

**CITY OF WARRENVILLE
PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE OF THE WHOLE
REGULAR MEETING
Monday, October 9, 2023, at 7:00 p.m.
City Council Chambers at City Hall
28W701 Stafford Place, Warrenville, IL 60555**

MINUTES

A. CALL TO ORDER

Chairman Barry called the meeting to order at 7:00 p.m.

B. ROLL CALL

Physically Present: Chairman Clare Barry, Mayor David Brummel, and Aldermen: J.P. Augustynowicz, Kathy Davolos, Craig Kruckenberg, John Lockett, Bill Weidner, and Judy Wilkie

Absent: Alderman Stuart Aschauer

Also Present: City Administrator Cristina White, Public Works Director Phil Kuchler, Capital Maintenance Superintendent Jamie Clark, Utility Maintenance Superintendent Zach Jardine, Street Division Crew Leader Jeff Simmons, Utility Division Crew Leader Joe McFadden, City Treasurer Maury Goodman and Executive Assistant and Deputy City Clerk Dawn Grivetti

Also Absent: Assistant City Administrator Alma Morgan and City Clerk Julie Clark

C. PLEDGE OF ALLEGIANCE

Chairman Barry led the Pledge of Allegiance.

D. CITIZENS COMMENTS

There were no comments from the public at this time.

E. OFFICIALS AND STAFF COMMENTS

Mayor Brummel reminded the public to review the Hometown Happenings for items of interest, including the Route 59 Multi-Use Path public information meeting on Thursday, October 12, at City Hall.

Ald. Davolos reported that Fermilab will be hosting the Outdoor Family Fair on Sunday, October 22. Registration is required, and the public can find more information about the event on Fermilab's website calendar of events.

Public Works Director (PWD) Kuchler introduced Utility Maintenance Superintendent Zach Jardine who gave a summary of his prior work experience and offered his appreciation for being the newest member of the City staff.

F. BUSINESS OF MEETING**1. Consideration of ERP, EAM, and Citizen Engagement Software Recommendations**

PWD Kuchler introduced Mary Smith, representative of Baecore Group, who has been leading the City's efforts in assessing the City's software needs and developing a recommendation for software solutions for Enterprise Resource Planning (ERP), Enterprise Asset Management (EAM), and Citizen Engagement systems.

Ms. Smith gave a presentation on Baecore's assessment and selection process, and the Group's software solution recommendations for the City.

Following the presentation, several Aldermen expressed concern about the City's experience with failed software solutions. There was discussion regarding whether the new software would integrate with current software systems. Ms. Smith indicated that software solutions recommended by Baecore Group are intended to replace current software systems.

There was discussion regarding the implementation timeline, data integration, staff time required to implement the software, longevity, and future maintenance costs of the proposed systems. Ms. Smith indicated, because these are cloud-based systems, the life of the recommended software solutions should continue as the software systems are maintained and updated and continue to meet the City's needs.

City Administrator (CA) White stated that the software implementations will be added to department and Citywide work plans over the next few years until the programs are fully implemented. She added that staff's priority will be the implementation of software solutions, and policy decisions or modifications may be forthcoming as needed. She further stated that as systems are implemented, ancillary changes may be requested to further optimize the systems to make them more efficient and effective.

CA White noted that a geographic information system (GIS) component will also be a significant part of this project to locate, track and manage assets for improved planning and response.

Mayor Brummel expressed his appreciation for Baecore's understanding of the City's needs, and for their recommendation of a configured software system solution from experienced providers. He expressed his confidence in the consulting team, and inquired about the strength and depth of Baecore's talent pool to continue to serve the City's needs. Ms. Smith explained her role in the company and, specifically, the City's project, and added there are several key, knowledgeable consultants at her level and other cross-trained staff within the company to assist City staff in her absence.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

2. Consideration of Contract for Enterprise Resource Planning Software

PWD Kuchler stated that, following several software demonstration sessions from two Enterprise Resource Planning (ERP) software providers, staff from all departments

ultimately selected BS&A Software as the preferred provider. He indicated the estimated total cost of just over \$452,000 could be spread out over the next five fiscal years. He added that the contract is still under attorney review, and will be presented at a future City Council meeting for final presentation or approval.

There was discussion regarding a final, not-to-exceed cost for the software implementation, and the current fiscal year expenses needed to move forward with the project. PWD Kuchler stated that the not-to-exceed amount is close to the estimated total cost of \$452,000, and the timeline of expenses is dependent on when the contract is approved and the progress of implementation.

CA White noted that there are some project related costs in the current fiscal year that were not budgeted for, as staff was unable to determine when software recommendations would be made at the time the current budget was approved. She added that it is likely staff will present a budget amendment for current fiscal year costs associated with the software system for implementation and additional consultant fees. There was a request for a timeline of total project costs over the next several fiscal years to be made available to the City Council. CA White indicated a cost analysis would be presented for Council review.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Kruckenberg, to recommend the City Council pass a resolution approving a Software as a Service Agreement with BS&A Software, pending City Attorney review.

MOTION CARRIED VIA VOICE VOTE

3. Consideration of Contract for Enterprise Asset Management Software

PWD Kuchler stated that, during the assessment and selection process led by Baecore Group, Public Works staff participated in four Enterprise Asset Management (EAM) software demonstrations, and ultimately selected VUEWorks software by Data Transfer Solutions, LLC (DTS). He indicated the implementation process for this software could take 12 months, and the total cost over five years is anticipated to be \$222,600. Baecore will assist staff with the configuration of this software.

ALDERMAN KRUCKENBERG MADE A MOTION, seconded by Ald. Davolos, to recommend the City Council pass a resolution approving a Software License and Services Agreement with Data Transfer Solutions, LLC, pending City Attorney review.

MOTION CARRIED VIA VOICE VOTE

4. Consideration of Contract Amendments for Software Implementation Management

PWD Kuchler stated that City staff and Baecore are proposing to expand the current contract with Baecore Group for software selection consulting services to include project management services for the ERP implementation with BS&A, and project management and configuration services for the EAM implementation with DTS. He added that Amendment 1 to the contract covers the anticipated 15-month ERP

implementation for a total cost of \$264,470, and Amendment 2 covers the anticipated 12-month EAM implementation for a total cost of \$128,000.

PWD Kuchler believes these projects will be more successful than previous failed attempts because of the assistance of Baecore Group from the beginning, managing the vendors and City staff to keep the project moving forward. He further highlighted the City's benefit of having new staff members with prior work experiences with software implementations and working knowledge of recommended software systems.

ALDERMAN LOCKETT MADE A MOTION, seconded by Ald. Wilkie, to recommend the City Council pass a resolution approving Contract Amendments 1 and 2 to the professional services agreement with Baecore Group approved with Resolution R2023-22.

MOTION CARRIED VIA VOICE VOTE

5. Consideration of Elected Officials to Work With Staff on Veterans Memorial Repairs
PWD Kuchler stated the Veterans Memorial, located at the intersection of Stafford Place and Warren Avenue, is in need of repairs and renovation. He noted that staff intends to remove the fountain, as a first step in the renovations. He added that staff has received a variety of input and requests for improvements to the Memorial over the years, and staff is requesting Council representation to work with staff to develop a recommendation for renovations.

Ald. Lockett and Ald. Augustynowicz volunteered to assist staff. It was suggested that representatives from the Tourism and Arts Commission (TAC) and Warrentville in Bloom (WIB) be invited to participate as well.

ALDERMAN DAVOLOS MADE A MOTION, seconded by Ald. Wilkie, to recommend the City Council assign Alderman Lockett and Alderman Augustynowicz to work with City staff to develop a recommendation for the Veterans Memorial renovation.

MOTION CARRIED VIA VOICE VOTE

6. Review and File Public Works FY 2024 Work Program and Decision Package Report
The Public Works Department FY 2024 Work Plan Program and Decision Package status report was presented for consideration. There were no comments presented.

NO COMMITTEE ACTION WAS TAKEN NOR REQUESTED

G. MISCELLANEOUS

There were no miscellaneous items discussed.

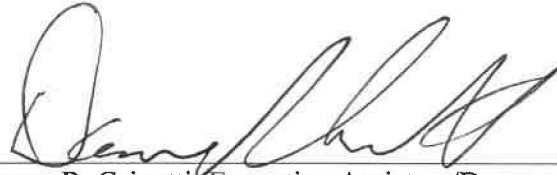
H. ADJOURN

ALDERMAN KRUCKENBERG MADE A MOTION, seconded by Ald. Lockett, to adjourn.

MOTION ADOPTED VIA VOICE VOTE

The meeting adjourned at 8:08 p.m.

Approved: October 16, 2023



Dawn R. Grivetti, Executive Assistant/Deputy Clerk