

SUMMARY OF ADMINISTRATIVE MEETING
April 4, 2012 - 4:00 p.m.
Room 326, City County Building – 316 N. Park Avenue, Helena

1. Call to order, introductions, opening comments – Mayor Smith called the meeting to order. Commissioners Ellison, Elsaesser, Haque-Hausrath and Thweatt were present. Staff present was: City Manager Ron Alles; Executive Assistant Clinda Feucht; City Attorney Thomas Jodoin; Community Development Director Sharon Haugen; Planner Kathy Macefield; Human Resource Director Rae Lynn Nielsen; Public Works Director John Rundquist; City Engineer Ryan Leland; Police Chief Troy McGee; Administrative Services Director Tim Magee; Budget Manager Robert Ricker; Parks and Recreation Director Amy Teegarden; and City Clerk Debbie Havens.

Others attending all or a portion of the meeting included HCC Representative Ed Shaffer, Chip Clawson and Carol Montgomery.

2. **March 21, 2012 Administrative Meeting Summary** – The March 21, 2012 administrative summary was approved as submitted. Commissioner Ellison noted he had asked that his comments regarding the GroupWise connection be removed.

3. **Commission comments, questions** – Commissioner Elsaesser stated he has received positive feedback on the bike lane on Helena Avenue. He then noted the commission received a letter from the owners of Eagle Tire regarding parking near the Lewis & Clark Brewery. He acknowledged the police department has been very helpful; however, a problem does exist. City Manager Alles noted staff will be reviewing the parking requirements in place at the establishment and will report back to the commission.

Mayor Smith noted Commissioner Elsaesser will attend an event at Heritage Propane at 5:30 p.m. He also announced that the Shining Thistle Bagpipe Band will attend the city commission meeting on April 9th. In addition to playing on Monday, they are raising funds to travel to Washington DC in September.

Mayor Smith reported when he was in Washington DC in February he was invited to the reception for the First Special Forces Unit and received a copy of the Daring to Die DVD. He offered a copy of the DVD to those who may want to view it. Mayor Smith stated he is interested in attending the First Special Forces 66th Reunion in Washington DC and asked if any other commission members are interested in attending to let him know.

Upcoming Appointments – Mayor Smith will be recommending the following appointments:

Helena Regional Airport Authority	Appointment of Jane Fournier to an unexpired term on the Helena Regional Airport Authority. Unexpired term will begin upon appointment and expired September 1, 2012.
Non-Motorized Travel Advisory Council	Reappointment of Ryan Morton and Sarah Sadowski to NMTAC. Terms will begin upon appointment and expire March 31, 2015. Note: Mr. Morton on April 9 th , declined the reappointment to NMTAC

Commissioner Ellison noted he is married to one of the applicants and will not participate in any of the discussion.

4. **City Manager's Report** – City Manager Alles reported he has invited the commission members to visit the area of Rhode Island and Raleigh, this is the area where the request to vacate the alley between Lot 1-36 in Block 1 of the Court House addition was denied at the March 26th city commission meeting.

Administrative Services

Commission Budget Guidance Document – City Manager Alles handed out the following two draft resolutions: 1) Providing a Financial Planning Policy and 2) Providing the Commission Guide for FY2013 Annual Budget Development.

Manager Alles gave an overview of the current budget practices and the general fund departments. Manager Alles stated although he will bring a resolution providing a Financial Planning Policy forward annually, he does not anticipate a lot of changes each year. For purposes of planning, this resolution outlines it. He then highlighted Section 1, B1 – Timely funding of CCIP; and spoke of his recommendation of transferring any savings from general fund departments into capital improvement program fund. He anticipates a transfer of approximately \$450,000 at the end of FY2012.

Manager Alles also highlighted Section 1, B4 – Issuing debt to pay for “big ticket” projects and B5c – Make incremental rate changes that are regular and predictable for citizens while considering the total tax and fee burden.

Commissioner Elsaesser asked how far in the future could a commission set an assessment and not commit a future commission. Director Magee explained the commission could adopt an assessment plan for a three-year period and the rates could be modified by a future commission. Manager Alles explained how the rates would be set for a certain number of years and no public hearing would be required annually to reconfirm the rates. However, the commission would have the authority to review the rates annually and change them.

Manager Alles noted this resolution providing a Financial Planning Policy has the basic language that was adopted by the commission last year. Manager Alles stated he is looking at a 2% COLA and implementing some of the market adjustments for non-union employees. The total increase for implementing the market value adjustments is approximately \$160,000, which does not include the union employees. The union employees are already committed to through union contracts.

Manager Alles stated Section 7.2 has been amended from last year. Commissioner Haque-Hausrath asked if this is the only change from last year’s resolution; Manager Alles stated yes.

Commissioner Elsaesser and Ellison noted they like the format; Commissioner Ellison further stated the proposal to fund the general fund capital improvement program is a great idea.

Mayor Smith asked if the department with the savings would have those funds earmarked for their future use. Manager Alles stated this is his intention.

Manager Alles then reviewed the resolution providing the Commission Guide for FY2013 Annual Budget development.

Part 1 – no commission comments received.

Part 2. CITY COMMISSION BUDGET WORK SESSIONS

1. Police Department Staffing: Increase the Police Department staffing if a sustainable funding plan can be developed.
2. Fire Department Staffing: Increase the Fire Department staffing if a sustainable funding plan can be developed.
3. Storm Water Grates: Identify storm water grates that do not meet bicycle safety standards, and provide a replacement cost analysis and schedule.
4. Cruse Avenue Bike/Ped Lanes: Present a plan, implementation schedule and cost analysis for the addition and/or upgrade of bicycle and pedestrian lanes on Cruse Avenue.
5. Caird Area Neighborhood Planning: Present options for neighborhood planning in the area adjacent to the Caird Property. Mayor Smith and Commissioners Ellison and Elsaesser indicated they are not interested in pursuing this but will leave in the preliminary budget.
6. Quiet Zone: Further consideration of the options to create railroad quiet zones.
7. 2008 Park & Recreation G. O. Bonds: Review project proposals for allocation of the unobligated balance (~\$250,000) from the \$7,850,000 2008 General Obligation Bonds, which were issued for specific park and recreation projects. 816845

The following recommendations were brought forward at the meeting:

8. Commissioner Haque-Hausrath requested the addition of an item regarding education and then stepped-up enforcement for traffic violations that affect pedestrian/bike safety. There was

commission concurrence to add to preliminary budget.

Manager Alles noted NMTAC is preparing an education program for bike/ped safety. He asked Police Chief McGee for his comments. Chief McGee noted if this proposal would include additional officers then the enforcement issue could be addressed; however, if the proposal is to do the extra enforcement with the current staffing level, some other program will have to be cut.

Mayor Smith stated he would be more supportive of the educational component and not the extra enforcement. Commissioner Haque-Hausrath stated she is not suggesting a large budget impact and would like this included in the discussion. Manager Alles addressed the current police force and noted at this time the department is fully staffed.

9. Form-Based Zoning – Commissioner Thweatt handed out information on his proposal. Commissioner Elsaesser stated he believes the discussion needs to occur; he may not agree with the outcome. Mayor Smith stated at this time he would not support including it in the budget guidance document. It was suggested this proposal may fit into Part 3 of the resolution. Commissioner Ellison suggested having extra time to look at the information provided by Commissioner Thweatt.

Commissioner Thweatt asked when the commission might look at zoning for commercial uses. City Manager Alles stated the following items have been identified for staff to bring forward for commission consideration: Subdivision Regulations; Engineering Standards; Sign Ordinance. The soonest staff may bring forward commercial zoning would be up to a year away.

Commissioner Thweatt stated his proposal is to have staff educate the commission on Form-Based Zoning. Commissioner Haque-Hausrath asked if there is a statutory requirement to update the Subdivision Regulations; Engineering Standards and Sign Ordinance. Manager Alles responded the Subdivision Regulations and Engineering Standards have been on the matrix for a long time. The sign ordinance was brought forward by a previous commission.

There was commission concurrence to add the Form-Based Zoning to Part 3 of the resolution.

10. Commissioner Elsaesser stated he supports the listed items in Part 2 with the exception of the Caird Area Neighborhood Planning. He then asked the commission to consider the list of items he submitted; specifically the following three:
 - 10a. Review structure of legal department for dealing with specialized cases such as water rights and acquisition of right-of-way for Centennial Trail.
 - 10b. Recycling
 - 10c. Update "Section 5" to include complete street language and HATS public transportation.
 - 10d. Complete revision of Weed Ordinance.
11. Mayor Smith noted the commission will discuss the joint budgets at the joint work session on April 5th. He asked if there is any interest on the commission to begin financing a portion of the Historic Preservation Officer's costs. If there is interest, he would bring it up during the joint budget discussions. There was commission concurrence to move this forward and discuss it at the joint budget work session on April 5th.

Part 3 – Administrative Meeting Schedule – Commission agreed to items included in Part 3. Discussion was held on the Impact Fee Study Committee and the recommendations that were forwarded to the commission. Administrative Services Director Tim Magee noted the commission never considered any ordinances and/or fees. City Manager Alles will get a copy of the report to the commission.

Public Works

CTEP Projects – Public Works Director John Rundquist reported the CTEP available balance through FY13 was \$1,227,550. To date, the commission has allocated this CTEP balance to projects totaling \$1,024,139, leaving a balance of \$203,411. A list of 13 projects has been submitted and totaling \$873,742. Director Rundquist noted staff will be looking for commission direction during the budget process on what CTEP projects to move forward.

Chip Clawson presented a PowerPoint presentation on the proposal for the Lyndale Tunnel Art

Project. Mr. Clawson stated the group had submitted a letter for interest for a grant; however, the grant was not received. There are a lot of partners involved in this proposal. Mr. Clawson stated he has attended a NMTAC meeting and there seemed to be a positive response to the proposal; however, the use of CTEP funding was not discussed. Commissioner Ellison concurred there was positive comments to the project. Commissioner Ellison suggested Mr. Clawson take his proposal to the next NMTAC meeting and ask that they re-look at their recommendations and possibly reprioritize.

Commissioner Haque-Hausrath thanked Mr. Clawson for the presentation. She then asked if NMTAC provides rationale for their recommendations. City Engineer Leland stated yes and handed out the information. An important factor with CTEP projects is identifying the required match. Commissioner Ellison spoke on how the priority list is developed and how the ranking is conducted.

After general discussion of the proposed projects, there was commission concurrence to look at funding projects 1-6 and 11.

City Manager Alles stated he is not asking for any commission action today.

Police Department

Deer Program Wrap-Up - Police Chief McGee handed out a report on the number of deer calls from January 2033-April 2012. Chief McGee spoke on the program from January 2012 through the end of March 2012.

Mayor Smith on behalf of the commission; complimented the Police Department for the success of the program.

6. Committee discussions

- a) ADA Compliance Committee, Audit Committee, Board of Health, Civic Center Board, Montana League of Cities and Towns – No report given
- b) IT&S, Non-Motorized Travel Advisory Committee, Board of Adjustment, Pre-Release Screening Committee – No report given.
- c) Audit Committee, City-County Weed Board, Montana Business Assistance Connection (MBAC), TCC – No report given
- d) BID/HPC, City-County Parks Board, TCC, L&C County Mental Health Advisory Committee – No report given.
- e) Audit Committee, City-County Administration Building (CCAB), Public Art Committee, Intergovernmental Transit Committee – No report given.
- f) Helena Citizens Council – HCC Representative Ed Shafer spoke on the Winne Avenue traffic concerns and noted he is a member of the Winne Avenue Safety Group. He thanked city staff for working with the HCC and the Safety Group. Commissioner Haque-Hausrath asked when the next meeting of the safety group is scheduled. Mr. Shafer stated he will let the commission know when the meeting is scheduled.

6. Review of agenda for April 9, 2012 City Commission meeting – No discussion held.

7. Public Comment – No discussion held.

8. Commission discussion and direction to City Manager – No discussion held.

9. Adjourn – Meeting adjourned at 6:00 p.m.