Northern Kentucky Area Planning Commission
Special Meeting Minutes: October 15, 2012

Chairman Tom Litzler called the special meeting of the Northern Kentucky Area Planning Commission to order at 5:16 PM in the Commission Chambers of the NKAPC Building in Fort Mitchell. Attendance of members was as follows.

<table>
<thead>
<tr>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2012 through April 2014</td>
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<td>Vice Chairman Paul Meier</td>
<td>May 2012 through April 2014</td>
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<td>Treasurer Dick Spoor</td>
<td>May 2011 through April 2013</td>
<td>X</td>
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<td>Commissioner Nancy Atkinson</td>
<td>May 2012 through April 2014</td>
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<td>Commissioner Sherry Carran</td>
<td>May 2011 through April 2013</td>
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<td>Commissioner Bill Goetz</td>
<td>May 2012 through April 2014</td>
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<td>Commissioner Gene Weaver</td>
<td>May 2011 through April 2013</td>
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Also present were: Jerry Carter, Parallel Technologies, Inc.; Trisha Brush, GISP, Director of LINK-GIS Administration; Nicole Cullum, CB, Bookkeeper; Scott Hiles, Director of Infrastructure Engineering; Martin Scribner, AICP, Director of Planning & Zoning; Brian Sims, Chief Building Official; Garry Edmondson, Legal Counsel; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Administrative Assistant.

Chairman Litzler asked for a moment of silent prayer and led the Pledge of Allegiance.

Chairman Litzler called for comments from the public and noted that there were no comments.

ON GOING BUSINESS

Chairman Litzler asked for staff’s recommendation regarding the purchase of a new phone system for the NKAPC Building. Commissioner Meier advised Chairman Litzler and the other members that he would not be participating in the discussion due to a conflict of interest.

Mr. Gordon provided background information regarding the RFP process. He advised members that staff had received 20 requests for the RFP document and that 12 vendors had submitted letters of intent to submit bids. He stated that only eight bids had been received when the deadline expired.

The proposals ranged in price from roughly $20,000 to roughly $65,000 depending on the “bells and whistles” provided by the various systems. All were reviewed by four staff members – himself; Sharon Shinners, Receptionist; Rick Masters, Systems Administrator; and Lori Remley, Administrative Assistant. This initial review focused on the features of the systems being offered and resulted in staff narrowing the proposals to three – Parallel Technologies.
($20,961.32), Pinnacle ($35,197.74), and MVD ($28,556.81). Rick Masters then reviewed these bids in more detail with regard to technical issues.

Mr. Gordon advised members that Parallel’s proposal provides for both digital and voice over IP service delivery and that the current digital telephone system was installed by Parallel approximately six and a half years ago.

Mr. Gordon indicated that Rick Masters and Jerry Carter from Parallel were both present to answer any questions members may have.

Commissioner Carran asked Mr. Masters if he felt the Parallel bid (lowest and best) would meet NKAPC’s needs. Mr. Masters indicated that the proposed system provided for NKAPC’s current needs along with the ability to expand when needed.

Chairman Litzler asked if Parallel’s status with the current system influenced staff’s decision. Mr. Masters indicated that Parallel is familiar with our situation. He reiterated that its bid is the lowest and best and stated that other proposals were higher because the proposed systems would require rewiring the building.

After additional discussion, Chairman Litzler asked for a motion. Commissioner Carran made a motion to approve staff’s recommendation for a new phone system from the lowest and best bid of Parallel Technologies dated September 14, 2012 (a copy of which is attached to the original minutes) and to authorize the executive director to sign the contract following approval by legal counsel. She indicated the record should show that the NKAPC budget contains the funds necessary to pursue this purchase and that we are forgoing the expenditure of funds for ongoing maintenance on this system following the one-year warranty period because it isn’t cost effective to do so; Commissioner Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Spoor, Weaver, and Chairman Litzler in favor of the motion with Commissioner Meier present but not voting. The motion passed unanimously.

Chairman Litzler then asked for staff’s recommendation regarding the purchase of a new suite of software modules for tracking land development and management activities following a public RFP process.

Mr. Gordon indicated that staff followed the same basic process as they did with the phone RFP. He stated that they were expecting six proposals based on returned Notices of Intent to Bid but only received five. He reviewed staff’s findings as outlined on an assessment spreadsheet provided to members by email. After review of the five documents, the four deputy directors and he narrowed the bid proposals to three – CRW ($183,100 up-front costs plus annual maintenance); GovPartner ($187,200 up-front costs plus implementation fees of $96,500); and, EnerGov ($298,090 in up-front costs plus annual maintenance of $37,682.40).

Mr. Gordon advised members that the three companies were invited to demonstrate their software and that ten staff members attended these sessions. He indicated that after the on-site interview demonstrations, eight staff members voted for CRW while the other two voted for EnerGov. The review process then moved to the next phase which included pursuing more detailed questions and contacting references.
Mr. Gordon stated that CRW provided several cost alternatives, including hosting software and data at their locations, and software as a service. He stated that after careful consideration of the costs involved with each alternative, staff determined that outside hosting and storage as well as software as a service would cost more in the long run.

Mr. Gordon advised members that staff recommends going with CRW and outlined costs as follows: up-front costs of $183,100; Year 1 annual maintenance and amortized software costs of $68,000; year 2 annual maintenance and amortized software costs of $68,000; year 3 annual maintenance and amortized software costs of $69,275; year 4 annual maintenance and amortized software costs of $26,775; and, year 5 annual maintenance costs of $28,114

He indicated that the proposal would cost approximately $360,000 over this period and that this cost would be met through funds appropriated in the FY13 budget and from budget savings in years 2 through 5 by ending contracts with SunGard Pentamation, FileMaker, and (hopefully) Information Builders WebFOCUS.

Mr. Gordon stated that EnerGov would cost $298,000 up front plus $37,600 and increasing amounts each year after that. He also indicated that after the review and demonstration process was complete, staff determined that the GovPartner software could not cover NKAPC’s needs – i.e. engineering and remote access from the field. Even though its cost was lower, GovPartner did not meet RFP specifications.

Mr. Gordon advised members that staff checked CRW’s references and that no city/county agency using CRW’s TRAKiT software has dropped its use since 1999 – once they have selected CRW, they have stayed with CRW. He also emphasized that CRW’s TRAKiT is built on GIS and that all data—planning, engineering, permitting, and code enforcement—is linked to specific parcels. There was discussion about how the system and layers work.

Mr. Gordon stated that it was staff’s recommendation to go with CRW and that he and the deputies would be happy to answer any questions they may have.

Mr. Sims commented that, in addition to not losing a customer since 1999, CRW hasn’t lost any data either since then.

Mr. Scribner stated that going with CRW would eliminate other software used in-house and that all data would be contained in one database. He also indicated that this and the mobile feature were very important. He advised that CRW makes the most sense and that the service people seemed very knowledgeable, a fact that was acknowledged by reference comments from current users.

Mr. Edmondson asked if the data would be stored at CRW or here at NKAPC and if it would be manageable in house. Mr. Masters responded that all data would be stored on the premises with regular backups being stored off site. Commissioner Meier asked if new equipment would be needed. Mr. Masters indicated that a new server would be required and Mr. Gordon advised that the new hardware costs would be met with budgeted funds but not those before members now.

There was a brief discussion regarding the backup of data and the security of that data. Mr. Gordon stated that he would put this matter on a future agenda for additional discussion.
Chairman Litzler asked how long CRW had been in business and Mr. Gordon informed members that CRW was formed in 1990.

Chairman Litzler asked what period of time NKAPC would be committed to CRW. Mr. Gordon stated that NKAPC could terminate CRW’s services at any time. He indicated that another benefit to pursuing TRAKiT is that monetary data could be batched regularly and sent to bookkeeping and our accounting program (Peach Tree); also, that TRAKiT would interact with our timekeeping software.

After additional discussion, Chairman Litzler asked for a motion. Commissioner Meier made a motion to approve staff’s findings and recommendation to accept the lowest and best bid of CRW Systems dated August 16, 2012 (a copy of which is attached to the original minutes) to purchase and install its TRAKiT series of software modules and to train staff on its use. He further moved to authorize the executive director to sign the contract following approval by legal counsel. He stated the record should show that the NKAPC budget contains the funds necessary to pursue this purchase and that funding for annual maintenance and software amortization in Years 2 through 10 and beyond as summarized in CRW’s Investment Cost Summary – Alternative 2 will be covered largely by annual savings associated with NKAPC’s cancellation of contracts with Sungard for its Pentamation tracking software, with Kenton Fiscal Court for hosting and maintaining the software, with Cincinnati Bell for a T-1 line to the Fiscal Court’s Building in Covington, and perhaps with Information Builders for its WebFOCUS analytic tool; Commissioner Weaver seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Commissioners Atkinson, Carran, Meier, Spoor, Weaver, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked that the record reflect that copies of the following documents are attached to the original minutes:

1. RFP for the new phone system
2. Parallel Technologies’ proposal
3. Parallel Technologies’ itemized cost proposal
4. MVD itemized cost proposal
5. Pinnacle itemized cost proposal
6. RFP for land development/management tracking software
7. CRW Systems’ proposal
8. CRW Systems’ itemized cost proposal
9. Reference comments from CRW customers
10. GovPartner’s itemized cost proposal
11. EnerGov itemized cost proposal
12. Staff’s Results of Proposal Assessment Rating Process – spreadsheet
13. Staff’s formal recommendation

Chairman Litzler reminded members of Thursday’s Council meeting at 5:45 PM and stated that the next meeting would be held at 5:15 on Monday, October 22.

Chairman Litzler adjourned the meeting at approximately 5:50 PM.
Tom Litzler, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary