PUBLIC WORKS COMMITTEE REPORT
February 15, 2012 2:35 – 3:00 PM
City Council Chambers

Members Present: Jason Wiener (chair), Ed Childers, Dick Haines, Bob Jaffe, Dave Strohmaier, Jon Wilkins, Adam Hertz, Alex Taft, Caitlin Copple, Mike O'Herron

Members Absent: Marilyn Marler, Cynthia Wolken

Others Present: Steve King, Dan Jordan, Kevin Slovarp, Mickey Rufus, Gregg Wood, Doug Harby, Jolene Ellerton, Scott Paasch, Cheryl Schatz, Monte Sipe, Christy Weigand, Eric Anderson, Mitch Doherty

I. ADMINISTRATIVE BUSINESS

A. Approval of the minutes of – February 8, 2012 – Approved with corrections

B. Announcements – Gregg Wood gave an update on the Rattlesnake Creek/Broadway pedestrian crossing project to improve the Van Buren/Broadway connection to the university footbridge (aka RUX). The preliminary plans are 30-40% complete and a meeting is tentatively scheduled with the public and stakeholders on February 29th at 6:00 p.m. Alex Taft asked for a copy of the preliminary design.

C. Public Comment on Non-Agenda items – None.

II. CONSENT AGENDA ITEMS

1. Change Orders #1 and #2 to the Cooperative Purchasing Agreement and Scope of Work with the State of Montana, Department of Labor and Industry, Building Codes Bureau, amending Building Codes One-Stop ePermit System Contract #10-1748B with Accela, Inc., and approve the purchase of 20 Asset Management Licenses. (memo) (Accela Presentation)—Regular Agenda (Dan Jordan) (Referred to committee: 02/13/12) **REMOVE FROM AGENDA**

   Motion: The committee recommends the Council approve and authorize the Mayor to sign Change Orders #1 and #2 to the Cooperative Purchasing Agreement and Scope of Work with the State of Montana, Department of Labor and Industry, Building Codes Bureau, amending Building Codes One-Stop ePermit System Contract #10-1748B with Accela, Inc., and approve the purchase of 20 Asset Management Licenses.

   Dan Jordan, GIS Manager for City Public Works, gave a presentation on the changes that staff is requesting to the Accela Automation Project:
   - Change order #1 was a request to purchase a new assessment record type – at a cost of $39,900. This record type would be used for sidewalk assessments, special improvement districts, and Park and Road District updates.
   - Change order #2 was a request to purchase additional asset management conversion – at a cost of $9,000. The additional asset management conversion was for pavement management. The current system consisted of a spreadsheet created two years ago. The spreadsheet was difficult to use. Automation would run reports and update the pavement condition of city streets easily.
   - The final request was to purchase twenty additional asset management licenses – at a cost of $21,200. Other divisions within the city became aware of the potential for asset management Accela could provide in their divisions.
   - The total amended contract cost would be $855,100 for the entire Accela Automation project. Since the county left the project the annual maintenance cost had decreased from the original proposal because license numbers could be reduced.

Questions and comments from the committee included:

- Why weren't extra assessment record types thought of at the onset of the project? *The current contract specifically dealt with upgrading the Permits Plus System and all the asset work orders on the asset management side. Staff felt that it would be advantageous to replace other outdated processes at this time.*
- How do we take care of data now as far as assessments? D*ata was downloaded and added to a spreadsheet which was difficult to keep up to date, cumbersome, and not user friendly.*
- Why are additional asset management licenses needed? Why did the project start without additional licenses? *There are currently ten concurrent licensed users on the existing system. When converted to the new system they are named user licenses. At the onset of the project no one knew the capability of the software and how many divisions would utilize it and need licenses. An aggressive asset management system was important to the city.*
- What else could Accela do? Were there elements that could be used for higher level management? *Bike licensing, project management, projects approvals, notice letters, building permit review/time, and costs –staff/equipment/vehicle/parts could be handled by the system.*
- What were the chances council would see more change orders in the future? *In June, when the project is up and running, staff may determine that other changes are necessary since we want the software to do as much as possible. There should be no more change orders between now and June 2012.*
- How much more would the project cost the city since the county pulled out of the project? *The county paid a total of $21,000 through November 23, 2011. The remainder of their commitment was approximately $58,000 after they paid their portion of the contract. The city would pay that amount if the committee approved the additional record types.*

Bob Jaffe made the motion to accept the change orders as presented. He then asked if the property management portion being proposed was just for the city. Dan Jordan explained that the property management database would possibly cover to the wastewater service area boundary but not the entire county. Mr. Jaffe wondered if property management information could be shared between the city and county so work would not be duplicated and money could be saved. Mr. Jordan said that the county was planning to go to an Enterprise GIS system with all property data in the future after the City's Accela implementation. If the city wished to combine data with the county it would not be an issue. Bruce Bender, CAO, stated that it would be an ongoing discussion with the county. Having different systems was the problem, plus the county had different needs; however, it would be pursued with the county.

Jason Wiener asked for public comment, and none was given. The motion carried unanimously.

III. HELD AND ONGOING AGENDA ITEMS

1. Appoint a Council representative to the Russell Street Consultant Ranking Panel and Technical Design Team. (memo)—Regular Agenda (Jason Wiener) (Referred to committee: 02/13/12)
2. Report from Pedestrian Subcommittee on possible sidewalk funding options. (memo)—Regular Agenda (Marilyn Marler) (Referred to committee: 01/09/12)
3. Resolution to change the speed limit on Reserve Street between Brooks and 39th Street. (memo)—Regular Agenda (Wayne Gravatt) (Referred to committee: 01/24/2011)
4. Discuss the timing of various traffic lights around the city. (memo)—Regular Agenda (Bob Jaffe) (Referred to committee: 09/26/2011)
5. Discuss the school speed zones. (memo)—Regular Agenda (Bob Jaffe) (Referred to committee: 09/26/11)

IV. ADJOURNMENT
The meeting adjourned at 3:00 p.m.
Respectfully Submitted,
Heidi J. Bakula, Program Specialist
City Public Works Department