

BOARD OF PUBLIC WORKS AND SAFETY
MINUTES
April 23, 2019

Regular Session:

The Board of Public Works and Safety met in regular session on Tuesday, April 23, 2019 at 9:00 a.m. in the Common Council Chambers. Members present were: Gary Henriott, Cindy Murray, Norm Childress, Amy Moulton and Ron Shriner

Jacque Chosnek, 1st Deputy City Attorney, was also present.

President Henriott called the meeting to order.

The Pledge of Allegiance was given to the flag of our Country.

MINUTES

Mrs. Moulton moved for approval of the minutes from the April 16, 2019 regular meeting. Mrs. Murray seconded. Passed.

BIDS UNDER ADVISEMENT

Loeb Baseball Stadium

President Henriott stated that this item will remain under advisement.

RFQ-Guaranteed Savings Contract Providers

President Henriott stated that this item will remain under advisement.

OLD BUSINESS

Contract-Vinton Subdivision Water Main Improvements (Tabled 4/16/19)

Mr. Shriner moved to remove this from the Table. Mr. Childress seconded. Removed. Kerry Smith, Water Works Superintendent, presented to the Board and recommended approval of a Contract for the Vinton Subdivision Water Main Improvements with TSW Utility in the amount of \$1,084,916.00. Mrs. Murray moved for approval. Mr. Childress seconded. Passed.

Notice to Proceed-Vinton Subdivision Water Main Improvements (Tabled 4/16/19)

Mr. Shriner moved to remove this from the Table. Mr. Childress seconded. Removed. Mr. Smith presented to the Board and recommended approval of the Notice to Proceed for the Vinton Subdivision Water Main Improvements. Mr. Childress moved for approval. Mrs. Moulton seconded. Passed.

NEW BUSINESS

Water Works

Recommendation for Award-S. 4th Street Water Main Replacement

Mr. Smith presented to the Board and recommended approval of a Recommendation for Award for the S. 4th Street Water Main Replacement with Atlas Excavating in the amount of \$1,821,765.00 which includes the Base Bid and Alternate #1. Mrs. Murray moved for approval. Mr. Childress seconded. Passed.

Fire Department

Recommendation for Award- Lafayette Fire Training Center Renovation-Phase I (Electrical)

Steve Butram, Deputy Fire Chief, presented to the Board and recommended approval of a Recommendation for Award for the Lafayette Fire Training Center Renovation-Phase I Electrical with RA-Comm Electrical in the amount of \$34,307.00. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

Contract- Lafayette Fire Training Center Renovation-Phase I (Electrical)

Deputy Chief Butram presented to the Board and recommended approval of a Contract for the Lafayette Fire Training Center Renovation-Phase I Electrical with RA-Comm Electrical in the amount of \$34,307.00. Mr. Shriner moved for approval. Mrs. Murray seconded. Passed.

Notice to Proceed- Lafayette Fire Training Center Renovation-Phase I (Electrical)

Deputy Chief Butram presented to the Board and recommended approval of a Notice to Proceed for the Lafayette Fire Training Center Renovation-Phase I Electrical. Mr. Shriner moved for approval. Mr. Childress seconded. Passed.

Change Order #1-Lafayette Fire Department Storage Building

Deputy Chief Butram presented to the Board and recommended approval of Change Order #1 for the Lafayette Fire Department Storage Building with Cheeseman, Inc. in the amount of \$12,064.00. This item was an omission in the bid manual for concrete approach and sidewalks. Mrs. Moulton moved for approval. Mr. Childress seconded. Passed.

CLAIMS

Tim Clary, Controller, presented for Board approval, Claims in the amount of \$1,729,002.34. President Henriott asked if there were any further questions and there were none. Mr. Childress moved for approval. Mr. Shriner seconded. Passed.

MISCELLANEOUS

Special Event Request-Memorial Day Parade

Tim Hilton, Event Representative, presented to the Board and recommended approval of a Special Event Request for the Memorial Day Parade to be held on May 27, 2019 from 11:00am-2:00pm. Mrs. Moulton moved for approval. Mrs. Murray seconded. Passed.

Special Event Request-World Vision Global 6K Run

President Henriott presented to the Board and recommended approval of a Special Event Request for the World Vision Global 6K Run to be held on May 4, 2019 from 9:00am-9:45am located in and around the Valley Forge, Waterstone and The Landings neighborhoods. Mr. Shriner moved for approval. Mrs. Murray seconded. Passed.

Proclamation-Community Development Block Grant

Mayor Roswarski read the following proclamation:

**PROCLAMATION
COMMUNITY DEVELOPMENT BLOCK GRANT WEEK**

WHEREAS, the week of April 22-26, 2019 has been designated as National Community Development Week to recognize and celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program; and

WHEREAS, since 1975, the CDBG Program has provided annual funding and flexibility to local communities to provide affordable housing, a suitable living environment, and economic opportunities; and

WHEREAS, since, 1992, the HOME Program has created and preserved affordable housing for low-income families; and

WHEREAS, over the past five years, our community has received a total of \$3,043,815 in CDBG funds and \$3,427,263 in HOME funds; and

WHEREAS, both programs have suffered funding cuts over the years.

NOW, THEREFORE BE IT RESOLVED, that the City of Lafayette designates the week of April 22-26, 2019 as National Community Development Week in support of these two valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

BE IT FURTHER RESOLVED, that we urge Congress and the Administration to recognize the outstanding work being done locally with CDBG and HOME funds by providing increased funding for both programs in Fiscal Year 2020.

DEPARTMENTAL UPDATE

Communication/Marketing

Patty Payne, Communications Director, gave the following update:

The Communications and Marketing Department is comprised of two people: I am the Director and Sean O'Reilly is the Marketing Coordinator. Sean brings a graphics design talent and the ability to multi-task at a high level while maintaining his positive energy. In 2018, this office authored and sent out an average of three press releases per month, covering everything from street closures to grand openings. We supported other departments and organizations by creating brochures and flyers: Bike/Pedestrian Advisory Committee, Stars and Stripes Celebration, Latino Fest, and the Human Rights Commission just to name a few. We created slide show presentations and videos for the Mayor and the Clerk to use at speaking events. And in order to help promote the amazing Forbes Best Small Places designation, we designed and implemented a new corporate email signature.

This department takes an active role in website management by publishing content like news items, press releases, and photos, and by assisting with requested page design and updates. Our website offers a traditional, essential resource for documents and information; for the more dynamic and interactive experience demanded and expected by the public we must turn to social media.

Our goals have always been clear and concise: to share the story of the City of Lafayette and to provide more channels for discourse with the public. The changing landscape of how people consume information means that our residents are increasingly turning to social media for their news. Our demographics cover a broad range of people, from the self-proclaimed "computer-illiterate" segment who surprise themselves with their ability to traverse the internet, to the current digital native generation who have never seen a knob on a TV. Because we are now a primary source of information, our delivery must be honest, accurate, authentic and responsive. To accomplish this, the Communications and Marketing Department uses a number of different delivery paths.

Some things are not quantifiable, such as trust, satisfaction and community pride; however, some things are measurable so please bear with me as I touch on a few numbers. Our Facebook followers rose 31% in 2018, meaning over 16,000 people see our posts on their timeline. Our Twitter account grew steadily with a 9% increase for the year; our Tweets show up in over 7,000 feeds. Our Instagram account had the largest growth of all our social media platforms; the 39% growth represents 1,373 followers – especially significant because of the transitory nature of Instagram posts only being visible for 24 hours. And on Nextdoor, we have the eyes and ears of 13,485 households or 30% of Lafayette's population. We like to keep busy as evidenced by the thousands of photographs we took and the hundreds of events and moments we captured, resulting in the 827 times we posted to Facebook in 2018. This number of posts averages more than two per day, *every day*, of the year. We like to think each post had substance and value even though our audience does occasionally respond well when we slip in a bit of whimsy. We've gone beyond humanizing government to personalizing government and use this online "voice" to do so.

We could not create substantive content without a winning-team mentality. I'd like to clarify: not only is the City of Lafayette's team mentality top-notch, but we all understand we are ON a winning team. I am gratified to work for an agency whose members take such pride in their work and who find opportunities to share our purpose, progress and pride with the world.

Our social media channels have become a one-stop shop for customer service. Offering first-hand information, direction to resources, and mitigating frustration means regularly responding to comments or messages after hours, late into the night and on weekends. Immediacy is expected from those who reach out to us and we are committed to providing excellent customer service. We are sincerely appreciative of the department heads and staff who take our calls and respond quickly to our emails, as they understand this changing face of customer service. We don't know everything, but we certainly know how to find everything out, and that wouldn't be possible without the responsiveness of other team members here in the City.

We make every effort to network and stay in touch with industry trends, especially those affecting local government. To this end, Sean and I recently attended the Government Social Media Conference where we gained helpful insights on best practices and new developments. In the coming weeks we will be developing procedures to ensure accessibility on all platforms. Earlier this year we on-boarded with an archiving software provider in order to comply with federal guidelines regarding the Freedom of Information Act – not mandated but an important step to ensure that the agency is protected. And to keep our online presence professional, relevant, transparent and family-friendly, we will be reworking the language of our posted social media guidelines for the public.

Just in case you thought maybe we forgot about the Marketing part of our department, let me assure you that we have loads of fun and creative ideas, to be rolled out as time and budget allows. Our guerilla marketing approach at the holidays, when we popped in at random small businesses and created short video greetings for Facebook, resulted in numerous contacts from other businesses who asked to be featured. When various departments participate in community events and festivals, we can use those opportunities to promote our environmental awareness and relevance by handing out branded stainless steel drinking straws. (I've brought you each a sample to thank you for your time and attention today.) This integration to the Economic Development goals of attraction, retention and expansion helps us advance the administration's goals of continuing Lafayette's growth and promotion as a thriving, exciting place to live, work, and play. Thank you, and don't forget to follow us on your favorite social media gathering place!

Time: 9:19 a.m.

BOARD OF PUBLIC WORKS AND SAFETY

Gary Henriott s/s

President

ATTEST: Mindy Miller s/s

Mindy Miller, 1st Deputy Clerk

Minutes written by Mindy Miller, 1st Deputy Clerk

*A digital audio recording of this meeting is available in the Lafayette City Clerk's Office or online at <http://www.lafayette.in.gov/agendacenter>.

**A list of all permits issued for the preceding week is available at <http://www.lafayette.in.gov/DocumentCenter/Index/375>