WORK SESSION
RICHFIELD MUNICIPAL CENTER, BARTHOLOMEW ROOM
OCTOBER 25, 2022
5:30 PM

Call to order

1.   Feedback on staff's recommendation to migrate from JD Edwards to a new financial software package that includes Oracle Enterprise Resource Planning (ERP) and Sprypoint Utility Billing as part of our contract with Local Government Information Systems (LOGIS).

2.   Community Garden Pilot Proposal

Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.

STAFF REPORT NO. 26
WORK SESSION
10/25/2022

REPORT PREPARED BY:	Sack Thongvanh, Assistant City Manager
DEPARTMENT DIRECTOR REVIEW:	
OTHER DEPARTMENT REVIEW:	Kumud Verma, Finance Manager
CITY MANAGER REVIEW:	Katie Rodriguez, City Manager 10/20/2022

ITEM FOR WORK SESSION:
Feedback on staff's recommendation to migrate from JD Edwards to a new financial software package that includes Oracle Enterprise Resource Planning (ERP) and Sprypoint Utility Billing as part of our contract with Local Government Information Systems (LOGIS).

EXECUTIVE SUMMARY:
Staff recommends extending our contract with LOGIS to provide Enterprise Resource Planning (ERP) and Utility Billing software to the City. The presentation will include a brief history of our current financial system, the process of evaluating a new system and cost breakdown of the LOGIS proposal. The City currently receives a number of IT services from LOGIS, including financial software. The City, as well as 26 other agencies has used JD Edwards, a LOGIS provided software, as their financial management software since July 2002.

Software and technology have rapidly changed and advanced since 2002. Most providers have switched to cloud- based solutions, utilized AI to automate manual processes, and added more advanced features and capabilities. LOGIS recently evaluated financial management software options to offer to their members. Over the past 18 months, LOGIS worked with its members and partnered with the Government Finance Officers Association's Research and Consulting Center to refine the requirements, create the RFP, guide the selection process, and assist with pricing negotiations. The 8-member ERP Selection Team chose Oracle Cloud ERP and Sprypoint Cloud Utility Billing software as their preferred choice because of function and cost.

Staff participated in extensive demonstrations of the software and are pleased with the significant upgrade in capabilities. The new software will automate many inefficient processes, greatly improve work flows, track data better and provide superior reporting options. The new software also has much more comprehensive Human Resources capabilities.

Moving to a new financial management system will require a significant financial and operational investment from the City. The cost share for the City will include annual costs and implementation costs of both Oracle Fusion Cloud ERP and Sprypoint Cloud Utility Billing. The following are estimates and will depend on how many agencies participate.

For Richfield:

Oracle Fusion Cloud ERP
Annual Cost: Current cost of $141,695 to $184,256, an increase of $42,561. Implementation Cost: $252,555

Sprypoint Cloud Utility Billing
Annual Cost: Current cost of $84,830 to $93,171, an
increase of $8,341. Implementation Cost: $109,081

Important Considerations:

1. Oracle costs will remain fixed for 2023-2027, followed by a 2% annual increase from 2028-2032.
2. Sprypoint costs will increase 5% annually from 2024-2032.
3. The proposal requires a 10-year commitment and we will need to notify LOGIS by November 15, 2022.

A detailed letter from LOGIS has been attached for your consideration. A representative from LOGIS will make a short presentation and will be available for questions.

Due to the many operational efficiencies gained by transitioning to the new software and confidence in the extensive evaluation process already taken by LOGIS and its members, staff recommend the Council to consider the proposal outlined in the letter provided by LOGIS dated August 17th, 2022. If Council is supportive, staff will present a resolution committing to the LOGIS proposal for formal consideration at their November 9, 2022 meeting.

DIRECTION NEEDED:

Staff request City Council input on their recommendation to enter into a formal 10-year agreement with LOGIS for ERP and Utility billing software.

BACKGROUND INFORMATION:

A. **HISTORICAL CONTEXT**

B. **POLICIES (resolutions, ordinances, regulations, statutes, etc):**

C. **CRITICAL TIMING ISSUES:**

The City will need to provide LOGIS a response by November 15th, 2022. We would propose a rollout beginning in late 2023 or 2024 for the City of Richfield.

D. **FINANCIAL IMPACT:**

Please see attached letter from LOGIS for detailed breakdown.

E. **LEGAL CONSIDERATION:**

ALTERNATIVE(S):

1. Continue with the current twenty year-old software which will no longer be supported.
2. Independently research, implement a RFP process, evaluate and transition to new financial software.

Both of these alternatives would require extensive amount of resources that is currently very limited due to general operations and the very tight labor market. Going through LOGIS, the City also benefits from the economy of scale and the flexibility to make sure the integration process is refined and any problems are corrected before we decide to change over to the new system.

PRINCIPAL PARTIES EXPECTED AT MEETING:
Sack Thongvanh, Assistant City Manager Kumud Verma, Finance Manager

ATTACHMENTS:

Description	Type
LOGIS Letter	Cover Memo

August 17, 2022

Dear LOGIS Members,

Over the past 18 months LOGIS has been working with its membership to research, evaluate, and select a new ERP and Utility Billing software solution to meet your needs. This featured a member-driven process involving 27 agencies who collectively established software functional requirements and participated in software demonstrations. It also included an 8-member ERP Selection Team to guide and oversee the entire process.

We also partnered with the Government Finance Officers Association's Research and Consulting Center to refine the requirements, create the RFP, guide the selection process, and assist on pricing negotiations. We received proposals from the following providers:

- Advanced Utility Systems
- Central Square
- Oracle Fusion

- Sprypoint
- Tyler MUNIS
- Workday

After two months of proposal reviews, four weeks of software demonstrations, and several months of follow-up discussions; the **Oracle Cloud ERP** and **Sprypoint Cloud Utility Billing** software solutions have been elevated by the ERP Selection Team as the preferred choice – a culmination of over 1,500 collective hours from the membership and LOGIS staff.

We recognize that moving to the new systems will require a significant financial and operational investment. To help guide you in this decision, we've compiled a list of advantages and value-added outcomes that accompany these changes. This list is presented in *Appendix A*. Proposed member costs are included in *Appendices B (annual) & C (one-time implementation)*.

We understand that this is a major decision that requires careful consideration. However, to secure your pricing, each member organization will need to provide a formal 10-year commitment by November 15, 2022. Please let us know if you have any questions or concerns regarding the selection process, proposed costs, or formal commitment. We look forward to serving your ERP and utility billing needs moving forward.

Sincerely,

Christopher K. Miller

Christopher K. Miller
LOGIS Executive Director

Tonya L. Kusmirek

Tonya L. Kusmirek
LOGIS Director of Finance & Administration

Member Advantages

General
- Top-tier software solution with advanced features and capabilities
- Cloud-based solutions with on-going enhancements and functionality that will meet member needs as they evolve
- Direct software support from highly-trained LOGIS staff
- Guaranteed pricing for the next 10 years
- More competitive price entry points for prospective member participants

Oracle
- Enhanced user experience for financial & human resources staff <u>and</u> workflow and employee self-service capabilities for all employees
- Improved/added HR functionality over JDE
- Potential replacement for third-party HR applications such as NEOGOV, Benefits Connect, etc.
- Fully-integrated HR/payroll/general ledger systems (no more double-entry)
- Built-in workflow module including accounts payable
- Built-in budgeting and financial reporting modules/dashboards
- Separate data and configuration environment for each member

Sprypoint
- Fully-integrated with Oracle general ledger
- Fully-integrated meter management function
- Built-in mobile field service: Sprypoint
- Built-in customer portal/payment solution: Sprypoint
- Built-in utility billing workflow module
- Potential replacement for third-party electronic payment solutions
- State-of-the-art interface/web service capability
- Embedded business intelligence reporting platform
- Separate data and configuration environment for each member

Member Value-Added Outcomes

- Volume discount pricing on software solutions
- Vendor and LOGIS staff implementation services
- Relationship with vendors managed by LOGIS staff
- Software evaluation & selection process that featured a collective knowledge-base from 27 member-organizations
- Free on-site or remote training for system enhancements and staff on-boarding
- Locally-held user group meetings with over two dozen participating local governments

Oracle Fusion Cloud ERP	Current	NEW ERP Cost (estimated)			
	Fin/HR/Pay	Oracle	LOGIS	Total	$
Member	Cost	Cost	Cost	Cost	Change
NW Community TV	$ 16,255	$ 50,886	$ 11,858	$ 62,745	$ 46,490
DCC	18,190	50,886	13,270	64,156	45,966
SW TRANSIT	18,555	50,886	13,536	64,423	45,868
MN VALLEY TRANSIT	27,410	50,886	19,996	70,882	43,472
WACONIA	36,860	50,886	26,890	77,776	40,916
RAMSEY	66,855	50,886	48,772	99,658	32,803
NEW HOPE	74,665	50,886	54,470	105,356	30,691
S. ST PAUL	77,655	50,886	56,651	107,537	29,882
AUSTIN	83,350	80,886	60,806	141,692	58,342
CRYSTAL	86,470	80,886	63,082	143,968	57,498
FARMINGTON	88,210	80,886	64,351	145,237	57,027
WHITE BEAR	95,750	80,886	69,852	150,738	54,988
GOLDEN VALLEY	104,680	80,886	76,366	157,253	52,573
SHAKOPEE	129,835	80,886	94,717	175,604	45,769
RICHFIELD	141,695	80,886	103,370	184,256	42,561
EDEN PRAIRIE	138,795	114,636	101,254	215,890	77,095
BROOKLYN CENTER	149,690	114,636	109,202	223,838	74,148
LAKEVILLE	152,785	114,636	111,460	226,096	73,311
APPLE VALLEY	155,120	114,636	113,163	227,800	72,680
COON RAPIDS	167,655	114,636	122,308	236,944	69,289
MINNETONKA	184,490	114,636	134,589	249,226	64,736
ST LOUIS PARK	201,210	114,636	146,787	261,423	60,213
EAGAN	216,965	114,636	158,281	272,917	55,952
MAPLE GROVE	251,770	114,636	183,672	298,308	46,538
	$2,684,915	$2,005,020	$1,958,704	$3,963,724	$1,278,809

Notes:
- *Current* financial, HR, & payroll costs are based on members' 2023 budget amounts.
- Oracle costs includes annual licensing, software enhancements & upgrades, and data hosting. Oracle costs will remain fixed for 2023-2027, followed by a 2% annual increase from 2028-2032.
- LOGIS costs include all software support and training. Inflationary-type increases are projected in 2024-2032.
- '$ change' column represents the difference between the new ERP system cost and your current cost with JDE + add-ons.
- Oracle Fusion ERP system modules are tightly integrated and cannot be priced separately. Oracle pricing includes all system components including financial, HR, payroll, workflow tools, and advanced reporting tools.

Sprypoint Cloud Utility Billing					
	Current	**NEW Utility Billing Cost** (estimated)			
Member	Utility Billing Cost	Sprypoint Cost	LOGIS Cost	Total Cost	$ Change
NEW HOPE	$ 69,640	$ 27,824	$ 36,689	$ 64,513	$ (5,127)
S. ST PAUL	69,710	33,372	36,726	70,098	388
FARMINGTON	51,620	33,580	27,195	60,775	9,155
GOLDEN VALLEY	69,760	35,620	36,752	72,372	2,612
CRYSTAL	69,905	36,888	36,828	73,716	3,811
WHITE BEAR	69,725	37,900	36,734	74,634	4,909
BROOKLYN CENTER	92,049	41,160	48,494	89,654	(2,395)
RICHFIELD	84,830	48,480	44,691	93,171	8,341
ST LOUIS PARK	103,505	60,852	54,530	115,382	11,877
APPLE VALLEY	116,240	71,096	61,239	132,335	16,095
MINNETONKA	116,320	74,572	61,281	135,853	19,533
EDEN PRAIRIE	134,395	88,032	70,804	158,836	24,441
EAGAN	132,130	88,312	69,611	157,923	25,793
COON RAPIDS	132,130	90,500	69,611	160,111	27,981
LAKEVILLE	116,320	98,996	61,281	160,277	43,957
MAPLE GROVE	132,130	103,744	69,611	173,355	41,225
WOODBURY	132,130	107,092	69,611	176,703	44,573
	$1,692,539	$1,078,020	$ 891,687	$1,969,707	$ 277,168

Notes:
- *Current* utility billing costs are based on members' 2023 budget amounts.
- Sprypoint costs includes annual licensing, software enhancements & upgrades, and data hosting. Sprypoint costs will increase 5% annually from 2024-2032.
- LOGIS costs include all software support and training. Inflationary-type increases are projected in 2024-2032.
- LOGIS costs include all software support and training.
- '$ change' column represents the difference between the new utility billing system cost and your current cost with CIS Infinity (Advanced).
- Pricing includes all system components including billing & payments, meter management, and mobile field service.

Oracle Fusion Cloud ERP	
	Impl.
Member	Cost (est.)
NW Community TV	$ 158,885
DCC	158,885
SW TRANSIT	158,885
MN VALLEY TRANSIT	158,885
WACONIA	158,885
RAMSEY	158,885
NEW HOPE	158,885
S. ST PAUL	158,885
AUSTIN	252,555
CRYSTAL	252,555
FARMINGTON	252,555
WHITE BEAR	252,555
GOLDEN VALLEY	252,555
SHAKOPEE	252,555
RICHFIELD	252,555
EDEN PRAIRIE	357,935
BROOKLYN CENTER	357,935
LAKEVILLE	357,935
APPLE VALLEY	357,935
COON RAPIDS	357,935
MINNETONKA	357,935
ST LOUIS PARK	357,935
EAGAN	357,935
MAPLE GROVE	357,935
	$ 6,260,380

Notes:
- Software implementation involves one-time costs that will be pro-rated and paid at various milestones throughout the process.
- Implementation services will be conducted jointly by the software provider and LOGIS.

Sprypoint Cloud Utility Billing	
	Impl.
Member	Cost (est.)
NEW HOPE	$ 109,081
S. ST PAUL	109,081
FARMINGTON	109,081
GOLDEN VALLEY	109,081
CRYSTAL	109,081
WHITE BEAR	109,081
BROOKLYN CENTER	109,081
RICHFIELD	109,081
ST LOUIS PARK	109,081
APPLE VALLEY	156,184
MINNETONKA	156,184
EDEN PRAIRIE	156,184
EAGAN	156,184
COON RAPIDS	156,184
LAKEVILLE	156,184
MAPLE GROVE	156,184
WOODBURY	156,184
	$ 2,231,200

Notes:
- Software implementation involves one-time costs that will be pro-rated and paid at various milestones throughout the process.
- Implementation services will be conducted jointly by the software provider and LOGIS.

STAFF REPORT NO. 27
WORK SESSION
10/25/2022

REPORT PREPARED BY:	Rachel Lindholm, Sustainability Specialist
DEPARTMENT DIRECTOR REVIEW:	Amy Markle, Recreation Services Director 10/18/2022
OTHER DEPARTMENT REVIEW:	
CITY MANAGER REVIEW:	Katie Rodriguez, City Manager 10/19/2022

ITEM FOR WORK SESSION:
Community Garden Pilot Proposal

EXECUTIVE SUMMARY:
There is a need to bring community gardens back to Richfield. Recreation, Sustainability, and Public Works staff have collaborated on a proposal to have one small to medium sized garden in Veterans Park. This would increase food access and provide needed green-space for residents that don't have space to garden. Gardening is also an important cultural and mental health related activity for many of Richfield's residents.

Since the previous work session, staff conducted multiple open houses and received feedback from several residents. The project is now focusing on one pilot site in the city.

DIRECTION NEEDED:
Staff are looking for a recommendation to proceed with the project and any comments councilmembers might have.

BACKGROUND INFORMATION:

A. **HISTORICAL CONTEXT**
   - Having community garden space has been an annual request from many residents.
   - Richfield historically had a large community garden with hundreds of plots on MAC land along HWY 62.
   - The large garden had persistent issues that were challenging, and the city did not have the legal jurisdiction to correct the problems.
   - The old garden program ended in 2017 due to road construction and access.

B. **POLICIES (resolutions, ordinances, regulations, statutes, etc):**
   - Climate Action Plan- Section 5
   - Parks Master Plan
   - Comprehensive Plan

C. **CRITICAL TIMING ISSUES:**

   Staff would like to move forward with this project to ensure there is enough time to prep the area before

the ground freezes and make sure everything is ready to open the garden next year.

D. **FINANCIAL IMPACT:**

The materials necessary for the garden have been itemized in the attached presentation and the funds will come out of existing park maintenance funds.

E. **LEGAL CONSIDERATION:**

None

ALTERNATIVE(S):

Council could advise staff to not move forward with the pilot project and provide alternative direction.

PRINCIPAL PARTIES EXPECTED AT MEETING:

ATTACHMENTS:

Description	Type
Community Gardens PPT	Presentation

Community Garden
Pilot Project Work Session

Why Invest in Community Gardens?

- The need is clear and requested by the community

- High density housing usually doesn't have much or any greenspace to garden

- Cultural activity

- CAP objective

- Rising food costs

- Positive health and environmental impacts

Richfield
The Urban Hometown

Different model proposed

A small/medium size community garden with approximately 30 plots, including raised/table beds that allow for accessible plots

Richfield
The Urban Hometown

Financial Impact

- Already budgeted out of existing park maintenance funds

- Main materials: Water tank, spigot and other tank materials, raised accessible table beds, compost bins, community board, garden signs, crushed limestone for area around accessible gardens, misc. tools and supplies, top soil, marketing

Sign-up Process

- Residents only - one plot per household
- Bilingual availability (Ellen at Community Center can take registration)
- Preference given to those that live in high density housing
- Accessible garden plots
- Get sticker that goes on plot stake

Richfield
The Urban Hometown

Location Criteria Established

– Parking

– Water

– Enough space

– Lighting/Sun

– Soil

– Accessibility

– Neighborhood

Proposed Garden Site

Soil Tests

- UMN did tests on soil samples from Vets Park and a potential amendment supply from Fort Snelling

- UMN provided further clarifying info on results
  - Existing soil and amendment material have higher PH

Richfield
The Urban Hometown

Timeline

- On-site engagement with residents (late summer/early fall)

- Prep site as much as possible (fall)

- Planning and order materials (fall/winter)

- Till/installation (late April 2023)

- Gardens open Mother's Day weekend 2023

Richfield
The Urban Hometown

Open Houses

- One at City Hall (9/20) and one on-site (10/4)

- 15 attendees

- Feedback taken via email, phone calls, and comment cards

Richfield
The Urban Hometown

Community Feedback

- Table beds, plot sizes, pollinators
- Multiple residents who live in multi-unit housing came to express interest and asked when/how they could register
- 3 against the location, 5+ for it/no concerns about the location
  - Nobody against community gardens

PLEASE PROVIDE COMMENTS HERE:

thank you for the info — I look forward to signing up

PLEASE PROVIDE COMMENTS HERE:

Comm Garden is potentially a great mental health program/service. I look at this as a prevention program.
I sit on the Health Commission.

covid-safe activity

PLEASE PROVIDE COMMENTS HERE:

I fully support community gardens — Vets Park is a place I love and I'm glad to see this! (I live down the street + come here all the time).

I'm happy to help install pollinator gardens around to boost the community gardens
→ I am a Master Naturalist ☺
$45 seems high for lower income families ; gardens will help lower the ground surface temp.

I'm concerned about chemical spray at nearby vets memorial

So glad accessibility is a priority!   no netting (catches + kills birds)

PLEASE PROVIDE COMMENTS HERE:

- $45, too much — 2 kids & minimum wage would be hard

- no berry netting!
  kills birds

- I walk here all the time
  & would love to meet neighbors who are gardening

- compost onsite
- compost provided

- stop spraying vets hill! naturalize it. At least buffer create wide swath of native / hedgerow.

"I was surprised to learn at the gathering that of the three parks slated to host community gardens, Vets (in my opinion, the least appropriate of the three) is the only one to remain, and it will serve as a pilot. The other parks mentioned would have been more conducive to be "community" gardens, as they are in actual residential communities. It was repeated a number of times that "nothing is written in stone" and "nothing is finalized". But apparently, the choice of using Vets Park over other possible park locations is finalized and plans are moving forward."

"I saw this is coming and we're really excited.
https://cms9files.revize.com/richfieldmn/06-28-2022%20Council%20Work%20Session.pdf

I'm not sure what the sign-up process is or when it is available.
Can you please fill me in on how that process works?

I'm sure the gardens will be popular, and it makes sense to give priority to residents that live in high density housing. Can households share a plot to give more a chance to participate?"

What would the site look like?

Questions or feedback?