



CITY OF GRAND RAPIDS

CITY COUNCIL
CHAMBERS
420 NORTH POKEGAMA
AVE.

Meeting Agenda Full Detail City Council Work Session

Monday, March 14, 2011

4:00 PM

Conference Room 2A

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council will be held on Monday, March 14, 2011 at 4:00 p.m. in Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL: On a call of roll, the following members were present:

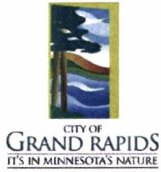
Discussion Items

1. **11-1360** GIS Collaboration with the GRPU
Attachments: [3-14-11 Attachment GIS Justification.pdf](#)
[3-14-11 GRPUC-City Service Order - GIS Proposal.pdf](#)
2. **11-1372** Discuss providing letter of support for Jefferson Lines to Minnesota Department of Transportation to provide intercity bus service to the community.
Attachments: [letterofsupporthibbing](#)
3. **11-1306** Update on Strategic Planning Items.
4. **11-1373** Review 5:00 p.m. agenda.

ADJOURN

Attest:

Shawn Gillen, City Administrator



Legislation Details (With Text)

File #: 11-1360 **Version:** 1 **Name:** GIS Proposal and Service Order
Type: Agenda Item **Status:** CC Worksession
File created: 3/9/2011 **In control:** City Council Work Session
On agenda: 3/14/2011 **Final action:**
Title: GIS Collaboration with the GRPU

Sponsors:

Indexes:

Code sections:

Attachments: [3-14-11 Attachment GIS Justification.pdf](#)
[3-14-11 GRPUC-City Service Order - GIS Proposal.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

GIS Collaboration with the GRPU

Body

Background Information:

The Internal Service Group (ISG) which consists of Steve Welliver, Dale Adams, Ryan Patton, Dennis Doyle, Jim Ackerman, Jeff Davies, and Tom Pagel, were commissioned by the City Council and GRPUC to develop concepts/proposals that would create efficiencies for both the City and the GRPU. The concepts/proposals are then forwarded to the Steering Committee which consists of Steve Welliver, Dale Adams, Anthony Ward, and Shawn Gillen, for review and editing.

The first proposal being brought to both the GRPUC and the City Council addresses improving the efficiencies of both GIS departments. Currently, the City has a department that serves all City departments and the GRPU Water and Sanitary Sewer Departments, and the GRPU has a GIS department that services the Electrical Department. By combining the departments there will be efficiencies created by having both GIS staff people working together in one room, coordinating the purchases of software and equipment, and having the GIS information in one central location. The concepts and benefits are described in detail within the attached document.

If the City Council would like to proceed with this concept there is also a GIS service order agreement attached for consideration. This service order would be brought to the City Council at the March 28, 2011, regular council meeting.

Staff Recommendation:

City staff is recommending the review of the attached proposal and service order.

Requested City Council Action

Review the attached proposal and service order.

CITY OF GRAND RAPIDS/GRAND RAPIDS PUBLIC UTILITIES

GIS/Utility Locator Proposal

Internal Services Group

2/13/2011

This report was developed by the Internal Services Group. It recommends changes in the existing GIS and Utility Locator services provided by the City/GRPU that will result in cost savings to the End Users of both organizations.

Table of Contents

MEMORANDUM.....3

PURPOSE4

ORGANIZATIONAL STRUCTURE.....5

 GIS SERVICES5

 UTILITY LOCATOR/LABORER7

IMPLEMENTATION9

FUNDING.....10

SUMMARY11

APPENDIX A12

 GIS COORDINATOR12

 GIS ASSISTANT.....15

 UTILITY LOCATOR/LABORER.....18

MEMORANDUM

Date: August 23, 2010

To: Steering Committee

From: Internal Services Group – Jim Ackerman, Dennis Doyle, Jeff Davies, Tom Pagel,
Ryan Patton

The Internal Services Group (ISG) is a group of City/GRPU Department Heads who have been commissioned by the Grand Rapids City Council and Grand Rapids Public Utilities Commission to develop proposals that will create efficiencies within the City and the GRPU.

This report recommends changes in how the City/GRPU perform GIS services and utility locations in the field. By implementing the recommended changes in this report, the ISG believes that the City/GRPU will become more efficient and possibly reduce the cost of service to our End Users. As an example, these efficiencies will be recognized by having up-to-date electrical utility maps which will allow the GRPU to identify inefficiencies within the electrical distribution system, thus allowing for strategic upgrades to the system reducing losses within the system that cost the End Users money.

If the recommended staffing changes in this report are filled internally, there will also be the opportunity to review vacant position to determine if it needs to be filled or if staffing costs can be eliminated through attrition.

The ISG appreciates this opportunity to develop concepts and looks forward to discussing this proposal with the Steering Committee.

PURPOSE

The purpose of combining the City and GRPU GIS resources is to maximize staffing and hardware resources which will result in better infrastructure mapping and modeling so that both entities can work more efficient.

To date, the City has had one full-time person dedicated to managing the GIS system. This person has been responsible for building and maintaining city infrastructure information in the GIS system. Examples of information that have been entered into the system are: construction record drawings, street information, storm sewer information, street light information, parcel information, easements, vacations, zoning, soil boring/types, tree information, sign inventories, etc. This person has also been outsourced to the GRPU to build and maintain the sanitary sewer collection system and water distribution system. Other note worthy efforts achieved by the GIS technician have been the implementation of Cityworks which processes work orders, generates timesheets for employees, and links information to the GIS mapping system. However, because of the positions demands, the needs of the City and GRPU Water and Sanitary Sewer Department are not being fully met.

GIS within the GRPU has been focused on the electrical distribution system. The efforts, due to staffing duties, have been inconsistent, because of current job duties. The current staffing structure of Systems Coordinator, requires the person to perform full-time utility locating during the construction season and GIS duties during the winter months. This splitting of duties has not allowed the staff person to focus and be efficient in the creation of up to date electrical maps.

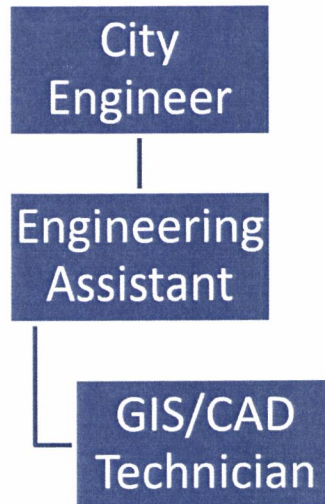
Although there has been collaboration of the funding of GIS staffing, hardware, and software, there has been very little collaboration between the staff itself. This is predominately due to separate physical locations and the limited time that the GRPU staff person is dedicated to the GIS efforts.

It is proposed to transfer the GIS duties of the GRPU Electrical Department to the City Engineering Department. As a result of this transfer there will be a need to fill the utility locating duties of the Systems Coordinator position and assign additional new duties to this position. This modified position would be called Utility Locator/Laborer.

ORGANIZATIONAL STRUCTURE

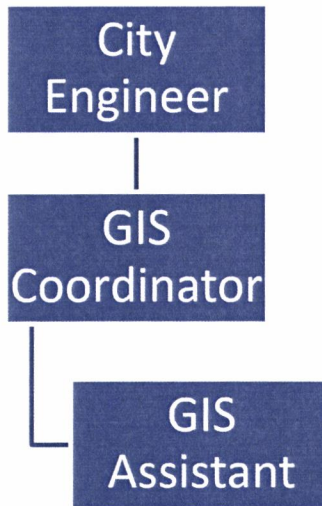
GIS SERVICES

The current organization structure of the Engineering Department is as follows:



The Engineering Assistant position, which is an exempt position, has been vacant since November of 2009. With budget reductions, City staff have implemented cross utilization efforts minimizing the need to replace the Engineering Assistant position under the current job description located in Appendix A. The GIS/CAD Technician position is a represented position that is currently filled.

With the proposed consolidation of the City/GRPU GIS staff, it is proposed that the organizational structure be modified with job titles and description changes as follows:



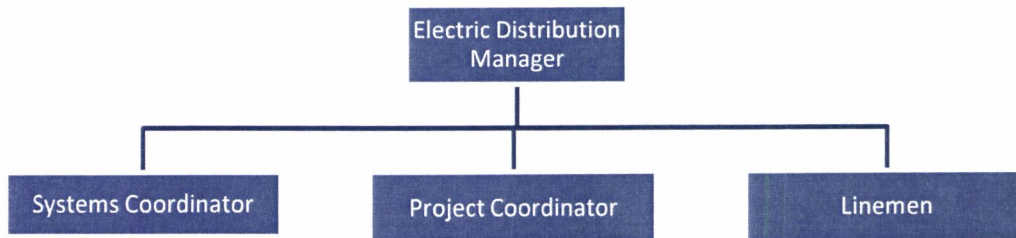
With the proposed organizational structure, the GIS Coordinator and the GIS Assistant would be represented employees. Both positions would be new and will need to be evaluated by the Hay Group to determine pay classifications. It is recommended that the GIS Coordinator position be filled with the current GIS/CAD Technician who works for the City.

If there is an internal candidate from the GRPU to fill the new GIS Assistant position, the candidate could remain a GRPU employee under an agreement between the City and GRPU, but would work under the supervision of the GIS Coordinator. If there is not an internal candidate from the GRPU, it is proposed that the position be filled with a new City employee.

For proposed job descriptions see Appendix A.

UTILITY LOCATOR/LABORER

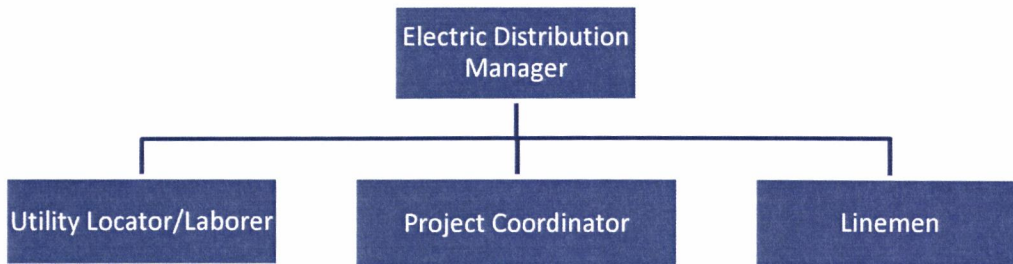
The existing organization structure for the Systems Coordinator position is as follows:



The shifting of GIS duties from the Systems Coordinator to the GIS Assistant would eliminate the need for half of the work load of that position. The remaining half of the job is performing the underground utility locating.

The Internal Services Group explored the possibility of outsourcing the utility locating to a contracting firm. The Group recommends that the responsibility for locating underground utilities remain with the Public Utilities. There are several reasons that performing these duties in-house is preferable to outsourcing. First, locators employed by the Utility have a vested interest in doing a quality job and generally have a lower rate of 'dig-ins' than when the duties are outsourced. Also, outsourced contractors work in many different areas and have a high rate of employee turnover. A locator working directly for the Utility always works in the Grand Rapids area, and over time, will get to know the underground system in the City very well. They will be able to build a long term relationship with the majority of the contractors who perform underground work within the City. There are also the benefits of having quicker response times and being able to change the priority of locating tickets when you are working with a Utility employee.

It is proposed that the existing Systems Coordinator position be renamed to Utility Locator/Laborer. The duties of this position would be, first and foremost, to perform the underground utility locating. Utility locating work is almost full time during the construction season and generally very slow during the winter months. The time not spent locating underground utilities would be spent assisting the City/GRPU with general labor needs and Public Works with snow and ice control. The Utility Locator/Laborer could be under the following organizational structure:



It is anticipated that the Utility Locator/Laborer position would be filled with an internal GRPU employee. If this occurs, it is likely that there will be a vacant position that may not need to be filled. This would result in a savings to the End Users of the City/GRPU.

For proposed job descriptions see Appendix A. The Utility Locator/Laborer would be a GRPU represented position.

IMPLEMENTATION

Implementation of these recommendations should begin immediately. The need to generate updated, accurate, electrical maps within the GIS system is critical. Once the electric GIS mapping system is updated, the geodatabase connectivity is completed and a link is created to the Customer Information System (CIS), the system will be ready to model. By modeling the electrical system, the Electrical Engineer will be able to identify where the system requires improvements, correct the inefficiencies, and reduce operating expenses. Having updated electrical maps for the line crews will also assist in their efficiencies in the field and create a safer working environment.

It is proposed to house the GIS Coordinator and GIS Assistant within the Engineering Department at City Hall. The City Engineer will switch offices with the existing GIS/CAD Technician creating room for the two GIS employees to work next to each other. Having the two GIS employees working next to each other will create positive work synergies that currently do not exist.

It is anticipated that the GIS Assistant position can be filled within the City/GRPU organizations. The GIS Assistant position can either be a City employee or a GRPU employee working under the direction of the City with a joint agreement.

As a result of creating the GIS Assistant position, a void may be created with the Utility Locator/Laborer position. If this occurs, the Utility Locator/Laborer position may also be filled internally within the City/GRPU.

What this proposal offers is an opportunity for the Commission and Council to realize internal efficiencies by updating/building a GIS system that will recognize future savings to the GRPU and City.

The following is a timetable for implementation:

Discuss proposal with internal candidates	January 17-21, 2011
Steering and Internal Service Committees meet to discuss/finalize	March 1-4, 2011
City Council considers approval	March 28, 2011
GRPU Commission considers approval	March 16, 2011
New Utility Locator begins work	April 4, 2011
GIS Departments begins	May 2, 2011

FUNDING

Funding for the proposed GIS activities will be derived from enterprise and general fund accounts. To determine the expense allocations, employees assigned to GIS efforts will track their time on an hourly basis. To establish an initial budget in the first year, it is proposed to utilize previous year’s timesheets from the City GIS/CAD Technician and assume the GIS Assistant would be utilized 100% on electrical distribution efforts. At the end of the calendar year, enterprise and general fund accounts will be billed on a percent of hours utilized for all expenses related to the GIS efforts.

It is estimated that initially, the GIS Coordinator and GIS Assistant positions including equipment and operating expenses will be \$225,784. This figure is based on a total hourly wage and benefit expense of \$65, 2080 hours, and an overhead rate of 67%. This entire amount is not an additional expense. Currently the GIS/CAD Technician budget within the Engineering Department is estimated at \$98,690.

The following table provides an initial break down of GIS expenses to departments:

Department	Anticipated Hours	Percent of Total Hours	GIS Expense
General Levy	1024	24.6	55,543
Cemetery	80	1.9	4,290
Storm Water	454	10.9	24,610
Street Lighting	80	1.9	4,290
Sanitary Sewer	175	4.2	9,483
Water Main	187	4.6	10,386
WWTP	80	1.9	4,290
Electrical	2080	50.0	112,892
Totals	4160	100	\$225,784

Once the Electrical Mapping is updated, it is anticipated that the distribution of GIS expenses will be allocated to the other departments at a greater share based on use.

Funding for the Utility Locator/Laborer position would also be derived from enterprise and general fund accounts.

It is estimated that initially, the Utility Locator/Laborer position including equipment and operating expenses will be \$72,157.

The following table provides an initial break down of Utility Locator/Laborer expenses to departments:

Department	Anticipated Hours	Percent of Total Hours	Utility Locator/Laborer Expense
(1)General Levy-PW	312	15.0	10,824
Storm Water	354	17.0	12,266
Street Lighting	354	17.0	12,266
Sanitary Sewer	354	17.0	12,266
Water Main	353	17.0	12,266
Electrical	353	17.0	12,269
Totals	2080	100	72,157

(1) This time allocation is for anticipated snowplowing, not utility locating.

SUMMARY

The Internal Services group has developed and supports the recommendations in this report. By moving these recommendations forward the City/GRPU will improve the level of service to the End Users while maintaining or reducing the cost of services.

APPENDIX A

GIS COORDINATOR

**City of Grand Rapids
Job Description**

Job Title: GIS Coordinator
Department: Engineering
Reports To: City Engineer
FLSA Status: Non-Exempt
Approved By: City Council
Approved Date:

GENERAL PURPOSE:

To assist the City Engineer in long range planning and project development, to provide technical GIS and administrative expertise on GIS projects, to develop and maintain City/GRPU maps and data bases, and perform other engineering activities that may arise.

SUPERVISION RECEIVED:

Works under the supervision of the City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and maintain a computer based mapping system (GIS) compatible with other department needs. Mapping to include all infrastructure components and long range plans for each component. The mapping system will incorporate the needs of all City/GRPU departments as required. This position will supervise work and performance of the GIS Assistant.

Design, program and update the City/GRPU Geographic Information System (GIS). Collect, input and analyze data relative to public infrastructure. Design, create and implement computer programming using ArcInfo Arc Macro Language and Visual Basic for Application. Organize and prioritize projects. Maintain databases and coverage in the GIS. Support the design, development and implementation of the GIS. Assist in preparation of information. Present technical information and proposals. Perform administrative duties as assigned.

Prepares special assessment databases and works with the Finance Department in assuring all calculations are correct during the special assessment process. Maintains existing databases and assessment software.

Perform any other engineering or GIS related duties in support of the City/GRPU that may be deemed necessary.

PERIPHERAL DUTIES:

Coordinate and work with other agencies including but not limited to the County, State, and Federal governments on projects affecting the City/GRPU.

DESIRED MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

This position requires a bachelor degree in GIS, Geography, Surveying, Cartography, Information Systems Management or closely related field. Five years of GIS experience in the design and management of GIS databases using ArcInfo and ArcView software or ten years experience in Surveying and/or Engineering computations/drafting/map production of which 4 years must be in direct geographic information systems experience using ArcInfo.

Computer Skills

Computer experience and/or education sufficient to develop, select, install and modify the information system and solve technical problems.

Other Skills and Abilities

This position requires experience with map projections and coordinate systems including the transformation and use in relating objects to one another. Knowledge of measurement techniques and the structure and use of the Public Land Survey including the interpretation and mapping of land description. Ability to think logically, analyze and interpret problems relating to system design and implementation and implement solution. The position also requires excellent written and oral communication skills along with the ability to present technical information and proposals. This position must also have the ability to develop and recommend policies and procedures to ensure effective use of resources of GRGIS. Skills in managing multiple project's, and a valid driver's license is also required.

TOOLS AND EQUIPMENT USED:

The candidate must be able to operate a phone, radio, computer, surveying, photocopier, GPS, and any other tools/equipment necessary to perform the job.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit for extended periods, stand and walk for extended periods, see, and hear. The use of hands and fingers to operate equipment and controls is required.

The employee may occasionally lift or move objects weighing 50 pounds. Close vision is required.

This position often requires the employee to simultaneously perform multiple tasks that frequently have difficult time deadlines. Work tasks often require strong concentration skills, attention to detail, and highly accurate work.

Work Environment:

The indoor work environment is subject to temperature fluctuations and background noise associated with the City building systems.

The outdoor work environment requires exposure to weather conditions typical of all seasons in northern Minnesota. This position works near moving mechanical equipment normally found at construction sites and can be exposed to wet and/or humid conditions, work in trenches, confined spaces, uneven ground, and loose soils. This position may occasionally be exposed to fumes, airborne particles, toxic or caustic chemicals and risk of electrical shock.

The duties listed above are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, reference checks and job related tests may be required.

The duties listed above are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval:

Supervisor

Appointing Authority

GIS ASSISTANT

City of Grand Rapids Job Description

Job Title: GIS Assistant
Department: Engineering
Reports To: GIS Coordinator
FLSA Status: Non-exempt
Approved By: City Council
Approved Date:

Summary: Maintain an up to date, user friendly, electronic mapping data base of public infrastructure owned by the City of Grand Rapids and Grand Rapids Public Utilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Design, program and update the City/GRPU Geographic Information System (GIS).
- Gathers field data on all City/GRPU assets.
- Must have a basic understanding of electrical distribution and the ability to recognize distribution equipment in the field.
- Must have an understanding of water distribution and sanitary/storm sewer collection systems and the associated equipment.
- Must have the ability to understand and write land and easement descriptions.
- Must have the ability to operate and understand the Global Positioning System (GPS) equipment.
- Collect, input and analyze data relative to public infrastructure.
- Design, create and implement computer programming using ArcInfo Arc Macro Language and Visual Basic for Application.
- Organize and prioritize projects.
- Maintain databases and coverage in the City/GRPU Geographic Information System (GIS) and assists in the maintenance of the asset management system.
- Support the design, development and implementation of the GIS.
- Assist in preparation of information.
- Present technical information and proposals.
- Perform administrative duties as assigned.
- Perform any other engineering and GIS duties in support of the City/GRPU that may be deemed necessary.

Supervisory Responsibilities

This job has no supervisory responsibilities. This position is supervised by the GIS Coordinator.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

The candidate must have a two-year technical degree in GIS, Geography, Surveying, Cartography, Information Systems Management or closely related field, **or** one year documented GIS experience in the design and management of GIS databases using ArcInfo and ArcView software or five years experience in Surveying and/or Engineering computations/drafting/map production of which 4 years must be in direct geographic information systems experience using ArcInfo. Experience with ESRI Suite Office Products is desired.

Computer Skills

Computer experience and/or education sufficient to develop, select, install and modify the information system and solve technical problems.

Other Skills and Abilities

This position must have experience with map projections and coordinate systems including their transformation and use in relating objects to one another. Knowledge of measurement techniques and the structure and use of the Public Land Survey including the interpretation and mapping of land description. Ability to think logically, analyze and interpret problems relating to system design and implementation and implement solution. This position must have excellent written and oral communication skills along with skill in managing multiple projects, and a valid State of Minnesota driver's license.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit for extended periods, stand and walk for extended periods, see, and hear. The use of hands and fingers to operate equipment and controls is required.

The employee may occasionally lift or move objects weighing 100 pounds. Close vision is required.

This position often requires the employee to simultaneously perform multiple tasks that frequently have difficult time deadlines. Work tasks often require strong concentration skills, attention to detail, and highly accurate work.

Work Environment:

The indoor work environment is subject to temperature fluctuations and background noise associated with the City building systems.

The outdoor work environment requires exposure to weather conditions typical of all seasons in northern Minnesota. This position works near moving mechanical equipment normally found at construction sites and can be exposed to wet and/or humid conditions, work in trenches, confined spaces, uneven ground, and loose soils. This position may occasionally be exposed to fumes, airborne particles, toxic or caustic chemicals and risk of electrical shock.

The duties listed above are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

UTILITY LOCATOR/LABORER

POSITION TITLE: Utility Locator/Laborer

DEPARTMENT: Electric

DATE:

ACCOUNTABLE TO: Electrical Distribution Engineer

Primary Objective of the Position

Provide information on the City and GRPU electric, water, and sanitary and storm sewer collection field facilities, both in the field and in the office. Work involves getting in the field as built data, marking underground facilities in the field, documenting field data both in physical maps, and in computerized maps with data base.

Major Areas of Accountability and Job Responsibilities

1. The Utility Locator/Laborer locates and marks City/GRPU underground facilities in accordance with the State of Minnesota's Gopher State One-call system. This position also provides other labor duties to the City/GRPU as necessary.
2. The Utility Locator/Laborer works with other utility suppliers to get locations prior to City/GRPUC construction or design work in accordance with State requirements.
3. The Utility Locator/Laborer will keep current with new locating techniques and equipment and keep updated on Gopher State One-call system and rules.
4. The Utility Locator/Laborer provides computerized and/or manual drafting for City/GRPUC projects as directed.
5. The Utility Locator/Laborer provides technical assistance to other City/GRPU departments on an as needed basis.
6. Additional duties as deemed necessary by supervision, which are of an equal or lesser nature, based on the job's qualifications.

Qualifications

1. Capable of locating underground utility services (electric, water, sanitary and storm sewer), and coordinating location work with other utilities.
2. Graduation from high school or GED equivalent, and a technical 2-year degree, or a minimum of four documented years of equivalent work approved by the GRPU.
3. Basic understanding of electrical distribution and ability to recognize distribution equipment in the field.
4. Basic understanding of water distribution, sanitary and storm sewer collection systems and the associated equipment.
5. Ability to operate and understand the Global Positioning System equipment, including field location accuracy and downloading field data into the mapping system.
6. A valid State of Minnesota Class "B" driver's license and clean driving record. Snow Plow experience is desired.
7. Serves on various employee or other committees as assigned.
8. Organizational skills capable of managing day-to-day location demands, in house assistance requests, and long term mapping and data acquisition projects.
9. Good written and oral communication skills for communications with county mapping personnel, other utility locating personnel, private contractors, and various personnel internal to the City/GRPUC.

Responsibility for Work of Others

Direct supervision over the following: Other personnel as assigned

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
2. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
3. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

4. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

Work Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this position, the employee works in all types of outdoor weather conditions.
2. The employee works near or operates moving mechanical equipment normally found at construction sites.
3. Is exposed to wet and/or humid conditions.
4. May work in trenches, confined space and uneven ground and loose soils.
5. Occasionally exposed to fumes, airborne particles, toxic or caustic chemicals and risk of electrical shock.

CITY OF GRAND RAPIDS/GRAND RAPIDS PUBLIC UTILITIES COMMISSION

SERVICE ORDER FOR GIS SERVICES

SERVICE ORDER No. 2011-01 (SECOND DRAFT 3/7/2011)

This Service Order is authorized pursuant to that certain Master Services Agreement (hereinafter referred to as “the Master Agreement”) made in Grand Rapids, Minnesota by and between the **Grand Rapids Public Utilities GRPUC (hereinafter “GRPUC”)** and the **City of Grand Rapids (hereinafter “City”)**, both organized and existing as public corporations of the State of Minnesota. The provisions of the Master Agreement are incorporated in this Service Order by reference the same as if set out here at length.

1. PURPOSE:

The GRPUC and the City desire to establish this contractual relationship for one primary purpose: to combine the City’s and GRPUC’s GIS resources.

2. SERVICE DESCRIPTION:

The GRPUC will make available a qualified GIS Assistant to work **along with the GIS division of the City Engineering Department**. The City will provide office space and supervision of the assigned employee. The GRPUC will be responsible for all other aspects of their employment. **Upon the retiring or termination of employment of the current GIS Assistant from the GRPUC, the GIS Assistant position will become a City position.**

3. SCOPE OF SERVICES:

- a) The GIS Assistant will maintain an up to date electronic mapping database of public infrastructure owned by the City and the GRPUC. The GIS Assistant will focus the majority of time to the GRPUC’s electric GIS mapping system until it is sufficiently updated. This includes an accurate representation of the primary and secondary electric system **and streetlight system**, a completed geodatabase connectivity, and a link to the Customer Information System.
- b) The GIS Assistant will also be required to occasionally supply assistance to the GRPUC underground utility locator.
- c) The City will provide a vehicle as necessary for use by the GIS assistant in the performance of the assigned work.
- d) The City will issue keys to the GIS Assistant that are needed for access to the assigned work location.

SERVICE ORDER FOR GIS SERVICES

4. FEE FOR SERVICES:

- a) GIS Assistant will be paid by and remain an employee of the GRPUC and will retain wages and benefits per the collective bargaining agreement.
- b) Fee to be renegotiated when the GRPUC's electric GIS mapping system is updated, including an accurate representation of the primary and secondary electric system, a completed geodatabase connectivity and a link to the Customer Information System.
- c) A new service agreement and fees will be renegotiated if the GIS Assistant becomes a City position.
- d) GIS staff will be responsible to track labor costs and submit monthly reports to the appropriate City and GRPUC department heads.
- e) Equipment and software costs to be allocated as agreed upon by the respective department heads before each purchase.

5. TERM:

- a) This Service Order shall become effective on the second day of May, 2011. The initial term of this Service Order shall be one (1) year after the effective date. Not less than ninety (90) days before the expiration of the initial term or any succeeding term, either the City or the GRPUC may notify the other in writing that this Service Order is not to continue beyond the expiration date. In the absence of such notification, this Service Order will automatically renew for successive one (1) year terms.

6. GENERAL PROVISIONS:

- a) Scope of Service Order. This Service Order embodies all of the terms binding between the City and the GRPUC, with the exception of those additional terms embodied in the Master Service Agreement, and replaces all provisions, representations or proposals not embodied herein.
- b) Amendment. Any modification to this Service Order shall operate only if in writing and executed by City and the GRPUC.
- c) Waiver. Any waiver in regard to the performance of this Service Order shall operate only in writing and executed by City and the GRPUC.
- d) Severability. In the event any provision of this Service Order shall be held invalid and unenforceable, the remaining provisions shall remain binding upon City and the GRPUC.

SERVICE ORDER FOR GIS SERVICES

IN WITNESS WHEREOF, the GRPUC and the City have caused this Service Order to be duly executed by their respective authorized officers.

GRAND RAPIDS PUBLIC UTILITIES GRPUC

By: _____

Printed Name: _____

Title: _____

Date: _____

CITY OF GRAND RAPIDS

By: _____

Printed Name: _____

Title: _____

Date: _____



Legislation Details (With Text)

File #: 11-1372 **Version:** 1 **Name:** Bus service discussion
Type: Agenda Item **Status:** CC Worksession
File created: 3/10/2011 **In control:** City Council Work Session
On agenda: 3/14/2011 **Final action:**
Title: Discuss providing letter of support for Jefferson Lines to Minnesota Department of Transportation to provide intercity bus service to the community.
Sponsors:
Indexes:
Code sections:
Attachments: [letterofsupporthibbing](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Discuss providing letter of support for Jefferson Lines to Minnesota Department of Transportation to provide intercity bus service to the community.

March 7, 2011

Jefferson Lines is contacting you to request a letter of support that will be submitted to the Minnesota Department of Transportation with our application to provide intercity bus service to your community.

Please note the attached overview of service and sample letter of support. It would be greatly appreciated if you could please e-mail or fax letters of support to Jefferson Lines.

Please do not hesitate to call if you have any questions or require additional information.

For additional information

**Heidi Sporre
Marketing Manager
Jefferson Lines
2100 East 26th Street
Minneapolis, MN 55404**

**612-359-3414
612-359-3437 FAX
heidis@jeffersonlines.com**

Proposed Route Overview

Jefferson Lines is applying to the Minnesota Department of Transportation for 5311(f) Intercity Bus Federal funds to provide intercity bus service between Minneapolis, St Paul, University of Minnesota, Amtrak, Hinckley, Duluth Airport, West Duluth, UMD and St. Scholastica, Virginia, Hibbing, Chisholm, and Grand Rapids.

- **Daily service**
- **Intercity bus connections in Minneapolis, St Paul and Duluth**
- **Service and information connections with rural transit, urban transit, Amtrak and the Duluth airport**
- **Jefferson would initiate local marketing and advertising in all communities to promote ridership**
- **Jefferson would provide local agents with computerized bus information, ticketing and training or on line ticket sales**
- **Jefferson would provide ADA services**
- **Jefferson is not requesting matching funding from the communities served**

Service Justification

This essential service is the only form of transportation for many students, elderly and the economically distressed.

Jefferson Lines Overview

Jefferson Lines has operated rural intercity bus service in Minnesota since 1919. The corporate office is located in Minneapolis. Over the years the Jefferson system has expanded to include thirteen states. Jefferson continues to be a family owned and operated company with service to 65 Minnesota communities.

Sample Letter

Heidi Sporre
Marketing Manager
Jefferson Lines
2100 East 26th Street
Minneapolis, MN 55404

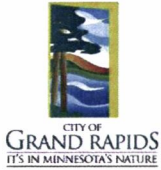
Dear Heidi Sporre:

I am writing in support of Jefferson's proposal to the Minnesota Department of Transportation requesting 5311(f) funding to operate and provide intercity service to our community.

A lack of intercity service in our community would create a hardship for a number of local citizens including students and the elderly.

If you have any questions or require additional information, I may be contacted at

Sincerely,



Legislation Details (With Text)

File #: 11-1306 **Version:** 1 **Name:**
Type: Agenda Item **Status:** CC Worksession
File created: 2/9/2011 **In control:** City Council Work Session
On agenda: 3/14/2011 **Final action:**
Title: Update on Strategic Planning Items.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Update on Strategic Planning Items.



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

CITY OF GRAND RAPIDS

CITY COUNCIL CHAMBERS
420 NORTH POKEGAMA
AVE.

Legislation Details (With Text)

File #: 11-1373 **Version:** 1 **Name:**
Type: Agenda Item **Status:** CC Worksession
File created: 3/10/2011 **In control:** City Council Work Session
On agenda: 3/14/2011 **Final action:**
Title: Review 5:00 p.m. agenda.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Review 5:00 p.m. agenda.