

**ADMINISTRATION AND FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
140 WEST PINE STREET
MISSOULA MONTANA
February 8, 2012, 1:05 pm**

Members present: Cynthia Wolken Chair; Bob Jaffe, Alex Taft, Jason Wiener, Ed Childers, Jon Wilkins, , Adam Hertz, Dick Haines, Caitlin Copple; Mike O'Herron.

Members absent: Dave Strohmaier.

Others present: Lori Davidson, Dee Andersen, Marty Rehbein, Carl Horton, Ross Best, Brentt Ramharter, Ginny Miriam, Keila Szpaller, and Nancy Harte, Lee Clemmensen.

I. Administrative Business

A. Approve committee minutes dated: [Feb 1, 2012](#) -approved as submitted.

B. **Public Comment on items not listed on the agenda-None**

II. Consent Agenda

A. Approve claims (accounts payable). -Consent Agenda (Brentt Ramharter)

Motion: The committee recommends the City Council approve [claims](#) totaling \$ 918,892.84 ([Detailed claims](#)) 2/14/12

B. Approve and authorize the Mayor to execute a six and a half year contract with SIRE Technologies for a live and on demand video/audio/agenda/minutes management system. ([memo](#)) – Regular Agenda (Marty Rehbein) (Referred to committee: 02/06/12)
REMOVE FROM AGENDA

Amended Motion: The committee recommends the City Council approve and authorize the Mayor to execute a six and a half year contract with SIRE Technologies for a live and on demand video/audio/agenda/minutes management system in the amount of \$83,154.96, provided that summary minutes will be provided for all City Council committee meetings.

Marty Rehbein, City Clerk, explained that in October of last year, the City issued an RPF to develop a live and on-demand video management system for City Council/board and committee meetings. A project team was formed to oversee the process and develop a final recommendation for the Council's consideration.

The primary goals for this system are:

- Providing citizens more efficient access to live and on-demand video, agendas, minutes and attachments for City Council, board and commission meetings via the internet.
- Allowing staff to index and link the video with the agendas, minutes, record votes and motions.
- Provide one stop access for City Council, citizens and staff to access legislative information.
- Enhanced legislative file searching.
- Reducing staff time spent on committee meeting minutes.

Ms. Rehbein reviewed the following [presentation](#) and said the acquisition of the equipment, software licenses, and the first year of maintenance will be paid from the PEG Access Fee Fund. Ongoing costs will be paid from the City's Cable Franchise Fund.

Cynthia Wolken wanted to know what the County's plan is.

Ms. Rehbein said the County has purchased this product but not the modules.

Jason Wiener said he has wanted something like this since he got onto Council. He expressed support for the product and moved to approve and authorize the Mayor to execute the agreement.

Public comment:

Ross Best said he thinks the committee minutes are important and take the place of attending the meetings for those who can't attend, or for those who have slow or no computers. He said there is a trend of eliminating verbatim minutes across the nation which is frustrating to him. He said he realizes there are different ways of summarizing the meeting, but if it becomes too short it will be a loss.

The committee discussed the method of summarizing the minutes so the reader could get a feeling of what happened at the meetings, yet did not require a lot of staff time to complete. Ms. Rehbein highlighted the product features that would assist that goal.

Mr. Jaffe requested the motion be amended to continue to have summary minutes provided for each Council committee meetings.

Mr. Wiener supported that amendment.

Mr. Childers inquired about the programs ability to vary its speed of playback.

Ms. Rehbein said it does detect the connection speed of the users computer, so if their speed is too slow, they will only get the audio not the video. She also added that this system has pod cast capabilities.

Upon a voice vote, the amended motion passed unanimously.

III. Regular Agenda

- A.** Approve a request for proposals for City surplus property and to approve funding up to \$2,100 to conduct title searches on the proposed properties. ([memo](#))—Regular Agenda (Nancy Harte) (Referred to committee: 01/23/12) **HOLD FOR FURTHER DISCUSSION 2/15/12**

Nancy Harte, OPG, explained that this resolution is from a year ago when John Newman was heading this project. It's identical except they changed 4 parcels to 3 parcels. She said there has been interest by Council members who would prefer to dispose of the parcels by donating them to the Missoula Housing Authority instead of the RFP process. The housing authority has indicated that they would be willing to do this and proceed as was initially discussed over a year ago. She has not heard back from HomeWORD, Habitat for Humanity or the Human Resource Council.

She said the other proposal before committee is the revised draft RFP from last week. She went through the proposed changes as follows:

- Permanent affordability –was changed so that that low income eligible households that get into the units(either as renters or owners) could stay in the units as long as they want and when they moved out, the unit would have to remain affordable for the next occupants.
- She removed the reference to monthly household income.
- She also required that the property condition be properly maintained and they keep track of who is in the unit so it doesn't get sold to someone who isn't qualified.

Ms. Harte said she also solicited prices for property surveys. She got amounts ranging from \$3,000 to \$7,000 for all three parcels. She said the tile search should be done first to assure these parcels are indeed owned by the City and available to donate or sell.

Mr. Wiener moved to approve the title searches.

The committee discussed Habitat for Humanity and the fact that this project does not fit their model.

Mr. Wilkins suggested giving the parcels to MHA and let MHA spend the money on the surveys.

Ms. Wolken said no matter what, the title searches must be done.

Mr. Wiener said we can't give it away if we don't own it.

Mr. Childers asked if we have identified a funding source for the title searches.

Ms. Harte said no. The only funding stream we could think of was Title One funds and it has a lot of demands on it at this time.

The Committee decided that not having a funding source was deal breaker and needed to be addressed before going any further.

Mr. Wiener withdrew his motion.

Mr. Jaffe said he just received an email from Mr. McGrath from MHA. It stated that property could be transferred to MHA without a title search.

Lori Davidson said she didn't know if that could be done or not.

The committee discussed the title search and if it was required or not. It was decided to hold this item for another week and contact Mr. Nugent for his legal opinion and to identify a funding source before the 2/27 City Council meeting.

IV.

Held in committee

- A. Approve claims. (Ongoing) (Consent Agenda)
- B. Approve journal vouchers. (Ongoing) (Consent Agenda)
- C. Approve budget transfers. (Ongoing) (Consent Agenda)
- D. Amend Council rules to change the Council's regular meeting schedule to two meetings per month ([memo](#)).—Regular Agenda (Marty Rehbein) (Referred to committee: 06/07/10)
- E. Discuss the disposition of surplus city land. ([memo](#))—Regular Agenda (Nancy Harte) (Referred to committee: 10/25/10)
- F. Review the city's current policy for charging the public for various city-produced documents ([memo](#))—Regular Agenda (Dave Strohmaier) (Referred to committee: 12/06/10)
- G. Review Missoula's insurance experience, particularly work comp; propose improvements if warranted. ([memo](#))—Regular Agenda (Ed Childers) (Referred to committee: 05/09/2011)
- H. Confirm the reappointment of Link Starbureiy to the Missoula Civic Television Advisory Committee for a term commencing immediately and ending December 31, 2015. ([memo](#))—Regular Agenda (Mayor Engen)
- I. Confirm the appointment of Scott Hollenbeck to the Missoula Urban Transportation District Board for a term commencing immediately and ending December 31, 2015. ([memo](#))—Regular Agenda (Mayor Engen)

V.

Adjournment

The meeting was adjourned at 2:00 pm

Respectfully submitted,

Dee Andersen

Administrative Secretary