

JOURNAL OF COMMISSION WORK SESSION
February 19, 2019

City Commission Work Session
Civic Center, Gibson Room 212

Mayor Kelly presiding

CALL TO ORDER: 5:30 p.m.

CITY COMMISSION MEMBERS PRESENT: Bob Kelly, Bill Bronson, Tracy Houck, Owen Robinson, and Mary Sheehy Moe.

STAFF PRESENT: Deputy City Manager Chuck Anderson; City Attorney Sara Sexe; Finance Director Melissa Kinzler and Finance Budget Analyst Kirsten Myre; and, Deputy City Clerk Darcy Dea.

Deputy City Manager Chuck Anderson introduced Communications Specialist Lanni Klasner.

PUBLIC COMMENT – None.

Commissioner Robinson arrived at 5:34 p.m.

1. ONLINE BUDGET TOOL.

Finance Budget Analyst Kirsten Myre reviewed and discussed a presentation with regard to taxpayer receipts, and budget simulator. The interactive online budget tool will engage and educate the public on the budget process, and can be accessed using Chrome from the City website. The public can submit their comments and data back to the Finance department.

Finance Director Melissa Kinzler explained that the presentation of the online budget tool is a general overview, and the tool could be modified with additional detail once the public starts using it.

Mayor Kelly and Commissioner Moe suggested that the Finance department provide a demo of the online budget tool to the public. Mayor Kelly commented that soliciting community input with regard to the budget process is worthwhile, and the information from the tool provides transparency.

2. PUBLIC HEARING PROCESS.

City Attorney Sara Sexe reviewed and discussed the attached PowerPoint presentation covering the public hearing code revisions, presentation of materials, procedure, options, and future revisions.

Mayor Kelly received clarification that Ordinance 3197 deals with the changes to Title 1 of the Official Code of the City of Great Falls (OCCGF), and Ordinance 3198 deals with the changes to Title 17 of the OCCGF.

City Attorney Sexe explained that options one and two from the PowerPoint have the same additional language with regard to the potential for additional public comment on the motion that is usual and expected. Option three would allow setting an additional public hearing, if the Commission determines that the new information presented was substantially different.

After discussion, it was the consensus of the Commission for staff to proceed with options one and two.

Referring to G and H of Exhibit A, page 11 of Agenda #2 handout, Commissioner Moe requested that the language be more clear with regard to “no questions will be entertained during the public comment period”.

DISCUSSION OF POTENTIAL UPCOMING WORK SESSION TOPICS

Deputy City Manager Chuck Anderson reported that a Walkability Study, and an Emergency Management Assistance Compact will be topics for the March 5th work session. A CDBG Community Needs Grant Survey will be added to the March 5th work session.

ADJOURN

There being no further discussion, Mayor Kelly adjourned the informal work session of February 19, 2019 at 6:46 p.m.

CODE REVISIONS – PUBLIC HEARINGS

City Commission Work Session
February 19, 2019
Sara Sexe, City Attorney

REVISIONS INTENT

- Provide consistent, City-wide process
- Assist presiding officers of all City boards, councils, commissions
- Educate and inform the public, applicants and others
- Allow for more uniform process

PUBLIC HEARINGS CODE REVISIONS

- Ord. 3197, draft Exhibit A
- OCCGF Title 1, Chapter 2, Section 050, establishing a Public Hearing procedure applicable to all City Public Hearings.
- Not just land use issues.

ORD. 3198

- OCCGF Title 17, Chapter 16, Article 6
- Three options for Commission review/input
 - Exhibits A and B, and with two alternate versions

PRESENTATION OF MATERIALS IN 17.16.6.020

- Requiring all applicant's materials to be submitted before posting
 - Provides better opportunity for review prior to meeting.
 - Reduces the need for postponing actions to review new material.
- Allowing applicant to provide additional documents after applicant reviews City staff agenda report
 - 72 hours prior to the meeting

PROCEDURE IN 17.16.6.030

- Applicant's presentation 17.16.6.030.C.
 - Suggested 10 minute time limit
- Optional public questions regarding application
 - Currently used in Planning Advisory Board/Zoning Commission
 - Uniformity in questions from the public in 17.16.6.030.D.
 - All questions directed to presiding officer, then
 - Responses to questions from staff and/or applicant.

PROCEDURE IN 17.16.6.030

- Clarification of applicant's response to comments from public in 17.16.6.030.I.
 - May provide response to comments, and/or
 - Submit additional information.
 - Amending application has been removed
 - 17.16.6.050 allows for continuance
 - Response/submission limited to 5 minutes

PROCEDURE IN 17.16.6.030

- Seeking Commission input/guidance regarding 17.16.6.030 (with bolding):
 - L. If the seconded motion substantially deviates from the publicly noticed motion which was recommended by staff, the presiding officer may offer an opportunity for additional public comment **on the motion** before final action;

OPTION 1 OF 3

- Subsection L. of Procedure portion
- Not a reopening of the public hearing
- Less formal option compared to setting an additional public hearing under 17.16.6.050:
 - New, relevant, credible information comes from public hearing that public or body has not been able to consider.

OPTION 2. EXHIBIT A, ALTERNATIVE 1

- Same L. language with additional public comment on substantially different motion;
- Placed into 17.17.6.050 as B.
- The option of setting an additional public hearing remains.

OPTION 3. EXHIBIT A, ALTERNATIVE 2

- Does not include language regarding additional public comment after public hearing closure;
- Once public comment portion of hearing is closed, only option is to set an additional public hearing under 17.17.6.050.

FUTURE REVISIONS

- Future proposed changes will include:
 - Title 3 pertaining to revenue and finance
 - Title 13 pertaining to Water Service, Sewer Service, and Storm Drainage
 - Title 17 (continued) Land Development Code
- Staff is requesting direction on future changes.

QUESTIONS?