

DRAFT - Missoula City Council Administration and Finance Committee Minutes

February 9, 2022

10:00 AM

ZOOM Webinar

Members present: **Stacie Anderson, Mirtha Becerra, Daniel Carlino, John P. Contos, Jordan Hess, Gwen Jones, Kristen Jordan, Mike Nugent, Amber Sherrill, Sandra Vasecka, Heidi West (chair)**

1. ADMINISTRATIVE BUSINESS

1.1 Roll Call

We experienced issues with eScribe and were unable to take attendance via the system during the meeting.

1.2 Approval of the Minutes

1.2.1 Minutes from the 01/26/2022 Meeting

The minutes were approved as submitted.

2. PUBLIC COMMENT

None

3. COMMITTEE BUSINESS

3.1 National Institutes of Health Grant Agreement with the Confederated Salish and Kootenai Tribes

Karen Gasvoda presented the information regarding this grant agreement. Amber Sherrill made the motion. There was no public comment on it. Onto consent agenda.

Moved by: Amber Sherrill

approve and authorize the Mayor to sign an agreement with the Confederated Salish and Kootenai Tribes for their work on the National Institutes of Health-funded grant project titled The Link.

AYES: (8): Mirtha Becerra, Daniel Carlino, John Contos, Jordan Hess, Gwen Jones, Kristen Jordan, Mike Nugent, and Amber Sherrill

ABSENT: (4): Stacie Anderson, Jennifer Savage, Sandra Vasecka, and Heidi West

Vote results: Approved (8 to 0)

3.2 Communication & Management Services (CMS) Contract

Angela Simonson with HR presented the information via a presentation, which can be viewed online or here.

Mike Nugent made the motion.

No public comment.

Moved by: Mike Nugent

approve an authorize the Mayor to sign a contract with Communication & Management Services for classification of non-union positions for \$33,000.

AYES: (10): Stacie Anderson, Mirtha Becerra, Daniel Carlino, John Contos, Jordan Hess, Gwen Jones, Kristen Jordan, Mike Nugent, Amber Sherrill, and Heidi West

ABSENT: (2): Jennifer Savage, and Sandra Vasecka

Vote results: Approved (10 to 0)

3.3 Affordable Resident Oversight Committee Appointment

Gwen Jones introduced the history about this committee for the benefit of the new council members. Emily Shankle is a very good candidate. She has an MPA regarding poverty alleviation with a focus on housing.

Amber Sherrill - I think this is a great way of doing this, also. What is the process of going through to make sure they are still interested in serving?

Emily Harris-Shears - She has been contacted and she is interested.

Mirtha Becerra - I, too, really am grateful that the by-laws in place have a system in place where we can easily replace someone who leaves the committee. I think she brings a really great set of skills to the table.

Gwen Jones - Made the motion.

No additional comments from the Council or the public.

Moved by: Gwen Jones

appoint Emily Shankle to the Alternate 2 position of the Resident Oversight Committee for a term beginning on February 15, 2022 and ending on May 31, 2022.

AYES: (10): Stacie Anderson, Mirtha Becerra, Daniel Carlino, John Contos, Jordan Hess, Gwen Jones, Kristen Jordan, Mike Nugent, Amber Sherrill, and Heidi West

ABSENT: (2): Jennifer Savage, and Sandra Vasecka

Vote results: Approved (10 to 0)

3.4 Resolution for 2nd Quarter FY 2022 budget amendments. This resolution amends the fiscal year 2022 budget to recognize revenues, and appropriate expenditures and budget transfers not identified in the original budget.

Leigh Griffing shared her screen with information on the budget amendments for items that were not able to be wrapped up in 2021. She also noted you are able to access all budget documents for the specific years on the Finance portion of the City Website.

Stacie Anderson - Am I correct in saying that this is just to authorize you to properly true up our numbers, so our books match reality? What happens to us in the long run with auditing, etc., if we don't do this? It is not budget authorization, just budget reconciliation?

Leigh - This is one of the reasons why I often call these Housekeeping items. The budget is approved for specific dollar amounts. If those dollar amounts change, I feel it is very important to track this accordingly. It is 'checking the boxes.' The new request items, we want to get those items added, as they are not in the original resolution.

Heidi West - When you go through the audit process, if we wouldn't approve them, we could get dinged?

Leigh - Yes, it would turn into an audit finding. If anything egregious were happening, it could affect our credit and ability to issue bonds, etc.

Kristen Jordan - Is there a place where what each of the account codes stands for?

Leigh - Yes. That is attached to each of the claims documents, called the Chart of Accounts.

Stacie Anderson made the motion.

No public comment.

Moved by: Stacie Anderson

Motion for February 14, 2022 - Set a public hearing for February 28 with final consideration on March 7, 2022 for a resolution amending the annual appropriations for the City of Missoula, Montana as set forth in the fiscal year 2022 budget and capital improvement program.

Motion for February 28, 2022, and March 7, 2022 - Adopt/deny a resolution amending the annual appropriations for the City of Missoula, Montana as set forth in the fiscal year 2022 budget and capital improvement program.

AYES: (10): Stacie Anderson, Mirtha Becerra, Daniel Carlino, John Contos, Jordan Hess, Gwen Jones, Kristen Jordan, Mike Nugent, Amber Sherrill, and Heidi West

ABSENT: (2): Jennifer Savage, and Sandra Vasecka

Vote results: Approved (10 to 0)

3.5 Resolution Relating to up to \$3,651,000 Water System Revenue Bond (DNRC Drinking Water State Revolving Loan Program), Series 2022 (SRF Bond); Authorizing the Issuance and Fixing the Terms and Conditions Thereof; and Making Certain Corresponding Amendments

Leigh Griffing - This is a bond resolution. Our water utility is doing very well and utilizing sound financing for their activities. This is to authorize the items discussed during the last year's budget process for improvements/repairs.

Mirtha Becerra - Made the motion. This will allow the water utility to provide the services we have all come to expect.

Stacie Anderson - I agree. Again and again, we are hearing the benefits of owning our own water. This was planned in our budget. When you look at how much debt we are carrying, how do bonds with enterprise funds get figured into the debt ratio?

Leigh - Enterprise fund debt is a bit separate from voted general debt. That general debt has a limit. Enterprise debt is paid solely through the revenue of that enterprise. The charges on your water bill are what pay for that debt, it will not be paid by tax funds.

Mirtha - Thank you to Leigh, as that is the best way to explain that!

Heidi West - I think that is the great thing about owning our water system, as we can continue to improve the infrastructure for this very important resource.

No public comments.

Moved by: Mirtha Becerra

Adopt/deny the Resolution Relating to up to \$3,651,000 Water System Revenue Bond (DNRC Drinking Water State Revolving Loan Program), Series 2022 (SRF Bond); Authorizing the Issuance and Fixing the Terms and Conditions Thereof; and Making Certain Corresponding Amendments to Resolution No. 8319.

AYES: (10): Stacie Anderson, Mirtha Becerra, Daniel Carlino, John Contos, Jordan Hess, Gwen Jones, Kristen Jordan, Mike Nugent, Amber Sherrill, and Heidi West

ABSENT: (2): Jennifer Savage, and Sandra Vasecka

Vote results: Approved (10 to 0)

3.6 Interlocal Agreement with Missoula County for Federal Building design and construction

This item was covered secondly, due to the number of attendees at the meeting waiting for this item. John Adams presented the information and showed a presentation, which can be viewed here or online in the meeting. It is anticipated there will eventually be 4 municipal courts and the city and county will overall be sharing the costs 50/50 for the building, per questions from Kristen Jordan and Daniel Carlino.

Stacie Anderson arrived at the meeting.

Amber Sherrill - I am enthused at the opportunity to preserve this building and see what can be done for energy efficiencies. etc. Do we have any ideas on what can be done with City Hall in regard to affordable housing, etc?

John - At this point, we don't have an exact answer for that, as there are lots of possibilities on the table, and there will be a need to find a location for the Police Department.

Gwen Jones - Is there a contemplation in the interlocal agreement of how the joint City/County space costs will be split?

John - Yes and we are working through how the areas will be funded which are individual.

Gwen - I would like to recommend best practices for gender-neutral bathrooms, in light of the design.

John - I agree. We need facilities that are accessible and useable for all.

Mirtha Becerra - Has daycare onsite been contemplated?

John - I appreciate that question. We have not started on those detailed programming items, yet. There are many items we will want to address as we get to that phase.

Mirtha - I think a daycare facility would be beneficial for staff retention.

Mike Nugent - If the City wanted to remodel, would it be necessary to have the County Commissioners sign off and then have an agreement for payback?

John - Most likely a new entity will be created, but we haven't gotten that far, as of yet.

Heidi West arrived at the meeting.

Amber Sherrill Made the motion.

No public comment.

Onto consent agenda.

Moved by: Amber Sherrill

approve and authorize the mayor to sign an Interlocal Agreement with Missoula County for Federal Building design and construction.

AYES: (10): Stacie Anderson, Mirtha Becerra, Daniel Carlino, John Contos, Jordan Hess, Gwen Jones, Kristen Jordan, Mike Nugent, Amber Sherrill, and Heidi West

ABSENT: (2): Jennifer Savage, and Sandra Vasecka

Vote results: Approved (10 to 0)

3.7 Revoke Resolution 8149 - Betty's Fund

Gwen Jones - This resolution was to create a fund to provide property tax relief. The financing was to come from private funding. There have been no private donations to this fund in 5 years and no disbursements. There are numerous requests for property tax relief, but these are unable to be funded, and are just taking time for the staff to answer the questions regarding it. This fund/resolution is not accomplishing its goal.

Leigh Griffing showed a presentation discussing this, which is attached and can be viewed with the meeting.

Stacie Anderson - I agree with Gwen that in 2016, this was a way for folks to make a charitable contribution, but so many of the property tax mechanisms are all housed at the State level. I would like to request that this tax relief information be posted on our website.

Sandra Vasecka spoke in during the meeting and said she was having problems with her video. How was this advertised?

Gwen - I know there were articles and press coverage throughout town.

John Contos - It amazes me that nothing came in. It seems to me it was not properly advertised, but maybe this is the wrong tool.

Jordan Hess - Made the motion. I think there are a lot of generous people in the community and I wonder if there is a way to leverage that. Are there ways we could use this to talk about assistance from the community for others? What is the best way for people with philanthropic people to help with housing affordability?

Leigh - The Affordable Housing Trust fund is the primary tool we have at the moment and any donations are well utilized.

Sandra - If we do revoke this, does that get rid of any opportunity for a citizen to donate to property tax relief.

Heidi - Yes. Monies could then go to the Affordable Housing Trust fund within their guidelines.

Sandra - I know that we are revoking this to alleviate a lot of staff work. Would it be beneficial to have a public hearing about this to increase public knowledge?

Heidi - My personal opinion is that it requires a lot of paperwork and a lot of other assistance. It is some what arduous to use and is not necessarily set up to be the easiest tool to use. It doesn't have the infrastructure like the Affordable Housing Trust Fund.

Sandra - I am uncomfortable revoking this, but I will be in support of this, as it is not a good mechanism.

Mike Nugent - It sounds like it was a good idea, but was not used like it was supposed to. I think it is important that we do not oversimplify property taxes.

Jordan Hess - I think it would be useful to put together some info for people on how they can access the Affordable Housing Trust Fund.

Amber Sherrill - I agree with Sandra. I is hard to revoke this, but it does make sense. I hate for someone to go through an arduous process and then there is no money in the fund. I do think it was well-intentioned, but I am in favor of revoking this.

Emily Harris-Shears - I just wanted to add that we are working on materials for the Affordable Housing Trust Fund and considering the best ways to use donations that come into the City.

Mirtha Becerra - I agree, it seems counterintuitive, but it gives people false hope to people when there are no funds available. The Affordable Housing Trust Fund is set up to best stretch the dollars available. I will be in support of it.

Daniel Carlino - I echo everyone's comments and want to stress it is important that explanations get out to the public and how to communicate these things.

Amber Sherrill - As we look forward, I want to be sure we be thoughtful in how things are structured for possible tax write offs.

Heidi - I think with the changes the city has experienced, including the Housing Trust Fund, there are better ways to accomplish what this fund wanted to accomplish.

No public comment.

Moved by: Jordan Hess

Revoke Resolution 8149 entitled: A Resolution of the Missoula City Council Establishing a Property Tax Relieve Fund for Individuals Disproportionally Affected by City Property Tax Increases, AKA "Betty's Fund."

AYES: (11): Stacie Anderson, Mirtha Becerra, Daniel Carlino, John Contos, Jordan Hess, Gwen Jones, Kristen Jordan, Mike Nugent, Amber Sherrill, Sandra Vasecka, and Heidi West

ABSENT: (1): Jennifer Savage

Vote results: Approved (11 to 0)

4. ADJOURNMENT

Meeting was adjourned at 11:40.