



City of Helena

CITY OF HELENA

City-County Joint Work Session

July 5, 2022 - 4:00 PM

City-County Room 326 / Zoom Online Meeting; <https://zoom.us/j/94157867467>

1. **Call To Joint Work Session, Introductions**
2. **Commission Comments, Questions**
3. **Joint Discussion**
 - A. Transit Services
 - B. City of Helena-Lewis and Clark County Buildings Management Agreement
 - C. CAD / RMS Discussion
4. **Public Comment**
5. **Upcoming Events, Joint Announcements**
6. **Adjournment**

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Ellie Ray, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

Phone: (406) 447- 8490

TTY Relay Service 1-800-253-4091 or 711

Email: citycommunitydevelopment@helenamt.gov

Mailing Address & Physical Location: 316 North Park Avenue, Room 445, Helena, MT 59623.

City of Helena, Montana

6/23/2022

To:

City and County Commissioners

From:

Tim Burton, Interim City Manager
Troy Sampson, Community
Facilities Superintendent

Subject:

City of Helena-Lewis and Clark
County Buildings Management
Agreement

The City-County Administration Building and Law and Justice Center are jointly owned by the City and County. The management of the operation, maintenance, and capital improvements is the responsibility of the Community Facilities Department through an Interlocal Agreement. Create an Advisory Building Management Board through a City-County Buildings Management Agreement. Staff Recommendation Create a City-County Advisory Building Management Board to meet on a regular basis which will establish a line of communication to discuss the building management needs throughout the year. The purpose of the board would be to evaluate and make recommendations regarding the short- and long-term maintenance needs of the properties; review and make recommendations as needed to ensure efficient building maintenance operations occur to protect the historical and community value of the properties; and recommend funding as part of the City and County budget processes. Alternatives for Consideration Continue with current management plan as outlined in current Interlocal Agreement and not form a board. Legal Review Quasi-judicial Background Information The City-County Administration Building was conveyed by the federal government to the City of Helena and Lewis and Clark County in 1977. A corporation was formed in 1977 as a Montana nonprofit corporation for the original purpose of acquiring, owning, restoring, remodeling, managing,

Present Situation:

and operating a City-County Administrative Building (the "CCAB") in the old Federal Building located at 316 North Park Avenue. In January of 1979, an amendment to the CORPORATION's Articles of Incorporation were filed to amend the purpose of the CORPORATION to leasing the CCAB from the City and County, who, in turn, leased it back to the City and the County all pursuant to the terms of an Interlocal Cooperation Agreement between the City and the County. Between 1979 and 2008, the CCAB was managed as a joint venture between the City and County with the City providing accounting services to the corporation for payroll only; the County providing investment functions; and the corporation providing all remaining accounting functions. In fiscal year 2008, in a move to consolidate operations of the corporation, all accounting functions, including fund investments, were transferred to the City; and the corporation and its personnel became a sub-department of the City's Community Facilities Department. In 2018 it was determined that the function and purpose of the corporation was no longer necessary since the City was providing all management services necessary to the operations of the CCAB. It was decided that upon dissolution of the corporation, the City and County would enter into an updated Interlocal Cooperative Agreement to provide for future management of the CCAB and the recently purchased Law and Justice Center at 406 Fuller Avenue. The Interlocal Agreement was executed December 18, 2018.

Proposal/Objective:

NA

Advantage:

NA

Notable Energy Impact:

NA

Disadvantage:

NA

Notice of Public Hearing:

True

Recommended Motion:

N/A



Administrative Meeting

helenamt.gov

Subject: City-County Buildings Management Agreement

Date: July 5, 2022

From: Troy Sampson, Community Facilities Superintendent

Present Situation

The City-County Administration Building and Law & Justice Center are jointly owned by the City and County. The management of the operation, maintenance, and capital improvements is the responsibility of the Community Facilities Department through an Interlocal Agreement.

Recommendation and Alternatives

Create an Advisory Building Management Board through a City-County Buildings Management Agreement.

Staff Recommendation

Create a City-County Advisory Building Management Board to meet on a regular basis which will establish a line of communication to discuss the building management needs throughout the year. The purpose of the board would be to evaluate and make recommendations regarding the short- and long-term maintenance needs of the properties; review and make recommendations as needed to ensure efficient building maintenance operations occur to protect the historical and community value of the properties; and recommend funding as part of the City and County budget processes.

Alternatives for Consideration

Continue with current management plan as outlined in current Interlocal Agreement and not form a board.

Legal Review

Quasi-judicial

Background Information

The City-County Administration Building was conveyed by the federal government to the City of Helena and Lewis & Clark County in 1977. A corporation was formed in 1977 as a Montana nonprofit corporation for the original purpose of acquiring, owning, restoring, remodeling, managing, and operating a City-County Administrative Building (the "CCAB") in the old Federal Building located at 316 North Park Avenue. In January of 1979, an amendment to the CORPORATION's Articles of Incorporation were filed to amend the purpose of the CORPORATION to leasing the CCAB from the City and County, who, in turn, leased it back to the City and the County all pursuant to the terms of an Interlocal Cooperation Agreement between the City and the County. Between 1979 and 2008, the CCAB was managed as a joint venture between the City and County with the City providing accounting services to the corporation for payroll only; the County providing investment functions; and the corporation providing all remaining

accounting functions. In fiscal year 2008, in a move to consolidate operations of the corporation, all accounting functions, including fund investments, were transferred to the City; and the corporation and its personnel became a sub-department of the City's Community Facilities Department. In 2018 it was determined that the function and purpose of the corporation was no longer necessary since the City was providing all management services necessary to the operations of the CCAB. It was decided that upon dissolution of the corporation, the City and County would enter into an updated Interlocal Cooperative Agreement to provide for future management of the CCAB and the recently purchased Law & Justice Center at 406 Fuller Avenue. The Interlocal Agreement was executed December 18, 2018.

Respectfully submitted,

Tim Burton
Interim City Manager

Attachments:
BuildingMgmtAgreement Final

CITY OF HELENA-LEWIS & CLARK COUNTY BUILDINGS MANAGEMENT AGREEMENT

THIS AGREEMENT, made and entered into by and between Lewis and Clark County and the City of Helena who are signatory to the agreement.

WITNESSETH:

WHEREAS, City of Helena and Lewis & Clark County entered into an Interlocal Agreement for the maintenance management of the City-County Administration Building and the Law and Justice Center building; and

WHEREAS, the parties desire to establish an Advisory Building Management Board to meet on a regular basis; and

WHEREAS, the parties acknowledge the benefits of a strong partnership and regular input and communications regarding the buildings management needs throughout the year; and

NOW, THEREFORE, the parties agree to the following terms:

ARTICLE I. PROPERTIES

This Agreement applies to the City-County Administration Building located at 316 N. Park Avenue, Helena, Montana and to the Law and Justice Center building located at 406 Fuller Avenue, Helena, Montana.

ARTICLE II. PURPOSE OF AGREEMENT.

The purpose of this Agreement is:

To establish an advisory building management board.

To establish membership and regular meetings of an advisory building management board.

To establish duties and tasks for an advisory buildings management board.

ARTICLE III. PURPOSE OF ADVISORY BUILDING MANAGEMENT BOARD

The purpose of the advisory building management board is:

- A. To evaluate and make recommendations regarding the short term and long-term maintenance needs of the properties.
- B. To review and make recommendations as needed to ensure efficient building maintenance operations occur to protect the historical and community value of the properties.
- C. Recommend funding as part of the City and County budget processes.

ARTICLE IV. MEMBERSHIP OF THE ADVISORY BUILDING MANAGEMENT BOARD.

The Board shall consist of:

One Lewis & Clark County Commissioner.

One Helena City Commissioner.

The Helena City Manager.

The Lewis and Clark County Chief Administrative Officer.

A Chair will be selected in January of each year.

The Chair will work with the City Facilities staff to prepare an agenda for each meeting of the Board.

Regular meetings of the Board shall take place quarterly, or as needed as determined by the Chair.

ARTICLE V. AMENDMENTS

This Agreement may be amended by unanimous vote of the membership of the board at an official meeting,

ARTICLE XII - CANCELLATION CLAUSE.

Section 1. This agreement can be canceled by either party in writing with 180 days' notice.

This Agreement hereby approved and adopted this _____, day of _____, 2022.

Lewis & Clark County

City of Helena

Jim McCormick, Chair

Tim Burton, City Manager

ATTEST:

ATTEST:

Amy Reeves, Clerk and Recorder

Dannai Clayborn, Clerk of Commission



Helena Police Department
Brett Petty, Chief of Police
406 Fuller Avenue 1st Floor
Helena, MT 59601

Phone: 406-447-8479
Fax: 406-442-3965

helenamt.gov

June 29, 2022

To:

Mayor Collins, Helena City Commission, Lewis and Clark County Commission

Subject:

Computer Aided Dispatch/Records Management System Replacement

Present Situation:

The Helena Police Department and Lewis and Clark County Sheriff's office are looking to replace their computer aided dispatch and records management system (CAD/RMS). Law enforcement agencies are mandated to maintain and produce criminal records and statistics as per Montana public records law, FBI Criminal Justice Information Services Security Policy, and Montana crime reporting standards. HPD/LCSO require the ability to produce records and statistics that are timely, accurate, and error-free. HPD/LCSO has determined the current RMS systems are at technological end-of-life and require replacement.

The Helena Police Department and Lewis and Clark Sheriff's office began working with a consultant (PRI Management) in the fall of 2021 to assist in locating a vendor that will meet all the needs of both agencies and other auxiliary agencies. This project is estimated to cost between \$1.0 to \$3.0 million with annual support for the system between \$250,000.00 to \$350,000.00.

The timeline of the project is anticipated to be:

- Project Plan completion Quarter 1 2022
- Needs assessment Quarter 2 2022
- Requirements Developed Quarter 3 2022
- RFP issued Quarter 4 2022
- Contract Signed Quarter 1 2023

History of the issue:

The HPD and LCSO are responsible for an array of services throughout Lewis and Clark County. Together, they provide law enforcement services to all areas of Lewis and Clark County, as well as the city of Helena. HPD oversees and operates the Lewis and Clark County/City of Helena 911 Dispatch Center. The Sheriff of Lewis and Clark County also acts as the County Coroner and operates the Lewis and Clark County Detention Center. East Helena Police Department is also a law enforcement agency within Lewis and Clark County that utilizes the same CAD/RMS system as HPD and LCSO.

HPD/LCSO rely on several different systems to search, store, and manage information and records within their respective units. Law enforcement data will naturally be available from multiple sources, and, in general, access to many different systems are an advantage. However, when critical data needed on a regular basis is located only on external systems, with no integration to internal systems, users are forced to logon and search through multiple systems to access relevant data.

This can be time-consuming, confusing, and require system administration overhead and training on multiple systems. It can also cause public or officer-safety concerns if relevant data is not readily or easily accessible.

Current processes in place in both HPD and the LCSO are served by a patchwork of various software packages that have been purchased for selective units to meet their needs because the current CAD/RMS lacked the functionality necessary. Currently, the Detention Center, HPD evidence processing, LCSO coroner, civil, and the City's abandoned vehicles database are all served by software outside of the CAD/RMS with no integration between that system and the CAD/RMS. In addition, various other units, including records, investigations, animal control, and dispatch, use spreadsheets to track information that is normally contained in the RMS.

The current CAD/RMS system, being older and seemingly outdated, is considered not user friendly or intuitive. A few examples of the system remaining inadequate are below.

- Many processes require a significant number of steps or complex processes that a more modern system would perform automatically.
- Due to the number of systems in place, all lacking significant integration, there is a fair amount of duplicate data entry.
- Personnel must search multiple systems to obtain necessary information, which is time-consuming and may be a critical issue for the officer/deputy in the field.
- Current system configuration requires personnel to maintain separate logins and passwords for each respective system.

- Property/Evidence is a separate system with no integration for HPD personnel while LCSO currently uses the limited evidence function in the RMS. While evidence technicians are satisfied with the system, it nonetheless is not accessible to officers/deputies and the process for property/evidence is cumbersome.
- Search functions are limited.
- User dissatisfaction with the use of mapping in vehicle with dispatch personnel advising that the AVL does not function.

Proposal/Objective:

Lewis and Clark County has approved to utilize ARPA funds in the amount of \$750,000.00 to cover approximately half of the cost of the new CAD/RMS system. We are seeking the same amount (\$750,000.00) from the Helena City Commission to match what Lewis and Clark County is putting towards this project. This ask would be for the City Commission to utilize City ARPA funds for this project.

Ultimately, if approved, this would give the CAD/RMS project \$1.5 million towards a new system. We do not know at this time if this will cover the full amount, but we believe we will not be too far off. In order to make sure we can cover the full amount, HPD and LCSO will be seeking grant funding as well to help lessen the costs of the project. Additionally, there is some funding available from the Public Safety Mill Levy that has language in it specifically for replacement of obsolete computer systems, to which the new CAD/RMS project will fall under. This last option of the Public Safety Mill Levy should only be explored if we were to fall short of what is needed to fund the new system.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Brett Petty', with a stylized, cursive script.

Brett Petty