

**AGENDA  
CITY OF ST. CHARLES  
GOVERNMENT OPERATIONS COMMITTEE  
ALD. TODD BANCROFT, CHAIR**

**MONDAY, MARCH 4, 2019  
IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET**


- 1. Call to Order**
- 2. Roll Call**
- 3. Administrative**
  - a. Video Gaming Statistics – Information Only
- 4. Omnibus Vote - None**

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.
- 5. Information Systems**
  - a. Recommendation to approve an agreement with Plante Moran to provide enterprise software selection consulting services.
- 6. 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)
- 7. Additional Items from Mayor, Council, Staff, or Citizens.**
- 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).

	<b>AGENDA ITEM EXECUTIVE SUMMARY</b>		Agenda Item number: 3b
	Title:	Video Gaming Statistics – Information Only	
	Presenter:	Jim Keegan, Chief of Police	
Meeting: Government Operations Committee		Date: March 4, 2019	
Proposed Cost: \$		Budgeted Amount: \$	Not Budgeted: <input type="checkbox"/>
<b>Executive Summary</b> <i>(if not budgeted please explain):</i>  <p>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 - January, 2019 report for St. Charles Video Gaming Revenue as of January, 2109.</p>			
<b>Attachments</b> <i>(please list):</i> <p>Table – Current Licensed Video Gaming Establishments/Pending Applicants          Illinois Gaming Board Video Gaming Report – January, 2012 – January, 2019          Illinois Gaming Board Video Gaming Report - January, 2019</p>			
<b>Recommendation/Suggested Action</b> <i>(briefly explain):</i> <p>None – For Information Only</p>			

## Video Gaming Statistics January, 2019

### LICENSED ESTABLISHMENTS

<b>Alexanders Cafe</b>	1650 W. Main Street	St. Charles
<b>ALIBI BAR &amp; GRILL LTD.</b>	12 N. 3rd Street	St. Charles
<b>Alley 64</b>	212 W. Main Street	St. Charles
<b>Kane County Rookies</b>	1545 W. Main Street	St. Charles
<b>CRAZY FOX</b>	104 E Main St	St. Charles
<b>DAWNS BEACH HUT</b>	8 N Third Street	St. Charles
<b>DAWN'S BOATYARD - Closed</b>	214 W Main St	St. Charles
<b>THE FILLING STATION</b>	300 W. MAIN ST.	St. Charles
<b>ST. CHARLES BOWL</b>	2520 W Main St	St. Charles
<b>Second Street Tavern</b>	221 S. 2nd Street	St. Charles
<b>Brown's Chicken</b>	1910 Lincoln Highway	St. Charles
<b>The Evergreen Pub &amp; Grill</b>	1400 W Main St	St. Charles
<b>Game On 3rd</b>	11 N. 3rd Street	St. Charles
<b>Riverside Pizza &amp; Pub</b>	102 E Main St	St. Charles
<b>SPOTTED FOX ALE HOUSE</b>	3615 E. MAIN ST	St. Charles
<b>Tap House Grill</b>	3341 W MAIN ST	St. Charles
<b>St Charles Moose Lodge 1368</b>	2250 W Rt 38	St. Charles
<b>Pub 47</b>	1890 W. Main St.	St. Charles

### LICENSE PENDING

<b>HDF Entertainment, LLC – Main Street Pub</b>	204 W Main Street	St. Charles
<b>ROMANO MERCATO ITALIANO INC.,</b>	210 Cedar Street	St. Charles

**ILLINOIS GAMING BOARD  
VIDEO GAMING REPORT**

*St. Charles*

**January 2019**

2/16/2019

9:13 am

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	NTI	NTI Tax Rate (30%)	State Share	Municipality Share
St. Charles	ALIBI BAR & GRILL LTD.	150704430	5	\$10,299.07	\$9,736.82	\$562.25	\$3,132.00	\$2,569.75	\$562.25	\$168.71	\$140.59	\$28.12
St. Charles	Alley 64, INC.	160702383	5	\$381,636.91	\$348,938.21	\$32,698.70	\$130,316.00	\$97,617.42	\$32,698.58	\$9,809.63	\$8,174.69	\$1,634.94
St. Charles	BK & MM VENTURES LLC	160702415	5	\$414,174.91	\$378,012.38	\$36,162.53	\$126,695.00	\$90,532.47	\$36,162.53	\$10,848.76	\$9,040.64	\$1,808.12
St. Charles	CRAZY FOX, LLC	170701805	4	\$135,160.37	\$113,977.40	\$21,182.97	\$50,679.00	\$29,496.27	\$21,182.73	\$6,354.90	\$5,295.75	\$1,059.15
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$22,820.94	\$22,283.04	\$537.90	\$7,029.00	\$6,491.10	\$537.90	\$161.40	\$134.50	\$26.90
St. Charles	HEALTH NUTS, LTD.	180702391	5	\$93,494.28	\$82,260.53	\$11,233.75	\$36,728.00	\$25,520.62	\$11,207.38	\$3,362.34	\$2,801.95	\$560.39
St. Charles	L. A. MANSON CORPORATION	160703156	5	\$182,628.08	\$164,332.99	\$18,295.09	\$48,279.00	\$29,983.91	\$18,295.09	\$5,488.59	\$4,573.83	\$914.76
St. Charles	MARK VII HOSPITALITY LIMITED	170702225	5	\$390,179.26	\$354,307.46	\$35,871.80	\$117,428.00	\$81,554.30	\$35,873.70	\$10,762.16	\$8,968.47	\$1,793.69
St. Charles	NLHM Inc.	160702847	4	\$179,529.47	\$166,670.97	\$12,858.50	\$43,790.00	\$30,931.50	\$12,858.50	\$3,857.63	\$3,214.69	\$642.94
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$280,838.34	\$257,050.25	\$23,788.09	\$100,571.00	\$76,782.91	\$23,788.09	\$7,136.50	\$5,947.09	\$1,189.41
St. Charles	Pub 47 St Charles Inc.	180700422	5	\$118,394.04	\$107,287.13	\$11,106.91	\$37,210.00	\$26,102.85	\$11,107.15	\$3,332.17	\$2,776.81	\$555.36
St. Charles	Ram Restaurant Group Inc.,	180700820	5	\$42,452.15	\$38,147.61	\$4,304.54	\$16,695.00	\$12,390.31	\$4,304.69	\$1,291.44	\$1,076.20	\$215.24
St. Charles	Riverside Pizza, Inc.	160702553	4	\$194,308.41	\$181,427.35	\$12,881.06	\$68,601.00	\$55,719.94	\$12,881.06	\$3,864.35	\$3,220.29	\$644.06
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$345,862.59	\$319,877.37	\$25,985.22	\$90,180.00	\$64,194.78	\$25,985.22	\$7,795.57	\$6,496.31	\$1,299.26
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$141,324.37	\$125,464.26	\$15,860.11	\$46,510.00	\$30,649.84	\$15,860.16	\$4,758.16	\$3,965.14	\$793.02
St. Charles	TAP HOUSE GRILL ST. CHARLES, LLC	170702248	5	\$203,222.50	\$188,442.96	\$14,779.54	\$61,878.00	\$47,098.46	\$14,779.54	\$4,433.92	\$3,694.93	\$738.99
REPORT TOTAL:		16 Establishments	74	\$3,136,325.69	\$2,858,216.73	\$278,108.96	\$985,721.00	\$707,636.43	\$278,084.57	\$83,426.23	\$69,521.88	\$13,904.35

# ILLINOIS GAMING BOARD VIDEO GAMING REPORT

St. Charles

January 2012 - January 2019

2/16/2019

9:14 am

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	NTI	NTI Tax Rate (30%)	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	\$213,619.27	\$195,737.57	\$17,881.70	\$77,762.00	\$59,880.30	\$17,881.70	\$5,317.15	\$4,430.97	\$886.18
St. Charles	Alley 64, INC.	160702383	5	\$14,846,894.09	\$13,767,604.04	\$1,079,290.05	\$5,139,776.00	\$4,060,411.70	\$1,079,364.30	\$323,810.71	\$269,842.29	\$53,968.42
St. Charles	BK & MM VENTURES LLC	160702415	5	\$11,037,681.75	\$10,192,812.50	\$844,869.25	\$3,318,256.00	\$2,473,305.55	\$844,950.45	\$253,486.07	\$211,238.44	\$42,247.63
St. Charles	CRAZY FOX, LLC	170701805	4	\$506,337.12	\$444,737.13	\$61,599.99	\$164,821.00	\$103,221.00	\$61,600.00	\$18,480.22	\$15,400.19	\$3,080.03
St. Charles	DAWN'S CAFE, LTD.	160702454	2	\$677,294.95	\$615,639.40	\$61,655.55	\$215,396.00	\$153,740.45	\$61,655.55	\$18,497.16	\$15,414.33	\$3,082.83
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	HEALTH NUTS, LTD.	180702391	5	\$246,989.97	\$217,985.86	\$29,004.11	\$93,624.00	\$64,619.89	\$29,004.11	\$8,701.41	\$7,251.17	\$1,450.24
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	\$2,985,573.34	\$2,715,626.61	\$269,946.73	\$886,892.00	\$616,945.27	\$269,946.73	\$80,985.36	\$67,487.86	\$13,497.50
St. Charles	MARK VII HOSPITALITY LIMITED	170702225	5	\$5,878,507.73	\$5,453,832.46	\$424,675.27	\$1,720,753.00	\$1,296,055.73	\$424,697.27	\$127,409.78	\$106,174.82	\$21,234.96
St. Charles	NLHM Inc.	160702847	4	\$1,638,629.75	\$1,511,539.39	\$127,090.36	\$435,951.00	\$308,860.64	\$127,090.36	\$38,127.90	\$31,773.24	\$6,354.66
St. Charles	Northwoods Pub & Grill Inc.	160702493	5	\$8,882,660.50	\$8,143,364.00	\$739,296.50	\$2,932,084.00	\$2,192,787.50	\$739,296.50	\$221,790.19	\$184,825.21	\$36,964.98
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	\$440,961.98	\$398,676.54	\$42,285.44	\$146,649.00	\$104,363.32	\$42,285.68	\$12,685.97	\$10,571.65	\$2,114.32
St. Charles	Ram Restaurant Group Inc.,	180700820	5	\$260,613.05	\$234,683.04	\$25,930.01	\$95,650.00	\$69,719.84	\$25,930.16	\$7,779.24	\$6,482.70	\$1,296.54
St. Charles	Riverside Pizza, Inc.	160702553	4	\$3,940,405.08	\$3,634,741.65	\$305,663.43	\$1,371,309.00	\$1,065,645.57	\$305,663.43	\$91,699.63	\$76,416.38	\$15,283.25
St. Charles	SAINT CHARLES SPORTS, LLC	160702605	5	\$5,753,562.39	\$5,317,231.39	\$436,331.00	\$1,704,132.00	\$1,267,801.00	\$436,331.00	\$130,900.03	\$109,083.38	\$21,816.65
St. Charles	St. Charles Lodge No. 1368, Loyal Order of Moose	160802392	5	\$4,378,220.38	\$3,980,201.76	\$398,018.62	\$1,474,261.00	\$1,076,242.28	\$398,018.72	\$119,406.80	\$99,505.67	\$19,901.13
St. Charles	TAP HOUSE GRILL ST. CHARLES, LLC	170702248	5	\$1,179,561.47	\$1,077,282.96	\$102,278.51	\$380,705.00	\$278,426.49	\$102,278.51	\$30,683.98	\$25,569.98	\$5,114.00
REPORT TOTAL:		21 Establishments	93	\$67,797,490.94	\$62,423,689.80	\$5,373,801.14	\$21,741,755.00	\$16,367,775.91	\$5,373,979.09	\$1,612,158.72	\$1,343,465.97	\$268,692.75

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5a

Title:

Recommendation to approve an agreement with Plante Moran to provide enterprise software selection consulting services

Presenters:

Larry Gunderson, Director of Information Systems  
Michael Drake, Senior Systems Analyst

Meeting: Government Operations Committee

Date: March 4, 2019

Proposed Cost: \$196,940

Budgeted Amount: \$120,000

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

The City is at a crossroads regarding a number of its enterprise software applications. These systems include its core financials, procurement, human resources, enterprise asset management and utility billing, as well as several ancillary systems. As a result of a strategic review of the City's enterprise applications it was determined that each of the applications defined above need to be purchased, upgraded or replaced in the near future. These applications, along with their business processes, are also included in an overall strategy to simplify and consolidate the City's technology infrastructure and enterprise applications.

Due to the complexity, risk and costs associated with a project of this magnitude, staff recommends the utilization of an outside consultant to assist City staff through this process. The City developed a Request for Proposal for consulting services for this effort. The RFP scope of work includes:

- Conduct strategy sessions and interviews with department staff and City senior management
- Develop an approach for upgrading, replacing, and/or integrating the City's enterprise applications
- Consolidate existing needs assessments and software requirements
- Develop and release a Request for Proposal (RFP) to qualified vendors
- Facilitate software demonstrations
- Conduct discussions of findings with staff
- Provide guidance during contract negotiations

Plante Moran was selected for this engagement through an RFP process by a multi-departmental review team. Since it is likely that the software selection process will require two separate procurement processes, including vendor software demonstrations and contract negotiations, the project will be structured into two phases. Plante Moran has proposed a not-to-exceed cost of \$196,940 for both phases of the project.

Attachments *(please list)*:

Enterprise Software Selection Consulting Services memorandum

Recommendation to approve an agreement with Plante Moran to provide enterprise software selection consulting services



## Memo

Date: February 25, 2019

To: Alderman Todd Bancroft

Chairman of the Government Operations Committee

From: Larry Gunderson, Director of Information Systems

Re: Enterprise Software Selection Consulting Services

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### **Purpose**

This memorandum outlines the goals, objectives and process for entering into an agreement with a consultant to provide Enterprise Software Selection Consulting Services.

### **Background**

The City is at a crossroads regarding a number of its enterprise software applications. These systems include its core financials, procurement, human resources, enterprise asset management and utility billing, as well as several ancillary systems. Following is an overview of each application:

#### Financial and Human Resources Management

The City has used Infor Lawson financial and human resource management software since 2011. The software supports the City's general ledger, procurement, accounts payable, accounts receivable, inventory, fixed assets, budgeting, employee benefits, payroll and human resources operations.

#### Enterprise Asset Management / Work Order

The City does not have a work order/enterprise asset management solution. Various disconnected solutions are currently being used for maintenance management, fleet management, service requests and citizen relationship management (CRM), including Microsoft SharePoint, CitySourced, CFA, etc.

#### Utility Billing

The City's Utility Billing system supports the requirements for billing residents and businesses for electric, water, wastewater, refuse, and yard waste collection

services. The City utilizes Paymentus as its customer portal and e-payment system.

#### Community Development

The City currently uses Harris CityView software for planning and zoning, permits, inspections, and code enforcement. The initial deployment took place in 2004 and the City is currently upgrading to CityView Workspace. Future application requirements include mobile applications, online permitting and email integration.

As a result of a strategic review of the City's enterprise applications it was determined that each of the applications defined above need to be purchased, upgraded or replaced in the near future. These applications, along with their business processes, are also included in an overall strategy to simplify and consolidate the City's technology infrastructure and enterprise applications.

In preparation for the Enterprise Software Selection Consulting Services project, the City developed needs assessments and software requirements for Enterprise Asset Management; Community Development; and Utility Billing/Customer Information System. Software requirements for Financials and Human Resources applications have also been developed.

#### **Request for Proposal Development Process and Vendor Selection**

Due to the complexity, risk and costs associated with a project of this magnitude, staff recommends the utilization of an outside consultant to assist City staff through this process. In September 2018 City staff developed a Software Selection Consulting Services RFP and distributed it to twelve vendors. The project scope defined in the RFP included assisting the City with development and release of one or more RFP(s) for its enterprise applications, to also include software selection assistance, including support with vendor negotiations.



Major project activities or deliverables include;

- Conduct strategy sessions and interviews with department staff and City senior management
- Develop an approach for upgrading, replacing, and/or integrating the City's enterprise applications
- Consolidate existing needs assessments and software requirements
- Develop and release a Request for Proposal (RFP) to qualified vendors
- Facilitate software demonstrations
- Conduct discussions of findings with staff
- Provide guidance during contract negotiations
- Facilitate a second RFP cycle, if necessary

The City received five RFP responses. A team of Public Works, Finance, Human Resources, and Information Systems personnel were invited to participate on the selection committee. All proposals received were evaluated based on the following criteria and weights (points):

Proposed Scope of Work	30
Company Experience & References	30
Personnel/Staffing Resources	30
Completeness and Presentation of Proposal	10
Total Possible	100

After a thorough review of the proposals by the selection team, three vendors were elevated and asked to provide an online presentation of their proposal to the committee. At the completion, utilizing the same scoring criteria, two vendors (BerryDunn and Plante Moran) were elevated and asked to visit the City to provide an onsite presentation. Using the same scoring criteria, Plante Moran was then chosen as the finalist.

Since it is likely that the software selection process will require two RFPs, vendor software demonstrations and contract negotiations, the project will be structured into two phases. Following are the costs proposed by each of the shortlisted consultants for Phase 1 and 2 of the project.

<b>Consultant</b>	<b>Score</b>	<b>Phase 1 Cost</b>	<b>Phase 2 Cost</b>	<b>Total Cost</b>
Plante Moran	74.6	\$117,605	\$79,335	\$196,940
BerryDunn	68.25	\$119,250	---	\$119,250
Baker Tilly	47.8	\$69,795	\$24,340	\$94,365

Phase 1 of the project is funded in FY 19. Phase 2 funding will be proposed for the FY 21 budget. The total project cost is \$196,940.

### **Recommendation**

Staff recommends approval of an agreement with Plante Moran to provide Enterprise Software Consulting Services for a not-to-exceed cost of \$196,940.