

City of Missoula
Administration and Finance Committee Agenda

Date: August 7, 2019, 1:35 PM - 1:45 PM
Location: City Council Chambers
140 W. Pine Street, Missoula , MT
Members: Stacie Anderson, Julie Armstrong, Mirtha Becerra, John DiBari, Heather Harp, Jordan Hess,
Gwen Jones, Julie Merritt, Jesse Ramos, Bryan von Lossberg, Heidi West, Michelle Cares

If anyone attending this meeting needs special assistance, please provide 48 hours advance notice by calling the City Clerk Office at 406-552-6079.

Pages

1. ADMINISTRATIVE BUSINESS

1.1 Roll Call

1.2 Approval of the Minutes

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2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

3. COMMITTEE BUSINESS

3.1 Resolution levying street lighting district assessments for 2019

Marty Rehbein

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Recommended motion:

Set a public hearing on August 26, 2019 on a resolution of the Missoula City Council levying and assessing a special assessment and tax on the lots, pieces and parcels of land situated within all special lighting districts of the City of Missoula, Montana, in the amount of \$361,837.12 to defray the cost of street lighting in special lighting districts during the fiscal year 2020.

4. ADJOURNMENT

Missoula City Council Administration and Finance Committee Minutes

July 17, 2019

11:05 AM

City Council Chambers

140 W. Pine Street, Missoula , MT

Members present: Stacie Anderson, Mirtha Becerra, John DiBari, Heather Harp, Gwen Jones, Julie Merritt, Jesse Ramos, Bryan von Lossberg, Heidi West, Michelle Cares

Members absent: Julie Armstrong, Jordan Hess

1. ADMINISTRATIVE BUSINESS

1.1 Roll Call

1.2 Approval of the Minutes

The minutes were approved as submitted.

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

3. COMMITTEE BUSINESS

3.1 Appointment to the Public Art Committee

Heather Harp endorsed Willow Kip related to her appointment to the Public Art Committee.

No public comment.

Moved by: Julie Merritt

Confirm the Mayor's appointment of Willow Kipp to the Public Art Committee beginning immediately and expiring on June 30, 2023.

AYES: (7): John DiBari, Heather Harp, Julie Merritt, Jesse Ramos, Bryan von Lossberg, Heidi West, and Michelle Cares

ABSENT: (5): Stacie Anderson, Julie Armstrong, Mirtha Becerra, Jordan Hess, and Gwen Jones

Vote results: Approved (7 to 0)

3.2 Appointment to the Tourism Business Improvement District

Heather Harp endorsed Kim Sawyer. Jesse Ramos asked that Ms. Sawyer talk with the small hoteliers related to TBID.

No public comment.

Moved by: Heather Harp

The committee recommends city council confirm the Mayor's appointment of Kim Sawyer to the Tourism Business Improvement District, for a new term, beginning immediately and expiring on December 1, 2023.

AYES: (7): John DiBari, Heather Harp, Julie Merritt, Jesse Ramos, Bryan von Lossberg, Heidi West, and Michelle Cares

ABSENT: (5): Stacie Anderson, Julie Armstrong, Mirtha Becerra, Jordan Hess, and Gwen Jones

Vote results: Approved (7 to 0)

3.3 Annual Assessments for Street Maintenance District #1--Downtown

Marty Rehbein introduced the agenda item.

Julie Merritt made motion.

John DiBari asked how is the assessment made. Mrs. Rehbein answered it's the properties linear front footage to the street.

Bryan von Lossberg asked for a map of the area.

Heidi West asked if residential occupants can call someone to help them deal with rubbish. Mrs. Rehbein said they could call the Business Improvement District concerning trash and recycling and the City Street Department for street sweeping.

No public comment.

Moved by: Julie Merritt

Set a public hearing on August 12, 2019, on a resolution levying a special assessment and tax on the lots, pieces and parcels of land situated within Street Maintenance District #1 of the City of Missoula, Montana generally located in the downtown area in the amount of \$104,622.00 for the purpose of defraying the cost of flushing and removing street rubbish from streets and avenues in the district during the fiscal year 2020.

AYES: (7): John DiBari, Heather Harp, Julie Merritt, Jesse Ramos, Bryan von Lossberg, Heidi West, and Michelle Cares

ABSENT: (5): Stacie Anderson, Julie Armstrong, Mirtha Becerra, Jordan Hess, and Gwen Jones

Vote results: Approved (7 to 0)

3.4 Resolution amending fiscal year 2019 budget for Crosby/Cleveland Traffic Calming Circle and KAbloom Rose Park Memorial

Scott Paasch, Finance Dept, presented the agenda item. Julie Merritt asked for history on the Rose Park traffic circle. Ben Weiss, Bike Pedestrian Coordinator with Development Services indicated this is project spearheaded by a neighborhood. Neighbors received a Neighborhood Project Fund grant from the City's Office of Neighborhoods and then raised the funds necessary to install the circle. On a field visit, City Engineering Division staff realized there would be a tight turning radius for buses traversing the intersection so the location of the circle was moved and resulted in increased costs. City Engineer

Slovarp noted that the additional expense is being managed through the City Engineering budget.

Michelle Cares asked what is the process and ADA requirements for approving a traffic calming circle.

Kevin Slovarp, City Engineer, explained that sidewalk was on all four corners of this particular intersection.

Michelle Cares stated that was helpful and understanding the parameters is helpful.

Ben Weiss provided additional details.

John DiBari asked where the money for the contribution is coming from. Mr. Slovarp itemized the sources of the monies.

Heidi West asked if a drawing of the final project could be provided.

Gwen Jones explained that neighbors have been working on this for years. She is glad this is finally getting finished and thanked Mr. Slovarp for making it work.

Regarding the KAboom Road Park project, John DiBari asked where the \$65,000 is coming from. Mr. Paasch indicated the funding would be paid from park impact fees.

No public comment.

Moved by: John DiBari

Set a public hearing on August 5, 2019 for a resolution amending the annual appropriations for the City of Missoula, Montana as set forth in the fiscal year 2019 budget and capital improvement program that increases the total city budgeted expenditures by \$82,500 and appropriate the Capital Improvement fund expenditures in the amount of \$82,500 in order to install a traffic calming circle at the Crosby/Cleveland intersection and contribution to KAboom for playground installation at Rose Memorial Park.

AYES: (7): John DiBari, Heather Harp, Julie Merritt, Jesse Ramos, Bryan von Lossberg, Heidi West, and Michelle Cares

ABSENT: (5): Stacie Anderson, Julie Armstrong, Mirtha Becerra, Jordan Hess, and Gwen Jones

Vote results: Approved (7 to 0)

4. ADJOURNMENT

The meeting adjourned at 11:23 a.m.



City of Missoula, Montana
Item to be Referred to City Council Committee

Committee: Administration and Finance

Item: Resolution levying street lighting district assessments for 2019

Date: August 2, 2019

Sponsor(s): Marty Rehbein

Prepared by: Marty Rehbein, Legislative Services Director

Ward(s) Affected:

<input type="checkbox"/> Ward 1	<input type="checkbox"/> Ward 4
<input type="checkbox"/> Ward 2	<input type="checkbox"/> Ward 5
<input type="checkbox"/> Ward 3	<input type="checkbox"/> Ward 6
<input checked="" type="checkbox"/> All Wards	<input type="checkbox"/> N/A

Action Required:

Conduct public hearing and consider a resolution

Timeline and Recommended Motions:

Referral to committee: August 5, 2019

Committee discussion: August 7, 2019

Council sets public hearing: August 12, 2019

Recommended motion: Set a public hearing on August 26, 2019 on a resolution of the Missoula City Council levying and assessing a special assessment and tax on the lots, pieces and parcels of land situated within all special lighting districts of the City of Missoula, Montana, in the amount of \$361,837.12 to defray the cost of street lighting in special lighting districts during the fiscal year 2020.

Public Hearing: August 26, 2019

Recommended motion: (Adopt/deny) a resolution of the Missoula City Council levying and assessing a special assessment and tax on the lots, pieces and parcels of land situated within all special lighting districts of the City of Missoula, Montana, in the amount of \$361,837.12 to defray the cost of street lighting in special lighting districts during the fiscal year 2020.

Deadline: September 9, 2019

Background and Alternatives Explored:

Each year, the City levies assessments to pay for the costs of street lighting in the street lighting improvement districts (SLIDs) located throughout the city. The City's Road District Number 1 fund pays for 10% of the costs of lighting and property owners are assessed the remaining 90%. The City charges 3% to cover the staff time to bill and process assessment payments. This year the city anticipates a 3.5% increase in rates from Northwestern Energy.

Last year, the City Council issued a formal request to Northwestern Energy to provide a financial analysis, inventory, asset assessment and ongoing management plan demonstrating the value and service received in connection with the rates charged for street lighting billed to the City of Missoula citywide. Over the past year, a great deal of progress has been made on this request. Public Works Director Jeremy Keene is arranging a presentation to Public Works Committee by a

Northwestern Energy representative to explain street lighting rates and Northwestern Energy's LED conversion program. Before proceeding with the LED conversion program, City officials want to have a clear understanding of how it would affect the City's lighting rates now and in the future.

Financial Implications:

Last year's assessments totaled \$359,504.44. Actual bills during the course of the year were less than anticipated. So even with the anticipated 3.5% increase in electrical rates, total assessments are projected to increase 1%.

Links to external websites:

**Draft Dated August 1, 2019
RESOLUTION**

A resolution of the Missoula City Council levying and assessing a special assessment and tax on the lots, pieces and parcels of land situated within all special lighting districts of the City of Missoula, Montana, in the amount of \$361,837.12 to defray the cost of street lighting in special lighting districts during the fiscal year 2020.

WHEREAS, the City Council of the City of Missoula has passed and adopted resolutions creating Special Lighting Districts numbered 8, 12, 16, 17, 18, 19, 20, 21, 22, 23, 24, 26, 29, 30, 31, 32, 33, 34, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51 and 52 in pursuant to Resolution Numbers 1100, 1491, 2052, 2086, 2090, 2102, 2108, 2139, 2179, 2229, 2230, 2469, 2703, 2749, 2750, 2751, 2760, 2775, 2893, 2930, 2946, 2959, 2960, 3120, 3121, 3155, 3576, 3900, 3976, 3977, 3978, 4243, 4575, 5028 and 5729, and subsequently discontinuing Special Lighting District number 51 in pursuant Resolution Number 8083 and increased the boundaries of Special Lighting District number 18 pursuant to Resolution Number 8300, which designate the streets to be lighted in Missoula's Special Lighting Districts during fiscal year 2020; and

WHEREAS, the City Council has, in accordance with said resolutions, made provision for the lighting of the streets situated in said Special Lighting Districts; and

WHEREAS, Section 7-12-4321 Montana Code Annotated provides that the portion of the entire cost and expense of erecting, supplying electrical current for, and maintaining said Special Lighting Districts, as shall be determined by the City Council, shall be borne by the property situated within the same Special Lighting Districts; and

WHEREAS, the Mayor's executive budget includes an appropriation from Road District Number 1 to cover 10% of the costs of Street Lighting Districts, leaving 90% of the costs to the respective Street Lighting Districts; and

WHEREAS, the Council has caused an estimate of \$361,837.12 to be made for the lighting costs in the districts noted above which includes an adjustment for the difference between the fiscal year 2019 estimated and actual costs, administrative support, and a projected 3.5% increase in power rates (see below); and

Total Actual/ FY19 Street Lighting Bill	\$374,533.19
SUBTRACT: 10% Road District 1 Support	37,455.32
ADD: 3% Administrative Support	11,629.89
Subtotal paid by lighting Districts	348,727.76
ADD: 3.5% Increase in NW Energy Rates	13,109.36
FY19 Total Assessment (rounded)	<u>\$361,837.12</u>

WHEREAS, the City Clerk has given notice of the Missoula City Council's intention to conduct a public hearing regarding a resolution levying and assessing the lots, pieces and parcels of land located Special Lighting Districts in the *Missoulian*, a newspaper printed and published in the City of Missoula, Montana on August 14, 2019 and August 21, 2019; and

WHEREAS, the Missoula City Council conducted a public hearing on August 26, 2019, and offered an opportunity for citizens to appear and comment on the proposed assessments for Special Lighting Districts; and

WHEREAS, the County of Missoula bills the lots, pieces and parcels of land located in Street Lighting Districts on behalf of the City; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL that for the purpose of defraying the districts' 90% of the lighting costs on the certain streets in the City of Missoula, Montana, situated in Special Lighting Districts of the City of Missoula, Montana, for the fiscal year 2020, the City Council hereby levies and assesses of \$361,837.12 for all street lighting districts as shown on Exhibit A with each of the lots, pieces and parcels of land being assessed as provided in the resolutions creating and/or amending said districts.

BE IT FURTHER RESOLVED, that the assessments for Street Lighting Districts are now due and payable to Missoula County of the County of Missoula, Montana and will become delinquent on November 30, 2019, at 5:00 p.m.

PASSED AND ADOPTED this 26th day of August, 2019.

ATTEST:

APPROVED:

Martha L. Rehbein, CMC
City Clerk

John Engen
Mayor

Exhibit A

SLID BILLING FOR NOVEMBER 2019

updated as of 7/23/19

FOR FISCAL YEAR 2020

Done 7/23/19

AMOUNT TO BE BILLED PER MONTH PER LIGHTING DISTRICT LESS 10% (POWER ONLY - NO ADMIN FEE INCLUDED)

Assumption for these months of prior year
(FY19) x anticipated increase from utilities
assumptions

FY19 x
anticipated
FY20 increase

Actual +

Aug est

2020

Projected
3.50%
Increase

3%
Admin
Fee

Road District
Support

TOTAL FOR
NOVEMBER
FY20 BILLING

FEET
PER
SLID

LTG DIST #	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Jul	Aug*	FY19 Payments Total	Projected 3.50% Increase	3% Admin Fee	Road District Support	TOTAL FOR NOVEMBER FY20 BILLING	FEET PER SLID
8	155.20	155.70	155.52	155.94	112.58	160.53	160.53	160.32	165.45	161.34	156.55	160.06	1,860.32	65.11	57.76	(186.03)	1,797.16	3,300.00
12	336.98	337.71	337.44	338.06	274.86	349.39	349.39	350.55	348.15	348.01	338.44	347.94	4,056.92	141.99	125.97	(405.69)	3,919.19	2,174.60
16	3,323.89	3,327.47	3,326.18	3,329.16	3,038.29	3,456.27	3,456.27	3,471.29	3,411.66	3,411.05	3,324.68	3,436.16	40,312.37	1,410.93	1,251.70	(4,031.24)	38,943.76	5,396,822.60
17	226.62	226.86	226.78	226.98	207.20	235.64	235.64	236.68	232.61	232.56	226.67	234.27	2,748.51	96.20	85.34	(274.85)	2,655.20	4,578.50
18	718.19	719.63	719.11	720.33	597.34	783.48	783.48	788.75	781.52	799.17	771.89	798.94	9,010.24	315.36	279.77	(901.02)	8,704.35	7,825.00
19	947.67	949.59	948.90	950.50	787.40	983.07	983.07	986.50	978.01	977.69	951.14	978.66	11,422.20	399.78	354.66	(1,142.22)	11,034.42	971,585.00
20	243.23	243.51	243.42	243.64	221.37	252.87	252.87	253.97	249.73	249.67	243.33	251.42	2,949.03	103.22	91.57	(294.90)	2,848.92	512,922.80
21	181.29	181.49	181.42	181.58	165.76	188.51	188.51	189.33	186.08	186.05	181.35	187.42	2,198.79	76.96	68.27	(219.88)	2,124.14	425,127.40
22	88.36	88.48	88.43	88.53	78.53	91.81	91.81	92.30	90.86	90.84	88.47	91.31	1,069.63	37.44	33.21	(106.96)	1,033.32	90,120.00
23	68.45	68.58	68.54	68.65	57.06	70.99	70.99	71.23	72.33	70.54	68.66	70.69	826.71	28.93	25.67	(82.67)	798.64	800.00
24	744.20	745.66	745.14	746.33	622.51	772.09	772.09	758.84	767.78	767.55	746.76	768.60	8,709.72	304.84	270.44	(870.97)	8,414.03	12,451.50
26	1,152.08	1,153.14	1,152.76	1,153.65	1,068.19	1,197.55	1,197.55	1,202.84	1,209.65	1,179.96	1,150.76	1,191.19	14,009.32	490.33	434.99	(1,400.93)	13,533.71	893,000.00
29	3,912.80	3,918.13	3,916.22	3,920.67	3,477.64	4,065.71	4,065.71	4,082.34	4,022.82	4,021.91	3,917.82	4,043.68	47,365.45	1,657.79	1,470.70	(4,736.55)	45,757.39	4,184,015.00
30	568.54	569.70	569.29	570.25	471.62	589.51	589.51	591.55	601.00	586.16	570.32	587.12	6,864.57	240.26	213.14	(686.46)	6,631.51	2,285.00
31	293.91	294.11	294.04	294.21	278.30	305.71	305.71	307.14	308.13	300.58	293.30	303.96	3,579.10	125.27	111.13	(357.91)	3,457.59	247,301.00
32	144.11	144.33	144.26	144.43	127.20	149.75	149.75	150.36	151.96	148.23	144.37	148.94	1,747.69	61.17	54.27	(174.77)	1,688.36	168,000.00
33	966.26	967.16	966.83	967.58	895.91	1,004.39	1,004.39	1,008.83	1,014.55	989.65	965.15	999.05	11,749.75	411.24	364.83	(1,174.56)	11,350.84	894,700.00
34	6,180.73	6,196.93	6,209.41	6,218.50	5,516.24	6,439.91	6,432.94	6,444.28	6,512.53	6,344.16	6,170.23	6,364.77	75,030.63	2,626.07	2,329.70	(7,503.06)	72,483.34	6,096,132.00
36	391.88	392.17	392.06	392.28	371.09	407.59	407.59	409.48	410.92	400.78	391.06	405.27	4,772.17	167.03	148.18	(477.22)	4,610.16	407,657.00
37	465.35	465.69	465.57	465.84	440.64	484.03	484.03	486.28	487.87	475.92	464.39	481.26	5,666.87	198.34	175.96	(566.69)	5,474.48	215,410.00
38	1,002.25	1,003.73	1,003.20	1,004.43	880.88	1,040.52	1,040.52	1,044.61	1,055.91	1,029.90	1,003.26	1,035.65	12,144.86	425.07	377.10	(1,214.49)	11,732.54	4,858.00
39	514.33	514.70	514.67	514.87	487.04	534.97	534.97	537.46	526.09	526.02	513.26	531.92	6,250.20	218.76	194.07	(625.02)	6,038.01	465,995.00
40	244.42	244.83	244.68	245.04	211.07	253.66	253.66	254.65	251.54	251.46	244.87	252.53	2,952.41	103.33	91.67	(295.24)	2,852.17	1,289.80
41	273.87	274.40	274.21	274.67	228.35	283.99	283.99	284.98	282.35	282.25	274.65	282.83	3,300.54	115.62	102.48	(330.05)	3,186.49	142,594.90
42	239.63	240.10	239.94	240.34	199.80	248.50	248.50	249.37	247.07	246.98	240.33	247.48	2,888.04	101.08	89.67	(288.80)	2,789.99	1,155.00
43	808.23	808.80	808.60	809.07	765.35	840.69	840.69	844.61	826.69	826.60	806.54	835.89	9,821.76	343.76	304.97	(982.18)	9,488.31	956,319.00
44	389.59	390.01	389.86	390.21	355.75	404.87	404.87	406.62	399.44	399.37	389.35	402.75	4,722.69	165.29	146.64	(472.27)	4,586.35	464,007.00
45	96.52	111.04	130.14	133.59	152.00	129.15	118.30	99.20	95.54	84.45	82.39	153.36	1,385.68	48.50	43.03	(138.57)	1,336.64	91,841.00
46	2,361.91	2,391.12	2,404.06	2,620.75	2,370.08	2,474.14	2,441.57	2,462.76	2,475.04	2,446.01	2,344.14	2,379.50	29,171.08	1,020.99	905.76	(2,917.11)	28,180.72	6,916.30
47	273.87	274.40	274.21	274.67	228.35	283.99	283.99	284.98	282.35	282.25	274.65	282.83	3,300.54	115.62	102.48	(330.05)	3,186.49	705.80
48	637.02	638.32	637.87	638.94	528.73	660.53	660.53	662.81	656.94	656.72	638.99	657.86	7,675.26	268.65	238.32	(767.53)	7,414.68	2,768.80
49	1,603.18	1,605.63	1,604.75	1,606.79	1,401.57	1,664.23	1,664.23	1,670.75	1,648.42	1,647.98	1,605.16	1,656.51	19,379.20	678.27	601.72	(1,937.92)	18,721.27	8,833.00
50	623.46	624.42	624.07	624.86	545.07	647.20	647.20	649.74	641.04	640.87	624.20	644.19	7,536.32	263.77	234.00	(753.63)	7,280.46	7,922.00
52	667.98	669.01	668.64	669.49	583.99	693.42	693.42	696.14	686.84	686.68	668.81	690.20	8,074.62	282.61	250.72	(807.46)	7,800.49	7,573.09
	30,846.00	30,936.55	30,970.12	31,224.83	27,747.76	32,148.66	31,868.85	32,202.04	32,078.87	31,749.36	30,875.94	31,904.21	374,553.19	13,109.36	11,629.89	(37,455.32)	361,837.12	22,608,788.09

Total Actual: FY19 Street Lighting Bill 374,553.19
SUBTRACT: 10% Road District Support (37,455.32)
ADD: 3% Administrative Support 11,629.89
Subtotal: Paid by Lighting District 348,727.76
ADD: 3.5% Increase in NW Energy Rates 13,109.36
FY2020 Total Assessment (rounded) 361,837.12