

City Council Work Session

February 21, 2006
5:30 PM
Community Center

ATTENDANCE:

Mayor/Council (please check) Tussing, Ronquillo, Gaghen, Stevens,
 Brewster, Veis, Ruegamer, Boyer, Ulledalen, Jones, Clark.

CONVENE TIME: 5:32 P.M.

ADJOURN TIME: 8:32 P.M.

Agenda

TOPIC	PUBLIC COMMENT
PRESENTER	
NOTES/OUTCOME	
<ul style="list-style-type: none">• There was no public comment. The public comment period was closed.• Mayor Tussing asked that Item #5 RV Ordinance be moved to Item #3.	
TOPIC	Board & Commission Reports – Community Development and Historic Preservation Boards
PRESENTER	Brenda Beckett – Community Development Manager

NOTES/OUTCOME

Community Development:

- Community Development Manager Brenda Beckett introduced members of the board in the audience including Duane Loken, Community Development (CD) Board chair who gave the presentation (Presentation A). He said the Community Development Board is comprised of 9 members - 6 members from the Neighborhood Task Forces and 3 at-large community members. There is currently one vacancy.
- He said the focus of the activities of the board are: 1) Affordable housing and neighborhood preservation/revitalization (main focus), and 2) Community Development Block Grant (CDBG), 3) Home Investment Partnership Program (HOME), 4) American Dream Down Payment Initiative, and 5) Fair Housing Incentives Program (FHIP).
- Mr. Loken said the current strategies are based on the Five-Year Consolidated Plan which include: 1) promote the preservation of existing supply of affordable housing, 2) promote preservation and revitalization of older neighborhoods, 3) promote new affordable housing opportunities, 4) work as an active partner to non-profits and neighborhood groups to address housing needs, and 5) improve economic conditions of lower income households. He said all activities are linked to these five strategies, but the main allocation distributions are for affordable housing issues, first-time home buyer education, and home repair. Less than 14% is spent on administration. He noted public service activities comprise 15% of the CDBG funds.
- He said the recent affordable housing activities include: **1)** assisting 34 first time homebuyers using \$4 Million in funds from Montana Board of Housing (MBOH). This funding is usually utilized within 4 months. Over 400 first time homebuyers have been assisted to date utilizing over \$18 Million in MBOH financing to date, **2)** rehab financing for 46 owner-occupied housing units with over 30 years of City rehab assistance offered, **3)** rental rehab – 14 units completed with 12 units in progress, **4)** staff and activity assistance for rehab for Yellowstone County Council on Aging (minor home repair for 26 homes), Rebuilding Together - 5 homes, Living Independently for Today and Tomorrow (6 handicap ramps), **5)** completion of King's Green Subdivision Phase I (10 new homes) and 15 new homes planned for King's Green Subdivision Phase II, **6)** assistance for construction of 8 new homes with Habitat for Humanity, **7)** assistance for 6 new homes in Chrysalis Acres, **8)** assistance with Volunteers of America project in the West End - 80 new units completed by March 2006, **9)** completion of Acme Hotel - 19 units, **10)** completion of 8 new units at Housing Authority Town Square Apartments, **11)** rehabilitation of 6 units for the Schwend project. This is a total of 152 rehabilitated or newly constructed units in the last 3-4 years. He noted that nationwide this number is 80,000 annually. Ms. Beckett added that the last housing needs survey showed that 700 units in a five-year span were needed. These 152 units “make a huge dent in the amount of affordable housing available.”
- Mr. Loken noted the recent redevelopment activities include: expansion of the Deering Clinic, Mailing Technical Services on South 27th Street, Northern Plains Resource Council on South 27th Street, gift of land for redevelopment to the Montana Rescue Mission and homeWORD (Southern Lights), and the assistance with the application and administration process for the Fannie Mae American Communities Fund that restored the Securities Building.
- The following park improvements and neighborhood activities that the CD board participated in include: 2 new water spray features at North Park, tennis court resurfacing at Central, Pioneer and North Parks, Galles Building near the Skatepark, South Park pool heater, spray pads for Central and North Parks and night lighting for North Park. These projects are brought forward and rated for priority by the task forces.

- Fair housing activities include: \$15,000 for the Community Housing Resource Board (CHRB) and a \$93,000 grant for the Fair Housing Initiative Program. This grant was applied to the Community Housing Resource Board, the Interfaith Hospitality Network (for homeless families) and the Billings Partners for American Indian Homeownership.
- Councilmember Jones asked about the outcome of the Request for Proposal for the Fair Housing information/education. Ms. Beckett said three applications were received, two from the Community Housing Resource Board and one from Community Housing and Veterans' Program. She noted funding is very short this year - \$110,000 allocation less than last year for Community Development Block Grant HOME Funding. Community Development is inviting all fair housing partners in Billings to participate in a planning session in the second week in April to plan next year's Fair Housing Initiative Program (PHIP) Grant. Mr. Loken noted that Billings was one of a handful of applicants nationwide to receive the PHIP grant.
- Mr. Loken said the planning activities that the CD Board is involved in are: 1) housing needs analysis completed by MSU-B Center for Applied Economic Research completed in 2005, 2) Consolidated Plan completed in 2005, and 3) new analysis of Impediments to Fair Housing Choice due in 2007.
- CD staff regularly attends the following meetings and assists in generating minutes for:
 - 1) Neighborhood Task Forces
 - 2) Adjacent Neighborhood Committee
 - 3) Railroad Relocation Group
 - 4) Homelessness Initiative
 - 5) Hispanic Homeownership Initiative
 - 6) Intertribal for All
 - 7) Rebuilding Together
 - 8) Billings Partners for American Indian Homeownership
 - 9) Affordable Housing Task Force
- He noted there would be a leadership training for task forces in the middle of March for all neighborhood task forces covering issues such as: how to run a meeting, the value of community involvement and the importance of task force input and initiatives to the CD Board.
- Mr. Loken said this is the busiest time of the year for the CD Board. Applications for CDBG and HOME funding were due January 27th. In February and March the applications are reviewed by the board. Each board member reviews up to five applications and conducts interviews with applicants. Budget hearings for those applications will be held March 23rd and 24th with an April 6th recommendation formation. There will be a public hearing on the recommendations on April 24th and Council action on May 8th. Ms. Beckett noted the applications total over \$2 Million in requests with only \$1.2 Million in funding for housing and neighborhood activities programs. She said the CD Board gives endless amounts of time to this process.
- Mr. Loken added that work on the CD Board is very satisfying and all of the members are involved because they believe in community development.

Yellowstone Historic Preservation Board:

- Ms. Beckett introduced Kevin Kooistra-Manning, Consultant from the Western Heritage Center, who gave the Yellowstone Historic Preservation Board Work Plan (Presentation B). She said the work plan is a list of activities and projects. She noted that a \$5,500 Certified Local Government (CLG) Grant (an annual grant) was received last week. This grant funds consulting services for the work plan. Mr. Kooistra-Manning said the grant comes from the National Park Service and is dispersed through the Certified Local Government programs to fund activities of the work plan.

He noted that Lora Mattox, Neighborhood Planner, would be the new staff assistant to the Yellowstone Historic Preservation Board and is a better fit than Community Development.

- The goals and objectives of the Yellowstone Historic Preservation Board (YHPB) are: 1) promote the preservation of historic buildings, sites or neighborhoods, 2) increase community awareness on the benefits of historic preservation activities, 3) promote increased awareness of preservation activities and the work of the YHPB by the four governing bodies (Billings, Laurel, Crow Tribe and Yellowstone County) represented on the Board, and 4) comply with the duties and responsibilities of historic preservation organizations under the State Certified Local Government program and the requirements of the interlocal agreement. The board participated in the historic Montana Avenue brochure that was recently produced. He said a walking tour brochure of Laurel was completed last year and noted that a website (billings.com) is consistently updated that includes historic properties.
- The board has completed a county-wide survey of all historic properties annually. He noted children's activities with the Western Heritage Center that focuses on architecture (Bricks and Boards). The board hosts the annual Historic Preservation Roundtable (Tuesday, March 21 of this year from 7:30 to 9:30 A.M.). This is a gathering of architects, archeologists, museum property folks and anyone interested in historic preservation.
- Councilmember Jones asked who reviews changes to historic properties. Mr. Kooistra-Manning said the board reviews the building permits and changes to historical properties. Ms. Beckett said the only buildings that are currently reviewed (by ordinance) by the Yellowstone Historic Preservation Board must be in the Montana Avenue Historic District. When the property tax incentive resolution is passed the board will be able to incorporate other historic buildings.
- Mr. Kooistra-Manning noted existing projects of the YHPB as: 1) complete National Register Designation of 2600 block of Montana Avenue, 2) consider expansion of the historic district to include properties on Montana and Minnesota Avenues, 3) adopt standards for new construction in the historic district, 4) complete PowerPoint/website presentation on historic properties in rural Yellowstone County, 5) update Walking Tour booklet to include adding 8 additional historic properties in the Montana Avenue Corridor.
- He said new projects include: 1) establish Eugene Carroll Award for work to preserve historic sites, 2) host Historic Preservation Roundtable, 3) complete PowerPoint presentations to Laurel and Billings City Councils and Yellowstone County Commissioners, 4) celebrate National Historic Preservation Month (May 2006), 5) review nomination of Sword Park to the National Register of Historic places, 6) explore partnership with MSU-B Architecture Program to research and identify historic sites and buildings in rural Yellowstone County, and 7) coordinate with the local school district to promote increased awareness of local historic preservation work (participate in 100th anniversary of McKinley School).
- He said ongoing projects include: 1) review building permits as needed, 2) assure YHPB products are disseminated in the community, 3) complete monthly website updates, 4) improve local library and electronic database on historic properties, and 5) promote additional nominations to the National Register.
- Councilmember Stevens asked how the board deals with discerning what is blight versus historic. Mr. Kooistra-Manning said the board usually sees property owners come to the board for historic preservation projects. Ms. Beckett said the State Historic Preservation Office has recommended that the board take archival photos of buildings to determine whether certain building can be demolished or substantially changed. Projects that are "touched" by federal funding must go through a separate historic preservation review managed by the CD Division. When the

demolition involves part of the historic district, certain guidelines have been established.

TOPIC	Quarterly Budget Report
PRESENTER	Pat Weber – Financial Services Manager
NOTES/OUTCOME	
<ul style="list-style-type: none">• Financial Services Manager Pat Weber handed out Second Quarter FY 2006 notes and the Quarterly Budget report (Presentation C1 & C2). The notes include explanations of various budget issues that may be of concern to the councilmembers. The notes (C1) pertain to the Quarterly Budget report (C2).• There were questions, additional explanation and discussion about the revolving loan funds (page 10 in C2).• Councilmember Stevens said folks from the spay and neuter clinic were told that funds from the Animal Shelter were “frozen”. She asked about this because expenditures show \$6,000. Mr. Weber said the funds are not “frozen”, but need council authority to be expended. The Animal Shelter does not have discretionary spending authority.• Councilmember Brewster asked how the Police Foundation expended Animal Shelter funds without budget authority. Mr. Weber said they were expended within the Foundation which is a separate entity from the City of Billings. He said donations were placed in the Foundation. He noted that no City money was placed with the Foundation. Monies (identified as donations to the Animal Shelter) were transferred to Animal Shelter funds. Ms. Volek confirmed those identified donations should not have been originally placed with the Foundation and were transferred. Councilmember Boyer said this circumvented the policy body and remains as issue. Mr. Weber said the funds were correctly distributed and a policy is now in place that addresses this issue. Mr. McCandless said the funds that were donated to the Animal Shelter have been recovered. Procedures have been put in place that will prevent this from occurring again. He said the Foundation has stated it does not intend to accept any future donations for the Animal Shelter. This has taken care of the future and he asked what the Council would like to see done about the past. Ms. Volek said the City has provided a copy of the auditors’ report to the State Attorney General’s office and the local prosecutor’s office. If in fact there is an allegation of wrongdoing, it will be up to someone to contact those offices to further pursue the issue or offer further information.• Councilmember Stevens asked what will be done with funds from people who have put the Animal Shelter in their wills through the Police Foundation. Ms. Volek said she does not know how to identify those particular people, but the City can notify the Bar Association of the situation, and the policy and those attorneys can pass that information on to their clients. She added that the Foundation is not interested in being active in the Animal Shelter area any longer.• Councilmember Ruegamer said an audit was completed that answered the questions and concerns. He said this issue has gone on far too long.• Councilmember Jones suggested that the information about a new procedure for donations to the Animal Shelter should be placed in the City Link to clarify the confusion. He said “let’s get the word out” via as many ways as possible.• Mr. Weber asked the Council to call him with any further questions about the reports. He noted the reports are a work in progress.	

TOPIC	FY 2006/2007 Budget Calendar
PRESENTER	Tina Volek – Interim City Administrator
NOTES/OUTCOME	
<ul style="list-style-type: none"> • Interim City Administrator Tina Volek said the budget will be handled a little differently than in the past. She noted the FY2006-07 Budget Calendar to Departments (Presentation D). One of the goals of the Staff is to have a draft or recommended administrator’s budget in the Council’s possession by May 1st. A formal presentation and all of the associated documents will be presented to the Council on that date. She said this is intended to assist the Council in its review of the budget and to facilitate questions. Staff is currently working on the budget and guidelines have been issued. In the month of the February certain budget figures were due back to the Finance Department. That will continue in March with budget module entries. Department meetings will begin at the end of March to explain each department’s budget. Once the budget is balanced in mid-April, the Council will get the report (first of May). • Ms. Volek said the Staff would like to schedule more budget work sessions because it will include a greater involvement by the Council and presentations by departments. She said the first budget presentation will begin on May 9th, with a second session on May 15th and then devote the entire work session on May 23rd to the budget. Mr. McCandless said the May 9th and 30th dates would be immediately following the Agenda Review meetings. May 30th would be a fifth Monday and a work session on the budget with the departments is suggested. A final work session on all changes will be scheduled on June 5th, and a public hearing scheduled for June 12th. Final budget resolution and adoption would be on June 26th. • Ms. Volek said this schedule includes a lot of evening meetings, but the Staff wants to assure the Council has all of the available information it needs for budget adoption. She said the budget work sessions would not include any other items other than a public comment period. Councilmember Ruegamer asked that all future Board and Commission reports be limited to 10 minutes. • Councilmember Brewster requested that changes be highlighted in the budget work sessions with more detailed explanation for cost increases. He said he would like to see the costs for arbitration with the Fire department separated. • Councilmember Ulledalen said he would like to see 2 or 3 year projections on salary and benefit cost increases. • Councilmember Brewster requested that unfunded department requests that are removed from the budget also be submitted to the Council. 	
TOPIC	RV Ordinance
PRESENTER	Councilmember Nancy Boyer

NOTES/OUTCOME

- Councilmember Nancy Boyer introduced the members of the RV Ordinance Committee. The members included Steven Corning (businessman), Rob Felt (RV owner), Karen Sanford-Gall (Chamber of Commerce), Mike Gast (KOA), Mike Ray (Wal-Mart - Heights), Ron Pierce (RV industry) and Kevin Flock (Wal-Mart - West End).
- Mike Gast said he has watched this RV parking issue “pop up” across North America for several years. He said he has not seen a task force come together as this one did and more remarkably come to a consensus. He said the committee was “never that far apart” on the issues. Some of the facts of the issue included the knowledge that RV Campground owners recognize that RV drivers desire short rest periods during their travels. He said the RV Campground owners don’t see that as their competition and don’t have a problem with the City designating rest periods. The retail lot owners (Wal-Mart) are open to offering parking to RV owners for a short length of time, but are not in favor of unlimited or extended stays in their parking lots. In order to provide RVs places for those short rest periods, the RV Ordinance Committee is proposing that a limited rest period is necessary (6 hours) only if the lot owners are assured that traffic will not be inhibited. Enforcement of the rest periods would be by the parking lot owners. City enforcement would only be required when an RV owner is having a problem with the policy. The ordinance proposes overnight parking/camping in private lots within the City limits is prohibited, but a rest period of no more than 6 hours shall be allowed providing that it is permitted by the owner of the parking lot. He said it is important to give the property owner the ability to manage their parking lot.
- Mike Ray (Wal-Mart Heights store manager) said his business values RV owners as customers. He said Wal-Mart desires that RV owners have a place to park, shop and rest as needed in their parking lots. What Wal-Mart does not want to encourage is camping (awnings, lawn chairs, charcoal grills, etc set up) in their lots. He said this is a compromise for those RV owners that want to “just stay for a while”. Councilmember Jones asked how the 6-hour limit would work for RVers that arrive for a rest period at 6 PM. Mr. Ray said there is no overnight parking for camping purposes on Wal-Mart lots and any RVers who stay beyond 6 hours are subject to a \$500 fine. For an RVer to be fined, someone would have to register a complaint to code enforcement who will issue a citation. The lot owners have agreed to supply a copy of the notice of the 6-hour rest period limit to the RV owners. The City asked the retailers to comply with this law.
- Councilmember Stevens said she sees concerns about distinguishing between private lot and parking lot in the ordinance. Karen Sanford-Gall said most businesses do not want overnight camping in their lots. The committee envisions the entire community posting signs prohibiting overnight parking in their lots. The majority of RV owners were choosing Wal-Mart and this is why the effort started there. She noted that Rimrock Mall does not allow overnight camping, but this is not posted. Over the years this issue was not enforced, so the mechanism that is in place is complaint driven. The City responds to the complaint during daylight hours, generally when the camper is gone. She noted that this is not only addressing RV owners, but people who are living in their vehicles in parking lots. The committee addressed the concerns of the emails from RV owners for rest periods by providing a “goody bag” that provided the RVers with a “welcoming” type of notice about the rest periods and a map of licensed campgrounds. She noted that the Holiday Inn offers RV owners parking with their motel stay. She said the real issue for the committee was Wal-Mart.

- Councilmember Jones asked why government must get involved in private property issues. He asked how the committee arrived at the 6-hour limit. Ms. Sanford-Gall said the committee felt that 8 hours may be perceived as camping and what the RV owners were asking for was a rest period. Councilmember Ruegamer said he agrees with Councilmember Jones that this is a “Wal-Mart” issue and not a City issue. He said he thinks the ordinance is complaint-driven and he is “okay with it.” Councilmember Veis said this ordinance is a wonderful compromise and will be worked out the way that is best for all affected people (Wal-Mart, RV owners and campground owners) because they were on the task force and part of the solution. Councilmember Ulledalen said it is a known fact that Wal-Mart offers this opportunity to RV owners. Most RV owners recognize this opportunity as a rest period only and are not camping. Councilmember Jones said he would like this rest period to be longer. Councilmember Brewster suggested not handing out the notices because it invites trouble for the City.
- Kevin Flock (West End Wal-Mart) said the RVers that come for a short rest period are not customers yet. If they want to stay longer, now they are a camper and in a different category. He said before he installed the signs in their parking lot, there would be up to 40 RVs camping in their lots. He noted Wal-Mart does not want long-term RV campers in their lots because this creates too much congestion. He wants to welcome shorts stays because they are customers. Wal-Mart is open 24-hours with a well-lighted parking lot that makes the RVers feel safe.
- Mayor Tussing asked when this first became a problem. Planning Manager Candi Beaudry said this started in 2004 with a complaint from KOA. This is a complaint-driven ordinance and when abuses are noticed, code enforcement will respond. The City didn’t force Wal-Mart to post the signs, but through a negotiation process the notice process was developed.
- Councilmember Boyer said this issue is going to be a critical issue in the next five years. The Chamber of Commerce, business owners and RV Campground owners are all involved in this effort. She said this is a great compromise with which to start.
- Councilmember Stevens asked if the term “private lot” casts a broader net than is intended. Ms. Beaudry said that is not defined and maybe it should be. Councilmember Stevens said she is concerned about the wording and the confusion that may arise from its intended meaning.
- Councilmember Jones said he is not in favor of passing an ordinance that won’t be enforced.
- Councilmember Boyer said the first reading of the ordinance is scheduled for 3/13/06. She noted that if the councilmembers have suggestions for better wording to contact the committee members. Councilmember Stevens said she would like the terms “private lot” versus “parking lot” reviewed.
- Councilmember Boyer noted that this is a private commercial lot issue.

TOPIC	County Island Report
PRESENTER	Candi Beaudry – Planning Department Manager
NOTES/OUTCOME	
<ul style="list-style-type: none"> • Planning Manager Candi Beaudry gave Presentation E. She said a two-page memo on the County Island Study was placed in the councilmember’s Friday packet. The second page contained a map of the 2006 County Island Study. This study was requested via initiative by Councilmember McDermott to identify County islands (land within the County that is wholly surrounded by the City), especially those that can be annexed. This study was prompted by the South Billings Blvd. SID and annexation process, which caused property owners to have little time to deal with the financial aspects of annexation. • She said she has inventoried all County islands (419 parcels) and determined which are eligible to be annexed through the wholly-surrounded method. She said the law is restrictive on the types of land uses that cannot be annexed through this method. Some of those ineligible uses include: agricultural, mining, smelting, refining, transportation or any industrial or manufacturing purpose, properties that maintain or operate a golf course, a country club, an athletic field or aircraft landing field, a cemetery or place for public or private outdoor entertainment. Thirteen out of the twenty-five County islands identified are eligible for annexation. Former Councilmember McDermott suggested that these eligible areas be programmed for annexation. She asked if this Council wishes to go forward with that program. • Councilmember Brewster replied “no”. Councilmember Veis agreed with Councilmember Brewster but recognized the importance of giving prior warning for property owners of potentially annexed properties. Councilmember Brewster noted there are a couple of parcels along Bench Blvd. that will be presented with the same situation (creating an SID with newly annexed properties) when Bench Blvd. is redeveloped. The difference with those parcels is they are larger. Ms. Beaudry said those parcels are agricultural and would not qualify for annexation. Councilmember Brewster said the SID was not the problem so much as the increased fees that are charged when a property is annexed into the City. Councilmember Jones said he would like to notify the property owners of the thirteen eligible parcels of the potential for annexation. Ms. Beaudry noted that several of the eligible parcels may be in the same situation as the parcels on South Billings Blvd. Councilmember Brewster said he thinks it is okay to notify the property owners. • Councilmember Boyer asked what the process for notification would be. Ms. Beaudry said an annexation date would be impossible to determine, but a notice could be sent that acknowledges: 1) that their property is wholly surrounded by the City, 2) that the City has the authority to annex them, and 3) if there is a need for a future improvement district that may trigger the City’s desire to consider annexation. Councilmember Veis suggested these future potential annexations be tied to the Capital Improvement Plan (CIP). Ms. Volek noted the letter will be circulated to the Council for comment before it is sent. 	
TOPIC	Strategic Planning Process
PRESENTER	Interim City Administrator Tina Volek
NOTES/OUTCOME	

- Ms. Volek said the Staff has received proposals from two firms interested in facilitating the Strategic Planning Process. Mayor Tussing handed out a resume for a local consultant, Ann Clancy (Handout F) and expressed his desire to hire a local and more economical firm. He said Ms. Clancy's costs would be approximately \$6,000.
- The two groups that were identified were: 1) Lyle Sumek Associates, Florida (a Phd in Public Administration from the University of California, worked for City of San Diego in the Fire and Public Works departments and has done national work in strategic planning). He is available March 16, 17 and 18th (cost \$8,000 for 4 days) and is booked the remainder of March and April. His next available dates would be in May. She said Mr. Sumek's focus is on five-year goals with a consensus on targets to be achieved within a year and the actions needed to achieve each target (would include Council and senior staff), and 2) Magellan Executive Resources, Inc./Dr. James Sipe (a Phd and psychologist who has served on the adjunct faculty of the Center for Business Excellence Executive Leadership Program at the University of St. Thomas and adjunct faculty of the University of Minnesota School of Public Health, and has worked 30+ years in business consultant training and counseling). Dr. Sipes' proposal is to create a four-stage process (cost \$14,500) that would include public involvement, meeting with the Council, assisting with convening 3 strategic planning sessions (including senior staff) and assist with a final document. This process could start the end of February and go through March with a result in April.
- Councilmember Brewster said his preference would be to do this in one day. Mayor Tussing noted that Ann Clancy can do this in one day plus any background work that she would perform. Councilmember Veis said the Council will "get out of this what it invests in" the process. Councilmember Boyer said she prefers someone that is outside of the Billings' community to get objectivity. She said Magellan is highly recommended and she likes their process and timeframe. Councilmember Ulledalen asked if there is any way that the City can "dovetail" planning efforts with other entities that are also doing strategic planning.
- Ms. Volek said the differences she perceived between the two choices are that Dr. Sumek focuses on the council and management team (has another community summit component that would be an additional cost) and Dr. Sipe includes a correspondence with each elected official to establish expectations and gather relevant information and assist councilmembers in gathering relevant information from constituents and stakeholders.
- Councilmember Ulledalen expressed concern about the validity of the strategic planning process when the City is lacking several department heads. He said he liked Sumek's proposal better.
- Ms. Volek said the process proposed by Magellan is a very traditional strategic planning process. Other planning processes the City has had did not look beyond the current year. She said the department heads want to know where the Council feels the City should be. The City is facing critical land use and growth issues with which the Staff needs guidance from the Council. Ms. Volek said the Council has struggled to involve the public with mixed results. She said the group that can accomplish the public involvement appears to be Magellan.
- Councilmember Jones noted the Council has approved \$20,000 to involve the public in the Cobb Field issue. He said local consultants have been a failure in previous strategic planning. He said

it is important to hire someone who has been doing this type of process with other cities.

- The consensus of the Council was to use Magellan.

Additional Information:

Councilmember Veis spoke about the Ad Hoc City Administrator Criteria Committee. Councilmember Brewster said he still maintains that a labor representative be part of the process. Councilmember Veis asked if the Council wants the committee to name a chairman or have the Council name one. Councilmember Veis said he would be at the first meeting (Thursday, March 2 at 5:30 P.M.) to assist the committee. Councilmember Ulledalen said BSEDA would be willing to facilitate the committee. Councilmember Brewster recommended having a prepared agenda.

Councilmember Ruegamer agreed with the idea of keeping the committee intact after they develop the characteristics desired to participate in the final selection process. He also likes the tight timeline.

Councilmember Ulledalen said the committee, as well as the Council and the department heads, should develop and identify the key criteria and important characteristics required in a City Administrator. Councilmember Jones agreed with this idea, but cautioned the Council that it is Tina's job to direct the department heads, not the Council. Councilmember Boyer suggested that the Council designate Deputy City Administrator Bruce McCandless as its liaison in that respect. She noted there are no representatives from the cultural or non-profit groups of the community.

Councilmember Veis said if there is a particular group that should be represented he asked the Council to bring that name to the 2/27/06 council meeting where four more members can be added by a vote of 6 councilmembers. Councilmember Veis said the committee will be appointed on 2/27/06, the first committee meeting is on 3/2/06 with a goal of a report from the committee by the end of March (asking Mr. McCandless to direct the departments heads to follow the same process and with the same information from the Council as well). Step two will be asking the Mercer Group to advertise for the position based on the job description that has been developed.

Councilmember Boyer said the salary the City will offer must be identified. Councilmember Brewster said that step would take place when developing the ad. Councilmember Ulledalen said realtors have expressed interest in participating in the committee.

Ms. Volek said a two-part council orientation is about to begin that includes a meeting with department heads to explain their office functions and with Dr. Ken Weaver to talk about interaction. She asked if all councilmembers want to participate. The Council was receptive to being included.

With all business concluded, the work session was adjourned at 8:32 P.M.