

**AGENDA  
CITY OF ST. CHARLES  
GOVERNMENT OPERATIONS COMMITTEE  
ALD. MAUREEN LEWIS, CHAIR  
MONDAY, OCTOBER 7, 2019  
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**

**1. Call to Order**

**2. Roll Call**

**3. Omnibus Vote**

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

**4. Video Gaming Statistics August, 2019 – Information Only**

**5. Finance Department**

\*a. Budget Revisions – April, 2019

b. Recommendation to award a 5-year contract for procurement software to Negometrix.

c. Recommendation to accept the auditors reports for the fiscal year ending April 30, 2019, including the Comprehensive Annual Financial Report, Independent Auditor's Report Pursuant To Uniform Guidance, Management Letter, Pension Fund Reports, TIF Compliance Reports, and Sales Tax Revenue Bond Compliance Report.

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

**7. Executive Session**

- Personnel – 5 ILCS 120/2(c)(1)
- Pending Litigation – 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation – 5 ILCS 120/2(c)(11)
- Property Acquisition – 5 ILCS 120/2(c)(5)
- Collective Bargaining – 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes – 5 ILCS 120/2(c)(21)

**8. Adjournment**

***ADA Compliance***

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at [jmcmahon@stcharlesil.gov](mailto:jmcmahon@stcharlesil.gov).

Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 3a

Title:	Video Gaming Statistics – Information Only
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Presenter:	Jim Keegan, Chief of Police
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Meeting: Government Operations Committee

Date: October 7, 2019

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted: ☐**Executive Summary** *(if not budgeted please explain):*

Latest statistics on video gaming and what businesses have been approved by the state and city staff of the St. Charles Police Department, pending applications into the state for approval, and January 2012 – August 2019 report for St. Charles Video Gaming Revenue as of August, 2019.

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

Table – Current Licensed Video Gaming Establishments/Pending Applicants  
Illinois Gaming Board Video Gaming Report – January 2012 – August 2019  
Illinois Gaming Board Video Gaming Report - August 2019

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

None – For Information Only

**City of St. Charles**  
**Video Gaming Statistics**  
**August, 2019**

<b>LICENSED ESTABLISHMENTS</b>	<b>CORPORATION NAME</b>	<b>ADDRESS</b>	
<b>Alexanders Cafe</b>	Alexanders Café, Inc.	1650 W. Main St.	St. Charles
<b>Alibi Bar &amp; Grill</b>	Alibi Bar & Grill, Ltd.	12 N. 3rd St.	St. Charles
<b>Alley 64</b>	Alley 64, Inc.	212 W. Main St.	St. Charles
<b>Rookies</b>	BK & MM Ventures, LLC	1545 W. Main St.	St. Charles
<b>Crazy Fox</b>	Crazy Fox, LLC	104 E Main St	St. Charles
<b>Dawn's Beach Hut</b>	Dawn's Café, LTD	8 N Third St.	St. Charles
<b>Main Street Pub</b>	Main Street Pub	204 W Main St	St. Charles
<b>The Filling Station</b>	Health Nuts, Ltd.	300 W Main St.	St. Charles
<b>St. Charles Bowl</b>	LA Manson Corp.	2520 W Main St	St. Charles
<b>Second Street Bar &amp; Grill</b>	Mark VII Hospitality, Ltd.	221 S. 2nd Street	St. Charles
<b>Brown's Chicken</b>	NLHM, Inc.	1910 Lincoln Highway	St. Charles
<b>The Evergreen Pub &amp; Grill</b>	Northwoods Pub and Grill, LLC	1400 W Main St	St. Charles
<b>Riverside Pizza &amp; Pub</b>	Riverside Pizza, Inc.	102 E Main St	St. Charles
<b>Spotted Fox Ale House</b>	St. Charles Sports LLC	3615 E. Main St.	St. Charles
<b>Tap House Grill</b>	Tap House Grill St. Charles, LLC	3341 W Main St.	St. Charles
<b>St. Charles Moose Lodge 1368</b>	St Charles Moose Lodge 1368	2250 W Rt. 38	St. Charles
<b>PENDING ESTABLISHMENTS</b>	<b>CORPORATION NAME</b>	<b>ADDRESS</b>	
<b>Romano's</b>	Romano Mercato Italiano, Inc.	210 Cedar Street	St. Charles
<b>Yummy Place</b>	Yummy Place Burrito Los Asaderos, Inc.	2400 E. Main Street	St. Charles
<b>R House</b>	SCMC Enterprises, Inc.	214 W Main Street	St. Charles

**ILLINOIS GAMING BOARD  
VIDEO GAMING REPORT**

*St. Charles*

**August 2019**

9/15/2019

1:34 pm

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	Net Terminal Income	NTI Tax	State Share	Municipality Share
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$14,600.46	\$13,256.96	\$1,343.50	\$5,324.00	\$3,980.50	\$1,343.50	\$316.71	\$268.73	\$47.98
St. Charles	Alley 64, INC.	160702383	5	\$448,830.34	\$409,318.04	\$39,512.30	\$158,830.00	\$119,317.70	\$39,512.30	\$13,039.08	\$11,063.47	\$1,975.61
St. Charles	BK & MM VENTURES LLC	160702415	5	\$350,655.90	\$321,794.44	\$28,861.46	\$115,271.00	\$86,409.49	\$28,861.51	\$9,524.32	\$8,081.24	\$1,443.08
St. Charles	CRAZY FOX, LLC	170701805	4	\$143,803.00	\$129,672.19	\$14,130.81	\$45,550.00	\$31,419.19	\$14,130.81	\$4,663.19	\$3,956.65	\$706.54
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$18,530.55	\$17,790.05	\$740.50	\$7,154.00	\$6,413.87	\$740.13	\$244.22	\$207.21	\$37.01
St. Charles	HDF Entertainment, LLC	180702511	5	\$79,977.96	\$73,507.05	\$6,470.91	\$29,469.00	\$22,998.09	\$6,470.91	\$2,135.35	\$1,811.81	\$323.54
St. Charles	HEALTH NUTS, LTD.	180702391	5	\$95,281.01	\$88,010.37	\$7,270.64	\$36,017.00	\$28,746.28	\$7,270.72	\$2,399.32	\$2,035.78	\$363.54
St. Charles	L. A. MANSON CORPORATION	160703156	5	\$110,966.23	\$102,776.08	\$8,190.15	\$30,449.00	\$22,258.85	\$8,190.15	\$2,702.77	\$2,293.26	\$409.51
St. Charles	MARK VII HOSPITALITY LIMITED	170702225	5	\$651,963.55	\$599,683.28	\$52,280.27	\$168,476.00	\$116,195.73	\$52,280.27	\$17,252.52	\$14,638.50	\$2,614.02
St. Charles	NLHM Inc.	160702847	4	\$133,804.54	\$122,155.69	\$11,648.85	\$34,239.00	\$22,590.15	\$11,648.85	\$3,844.12	\$3,261.68	\$582.44
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$300,918.08	\$271,147.75	\$29,770.33	\$96,273.00	\$66,502.40	\$29,770.60	\$9,824.34	\$8,335.80	\$1,488.54
St. Charles	Riverside Pizza, Inc.	160702553	4	\$225,108.54	\$197,962.70	\$27,145.84	\$78,223.00	\$51,077.16	\$27,145.84	\$8,958.16	\$7,600.86	\$1,357.30
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$269,207.24	\$241,880.71	\$27,326.53	\$81,261.00	\$53,934.47	\$27,326.53	\$9,017.74	\$7,651.42	\$1,366.32
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$143,324.08	\$131,841.46	\$11,482.62	\$47,955.00	\$36,472.23	\$11,482.77	\$3,789.28	\$3,215.15	\$574.13
St. Charles	TAP HOUSE GRILL ST. CHARLES, LLC	170702248	5	\$207,799.72	\$190,730.49	\$17,069.23	\$64,128.00	\$47,058.62	\$17,069.38	\$5,632.93	\$4,779.46	\$853.47
REPORT TOTAL:		15 Establishments	69	\$3,194,771.20	\$2,911,527.26	\$283,243.94	\$998,619.00	\$715,374.73	\$283,244.27	\$93,344.05	\$79,201.02	\$14,143.03

**ILLINOIS GAMING BOARD  
VIDEO GAMING REPORT**

*St. Charles*

**January 2012 - August 2019**

9/15/2019

1:35 pm

Municipality	Establishment	License Number	VGT Count	VGT Wagering Activity			VGT Income			VGT Tax Distribution		
				Amount Played	Amount Won	Net Wagering Activity	Funds In	Funds Out	Net Terminal Income	NTI Tax	State Share	Municipality Share
St. Charles	A'Salute' Inc.	160702452	2	\$2,091,601.88	\$1,923,949.67	\$167,652.21	\$577,279.00	\$409,626.79	\$167,652.21	\$50,296.35	\$41,913.65	\$8,382.70
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$325,358.16	\$298,574.20	\$26,783.96	\$118,394.00	\$91,610.04	\$26,783.96	\$8,041.51	\$6,710.23	\$1,331.28
St. Charles	Alley 64, INC.	160702383	5	\$17,668,685.54	\$16,373,584.01	\$1,295,101.53	\$6,188,282.00	\$4,893,106.22	\$1,295,175.78	\$390,673.26	\$325,914.22	\$64,759.04
St. Charles	BK & MM VENTURES LLC	160702415	5	\$13,983,424.95	\$12,905,867.44	\$1,077,557.51	\$4,198,817.00	\$3,121,178.20	\$1,077,638.80	\$325,086.63	\$271,204.53	\$53,882.10
St. Charles	CRAZY FOX, LLC	170701805	4	\$1,284,975.60	\$1,154,888.36	\$130,087.24	\$417,068.00	\$286,980.76	\$130,087.24	\$39,641.11	\$33,136.71	\$6,504.40
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$828,065.66	\$757,025.53	\$71,040.13	\$263,831.00	\$192,789.52	\$71,041.48	\$21,402.70	\$17,850.55	\$3,552.15
St. Charles	DAWN'S VOODOO ROOM, LTD.	170702226	3	\$131,639.05	\$114,092.97	\$17,546.08	\$48,098.00	\$30,551.92	\$17,546.08	\$5,263.94	\$4,386.62	\$877.32
St. Charles	GOLREN ENTERPRISES, INC.	160703386	5	\$2,363,441.27	\$2,169,177.13	\$194,264.14	\$822,559.00	\$628,294.86	\$194,264.14	\$58,279.92	\$48,566.66	\$9,713.26
St. Charles	HDF Entertainment, LLC	180702511	5	\$339,756.58	\$306,748.88	\$33,007.70	\$135,295.00	\$102,287.30	\$33,007.70	\$10,290.59	\$8,640.19	\$1,650.40
St. Charles	HEALTH NUTS, LTD.	180702391	5	\$996,442.66	\$901,789.54	\$94,653.12	\$383,329.00	\$288,675.80	\$94,653.20	\$28,856.69	\$24,123.95	\$4,732.74
St. Charles	KILLOUGH LLC	160702650	4	\$323,128.13	\$297,527.05	\$25,601.08	\$127,669.00	\$102,067.92	\$25,601.08	\$7,680.48	\$6,400.40	\$1,280.08
St. Charles	L. A. MANSON CORPORATION	160703156	5	\$3,872,900.80	\$3,524,921.36	\$347,979.44	\$1,151,629.00	\$803,649.56	\$347,979.44	\$104,702.85	\$87,303.67	\$17,399.18
St. Charles	MARK VII HOSPITALITY LIMITED	170702225	5	\$9,493,534.57	\$8,786,897.46	\$706,637.11	\$2,787,959.00	\$2,081,297.39	\$706,661.61	\$214,830.19	\$179,496.99	\$35,333.20
St. Charles	NLHM Inc.	160702847	4	\$2,722,458.62	\$2,509,704.36	\$212,754.26	\$722,525.00	\$509,770.74	\$212,754.26	\$64,522.68	\$53,884.83	\$10,637.85
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$11,183,138.23	\$10,231,765.55	\$951,372.68	\$3,715,506.00	\$2,764,133.05	\$951,372.95	\$287,145.85	\$239,577.04	\$47,568.81
St. Charles	Panman, LLC	160703257	5	\$20,167.79	\$17,246.68	\$2,921.11	\$8,129.00	\$5,207.89	\$2,921.11	\$876.43	\$730.36	\$146.07
St. Charles	Pub 47 St Charles Inc.	180700422	5	\$451,127.23	\$407,893.79	\$43,233.44	\$150,077.00	\$106,843.56	\$43,233.44	\$12,970.29	\$10,808.58	\$2,161.71
St. Charles	Ram Restaurant Group Inc.,	180700820	5	\$332,529.45	\$302,216.78	\$30,312.67	\$121,311.00	\$90,998.02	\$30,312.98	\$9,094.21	\$7,578.51	\$1,515.70
St. Charles	Riverside Pizza, Inc.	160702553	4	\$5,438,457.27	\$4,995,630.17	\$442,827.10	\$1,855,623.00	\$1,412,566.84	\$443,056.16	\$134,240.57	\$112,087.67	\$22,152.90
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$8,096,491.33	\$7,481,661.22	\$614,830.11	\$2,366,518.00	\$1,751,686.89	\$614,831.11	\$186,028.71	\$155,287.05	\$30,741.66
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$5,352,215.51	\$4,859,966.60	\$492,248.91	\$1,807,191.00	\$1,314,941.94	\$492,249.06	\$148,423.51	\$123,810.80	\$24,612.71
St. Charles	TAP HOUSE GRILL ST. CHARLES, LLC	170702248	5	\$3,052,265.06	\$2,822,458.91	\$229,806.15	\$950,471.00	\$720,664.70	\$229,806.30	\$70,119.62	\$58,629.17	\$11,490.45
REPORT TOTAL:		22 Establishments	98	\$90,351,805.34	\$83,143,587.66	\$7,208,217.68	\$28,917,560.00	\$21,708,929.91	\$7,208,630.09	\$2,178,468.09	\$1,818,042.38	\$360,425.71

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: \*5a

Title:	Budget Revisions for the City of St. Charles – April, 2019
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Presenter:	Chris Minick, Finance Director
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Meeting: Government Operations Committee

Date: October 7, 2019

Proposed Cost: \$ -0-

Budgeted Amount:

Not Budgeted: ☐**Executive Summary** *(if not budgeted please explain):*

April, 2019 listing of monthly budget revisions for the City of St. Charles.

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

Budget Revisions –April, 2019

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

Budget Revisions for the City of St. Charles – April, 2019

## CITY OF ST. CHARLES

### Budget Revision Listing

**April 2019**

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	191	100	1000	2019	12	04/01/2019	100402	51401	\$ 139.00	Conference costs
Budget Transfer	191	100	1000	2019	12	04/01/2019	100402	51300	\$ (139.00)	Conference costs
	191 Total								\$ -	
Budget Transfer	192	100	1000	2019	12	04/02/2019	802210	55105	\$ 1,500.00	To cover retiree dental claims
Budget Transfer	192	100	1000	2019	12	04/02/2019	802210	55104	\$ (1,500.00)	To cover retiree dental claims
	192 Total								\$ -	
Budget Transfer	193	100	1000	2019	12	04/02/2019	100220	51401	\$ (609.00)	Legal
Budget Transfer	193	100	1000	2019	12	04/02/2019	100220	54110	\$ 609.00	Legal
	193 Total								\$ -	
Budget Transfer	194	100	1000	2019	12	04/03/2019	513500	56101	\$ (10,980.00)	Transfer fund to CP5108
Budget Transfer	194	100	1000	2019	12	04/03/2019	513500	56101	\$ 10,980.00	Transfer fund to CP5108
Budget Transfer	194	100	1000	2019	12	04/03/2019	100603	54150	\$ (900.00)	Legal Fees
Budget Transfer	194	100	1000	2019	12	04/03/2019	100603	54110	\$ 900.00	Legal Fees
	194 Total								\$ -	
Budget Addition	195	100	1000	2019	12	04/03/2019	513500	56101	\$ 57,826.00	DCEO Grant Funds for CP5108
Budget Addition	195	100	1000	2019	12	04/03/2019	513999	44211	\$ (57,826.00)	DCEO Grant Funds for CP5108
	195 Total								\$ -	
Budget Transfer	196	100	1000	2019	12	04/03/2019	100210	51300	\$ (390.00)	Annual membership
Budget Transfer	196	100	1000	2019	12	04/03/2019	100210	51304	\$ 390.00	Annual membership
Budget Transfer	196	100	1000	2019	12	04/03/2019	100210	52204	\$ (25.00)	Emergency supplies
Budget Transfer	196	100	1000	2019	12	04/03/2019	100210	52305	\$ 25.00	Emergency supplies
Budget Transfer	196	100	1000	2019	12	04/03/2019	100400	54160	\$ (500.00)	Uniforms
Budget Transfer	196	100	1000	2019	12	04/03/2019	100401	51601	\$ 500.00	Uniforms
	196 Total								\$ -	
Budget Transfer	197	100	1000	2019	12	04/04/2019	100400	54160	\$ (1,500.00)	Attorney Fees
Budget Transfer	197	100	1000	2019	12	04/04/2019	100400	54110	\$ 1,500.00	Attorney Fees
Budget Transfer	197	100	1000	2019	12	04/04/2019	100300	52001	\$ (62.00)	Background Checks
Budget Transfer	197	100	1000	2019	12	04/04/2019	100300	54142	\$ 62.00	Background Checks
	197 Total								\$ -	
Budget Addition	198	100	1000	2019	12	04/04/2019	220552	55180	\$ 403.00	Sewer backup damage costs
Budget Addition	198	100	1000	2019	12	04/04/2019	220900	31199	\$ (403.00)	Sewer backup damage costs
	198 Total								\$ -	
Budget Transfer	199	100	1000	2019	12	04/05/2019	100221	52000	\$ 250.00	Stationary purchase
Budget Transfer	199	100	1000	2019	12	04/05/2019	100221	55401	\$ (250.00)	Stationary purchase
	199 Total								\$ -	
Budget Transfer	200	100	1000	2019	12	04/05/2019	100200	56004	\$ (3,795.00)	Transfer to activity IS1005
Budget Transfer	200	100	1000	2019	12	04/05/2019	100200	56004	\$ 3,795.00	Transfer to activity IS1005
	200 Total								\$ -	
Budget Transfer	201	100	1000	2019	12	04/08/2019	803400	55150	\$ (58,857.00)	Claim funding
Budget Transfer	201	100	1000	2019	12	04/08/2019	803400	55152	\$ 40,000.00	Claim funding
Budget Transfer	201	100	1000	2019	12	04/08/2019	803400	54110	\$ 18,857.00	Claim funding
	201 Total								\$ -	





## CITY OF ST. CHARLES

### Budget Revision Listing

**April 2019**

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Transfer	213	100	1000	2019	12	04/22/2019	802210	55100	\$ (10,000.00)	To cover EE dental claims
Budget Transfer	213	100	1000	2019	12	04/22/2019	802210	55101	\$ 10,000.00	To cover EE dental claims
	<b>213 Total</b>								\$ -	
Budget Transfer	214	100	1000	2019	12	04/24/2019	220552	52314	\$ (500.00)	Postage expenses
Budget Transfer	214	100	1000	2019	12	04/24/2019	220552	54500	\$ 500.00	Postage expenses
	<b>214 Total</b>								\$ -	
Budget Transfer	215	100	1000	2019	12	04/29/2019	100510	51304	\$ (41.00)	To cover petty cash voucher
Budget Transfer	215	100	1000	2019	12	04/29/2019	100510	52000	\$ 16.00	To cover petty cash voucher
Budget Transfer	215	100	1000	2019	12	04/29/2019	100510	52100	\$ 25.00	To cover petty cash voucher
	<b>215 Total</b>								\$ -	
Budget Transfer	216	100	1000	2019	12	04/29/2019	100300	52001	\$ (673.00)	Towing charges
Budget Transfer	216	100	1000	2019	12	04/29/2019	100300	54353	\$ 673.00	Towing charges
	<b>216 Total</b>								\$ -	
Budget Transfer	217	100	1000	2019	12	04/30/2019	220551	54306	\$ (124.00)	To cover Com-Ed bill
Budget Transfer	217	100	1000	2019	12	04/30/2019	220551	54015	\$ 124.00	To cover Com-Ed bill
	<b>217 Total</b>								\$ -	
Budget Addition	218	100	1000	2019	12	05/01/2019	803300	55180	\$ 4,418.00	Damage claim
Budget Addition	218	100	1000	2019	12	05/01/2019	803300	55151	\$ 68,888.00	WC payments
Budget Addition	218	100	1000	2019	12	05/01/2019	803300	55152	\$ 50,496.00	WC payments
Budget Addition	218	100	1000	2019	12	05/01/2019	803900	31199	\$ (123,802.00)	Needed funding
	<b>218 Total</b>								\$ -	
Budget Addition	219	100	1000	2019	12	05/02/2019	100999	44204	\$ (44,905.00)	NCNTF Grant Pass Through
Budget Addition	219	100	1000	2019	12	05/02/2019	100300	54646	\$ 44,905.00	NCNTF Grant Pass Through
	<b>219 Total</b>								\$ -	
Budget Transfer	220	100	1000	2019	12	05/02/2019	100221	52001	\$ 151.00	Adobe license
Budget Transfer	220	100	1000	2019	12	05/02/2019	100221	54531	\$ (51.00)	Adobe license
Budget Transfer	220	100	1000	2019	12	05/02/2019	100221	52002	\$ (100.00)	Adobe license
Budget Transfer	220	100	1000	2019	12	05/02/2019	100221	51300	\$ 75.00	GLUG Conference
Budget Transfer	220	100	1000	2019	12	05/02/2019	100221	54531	\$ (75.00)	GLUG Conference
	<b>220 Total</b>								\$ -	
Budget Transfer	221	100	1000	2019	12	05/07/2019	100400	54160	\$ (600.00)	For employee testing
Budget Transfer	221	100	1000	2019	12	05/07/2019	100400	51501	\$ 600.00	For employee testing
	<b>221 Total</b>								\$ -	
Budget Transfer	222	100	1000	2019	12	05/09/2019	100121	52319	\$ (1,000.00)	For Legal Fees
Budget Transfer	222	100	1000	2019	12	05/09/2019	100121	54110	\$ 1,000.00	For Legal Fees
	<b>222 Total</b>								\$ -	
Budget Transfer	223	100	1000	2019	12	05/09/2019	100603	54150	\$ (2,813.00)	To cover legal fees
Budget Transfer	223	100	1000	2019	12	05/09/2019	100603	54110	\$ 2,813.00	To cover legal fees
	<b>223 Total</b>								\$ -	
Budget Addition	224	100	1000	2019	12	05/09/2019	507663	54110	\$ 225.00	To cover legal fees
Budget Addition	224	100	1000	2019	12	05/09/2019	507900	31199	\$ (225.00)	To cover legal

**CITY OF ST. CHARLES**  
**Budget Revision Listing**

**April 2019**

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Addition	225	100	1000	2019	12	05/10/2019	200521	51205	\$ 7,686.00	For Unemployment Comp
Budget Addition	225	100	1000	2019	12	05/10/2019	200900	31199	\$ (7,686.00)	For Unemployment Comp
Budget Addition	225	100	1000	2019	12	05/10/2019	100500	51205	\$ 4,128.00	For Unemployment Comp
Budget Addition	225	100	1000	2019	12	05/10/2019	100900	31199	\$ (4,128.00)	For Unemployment Comp
<b>225 Total</b>									\$ -	
Budget Transfer	226	100	1000	2019	12	05/13/2019	803400	54110	\$ 1,159.00	Legal work related to claims
Budget Transfer	226	100	1000	2019	12	05/13/2019	803400	55150	\$ (1,159.00)	Legal work related to claims
Budget Transfer	226	100	1000	2019	12	05/13/2019	803110	54110	\$ 1,500.00	Legal work related to claims
Budget Transfer	226	100	1000	2019	12	05/13/2019	803110	54360	\$ (1,500.00)	Legal work related to claims
<b>226 Total</b>									\$ -	
Budget Transfer	227	100	1000	2019	12	05/16/2019	100220	54110	\$ 2,040.00	Legal Fees
Budget Transfer	227	100	1000	2019	12	05/16/2019	100220	51300	\$ (1,300.00)	Legal Fees
Budget Transfer	227	100	1000	2019	12	05/16/2019	100220	54530	\$ (700.00)	Legal Fees
Budget Transfer	227	100	1000	2019	12	05/16/2019	100220	52000	\$ (40.00)	Legal Fees
Budget Transfer	227	100	1000	2019	12	05/16/2019	100300	52901	\$ (44.00)	Lab Supplies
Budget Transfer	227	100	1000	2019	12	05/16/2019	100300	52902	\$ 44.00	Lab Supplies
Budget Transfer	227	100	1000	2019	12	05/16/2019	100121	54150	\$ (81.00)	Supplies
Budget Transfer	227	100	1000	2019	12	05/16/2019	100121	52319	\$ 81.00	Supplies
<b>227 Total</b>									\$ -	
Budget Transfer	228	100	1000	2019	12	05/21/2019	732800	49100	\$ 115,007.00	Adj D/S Transfer
Budget Transfer	228	100	1000	2019	12	05/21/2019	732800	49210	\$ (56,142.00)	Adj D/S Transfer
Budget Transfer	228	100	1000	2019	12	05/21/2019	732800	49220	\$ (58,865.00)	Adj D/S Transfer
Budget Transfer	228	100	1000	2019	12	05/21/2019	210800	57107	\$ (56,142.00)	Adj D/S Transfer
Budget Transfer	228	100	1000	2019	12	05/21/2019	210800	57112	\$ 56,142.00	Adj D/S Transfer
Budget Transfer	228	100	1000	2019	12	05/21/2019	220800	57107	\$ (58,865.00)	Adj D/S Transfer
Budget Transfer	228	100	1000	2019	12	05/21/2019	220800	57112	\$ 58,865.00	Adj D/S Transfer
<b>228 Total</b>									\$ -	
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100110	55239	\$ (1,456.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100111	55239	\$ (388.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100120	55239	\$ (566.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100121	55239	\$ (2,340.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100200	55239	\$ (85,995.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100210	55239	\$ (7,002.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100220	55239	\$ (6,797.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100221	55239	\$ (637.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100222	55239	\$ (3,035.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100300	55239	\$ (76,276.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100400	55239	\$ (8,047.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100401	55239	\$ (55,234.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100402	55239	\$ (3,172.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100500	55239	\$ (10,692.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100510	55239	\$ (7,100.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100600	55239	\$ (2,492.00)	Contra-Replac Adj (Audit)

## CITY OF ST. CHARLES

### Budget Revision Listing

**April 2019**

JE TYPE	JE #	BUDGET #	COMPANY	FISCAL YEAR	PERIOD	DATE	ACCT-UNIT	ACCOUNT	AMOUNT	DESCRIPTION
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100603	55239	\$ (6,978.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100604	55239	\$ (4,042.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100650	55239	\$ (1,470.00)	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	100800	57303	\$ 283,719.00	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	520999	47520	\$ 283,719.00	Contra-Replac Adj (Audit)
Budget Adjustment	229	100	1000	2019	12	05/21/2019	520800	49100	\$ (283,719.00)	Contra-Replac Adj (Audit)
229 Total									\$ -	
Budget Transfer	230	100	1000	2019	12	05/22/2019	100800	57307	\$ 3,000,000.00	Transfer Reserves for PD BLDG
Budget Transfer	230	100	1000	2019	12	05/22/2019	100900	31199	\$ (3,000,000.00)	Transfer Reserves for PD BLDG
Budget Transfer	230	100	1000	2019	12	05/22/2019	521800	49100	\$ (3,000,000.00)	Transfer Reserves for PD BLDG
Budget Transfer	230	100	1000	2019	12	05/22/2019	521900	31199	\$ 3,000,000.00	Transfer Reserves for PD BLDG
230 Total									\$ -	
Budget Transfer	231	100	1000	2019	12	05/23/2019	802210	54170	\$ 13,000.00	Administrative Fees
Budget Transfer	231	100	1000	2019	12	05/23/2019	802210	54362	\$ (13,000.00)	Administrative Fees
231 Total									\$ -	
Budget Transfer	232	100	1000	2019	12	05/28/2019	100510	54001	\$ 180.00	Funding shortage
Budget Transfer	232	100	1000	2019	12	05/28/2019	100510	51304	\$ (180.00)	Funding shortage
232 Total									\$ -	
Budget Transfer	233	100	1000	2019	12	05/29/2019	513501	56101	\$ (260,881.00)	Funding for Police Station
Budget Transfer	233	100	1000	2019	12	05/29/2019	513900	31199	\$ 260,881.00	Funding for Police Station
Budget Transfer	233	100	1000	2019	12	05/29/2019	521300	56150	\$ 260,881.00	Funding for Police Station
Budget Transfer	233	100	1000	2019	12	05/29/2019	521900	31199	\$ (260,881.00)	Funding for Police Station
233 Total									\$ -	
Budget Transfer	234	100	1000	2019	12	05/30/2019	100124	54620	\$ 3,200.00	Visitor Bureau Funding
Budget Transfer	234	100	1000	2019	12	05/30/2019	100124	54621	\$ (3,200.00)	Visitor Bureau Funding
234 Total									\$ -	
Budget Transfer	235	100	1000	2019	12	05/30/2019	210541	54308	\$ (2,400.00)	Emergency Repair work
Budget Transfer	235	100	1000	2019	12	05/30/2019	210541	54456	\$ 2,400.00	Emergency Repair work
Budget Transfer	235	100	1000	2019	12	05/30/2019	100300	52319	\$ (1,217.00)	Uniform expenditures
Budget Transfer	235	100	1000	2019	12	05/30/2019	100300	51601	\$ 1,217.00	Uniform expenditures
Budget Transfer	235	100	1000	2019	12	05/30/2019	100300	54353	\$ 673.00	Towing fees
Budget Transfer	235	100	1000	2019	12	05/30/2019	100300	52310	\$ (673.00)	Towing fees
235 Total									\$ -	
Budget Transfer	236	100	1000	2019	12	05/30/2019	220552	54312	\$ 18,913.00	Sewer Lining Project
Budget Transfer	236	100	1000	2019	12	05/30/2019	220552	54314	\$ (8,913.00)	Sewer Lining Project
Budget Transfer	236	100	1000	2019	12	05/30/2019	220552	54465	\$ (10,000.00)	Sewer Lining Project
236 Total									\$ -	
Budget Transfer	237	100	1000	2019	12	05/31/2019	100130	54141	\$ 4,000.00	Fire Testing
Budget Transfer	237	100	1000	2019	12	05/31/2019	100130	54140	\$ (4,000.00)	Fire Testing
Budget Transfer	237	100	1000	2019	12	05/31/2019	100300	51601	\$ 2,321.00	Uniforms
Budget Transfer	237	100	1000	2019	12	05/31/2019	100300	51400	\$ (2,321.00)	Uniforms
237 Total									\$ -	

## CITY OF ST. CHARLES

### Budget Revision Listing

**April 2019**

[illegible]

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

Chairman, Government Operations Committee

Date \_\_\_\_\_

Vice Chairman, Government Operations Committee

Date \_\_\_\_\_

Finance Director

Date \_\_\_\_\_

Exceptions:

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**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5b

Title:

**Recommendation to Award a 5 year Contract for Procurement Software to Negometrix**

Presenter:

Joan M Schouten; Procurement Division Manager

Meeting: Government Operations Committee

Date: October 7, 2019

Proposed Cost:

\$8,200/yr x5yrs = \$41,000 contract

Budgeted Amount: \$17,500 FY19/20

and \$92,500 for 5 years thru April 2024

Not Budgeted:

☐**Executive Summary** (if not budgeted please explain):

St Charles has recently committed to revitalizing their purchasing process. The loudest requests from stakeholders have been the need for: consistency of processes, clarity of thresholds, and a means to assure the continued use of quality vendors.

Trends in government procurement include: the recognition of Best Value Purchasing (replacing low bid), an increase in cooperative procurement (soliciting for more than 1 agency), increased transparency (visibility) and promoting sustainability (consideration of the economic, environmental and social impacts of the procurement).

Procurement/Contract Management software is the instrument that will position the city to deliver in all these areas. Software facilitates the implementation of strategy and provides a means to audit procedures and measure progress. The new Procurement policy will standardize processes across city departments and thresholds. Software will provide the quantitative tools to track Best Value, provide the planning and outreach to promote cooperative procurement, and increase transparency while providing a means to enhance economic analysis, reduce paper, and track key quality indicators. Additionally, procurement software will promote fair, impartial and ethical sourcing.

A survey of professional peers was conducted through the NIGP (The Institute for Public Procurement) national, state, and local list servers. Nine (9) stock software platforms were identified. A list of desired functionality was developed. The optimal solution, if available, is the required functionality integrated in a single, proven platform that has been in use over the years.

A formal RFP was published. Notices were sent to all 9 firms as well as posted on 2 government broadcast sites. Four submittals were received. Three were invited to demonstrate. Two were considered finalists and scrutinized for functionality.

The city's clear desire for a well proven integrated system with specified functionality was best demonstrated by Negometrix. Negometrix has built their business for the future of government procurement - intentionally designing one holistic integrated system with a focus on driving best value procurement. Their integrated modules have been in use since 2015 and their references utilized modules demonstrating a seamless progression. Intended to be a paperless process, and equipped with supportive planning tools, vendor quality/Best Value is emphasized throughout the process more than price.

While cost was not a criterion for evaluation, the cost for Negometrix is **39%** of the cost of its nearest competitor.

**Attachments** (please list):

Memo from Joan M Schouten, Procurement Division Manager to Chris Minick, Finance Director detailing the solicitation process, required functionality and the conclusions from the evaluation.

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

Recommendation to Award a 5 year Contract for Procurement Software to Negometrix in the amount of \$41,000.



Date: July 25, 2019  
To: Chris Minick Director Finance  
From: Joan M. Schouten Procurement Division Manager  
CC: Chris Adesso Assistant Director Public Works  
Mike Drake Senior Systems Analyst

**Re: Recommendation to Award a 5 year Contract for Procurement Software to Negometrix**

Budget: 100221-56301 Capitalized Software			FN1002 Procurement/Contract Management Software			
	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	TOTAL
Budget	\$ 17,500	\$ 18,000	\$ 18,500	\$ 19,000	\$ 19,500	<b>\$92,500</b>
Request	<u>\$ 8,200</u>	<u>\$ 8,200</u>	<u>\$ 8,200</u>	<u>\$ 8,200</u>	<u>\$ 8,200</u>	<b><u>\$41,000</u></b>
Savings	<b>\$ 9,300</b>	<b>\$ 9,800</b>	<b>\$ 10,300</b>	<b>\$ 10,800</b>	<b>\$ 11,300</b>	<b>\$51,500</b>

St Charles has recently committed to revitalizing their purchasing process. The loudest requests from stakeholders have been the need for: consistency of processes, clarity of thresholds, and a means to assure the continued use of quality vendors. Trends in government procurement include: the recognition of Best Value Purchasing (replacing low bid), an increase in cooperative procurement (soliciting for more than 1 agency), increased transparency (visibility) and promoting sustainability (consideration of the economic, environmental and social impacts of the procurement).

Procurement/Contract Management software is the instrument that will position the city to deliver in all these areas. While the new policy will standardize processes across city departments and thresholds, software will provide the quantitative tools to track Best Value, provide the planning and outreach to promote cooperative procurement, and increase transparency while providing a means to enhance economic analysis, reduce paper, and track key indicators. Additionally, procurement software will promote fair, impartial and ethical sourcing.

**Change Management:** Change management can be difficult and frustrating. Difficult and frustrating often leads to non-compliance. Technology facilitates the development and delivery of a good strategy and offers a means to audit procedures and measure progress.

➤ **The purpose of this memo is to:**

1. Recommend the award of a 5 year contract for procurement software to Negometrix.
2. Explain the process utilized to research, evaluate and select this particular procurement software.

**Research:** A survey of professional peers was conducted through the NIGP national, state, and local list servers. Nine (9) stock software platforms were identified. Based on list server correspondence and discussion boards, a list of desired functionality was developed. The optimal solution, if available, is the required functionality integrated in a single, proven platform that has been in use over the years.

**Evaluate:** All 9 software platforms were contacted and 7 offered on-line demos. Of the 7 platforms: 2 were eliminated due to limited functionality; 3 were eliminated because they were a combination of 2 or more distinct modules that were not yet integrated and were very expensive; and 2 offered hopeful functionality with 1 doing so at extremely favorable pricing. The last 2 platforms were invited to perform a live demo for the Procurement Task force. Based on feedback from these 2 demos, it was decided that a more formal approach, with documented weighted requirements and service levels was needed.

A formal RFP was published. Notices were sent to all 9 firms as well as posted on 2 government broadcast sites. Four submittals were received. Three were from platforms that had not been previewed. Three were invited to demonstrate. Two were considered finalists and scrutinized for functionality.


**Selection:** The 2 finalists, Negometrix and GoBonfire were comparable in their ability to satisfy the majority of our basic needs; however Negometrix was able to offer a more robust and extremely integrated platform including additional proven functionality at a fraction of the cost. Specifics:

- A Procurement Plan;
  - Negometrix includes a specific module designed to plan future solicitations. This functionality assists in notifying bidders when future solicitations within their commodity code are targeted to be bid. It also allows entities to plan cooperative purchasing opportunities. Details entered in this view prepopulate the actual solicitation documents. Functionality allows us to measure the workflow and workload of stakeholders, and plan workflow approval.
  - GoBonfire does not have a specific planning module. They recommended a work-around by initiating the start of a solicitation well in advance of completion.

- Electronic Notification Of Solicitation Status; Both platforms met this requirement.
- Vendor Registrations Via Commodity Code; Both platforms met this requirement.
- Documented E-Mail Communications Linked To Its Respective Solicitation;
  - While both platforms offered this functionality, Negometrix included a robust index and history of communications that also featured document version tracking.
- Electronic Submittal Of Offers Preferably In A Digital Format To Support On-Line Analysis;
  - While both platforms offered this functionality, each offered different strengths.
  - Negometrix promotes digitized solicitations, with a minimum of pdf attachments, thus allowing an immediate tracking and comparison of responses to questions. i.e. the use of survey questions with weighted points assigned to drop down answers assists in quantifying the quality of responses. They also offered bid analysis of line item prices.
  - GoBonfire also offers digitized solicitations, however their clients primarily utilize pdf documents resulting in a lengthy list of assorted documents to manage. While use of digitized application was not viewed on their client sites, it was presumed this application would be possible.
  - GoBonfire offers a significantly robust price analysis tool facilitating side by side analysis of pricing and the impact of multiple awards. This was by far the most attractive piece of their solution. Despite viewing only a few examples of this powerful tool in various stages of use at client sites, it was presumed this would satisfy our price analysis requirements.
- A Method To Facilitate An Electronic Review Of Proposal Narratives;
  - While both platforms met this requirement, Negometrix offered an extensive tracking feature to audit the ongoing real-time status of an evaluation. A variety of analytic tools illustrated graphed comparisons between evaluators, or criteria, or both.
- The Ability To Translate Evaluator Scores With Appropriate Weights Into A Concise Evaluation Summary; Both platforms met this requirement.
- Automatically Transition Solicitation And Proposal Documents Into A Contract With Built In Contract Management Functionality;
  - Negometrix's integrated modules allow the automatic pre-population of contract fields with 1 click.
  - GoBonfire's modules are not integrated thus requiring manual population for all contract fields.
- A Method For Documenting Vendor Performance;
  - Negometrix offers a robust sophisticated method to evaluate contractors in a number of customized areas throughout the duration of the agreement. This functionality facilitates vendor renewal criteria, quantifies evaluating vendors when used as a reference, and illustrates trends in performance if contract compliance becomes an issue. This key functionality is fundamental when pursuing Best Value Procurement.
  - GoBonfire does not offer vendor performance.
- Document Management;
  - Negometrix stores all related solicitation documents in one consistently organized zip file. Utilization of digitized questions and answers, as opposed to pdf files, facilitates streamlined record retention and facilitates locating isolated language.
- Observation from references websites;
  - Negometrix client websites displayed multiple solicitations and contracts utilizing the majority of the modules over an extended period of time.
  - GoBonfire client websites displayed a few solicitations utilizing 1 or 2 modules in the very recent/current timeframe. Contract modules were not visible.

**Recommendation:** The city's clear desire for a well proven integrated system with specified functionality was best demonstrated by Negometrix. Negometrix has built their business for the future of government procurement - intentionally designing one holistic integrated system with a focus on driving best value procurement. Their integrated modules have been in use since 2015 and their references utilized modules demonstrating a seamless progression. Intended to be a paperless process, and equipped with supportive planning tools, vendor quality/Best Value is emphasized throughout the process more than price.

**Note:** While cost was not a criterion for evaluation, the cost for Negometrix is **39%** the cost for GoBonfire.

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 5c
	Title:	Recommendation to accept the auditors reports for the fiscal year ending April 30, 2019, including the Comprehensive Annual Financial Report, Independent Auditor's Report Pursuant To Uniform Guidance, Management Letter, Pension Fund Reports, TIF Compliance Reports, and Sales Tax Revenue Bond Compliance Report.	
	Presenter:	Colleen Lavery, Assistant Finance Director Fred Lantz, Partner, Sikich, LLP	
Meeting: Government Operations Committee (GOC)      Date: October 7, 2019			
Proposed Cost: \$ N/A		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
<p><b>Executive Summary</b> <i>(if not budgeted please explain):</i></p> <p>Representatives of the City's independent auditing firm, Sikich, LLP, will present the 2018-2019 Comprehensive Annual Financial Report (CAFR), Independent Auditor's Report Pursuant To Uniform Guidance, Management Letter, and results of operations for the fiscal year. Hard copies of the documents will be distributed at the GOC Meeting on 10/7/2019. Electronic versions will be distributed during the week of 9/30/19.</p> <p>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).</p> <p>For 2018-2019, the City received an unmodified 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 fairly presented in all material respects in accordance with GAAP. Sikich will briefly review the relevant highlights of the CAFR for the Committee. Additional communications from the Auditors indicate that no material weaknesses or significant deficiencies in the City's internal controls were noted during the course of the auditors' testing, and there were no questioned costs related to the City's expenditures of federal funds..</p> <p>For the 2017-2018 fiscal year, the City again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). We will submit the 2018-2019 Comprehensive Annual Financial Report to GFOA for consideration of the same award.</p>			
<p><b>Attachments</b> <i>(please list):</i></p> <p><b>** - To be distributed at the meeting **</b></p> <p>Comprehensive Annual Financial Report Management Letter Independent Auditor's Report Pursuant To Uniform Guidance</p>			
<p><b>Recommendation/Suggested Action</b> <i>(briefly explain):</i></p> <p><i>Recommendation to accept the auditors reports for the fiscal year ending April 30, 2019, including the Comprehensive Annual Financial Report, Independent Auditor's Report Pursuant To Uniform Guidance, Management Letter, Pension Fund Reports, TIF Compliance Reports, and Sales Tax Revenue Bond Compliance Report.</i></p>			