



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Seeking direction regarding a supplemental request for funding assistance from Riverfest for the 2015 event.
Presenter:	Chris Minick, Finance Director Vanessa Bell-LaSota of Pride of the Fox

Please check appropriate box:

X	Government Operations (09/08/2015)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$11,421.62	Budgeted:	YES		NO	X
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If NO, please explain how item will be funded:

Amount is not budgeted in FY 15-16 if relief from payment of City invoice is granted. Amount would come from reserves or overages in other City revenue lines. If taken out of next year's funding amount, there would be a timing difference in FY 15-16, but ultimately a \$0 impact to the City's budget after the 2016 event.

Executive Summary:

We have received a request from Riverfest to grant relief of payment from the 2015 invoice for City services in the amount of \$11,421.62. In the event that relief from payment cannot be granted, the request is to apply \$11,421.62 to the current invoice from the 2016 allocation, lowering the City's direct financial support for the 2016 event by \$11,421.62.

The letter references that the inclement weather for the 2015 event resulted in a "...large deficit for Riverfest and we have used up all of the cash reserves available." The attached financial statements through July 31, 2015 reflect a deficit of approximately \$47,383.60. The invoice for City services for the 2015 event is also attached. The invoice reflects the City's policy to bill City services at 50% for Riverfest. The amount of the invoice is \$11,421.62.

In the event that the City cannot agree to forgive the payment of the 2015 invoice, Riverfest has requested that the \$11,421.62 be deducted from the City financial support for the 2016 event. If the City Council were to agree, the funding for the 2016 event would be \$15,578.38 calculated as follows:

2015 funding	\$30,000.00
Mandated 10 % Reduction	<u>(\$3,000.00)</u>
Gross Funding for 2016 event	\$27,000.00
Reduction for 2015 invoice relief	<u>\$11,421.62</u>
Net Funding for 2016 Riverfest	\$15,578.38

Staff is seeking direction on the request: grant relief from payment or allow "payment" in the form of a reduction in the funding provided for the 2016 event as illustrated.

Attachments: (please list)

Riverfest Request Letter
2015 Event Invoice for City of STC
July 31, 2015 P&L for Riverfest

Recommendation / Suggested Action (briefly explain):

Seeking direction regarding a supplemental request for funding assistance from Riverfest for the 2015 event.

For office use only:	Agenda Item Number: 8a
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Pride of the Fox

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

Board President
Ed Bessner

Executive Director
Julie Farris

Directors
Vanessa Bell-LaSota
Kevin Call
Jon Olson
Jan Wilson

Ex. Officio Directors
Jeff Goodrich
St. Charles Park District

Erik Mahan
St Charles Police Dept.

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.

Friday, August 28, 2015

Chris Minick
Director of Finance
City of St Charles
2 E. Main Street
St Charles, IL 60174

Re: City of St Charles RiverFest

Via: email

Dear Chris,

I am writing you today requesting the City of St Charles to provide relief from the 2015 city services bill for the City of St Charles RiverFest. If that is not possible, our organization would like to request that the 2015 invoice of \$11,421.62 be deducted from the city's 2016 sponsorship funding of RiverFest.

As you may be aware, RiverFest experienced horrible weather during the three days. We have never experienced the constant barrage of storms in the history of RiverFest that we are aware of. It even rained on the two main evenings, causing us to have an extreme loss of revenues from the lack of beer sales.

The weather caused a large deficit for RiverFest and we have used up all of the cash reserves available.

Please contact me with any questions about the event or our request.

Thank you for considering our request.

Regards,

Julie M. Farris
Executive Director
Pride of the Fox, Inc.



City of St Charles

INVOICE

Page	1 of 1
Invoice Number:	IN2917
Due Date:	08/23/2015
Invoice Date:	07/24/2015
Customer Number:	2825
Amount Due:	\$11,421.62

Bill To:

PRIDE OF THE FOX, INC
P. O. BOX 3005
ATTN: JULIE FARRIS
ST CHARLES IL 60174

Amount Enclosed \$ _____

MAIL PAYMENT TO:

City of St Charles
2 E Main Street
St Charles IL 60174

PLEASE DETACH AND RETURN THIS PORTION WITH REMITTANCE

Description	Amount
SPEC EVENTS RIVERFEST - JUNE 12-14, 2015	11,421.62

MAIL PAYMENT TO:

City of St Charles
2 E Main Street
St Charles IL 60174
Attn: Accounts Receivable

Amount Due: \$11,421.62
Invoice Number: IN2917
Invoice Date: 07/24/2015
Payment Due Date: 08/23/2015
Customer Number: 2825

For questions about this invoice, please call 630-377-4456

City of St. Charles
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984



RIVERFEST - INVOICE REQUEST

REVENUE ACCOUNT #: 100999-46206 DATE SENT: 7/24/15
 SERVICE DATE: June 12-14, 2015 INVOICE #: 2917

BILL TO : Customer # 2825
 Pride of the Fox Inc
 Attn: Julie Faris
 P O Box 3005
 St. Charles, IL 60174

Total Cost: \$ 11,421.62

Police Department

Date	Description	Hour(s)	Rate/Fee	Total
June 12-14	Police Service & Staffing hours			11,937.46
Total				\$ 11,937.46

Fire Department

Date	Description	Hour(s)	Rate/Fee	Total
June 12-14	EMA Service hours			432.00
Total				\$ 432.00

Public Works Department

Date	Description	Hour(s)	Rate/Fee	Total
June 12-14	Labor & Equipment Cost			9,151.10
Total				\$ 9,151.10

Electric Department

Date	Description	Hour(s)	Rate/Fee	Total
June 12-14	Labor & Equipment Cost			1,322.69
Total				\$ 1,322.69

Total Cost of City \$ 22,843.25

50% Bill to Pride of the Fox Riverfest \$ 11,421.62

Comments:

Invoice covering for outside Police, EMA & Public works services regards to Riverfest June 12-14, 2015
 50% of total cost will be bill out to Pride of the Fox Riverfest

3:05 PM
 08/06/15
 Accrual Basis

Pride of the Fox
 Profit & Loss - Riverfest Only
 January through July 2015

Jan - Jul 15

Ordinary Income/Expense	
Income	
Riverfest	
Carnival	12,879.20
Dragon Boats	10,975.00
Electric	75.00
Ice	705.00
Inflatibles	1,633.00
Main Stage	
Beverage Ticket Sales	20,427.00
Wristband Sales K of C	2,271.00
Total Main Stage	22,698.00
Sponsorship	9,832.00
Tips	308.00
Vendors	
Commercial	23,551.00
Crafters	7,885.00
Full Food	7,332.00
Non-Profit	1,505.00
Specialty Food	3,967.00
Vendors - Other	7,045.00
Total Vendors	51,285.00
Total Riverfest	140,431.20
Total Income	140,431.20
Expense	
Administration	
Accounting Fees	1,000.00
Bank Fees	1,698.53
Commissions	301.59
Event Coupons	265.50
Insurance	8,046.00
Office Supplies	232.60
Pagers	260.00
Park District	4,000.00
Permits and Fees	303.00
Police and Public Works	11,421.62
Postage & Delivery	49.00
Sales Tax	1,826.00
Security	5,596.50
Sign and Banners	684.86
Software	59.97
Sponsor Tent	3,251.92
Supplies	718.60
Telephone	100.00
Utilities	1,105.68
Volunteers - Other	124.19
Total Administration	41,045.56
Executive Director Expenses	676.97
Riverfest Event Expenses	
Charitable Contributions	
Beer Garden	1,838.25
Total Charitable Contributions	1,838.25
Entertainment	
Small Stage Musician	200.00
Entertainment - Other	753.55
Total Entertainment	953.55
Main Stage Expenses	
Beverages	5,524.04
Entertainment	15,550.00

No Assurance is Provided

3:05 PM
 08/06/15
 Accrual Basis

Pride of the Fox
 Profit & Loss - Riverfest Only
 January through July 2015

	Jan - Jul 15
Staging	15,720.00
Wristbands K of C Reimbursement	2,054.00
Total Main Stage Expenses	38,848.00
Municipal Center	
Sand Sculpture	4,000.00
Total Municipal Center	4,000.00
Operations	
Electrical	95.00
FMG	49.28
Marketing and Advertising	9,689.17
Tent Rental Expense	11,523.62
Vehicle Rental	1,277.43
Total Operations	32,986.74
Outside Services	
Executive Director	37,700.00
FMG	9,000.00
Hired Helpers	599.00
Service Sanitation	6,040.00
Vendor Management	5,000.00
Total Outside Services	58,339.00
Pottawatomie Park Expenses	
Candle Cakes	1,165.00
Dragon Boats	5,961.69
Watershed	2,000.00
Total Pottawatomie Park Expenses	9,126.69
Total Riverfest Event Expenses	146,092.27
Total Expense	187,814.80
Net Ordinary Income	-47,383.60
Net Income	-47,383.60

No Assurance is Provided