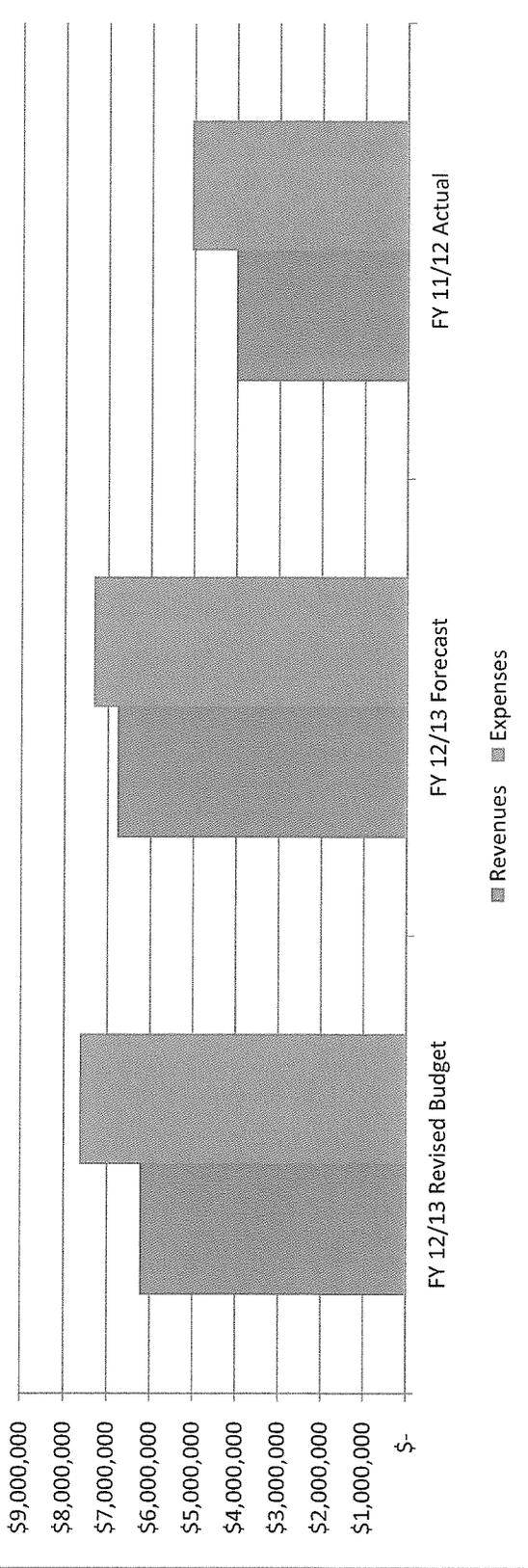
Electric Fund Revenues vs Expenses - February 28, 2013



Electric Fund

	FY 12/13 Revised Budget	FY 12/13 Forecast	FY 11/12 Actual
Revenues	\$ 55,363,507	\$ 55,298,854	\$ 48,303,434
Expenses	<u>\$ 56,559,786</u>	<u>\$ 55,265,140</u>	<u>\$ 50,144,917</u>
Surplus/Deficit	\$ (1,196,279)	\$ 33,714	\$ (1,841,483)

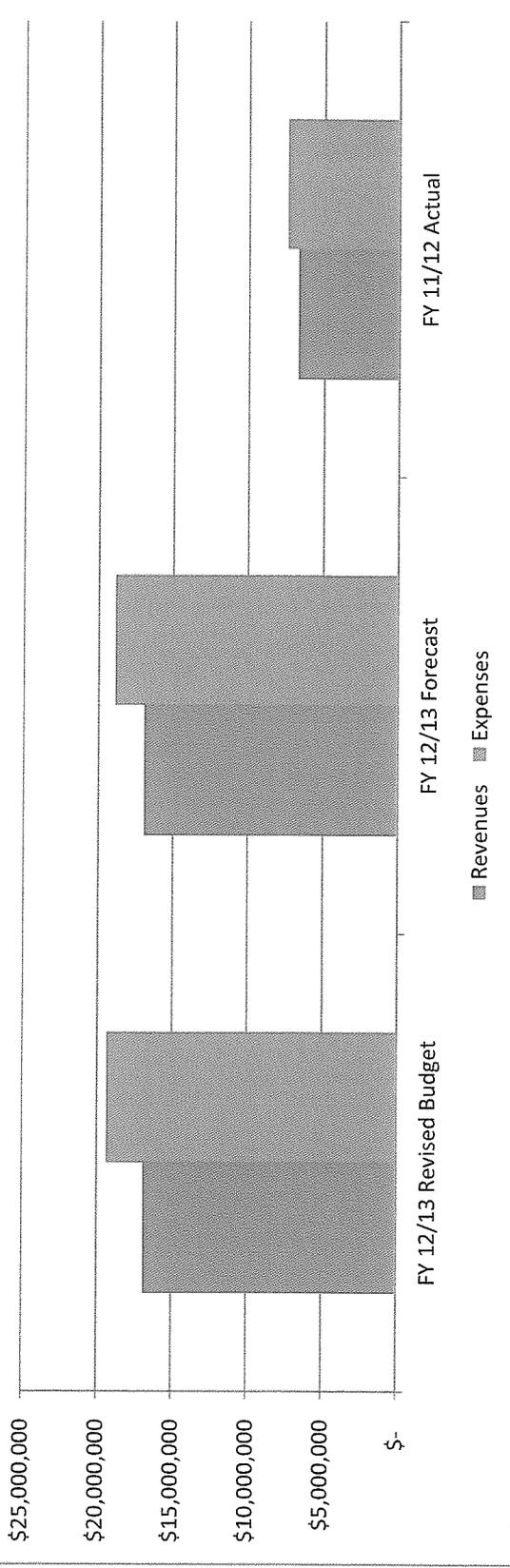
Water Fund Revenues vs Expenses - February 28, 2013



Water Fund

	FY 12/13 Revised Budget	FY 12/13 Forecast	FY 11/12 Actual
Revenues	\$ 6,227,470	\$ 6,783,304	\$ 4,022,381
Expenses	\$ 7,631,156	\$ 7,330,816	\$ 5,070,618
Surplus/Deficit	\$ (1,403,686)	\$ (547,512)	\$ (1,048,237)

Wastewater Fund Revenues vs Expenses - February 28, 2013



Wastewater Fund

	FY 12/13 Revised Budget	FY 12/13 Forecast	FY 11/12 Actual
Revenues	\$ 16,882,065	\$ 16,923,766	\$ 6,684,952
Expenses	<u>\$ 19,347,402</u>	<u>\$ 18,872,176</u>	<u>\$ 7,400,044</u>
Surplus/Deficit	\$ (2,465,337)	\$ (1,948,410)	\$ (715,092)