


**AGENDA
CITY OF ST. CHARLES
GOVERNMENT OPERATIONS COMMITTEE
ALD. DAN STELLATO, CHAIR**

**MONDAY, DECEMBER 21, 2015
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**
 - a. Recommendation to approve Funds Transfer Resolution Authorizing Budgeted Transfers in the Aggregate Amount of \$6,714,615.54 for Debt Service Payments and Miscellaneous Transfers.
- 4. City Administrator’s Office**
 - a. Recommendation to approve an Ordinance Amending Title 2 “Administration and Personnel” of the St. Charles Municipal Code – Various Revisions.
- 5. Finance Department**
 - a. Presentation update regarding City’s Financial Results for 2nd Quarter Ending October 31, 2015 – Information Only.
- 6. Executive Session**
 - Personnel
 - Pending Litigation
 - Probable or Imminent Litigation
 - Property Acquisition
 - Collective Bargaining
 - Review of Minutes of Executive Sessions
- 7. Additional Items from Mayor, Council, Staff, or Citizens.**
- 8. Adjournment**

 ST. CHARLES SINCE 1834	AGENDA ITEM EXECUTIVE SUMMARY	
	Title:	Recommendation to Approve Funds Transfer Resolutions Authorizing Budgeted Transfers in the Aggregate Amount of \$6,714,615.54 for Debt Service Payments and Miscellaneous Transfers
	Presenter:	Christopher A. Minick Finance Director

Please check appropriate box:

X	Government Operations (12/21/15)		Government Services
	Planning & Development		City Council

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

Executive Summary:

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

Funds Transfer Requests for Fiscal Year 15/16 are as follows:

Transfer of funds to cover principal and interest payments for General Obligation Bonds: 2006 GO Bonds, 2007A GO Bonds, 2007C GO Bonds, 2008A GO Bonds, 2009 GO Refunding Bonds, 2010B GO Refunding Bonds, 2010C GO Refunding Bonds, 2011A GO Bonds, 2011B GO Refunding Bonds, 2011C GO Refunding Bonds, 2011D GO Refunding Bonds, 2012A GO Bonds, 2012B GO Refunding Bonds, 2012C GO Refunding Bonds, 2013A GO Refunding Bonds, 2013B GO Bonds, 2015A GO Bonds.

Transfer of residual funds from Fund 503 to Fund 507.

Attachments: (please list) Funds Transfer Resolution Sheet

Funds Transfer Resolutions

Recommendation/Suggested Action (briefly explain):

Recommendation to approve Funds Transfer Resolutions Authorizing Budgeted Transfers in the Aggregate Amount of \$6,714,615.54 for Debt Service Payments and Miscellaneous Transfers.

<i>For office use only:</i>	<i>Agenda Item Number: 3a</i>
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Funds Transfer Resolution

No. _____

BE IT RESOLVED that the Finance Director and City Treasurer of the City of St. Charles be and are hereby authorized to make the following transfers during FY 15/16 and as shown in the budget during that year:

<u>Amount</u>	<u>From Fund</u>	<u>To Fund</u>	<u>Purpose</u>
\$1,609,020.40	503-TIF 4	507 –TIF 7	Residual Funds from TIF 4 to TIF 7
\$ 23,502.50	305-First Street TIF Special Revenue Fund	713-First Street TIF Debt Service Fund	2006 G.O. Bonds Debt Service
\$ 11,583.75	305-First Street TIF Special Revenue Fund	713-First Street TIF Debt Service Fund	2007A G.O. Bonds Debt Service
\$ 4,900.00	305-First Street TIF Special Revenue Fund	713-First Street TIF Debt Service Fund	2007C G.O. Bonds Debt Service
\$ 92,000.00	305-First Street TIF Special Revenue Fund	713-First Street TIF Debt Service Fund	2008A G.O. Bonds Debt Service
\$323,387.50	320-Moline TIF Special Revenue Fund	709-Moline TIF Debt Service Fund	2009 G.O. Refunding Bonds Debt Service
\$918,575.00	100-General Fund	724-2010B G.O. Refunding Bonds Debt Service Fund	2010B G.O. Refunding Bonds Debt Service
\$ 94,596.59	100-General Fund	705-2010C G.O. Refunding Bonds Debt Service Fund	2010C G.O. Refunding Bonds Debt Service
\$92,028.41	322-Mall TIF Special Revenue Fund	705-2010C G.O. Refunding Bonds Debt Service Fund	2010C G.O. Refunding Bonds Debt Service
\$183,420.35	513-Capital Projects Fund	723-2011A G.O.Bonds Debt Service Fund (Capital Projects)	2011A G.O. Bonds Debt Service
\$ 17,087.08	200-Electric Fund	723-2011A G.O.Bonds Debt Service Fund (Capital Projects)	2011A G.O. Bonds Debt Service

\$ 11,391.38	210-Water Fund	723-2011A G.O.Bonds Debt Service Fund (Capital Projects)	2011A G.O. Bonds Debt Service
\$ 11,391.38	220-Sewer Fund	723-2011A G.O.Bonds Debt Service Fund (Capital Projects)	2011A G.O. Bonds Debt Service
\$ 25,295.84	100-General Fund	725-2011B G.O. Refunding Bonds Debt Service Fund	2011B G.O. Refunding Bonds Debt Service
\$ 52,662.50	100-General Fund	726-2011C G.O. Refunding Bonds Debt Service Fund	2011C G.O. Refunding Bonds Debt Service
\$128,058.11	100-General Fund	710-2011D G.O. Refunding Bonds Debt Service Fund	2011D G.O. Refunding Bonds Debt Service
\$150,904.39	306-TIF 5 Special Revenue Fund	710-2011D G.O. Refunding Bonds Debt Service Fund	2011D G.O. Refunding Bonds Debt Service
\$252,000.00	501-Capital Improvement Levy Fund	721-2012A G.O. Debt Service Fund (Redgate Bridge Project)	2012A G.O. Bonds Debt Service
\$265,150.00	100-General Fund	721-2012A G.O. Debt Service Fund (EAB Project)	2012A G.O. Bonds Debt Service
\$691,619.40	100-General Fund	727-2012B G.O. Refunding Bonds Debt Service Fund	2012B G.O. Refunding Bonds Debt Service
\$323,821.80	200-Electric Fund	727-2012B G.O. Refunding Bonds Debt Service Fund	2012B G.O. Refunding Bonds Debt Service
\$ 109,273.20	210-Water Fund	727-2012B G.O. Refunding Bonds Debt Service Fund	2012B G.O. Refunding Bonds Debt Service
\$ 207,885.60	220-Sewer Fund	727-2012B G.O. Refunding Bonds Debt Service Fund	2012B G.O. Refunding Bonds Debt Service
\$133,381.00	100-General Fund	706-Baker TIF Debt Service Fund	2012C G.O. Refunding Bonds Debt Service
\$256,106.50	304-Baker TIF Special Revenue Fund	706-Baker TIF Debt Service Fund	2012C G.O. Refunding Bonds Debt Service
\$ 57,750.00	100-General Fund	713-First Street TIF Debt Service Fund	2013A G.O. Refunding Bonds Debt Service
\$389,350.00	305-First Street TIF Special Revenue Fund	713-First Street TIF Debt Service Fund	2013A G.O. Refunding Bonds Debt Service

\$28,318.38	501-Capital Improvement Levy Fund	728-2013B G.O. Bonds Debt Service Fund (Various Capital Projects)	2013B G.O. Bonds Debt Service
\$179,945.43	513-Capital Projects Fund	728-2013B G.O. Bonds Debt Service Fund (Various Capital Projects)	2013B G.O. Bonds Debt Service
\$70,209.05	100-General Fund	729-2015A G.O. Bonds (Corporate Purpose)	2015A G.O. Bonds Corporate Purpose
TOTAL: \$6,714,615.54			

THIS IS TO CERTIFY THAT THE ABOVE TRANSFER RESOLUTION was adopted by the City Council of the City of St. Charles, Illinois, at the meeting held on the _____ day of _____, 2015.

Nancy L. Garrison, City Clerk

(SEAL)



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

AGENDA ITEM EXECUTIVE SUMMARY

Title:	Recommendation to Approve an Ordinance Amending Title 2 “Administration and Personnel” of the St. Charles Municipal Code – Various Revisions
Presenter:	Mark Koenen

Please check appropriate box:

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services (12.21.15)
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

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

Executive Summary:

This is a housekeeping ordinance to update some of the City elected positions and personnel in Title 2 “Administration and Personnel” of the St. Charles Municipal Code:

- Chapter 2.04 “City Council”
- Chapter 2.06 “City Clerk”
- Chapter 2.08 “City Treasurer”
- Chapter 2.10 “Appointive Officers”
- Chapter 2.12 “Officers and Employees”

Attachments: *(please list)*

Ordinance

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve an Ordinance Amending Title 2 “Administration and Personnel” of the St. Charles Municipal Code – Various Revisions.

<i>For office use only:</i>	<i>Agenda Item Number:</i> 4a
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City of St. Charles
Ordinance No. 2016-M-_____

**An Ordinance Amending Title 2 “Administrative and Personnel,”
Chapter 2.04 “City Council,” Chapter 2.06 “City Clerk,”
Chapter 2.08 “City Treasurer,” Chapter 2.10 “Appointive Officers,”
And Chapter 2.12 “Officers and Employees”
of the St. Charles Municipal Code**

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

SECTION ONE: That Title 2 “Administrative and Personnel,” Chapter 2.04 “City Council,” of the St. Charles Municipal Code, be and the same is hereby as follows:

2.04.030 Special meetings.

Special meetings of the council may be called by the mayor or three aldermen; provided, that a written notice of such meeting shall be given to each member of the council at least ~~twenty-four~~ forty-eight hours before the time set for the meeting; provided further, that in case all of the elected members of the council are present at any regular meeting, then the requirement of notice shall be unnecessary and shall be deemed waived. (Prior code § 2.103.)

2.04.040 Aldermen - Salary.

Each alderman that is elected and takes office on or after April 3, 2001, shall be paid a salary of One Hundred Seventy-Five and no/100ths (\$175.00) Dollars for each regular, special or adjourned Council meeting as required by law. ~~The current aldermen of the Council, and any others who shall complete the unexpired terms of current aldermen, shall serve out their remaining terms, after such date, at their current salary of One Hundred Fifty and no/100ths (\$150.00) Dollars for each regular, special or adjourned Council meeting. Until May 7, 2001, each alderman shall continue to receive the current salary of One Hundred Fifty and no/100ths (\$150.00) Dollars for each regular, special or adjourned Council meeting.~~

(Ord. 2000-M-91 § 1; Ord. 1996-M-68 § 2; Ord. 1990-M-56 § 1; Ord. 1987-M-28 § 1; Ord. 1982-M-45 § 1; Ord. 1977-M-1 § 1.)

2.04.110 Membership in committees.

The mayor with the advice and consent of the city council shall appoint the chairpersons of the standing and special committees. ~~The chairperson of each committee shall appoint the members of such committee with the advice and consent of the city council.~~ All standing committees shall consist of not less than ~~twelve~~ ten members ~~with at least one (1) from each ward.~~ elected to the city council. Each chairperson shall select a

vice-chairperson from the committee to act as chairperson. The chairperson of a committee shall serve for one year and may succeed to a term of no more than one additional year. (Ord. 1997-M-55 § 2; Ord. 1993-M-39 § 1; Ord. 1989-M-45 § 1; Ord. 1989-M-33 § 1; prior code § 2.110.)

2.04.140 Order of business at meetings.

The order of business at meetings of the city council shall be as follows:

- A. Call to order;
 - B. Invocation;
 - C. Pledge of Allegiance;
 - D. Roll call;
 - E. Omnibus Vote;
 - F. Presentation and approval of minutes of preceding meeting(s);
 - G. Monthly reports;
 - H. Old business;
 - I. New business;
 - J. Committee reports,
 - 1. Government Operations Committee,
 - 2. Government Services Committee,
 - 3. Planning and Development Committee,
 - 4. ~~Special Service Area Advisory Committee,~~
 - K. Additional items from mayor, council members or citizens;
 - L. Adjournment.
- (Ord. 1997-M-55 § 3; Ord. 1988-M-40 § 1; Ord. 1980-M-15 § 1.)

2.04.170 Addressing meetings.

~~No person other than the mayor or a member of the city council or other municipal officer or employee shall address that body at any regular or special meeting of the council except upon consent of a majority of the members present. (Prior code § 2.204.)~~ Delete in its entirety.

SECTION TWO: That Title 2 “Administrative and Personnel,” Chapter 2.06 “City Clerk,” of the St. Charles Municipal Code, be and the same is hereby as follows:

2.06.050 Money collected - Transfer to city treasurer.

The city clerk shall turn over all money received by him, on behalf of the city, to the ~~city treasurer~~ finance department, promptly on receipt of the same; and with such money he shall give a statement as to the source of it. (Prior code § 4.004.)

2.06.070 Recordkeeping.

In addition to the record of ordinances and other records which the clerk or delegate is required by statute to keep, *they* shall keep a register of all licenses and permits issued, and a record of the payment thereon; *they* shall keep a record showing all of the officers and regular employees of the city, and such other records as may be required by the council. *The format of these records is to be determined by the clerk or their delegate.* (Prior code § 4.006.)

2.06.120 Issuance of commissions.

~~The city clerk shall issue official commissions to be signed by the mayor and attested by him to all persons elected or appointed to a city office. Such commissions shall be delivered not later than five days following such election or appointment.~~
(Prior code § 4.013.) Deleted in its entirety.

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2.06.145 City Clerk - Salary.

The city clerk that is elected in the general municipal election on April 3, 2001, after taking office on May 6, 2001, shall be paid a salary of Four Thousand Five Hundred and no/100ths (\$4,500.00) Dollars per year for attendance at City Council meetings and the performance of other duties prescribed by statute and ordinance. ~~The current city clerk and any other city clerk who shall complete the unexpired term of the current city clerk shall serve out such remaining term at the current salary of Four Thousand and no/100ths (\$4,000.00) Dollars per year.~~
(Ord. 2000-M-90 § 1; Ord. 1996-M-68 § 3; Ord. 1989-M-8 § 1; Ord. 1987-M-27 § 1.)

SECTION THREE That Title 2 “Administrative and Personnel,” Chapter 2.08 “City Treasurer,” of the St. Charles Municipal Code, be and the same is hereby as follows:

2.08.090 City Treasurer - Salary.

The city treasurer that is elected in the general municipal election on April 3, 2001, and takes office on or after May 6, 2001, shall be paid a salary of One Thousand Eight Hundred and no/100ths (\$1,800.00) Dollars per year for attendance at City Council meetings and the performance of other duties prescribed by statute and ordinance. ~~The current city treasurer and any other city treasurer who shall complete the unexpired term of the current city treasurer shall serve out such remaining term at the current salary of One Thousand Five Hundred and no/100ths (\$1,500.00) Dollars per year.~~ (Ord. 2000-M-89 § 1; Ord. 1999-M-92 § 1.)

SECTION FOUR: That Title 2 “Administrative and Personnel,” Chapter 2.10 “Appointive Officers,” of the St. Charles Municipal Code, be and the same is hereby as follows:

2.10.170 Director of Finance - Responsibilities.

The director of finance is responsible for all aspects of administration, financial planning, directing and supervising of the accounting, finance, audits, investments, liability/property/~~health/life insurance~~, utility and miscellaneous billing and collection, and purchasing and inventory control. The person in this position shall also serve as the budget officer.
(Ord. 1997-M-88 § 4; Ord. 1983-M-7 § 1 (part); Ord. 1979-M-32 § 1 (part); Ord. 1977-M-24 § 1 (part); prior code § 6.301-3.)

SECTION FIVE: That Title 2 "Administrative and Personnel," Chapter 2.12 "Officers and Employees," of the St. Charles Municipal Code, be and the same is hereby as follows:

2.12.045 Appointment of Employees.

~~All employees other than appointed officers shall be appointed by the City Administrator.~~
(Ord. 2008-M-5 § 7.) Delete in its entirety.

2.12.100 Conservators of peace - Authority to make arrests.

The mayor, members of the city council, Building Commissioner, ~~City Health Officer,~~ as well as every member of the police department, are declared to be conservators of the peace with such powers to make arrests as are given to conservators of the peace by statute, except the Building Commissioner's authority is limited to those violations of ordinances of the city and criminal laws of the state or Illinois relating to zoning, building and plumbing, ~~and the City Health Officer's authority~~ is limited to those violations of ordinances of the city under Title 8, "Health and Safety" of the St. Charles Municipal Code. (Ord. 1984-M-13 § 3: prior code § 10.110.)

SECTION SIX: That after the adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form pursuant to the authority of the City 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.

SECTION SEVEN: This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of _____, 2016.

PASSED by the City Council of the City of St. Charles, Illinois this ____ day of _____, 2016.

APPROVED by the Mayor of the City of St. Charles, Illinois, this ____ day of _____, 2016.

Raymond P. Rogina, Mayor

ATTEST:

Ordinance 2016-M-____
Page 5

City Clerk

COUNCIL VOTE:

Ayes : _____

Nays : _____

Absent : _____

APPROVED AS TO FORM:

City Attorney

DATE: _____



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Presentation Update Regarding City's Financial Results for 2nd Quarter Ending October 31, 2015 – Information Only

Presenter: Christopher A. Minick
Finance Director

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (12/21/15)	<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 2nd quarter ending October 31, 2015 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 update regarding City's Financial Results for 2nd Quarter Ending October 31, 2015 – Information Only.

For office use only:

Agenda Item Number: 5a

November 25, 2015

October 2015 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. It is our goal to provide meaningful financial data in a format that is easy to read and understand. This 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 Mark Koenen.

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 14-15 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 2015 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 slightly above the revised budget by 0.6%. The City's largest revenue stream, sales and use tax, is above last year's amount by 2.1%. As of the midpoint of the fiscal year, it is currently trending slightly

above budget. Hotel tax revenues, income tax disbursements from the State of Illinois and alcohol tax are also above prior year amounts as well as budget through the month of October. Electric franchise fees are above last year's collections, mainly due to electric rate increases, while telecommunications tax revenues are below last year's results; however, both revenue sources are performing below budget expectations. Property tax collections are slightly ahead of where they were last year due to the timing of property tax disbursements from both Kane and DuPage counties. These timing differences will work themselves out as final tax disbursements are received. We anticipate collections will be right in line with budget.

Forecast expenditures through October are currently 2.0% below the revised budget. Personal services, commodities, contractual services and other operating expenses are all currently projected to be below the revised budget.

As of October 31, the General Fund is projected to end the year with a surplus of \$281,366. This compares to a projected deficit of \$484,336 when the budget was approved in April.

It is important to note that October results only reflect a portion of the "roll forward" of budgets for projects that were not completed during FY 14-15. These "roll forwards" will have a direct impact on the General Fund's projected surplus/deficit. In continuation of a new process implemented last fiscal year, roll forwards are being tracked and will be posted as necessary rather than automatically being rolled forward in May. The purpose of this process is to provide a more accurate level of anticipated expenditures and fiscal results during the entire year.

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

Electric Fund

Through October, electric sales are ahead of FY 14-15 year-to-date sales by approximately 3.0% but are trending below the revised budget by 2.8% for the fiscal year. The increase from the prior year is due to a rate increase that took effect in June 2015. The drop below budget is due to the relatively mild summer we have experienced, resulting in consumption levels below our budgeted expectations. As of October 31, total Expenses are projected to be below budgeted amounts by 2.2% for the year. The Contractual Services expense category is projected to be below budget by roughly \$861,130. This is due to Wholesale Power costs coming in below budgeted amounts through October, again due to the milder than normal temperatures we experienced this summer. Personal Services, Commodities, and Other Operating Expenses are also projected to be under budget at this point in time. These preliminary results indicate a projected surplus of \$1,203,196 for the fiscal year. This compares to a projected surplus of \$1,645,057 at the time the budget was approved. However, it should be noted that October results do not reflect all of the budget "roll forwards" for uncompleted projects from FY 14-15. These "roll forwards" will have a direct impact on the Electric Fund's

operating results. Some of these project roll forwards will be funded with prior bond proceeds as well as an internal borrowing that took place in a prior year.

Over the last decade, the City's electric consumption patterns have changed while 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. To that end, 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. These changes included increasing fixed monthly service charges for all classes of customer as well as changes to the non-summer rates.

These concepts have been incorporated into the City's rates every year since 2011, including the rate adjustments that were approved in April of 2015 and were effective beginning with June 2015 billings. We will continue to monitor and evaluate the impact of these adjustments and consumption patterns on the operating results for the Electric Fund. An update to the 2011 utility rate study has been included in the FY 15-16 budget for all three City utilities.

Water Fund

Water user charge revenue through the end of October is 7.3% higher than the same time frame last year, but is forecasted to be under budget by 4.1%, mainly due to the overall milder and wetter summer we have experienced. Operating expenses are currently projected to be slightly under budgeted amounts. It is currently projected that the Water Fund will end the year with a deficit of \$306,347, as compared to the original budgeted surplus of \$171,674. It should be noted that October results do not reflect all of the budget "roll forwards" for uncompleted projects from FY 14-15. These "roll forwards" will have a direct impact on the Water Fund's operating results. Some of these project roll forwards will be funded with prior bond proceeds as well as an internal borrowing that took place in a prior year.

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, including the construction of a third water tower as well as replacement of the North 5th Ave waterline. The rate adjustments approved in April of 2015 (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. An update to the 2011 utility rate study has been included in the FY 15-16 budget for all three City utilities.

Wastewater Fund

User charge revenue in the Wastewater Fund is higher than prior year to date by 5.9%. Total Wastewater expenses are projected to be essentially in line with budgeted amounts. Currently, the Wastewater Fund is projected to end the year with a deficit of \$664,805. This compares to a budgeted deficit of \$276,118 at the time the budget was approved. The additional deficit is due to the “roll forward” of encumbrances for goods and services that were not received or completed in FY 14-15 as well as revenues trending below budget projections for the fiscal year.

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. Significant capital projects, like the re-construction of the existing bio-solids building have recently been completed. The Wastewater Fund’s rate structure was again adjusted during April of 2015 (effective with June 2015 billings). An update to the 2011 utility rate study has been included in the FY 15-16 budget for all three City utilities.

City of St. Charles
Monthly Financial Report
October 31, 2015
General Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Incl/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Unaudited)
Revenues										
Property Taxes	\$ 12,534,572	\$ 12,499,081	\$ 12,259,421	98.1%	\$ 12,140,779	1.0%	\$ 12,499,081	\$ -	0.0%	\$ 12,413,313
Sales and Use Taxes	16,056,851	16,056,851	7,898,105	49.2%	7,733,634	2.1%	16,147,730	90,879	0.6%	15,904,920
State Income Tax	3,264,426	3,264,426	1,911,734	58.6%	1,658,449	15.3%	3,499,668	235,242	7.2%	3,229,295
Electric Franchise Fee	3,144,460	3,144,460	1,501,304	47.7%	1,454,030	3.3%	3,013,291	(131,169)	-4.2%	2,800,742
Hotel Tax	1,727,627	1,727,627	1,183,806	68.5%	997,060	18.7%	1,937,198	209,571	12.1%	1,768,106
Telecommunication Tax	1,135,000	1,135,000	497,120	43.8%	543,226	-8.5%	1,051,009	(83,991)	-7.4%	1,061,002
Alcohol Tax	1,055,312	1,055,312	542,008	51.4%	529,378	2.4%	1,060,230	4,918	0.5%	1,040,159
Other	2,848,836	2,856,339	1,285,536	45.0%	1,290,561	-0.4%	2,774,035	(82,304)	-2.9%	2,519,403
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Total Revenues	\$ 41,767,084	\$ 41,739,096	\$ 27,079,034	64.9%	\$ 26,347,117	2.8%	\$ 41,982,242	\$ 243,146	0.6%	\$ 40,736,940
Expenditures										
Personal Services	\$ 27,888,769	\$ 27,923,222	\$ 15,853,242	56.8%	\$ 15,611,532	1.5%	\$ 27,568,811	\$ (354,411)	-1.3%	\$ 26,152,030
Commodities	1,860,659	1,881,705	500,798	26.6%	1,034,754	-51.6%	1,760,453	(121,252)	-6.4%	1,695,342
Contractual	9,802,502	9,989,802	4,679,502	46.8%	4,274,319	9.5%	9,638,402	(351,400)	-3.5%	8,935,399
Other Operating Expenses	1,405,758	1,413,921	1,320,019	93.4%	1,270,419	3.9%	1,394,056	(19,865)	-1.4%	1,422,697
Departmental Allocations	(4,863,926)	(4,863,926)	(2,431,962)	50.0%	(2,371,428)	2.6%	(4,863,926)	-	0.0%	(4,742,856)
Capital	141,245	162,167	54,393	33.5%	98,343	-44.7%	162,167	-	0.0%	186,100
Debt Service	4,586	4,586	2,293	50.0%	2,293	0.0%	4,586	-	0.0%	4,586
Transfers Out	6,011,827	6,036,327	1,102,243	18.3%	1,298,540	-15.1%	6,036,327	-	0.0%	5,148,034
Total Expenditures	\$ 42,251,420	\$ 42,547,804	\$ 21,080,528	49.5%	\$ 21,218,772	-0.7%	\$ 41,700,876	\$ (846,928)	-2.0%	\$ 38,801,332
Surplus (Deficit)	\$ (484,336)	\$ (808,708)	\$ 5,998,506		\$ 5,128,345		\$ 281,366	\$ 1,090,074		\$ 1,935,608

City of St. Charles
Monthly Financial Report
October 31, 2015
Electric Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Unaudited)
Revenues										
User Charges	\$ 60,782,843	\$ 60,782,843	\$ 31,362,783	51.6%	\$ 30,460,364	3.0%	\$ 59,110,146	\$ (1,672,697)	-2.8%	\$ 57,927,200
Connection Charges	54,500	54,500	72,912	133.8%	46,179	57.9%	93,254	38,754	71.1%	71,120
MV/Equip/WC Reserve	406,053	406,053	406,053	100.0%	409,113	-0.7%	406,053	-	0.0%	409,113
Reimbursement for Projects	220,000	322,000	113,548	35.3%	180,275	-37.0%	302,507	(19,493)	-6.1%	359,974
Other Operating Revenues	339,651	339,652	265,697	78.2%	210,024	26.5%	440,976	101,324	29.8%	448,394
Bond Proceeds	2,100,000	2,100,000	-	0.0%	-	0.0%	2,100,000	-	0.0%	-
Non-Operating Revenue	61,664	61,664	61,664	0.0%	61,664	0.0%	61,664	-	0.0%	1,439,576
Transfers In	223,500	223,500	-	0.0%	-	0.0%	223,500	-	0.0%	252,656
Total Revenues	\$ 64,188,211	\$ 64,290,212	\$ 32,282,657	50.2%	\$ 31,367,619	2.9%	\$ 62,738,100	\$ (1,552,112)	-2.4%	\$ 60,908,033
Expenses										
Personal Services	\$ 3,795,651	\$ 3,818,920	\$ 2,070,856	54.2%	\$ 1,983,642	4.4%	\$ 3,815,442	\$ (3,478)	-0.1%	\$ 3,477,630
Commodities	330,922	325,040	107,905	33.2%	89,075	21.1%	273,500	(51,540)	-15.9%	213,539
Contractual	43,880,237	43,979,795	22,935,763	52.2%	22,626,924	1.4%	43,118,665	(861,130)	-2.0%	41,811,564
Other Operating Expenses	6,262,767	6,262,767	2,756,665	44.0%	2,799,723	-1.5%	5,789,327	(473,440)	-7.6%	5,322,855
Departmental Allocations	1,925,471	1,925,471	962,736	50.0%	934,134	3.1%	1,925,471	-	0.0%	1,866,268
Capital	4,791,250	5,055,643	757,573	15.0%	931,426	-18.7%	5,055,643	-	0.0%	2,402,744
Debt Service	1,059,610	1,059,610	160,451	15.1%	158,069	1.5%	1,059,610	-	0.0%	336,559
Transfers Out	497,246	497,246	49,232	9.9%	49,949	-1.4%	497,246	-	0.0%	444,994
Total Expenses	\$ 62,543,154	\$ 62,924,492	\$ 29,801,181	47.4%	\$ 29,572,942	0.8%	\$ 61,534,904	\$ (1,389,588)	-2.2%	\$ 55,878,153
Surplus (Deficit)	\$ 1,645,057	\$ 1,365,720	\$ 2,481,476		\$ 1,794,677		\$ 1,203,196	\$ (162,524)		\$ 5,029,880

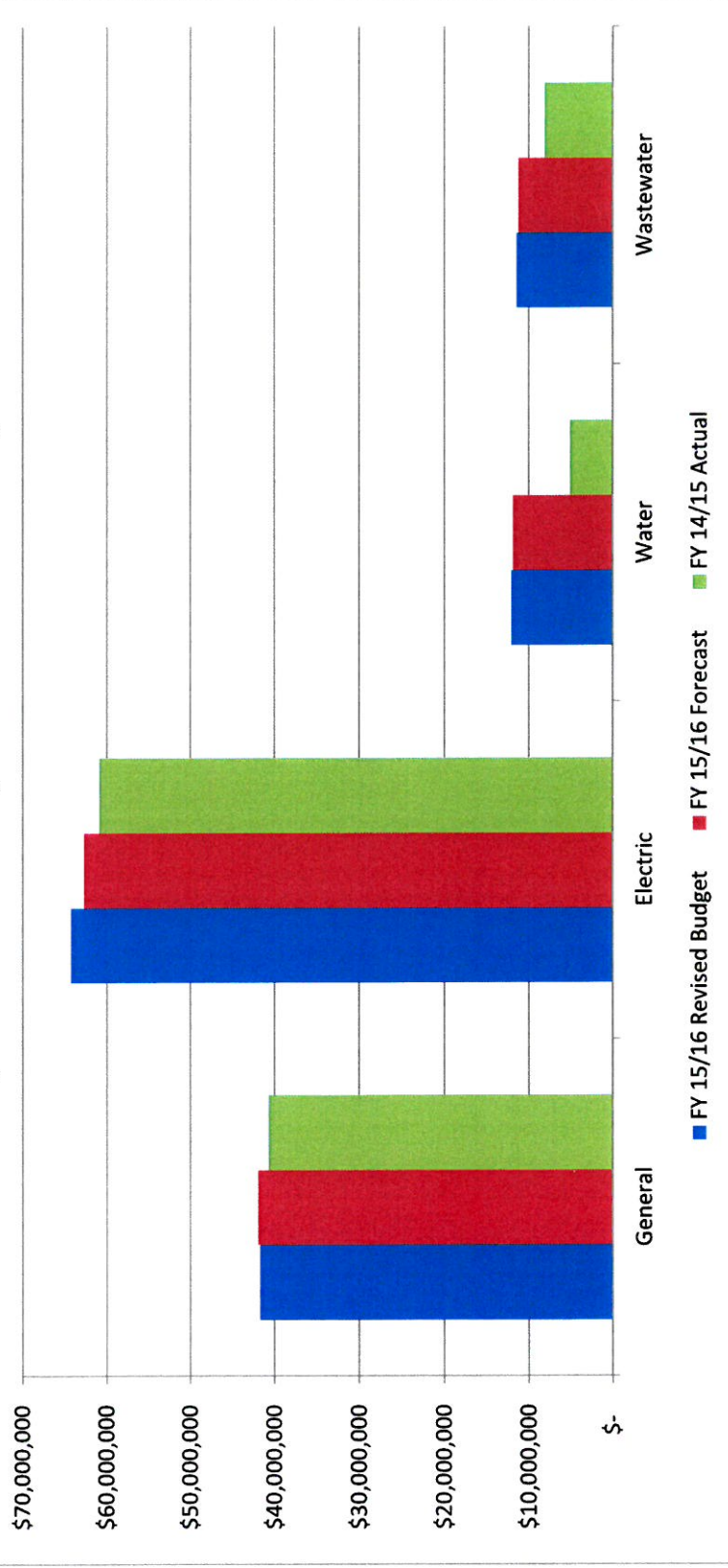
City of St. Charles
Monthly Financial Report
October 31, 2015
Water Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Unaudited)
Revenues										
User Charges	\$ 5,483,701	\$ 5,483,701	\$ 2,827,487	51.6%	\$ 2,636,146	7.3%	\$ 5,257,422	\$ (226,279)	-4.1%	\$ 4,733,634
Connection Charges	48,932	48,932	27,000	55.2%	16,400	64.6%	49,927	995	2.0%	33,400
MV/Equip/MC Reserve	134,206	134,206	134,206	100.0%	138,958	-3.4%	134,206	-	0.0%	138,958
Donations/Contributions	1,000	1,000	-	0.0%	-	0.0%	502	(498)	-49.8%	-
Bond Proceeds	798,000	6,239,624	1,245,925	20.0%	-	0.0%	6,239,624	-	0.0%	-
Other	182,882	182,882	139,701	76.4%	111,001	25.9%	212,975	30,093	16.5%	199,594
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Total Revenues	\$ 6,648,721	\$ 12,090,345	\$ 4,374,319	36.2%	\$ 2,902,505	50.7%	\$ 11,894,656	\$ (195,689)	-1.6%	\$ 5,105,586
Expenses										
Personal Services	\$ 1,447,063	\$ 1,449,728	\$ 763,719	52.7%	\$ 770,026	-0.8%	\$ 1,425,239	\$ (24,489)	-1.7%	\$ 1,347,599
Commodities	473,311	470,751	208,905	44.4%	218,083	-4.2%	430,561	(40,190)	-8.5%	413,791
Contractual	930,717	974,054	425,919	43.7%	371,350	14.7%	962,173	(11,881)	-1.2%	738,658
Other Operating Expenses	144,007	156,309	114,992	73.6%	130,246	-11.7%	152,540	(3,769)	-2.4%	210,026
Departmental Allocations	863,981	863,981	431,988	50.0%	419,106	3.1%	863,981	-	0.0%	838,212
Capital	1,521,850	7,270,391	1,792,179	24.7%	532,976	236.3%	7,270,391	-	0.0%	1,658,807
Debt Service	934,499	934,499	373,144	39.9%	376,090	-0.8%	934,499	-	0.0%	241,029
Transfers Out	161,619	161,619	16,613	10.3%	16,855	-1.4%	161,619	-	0.0%	147,956
Total Expenses	\$ 6,477,047	\$ 12,281,332	\$ 4,127,459	33.6%	\$ 2,834,732	45.6%	\$ 12,201,003	\$ (80,329)	-0.7%	\$ 5,596,078
Surplus (Deficit)	\$ 171,674	\$ (190,987)	\$ 246,860		\$ 67,773		\$ (306,347)	\$ (115,360)		\$ (490,492)

City of St. Charles
Monthly Financial Report
October 31, 2015
Wastewater Fund

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	FY 15-16 Original Budget	FY 15-16 Revised Budget	YTD Actual	YTD Actual vs Budget (%)	Prior YTD Actual	Inc/(Dec) from P/Y (%)	FY 15-16 Forecast	Forecast vs Revised Budget	Forecast vs Budget (%)	FY 14-15 Actual (Unaudited)
Revenues										
User Charges	\$ 8,493,905	\$ 8,493,905	\$ 4,121,954	48.5%	\$ 3,894,048	5.9%	\$ 8,225,208	\$ (268,697)	-3.2%	\$ 7,535,893
Connection Charges	59,051	59,051	37,192	63.0%	18,186	104.5%	68,121	9,070	15.4%	50,446
MV/Equip/WC Reserve	325,756	339,034	339,034	100.0%	297,370	14.0%	339,034	-	0.0%	297,370
Bond/IEPA Loan Proceeds	2,520,000	2,520,000	-	0.0%	1,028,229	0.0%	2,520,000	-	0.0%	-
Other	57,270	57,270	29,255	51.1%	16,684	75.3%	71,235	13,965	24.4%	88,688
Non-Operating Revenue	-	-	-	0.0%	-	0.0%	-	-	0.0%	179,400
Transfers In	-	-	-	0.0%	-	0.0%	-	-	0.0%	-
Total Revenues	\$ 11,455,982	\$ 11,469,260	\$ 4,527,435	39.5%	\$ 5,254,517	-13.8%	\$ 11,223,598	\$ (245,662)	-2.1%	\$ 8,151,797
Expenses										
Personal Services	\$ 2,037,182	\$ 2,037,182	\$ 1,184,002	58.1%	\$ 1,067,344	10.9%	\$ 2,096,947	\$ 59,765	2.9%	\$ 1,948,861
Commodities	279,406	288,878	115,911	40.1%	143,276	-19.1%	263,462	(25,416)	-8.8%	262,850
Contractual	2,337,421	2,329,279	964,547	41.4%	946,920	1.9%	2,257,455	(71,824)	-3.1%	1,849,700
Other Operating Expenses	266,235	279,513	262,697	94.0%	211,930	24.0%	282,464	2,951	1.1%	240,701
Departmental Allocations	1,291,051	1,291,051	645,528	50.0%	628,638	2.7%	1,291,051	-	0.0%	1,257,276
Capital	3,128,450	3,304,669	206,735	6.3%	1,650,781	-87.5%	3,304,669	-	0.0%	2,295,126
Debt Service	2,087,920	2,087,920	959,772	46.0%	685,745	40.0%	2,087,920	-	0.0%	518,980
Transfers Out	304,435	304,435	31,606	10.4%	32,066	-1.4%	304,435	-	0.0%	270,845
Total Expenses	\$ 11,732,100	\$ 11,922,927	\$ 4,370,798	36.7%	\$ 5,366,700	-18.6%	\$ 11,888,403	\$ (34,524)	-0.3%	\$ 8,644,339
Surplus (Deficit)	\$ (276,118)	\$ (453,667)	\$ 156,637		\$ (112,183)		\$ (664,805)	\$ (211,138)		\$ (492,542)

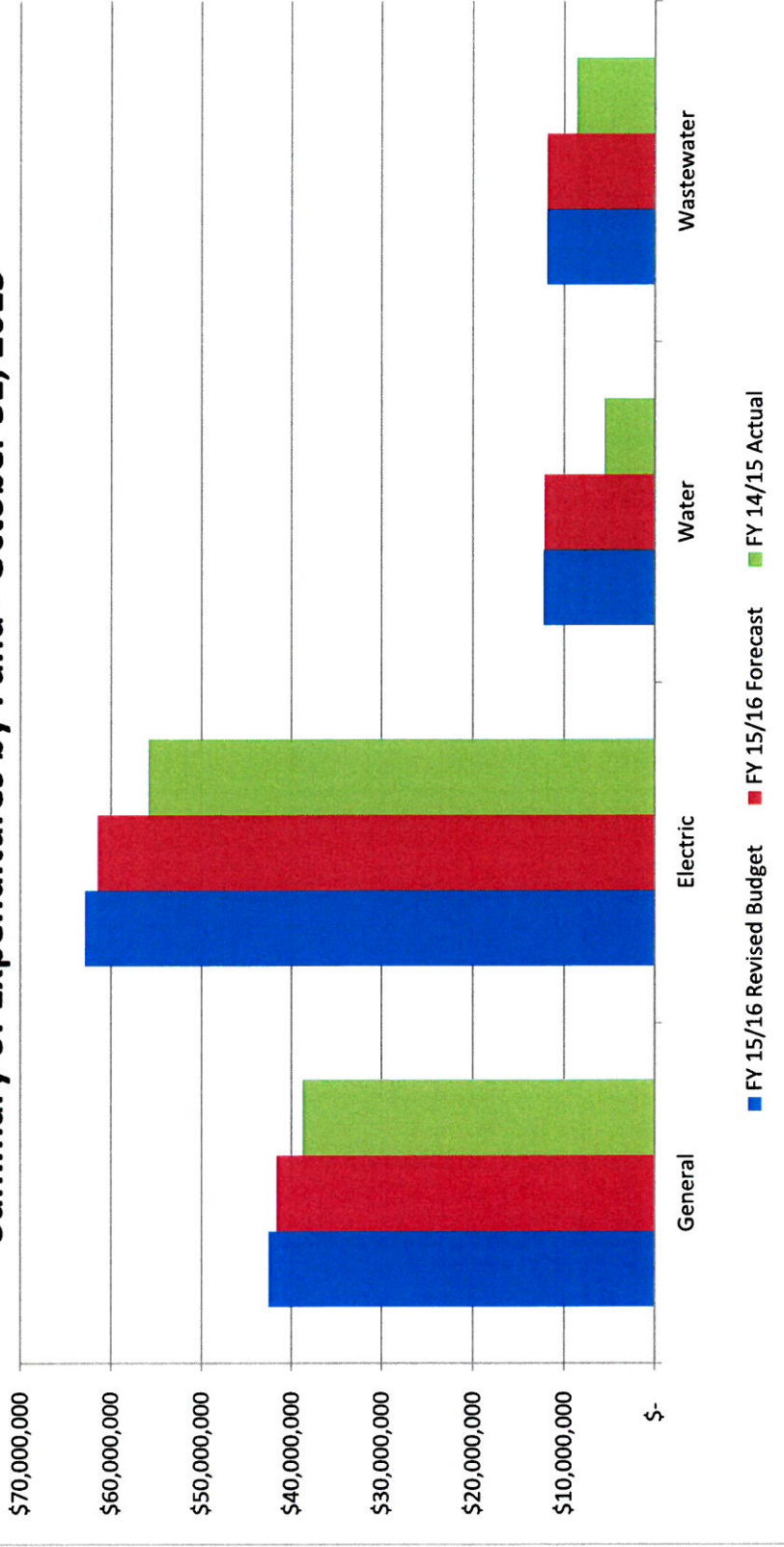
Summary of Revenues by Fund - October 31, 2015



Revenues

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
General	\$ 12,090,345	\$ 11,894,656	\$ 5,105,586
Electric	\$ 41,739,096	\$ 41,982,242	\$ 40,736,940
Water	\$ 11,469,260	\$ 11,223,598	\$ 8,151,797
Wastewater	\$ 12,090,345	\$ 11,894,656	\$ 5,105,586

Summary of Expenditures by Fund - October 31, 2015



Expenditures

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
General	\$ 42,547,804	\$ 41,700,876	\$ 38,801,332
Electric	\$ 62,924,492	\$ 61,534,904	\$ 55,878,153
Water	\$ 12,281,332	\$ 12,201,003	\$ 5,596,078
Wastewater	\$ 11,922,927	\$ 11,888,403	\$ 8,644,339

General Fund Top 7 Revenue Sources - As of October 31, 2015

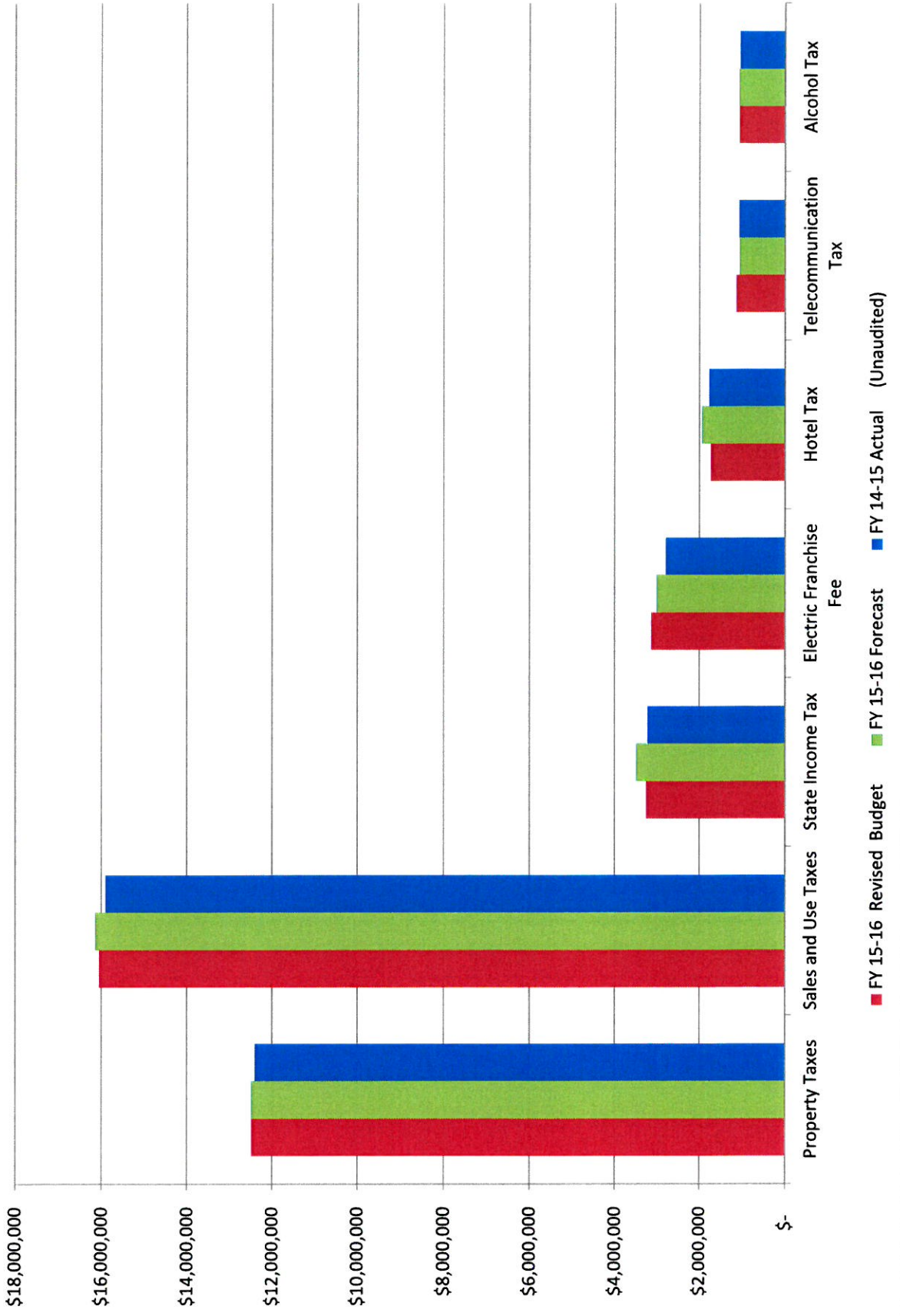
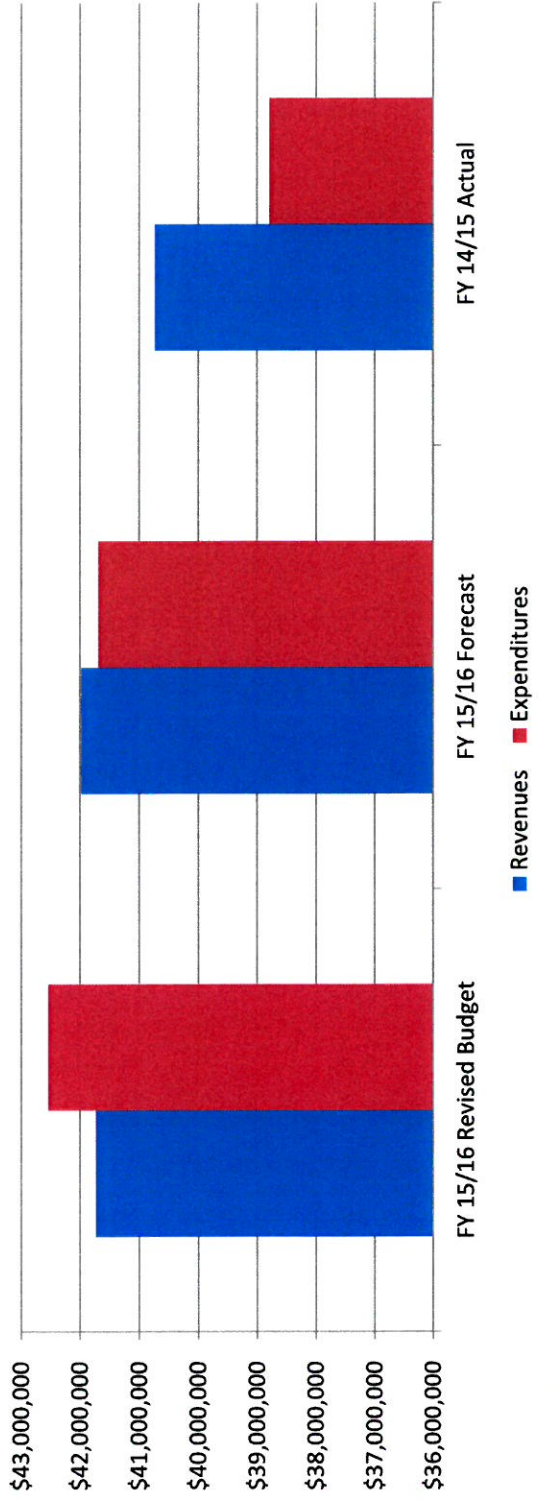


Chart 3

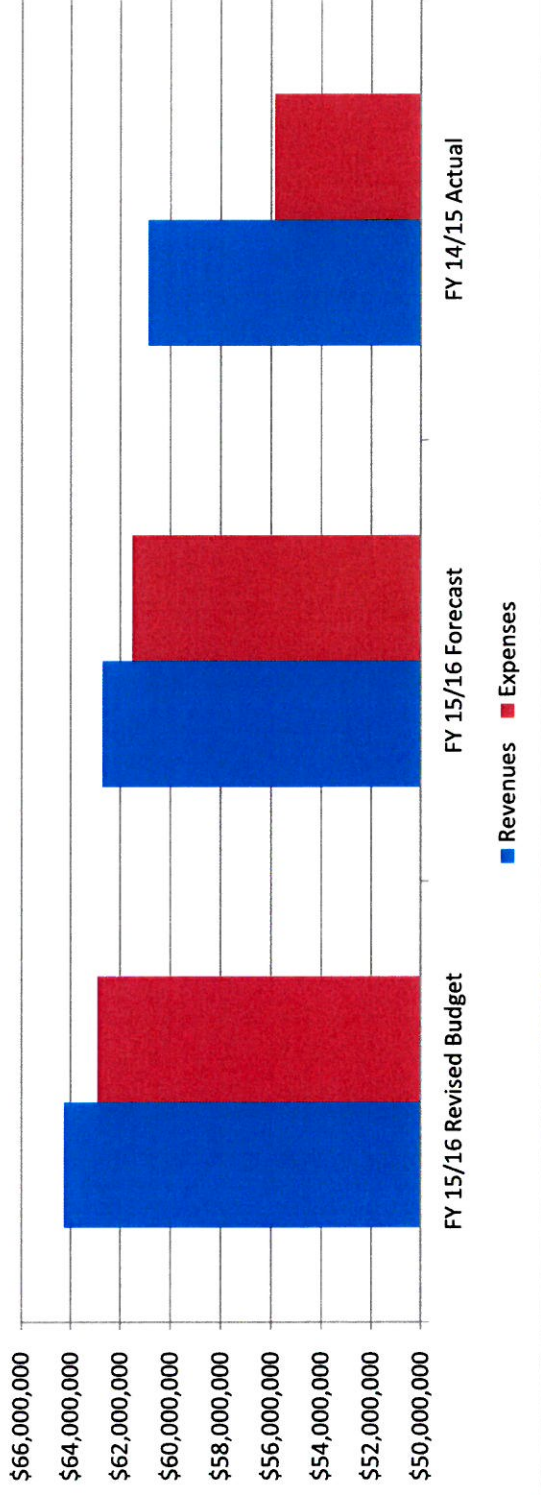
General Fund Revenues vs Expenditures - October 31, 2015



General Fund

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 41,739,096	\$ 41,982,242	\$ 40,736,940
Expenditures	\$ 42,547,804	\$ 41,700,876	\$ 38,801,332
Surplus/Deficit	\$ (808,708)	\$ 281,366	\$ 1,935,608

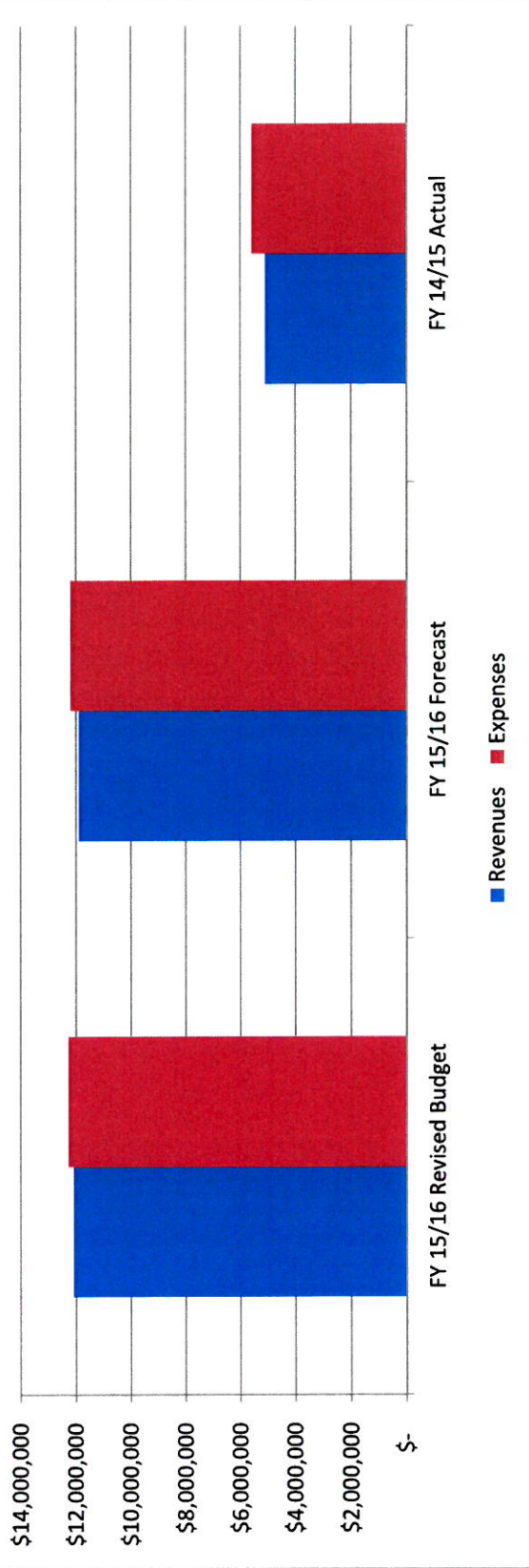
Electric Fund Revenues vs Expenses - October 31, 2015



Electric Fund

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 64,290,212	\$ 62,738,100	\$ 60,908,033
Expenses	<u>\$ 62,924,492</u>	<u>\$ 61,534,904</u>	<u>\$ 55,878,153</u>
Surplus/Deficit	\$ 1,365,720	\$ 1,203,196	\$ 5,029,880

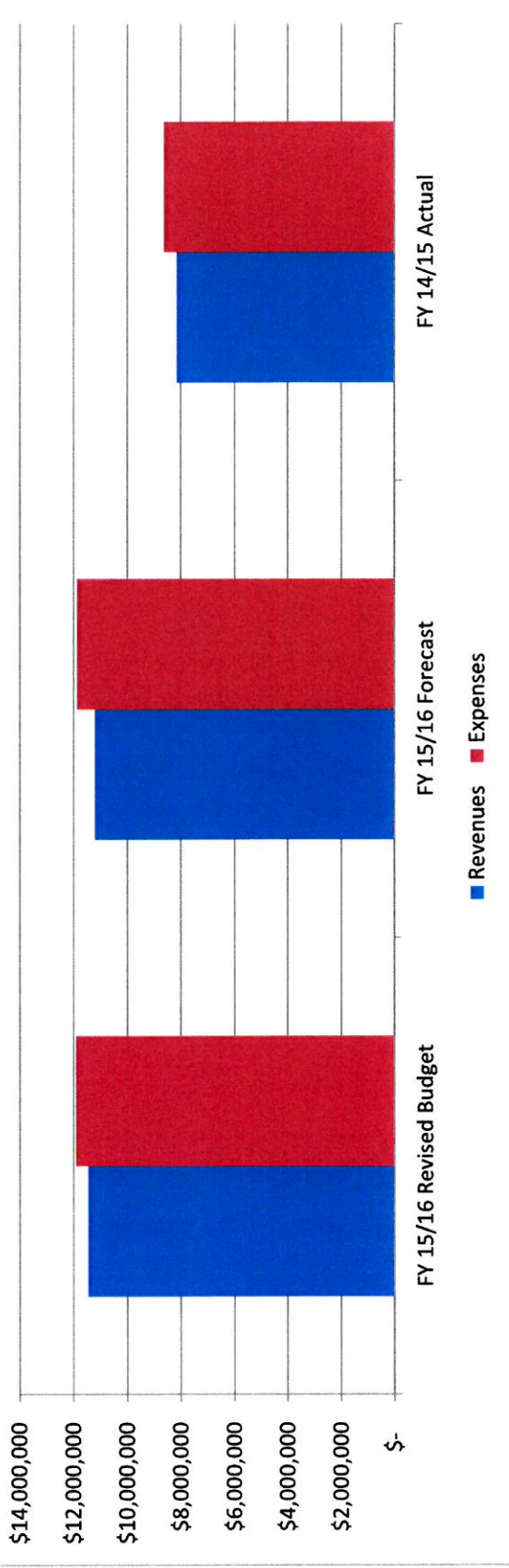
Water Fund Revenues vs Expenses - October 31, 2015



Water Fund

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 12,090,345	\$ 11,894,656	\$ 5,105,586
Expenses	\$ 12,281,332	\$ 12,201,003	\$ 5,596,078
Surplus/Deficit	\$ (190,987)	\$ (306,347)	\$ (490,492)

Wastewater Fund Revenues vs Expenses - October 31, 2015



Wastewater Fund

	FY 15/16 Revised Budget	FY 15/16 Forecast	FY 14/15 Actual
Revenues	\$ 11,469,260	\$ 11,223,598	\$ 8,151,797
Expenses	\$ 11,922,927	\$ 11,888,403	\$ 8,644,339
Surplus/Deficit	\$ (453,667)	\$ (664,805)	\$ (492,542)