

**AGENDA  
CITY OF ST. CHARLES  
GOVERNMENT OPERATIONS COMMITTEE  
ALD. BILL TURNER, CHAIR**

**MONDAY, DECEMBER 16, 2013  
IMMEDIATELY FOLLOWING CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
2 E. MAIN ST.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**  
Budget Revisions – November 2013.
- 4. Inventory Control Division**
  - a. Recommendation to accept bid of \$34,207.00 for one 2013 F-250 pick-up with plow and approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles.
  - b. Recommendation to accept bid of \$29,290.00 for one 2014 Ford Explorer and approve an Ordinance Authorizing the Sale of Items of Personal Property Owned by the City of St. Charles.
- 5. Police Department**
  - a. Recommendation to approve an Ordinance Amending Title 5 “Business Licenses and Recommendations”, Chapter 5.08 Alcoholic Beverages” of the St. Charles Municipal Code.
- 6. Finance Department**
  - a. Recommendation to accept the Comprehensive Annual Financial Plan for the fiscal year 2013/14.
  - b. Presentation of monthly update regarding City’s Financial Results for October 2013 – Information Only.
- 7. City Administrator’s Office**
  - a. Presentation of request from Pride of the Fox Riverfest Committee for the City to be the Presenting (Title) Sponsor.
- 8. Executive Session**
  - Personnel
  - Pending Litigation
  - Probable or Imminent Litigation
  - Property Acquisition
  - Collective Bargaining
  - Review of Minutes of Executive Sessions
- 9. Additional Items**
- 10. Adjournment**

# Budget Journal Edit Listing

FB240 Date 12/03/13  
Time 08:22

Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2014  
Budget 100 FY 13/14 Revised Budget USD

Page 1

Journal Entry N 127 Budget Transfer Adjustment Code TRF Budget Transfer Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	7	100400	50203-0000 FB	10,248.00		
				Fire Acting Chief Extra Duty	Desc: Trf budget for ACE Pay to Admn			
2	1000	100	7	100401	50203-0000 FB		10,248.00	
				Fire Acting Chief Extra Duty	Desc: Trf budget for ACE Pay to Admn			
3	1000	100	7	100400	50105-0000 FB	1,944.00		
				Longevity Pay	Desc: Trf budget for Long Pay to Adm			
4	1000	100	7	100401	50105-0000 FB		1,944.00	
				Longevity Pay	Desc: Trf budget for Long Pay to Adm			
5	1000	100	7	210541	54160-0000 FB	1,000.00		
				Engineering Services	Desc: EEI Eng svcs for Radium projec			
6	1000	100	7	210540	54110-0000 FB		1,000.00	
				General Legal	Desc: EEI Eng svcs for Radium projec			
*** Totals For Journal Entry N- 127 , Source Code FB						Debits	Credits	Difference
						Base: 13,192.00	13,192.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 127						Debits	Credits	Difference
						Base: 13,192.00	13,192.00	0.00
						Unit: 0.00	0.00	0.00

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Journal Entry N 128 Budget Transfer Adjustment Code TRF Budget Transfer Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit		
1	1000	100	7	220551	52101-0000 FB	28.00			
				Meals-Business	Desc: For business meals				
2	1000	100	7	220551	51300-0000 FB		28.00		
				Registration and Fees	Desc: For business meals				
3	1000	100	7	210540	54135-0000 FB	100.00			
				Collections Services	Desc: For UB collection expenses				
4	1000	100	7	210540	51400-0000 FB		100.00		
				Transportation Expense	Desc: For UB collection expenses				
5	1000	100	7	220550	54135-0000 FB	200.00			
				Collections Services	Desc: For UB collection expenses				
6	1000	100	7	220550	51304-0000 FB		200.00		
				Memberships and Dues	Desc: For UB collection expenses				
7	1000	100	7	100401	51300-0000 FB	75.00			
				Registration and Fees	Desc: For CPR instructor renewal				
8	1000	100	7	100401	52904-0000 FB		75.00		
				EMS Supplies	Desc: For CPR instructor renewal				
*** Totals For Journal Entry N- 128 , Source Code FB						Debits	Credits	Difference	
						Base:	403.00	403.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N- 128						Debits	Credits	Difference	
						Base:	403.00	403.00	0.00
						Unit:	0.00	0.00	0.00

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Company 1000 - City of St. Charles USD  
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Journal Entry N 129 Budget Transfer Adjustment Code TRF Budget Transfer Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit		
1	1000	100	7	220552	52101-0000 FB	86.00			
				Meals-Business	Desc: For business related meals				
2	1000	100	7	220552	52100-0000 FB		86.00		
				Refreshment Supplies	Desc: For business related meals				
3	1000	100	7	210541	51402-0000 FB	12.00			
				Meals-Travel & Training	Desc: For meals for training				
4	1000	100	7	210541	51300-0000 FB		12.00		
				Registration and Fees	Desc: For meals for training				
*** Totals For Journal Entry N- 129 , Source Code FB						Debits	Credits	Difference	
						Base:	98.00	98.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N- 129						Debits	Credits	Difference	
						Base:	98.00	98.00	0.00
						Unit:	0.00	0.00	0.00

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Company 1000 - City of St. Charles USD  
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Journal Entry N 130 Budget Transfer Adjustment Code TRF Budget Transfer Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	7	220551 Structures and Improvements	56200-0000 FB Desc: Fund emergency digester repair	150,000.00	
2	1000	100	7	220551 Remodeling and Renovation	56201-0000 FB Desc: Fund emergency digester repair		150,000.00

\*\*\* Totals For Journal Entry N- 130 , Source Code FB  
 Base: Debits 150,000.00 Credits 150,000.00 Difference 0.00  
 Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 130  
 Base: Debits 150,000.00 Credits 150,000.00 Difference 0.00  
 Unit: 0.00 0.00 0.00

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Company 1000 - City of St. Charles USD  
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Journal Entry N 131 Budget Transfers Adjustment Code TRF Budget Transfer Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	7	100121	51304-0000 FB	357.00		
				Memberships and Dues	Desc: Renew ASCAP license for music			
2	1000	100	7	100120	52201-0000 FB		357.00	
				Awards	Desc: Renew ASCAP license for music			
3	1000	100	7	210541	54160-0000 FB	22,000.00		
				Engineering Services	Desc: Water modeling project not bud			
4	1000	100	7	210541	56150-0000 FB		22,000.00	
				Design Engineering - Capital	Desc: Water modeling project not bud			
5	1000	100	7	100604	54189-0000 FB	282.00		
				Other Professional Services	Desc: Assist funding water modeling			
6	1000	100	7	100604	51300-0000 FB		282.00	
				Registration and Fees	Desc: Assist funding water modeling			
7	1000	100	7	100604	54189-0000 FB	233.00		
				Other Professional Services	Desc: Assist funding water modeling			
8	1000	100	7	100604	51402-0000 FB		233.00	
				Meals-Travel & Training	Desc: Assist funding water modeling			
9	1000	100	7	100604	54189-0000 FB	375.00		
				Other Professional Services	Desc: Assist funding water modeling			
10	1000	100	7	100604	51300-0000 FB		375.00	
				Registration and Fees	Desc: Assist funding water modeling			
***	Totals For Journal Entry N- 131 ,				Source Code FB	Debits	Credits	Difference
					Base:	23,247.00	23,247.00	0.00
					Unit:	0.00	0.00	0.00
***	Totals For Journal Entry N- 131					Debits	Credits	Difference
					Base:	23,247.00	23,247.00	0.00
					Unit:	0.00	0.00	0.00

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Journal Entry N 132 Budget Transfer Adjustment Code TRF Budget Transfer Active  
Status History Operator CI\jghiott

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	7	100300	51402-0000 FB	2,000.00		
				Meals-Travel & Training	Desc: To cover shortages			
2	1000	100	7	100300	51400-0000 FB		2,000.00	
				Transportation Expense	Desc: To cover shortages			
*** Totals For Journal Entry N- 132 , Source Code FB						Debits	Credits	Difference
						2,000.00	2,000.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 132						Debits	Credits	Difference
						2,000.00	2,000.00	0.00
						Unit: 0.00	0.00	0.00

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Journal Entry N 133 Budget Addition Adjustment Code ADD Budget Addition Active  
Status History Operator CI\jghiott

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	8	100510 Repair & Maint - Streets	54456-0000 FB Desc: For Road Claim-STC CountryClub	9,808.00		
2	1000	100	8	100900 Available Resources	31199-0000 FB Desc: For Road Claim-STC CountryClub		9,808.00	
*** Totals For Journal Entry N- 133 , Source Code FB						Debits	Credits	Difference
						Base: 9,808.00	9,808.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 133						Debits	Credits	Difference
						Base: 9,808.00	9,808.00	0.00
						Unit: 0.00	0.00	0.00

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Journal Entry N 134 Budget Addition Adjustment Code ADD Budget Addition Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit		
1	1000	100	7	100450	54600-0000 FB	27,451.00			
				Mental Health Disbursements	Desc: Use of restricted FB- MH disb				
2	1000	100	7	100900	31199-0000 FB		27,451.00		
				Available Resources	Desc: Use of restricted FB- MH disb				
*** Totals For Journal Entry N- 134 , Source Code FB						Debits	Credits	Difference	
						Base:	27,451.00	27,451.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N- 134						Debits	Credits	Difference	
						Base:	27,451.00	27,451.00	0.00
						Unit:	0.00	0.00	0.00

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Journal Entry N 135 Budget Transfer Adjustment Code TRF Budget Transfer Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit		
1	1000	100	7	100600	55203-0000 FB	323.00			
				Recording and Filing Fees	Desc: Comp Plan ordinance filing fee				
2	1000	100	7	100600	56099-0000 FB		323.00		
				Other Capital	Desc: Comp Plan ordinance filing fee				
3	1000	100	7	100110	56004-0000 FB	500.00			
				Computer Equipment	Desc: For 2nd monitor for Tina				
4	1000	100	7	100110	54150-0000 FB		500.00		
				Consulting Services	Desc: For 2nd monitor for Tina				
*** Totals For Journal Entry N- 135 , Source Code FB						Debits	Credits	Difference	
						Base:	823.00	823.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N- 135						Debits	Credits	Difference	
						Base:	823.00	823.00	0.00
						Unit:	0.00	0.00	0.00

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Journal Entry N 136 Budget Addition Adjustment Code ADD Budget Addition Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	7	503661	54110-0000 FB	1,030.00		
				General Legal	Desc: For First St Legal Expenses			
2	1000	100	7	503900	31199-0000 FB		1,030.00	
				Available Resources	Desc: For First St Legal Expenses			
*** Totals For Journal Entry N- 136 , Source Code FB						Debits	Credits	Difference
						Base: 1,030.00	1,030.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 136						Debits	Credits	Difference
						Base: 1,030.00	1,030.00	0.00
						Unit: 0.00	0.00	0.00

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Company 1000 - City of St. Charles USD  
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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	7	804530	52101-0000 FB	415.00	
				Meals-Business	Desc: For meals for Meter training		
2	1000	100	7	804530	51300-0000 FB		415.00
				Registration and Fees	Desc: For meals for Meter training		
3	1000	100	7	100210	54120-0000 FB	2,000.00	
				Labor Related Legal	Desc: For labor related legal bills		
4	1000	100	7	100210	54110-0000 FB		2,000.00
				General Legal	Desc: For labor related legal bills		

\*\*\* Totals For Journal Entry N- 137 , Source Code FB  
 Base: Debits 2,415.00 Credits 2,415.00 Difference 0.00  
 Unit: Debits 0.00 Credits 0.00 Difference 0.00

\*\*\* Totals For Journal Entry N- 137  
 Base: Debits 2,415.00 Credits 2,415.00 Difference 0.00  
 Unit: Debits 0.00 Credits 0.00 Difference 0.00

# Budget Journal Edit Listing

FB240 Date 12/03/13  
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Company 1000 - City of St. Charles USD  
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Journal Entry N 138 Budget Addition Adjustment Code ADD Budget Addition Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	7	503661	54110-0000 FB Desc: For First St legal	60.00		
2	1000	100	7	503900	31199-0000 FB Desc: For First St legal		60.00	
*** Totals For Journal Entry N- 138 , Source Code FB						Debits	Credits	Difference
						60.00	60.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 138						Debits	Credits	Difference
						60.00	60.00	0.00
						Unit: 0.00	0.00	0.00

# Budget Journal Edit Listing

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Company 1000 - City of St. Charles USD  
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Journal Entry N 139 Budget Addition Adjustment Code ADD Budget Addition Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	7	803500	54110-0000 FB Desc: Liability Claim Legal	1,498.00		
2	1000	100	7	803900	31199-0000 FB Desc: Liability Claim Legal		1,498.00	
*** Totals For Journal Entry N- 139 , Source Code FB						Debits	Credits	Difference
						Base: 1,498.00	1,498.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 139						Debits	Credits	Difference
						Base: 1,498.00	1,498.00	0.00
						Unit: 0.00	0.00	0.00

# Budget Journal Edit Listing

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Company 1000 - City of St. Charles USD  
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Journal Entry N 140 Budget Addition Adjustment Code ADD Budget Addition Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit		
1	1000	100	7	100603 Unemployment Compensation	51205-0000 FB Desc: Unemployment invoice	2,322.00			
2	1000	100	7	100900 Available Resources	31199-0000 FB Desc: Unemployment invoice		2,322.00		
*** Totals For Journal Entry N- 140 , Source Code FB						Debits	Credits	Difference	
						Base:	2,322.00	2,322.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N- 140						Debits	Credits	Difference	
						Base:	2,322.00	2,322.00	0.00
						Unit:	0.00	0.00	0.00

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Journal Entry N 141 Budget Transfer Adjustment Code TRF Budget Transfer Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	7	801512	54500-0000 FB	300.00		
					Desc: For shipping/postage for Fleet			
2	1000	100	7	801512	54481-0000 FB		300.00	
					Desc: For shipping/postage for Fleet			
*** Totals For Journal Entry N- 141 , Source Code FB						Debits	Credits	Difference
						300.00	300.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 141						Debits	Credits	Difference
						300.00	300.00	0.00
						Unit: 0.00	0.00	0.00

# Budget Journal Edit Listing

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Journal Entry N 142 Budget Transfer Adjustment Code TRF Budget Transfer Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	7	220551 Structures and Improvements	56200-0000 FB Desc: For digester imp project	35,000.00		
2	1000	100	7	220551 Machinery and Equipment	56002-0000 FB Desc: For digester imp project		35,000.00	
*** Totals For Journal Entry N- 142 , Source Code FB						Debits	Credits	Difference
						Base: 35,000.00	35,000.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 142						Debits	Credits	Difference
						Base: 35,000.00	35,000.00	0.00
						Unit: 0.00	0.00	0.00

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Journal Entry N 143 Budget Addition Adjustment Code ADD Budget Addition Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	7	503661	54110-0000 FB Desc: First St TIF Legal Costs	3,457.00		
2	1000	100	7	503900	31199-0000 FB Desc: First St TIF Legal Costs		3,457.00	
*** Totals For Journal Entry N- 143 , Source Code FB						Debits	Credits	Difference
						Base: 3,457.00	3,457.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 143						Debits	Credits	Difference
						Base: 3,457.00	3,457.00	0.00
						Unit: 0.00	0.00	0.00

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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	7	220550	55301-0000 FB	5.00			
				IEPA Interest Payment	Desc: For shortage in interest acct				
2	1000	100	7	220550	55311-0000 FB		5.00		
				IEPA Principal Payment	Desc: For shortage in interest acct				
*** Totals For Journal Entry N- 144 , Source Code FB						Debits	Credits	Difference	
						Base:	5.00	5.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N- 144						Debits	Credits	Difference	
						Base:	5.00	5.00	0.00
						Unit:	0.00	0.00	0.00

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Journal Entry N 145 Budget Addition Adjustment Code ADD Budget Addition Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	7	100120	50200-0000 FB	1,050.00	
				Overtime	Desc: Add'l OT - Liquor Comm/Retreat		
2	1000	100	7	100900	31199-0000 FB		1,050.00
				Available Resources	Desc: Add'l OT - Liquor Comm/Retreat		

\*\*\* Totals For Journal Entry N- 145 , Source Code FB  
 Base: Debits 1,050.00 Credits 1,050.00 Difference 0.00  
 Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 145  
 Base: Debits 1,050.00 Credits 1,050.00 Difference 0.00  
 Unit: 0.00 0.00 0.00

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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	7	100220 Office Furnishings and Equip	56003-0000 FB Desc: For conf room chairs	1,750.00		
2	1000	100	7	100220 Other Professional Services	54189-0000 FB Desc: For conf room chairs		1,750.00	
*** Totals For Journal Entry N- 146 , Source Code FB						Debits	Credits	Difference
						Base: 1,750.00	1,750.00	0.00
						Unit: 0.00	0.00	0.00
*** Totals For Journal Entry N- 146						Debits	Credits	Difference
						Base: 1,750.00	1,750.00	0.00
						Unit: 0.00	0.00	0.00

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Journal Entry N 147 Budget Addition Adjustment Code ADD Budget Addition Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	7	803500	55180-0000 FB	1,000.00	
				Liability Claims	Desc: Zurek claim-slip and fall		
2	1000	100	7	803900	31199-0000 FB		1,000.00
				Available Resources	Desc: Zurek claim-slip and fall		

\*\*\* Totals For Journal Entry N- 147 , Source Code FB  
 Base: Debits 1,000.00 Credits 1,000.00 Difference 0.00  
 Unit: 0.00 0.00 0.00

\*\*\* Totals For Journal Entry N- 147  
 Base: Debits 1,000.00 Credits 1,000.00 Difference 0.00  
 Unit: 0.00 0.00 0.00

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Journal Entry N	148 Budget Transfers				Operator	Adjustment Code	TRF	Budget	Transfer	Active
Status History					CI\jherr					
Line	Co	Bud	Prd	Account	SC		Debit	Credit		
1	1000	100	7	800223	54467-0000	FB	500.00			
				Repair & Maint - Other Equip	Desc: For forklift maintenance					
2	1000	100	7	800223	54450-0000	FB		500.00		
				Repair & Maint - Facilities	Desc: For forklift maintenance					
3	1000	100	7	100300	52001-0000	FB	1,000.00			
				Computer Related Supplies	Desc: For shortage in account					
4	1000	100	7	100300	52902-0000	FB		1,000.00		
				Crime Lab Supplies	Desc: For shortage in account					
5	1000	100	7	100300	52304-0000	FB	100.00			
				Chemicals & Sprays	Desc: To cover shortage in account					
6	1000	100	7	100300	52319-0000	FB		100.00		
				Other General Supplies	Desc: To cover shortage in account					
7	1000	100	7	100300	52401-0000	FB	25.00			
				Vehicle Fluids	Desc: To cover shortage in account					
8	1000	100	7	100300	52901-0000	FB		25.00		
				Police Supplies	Desc: To cover shortage in account					
9	1000	100	7	800223	52304-0000	FB	200.00			
				Chemicals & Sprays	Desc: For chemicals & sprays					
10	1000	100	7	800223	54450-0000	FB		200.00		
				Repair & Maint - Facilities	Desc: For chemicals & sprays					
11	1000	100	7	800223	52307-0000	FB	10.00			
				Plumbing Supplies	Desc: For plumbing supplies					
12	1000	100	7	800223	54450-0000	FB		10.00		
				Repair & Maint - Facilities	Desc: For plumbing supplies					
13	1000	100	7	800223	52311-0000	FB	100.00			
				Hardware Supplies	Desc: For hardware supplies					
14	1000	100	7	800223	54450-0000	FB		100.00		
				Repair & Maint - Facilities	Desc: For hardware supplies					
15	1000	100	7	800223	52401-0000	FB	200.00			
				Vehicle Fluids	Desc: For vehicle fluids					
16	1000	100	7	800223	54450-0000	FB		200.00		
				Repair & Maint - Facilities	Desc: For vehicle fluids					

# Budget Journal Edit Listing

FB240 Date 12/03/13  
Time 08:22

Company 1000 - City of St. Charles USD  
Budget Journal Edit Listing  
For Fiscal Year 2014  
Budget 100 FY 13/14 Revised Budget USD

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*** Totals For Journal Entry	N-	148 ,	Source Code	FB	Debits	Credits	Difference
				Base:	2,135.00	2,135.00	0.00
				Unit:	0.00	0.00	0.00

*** Totals For Journal Entry	N-	148			Debits	Credits	Difference
				Base:	2,135.00	2,135.00	0.00
				Unit:	0.00	0.00	0.00

# Budget Journal Edit Listing

FB240 Date 12/03/13  
Time 08:22

Company 1000 - City of St. Charles USD  
Budget Journal Edit Listing  
For Fiscal Year 2014  
Budget 100 FY 13/14 Revised Budget USD

Page 24

Journal Entry N 149 Budget Transfer Adjustment Code TRF Budget Transfer Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit		
1	1000	100	7	100210	51401-0000 FB	800.00			
				Lodging	Desc: For lodging expenses				
2	1000	100	7	100210	51402-0000 FB		800.00		
				Meals-Travel & Training	Desc: For lodging expenses				
3	1000	100	7	100604	54001-0000 FB	210.00			
				Cellular Service	Desc: For data service for iPad Test				
4	1000	100	7	100604	52000-0000 FB		210.00		
				Office Supplies	Desc: For data service for iPad Test				
*** Totals For Journal Entry N- 149 , Source Code FB						Debits	Credits	Difference	
						Base:	1,010.00	1,010.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N- 149						Debits	Credits	Difference	
						Base:	1,010.00	1,010.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Company 1000						Debits	Credits	Difference	
						Base:	280,054.00	280,054.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Report						Debits	Credits	Difference	
						Base:	280,054.00	280,054.00	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 of \$34,207.00 for one 2013 F-250 Pick-Up 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 (12/16/13)	<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:	\$34,207.00	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 one 2013 F-250 pick-up with plow. Bids were taken through a State bid. This vehicle was budgeted and approved for \$34,207.00 by the City Fleet Committee.

We are, also, seeking approval to dispose of the replaced Vehicle #1813.

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

Ordinance

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

Recommendation to accept bid of \$34,207.00 for one 2013 F-250 pick-up 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:* 4a

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

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

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

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

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

(City #1813).

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 bidder. We would like approval to purchase 1-2013 F-250 Pick Up with Plow.

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

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

Attest:

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

Council Vote:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

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

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

RBW:cjb

ordinances\trade in 2x-  
12/5/13



**AGENDA ITEM EXECUTIVE SUMMARY**

Title:	Recommendation to Accept Bid of \$29,290.00 for one 2014 Ford Explorer 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 (12/16/13)	<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:	\$29,290.00	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 one new 2014 Ford Explorer. Local vendor, Zimmerman Ford, beat State bid and we are seeking approval to accept this purchase. This vehicle was budgeted and approved for \$29,290.00 and by the City Fleet Committee.

We are, also, seeking approval to dispose of the replaced Vehicle #1755.

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

Ordinance

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

Recommendation to accept bid of \$29,290.00 for one 2014 Ford Explorer 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:* 4b

**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:

(City #1755).

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 bidder. We would like approval to purchase 1-2014 Ford Explorer.

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

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

Attest:

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

Council Vote:

Ayes:

Nays:

Absent:

Abstain:

APPROVED AS TO FORM:

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

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

RBW:cjb

ordinances\trade in 2x  
12/5/13



**ST. CHARLES**  
SINCE 1834

**AGENDA ITEM EXECUTIVE SUMMARY**

**Title:** Recommendation to Approve Changes to the City of St. Charles Title 5 Liquor License Code

**Presenter:** Chief Lamkin

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations (12/16/13)	<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:	N/A	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:**

The Local Liquor Commission (LLC) has been established and has reviewed the recommended changes to the liquor code. The LLC has provided advice and consent to the Local Liquor Commissioner. Included are the changes to the code for review by the Government Operations Committee. In preparation of these changes, City Attorney John McGuirk has facilitated the legal review and provided legal input.

- a. In 5.08.070 License Application Requirements, section B, the Illinois Liquor Code allows for the advice and consent of City Council to the Local Liquor Commissioner. This was the reason for this change.
- b. In 5.08.095 Late Night Permit is a new section that has been prepared with the input received from the LLC and City Council during the fall retreat. Again, in Section F, there is language outlining the role of the City Council.
- c. In 5.08.130 License-Hours of Sale, section C changes the closing hours for seven days a week to 12:00 midnight. Section D has been added allowing for the B and C license holders, granting permission to remain open until 2:00 am on January 1 (New Year’s Eve Exemption).
- d. In 5.08.100, section A establishes the fee structure for late night fees.

The intent of presenting this information is to obtain additional input for future approval, or approval at this time for the matter to be presented to City Council in early January for implementation in the 2014 renewal process leading to issuance of licenses with the new provision of the late night permit.

Police Department, City Administrator, and Local Liquor Commission recommend the matter be reviewed for approval by Committee.

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

Liquor Code revisions.

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

Recommendation to approve an Ordinance Amending Title 5 “Business Licenses and Recommendations”, Chapter 5.08 Alcoholic Beverages” of the St. Charles Municipal Code.

*For office use only:*

*Agenda Item Number:* 5a

**5.08.070 License – Application Requirements.**

- A. Applications for a local liquor dealer's license shall be made to the Local Liquor Control Commissioner, in writing, signed by the applicant, if an individual, or by a duly authorized agent thereof if not an individual, verified by oath or affidavit, and shall contain the following statements and information:
1. In the case of an individual, the full name, age and address of the applicant; in the case of a co-partnership, the persons entitled to share in the profits thereof; in the case of a corporation, the objects for which it is organized, the names and addresses of the officers and directors, and if five percent or more in interest in the stock of such corporation is owned by a person or his nominee or nominees, the name and address of each such person or persons;
  2. The citizenship of the applicant, his date and place of birth and, if a naturalized citizen, the time and place of his naturalization;
  3. The character of business of the applicant;
  4. The length of time said applicant has been in business of that character;
  5. The amount of goods, wares and merchandise on hand at the time application is made;
  6. The location and description of the premises or place of business which is to be operated under such license;
    - a. If a leased premises, a copy of the lease shall be provided as required and shall be for a term of sufficient length to encompass the period of the license sought.
    - b. The name and address of the owner or owners of the premises and the names and addresses of all the owners of the beneficial interest of any trust if said premises is held in trust;
  7. A statement whether applicant has made similar application for a similar other license on premises other than described in this application, and the disposition of such application;
  8. A statement that applicant has never been convicted of a felony, or a misdemeanor opposed to decency or morality, and is not disqualified to receive a license by reason of any matter or thing contained in the laws of the state or the ordinances of the City;
  9. Whether a previous license by any state or subdivision thereof or by the federal government has been issued; if so, where and when; or if any such license has been revoked, the reason therefor;
  10. The date of incorporation if an Illinois corporation, or the date of becoming qualified under the Illinois Business Corporation Act to transact business in Illinois if a foreign corporation;
  11. A statement that the applicant will not violate any of the laws of the state, or of the United States, or any ordinance of the City in the conduct of his place of business;
  12. Any applicant for a newly created city liquor license or any applicant for a renewal of a city liquor license is to be fingerprinted whether said applicant is an individual or a partnership. Should the applicant be a corporation, the Local Liquor Control Commissioner may, within his discretion, require the following to be fingerprinted: the officers, manager or director thereof, or any stockholder or stockholders owning the aggregate of more than five percent of the capital stock of said corporation. The City police department shall do all such fingerprinting. There shall be a fingerprint fee of fifty (\$50) dollars per application to be paid at time of application and non-refundable.
- B. The Local Liquor Control Commissioner shall issue a written acceptance or rejection of such application within sixty days of its receipt by the Local Liquor Control Commissioner or city clerk in his behalf [with the advice and consent of the City Council](#).
- C. There shall be an application fee of two hundred (\$200) dollars, which shall be non-refundable and if a license is granted applied to the first license fee.
- (Ord. 2010-M-29 § 1; Ord. 2004-M-12 § 1; Ord. 1999-M-21 § 1; Ord. 1980-M-25 § 1(a); Ord. 1976-M-5 (part): prior code § 24.004.)

**5.080-0.095 Late Night Permit**

- A. The late night permit is issued as a condition of a Class B-Restaurant License and Class C-Tavern; Bar; Saloon Licenses and authorizes the holder of a Class B or Class C license to apply for either a 1:00 am or 2:00 am late night permit. The City Council may modify the number of Late Night Permits upon the application, revocation, surrender, expiration without renewal or abandonment of a Class B, Class C or Late Night Permit.
- B. The City Council may, but is not limited to, consider the following criteria in reviewing and recommending the issuance of the **late night permit** to the Liquor Control Commissioner:
1. The surrounding land uses,
  2. The business concept,
  3. The proximity to other liquor establishments,
  4. The applicants prior business experience,
  5. The public's health, safety and welfare,
  6. Public Safety resources,
  7. Market conditions
  8. Any other criteria that is relevant to the issuance, establishment, and administration of a retail liquor license.
- C. Annually, the liquor license renewal process shall commence on the first city business day in February. Current license holders shall submit a renewal application and include any requested changes. For those license holders applying for a new or renewing a **late night permit**, they are required to specify whether they are applying for the 1:00 am or the 2:00 am permit. In addition any new or renewal applications shall include a current business concept outlining the operations intended during the **late night permit** term of one year, in conjunction with the liquor license to be issued on May 1 of the same year. Failure to provide a timely renewal application or **late night permit** application may result in a delay in issuing said license and permit by May 1 of that year.
- D. Upon receipt of a new or renewal application, the Liquor Commissioner shall cause a review of the previous year license application to determine whether there have been any changes noted with regard to ownership, management or business concept. This application shall be forwarded to:
1. Chief of Police
  2. Fire Department
  3. Finance Department
  4. Community Development Department

- E. The city departments indicated in Section D will review any infractions of any city code, reflecting negatively on the license holder that should be taken into account by the Liquor Control Commission and City Council. That information shall be returned to the Liquor Commissioner for review. In addition, the Chief of Police shall cause a review of the police related activity which will support a recommendation from the Chief of Police on whether the **late night permit** shall be issued and whether a 1:00 am or 2:00 am closing is recommended based on the permit application. The Chief of Police shall forward the recommendation to the Liquor Commissioner.
- F. Any application and recommendation for a new or renewal of a **late night permit**, shall be reviewed by the Liquor Control Commission. Based on this review the Local Liquor Commissioner shall make a recommendation on issuance to City Council. An applicant for a **late night permit** shall have the opportunity to be present and provide input on said application, prior to the Liquor Control Commission making a recommendation. [Late night permits and renewals of late night permits shall be issued by the Liquor Commissioner with the advice and consent of the City Council.](#)
- G. Any new liquor license application where a new **late night permit** is also applied for, shall follow the same review process as outlined in paragraphs B, C, D, E and F of this Chapter.
- H. **Notice of Violation Process-Late Night Permit.** If during a liquor license year, May 1 through April 30, where a liquor license holder has been issued a **late night permit** and a notice of violation is issued by the Liquor Control Commissioner, the Liquor Control Commission shall hold a hearing on the matter. The liquor licensee with the **late night permit** shall be given notice of the purpose, date, time and location of the hearing in a similar manner to a liquor license violation. The matter will be heard before the Liquor Control Commission in the same manner as any license violation. The Liquor Control Commission shall provide advice and consent to the Local Liquor Commissioner, who shall make a final decision on the matter.
- I. **Cause to Reduce Hours, Revoke Late Night Permit or Not Issue Late Night Permit.** In the event that a liquor license holder, has applied for or been issued a **late night permit**, and has demonstrated circumstances giving reason to review whether that **late night permit** shall be issued, reduced in hours or revoked, the Liquor Control Commission shall receive input from these city departments:
1. Finance Department as it relates to unpaid fees, utilities or city taxes;
  2. Fire Department as it relates to repetitive fire code violations affecting health and safety;
  3. Community Development Department, Building and Code Enforcement Division as it relates to building code violations;

4. Police Department related to repetitive calls for service that are indicative of underage patrons, over service of patrons, or liquor license violations affecting the safety of the general public where the licensee is not taking proactive measures to abate the problems;
  5. Other departments with applicable information.
- J. The license holder shall have the opportunity to respond to information in a public hearing prior to any action being taken, by the Liquor Control Commission before sending any recommendation to City Council.
- K. The Liquor Control Commission may recommend the issuance or denial of a requested **late night permit** for 1:00 am or 2:00 am, or reduction in hours based on cause to the city council for final decision.
- L. In the event a late night permit, due to a violation, is revoked or the hour for closing is reduced, there shall be no reimbursement of the later night permit fee.

**ALCOHOLIC BEVERAGES**

**5.08.100 License Fees; Late Fee Permits; Fees Established**

A. Fees Established. The fees for the various Classes of local liquor licenses authorized in this chapter shall be as follows:

<u>Class License</u>	<u>Initial License Fee</u>	<u>Annual Renewal Fee</u>
A-1	\$3,200.00	\$1,600.00
A-2	3,200.00	1,600.00
A-2B	3,200.00	1,600.00
A-4	3,200.00	1,600.00
A-5	3,400.00	1,800.00
B-1	2,400.00	1,200.00
B-2	3,200.00	1,600.00
B-3	5,200.00	2,600.00 <small>(live entertainment may be permitted)</small>
B-4	2,400.00	1,200.00
B-5	2,400.00	1,200.00
B-6	3,600.00	1,800.00
C-1	4,000.00	2,000.00
C-2	6,000.00	3,000.00 <small>(Live entertainment may be permitted)</small>
C-3	4,000.00	2,000.00
C-4	4,400.00	2,200.00
D-1	8,000.00	4,000.00
D-2	4,000.00	2,000.00
D-3	4,000.00	2,000.00
D-4	2,000.00	1,000.00
D-5	4,000.00	2,000.00
D-6	4,000.00	2,000.00
E-1	50.00	50.00
E-2	100.00	100.00
E-3	50.00	50.00
E-4	100.00	100.00
E-5	500.00	500.00

(Ord. 2012-M-30 § 7; Ord. 2010-M-52 § 7.)

<u>Late Night Permit</u>	<u>Fee</u>	<u>Renewal</u>
Late Night Permit – 1 (1:00 a.m.)	\$800.00	\$800.00
Late Night Permit – 2 (2:00 a.m.)	\$2,300.00	\$2,300.00

- B. Proration: There shall be no proration of local liquor license fees late night permit fees for any reason. Notwithstanding the foregoing, if an initial license is issued after November 1, the initial license fee shall be one-half (1/2) of the “Initial License Fee” set forth above.
- C. Forfeiture of License Fee: Whenever any local liquor license hereunder has been revoked as provided for in this chapter, the licensee shall incur a forfeiture of all monies that have been paid for said local liquor license.

**5.08.130****License – Hours of Sale**

- A. It shall be unlawful for any person holding a Class A-1, A-2, A-2B, A-4 or A-5 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises any alcoholic liquor prior to the hour of 7:00 a.m. and after the hour of 10:00 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and prior to the hour of 10:00 a.m. and after the hour of 10:00 p.m. on Sunday except where December 24 or December 31 occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 8:00 a.m. and after the hour of 10:00 p.m.  
(Ord. 2012-M-30 § 8.)
- B. It shall be unlawful for any person holding a Class B-1, B-4, B-5, and C-4 license issued pursuant to this chapter sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 12:00 midnight and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday; and between the hours of 12 midnight and 10:00 a.m. on Sunday.  
(Ord. 2013-M-55 § 1; Ord. 2012-M-30 § 8.)
- C. It shall be unlawful for any person holding a Class B-2, B-3, B-6, C-1, C-2, or C-3 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of ~~2:00 a.m.~~12:00 midnight- and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and between the hours of ~~2:00 a.m.~~12:00 midnight and 10:00 a.m. on Sunday.  
(Ord. 2013-M-55 § 2; Ord. 2012-M-30 § 8.)
- D. It shall be lawful for any person holding a B-1, B-2, B-3, B-4, B-5, B-6, C-1, C-2, C-3 or C-4 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor until 2:00 a.m. on January 1.
- ~~DE.~~ It shall be unlawful for any person holding a Class D-1 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2:00 a.m. and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday and Friday; between the hours of 3:00 a.m. and 7:00 a.m. on Saturday; and between the hours of 3:00 a.m. and 10:00 a.m. on Sunday.  
(Ord. 2012-M-30 § 8.)
- ~~EF.~~ It shall be unlawful for any person holding a Class D-2, D-4, D-5 or D-6 license issued pursuant to liquor chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2:00 a.m. and 10:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday.  
(Ord. 2012-M-30 § 8.)
- ~~EG.~~ It shall be unlawful for any person holding a Class D-3 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2:00 am. and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and between the hours of 2:00 a.m. and 10:00 a.m. on Sunday.  
(Ord. 2012-M-30 § 8.)
- H. It shall be unlawful for any person holding a Class E-1 or E-3 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 11:00 p.m. and 7:00 a.m. on Monday, Tuesday,

Wednesday, Thursday, Friday, Saturday and Sunday, except as otherwise authorized by the City Council.

(Ord. 2012-M-30 § 8.)

- I. It shall be unlawful for any person holding a Class E-2 license or E-4 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 12:00 midnight and 10:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday.

(Ord. 2012-M-30 § 8.)

- J. It shall be unlawful for any person holding a Class E-5 license issued pursuant to this chapter to sell or deliver, in or upon any licensed premises, any alcoholic liquor, except during those hours as specifically set forth in said Class E-5 license.

(Ord. 2011-M-37 § 4; Ord. 2010-M-52 § 8; Ord. 2010-M-29 § 1.)



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Accept the Comprehensive Annual Financial Report for the Fiscal Year 2013/14

Presenter: Chris Minick, Finance Director

*Please check appropriate box:*

X	Government Operations (12/16/13)	Government Services
	Planning & Development	City Council
	Public Hearing	

Estimated Cost:	N/A	Budgeted:	YES		NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

Staff will present the 2012-2013 Comprehensive Annual Financial Report (CAFR) and results of operations for the fiscal year. The CAFR was previously distributed to the City Council.

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

For 2012-2013, the City received an unqualified opinion on its financial statement presentation in the CAFR. This is the best audit opinion an entity can receive and it signifies that the City's financial statements are presented in accordance with GAAP. Staff will briefly review the relevant highlights of the CAFR for the Committee.

For the 2011-2012 fiscal year, the City received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). We have submitted the 2012-2013 Comprehensive Annual Financial Report to GFOA for consideration of the same award.

Staff has attached relevant pages from the April 30, 2013 CAFR for discussion. However, staff encourages the elected officials to bring a copy of the CAFR to the meeting in case there are questions or comments on any of the pages not specifically included in this packet. The entire CAFR is available for review on the City's website.

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

Selected pages from the City's 2012-2013 CAFR for discussion  
Please note that the following report was previously distributed: Comprehensive Annual Financial Report

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

Recommendation to accept the Comprehensive Annual Financial Report for the fiscal year 2013/14.

*For office use only:* Agenda Item Number: 6a



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## INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor  
Members of the City Council  
City of St. Charles, Illinois

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of St. Charles, Illinois, as of and for the year ended April 30, 2013, and the notes to financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of St. Charles, Illinois, as of April 30, 2013, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### **Emphasis of Matter**

The City adopted GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities* during the year ended April 30, 2013. Statement No. 63 added new classifications on the statements of position and changed net assets to net position. Statement No. 65 changed the classifications of certain items on the statement of position to the new classifications contained in GASB Statement No 63. Our opinions are not modified with respect to this matter.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual fund statements and schedules, supplemental financial information, and statistical section as listed in the table of contents are presented for the purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual fund statements and schedules and the supplemental financial information are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional

procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole. The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them. We also have previously audited, in accordance with auditing standards generally accepted in the United States, the City's basic financial statements for the year ended April 30, 2012, which are not presented with the accompanying financial statements. In our report dated August 30, 2012, we expressed unqualified opinions on the respective financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information. In our opinion, the schedule of revenues, expenditures and changes in fund balances - budget versus actual, last year actual are fairly stated in all material respects in relation to the basic financial statements for the year ended April 30, 2012, taken as a whole.

Naperville, Illinois  
September 18, 2013

A handwritten signature in dark ink, appearing to read "A. J. P.", is located to the right of the date. The signature is written in a cursive style.

CITY OF ST. CHARLES, ILLINOIS

BALANCE SHEET

GOVERNMENTAL FUNDS

April 30, 2013

	<u>General Fund</u>	<u>TIF #4 Debt Service Fund</u>	<u>Redgate Bridge Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>					
<b>ASSETS</b>					
Cash and Investments	\$ 9,635,659	\$ 5,775	\$ 7,971,364	\$10,051,381	\$27,664,179
Receivables					
Property Taxes	12,533,468	-	-	1,691,196	14,224,664
Accounts Receivable	-	-	-	8,542	8,542
Accrued Interest on Investments	14,204	-	-	-	14,204
Miscellaneous, net	444,609	-	-	-	444,609
Prepaid Items	101,858	-	-	50,000	151,858
Due from Other Funds	6,697,872	-	-	557,741	7,255,613
Due from Other Governments	4,461,721	-	-	56,707	4,518,428
Advances to Other Funds	5,616,890	-	-	-	5,616,890
<b>Total Assets</b>	<b>39,506,281</b>	<b>5,775</b>	<b>7,971,364</b>	<b>12,415,567</b>	<b>59,898,987</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>					
None	-	-	-	-	-
<b>Total Deferred Outflows of Resources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>\$39,506,281</b>	<b>\$ 5,775</b>	<b>\$ 7,971,364</b>	<b>\$12,415,567</b>	<b>\$59,898,987</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Accounts Payable	\$ 619,078	\$ -	\$ 107,163	\$ 123,858	\$ 850,099
Contracts Payable	-	-	6,777,210	18,233	6,795,443
Accrued Salaries	789,520	-	-	-	789,520
Escrows and Refundable Deposits	1,003,964	-	-	-	1,003,964
Due to Other Funds	557,741	-	-	282,872	840,613
Advances From Other Funds	-	-	-	3,716,891	3,716,891
Unearned Revenue	174,851	-	-	-	174,851
<b>Total Liabilities</b>	<b>3,145,154</b>	<b>-</b>	<b>6,884,373</b>	<b>4,141,854</b>	<b>14,171,381</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Unavailable Revenue - Property Tax	12,533,468	-	-	1,691,196	14,224,664
<b>Total Deferred Inflows of Resources</b>	<b>12,533,468</b>	<b>-</b>	<b>-</b>	<b>1,691,196</b>	<b>14,224,664</b>
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>15,678,622</b>	<b>-</b>	<b>6,884,373</b>	<b>5,833,050</b>	<b>28,396,045</b>

See accompanying notes to financial statements.

CITY OF ST. CHARLES, ILLINOIS  
BALANCE SHEET (Continued)  
GOVERNMENTAL FUNDS  
April 30, 2013

	<u>General Fund</u>	<u>TIF #4 Debt Service Fund</u>	<u>Redgate Bridge Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>FUND BALANCES</b>					
Nonspendable					
Prepaid Items	\$ 101,858	\$ -	\$ -	\$ -	\$ 101,858
Advances to Other Funds	5,616,890	-	-	-	5,616,890
Restricted					
Mental Health	33,996	-	-	-	33,996
Capital Outlay	94,844	-	-	2,860,750	2,955,594
Community Development	-	-	-	2,021,760	2,021,760
Highways and Streets	-	-	-	2,572,265	2,572,265
Public Safety	-	-	-	278,756	278,756
Debt Service	-	-	-	2,004,235	2,004,235
Assigned					
Capital Improvement Projects	-	-	1,086,991	397,795	1,484,786
Debt Service	3,000,000	5,775	-	3,101	3,008,876
Unassigned					
General Fund	14,980,071	-	-	-	14,980,071
Special Revenue Funds (Deficit)	-	-	-	(3,556,145)	(3,556,145)
<b>Total Fund Balances</b>	<b>23,827,659</b>	<b>5,775</b>	<b>1,086,991</b>	<b>6,582,517</b>	<b>31,502,942</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>					
	<b>\$39,506,281</b>	<b>\$ 5,775</b>	<b>\$ 7,971,364</b>	<b>\$12,415,567</b>	<b>\$59,898,987</b>

See accompanying notes to financial statements.

CITY OF ST. CHARLES, ILLINOIS  
 STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE  
 GOVERNMENTAL FUNDS  
 For the Year Ended April 30, 2013

	General	TIF #4 Debt Service Fund	Redgate Bridge Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>					
Property Taxes	\$12,489,303	\$ -	\$ -	\$ 1,612,721	\$14,102,024
Personal Property Replacement Taxes	85,873	-	-	-	85,873
Municipal Sales and Use Taxes	14,650,913	-	-	1,133,774	15,784,687
Electric Franchise Fee	2,512,106	-	-	-	2,512,106
Liquor Tax	992,079	-	-	-	992,079
Hotel Occupations Tax	1,778,810	-	-	59,247	1,838,057
Telecommunications Fee	1,221,476	-	-	-	1,221,476
Admissions Tax	78,485	-	-	-	78,485
Licenses and Permits	444,620	-	-	-	444,620
Fines and Court Fees	422,550	-	-	-	422,550
Grants	54,415	-	-	194,463	248,878
Illinois State Income Tax Allotments	2,971,635	-	-	-	2,971,635
Motor Fuel Tax Allotments	-	-	-	951,201	951,201
Charges for Current Services	734,242	-	-	-	734,242
Investment Income	49,758	10	17,533	38,005	105,306
Contributions	-	-	-	903,781	903,781
Miscellaneous	776,898	-	-	71,768	848,666
<b>Total Revenues</b>	<b>39,263,163</b>	<b>10</b>	<b>17,533</b>	<b>4,964,968</b>	<b>44,245,666</b>
<b>EXPENDITURES</b>					
<b>Current</b>					
General Government	2,720,417	253,009	-	196,052	3,169,478
Public Health and Safety	20,247,223	-	-	12,626	20,259,849
Public Works	6,788,587	-	106,900	2,330,684	9,226,171
Community Development	2,641,168	-	-	-	2,641,168
<b>Debt Service</b>					
Principal	4,586	315,000	-	10,935,195	11,254,781
Interest and Fiscal Charges	-	1,139,373	-	2,438,065	3,577,438
<b>Capital Outlay</b>					
	-	-	8,733,800	5,000,692	13,734,492
<b>Total Expenditures</b>	<b>32,401,981</b>	<b>1,707,382</b>	<b>8,840,700</b>	<b>20,913,314</b>	<b>63,863,377</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>6,861,182</b>	<b>(1,707,372)</b>	<b>(8,823,167)</b>	<b>(15,948,354)</b>	<b>(19,617,711)</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Issuance of Bonds	-	22,355,000	4,785,000	15,715,000	42,855,000
Premium on Bonds	-	791,997	138,391	1,295,766	2,226,154
Payment to Escrow Agent	-	(22,888,223)	-	(12,916,643)	(35,804,866)
Proceeds from the Sale of Capital Assets	-	-	-	4,350	4,350
Transfers In	255,390	1,454,373	726,596	6,846,424	9,282,783
Transfers Out	(5,652,582)	-	-	(3,243,404)	(8,895,986)
<b>Total Other Financing Sources (Uses)</b>	<b>(5,397,192)</b>	<b>1,713,147</b>	<b>5,649,987</b>	<b>7,701,493</b>	<b>9,663,435</b>
<b>NET CHANGE IN FUND BALANCE</b>	<b>1,463,990</b>	<b>5,775</b>	<b>(3,173,180)</b>	<b>(8,246,861)</b>	<b>(9,950,276)</b>
<b>FUND BALANCES, MAY 1</b>	<b>22,363,669</b>	<b>-</b>	<b>4,260,171</b>	<b>14,829,378</b>	<b>41,453,218</b>
<b>FUND BALANCES, APRIL 30</b>	<b>\$23,827,659</b>	<b>\$ 5,775</b>	<b>\$ 1,086,991</b>	<b>\$ 6,582,517</b>	<b>\$31,502,942</b>

See accompanying notes to financial statements.

CITY OF ST. CHARLES, ILLINOIS  
STATEMENT OF NET POSITION  
PROPRIETARY FUNDS  
April 30, 2013

	Business-Type Activities					Governmental
	Electric Fund	Water Fund	Sewer Fund	Nonmajor	Total	Internal Service Funds
				Enterprise Fund (Refuse)		
<b>CURRENT ASSETS</b>						
Cash and Investments	\$ 1,134,638	\$ 5,163,400	\$ 4,021,981	\$ 454,321	\$ 10,774,340	\$ 10,779,273
Restricted Cash and Investments	765,254	1,883,152	863,621	-	3,512,027	-
Receivables						
Property Tax	29,278	-	-	-	29,278	-
Billed	1,297,075	176,342	1,459,321	25,575	2,958,313	-
Unbilled	3,350,717	248,746	463,539	23,812	4,086,814	-
Allowance for Doubtful Accounts	(33,758)	(2,000)	(3,000)	(1,000)	(39,758)	-
Accrued Interest on Investments	-	17,242	3,654	-	20,896	2,655
Miscellaneous, net	44,969	1,547	19,667	-	66,183	19,249
	4,688,281	441,877	1,943,181	48,387	7,121,726	21,904
Prepaid Items	79,377	29,254	39,446	-	148,077	243,503
Inventory	-	-	-	-	-	4,057,787
<b>Total Current Assets</b>	<b>6,667,350</b>	<b>7,517,683</b>	<b>6,868,229</b>	<b>502,708</b>	<b>21,556,170</b>	<b>15,102,467</b>
<b>NONCURRENT ASSETS</b>						
Advance To Other Funds	1,109,944	-	-	-	1,109,944	-
Capital Assets						
Capital Assets Not Being Depreciated	1,613,432	2,902,556	2,855,933	-	7,371,921	-
Capital Assets Being Depreciated	103,519,676	41,743,181	77,031,972	97,908	222,392,737	9,753,726
Accumulated Depreciation	(45,919,464)	(18,550,205)	(37,625,661)	(97,908)	(102,193,238)	(5,280,153)
<b>Net Capital Assets</b>	<b>59,213,644</b>	<b>26,095,532</b>	<b>42,262,244</b>	<b>-</b>	<b>127,571,420</b>	<b>4,473,573</b>
<b>Total Assets</b>	<b>66,991,138</b>	<b>33,613,215</b>	<b>49,130,473</b>	<b>502,708</b>	<b>150,237,534</b>	<b>19,576,040</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>						
Deferred Charges on Refunding	64,987	-	-	-	64,987	-
<b>Total Deferred Outflows of Resources</b>	<b>64,987</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>64,987</b>	<b>-</b>
<b>Total Assets and Deferred Outflows of Resources</b>	<b>67,056,125</b>	<b>33,613,215</b>	<b>49,130,473</b>	<b>502,708</b>	<b>150,302,521</b>	<b>19,576,040</b>
<b>CURRENT LIABILITIES</b>						
Accounts Payable	3,251,537	1,054,012	618,231	30,090	4,953,870	19,664
Claims Payable	108,008	70	135,050	-	243,128	1,760,432
Contracts Payable	2,257	1,505	225,973	-	229,735	-
Accrued Salaries	102,928	45,736	61,483	-	210,147	37,835
Accrued Interest Payable	127,484	89,500	164,411	-	381,395	-
Eserows and Customer Deposits	319,551	637,422	158,500	-	1,115,473	-
Due to Other Funds	5,800,000	-	-	-	5,800,000	615,000
Accrued Compensated Absences	258,446	149,880	153,777	-	562,103	148,232
Due to Other Governments	-	114,222	-	-	114,222	-
General Obligation Bonds Payable	792,984	181,965	171,726	-	1,146,675	-
IEPA Loan Payable	-	279,285	963,021	-	1,242,306	-
<b>Total Current Liabilities</b>	<b>10,763,195</b>	<b>2,553,597</b>	<b>2,652,172</b>	<b>30,090</b>	<b>15,999,054</b>	<b>2,581,163</b>
Long-Term Liabilities						
Due to Other Governments	-	571,110	-	-	571,110	-
General Obligation Bonds Payable	7,405,488	4,292,471	3,564,392	-	15,262,351	-
Unamortized Discount/Premium on GO Bonds Payable	160,629	63,853	56,786	-	281,268	-
IEPA Loan Payable	-	5,321,222	12,920,071	-	18,241,293	-
Advances from Other Funds	1,100,000	250,000	550,000	-	1,900,000	1,109,944
Net OPEB Obligation	270,704	356,051	267,276	-	794,031	198,781
<b>Total Long-Term Liabilities</b>	<b>8,936,821</b>	<b>10,754,707</b>	<b>17,358,525</b>	<b>-</b>	<b>37,050,053</b>	<b>1,308,725</b>
<b>Total Liabilities</b>	<b>19,700,016</b>	<b>13,308,304</b>	<b>20,010,697</b>	<b>30,090</b>	<b>53,049,107</b>	<b>3,889,888</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Unavailable Revenue - Property Tax	29,278	-	-	-	29,278	-
<b>Total Deferred Inflows of Resources</b>	<b>29,278</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,278</b>	<b>-</b>
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b>19,729,294</b>	<b>13,308,304</b>	<b>20,010,697</b>	<b>30,090</b>	<b>53,078,385</b>	<b>3,889,888</b>
<b>NET POSITION</b>						
Net Investment in Capital Assets	51,684,783	17,839,888	25,449,870	-	94,974,541	4,473,573
Unrestricted	( 4,357,952)	2,465,023	3,669,906	472,618	2,249,595	11,212,579
<b>TOTAL NET POSITION</b>	<b>\$47,326,831</b>	<b>\$20,304,911</b>	<b>\$29,119,776</b>	<b>\$ 472,618</b>	<b>\$97,224,136</b>	<b>\$15,686,152</b>

See accompanying notes to financial statements.

CITY OF ST. CHARLES, ILLINOIS  
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
 PROPRIETARY FUNDS  
 For the Year Ended April 30, 2013

	Business-Type Activities				Total Enterprise Funds	Governmental
	Electric Fund	Water Fund	Sewer Fund	Nonmajor Enterprise Fund (Refuse)		Internal Service Funds
<b>OPERATING REVENUES</b>						
Charges for Services, net	\$52,142,394	\$4,588,513	\$6,707,711	\$ 392,687	\$63,831,305	\$1,745,559
Insurance Premiums	-	-	-	-	-	5,903,832
Rental Income	-	-	-	-	-	1,097,339
Sale of Inventory	-	-	-	-	-	2,259,305
Miscellaneous Revenues	380,569	19,350	42,604	3,596	446,119	1,177,822
<b>Total Operating Revenues</b>	<b>52,522,963</b>	<b>4,607,863</b>	<b>6,750,315</b>	<b>396,283</b>	<b>64,277,424</b>	<b>12,183,857</b>
<b>OPERATING EXPENSES</b>						
Administration	2,185,014	1,113,939	1,492,206	87,081	4,878,240	1,196,690
Operations	45,888,758	2,308,169	4,174,104	522,411	52,893,442	8,502,669
Provision for Depreciation	3,142,587	905,860	1,696,705	-	5,745,152	654,180
<b>Total Operating Expenses</b>	<b>51,216,359</b>	<b>4,327,968</b>	<b>7,363,015</b>	<b>609,492</b>	<b>63,516,834</b>	<b>10,353,539</b>
<b>OPERATING INCOME (LOSS)</b>	<b>1,306,604</b>	<b>279,895</b>	<b>(612,700)</b>	<b>(213,209)</b>	<b>760,590</b>	<b>1,830,318</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>						
Gain (Loss) on Sale of Property	(307,919)	22,145	4,050	8,165	(273,559)	24,821
Pole Rental	44,523	-	-	-	44,523	-
Investment Income	(3,416)	16,509	15,727	753	29,573	20,378
Connection Charges	68,588	60,492	78,006	-	207,086	-
Rental Income	-	100,366	1,007	5,080	106,453	-
Interest Expense	(299,751)	(226,869)	(411,807)	-	(938,427)	-
Other Income	102,667	23,559	1,302	4,598	132,126	-
<b>Total Non-Operating Revenues, net</b>	<b>(395,308)</b>	<b>(3,798)</b>	<b>(311,715)</b>	<b>18,596</b>	<b>(692,225)</b>	<b>45,199</b>
<b>INCOME (LOSS) BEFORE TRANSFERS AND CONTRIBUTIONS</b>	<b>911,296</b>	<b>276,097</b>	<b>(924,415)</b>	<b>(194,613)</b>	<b>68,365</b>	<b>1,875,517</b>
<b>TRANSFERS</b>						
Transfers In	240,051	-	-	290,000	530,051	169,300
Transfers Out	(381,891)	(135,088)	(319,169)	-	(836,148)	(250,000)
<b>Total Transfers</b>	<b>(141,840)</b>	<b>(135,088)</b>	<b>(319,169)</b>	<b>290,000</b>	<b>(306,097)</b>	<b>(80,700)</b>
<b>CONTRIBUTIONS</b>	<b>69,487</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>69,487</b>	<b>-</b>
<b>CHANGE IN NET POSITION</b>	<b>838,943</b>	<b>141,009</b>	<b>(1,243,584)</b>	<b>95,387</b>	<b>(168,245)</b>	<b>1,794,817</b>
<b>NET POSITION, MAY 1</b>	<b>46,595,422</b>	<b>20,233,596</b>	<b>30,422,956</b>	<b>377,231</b>	<b>97,629,205</b>	<b>13,891,335</b>
Prior Period Adjustments	(107,534)	(69,694)	(59,596)	-	(236,824)	-
<b>NET POSITION, MAY 1, RESTATED</b>	<b>46,487,888</b>	<b>20,163,902</b>	<b>30,363,360</b>	<b>377,231</b>	<b>97,392,381</b>	<b>13,891,335</b>
<b>NET POSITION, APRIL 30</b>	<b>\$47,326,831</b>	<b>\$20,304,911</b>	<b>\$29,119,776</b>	<b>\$ 472,618</b>	<b>\$97,224,136</b>	<b>\$15,686,152</b>

See accompanying notes to financial statements.

CITY OF ST. CHARLES, ILLINOIS

REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF FUNDING PROGRESS  
 ILLINOIS MUNICIPAL RETIREMENT FUND

April 30, 2013

Actuarial Valuation Date December 31,	(1) Actuarial Value of Assets	(2) Actuarial Accrued Liability (AAL) Entry - Age	(3) Funded Ratio (1) / (2)	(4) Unfunded (Overfunded) AAL (UAAL) (OAL) (2) - (1)	(5) Covered Payroll	UAAL (OAL) As a Percentage of Covered Payroll (4) / (5)
2007	\$ 30,926,644	\$ 33,770,116	91.58%	\$ 2,843,472	\$ 12,894,420	22.05%
2008	25,122,053	33,371,937	75.28%	8,249,884	12,959,224	63.66%
2009	25,358,631	33,949,606	74.69%	8,590,975	12,774,715	67.25%
2010	26,710,158	36,731,443	72.72%	10,021,285	12,948,793	77.39%
2011	24,295,296	35,346,601	68.73%	11,051,305	12,651,495	87.35%
2012	26,181,657	37,121,899	70.53%	10,940,242	12,391,986	88.28%

See independent auditor's report.

CITY OF ST. CHARLES, ILLINOIS

REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF FUNDING PROGRESS  
 POLICE PENSION FUND

April 30, 2013

Actuarial Valuation Date April 30,	(1) Actuarial Value of Assets	(2) Actuarial Accrued Liability (AAL) Entry - Age	(3) Funded Ratio (1) / (2)	(4) Unfunded AAL (UAAL) (2) - (1)	(5) Covered Payroll	UAAL As a Percentage of Covered Payroll (4) / (5)
2008	\$ 23,161,216	\$ 35,954,632	64.42%	\$ 12,793,416	\$ 4,196,313	304.87%
2009	20,229,933	37,767,555	53.56%	17,537,622	4,359,694	402.27%
2010	23,519,175	38,049,970	61.81%	14,530,795	4,048,323	358.93%
2011	26,127,210	40,279,564	64.86%	14,152,354	4,212,817	335.94%
2012	26,017,546	43,676,412	59.57%	17,658,866	4,287,075	411.91%
2013	27,960,859	47,088,115	59.38%	19,127,256	4,611,030	414.82%

See independent auditor's report.

CITY OF ST. CHARLES, ILLINOIS

REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF FUNDING PROGRESS  
 FIREFIGHTERS' PENSION FUND

April 30, 2013

Actuarial Valuation Date April 30,	(1) Actuarial Value of Assets	(2) Actuarial Accrued Liability (AAL) Entry - Age	(3) Funded Ratio (1) / (2)	(4) Unfunded (Overfunded) AAL (UAAL) (OAAL) (2) - (1)	(5) Covered Payroll	UAAL (OAAL) As a Percentage of Covered Payroll (4) / (5)
2008	\$ 19,935,936	\$ 24,126,380	82.63%	\$ 4,190,444	\$ 4,325,654	96.87%
2009	18,461,621	26,293,219	70.21%	7,831,598	4,260,854	183.80%
2010	22,478,824	28,088,702	80.03%	5,609,878	4,080,399	137.48%
2011	26,118,295	30,718,257	85.03%	4,599,962	4,237,873	108.54%
2012	26,693,970	33,418,008	79.88%	6,724,038	4,182,533	160.76%
2013	29,326,481	39,465,546	74.31%	10,139,065	4,288,510	236.42%

See independent auditor's report.

CITY OF ST. CHARLES, ILLINOIS

REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF EMPLOYER CONTRIBUTIONS  
ILLINOIS MUNICIPAL RETIREMENT FUND

April 30, 2013

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<u>Fiscal Year</u>	<u>Employer Contributions</u>	<u>Annual Required Contribution (ARC)</u>	<u>Percentage Contributed</u>
2008	\$ 1,262,228	\$ 1,262,228	100.00%
2009	1,236,592	1,236,595	100.00%
2010	1,306,334	1,306,334	100.00%
2011	1,478,679	1,478,679	100.00%
2012	1,534,949	1,534,949	100.00%
2013	1,567,536	1,567,536	100.00%

See independent auditor's report.

CITY OF ST. CHARLES, ILLINOIS

REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF EMPLOYER CONTRIBUTIONS  
 POLICE PENSION FUND

April 30, 2013

<u>Fiscal Year</u>	<u>Employer Contributions</u>	<u>Annual Required Contribution (ARC)</u>	<u>Percentage Contributed</u>	<u>Net Pension Obligation (Asset)</u>
2008	\$ 1,006,125	\$ 1,008,538	99.76%	\$ (163,810)
2009	1,113,728	1,143,136	97.43%	(137,572)
2010	1,261,628	1,272,762	99.13%	(128,873)
2011	1,556,109	1,556,450	99.98%	(130,581)
2012	1,356,539	1,365,820	99.32%	(124,687)
2013	1,226,047	1,231,413	99.56%	(122,413)

See independent auditor's report.

CITY OF ST. CHARLES, ILLINOIS

REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF EMPLOYER CONTRIBUTIONS  
 FIREFIGHTERS' PENSION FUND

April 30, 2013

<u>Fiscal Year</u>	<u>Employer Contributions</u>	<u>Annual Required Contribution (ARC)</u>	<u>Percentage Contributed</u>	<u>Net Pension Obligation (Asset)</u>
2008	\$ 842,855	\$ 840,500	100.28%	\$ (47,796)
2009	846,143	875,572	96.64%	(19,292)
2010	1,054,067	1,062,964	99.16%	(10,736)
2011	1,236,673	1,236,962	99.98%	(10,618)
2012	1,089,212	1,096,648	99.32%	(3,457)
2013	986,731	991,067	99.56%	793

See independent auditor's report.



**ST. CHARLES**  
S I N C E 1 8 3 4

**AGENDA ITEM EXECUTIVE SUMMARY**

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

Presenter: Chris Minick

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations (12/16/13)	<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	<input type="checkbox"/>
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If NO, please explain how item will be funded:

**Executive Summary:**

A brief summary of the financial results for October 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):*

Presentation of Monthly Update regarding City's Financial Results for October 2013 – Information Only.

*For office use only:* Agenda Item Number: 6b

November 18, 2013

### **October 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 the City Administrator.

### **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 October 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 October, General Fund revenues are forecasted to be 2.4% below the revised budget. The City's largest revenue stream, sales and use tax, is trending lower than budget and projections. In addition, electric franchise fee revenue, hotel tax revenues and telecommunications tax revenue are also trending below budget. Alcohol tax revenues are performing slightly below budget expectations as well. Conversely, income tax disbursements from the State of Illinois are trending above budget expectations. Property tax revenues are slightly ahead of where they were last year at this point in time.

It is important to note that property tax revenues will fluctuate in comparison to prior year amounts due to the timing and amount of property tax distributions from both counties; however we are expecting approximately the same amount of property tax revenue for the fiscal year. The City has maintained a consistent operating tax levy for the past five years.

Forecast expenditures through October are currently 4.5% below the revised budget. All expenditure categories, including personal services, commodities, and contractual services are currently projected to be below the revised budget.

As of October 31, the General Fund is projected to end the year with a deficit of a \$295,149. This compares to a break even budget when the budget was approved in April. The projected deficit is due to the "roll forward" of amounts for projects that were not completed during FY 12-13. Approximately \$1,066,647 of projects were rolled forward into FY 13/14. When combined with the City's surplus of \$1,463,990 for FY 12/13, the result is a combined surplus of \$1,168,841. Therefore, while the trend of revenues not meeting expectations will require monitoring and analysis if it continues, the forecast deficit as of October 31 will be offset by a significant surplus for FY 12/13.

The Finance Director is working with staff from other City departments to improve the scheduling and budgeting of projects in an attempt to minimize the projects being rolled forward from the prior fiscal year. While there are some circumstances beyond the City's control, there are additional steps that the City can take to improve in this area.

### **Electric Fund**

Through October, electric sales are higher than the prior year-to-date sales by approximately 4.9% and are in line with the revised budget for the fiscal year. The increase from the prior year can be attributed to an increase in the monthly customer charge that went into effect June 1.

As of October 31, total expenses are projected to be under budgeted amounts by \$91,435 for the year. Personal Services, Commodities and Other Operating Expenses are all projected to be under budget at this point in time. Contractual services are currently forecasted to end the year over budget by \$352,304. This is due to the increased cost of wholesale purchased power. This increase in cost will be offset by the Power Cost Adjustment Factor which went into effect October 1. The PCAF is discussed in more

detail below. . These preliminary results indicate a projected operating deficit of \$2.1 million for the fiscal year. This compares to a projected deficit of \$1.1 million at the time the budget was approved. These results do reflect the “roll forward” of \$1,047,202 for uncompleted projects from FY 12-13. Of these roll forward projects, approximately \$918,000 will be funded with either prior bond proceeds or an internal borrowing that took place in FY 12-13.

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 2013-2014 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 2013 and were effective beginning with June 2013 billings. Other changes that will be incorporated into the FY 13-14 rate structure include a Power Cost Adjustment Factor (PCAF) and non-resident surcharge. Non-resident surcharges were billed beginning in June. Implementation of the PCAF will help to reduce the city’s risk associated with fluctuations in wholesale power costs. The PCAF was first billed in October. For the typical residential customer, the PCAF amounted to an additional \$5.20 on their monthly utility bill. Total PCAF revenue billed for the month of October was \$290,330. Power costs are analyzed each quarter and the PCAF is adjusted accordingly. The PCAF will next be adjusted with the January, 2014 billing cycle. We will continue to monitor and evaluate the impact of these adjustments and consumption patterns on the operating results for the Electric Fund.

If the results of these adjustments meet with expectations, the Electric Fund should be consistently generating an operating income as of the end of FY 15-16.

### **Water Fund**

Water User Charges through the end of October are 7.6% below where user charges were at this same timeframe last year and are forecast to be below budget expectations by 4.0%. This is primarily due to the amount of rainfall experienced during the summer as compared with the much hotter and drier summer of 2012. Operating expenses are projected to be slightly under the revised budget by 0.9%. It is currently projected that the Water Fund will end the year with a “deficit” of \$4,432,973, as compared to the

original budgeted deficit of \$2,572,373. The reason for the larger deficit is due to the “roll forward” of \$2,242,163 for projects not completed during FY 12-13, with the exception of \$250,000 for the design of the new water tower. Of these roll forward projects, approximately \$2,135,000 will be funded with prior bond proceeds, escrow funds or an internal borrowing that took place in FY 12-13.

The water rate structure has also been adjusted as part of the rate study process that was completed during FY 11-12. The City wants to assure a rate structure adequate to allow for operating and capital cost recapture. Based on current costs, the unadjusted rate structure was not adequate to provide for operations and anticipated future capital projects. The rate adjustments approved in April of 2013 (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.

If the results of these adjustments meet with expectations, the Water Fund should be structurally sound as of the end of FY16-17.

### **Wastewater Fund**

User charges in the Wastewater Fund are higher than prior year to date by 4.6% and are forecast to end the year below budget expectations by 2.0%. Total Wastewater expenses are projected to be slightly below budget by 0.7%. Currently, the Wastewater Fund is projected to end the year with a deficit of \$2,544,524. This compares to a budgeted deficit of \$947,062 at the time the budget was approved. The additional deficit is due to the “roll forward” of \$1,244,526 for projects that were not completed in FY 12-13, including a lift station replacement and a siphon maintenance project. Of these roll forward projects, approximately \$1.1 million will be funded with prior bond proceeds or an internal borrowing that took place in FY 12-13.

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 2013 (effective with June 2013 billings). The rate structure will again be evaluated in conjunction with the preparation of the FY 14-15 budget.

If the results of these adjustments meet with expectations, the Wastewater Fund should be structurally sound as of the end of FY17-18.

**City of St. Charles  
Monthly Financial Report  
October 31, 2013  
General Fund**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 13-14 Original Budget	FY 13-14 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 13-14 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 12-13 Actual
<b>Revenues</b>										
Property Taxes	\$ 12,523,916	\$ 12,523,916	\$ 12,170,475	97.2%	\$ 12,099,693	0.6%	\$ 12,523,916	\$ -	0.0%	\$ 12,489,303
Sales and Use Taxes	16,140,932	16,140,932	7,277,682	45.1%	7,316,108	-0.5%	15,428,647	(712,285)	-4.4%	14,650,913
State Income Tax	2,969,293	2,969,293	1,715,386	57.8%	1,535,696	11.7%	3,150,193	180,900	6.1%	2,971,635
Electric Franchise Fee	2,708,291	2,708,291	1,420,148	52.4%	1,380,105	2.9%	2,640,554	(67,737)	-2.5%	2,512,106
Hotel Tax	1,994,475	1,994,475	987,895	49.5%	1,025,694	-3.7%	1,822,432	(172,043)	-8.6%	1,778,810
Telecommunication Tax	1,340,000	1,340,000	584,421	43.6%	699,946	-16.5%	1,254,423	(85,577)	-6.4%	1,221,476
Alcohol Tax	1,025,868	1,025,868	423,075	41.2%	425,855	-0.7%	1,007,980	(17,888)	-1.7%	992,079
Other	2,521,305	2,547,509	1,351,034	53.0%	1,387,365	-2.6%	2,433,513	(113,996)	-4.5%	2,646,841
Transfers In	-	-	-	0.0%	250,000	-100.0%	-	-	0.0%	255,390
<b>Total Revenues</b>	<b>\$ 41,224,080</b>	<b>\$ 41,250,284</b>	<b>\$ 25,930,116</b>	<b>62.9%</b>	<b>\$ 26,120,462</b>	<b>-0.7%</b>	<b>\$ 40,261,658</b>	<b>\$ (988,626)</b>	<b>-2.4%</b>	<b>\$ 39,518,553</b>
<b>Expenditures</b>										
Personal Services	\$ 26,748,716	\$ 27,112,113	\$ 14,591,982	53.8%	\$ 14,305,957	2.0%	\$ 26,440,601	\$ (671,512)	-2.5%	\$ 25,635,580
Commodities	1,525,032	1,579,177	510,544	32.3%	448,604	13.8%	1,463,550	(115,627)	-7.3%	1,315,170
Contractual	9,804,758	10,456,711	4,248,156	40.6%	4,088,233	3.9%	9,337,226	(1,119,485)	-10.7%	8,520,595
Other Operating Expenses	1,260,307	1,265,987	1,158,733	91.5%	1,308,215	-11.4%	1,240,478	(25,509)	-2.0%	1,484,740
Departmental Allocations	(4,813,836)	(4,813,836)	(2,406,918)	50.0%	(2,462,796)	-2.3%	(4,813,848)	(12)	0.0%	(4,925,583)
Capital	181,806	291,503	97,372	33.4%	166,263	-41.4%	291,503	-	0.0%	366,893
Debt Service	4,585	4,585	2,675	58.3%	2,675	0.0%	4,585	-	0.0%	4,586
Transfers Out	6,512,712	6,592,712	884,870	13.4%	1,446,902	-38.8%	6,592,712	-	0.0%	5,652,582
<b>Total Expenditures</b>	<b>\$ 41,224,080</b>	<b>\$ 42,488,952</b>	<b>\$ 19,087,414</b>	<b>44.9%</b>	<b>\$ 19,304,053</b>	<b>-1.1%</b>	<b>\$ 40,556,807</b>	<b>\$ (1,932,145)</b>	<b>-4.5%</b>	<b>\$ 38,054,563</b>
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (1,238,668)</b>	<b>\$ 6,842,702</b>		<b>\$ 6,816,409</b>		<b>\$ (295,149)</b>	<b>\$ 943,519</b>		<b>\$ 1,463,990</b>

**City of St. Charles**  
**Monthly Financial Report**  
**October 31, 2013**  
**Electric Fund**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 13-14 Original Budget	FY 13-14 Revised Budget	YTD Actual	Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 13-14 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 12-13 Actual
<b>Revenues</b>										
User Charges	\$ 54,107,924	\$ 54,107,924	\$ 29,718,510	54.9%	\$ 28,323,769	4.9%	\$ 54,125,389	\$ 17,465	0.0%	\$ 52,142,394
Connection Charges	59,305	59,305	58,414	98.5%	29,123	100.6%	87,998	28,693	48.4%	68,588
MV/Equip/WC Reserve	362,189	356,606	356,607	100.0%	406,302	-12.2%	356,607	1	0.0%	406,302
Reimbursement for Projects	-	25,000	24,686	98.7%	38,592	-36.0%	49,686	24,686	98.7%	237,780
Other	283,378	283,378	175,922	62.1%	178,078	-1.2%	308,393	25,015	8.8%	48,131
Bond Proceeds	627,000	627,000	-	0.0%	962,022	0.0%	627,000	-	0.0%	-
Transfers In	273,878	273,878	61,664	22.5%	61,664	0.0%	273,878	-	0.0%	240,051
<b>Total Revenues</b>	<b>\$ 55,713,674</b>	<b>\$ 55,733,091</b>	<b>\$ 30,395,803</b>	<b>54.5%</b>	<b>\$ 29,999,550</b>	<b>1.3%</b>	<b>\$ 55,828,951</b>	<b>\$ 95,860</b>	<b>0.2%</b>	<b>\$ 53,143,246</b>
<b>Expenses</b>										
Personal Services	\$ 3,512,106	\$ 3,404,394	\$ 1,612,644	47.4%	\$ 1,690,097	-4.6%	\$ 3,269,966	\$ (134,428)	-3.9%	\$ 2,376,760
Commodities	339,292	392,802	201,985	51.4%	102,558	96.9%	387,979	(4,823)	-1.2%	189,695
Contractual	41,374,873	41,435,103	22,879,712	55.2%	21,557,068	6.1%	41,787,407	352,304	0.9%	39,196,540
Other Operating Expenses	5,762,025	5,762,025	2,741,417	47.6%	2,858,676	-4.1%	5,457,525	(304,500)	-5.3%	8,414,862
Departmental Allocations	1,879,812	1,879,812	939,906	50.0%	935,466	0.5%	1,879,824	12	0.0%	1,436,089
Capital	2,359,500	3,488,686	1,768,707	50.7%	932,524	89.7%	3,488,686	-	0.0%	(1)
Debt Service	1,193,456	1,193,456	163,759	13.7%	162,460	0.8%	1,193,456	-	0.0%	308,471
Transfers Out	426,139	426,139	62,739	14.7%	77,771	-19.3%	426,139	-	0.0%	381,891
<b>Total Expenses</b>	<b>\$ 56,847,203</b>	<b>\$ 57,982,417</b>	<b>\$ 30,370,869</b>	<b>52.4%</b>	<b>\$ 28,316,620</b>	<b>7.3%</b>	<b>\$ 57,890,982</b>	<b>\$ (91,435)</b>	<b>-0.2%</b>	<b>\$ 52,304,307</b>
<b>Surplus (Deficit)</b>	<b>\$ (1,133,529)</b>	<b>\$ (2,249,326)</b>	<b>\$ 24,934</b>		<b>\$ 1,682,930</b>		<b>\$ (2,062,031)</b>	<b>\$ 187,295</b>		<b>\$ 838,939</b>

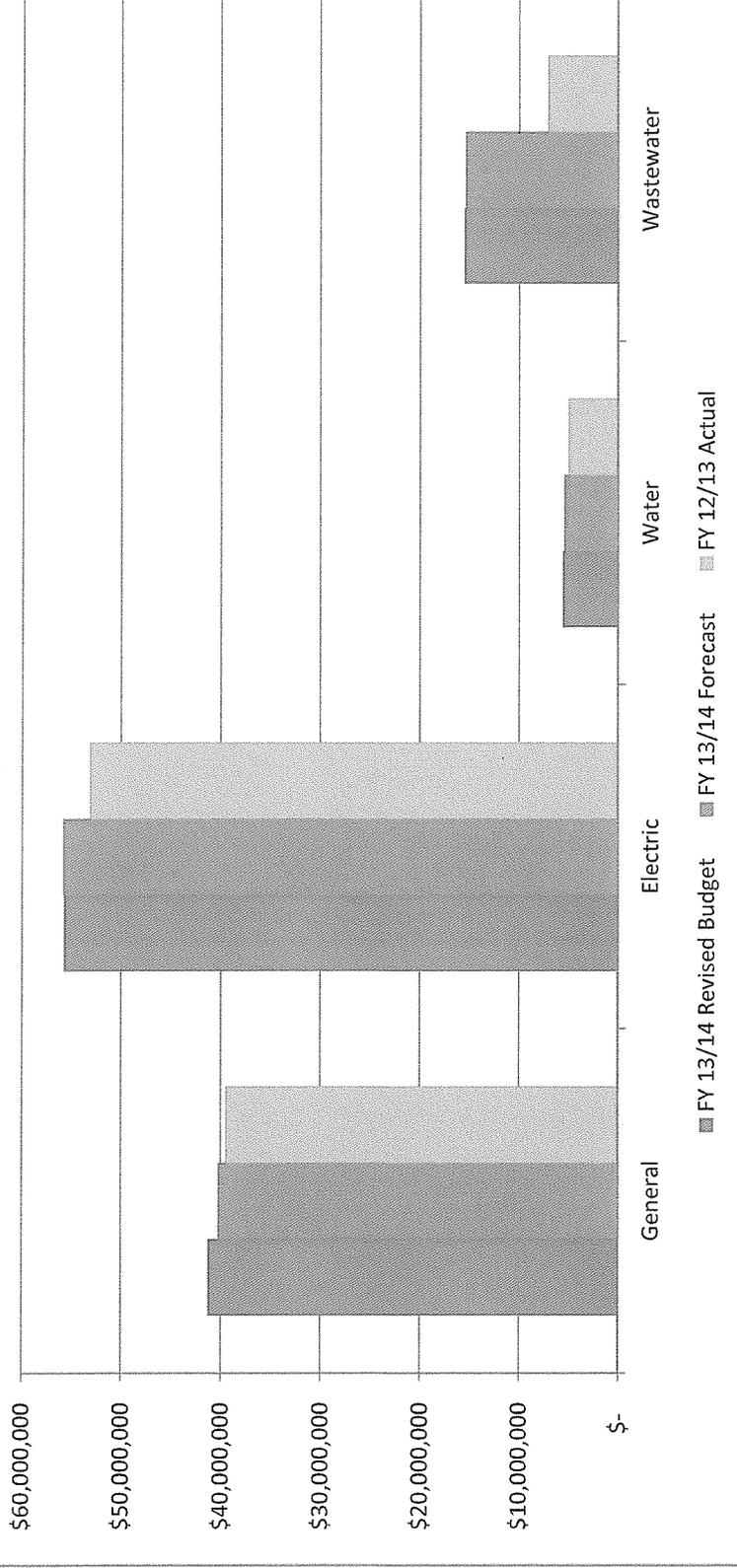
**City of St. Charles**  
**Monthly Financial Report**  
**October 31, 2013**  
**Water Fund**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 13-14 Original Budget	FY 13-14 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 13-14 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 12-13 Actual
<b>Revenues</b>										
User Charges	\$ 4,563,107	\$ 4,563,107	\$ 2,581,450	56.6%	\$ 2,793,523	-7.6%	\$ 4,378,889	\$ (184,218)	-4.0%	\$ 4,588,513
Connection Charges	38,100	38,100	37,770	99.1%	24,434	54.6%	60,481	22,381	58.7%	60,492
MV/Equip/WC Reserve	162,081	162,081	162,081	100.0%	175,530	-7.7%	162,081	-	0.0%	175,530
Donations/Contributions	650,000	650,000	600,928	92.5%	-	0.0%	650,000	-	0.0%	-
Bond Proceeds	-	-	-	#DIV/0!	838,665	0.0%	-	-	#DIV/0!	-
Other	160,220	160,220	122,971	76.8%	102,462	20.0%	202,391	42,171	26.3%	181,929
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
<b>Total Revenues</b>	<b>\$ 5,573,508</b>	<b>\$ 5,573,508</b>	<b>\$ 3,505,200</b>	<b>62.9%</b>	<b>\$ 3,934,614</b>	<b>-10.9%</b>	<b>\$ 5,453,842</b>	<b>\$ (119,666)</b>	<b>-2.1%</b>	<b>\$ 5,006,464</b>
<b>Expenses</b>										
Personal Services	\$ 1,604,878	\$ 1,614,869	\$ 784,639	48.6%	\$ 761,121	3.1%	\$ 1,545,421	\$ (69,448)	-4.3%	\$ 1,389,047
Commodities	417,066	411,579	226,485	55.0%	204,169	10.9%	412,400	821	0.2%	435,780
Contractual	957,763	1,092,836	428,192	39.2%	309,535	38.3%	1,075,631	(17,205)	-1.6%	719,480
Other Operating Expenses	184,045	184,045	121,542	66.0%	130,582	-6.9%	179,205	(4,840)	-2.6%	1,108,369
Departmental Allocations	855,480	855,480	427,740	50.0%	422,520	1.2%	855,474	(6)	0.0%	845,035
Capital	3,129,619	4,821,654	104,169	2.2%	589,276	-82.3%	4,821,654	-	0.0%	1
Debt Service	847,281	847,281	380,138	44.9%	334,912	13.5%	847,281	-	0.0%	232,655
Transfers Out	149,749	149,749	21,171	14.1%	26,370	-19.7%	149,749	-	0.0%	135,088
<b>Total Expenses</b>	<b>\$ 8,145,881</b>	<b>\$ 9,977,493</b>	<b>\$ 2,494,076</b>	<b>25.0%</b>	<b>\$ 2,778,485</b>	<b>-10.2%</b>	<b>\$ 9,886,815</b>	<b>\$ (90,678)</b>	<b>-0.9%</b>	<b>\$ 4,865,455</b>
<b>Surplus (Deficit)</b>	<b>\$ (2,572,373)</b>	<b>\$ (4,403,985)</b>	<b>\$ 1,011,124</b>		<b>\$ 1,156,129</b>		<b>\$ (4,432,973)</b>	<b>\$ (28,988)</b>		<b>\$ 141,009</b>

**City of St. Charles**  
**Monthly Financial Report**  
**October 31, 2013**  
**Wastewater Fund**

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 13-14 Original Budget	FY 13-14 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 13-14 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 12-13 Actual
<b>Revenues</b>										
User Charges	\$ 7,221,835	\$ 7,221,835	\$ 3,651,695	50.6%	\$ 3,492,532	4.6%	\$ 7,078,370	\$ (143,465)	-2.0%	\$ 6,707,710
Connection Charges	63,120	63,120	71,325	113.0%	40,495	76.1%	96,506	33,386	52.9%	78,005
MV/Equip/WC Reserve	287,206	287,206	287,206	100.0%	285,042	0.8%	287,206	-	0.0%	285,042
Bond/IEPA Loan Proceeds	550,000	8,004,847	2,476,966	30.9%	-	0.0%	8,004,847	-	0.0%	-
Other	44,900	44,900	24,700	55.0%	17,629	40.1%	50,180	5,280	11.8%	64,689
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
<b>Total Revenues</b>	<b>\$ 8,167,061</b>	<b>\$ 15,621,908</b>	<b>\$ 6,511,892</b>	<b>41.7%</b>	<b>\$ 3,835,698</b>	<b>69.8%</b>	<b>\$ 15,517,109</b>	<b>\$ (104,799)</b>	<b>-0.7%</b>	<b>\$ 7,135,446</b>
<b>Expenses</b>										
Personal Services	\$ 1,960,167	\$ 1,964,148	\$ 1,037,920	52.8%	\$ 1,004,251	3.4%	\$ 1,950,816	\$ (13,332)	-0.7%	\$ 1,889,957
Commodities	306,044	296,947	132,890	44.8%	117,859	12.8%	272,031	(24,916)	-8.4%	292,898
Contractual	1,888,491	2,130,120	745,462	35.0%	681,689	9.4%	2,010,863	(119,257)	-5.6%	2,156,853
Other Operating Expenses	301,135	301,135	248,004	82.4%	241,525	2.7%	334,608	33,473	11.1%	2,057,037
Departmental Allocations	1,261,860	1,261,860	630,930	50.0%	625,656	0.8%	1,261,866	6	0.0%	1,251,308
Capital	1,547,350	10,382,373	3,721,650	35.8%	361,732	928.8%	10,382,373	-	0.0%	-
Debt Service	1,574,771	1,574,771	680,906	43.2%	706,713	-3.7%	1,574,771	-	0.0%	411,807
Transfers Out	274,305	274,305	40,277	14.7%	50,036	-19.5%	274,305	-	0.0%	319,169
<b>Total Expenses</b>	<b>\$ 9,114,123</b>	<b>\$ 18,185,659</b>	<b>\$ 7,238,039</b>	<b>39.8%</b>	<b>\$ 3,789,461</b>	<b>91.0%</b>	<b>\$ 18,061,633</b>	<b>\$ (124,026)</b>	<b>-0.7%</b>	<b>\$ 8,379,029</b>
<b>Surplus (Deficit)</b>	<b>\$ (947,062)</b>	<b>\$ (2,563,751)</b>	<b>\$ (726,147)</b>		<b>\$ 46,237</b>		<b>\$ (2,544,524)</b>	<b>\$ 19,227</b>		<b>\$ (1,243,583)</b>

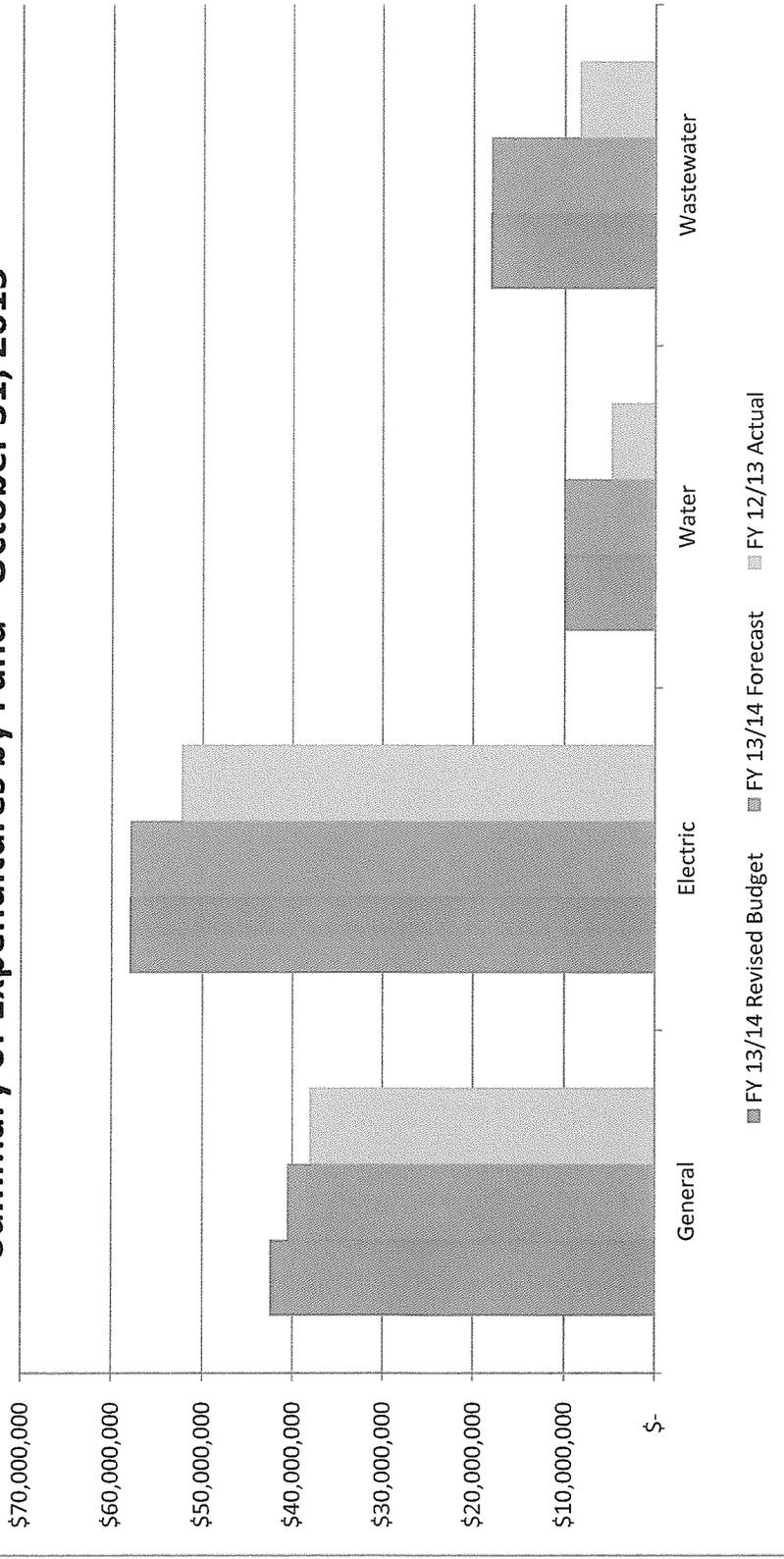
## Summary of Revenues by Fund - October 31, 2013



### Revenues

	FY 13/14 Revised Budget	FY 13/14 Forecast	FY 12/13 Actual
General	\$ 41,250,284	\$ 40,261,658	\$ 39,518,553
Electric	\$ 55,733,091	\$ 55,828,951	\$ 53,143,246
Water	\$ 5,573,508	\$ 5,453,842	\$ 5,006,464
Wastewater	\$ 15,621,908	\$ 15,517,109	\$ 7,135,446

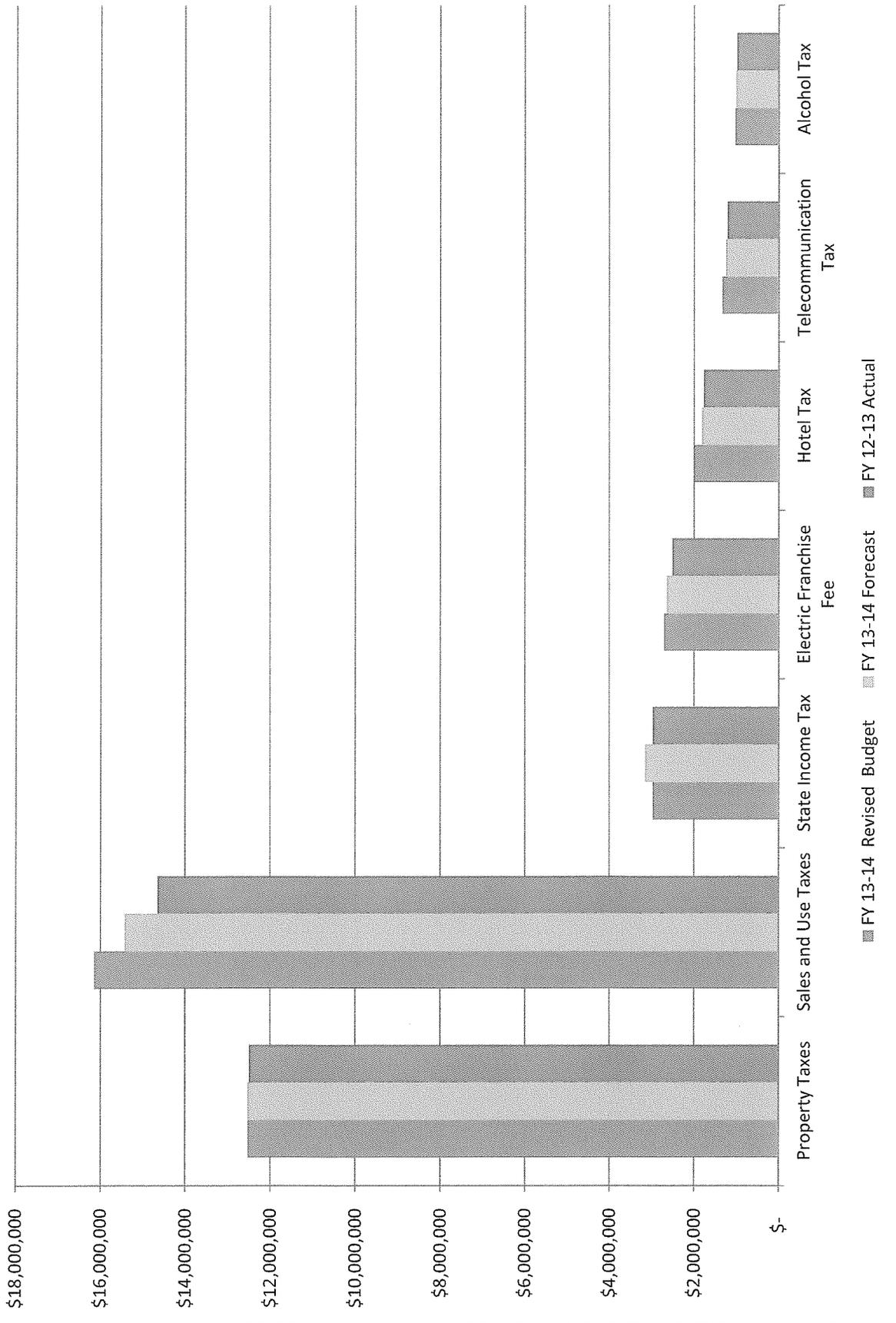
## Summary of Expenditures by Fund - October 31, 2013



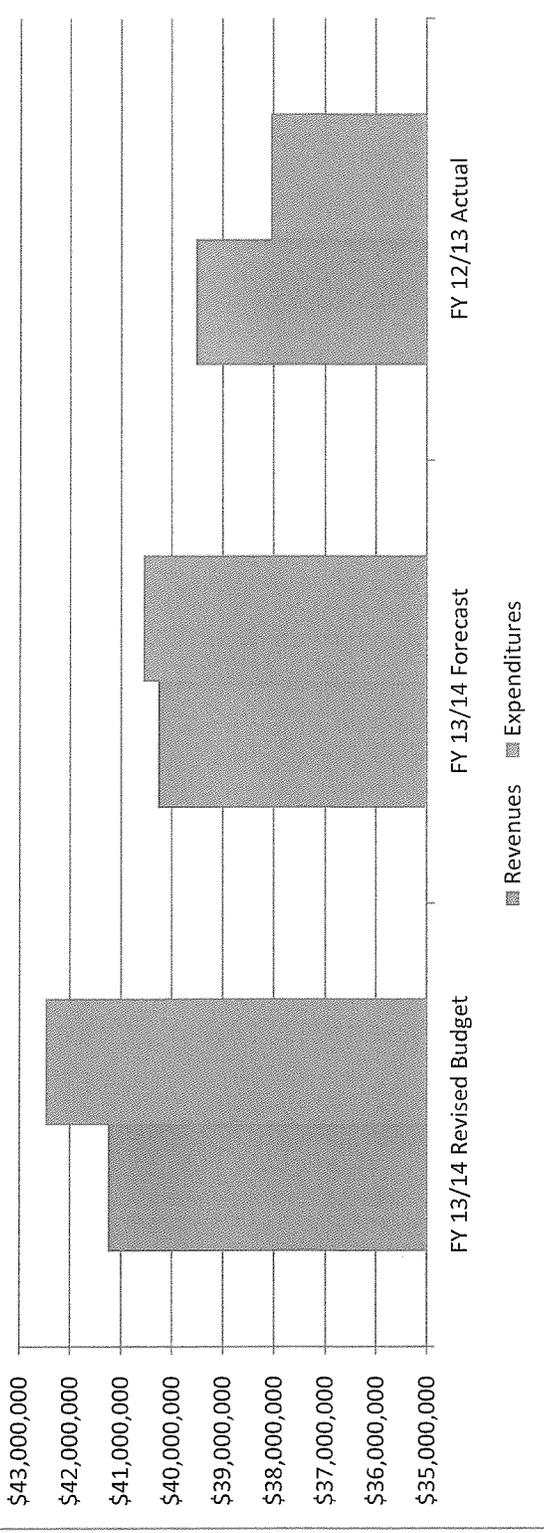
### Expenditures

	FY 13/14 Revised Budget	FY 13/14 Forecast	FY 12/13 Actual
General	\$ 42,488,952	\$ 40,556,807	\$ 38,054,563
Electric	\$ 57,982,417	\$ 57,890,982	\$ 52,304,307
Water	\$ 9,977,493	\$ 9,886,815	\$ 4,865,455
Wastewater	\$ 18,185,659	\$ 18,061,633	\$ 8,379,029

# General Fund Top 7 Revenue Sources - As of October 31, 2013



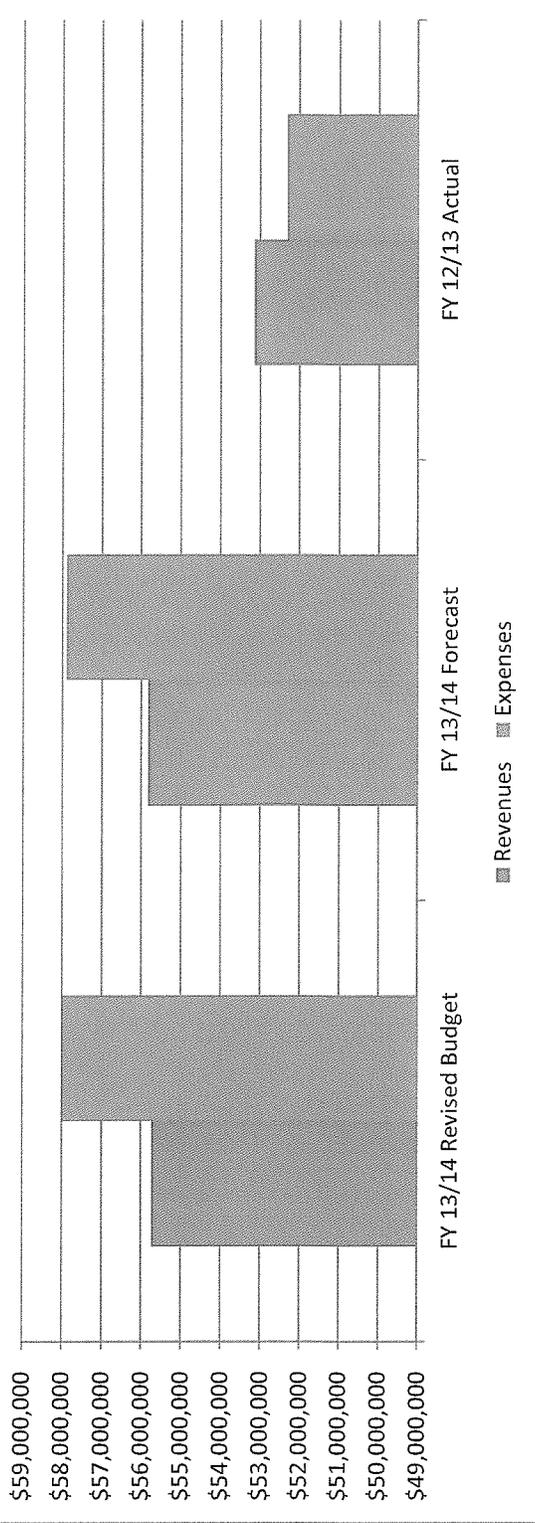
## General Fund Revenues vs Expenditures - October 31, 2013



### General Fund

	FY 13/14 Revised Budget	FY 13/14 Forecast	FY 12/13 Actual
Revenues	\$ 41,250,284	\$ 40,261,658	\$ 39,518,553
Expenditures	\$ 42,488,952	\$ 40,556,807	\$ 38,054,563
Surplus/Deficit	\$ (1,238,668)	\$ (295,149)	\$ 1,463,990

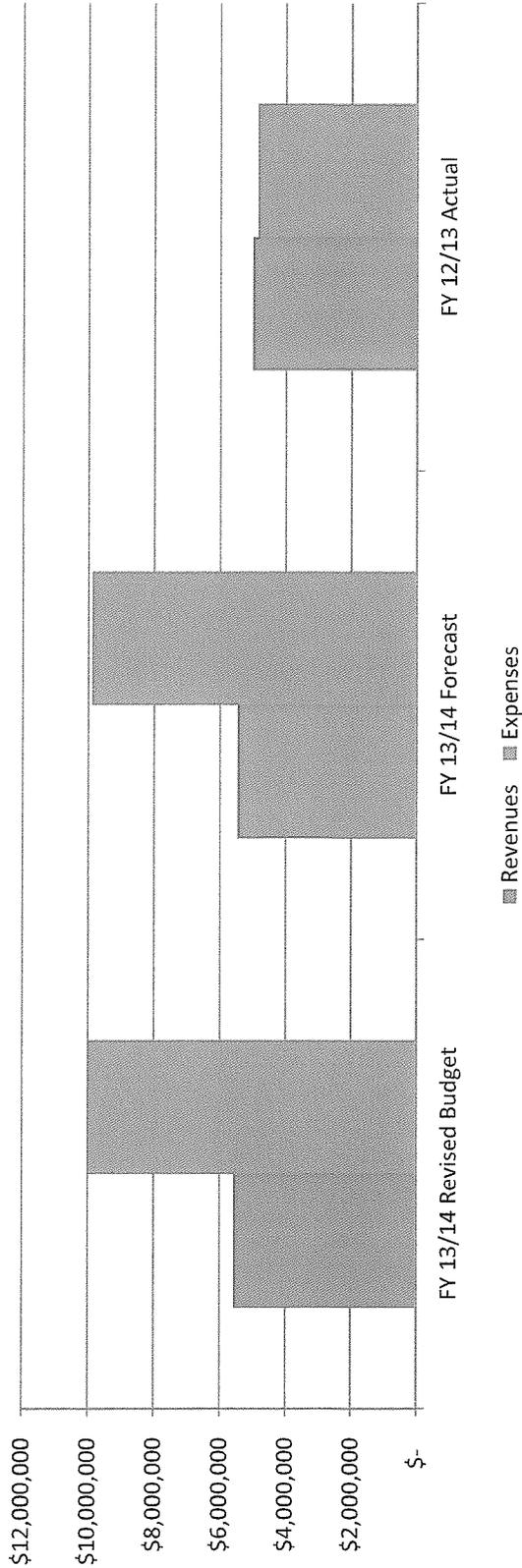
## Electric Fund Revenues vs Expenses - October 31, 2013



### Electric Fund

	FY 13/14 Revised Budget	FY 13/14 Forecast	FY 12/13 Actual
Revenues	\$ 55,733,091	\$ 55,828,951	\$ 53,143,246
Expenses	\$ 57,982,417	\$ 57,890,982	\$ 52,304,307
Surplus/Deficit	\$ (2,249,326)	\$ (2,062,031)	\$ 838,939

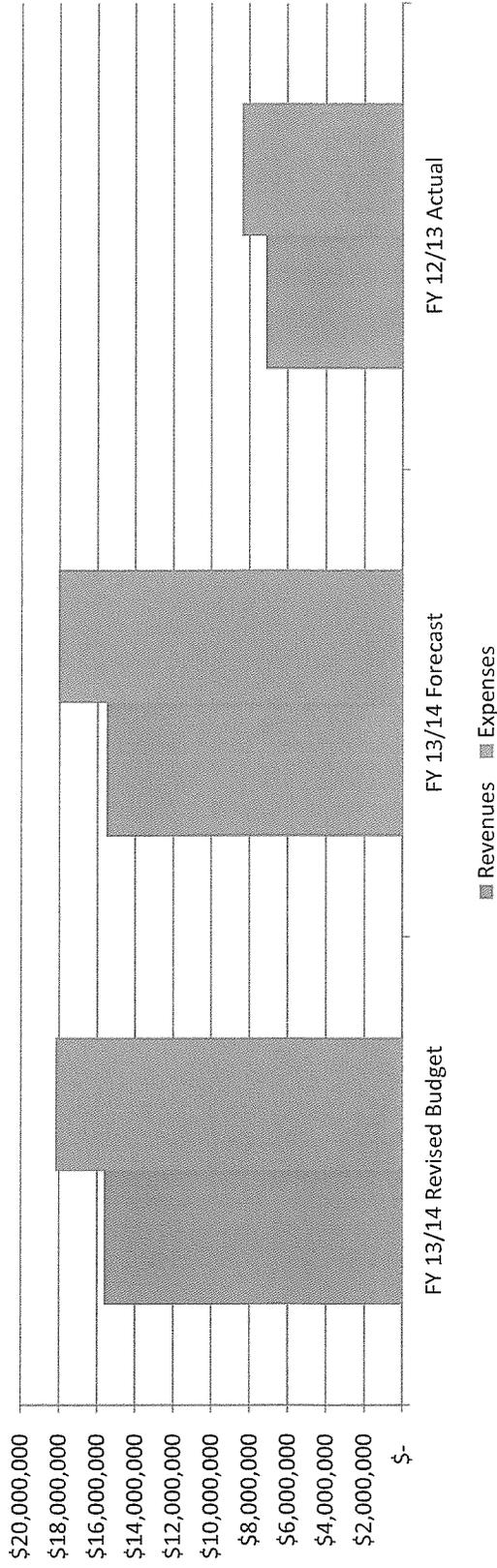
## Water Fund Revenues vs Expenses - October 31, 2013



### Water Fund

	FY 13/14 Revised Budget	FY 13/14 Forecast	FY 12/13 Actual
Revenues	\$ 5,573,508	\$ 5,453,842	\$ 5,006,464
Expenses	\$ 9,977,493	\$ 9,886,815	\$ 4,865,455
Surplus/Deficit	\$ (4,403,985)	\$ (4,432,973)	\$ 141,009

## Wastewater Fund Revenues vs Expenses - October 31, 2013



### Wastewater Fund

	FY 13/14 Revised Budget	FY 13/14 Forecast	FY 12/13 Actual
Revenues	\$ 15,621,908	\$ 15,517,109	\$ 7,135,446
Expenses	\$ 18,185,659	\$ 18,061,633	\$ 8,379,029
Surplus/Deficit	\$ (2,563,751)	\$ (2,544,524)	\$ (1,243,583)



ST. CHARLES  
SINCE 1834

**AGENDA ITEM EXECUTIVE SUMMARY**

Title: Presentation of Request from Pride of the Fox Riverfest Committee for the City to be the Presenting (Title) Sponsor

Presenter: Mark Koenen

*Please check appropriate box:*

X	Government Operations 12-16-13		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:		Budgeted:	YES	X (see explanation)	NO	
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If NO, please explain how item will be funded:

Please note this is would be FY 14-15 expense.

**Executive Summary:**

Julie Farris, Executive Director, and Ed Bessner, Board President for Riverfest, have requested the City to be the Title Sponsor for the 2014 Pride of Fox Riverfest. Attached is information about the direct benefits of this sponsorship. The City cost to hold this title is \$30,000.

Background- The City was the Title Sponsor for Riverfest in 2013. City direct costs for the 2013 Riverfest are as follows- Title sponsorship...\$30,000, Police/Fire/Public Works services...\$10,568.88 (please recall according to policy the City splits service costs equally with the not for profit host). Total cost is \$40,569.88.

Perspective- The City hosts a variety of other special events. For your information, in 2013 the following is a summary of the City's financial support for a sample of special events.

Scarecrow- \$14,285.58 (City portion of equally shared expenses).

St. Patrick's Day Parade- \$8597.97 (includes a \$5000 contribution and City's portion of equally shared expenses).

Fox Valley Marathon- \$0 (\$8288.14 reimbursed to City as event was a for profit sponsor).

SCN/E Homecoming Parades- \$0 (City expense waived for peer government).

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

Information regarding the 2014 Pride of Fox Riverfest

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

Committee discussion and direct requested regarding the City being the Title Sponsor for Pride of Fox Riverfest.

*For office use only:*

*Agenda Item Number: 7a*



# RiverFest 2014

*St. Charles, Illinois Named #1 City in Family Circle 2011 Annual Survey of Best Towns and Cities*



*RiverFest features a main stage with the best Chicagoland musicians, the annual running of the ancient sport of dragon boat racing, a 40-ton Fantasy Sand Sculpture, water ski shows, Canine Capers, Pet Boutique, carnival, petting zoo, an assortment of events with entertainment for all.*

### **Sponsorships are available in all price levels**

For more information about RiverFest including Sponsorship, Volunteering, and Music Submissions email [info@prideofthefox.com](mailto:info@prideofthefox.com).

For details, please visit: [www.prideofthefox.com](http://www.prideofthefox.com) or call 630-296-POTF (7683)

- Date: June 6-8, 2014
- Time: 11:00am – 11:00pm
- Location: Located on 7 themed venues throughout the historic downtown
- Attendance: 35,000 – 50,000
- Sponsorships: \$500 - \$30,000



P.O. Box 3005  
Saint Charles, IL 60174  
**630.296.POTF (7683)**  
info@prideofthefox.com  
www.Prideofthefox.com

**Directors**

Vanessa Bell-LaSota  
Robert Gaddis  
Erik Mahan  
Sue McDowell  
Darlene Riebe  
Judy Stallman  
Jan Wilson

**Ex. Officio**

Dave Johnson -  
St. Charles Park District

**Executive Director**

Julie Farris

**Board President**

Ed Bessner

*Pride of the Fox, Inc. is a not-for-profit organization that provides residents and visitors with year-round family style entertainment, by producing and promoting free festivals and city-wide holiday celebrations.*

## **Pride of the Fox RiverFest**

*"Something for Everyone!"*

As the **TITLE SPONSOR** of RIVERFEST, your company will **RECEIVE** the following:

- Recognition in **all** media including Kane County Chronicle, Chicago Tribune, Daily Herald, Elburn Herald, 95.9fm and Y103.9.
- Recognition on our website [www.prideofthefox.com](http://www.prideofthefox.com) as the Presenting Sponsor.
- Recognition on FaceBook page with 10 posts regarding the Sponsorship.
- Recognition on the Festival Program (35,000).
- 1 Company Banner will be placed at the Main Stage for the entire festival.
- 1 Company Banner will be displayed at Plaza Green for the entire festival.
- 1 Company Banner will be displayed at Pottawatomie Park for the entire festival.
- 1 Company Banner will be displayed at the RiverFest Carnival for the entire festival.
- 1 Company Banner will be displayed at the Municipal Center for the entire festival.
- Your company name will be listed on 6 light pole banners on Main Street for the months of May and June.
- Your company will receive a free boat entry in the Dragon Boat Races.
- Company name will be announced throughout the festival at various venues by event emcees for a minimum of 30 announcements.
- Your company will receive 50 weekend passes and 50 day passes for the Dragons Lair (sponsorship tent) which includes food, drinks and exclusive seating for the entertainment.
- Your company will receive a 10' x 20' tent to market your company services.
- A press release will be sent out announcing the sponsorship.
- Adventures of You Photo Booth will be onsite all three days of the festival taking attendee photos. 4" x 6" photos will be printed onsite with the City of St. Charles RiverFest tag line along the bottom of the photo. Photos will be staged next to City Hall featuring the Dragon Boats as a prop.



P.O. Box 3005  
Saint Charles, IL 60174  
**630.296.POTF (7683)**  
info@prideofthefox.com  
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*Pride of the Fox, Inc. is a not-for-profit organization that provides residents and visitors with year-round family style entertainment, by producing and promoting free festivals and city-wide holiday celebrations.*

As the **TITLE SPONSOR** of RIVERFEST, your company will **PROVIDE** the following:

- 6 banners to be shipped/dropped off at St. Charles office by May 28, 2014.
- 2 volunteers to help throughout the weekend (with company clothing to further promote).
- 3 Volunteer Raffle Prizes
- 300 – 500 promo giveaway items to be handed out at various venues throughout weekend (TO BE DISTRIBUTED BY RIVERFEST STAFF), to be shipped/dropped off at St. Charles office by May 28, 2014.
- Digital company logo to be used in promotional materials.
- A Financial Commitment of \$30,000.00



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Saint Charles, IL 60174  
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**Board President**

Ed Bessner

*Pride of the Fox, Inc. is a not-for-profit organization that provides residents and visitors with year-round family style entertainment, by producing and promoting free festivals and city-wide holiday celebrations.*

# Pride of the Fox RiverFest

*"Something for Everyone!"*

By signing this document, I am agreeing to the following:

- Our company will participate in RiverFest as the **TITLE SPONSOR of RIVERFEST** \*\*
- To provide the items listed on the **BENEFITS PAGE** of this agreement
- A financial commitment of \$30,000.

Company Representative Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

RiverFest Representative: Julie Farris

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please provide the following information:

Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**PLEASE WRITE CLEARLY**

**Please make checks payable to the  
Pride of the Fox, Inc.**

MAIL TO: Pride of the Fox, PO Box 3005, St. Charles, IL 60174

PHONE: 630-296.7683 FAX: 815.550.9941

EMAIL: [info@prideofthefox.com](mailto:info@prideofthefox.com)

**\*\* By signing this agreement, your company agrees that they have no rights or involvement with the planning, operation or production of the festival. You also agree that your Sponsorship is limited to the terms of the executed agreement\*\***