

CITY OF WARRENVILLE
MEMORANDUM

To: Mayor and City Council
From: Philip M. Kuchler, Deputy Public Works Director 
Subject: AGENDA SUMMARY FOR DECEMBER 9, 2019, PUBLIC WORKS
AND INFRASTRUCTURE COMMITTEE OF THE WHOLE MEETING
Date: DECEMBER 5, 2019

Please contact the City Administrator or the corresponding department head by noon on the day of the meeting if you have questions pertaining to agenda items or this summary.

F. BUSINESS OF MEETING

1. Change Orders with Mazik Global on the Dynamics 365 Project (Attachment)
Since May 2018, the City has been working with Mazik Global on implementation of Enterprise Resource Planning (ERP) software, Microsoft Dynamics 365 (D365) and MazikCity. Due to unforeseen circumstances, the timeline for go-live will need to be extended again.

Included in the back-up materials are two change orders. Change order WAR_CR_004 provides a revised project plan with a multi-phase approach to go-live. Change order WAR_CR_005 reflects a requested change to the milestone payment schedule to align with the new project schedule.

Finance Director Dahlstrand and Assistant City Administrator White will be present at the meeting to provide an overview of the revised project plan for both D365 and MazikCity.

Committee Action Requested: Recommend the City Council approve a resolution accepting change orders WAR_CR_004 and WAR_CR_005 to the Mazik contract for the ERP project.

Staff Recommendation: Finance Director Dahlstrand and Assistant City Administrator White recommend this action.

Budgetary Impact: There are sufficient funds budgeted in FY 2020 for the revised payment schedule. Funds will need to be budgeted in FY 2021 for payments after May 1, 2020.

Other Resources Required: Considerable staff time to continue working through the project implementation.

Strategic Plan Goal: Not applicable.

2. Final Public Works Service Levels and Staffing Study Status Report (Attachment)
Management Analyst Youngmeyer will present a final report on the implementation progress and status of the Public Works Service Levels and Staffing Study Recommendations. Deputy Public Works Director Kuchler's final report, dated December 5, 2019, summarizing the implementation progress and status of the study

recommendations, is included with the agenda backup materials. Management Analyst Youngmeyer will provide a Power Point presentation and distribute the slides at the meeting.

Committee Action Requested: None. For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

3. Raising and Realigning Prairie Path (Attachment)

The City has a Surface Transportation Program funding commitment for the construction of the Trailhead project, which is currently in the preliminary engineering phase. That project includes raising and realigning the Prairie Path in the immediate area of the proposed Trailhead. Staff has been offered free soil from one of the current developments along Route 59, which could be used to help raise and realign the Prairie Path between Rockwell Street and Batavia Road. Staff contracted with Engineering Resource Associates (ERA) to help develop a plan, which is included with the agenda backup materials. ERA was selected because they are the design engineer for the Trailhead project, so they had a lot of the information required to assist the City. They also calculated the quantities of the different components of the project that staff used to develop the cost estimate.

Street Division staff will complete the grading work and realignment of the path, while contractors will be hired for tree removal and landscape restoration. The City will be required to spend money on engineering, equipment rental, tree removal, materials for the new path alignment, and landscape restoration. The total estimate for that work is approximately \$65,000. If this were advertised for bids, staff estimates it would cost approximately \$145,000, which includes paying for soil to be hauled to the site. Deputy Public Works Director Kuchler will provide an overview of the scope of work, and answer questions at the meeting.

Committee Action Requested: Recommend City Council authorize staff to proceed with the design, permitting and construction to raise and realign the Illinois Prairie Path, between Rockwell Street and Batavia Road.

Staff Recommendation: Deputy Public Works Director Kuchler recommends this action.

Budgetary Impact: There are sufficient funds included in the General Fund in the FY 2020 budget for this project.

Other Resources Required: Significant staff time to perform the grading and path construction work in the spring, and coordinate with the tree removal and landscape restoration contractors.

Strategic Plan Goal: #2 Fiscal Conservatism.

4. Tree Inventory and Management Plan Contract (Attachment)

Decision Package PUB 20.01 for a Tree Inventory and Management Plan was included in the FY 2020 budget. The purpose is to inventory all of the City's trees and geolocate them,

so they can be mapped in the City's Geographic Information System (GIS). The second part of the project is to create a management plan, so the City can budget for the maintenance of its trees appropriately. Staff issued a Request for Proposal (RFP) on October 3, 2019, and received six proposals ranging in cost from \$20,453 to \$37,270. After reviewing the proposals, staff is recommending approval of a contract with Davey Resource Group, which is included with the agenda backup materials. Deputy Public Works Director Kuchler will make a brief presentation and answer questions at the meeting.

Committee Action Requested: Recommend City Council pass a resolution approving a contract with Davey Resource Group, Inc. for a tree inventory and management plan in the amount of \$25,875.

Staff Recommendation: Deputy Public Works Director Kuchler recommends this action.

Budgetary Impact: There are sufficient funds in the FY 2020 Budget for the \$25,875 expense.

Other Resources Required: None.

Strategic Plan Goal: #4 City Infrastructure.

5. Change Order on Phone System Upgrade (Attachment)

On February 4, 2019, the City Council approved a not-to-exceed contract of \$71,815 with Ficek Electric & Telecommunications to purchase and install an Avaya phone system. The project concluded in August 2019 but during the installation and cut-over of the phone system, it was discovered that the City was short one cordless phone and one SIP license necessary for the operations of the Police Department. Therefore, included in the agenda back-up is a change order authorizing an additional \$627.00 to the total contract cost.

Committee Action Requested: Recommend the City Council approve a resolution accepting change order RFC #3 and authorizing an additional \$627.00 to the total phone system replacement contract cost for Ficek Electric and Telecommunication Systems, Inc.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: There are sufficient funds in the FY 2020 budget for the additional \$627.00 expense.

Other Resources Required: None.

Strategic Plan Goal: Not applicable.

6. Process to Sell City-Owned Property on Rogers Avenue (Attachment)

Staff has identified one piece of surplus City owned real estate on Rogers Avenue, that is no longer being utilized by the City. The real estate contains two distinct parcels of land, and is the site of a former well house. City staff is seeking authorization to proceed with the process that could result in the sale of these parcels separately, or together. The total expense for professional services to obtain an appraisal, title commitments, and plat of survey is \$5,200. Included with the agenda backup material is Management Analyst Youngmeyer's December 5, 2019, memo, which provides additional information.

Committee Action Requested: Recommend the City Council authorize staff to coordinate the sale of two parcels of surplus City owned real estate.

Staff Recommendation: Deputy Public Works Director Kuchler and Management Analyst Youngmeyer recommend this action.

Budgetary Impact: There are sufficient funds in the FY 2020 Budget for the \$5,200 expense to hire professional services to obtain an appraisal, title commitment, and survey of plat. Proceeds from the sale of the two parcels will be returned to the City's water fund.

Other Resources Required: Staff time to coordinate the sale of the parcels.

Strategic Plan Goal: #2 Fiscal Conservatism.

7. Motor Vehicle Safety and Police Pursuit Policy Updates (Attachment)

The City's Safety Committee is continuing its review of policies available through the City's Worker's Compensation carrier, Illinois Public Risk Fund (IPRF), and revising them to meet Warrenville's needs. Eventually, these policies will be combined to form a revised Safety Manual to replace the current manual, which was last updated in 2013.

To date, the City Council has approved the following policies: Safety Committee; Inspections; Slip, Trip, and Fall Prevention; General Loss Control Procedures; Workers Compensation Claim Handling; Employee Training and Education; Accident Investigations; Management Responsibilities; Safety Rules, and Job Safety Analysis.

Included with the agenda backup material are two draft policies. The first is the *Motor Vehicle Safety* policy, which was initially presented at the October 14 Public Works and Infrastructure Committee meeting but needed some further revisions. The Police Department provided some input on this policy and their addition is noted in red on Exhibit A. Additional minor edits were made to the language and formatting. The second is the *Police Pursuit & Emergency Response Driving* policy, which establishes how and when Warrenville police officers should engage in pursuit of a suspect, and identifies the proper procedures to follow when in pursuit.

Committee Action Requested: Recommend the City Council adopt the Motor Vehicle Safety and the Police Pursuit & Emergency Response Driving policies, effective immediately.

Staff Recommendation: Assistant City Administrator White recommends this action.

Budgetary Impact: None.

Other Resources Required: Staff time to communicate the policies to all City employees.

Strategic Plan Goal: Not applicable.

8. Pole Attachment License Agreement with Verizon (Attachment)

Staff and the City Attorney developed the license agreement in coordination with Verizon, a copy of which is included with the agenda backup materials. The purpose of the agreement is to establish the terms and conditions for the installation, operation and maintenance of Verizon's small cell wireless equipment on City facilities, such as the taller street light poles in Cantera. The agreement is consistent with state and federal legislation. Verizon will still be required to obtain permits for each of the small wireless facilities they want to install within the City. This agreement is very similar to the agreement with AT&T

approved by City Council in June. Deputy Public Works Director Kuchler will provide a brief presentation and answer questions at the meeting.

Committee Action Requested: Recommend City Council pass a resolution approving the Pole Attachment License Agreement with Chicago SMSA Limited Partnership doing business as Verizon Wireless and authorize the City Administrator to execute it.

Staff Recommendation: Deputy Public Works Director Kuchler recommends this action.

Budgetary Impact: Not applicable.

Other Resources Required: Staff time to coordinate execution of license agreement.

Strategic Plan Goal: Not applicable.

9. Request to Dispose of Surplus City Property (Attachment)

Staff has identified a number of items that are no longer utilized, necessary, or useful to the City because of age and condition. Past practice for disposal of such City-owned vehicles and property has been to sell the property at auction. Obenauf Auction Service, Inc. would be utilized to sell the items in an online auction. The City has previously utilized their services and found them to be professional and well run. Proceeds from the auction will be returned to the City, minus an assessed six percent service fee. Included with the agenda backup material is Management Analyst Youngmeyer's December 5, 2019, memo, which provides additional information.

Committee Action Requested: Recommend the City Council approve an ordinance authorizing disposal of City-owned surplus property utilizing Obenauf Auction Service.

Staff Recommendation: Deputy Public Works Director Kuchler and Management Analyst Youngmeyer recommend this action.

Budgetary Impact: Ninety-Four (94%) of the proceeds from the property sold at auction will be returned to the City.

Other Resources Required: Staff time to coordinate with Obenauf and the successful bidders.

Strategic Plan Goal: #2 Fiscal Conservatism.

10. FY 2020 Work Program and Decision Package Status Report (Attachment)

The Public Works Department Work Program identifies specific projects and initiatives Public Works Department staff expects to advance during the current fiscal year, in addition to normal day-to-day core operational and service-delivery responsibilities of the department. Staff has updated the FY 2020 Public Works Department Work Program to provide the current status of department projects. A copy of the report is included with the agenda backup materials.

Committee Action Requested: None. For informational purposes only.

Staff Recommendation: Not applicable.

Budgetary Impact: Not applicable.

Other Resources Required: Not applicable.

Strategic Plan Goal: Not applicable.

PK/KY