

**COMMITTEE OF THE WHOLE
CITY COUNCIL CHAMBERS
140 WEST PINE STREET
MISSOULA, MONTANA
JANUARY 18, 2012, 3:20 P.M.**

Members present: Marilyn Marler, President; Bob Jaffe, Vice President; Ed Childers, Caitlin Copple, Dick Haines; Adam Hertz; Mike O'Herron; Dave Strohmaier; Alex Taft; Jason Wiener; Jon Wilkins and Cynthia Wolken

Members absent:

Others present: Dale Bickell, Bruce Bender, Jessica Miller, Cindy Wulfekuhle, Kevin Slovarp, Jamie Erbacher, Gregg Wood, Jean Harte, Doug Harby, Steve King, Laval Means, Jen Gress, Bobbi Day, Peggy Seel, Shantelle Gaynor, Nina Cramer, Pat Keily, Mike Barton, Tanya Campbell, Lori Davidson, Jerry Wolf, Nancy Rittel, Miles McCarvel

I. Administrative Business

A. Minutes dated [January 11, 2012](#) were approved as submitted.

B. Housekeeping Items:

Internet Reimbursement:

Ms. Marler sent an email to the council members explaining the communications stipend is a way to get rid of the internet reimbursement that had evolved over many city councils. The stipend can be used for any way the council members communicate with their constituents. Mr. Wilkins stated the city did not pay for his internet. He has not received the reimbursement and he does not want the communications stipend.

Communication with the administration:

Ms. Marler sent an email to the council members regarding the Committee of the Whole meetings. She spoke to the Mayor and he was receptive to the idea of having more communication with council. One idea was to have a monthly publicly noticed Committee of the Whole meeting with discussion items and not any action items to make it a little less formal meeting. The meeting still needs to have structure but it would be minimal. If any council member has discussion items they are to email Ms. Marler or the Mayor.

Board Appointments:

Ms. Marler stated under the New Business item on the agenda for Monday night there will be an item for board appointments. Some of the board appointments will need to be voted on and some appointments she will just appoint people to the boards. Also, vice chairs will be appointed if there are any.

II. Public Comment on items not listed on the agenda—None

III. Regular Agenda

A. Reorganization of OPG/Building Inspection/Engineering and amendment to the Interlocal Agreement between the City of Missoula and the County of Missoula to cooperate in the provision of planning services and grants. ([memo](#))—Regular Agenda (Mayor Engen) (Referred to committee: 01/09/12) **(REMOVE FROM AGENDA)**

Marilyn Marler stated in this reorganization she would like to pay attention to the grants division through out the process.

Ms. Marler asked Mr. Bender to remind them of the process and proposed timeline. She also asked Dale Bickell, County Chief Administrative Officer if he has anything further to add that would be helpful. Bruce Bender, City Chief Administrative Officer, stated the first step involved in the reorganization change is dealing with the interlocal agreement between

the city and the county. Currently the interlocal agreement discussion will take place on February 15, 2012 at 10:00 a.m. during their quarterly interlocal meeting with the Board of County Commissioners. They will discuss and hopefully decide if they will amend the interlocal agreement to dissolve the Office of Planning and Grants (OPG). Once the decision has been made then the next step will be for the city and county to start creating a budget from whatever change they agreed too.

Ms. Marler asked what will take place at the quarterly meeting. How specific will the meeting get? Will they talk about FTE's and budget? Mr. Bender stated the interlocal agreement outlines in detail the Office of Planning and Grants. Mike Barton had given them a draft with the removal of any reference to OPG but maintains the current City-County Planning Board. The details of FTE's would not be part of the agreement but part of the budgeting process. The issues pertinent are to maintain the city-county grants and transportation planning. If there are elements the council doesn't want the city to maintain then it should be in the interlocal agreement.

Dale Bickell, County Chief Administrative Officer, stated one thing to add is there will be a lot of policy considerations and negotiations. Although there is separation of the planning functions, he is hopeful some of the base policy decisions will be made during the February 15, 2012 meeting then the two staffs can put together a revised interlocal agreement.

Bob Jaffe asked if administration is asking them to commit to dissolving OPG before they replace it without seeing the alternative. What is the process to make this work concurrently? Mr. Bender stated the interlocal agreement permits it. The key thing is by March 31, 2012 the city has to say if they are going to amend the interlocal and if so, put the county on notice.

Mr. Jaffe asked where does the participation of staff and department heads in formulating the proposals fit in. Mr. Bender stated the OPG and Public Works department heads were interviewed for the Taylor reports. Mr. Bender and Mr. Bickell had 4 or 5 meetings with the different sections of OPG. The Taylor report evaluates the process from the outside and the basis of the reports comes from his expertise from other organizational structures from other cities. He did not interview all of the staff members.

Mr. Jaffe stated he likes the idea of restructuring the department to make it a "One Stop Shop" concept. The piece he is less enamored is the splitting of the city and county. One of his concerns of splitting is the efficiencies. Has there been any analysis of the time records between city and county projects? Mr. Bender stated OPG does have records of where their time has been allocated and in fact it is part of the formula to fund OPG. The central point is bringing the departments together creating the new synergies and new efficiencies of the new department. Mr. Bickell stated on a manager level they see quarterly reports and the numbers are fairly stable.

Alex Taft stated the transportation planning is regional by nature. It is required by the feds that the city and county work together in creating a NPO and carrying out the long range plan. He hopes the regional cooperation would continue to work together. He does like the idea of getting the synergy of policy planning, design and construction of transportation facilities in one room.

Ed Childers asked what it is about having structures under separate organizations that can't be accomplished under one combined organization. Does it have to do with multiple bosses or the city having a large staff that is contracted and don't really work for the city. What does the separation really do for the improving the structure and the service? Mr. Bender stated the Taylor report talks about how the city has no cohesive way that can deal with a building permit or subdivision review without going to 3 or 4 different departments. The new department will be bringing other departments together and change the focus.

Mr. Childers stated can we accomplish the same thing with the far greater difficulty if we keep the entire thing as one organization. Mr. Bender stated currently this is the complaint

they get.

Adam Hertz asked for clarification on Mr. Childers' last comment. Mr. Bender stated currently it is split up. A specific function is being done by city and county but it is not the whole function which includes permitting, plan review, subdivision review, and zoning review. There are multiple different departments handling these functions. The concept of splitting from the county is to bring those departments together so they are not split up. This concept will centralize the number of people to go to and places.

Jason Wiener stated he is interested in the offices left behind. Mr. Bender stated they are bringing forward the Taylor recommendations. The budgeting process will be the opportunity to clarify it and where the other city entities fit into the budget.

Mr. Wiener asked how functions will be aligned on the county side. Mr. Bickell stated the county finished up a mini re-organization. They have looked at creating a "One Stop Shop" but it didn't work for the county at the time. They are looking to maintain permitting in departments. They have more formalized coordination meetings on enforcement and development. They also are pushing a technology effort as they are looking implement a new contact management system. There are two big policy considerations: 1) is placing all planning in county within in one department and 2) the grants department.

Jon Wilkins asked it would be an improvement from what we currently have now. "One Stop" or "One Man Shop" is a great idea. Before changing anything he needs more information on how much more it will cost the city, where is the money coming from and are there going to be layoffs?

Mr. Jaffe asked if there is any way the development in the urban growth area can be retained in one area. Is it legal and is there any interest in going down that road? Mr. Benders stated currently the city of Billings uses the structure of city planning does all the planning and services for the county. Mr. Bickell stated they have only shared the planning function.

Dick Haines stated the discussion of what the benefits of the city is pretty weak. He would like to see something with "more teeth" and feels suspicious.

Lori Davidson, Executive Director from Missoula Housing Authority, stated she read the Taylor report again and it is critical the city makes the processes a lot better. According to the Attorney General's opinion just released this week or last week, any lot with more than one building must go through subdivision review. Having been through the process, she stated it is onerous and expensive. When she was getting the blanket insurance property, she was assigned a project manager as a point of contact which worked great. The idea of streamlining the process is excellent idea.

Mr. Wilkins stated he would like to hear from the employees. Mr. Wiener stated they do have correspondence from their union.

- B. Discuss the scheduling of committees. ([memo](#))—Regular Agenda (Mike O'Herron)
(Referred to committee: 01/09/12) **(REMOVE FROM AGENDA)**

Marilyn Marler stated she has heard from Mr. Strohmaier and Mr. Hertz on the scheduling of the committees but most of the members did not have a preference.

Mike O'Herron clarified he is not trying to consolidate the meetings into the afternoon. His preference is to start the block of meetings early and end early or start late and end late. If it does not work out then he will adjust his work schedule.

Jon Wilkins stated he would like the schedule to stay the same.

Marilyn Marler stated she heard some comments from the clerk's office. Staff brought up if

there is someone who is presenting at a committee who needs to schedule a month in advance, Ms. Marler asked the committee chairs to be mindful in scheduling to try to consolidate them as best as they can.

Mr. Childers stated he is fine with the schedule but would like to settle the lunch time being either an hour or half hour. A half hour for him is ok.

Mr. Haines stated he has spent 30 years taking a half hour lunch in the brush. In this organization he likes to have an hour to be able to talk to colleagues and constituents.

Mike O'Herron stated another compromise would be to have a 45 minute lunch.

Mr. Jaffe stated a 30 minute lunch is good for him to get lunch and eat. His preference would be to count backwards from 4:00 p.m. or 5:00 p.m. so he can have a block of time in the morning for his other job. He also mentioned the PAZ staff brought up if PAZ time was moved to the afternoon they may have some conflicts because the commissioners meet in the afternoon.

Mr. Wilkins prefers to have an hour lunch as he also suggested the staff gets an hour lunch so there may be some conflicts there.

Mr. Strohmaier stated he prefers to stay the course as is and generally have other commitments after 3 pm in the afternoon. He can not think of a time when committee chairs purposely leaves big breaks in the schedule. Typically the breaks happen when committee doesn't go as long as the chair thinks. He also likes the hour break for lunch.

Ms. Marler asked the committee to settle the lunch break time. Five people voted strongly for the hour lunch, three people voted strongly for half hour lunch, and the remaining committee members voted they could make it work either way. The schedule will stay the same.

Caitlin Copple asked what the typical ending time was for committees. Ms. Marler stated usually 3:00 p.m. unless there is a Committee of the Whole meeting or any special meetings.

IV. Held in committee

1. Updates from Council representatives on the Health Board, Community Forum, Transportation Policy Coordinating Committee, other boards and commissions as necessary. – (Ongoing in Committee)
2. Joint meeting of the Mayor, City Council and County Commission; a facilitated quarterly OPG review as directed in the [Interlocal Agreement](#)—Ongoing (Mayor Engen)
3. Joint meeting between the Missoula City Council and the Missoula County Public Schools' Board of Trustees ([memo](#)).—Regular Agenda (Dave Strohmaier) (Referred to committee: 09/17/07)
4. Examination of Office Planning and Grants ([memo](#))—Regular Agenda (Lyn Hellegaard) (Referred to committee: 09/08/08)

V. Adjournment

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Nikki Rogers
Deputy City Clerk