

**COMMITTEE OF THE WHOLE  
CITY COUNCIL CHAMBERS  
140 WEST PINE STREET  
MISSOULA MONTANA  
JANUARY 11, 2012, 1:05 PM**

**Members present:** Marilyn Marler, President; Bob Jaffe, Vice President; Ed Childers, Caitlin Copple, Dick Haines; Adam Hertz; Mike O'Herron; Dave Strohmaier; Alex Taft; Jason Wiener; Jon Wilkins and Cynthia Wolken

**Members absent:**

**Others present:** Bruce Bender, Mayor Engen, Heather McMilin, Leah Borow, Tanya Campbell, Nancy Harte, Cindy Wulfekuhle, Steve Mauer, Bobbi Day, Shantelle Gaynor, Pat Keiley, Doug Harby, Steve King, Kevin Slovarp, Nina Cramer, Jessica Miller, Gregg Wood, Jim Morton, Lori Davidson, Ellen Buchanan, Keila Szpaller, Peggy Seel, Jamie Erbacher, Jean Harte, Lavel Means, Jen Gress,

**I. Administrative Business**  
Minutes dated [November 9, 2011](#) and [November 16, 2011](#) were approved as submitted.

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

**III. Regular Agenda**  
A. Reorganization of OPG/Building Inspection/Engineering and amendment to the Interlocal Agreement between the City of Missoula and the County of Missoula to cooperate in the provision of planning services and grants. ([memo](#))—Regular Agenda (Mayor Engen) (Referred to committee: 01/09/12) (**HELD IN COMMITTEE**)

Mayor Engen stated the City of Missoula contracted with Dennis Taylor of DMT Consulting to develop an objective analysis of how to operate a development facilitation program. The Taylor Report said the system the city currently has is not up to the task of delivering development services in an effective way. One of the difficulties is this is not a criticism of individuals or departments but a criticism of structure. It is a criticism that comes with recommendations and some solutions. The report explores what another organization would look like and would require in cost and expense. One theme is development services segregated throughout the operations and those operations are both city and county contracted operations. There are communications and accountability issues. Based on the Taylor report, Mr. Taylor interviewed a number of staff members, members of the governing body, members of the developing community, and others. He proposed a number of options. The first one is comprehensive as the City of Missoula Development office would be created. The city of Missoula needs to find a way to make an organization that makes sense work for the community. The next step is to communicate to the staff members. The city is committed in making sure everyone has a job. In the following steps, a timeline and budget will need to be developed. Also the physical location of the department and how the department receives the people needs to be looked at. The time for change is here. The County Commissioners and Chief Administrative Officer, Dale Bickell, are ready to move forward with the city.

Marilyn Marler asked, what is the timeline? Is the interlocal agreement renewed on a quarterly basis or annual basis? Mayor Engen stated currently the agreement does not have a dissolution date and Mr. Bender will talk further about the timeline. The agreement is in effect until one or both parties want to make a change.

Bruce Bender discussed the [powerpoint](#). The recommended structure would be called the Development Department includes a Director, Subdivisions, Zoning, Planning, Building Inspection, Engineering, Transportation Planning, and Community Development (Grants). In perspective of FTE's, there would be 12 FTE in the Subdivisions, zoning, planning Divisions. There would be 9 FTE from Building Inspection, 17 FTE's in Engineering, 9 FTE Transportation Planning and 3 in the Community Development.

There are three goals: 1) contain costs within budget. The County Commissioners contribute a portion of the planning mill to the Office of Planning and Grants (OPG) function. Preliminary, the County Commissioners will see the county retaining the planning portion on the Urban Fringe; 2) retain all county employees. It would be up to the employees if they would want to join the city as an employee; and 3) begin implementation in FY13.

The implementation steps would be to amend the interlocal agreement with the county and develop and adopt a budget.

Both the Mayor and Mr. Bender indicated they are interested in keeping the city-county planning board and the other boards.

Mayor Engen added the county wanted its own building inspection division so they began to create one. In the last interlocal agreement, the Rural Initiatives was developed.

Mayor Engen stated he is in receipt of a letter from the Union representing employees. He has offered through a letter his commitment that he will certify the union.

Dave Strohmaier asked if the director of Public Works will be dissolved. Mr. Bender explained the public works and this department are separate. Public Works will still exist to manage the Street Department, Vehicle Maintenance, Wastewater, and Traffic Services. Only two divisions would be moved out of the Public Works and into the new division.

Jason Wiener asked if the Bicycle/Pedestrian office would become part of the transportation division. Mr. Bender stated yes.

Mr. Wiener asked since this would be a project development office would the traffic services and communications shop be part of the transportation planning issues. Mr. Bender stated the preliminary communications state the sign shop and communication shop will stay part of public works. They are more of a maintenance activity than a planning activity.

Mr. Wiener asked about how this will affect the Bike/Ped board. Mr. Bender stated there are concerns with engineering being separated from the maintenance areas. City engineering will become service division that still maintains GIS function.

Mr. Wiener asked how the long term or proactive of the planning department exist in this new structure.

Ed Childers stated periodically the department gets turned over or restructured. Three questions Mr. Childers asked were:

1. Any idea what it is about this kind of work that results in such a big periodic turn around?
2. How significantly different would this new structure be from previous such restructurings?
3. What present efficiencies would be lost in restructuring?

Alex Taft stated he ran on the implementation of the Taylor reports. He appreciated the Mayor for bringing this to the council. He had two questions:

1. What is the synergy of planning between city and county?
2. With the organizational study of the Bike/Pedestrian Board, Missoula In Motion, and MRTMA, how does this relate to this effort?

Mayor Engen stated to the degree they talked about the urban growth area and to the degree they continue to seek agency comment. He is unaware of a particular outside transportation of a particular long term planning initiative at play. A number of sophisticated planning documents and work product, UFDA among them, that was a function of urban initiatives are waiting to be implemented. The city and county will continue to work together on them. The TDM (Transportation Demand Management) study is significant to understand the different offices, Bike Pedestrian, Missoula In Motion, Bus Company, and subscriber van service.

Dick Haines stated the Parks and Recreation owned the design, contract and supervision of the swimming pool. At the time, he thought it was a primary engineering type activity. Why doesn't the construction that might occur in Parks and Recreation, why doesn't the engineering office take on the engineering activities? Mr. Bender stated while some cities do it that way, historically Missoula has not done it but we do it on a departmental basis. They may be disconnected from the department's needs and they may be contractual managers. In the future, Mr. Bender sees the city not doing a lot of major projects like the aquatics.

Bob Jaffe stated he is interested in the combined FTE of city-county operation. The city's FTE need could be the same to get the job done. He is wondering about having to add more people on the county side. The other piece he is concerned about is the urban growth area which won't be handled by the city department. He has concerns with the day to day project review that takes place could get lost. .

Mayor Engen stated another piece is the customer service issues apart from the development issues. The next step for this is a form of "one stop shopping" for development.

Steve Mauer CPA in the Chamber of Commerce asked if there will be a citizen advisory committee formed and he would love to be at that table. Mayor Engen stated at some point they will need a workshop for the citizens they serve.

Jim Morton, Human Resource Council, stated he liked that they talked about synergies. He would like to comment on the grants section. The city has funded the Human Resource Council for several different housing projects. The city has applied in their behalf for housing projects to state funders. With the combined office they have an insight as to how grants are operated and administered from the funder's perspective. It has made them more competitive as a community with the combined expertise helps put together a project.

Heather McMillan, HomeWORD, stated she is much intrigued on this as she has a couple of people on speed dial to be able to do what she does. The idea of putting this under one umbrella makes sense and it works in other communities. She wants to make sure it is done carefully and respectfully because it is very complicated.

Shantelle Gaynor, staff member of OPG and Vice President of the local Union, stated the staff has been briefed with the proposal in which Mr. Bender has brought forward. They have some concerns about some of the research analysis as it was lacking some quantifiable data. The organization plan is incomplete but it was already discussed this

is a work in progress. They feel there has not been any opportunity to discuss the ramifications with the non-profits and general public. The analysis of the changes that have already been implemented from the Taylor report needs happen before any more changes happen.

The discussion will continue at the next meeting on Wednesday.

B. Discuss the scheduling of committees. ([memo](#))—Regular Agenda (Mike O'Herron)  
(Referred to committee: 01/09/12) **HELD IN COMMITTEE**

Mike O'Herron stated he submitted this referral. He would like to submit the idea of shifting committee meetings from 11 to 5. He stated he works full time and his employer has agreed he could work four—9 hour days and a half day on Wednesdays. His preference is to be able to work from 7 a.m. until 11 a.m. and be able to attend committee meetings the rest of the day. He is also hoping people in the community would see that it is possible to have a full time job and still be able to serve on the city council.

Marilyn Marler stated she has heard from a couple of people that they sometimes have a two hour lunch time. She would like to propose having  $\frac{1}{2}$  hour for lunch. How does everyone feel about a  $\frac{1}{2}$  hour lunch and being done at 5 p.m.?

Cynthia Wolken stated they need to be a little conscientious of staff time after 5 p.m. She supports the  $\frac{1}{2}$  lunch time.

Alex Taft stated he likes the  $\frac{1}{2}$  lunch. He would like PAZ and PW to stay together.

Jon Wilkins stated if you go to a restaurant you might need a whole hour for lunch as sometimes it takes a  $\frac{1}{2}$  hour to even get served. He is for the 1 hour lunch and for not changing the schedule.

Caitlin Copple stated she has a flexible schedule and likes back to back meetings with a shorter lunch break.

Dick Haines stated he has no problem with a short lunch but other than service at restaurants it is a chance to talk with constituents on the lunch hour. He likes the schedule the way it is currently setup. He doesn't see any benefits for change.

Ed Childers stated he is concerned with staff time. He doesn't mind a  $\frac{1}{2}$  hour lunch.

Dave Strohmaier stated it makes no difference to him about the lunch time. In terms of his personal schedule, his preference is to start earlier in the morning and then generally do his other work commitments around 3 p.m. He has no preference if Conservation meets in the morning or in the afternoon. He asked Mr. O'Herron what committees he is interested in having in the afternoons so he can attend.

Jason Wiener stated a  $\frac{1}{2}$  hour lunch is ok. He prefers to have things compressed. He has gotten off a couple of committees so he is able to do other work. He also would appreciate knowing what committees Mr. O'Herron is interested in. Mr. Wiener suggested making 4 p.m. a touch point and work backwards rather than 8 a.m. as the touch point.

Adam Hertz stated he is indifferent as far as the timing. He did notice the next schedule goes from 8:05 a.m. to 4:15 p.m. He also likes the 1 hour lunch so he can do personal business.

Bob Jaffe stated he likes what Mr. Wiener suggested in picking 4 p.m. and working back on the schedule. He is more productive in the morning and would like to work in his other job during this time. He also works through his lunch so the lunch doesn't matter to him.

**IV. Held in committee**

1. Updates from Council representatives on the Health Board, Community Forum, Transportation Policy Coordinating Committee, other boards and commissions as necessary. – (Ongoing in Committee)
2. Joint meeting of the Mayor, City Council and County Commission; a facilitated quarterly OPG review as directed in the [Interlocal Agreement](#)—Ongoing (Mayor Engen)
3. Joint meeting between the Missoula City Council and the Missoula County Public Schools' Board of Trustees ([memo](#)).—Regular Agenda (Dave Strohmaier) (Referred to committee: 09/17/07)
4. Examination of Office Planning and Grants ([memo](#))—Regular Agenda (Lyn Hellegaard) (Referred to committee: 09/08/08)

**V. Adjournment**

The meeting was adjourned at 2:00 p.m.

Respectfully submitted,

*Nikki Rogers*

Deputy City Clerk