

**MINUTES
MILWAUKIE CITY COUNCIL WORK SESSION
FEBRUARY 15, 2011**

Mayor Ferguson called the work session to order at 5:00 p.m. in the City Hall Council Chambers.

Council Present: Mayor Jeremy Ferguson, Council President Greg Chaimov, and Councilors Dave Hedges, Joe Loomis, and Mike Miller

Staff Present: City Manager Bill Monahan, Community Services Director JoAnn Herrigel, Administrative Specialist II Hannah Wells, Information Coordinator Grady Wheeler, Civil Engineer Jason Rice, Resource and Economic Development Specialist Alex Campbell and Engineering Director Gary Parkin

City Manager's Report

Mr. Monahan gave his report.

City Website Tour including online Bid/RFP Management Feature

Grady Wheeler, Public Information, Hannah Wells, Administrative Specialist II and Jason Rice, Civil Engineer, and Brian Gilday, founder of aHa Consulting were introduced.

Mr. Gilday gave a brief background of his company and explained that in June aHa Consulting contracted with the City on its website redesign project. He would continue to work with City staff on future enhancements.

Mr. Wheeler explained his role as the webmaster including content management. He worked with department heads to populate the highlights section on the home page.

Ms. Wells explained her role as the infrastructure manager which provided technical support to internal users. She showed a survey created for the Planning Department and the City Council pages and the information provided on the page. She reviewed the email notification subscriptions and the "stay connected" feature on the homepage.

Mr. Wheeler discussed elements on the website that tied in with the Council goal of better two-way communication. There have been 83 contacts to date and the number was on the rise.

Mr. Gilday explained the functionality of the Webform and how responses were tracked. He described a database the City might consider implementing to track response times and other history.

Mr. Wheeler explained they were working on an A-Z list which he hoped to have up shortly. He highlighted the social media aspect of the City website which was maintained by Beth Ragel.

Mayor Ferguson liked the fact that has Ms. Ragel posts information on Twitter and Facebook. She also kept him informed he can post items of interest on his Facebook page and Twitter account.

Ms. Wells showcased the E-Services tab where a citizen can fill out a records request, apply for a building permit, library renewal or checkout, and stop and start utility billing services. Staff anticipated having online payments ready soon.

Mr. Rice discussed the bid/RFP management feature he was working on with aHa Consulting. The intent was to reach a greater number of interested bidders plus reduce administration costs by having the process online.

Mr. Wheeler explained the current maintenance contract with aHa runs through this fiscal year and reviewed the elements of the current contract. Staff would come to Council in May asking for an additional \$5,000 that would cover the RFP work and a small list of other things they would like to add.

Councilor Hedges could see the website was evolving and thought it looked better. He still found some searches difficult but part of it was getting used to the new features.

Mayor Ferguson said the website is a good product and suggested visiting the neighborhood associations with an overview.

Mr. Gilday suggested creating a video to post on the page that could be very impactful. He briefly talked about the City Alert feature that will be deployed in the event of a weather or other type of emergency.

Councilor Hedges would like to see the comments that are coming in. As an example he brought up the new monthly utility billing.

Monthly Neighborhood District Association Dialogue

Matt Rinker and Bryan Dorr from Ardenwald/JC, Linda Hedges, David Aschenbrenner and Mary Weaver from Hector Campbell, Beth Kelland from Linwood, Pepi Anderson and Art Ball from Lewelling.

Ms. Weaver said the Walk Safely Milwaukie Program (WSMP) reports were due, and a lot of work had gone into those. Last week they discovered that there had been an RFP put out for project design and management services to a consulting firm for this project and they had not been aware of that, and it generated a lot of questions. The group would appreciate a follow-up to the questions. Would the contract amount be funded from the WSMP and if so would those costs be itemized into the project budget? Was it a matter of skill or time? The neighborhoods wanted to make sure as much money as possible went into the projects. Will the neighborhood chairs have a relationship or role with the consultant for the work being done in their neighborhoods?

Mayor Ferguson appreciated the time spent in developing the questions. He preferred to defer to Mr. Monahan to answer in detail for the next work session.

Mr. Monahan said the information could get out sooner to the NDA's. This was an open-ended contract to have the resources available to complete the projects as well as to speed up the process.

Mayor Ferguson noted the anticipated contract amount was \$20,000, but it might not end up being that much.

Ms. Weaver asked if that was coming out of the WSM project fund money.

Mr. Parkin replied yes, there was only one funding source.

Ms. Weaver asked to know how much was in the budget.

Mr. Campbell said the balance was approximately \$145,000. The bulk of the money would be spent on engineering the projects. It would be spent on project. The exception was help for the March workshop which would cost approximately

\$1500. The number of projects completed would be dependent on how much can be done in house.

Ms. Weaver felt that staff knew our neighborhoods really well, including the issues and history.

Mr. Campbell said they would like a few paragraphs about the projects before the workshop that could be given to a consultant in advance. Staff would supplement that information with aeriels and other information vital to the project.

Mr. Ball said in the interest of transparency and communication wouldn't it be fair for staff to outline the estimated costs and then give that information to the NDAs so they can look at it and question it.

Mr. Campbell said he would look to Council and the City Manager on how they would like the project operated. That was not a decision that he would be making at his level.

Mr. Monahan said we can spend resources making reports and graphs and preliminary analysis or we can put the resources in the projects. This was a new process for a new program which was explained at numerous meetings. They would document how this year was done as a template for the future. The process can be corrected to reduce inefficiencies and best spend the resources.

Mayor Ferguson added there would be more answers as we went along and the process refined.

Councilor Hedges said the NDAs had the impression that the projects would be done in house. They understood they had \$47,000 to spend in the first year and \$100,000 in second year on neighborhood projects. Staff was already paid for, and they felt that they would be able to use all of the money on the projects and not consultants. The cost of the banner was not discussed with the NDAs ahead of time, which caused some friction. One of the bidders contacted a member of the NDA to find out what they were bidding on and that was the first inkling that money would be spent on consultants. A lot of citizens think the City wastes a lot of money on consultants.

Mr. Monahan agreed with Councilor Hedges that it was a matter of perception as to whether the use of consultants was a good thing or a bad thing. This community is run very lean in terms of staffing and in some cases we need an area of expertise that we cannot afford to have on staff on a full-time bases. There was some expertise that the staff needs now. Should the \$147,000 all go into projects and then other expenses be paid by engineering?

Councilor Hedges said his biggest concern with consultants was spending \$20,000, which was waste of money. The Walk Safely handout gave a clear indication that the work would be done by City Staff. It should have been clear that the staff would need to use consultants. The NDAs should not have found out from a bidder.

Mr. Ball agreed would have been more acceptable if they would have been told in advance that consultants were needed.

Mr. Miller knew the City staff was competent, so it was difficult to justify the consultant. There are times when the City did not have the money to hire a consultant. The neighborhoods would be happy to get something done. The costs of consultants eat up the money for these small projects. We need to take a look at the size of projects to determine whether they need to be done in-house or not.

Mayor Ferguson said the placeholder was for \$20,000, but that did not mean we would spend that much. An NDA may come in with a proposal outside the normal range of staff expertise.

Ms. Hedges said the RFP included 20 hours for workshop assistance to help us decide which were the best projects, and the rest was for project management.

Mr. Campbell said it was not for project management but for project design to develop plan sheets.

Mr. Parkin said engineering did the work in house whenever possible. There would be an analysis done to see if the engineering staff could do the work.

Councilor Hedges fought to get the Public Safety Advisory Committee (PSAC) as the decision making body.

Ms. Anderson thought there may have been a lack of understanding on the engineering staff's role. She felt it was the lack of communication and transparency, and it was solvable.

Councilor Hedges said in the old process PSAC ranked the projects to get the biggest bang for the buck. He did not know what was going on with the project. There was a lot of paperwork and plans, but nobody knew what that meant.

Ms. Patten asked if we would be spending money on a consultant for projects that would not get done.

Mr. Campbell replied no. There are two possible work orders envisioned under the RFQ to identify a firm to draw upon as needed. First was the workshop. The second part would be engineering services for design of the projects once they are selected. He thought PSAC was going to choose the project but was not aware of that every management decision needed approval. This was not an attempt to hide but to communicate. He would go through the reports tomorrow and will determine what part of the reports was most important.

Councilor Hedges said the NDAs knew how much they had to spend and saw the pot diminishing. They were not sure why or where that money had gone.

Mr. Campbell said initially the thought was to do the small scale projects in-house, but they may need consultant support to get a group of small projects out quickly.

Ms. Anderson asked if PSAC would have a better sense of the workshop agenda.

Mr. Campbell said they could talk about that at the next PSAC meeting.

Ms. Weaver felt email would be satisfactory. She had worked 30 years in education and spent hours at workshops that were useless to her.

Ms. Hedges said business as usual was to use consultants instead of staff. She heard from citizens that we should not be using consultants. We need to make sure when identifying projects that we have the staff that can do the work.

Mayor Ferguson noted there are a number of projects that staff works on in their area of expertise. Projects requiring consultants often come before Council for approval, so there may be a perception that people thought that was normal business practice.

Mr. Monahan said there are many projects staff would like to work on and there are projects for which the City did not have the expertise. The website was one such example. The City contracts with a consultant to learn from and launch a project.

Councilor Hedges observed the website was different from a traffic calming project. He was scheduled to visit the Johnson Creek Facility in order to get a better understanding of the work.

Ms. Hedges passed around a card that her neighborhood created to personally invite people to their NDA meetings. Each person at their meeting took 3-4 cards and were asked to invite 3-4 people that they were personal acquaintances with and included information about their upcoming meeting.

Mayor Ferguson adjourned the work session at 6:55 p.m.

Respectfully submitted,



Pat DuVal, City Recorder

WORK SESSION

**MILWAUKIE CITY COUNCIL
WORK SESSION
FEBRUARY 15, 2011**

MILWAUKIE CITY HALL

Conference Room
10722 SE Main Street

WORK SESSION – 5:00 p.m.

A light dinner will be served

Discussion Items:

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	5:00 p.m.	City Manager's Report	Bill Monahan	
2.	5:30 p.m.	City Website Tour including online Bid/RFP Management Feature	Hannah Wells, Grady Wheeler & Jason Rice	
3.	6:15 p.m.	Monthly Neighborhood District Association Dialogue	Mayor Ferguson	
4.	6:45 p.m.	Adjourn		

Information

Executive Session: All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Public Notice

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.
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