



City of Palo Alto

City Council Staff Report

(ID # 6401)

Report Type: Consent Calendar

Meeting Date: 12/14/2015

Summary Title: Addition of Project Manager for IMS and Reporting

Title: Amendment of the Table of Organization to add One FTE Project Manager to the Public Works Department to Implement and Maintain the Infrastructure Management System, and to Coordinate Regular Reporting to Council and the Public on Infrastructure Status, Capital Improvement Projects Status, and the Infrastructure Plan, and Adoption of a Related Budget Amendment Ordinance

From: City Manager

Lead Department: Public Works

Recommendation

Staff recommends that Council approve the attached Table of Organization Amendment Ordinance to add 1.0 Project Manager in the Public Works Department and Budget Amendment Ordinance in the amount of \$53,913 to fund the 1.0 Project Manager position with a start date effective March 1, 2015 to implement and maintain the Infrastructure Management System and assist with regular status reports to City Council and the public on infrastructure and infrastructure projects.

Background

In December 2011, the Final Report of the Infrastructure Blue Ribbon Commission (IBRC) recommended establishing an Infrastructure Management System (IMS) that would maintain an up-to-date inventory of the City's infrastructure assets, track the catch-up and keep-up needs and compare these needs to available funding. Once established, the IMS will be used to generate regular reports on infrastructure status.

The FY 2013 Capital Budget established a Capital Improvement Project to implement the IMS. A needs assessment study completed in late 2014

recommended that two applications already used by the City, Maintenance Connection and Questica, be used to form the IMS. Contracts are being executed with consultant Plante Moran, Maintenance Connection and Questica to begin implementation of the IMS.

Council focus on infrastructure and the creation/adoption of the Infrastructure Plan supports the need for better reporting on infrastructure both in terms of project updates for Council and the public and for reports on infrastructure in general (i.e. progress on catch-up and keep-up) emanating from the IMS.

Current resources do not support the level of management and reporting required to meet the base recommendations of the IBRC, therefore staff recommends the addition of an FTE to complete implementation, maintain the IMS and report regularly.

Discussion

Implementation

The Project Manager will work with consultants and staff in the Public Works, Planning and Community Environment and Community Services Departments to load existing asset inventory information into Maintenance Connection and existing cost projections into Questica; to develop policies and procedures for capturing operating maintenance, capital maintenance and replacement (CIP) information in Maintenance Connection; and to configure infrastructure reports needed from the IMS.

Maintenance

The Project Manager will coordinate with departments to ensure operating and capital work is continually uploaded in the IMS, condition assessments are performed and reflected in the IMS and cost projections are updated in Questica. To ensure current projections of infrastructure funding are readily available, the Project Manager will coordinate with the Office of Management and Budget.

Reporting

The Project Manager will produce reports from the IMS on the condition of the City's infrastructure and prepare updates on the IMS reports, Infrastructure Plan progress and status of CIP projects for City Council. To inform the public, the Project Manager will coordinate with other departments to create or update CIP

project web pages hosted on the City of Palo Alto website, providing relevant infrastructure project information.

In a recent meeting, staff updated former IBRC members on the status of the IMS and implementation plan, including the proposal to add a staff position. IBRC members were supportive of the plan and the addition of staff to ensure progress of the IMS. Once the IMS is fully implemented with routine maintenance and reporting, the project manager's expertise may also be utilized in planning for and implementing capital projects as time allows.

The Project Manager position is proposed to reside in the Engineering Services Division of Public Works. Engineering Services implements the bulk of general fund infrastructure, and adding staff resources for the IMS will avoid diverting staff from completing existing and Council Infrastructure Plan projects. Public Works considered the option of using temporary hourly staff or contract services to avoid adding a new staff position. Due to limitations of annual hours, temporary staff is not able to foster ongoing relationships with staff in multiple departments to coordinate IMS information and reporting on multiple City projects nor are contract services effective as a full replacement for city staff, as contract staff require significant management and direction from City staff.

Resource Impact

The Project Manager position will work with consultants and staff to implement the final phase of Capital Improvement Program project TE-13004; Infrastructure Management System. Staff recommends approval of the attached BAO to appropriate funding for this Project Manager position in the amount of \$53,913 to be funded with 60% Capital Fund funding and 40% General Fund funding. The position is expected to be onboard by March 1, 2016 which is reflected in the prorated cost of the position and included in the BAO. With approval of this recommendation, staff will include the position in the forthcoming FY 2017 Proposed Budget. The ongoing cost is estimated to be approximately \$162,000 and will be funded as previously listed.

Attachments:

- Attachment A - Budget Amendment Ordinance (DOCX)
- Attachment B - Table of Organization Amendment, 1.0 Project Manager Addition, Public Works (PDF)

Ordinance No. XXXX

ORDINANCE OF THE COUNCIL OF THE CITY OF PALO ALTO AMENDING THE BUDGET FOR FISCAL YEAR 2016 TO PROVIDE A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$53,913 FOR THE INFRASTRUCTURE MANAGEMENT SYSTEM (TE-13004) PROJECT OFFSET WITH A REDUCTION OF \$32,348 FROM THE CAPITAL IMPROVEMENT FUND INFRASTRUCTURE RESERVE AND A \$21,565 TRANSFER FROM THE GENERAL FUND BUDGET STABILIZATION RESERVE FOR A NEW PROJECT MANAGER POSITION IN THE PUBLIC WORKS DEPARTMENT

The Council of the City of Palo Alto does ORDAIN as follows:

SECTION 1. The Council of the City of Palo Alto finds and determines as follows:

A. Pursuant to the provisions of Section 12 of Article III of the Charter of the City of Palo Alto, the Council on June 15, 2015 did adopt a budget for fiscal year 2016; and

B. In December 2011, the Final Report of the Infrastructure Blue Ribbon Commission (IBRC) recommended establishing an Infrastructure Management System (IMS) that would maintain an up-to-date inventory of the City's infrastructure assets, track the catch-up and keep-up needs and compare these needs to available funding; and

C. In Fiscal Year 2013, the Infrastructure Management System (TE-13004) project was established to implement the IMS system at the recommendation of the IBRC; and

D. Current resources do not support the level of management and reporting required to meet the base recommendations of the IBRC, therefore staff recommends the addition of an FTE to complete implementation, maintain the IMS, and report regularly; and

E. The total cost of the new Project Manager position with a start date of March 1 for the remainder of the fiscal year is \$53,913 and will be funded 60 percent (\$32,348) in the Capital Improvement Fund and 40 percent (\$21,565) in the General Fund; and

SECTION 2. Therefore, the sum of Thirty Two Thousand Three Hundred Forty Eight (\$32,348) is hereby appropriated to the Infrastructure Management System Project (TE-13004) and the ending fund balance in the Infrastructure Reserve is hereby reduced by a commensurate amount.

SECTION 3. Therefore, the sum of Twenty One Thousand Five Hundred Sixty Five (\$21,565) is hereby appropriated in the General Fund and allocated to the Public Works Department and the ending fund balance in the General Fund Budget Stabilization Reserve is reduced by a commensurate amount.

SECTION 4. As provided in Section 2.04.330 of the Palo Alto Municipal Code, this ordinance shall become effective upon adoption.

SECTION 5. The actions taken in this ordinance do not constitute a project requiring environmental review under the California Environmental Quality Act (CEQA).

INTRODUCED AND PASSED: Enter Date Here

AYES:

NOES:

ABSENT:

ABSTENTIONS:

NOT PARTICIPATING:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

APPROVED:

Senior Assistant City Attorney

City Manager

Director of Administrative Services

Director of Public Works

Ordinance No. _____
Ordinance of the Council of the City of Palo Alto
Amending the Table of Organization for Fiscal Year
2016 to Incorporate an Additional FTE

The Council of the City of Palo Alto does ORDAIN as follows:

SECTION 1. Findings and Declarations. The City Council finds and declares as follows:

A. As part of its Budget Amendment Ordinance No. 5329 adopting the Fiscal Year 2016 Budget, Council adopted the Fiscal Year 2016 Table of Organization.

B. As a result of subsequent Council action, an additional FTE is necessary to the Fiscal Year 2016 Table of Organization. This change is only needed to update the Table of Organization; funding has been identified in the staff report.

SECTION 2. The Table of Organization shall be amended by adding 1.0 Project Manager position in the Public Works Department with 0.6 FTEs funded in the General Fund and 0.4 FTEs funded in the Capital Improvement Fund.

SECTION 3. As provided in Section 2.04.330 of the Palo Alto Municipal Code, this ordinance shall become effective upon adoption.

SECTION 4. The Council finds that adoption of this ordinance is not a project under the California Environmental Quality Act and, therefore, no environmental impact assessment is necessary.

INTRODUCED AND PASSED:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

APPROVED:

Deputy City Attorney

City Manager

Director of Administrative Services

Chief People Officer