

**ADMINISTRATION AND FINANCE COMMITTEE
CITY COUNCIL CHAMBERS
140 WEST PINE STREET
MISSOULA, MONTANA
MARCH 3, 2010 1:15 – 1:45 pm**

Members present: Stacy Rye, Chair; Ed Childers; Renee Mitchell; Pam Walzer; Jason Wiener; Dick Haines; Lyn Hellegaard; Roy Houseman; Jon Wilkins; Bob Jaffe

Members absent: Dave Strohmaier

Others present: Bruce Bender, Brentt Ramharter, Kevin Slovarp, Lloyd Twite, Jerry Ford

I. Administrative Business

Approve committee minutes dated [February 24, 2010](#).

Renee Mitchell said the second page of the February 24th minutes states Jamie Greer stated he spoke to several council members and he actually said he spoke with "most" council members and requested the change.

She said there are a couple of typo corrections on the next page "there" should be spelled "their" and Lyn Hellegaard's first name is misspelled.

The minutes were approved with the corrections.

II. Public Comment on items not listed on the agenda

None

III. Consent Agenda

Approve claims (accounts payable). -Consent Agenda (Brentt Ramharter)

Motion: The committee recommends the City Council approve [claims](#) totaling \$244,495.27 ([Detailed claims](#)) 3/9/10

Approve the Downtown Transportation Impact Fee ([memo](#)).—Regular Agenda (Bruce Bender and Impact Fee Advisory Committee) (Referred to committee: 03/01/10)

Motion: The committee recommends the City Council set a public hearing on April 5, 2010 to consider an [ordinance](#) amending Chapter 15.66 Missoula Municipal Code entitled "Development Impact Fee Procedures and Requirements" for the purpose of adding subparagraph no. 4 titled "Downtown Transportation Impact Fee."

Bruce Bender, Chief Administrative Officer stated the City implemented the Downtown Transportation Impact fee in January 2008 based on a study by TischlerBise Fiscal, Economic & Planning Consultants. During the comment period, lower transportation fees for the downtown area were requested. Mr. Bender said the administration agreed to a contract with TischlerBise to explore this concept. In November 2008, they presented their findings to the Impact Fee Advisory Committee noting there is justification to reduce transportation impact fees that could be reduced in the downtown area.

Mr. Bender gave a [powerpoint](#) presentation and discussed the draft ordinance and discussed the handouts regarding the [ordinance](#). He also presented a spreadsheet detailing the collection of

[Transportation Impact Fees in the downtown area since 2008 noting the full impact fee was collected for these projects.](#)

Mr. Bender said if the City Council adopts the ordinance, the city will refund \$30,000 in transportation impact fees. The new Garlington, Lohn and Robinson Law firm building is a large structure, and their business has increased in size. Half of the total refund will be returned to them as they paid a large amount. He noted First Interstate bank did not have to pay for transportation impact fees because they purchased their permit prior to January 1, 2008, so they are not entitled to receive a refund.

Ed Childers asked if it is City policy to issue retroactive fee increases and decreases.

Mr. Bender said when the ordinance was created it was the council's and public's interest to consider modifying the impact fee for the downtown area and it was agreed to be part of the process. The City did not have an analysis or study at that time, so it could not be implemented.

Mr. Childers asked if there are other fees included.

Mr. Bender noted he didn't think so.

Brentt Ramharter, Finance Director stated this is the first time the City has encountered this type of fee refund and it was part of the culmination of the final analysis.

Jason Wiener clarified percentages regarding the powerpoint presentation on page 4 "Citywide vs. Downtown Demographics".

Mr. Bender explained how the percentages were estimated on the full development of the downtown.

Mr. Wiener moved to set a public hearing for April 5, 2010.

Renee Mitchell asked to clarify the background of the Downtown Transportation Impact Fees, because she was not on the city council at that time and is unfamiliar of how this was created.

Mr. Bender briefed Ms. Mitchell of how the Downtown Transportation Impact Fees were created based on how much travel is generated from a development on a daily basis.

Ms. Mitchell mentioned as businesses expand their buildings, it will create more employees which will generate more trips and traffic.

Ms. Rye stated businesses downtown that are expanding will generate more car traffic, but less than if the building was built in a different area of town where it would generate 100% car traffic.

Ms. Rye asked if another study can be conducted to find if there are fewer trips generated by businesses in a dense area vs. non dense area, it should be opposite. She asked why the City doesn't do an opposite study.

Mr. Bender said it can be studied, but it creates more complication and management.

Ms. Rye noted she is interested in doing more study and asked how much it would cost.

Mr. Bender stated the study for the Downtown Transportation Impact Fee was studied two years ago and the cost was somewhere around \$20,000 or less.

Ms. Rye stated she feels it is relatively affordable and is interested in doing a study for Russell to North Reserve area.

The motion to set a public hearing on April 5, 2010 passed unanimously on a voice vote

VI. Held in committee

1. Approve claims. (Ongoing) (Consent Agenda)
2. Approve journal vouchers. (Ongoing) (Consent Agenda)
3. Approve budget transfers. (Ongoing) (Consent Agenda)
4. An ordinance amending the municipal code as it relates to bike licensing. ([A&F](#)) (Returned from council floor: 12/15/08)
5. Implications of establishing maintenance districts. ([memo](#)) – Regular Agenda (Bob Jaffe) (Referred to committee: 05/11/09)
6. Review the FY 2010-14 CIP projects in committee ([memo](#)).—Regular Agenda (Brentt Ramharter) (Referred to committee: 03/23/09)
7. Clarify position of council member who also serves on the board of a non-profit agency that has dealings with the city. ([memo](#)) – Regular Agenda (Ed Childers) (Referred to committee: 07/20/2009)
8. [Resolution](#) of the Missoula City Council establishing a tourism business improvement district consisting of non-contiguous lands within the City of Missoula for the purpose of aiding tourism, promotion and marketing within the district. ([Exhibit A](#)) ([Exhibit B](#)) ([memo](#)) ([A&F](#)) (Returned from Council floor: 10/05/09)
9. Authorize the Mayor to sign a grant application to the Economic Development Administration, in conjunction with the Montana Sustainable Building Center (MSBC) ([memo](#)).—Regular Agenda (Ellen Buchanan) (Referred to committee: 02/22/10)

II. Adjournment

Respectfully Submitted

Kelly Elam

Kelly Elam
City Clerk Office