

Missoula City Council Administration and Finance Committee Minutes - DRAFT

**March 30, 2022
12:45 PM
ZOOM Webinar**

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

Members absent: Stacie Anderson

1. ADMINISTRATIVE BUSINESS

1.1 Roll Call

Heidi West opened the meeting at 12:45pm.

1.2 Approval of the Minutes

The minutes were approved as submitted.

1.2.1 Minutes from the 03/02/2022 Meeting

2. PUBLIC COMMENT

3. COMMITTEE BUSINESS

3.1 Contract for Office 365 Planning and Implementation

Alicia Vanderheiden presented on the request to approve a contract for services for an O365 consultant for planning of cloud services and policies.

Sandra Vasecka asked a question about cyber security. Alicia referenced previous services that are being requested by IT to address this.

No public was in attendance for comment.

Moved by: Jordan Hess

Approve and authorize the Mayor to sign the contract with Withum Smith + Brown, PC for the provision of scope of services and rates identified, not to exceed \$84,875.

AYES: (9): Mirtha Becerra, Daniel Carlino, John Contos, Jordan Hess, Kristen Jordan, Mike Nugent, Jennifer Savage, Sandra Vasecka, and Heidi West

ABSENT: (3): Stacie Anderson, Gwen Jones, and Amber Sherrill

Vote results: Approved (9 to 0)

3.2 Resolution Relating to the Financing of Proposed Storm Water System Improvements; Establishing Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code

Leigh Griffing presented on the financing requirements.

No public was present to comment.

Moved by: Mirtha Becerra

Adopt a resolution relating to the financing of proposed storm water system improvements, Establishing compliance with reimbursement bond regulations under the Internal Revenue Code

AYES: (9): Mirtha Becerra, Daniel Carlino, John Contos, Jordan Hess, Kristen Jordan, Mike Nugent, Jennifer Savage, Sandra Vasecka, and Heidi West

ABSENT: (3): Stacie Anderson, Gwen Jones, and Amber Sherrill

Vote results: Approved (9 to 0)

3.3 Resolution Relating to up to \$12,462,000 Water System Revenue Bond (DNRC Drinking Water State Revolving Loan Program), Series 2022A (SRF Bond); Authorizing the Issuance and Fixing the Terms and Conditions Thereof

Leigh Griffing presented on the need for appropriate financing procedures.

No public was present for comment.

Moved by: Mirtha Becerra

Adopt a resolution relating to up to \$12,462,000 Water System Revenue Bond (DNRC Drinking Water State Revolving Loan Program), Series 2022A (SRF Bond); Authorizing the issuance and fixing the terms and conditions thereof.

AYES: (9): Mirtha Becerra, Daniel Carlino, John Contos, Jordan Hess, Kristen Jordan, Mike Nugent, Jennifer Savage, Sandra Vasecka, and Heidi West

ABSENT: (3): Stacie Anderson, Gwen Jones, and Amber Sherrill

Vote results: Approved (9 to 0)

3.4 Department Updates – Interim Budgets and Project Updates

1:10 – 1:20 – Introduction

1:20 – 2:00 – Community Planning, Development & Innovation (CPDI) – Eran Pehan, Montana James & Kirsten Hands

2:00 – 2:45 – Parks – Ryan Applegate & Donna Gaukler

2:45 – 3:00 – Break

3:00 – 3:30 – Police Department – Jaeson White & Laurie Clark

3:30 – 4:15 – Fire Department – Gordy Hughes & Cheryl Schatz

4:15 – 4:30 – Break

4:30 – Close – Public Works, Mobility, Infrastructure & Utilities (PWMI) – Jeremy Keene & Allison Segal

Introduction

Leigh Griffing introduced the midyear budget review process.

(Recess called from 12:00 - 1:10pm)

Community Planning, Development & Innovation

Eran Pehan introduced the interim budget update for Community Planning, Development & Innovation (CPDI) (see attached presentation). Montana James updated the council on housing services. Kirsten Hands presented on the status of funds and expenditures at midyear.

Post-presentation discussion:

Jordan Hess asked a question about payroll expenses being lower than expected. Montana James explained this was due to vacancies that had not been filled.

Mirtha Becerra asked about coordinating resources and engaging neighborhoods in this department. Eran Pehan spoke on the two engagement positions and the goal to create a framework that engages the public beyond individual projects.

Mirtha Becerra asked about the challenges filling positions at the city. Eran Pehan spoke to the fact that there is a nationwide shortage of planners, as land use is a growing field. Planning department has 5 employees and should be at 8-9. Also mentioned the effectiveness of promoting internal hires and creating career ladders to fill vacancies.

Jennifer Savage spoke to the large purview of CPDI and large organization structure, and how the permitting process is going. Eran Pehan spoke on their prioritization policy (reviewed annually) and recommended looking at the ongoing projects that are found on Engage Missoula.

Mike Nugent asked about what the city's role is in projects like the Bellagio. Eran Pehan responded that it differs by project, sometimes the city is acting in a regulatory role and applies land use rules and codes to ensure that development meets city goals. Sometimes the city has more options to that are not regulatory in nature and can provide other incentives to pursue city goals.

Heidi West asked when the outstanding grant funds would be dispersed. Montana James noted that all of the grant projects work on a reimbursement model, and they are reimbursed when there are verifiable expenses that have been paid.

(Gwen Jones & Amber Sherill entered the meeting during the interim budget presentations.)

Parks and Recreation

Donna Gaukler introduced the interim budget update for Parks and Recreation (see attached presentation). Ryan Applegate presented on the operational funds and projected expenses.

Post-presentation discussion:

Heidi West reminded everyone that they can save 20% on Parks recreation programs with a City Card, Sandra Vasecka mentioned that a City Card is \$2 to get and \$1 to renew.

Donna Gaukler added that Parks has a lot of partnerships with other organizations. One of the biggest challenges is deferred maintenance.

Sandra Vasecka asked about the aquatics programs operating at a deficit. Donna Gaukler responded that there are some programs that the public wants to fund and have voted to fund, and that aquatics serves a broad cross section of the public. Sandra Vasecka asked if there has ever been an interest in private sector investment in aquatics facilities. Donna Gaukler responded that that was investigated around 2002 but was not found to be viable, and that many recreation opportunities in the city are jointly run by private partnerships, including some softball and soccer leagues. Ryan Applegate added that the aquatics facilities are a focus of the city's energy audit and there are opportunities for improvements as cyclical replacement comes due on 17-year-old parts.

Police Department

Jaeson White presented the departments mid-year budget report (see attached presentation).

Post-presentation discussion:

Sandra Vasecka asked about alarm permits included in the revenue. Jaeson White responded that when installing security alarms, a permit is required, because many systems the alarms ring directly to dispatch and the city has to respond. Sandra Vasecka asked about employment background checks. Jaeson White responded that some professions, like teachers and seasonal firefighters, require background checks for licensing or employment.

John Contos asked about open positions and hiring. Jaeson White responded that they have 5 vacancies and are hiring 5 positions. The primary limitation is the state academy that only has 3 sessions per year.

Heidi West asked about the quantity of service calls. Jaeson White stated that overall, the rate stayed about the same, but similar to what is being seen across the country, we are seeing an increase in aggravated assault and felony issues. John Contos asked why more serious crimes are up. Jaeson White responded that the city is seeing an increase in drugs in the community and drug-related crimes, as well as an increase in domestic violence calls.

Kristen Jordan asked about the work of the data analyst. Jaeson White said that the data analyst is a part of the crisis response team and is looking at issues related to behavioral health calls.

Fire Department

Gordy Hughes presented the department's interim budget update (see attached presentation).

Post-presentation discussion:

Heidi West asked about the ambulance that was purchased and calls responded to by that unit. Gordy Hughes responded that the ambulance was stop-gap measure to aid in existing transport options. Due to the staffing shortages during the pandemic, the ambulance was staffed as needed but has not been used on any calls yet. It is sent out on other issues and generates revenue.

Sandra Vasecka asked about the Firehouse Subs revenue supporting the department. The stores have a grant application process for receiving funds when there is a location in your area.

Gwen Jones asked about the dual band radios, is the Fire Department included in the radio replacement? Brad Davis responded that after the study of emergency communications it was recommended that all departments switch to VHF, but still need dual band radios to talk to other agencies that have not switched.

Public Works, Mobility, Infrastructure & Utilities

Jeremy Keene and Allison Segal presented the department's interim budget update (see attached presentation).

Post-presentation discussion:

Sandra Vasecka asked about using ARPA funds for stormwater projects. Allison Segal responded that the city received \$10 million in grants that had to be allocated equitably amongst the divisions within the department. Need a match for the funding. Sandra Vasecka asked about whether we requested this funding, and what happens if we don't spend it. Allison said that the money was allocated to us (separate from competitive grants) and that the funds will revert back to the state if not spent. Leigh Griffing added that this tranche of funding is distributed by the state and would revert to the state if not used.

Kristen Jordan asked about how to have traffic calming circles considered for neighborhoods in the Franklin to the Fort area. Jeremy Keene recommended looking to the Engage Missoula page for more details, but that there is a process for reviewing applications.

Gwen Jones mentioned that every single department is seeing staffing issues and cost of materials and services increasing.

4. ADJOURNMENT

Gwen Jones adjourned the meeting at 5:09pm.