

City Council Work Session

5:30 PM
Council Chambers
October 1, 2012

ATTENDANCE:

Mayor/Council (please check) Hanel, Ronquillo, Cromley, Cimmino, Pitman, McFadden, Bird, Ulledalen, McCall, Astle, Crouch.

ADJOURN TIME: 7:22

Agenda

TOPIC #1	Districting and Apportionment
PRESENTER	Bruce McCandless, Ed Bartlett
NOTES/OUTCOME	

- Bruce McCandless: Presents background on districting and apportionment in Montana, previous actions by the City Council and what decisions have been made and need to be made by the Districting and Apportionment Commission. City Council has options on future actions but Ed Bartlett will discuss them. Bruce showed maps of the City of Billings and Yellowstone County that display the existing House and Senate Districts, the plan proposed by the City and County and the map that the Districting Commission tentatively approved in August. He noted that the tentatively approved plan establishes a new district in the Heights, which reflects the population growth there, and that boundaries for west end districts would change because of population growth. Most of the central city districts and some rural districts did not have large population changes, so their boundaries will probably change less. He pointed out that the tentatively approved House District map looks more like the existing than the one submitted by the City and County.
- Ed Bartlett: thanks for Council involvement. Council could comment, don't recommend it. It may be important that the Council comment on the Senate pairings. Emphasize keeping urban house districts together and pair rural ones together. Commission can do this but doesn't have to, so City should comment. Final public hearing isn't necessary, but can be done if Council wants us to comment.
- Ulledalen: observation that most of our wishes were handled, should we ask for more?
- Ed: we had our say, did it in several forms, probably time to move on.
- Hanel: agree.
- McCall: agreed that city should comment on senate pairings. City got some criticism for the process we used, but think we did a good job on the proposal. Some are still upset that the City commented. Have you heard any?
- Ed: no, pretty limited right after we commented.
- McFadden: compare with what we have. Districts gerrymandered? No

- Tina: staff and Mr. Bartlett will draft a letter regarding the pairings, circulate it to you and put on an agenda no later than November 12.
- Pitman: when will we redistrict for city wards?
- Bruce: not certain but probably can do it early next spring.
- Public comments: none

TOPIC #2	Priority Based Budgeting
PRESENTER	Tina Volek, Pat Weber
NOTES/OUTCOME	

- Tina: ahead of many communities in our financial management. Weber prepared a new interactive budget projection tool.
- Pat: showed the tool and how interaction works. Will try to predict some questions from Council and how the tool works. \$500,000 reduction from General Fund (GF) and Public Safety Fund (PSF) equals about 15 people reduced saves \$6 million over five (5) years. Still doesn't fix the imbalance. Different scenario – freeze the PSF transfer at FY 13 level. That requires new levy to balance the fund, unless you also reduce expenses. Shows how much is raised by new levy and number of mills.
- Cimmino: what is plan B if voters don't approve a new levy?
- Pat: cuts or eliminate the charter levy limit.
- Bird: think that we need to talk about removing the limit as well as a new public safety levy.
- Ulledalen: what happens to other departments?
- Pat: spending reserves. If we get to that point, we should be reducing personnel by then, not dramatically in one (1) year.
- Tina: 1999 Public Safety levy didn't discuss that we would eliminate 40+ police and fire positions, but that was reality.
- Pat and Ulledalen: that was the 2004 levy.
- Pat: tax growth at 2.5% and 3% increase, makes problem much better. Reducing personnel cost increases to bare minimum actually builds reserves over six (6) years, if tax growth occurs simultaneously.
- Cimmino: how much money does eliminating longevity payments save the city? Looked at as an entitlement now?
- Pat and Tina: don't know the number but can research it. Careful about arbitration. Originally intended to reward long term employees who are no longer eligible for pay step increases.
- Pitman: how many employees are still getting steps?
- Pat: a lot in fire and police due to retirements.
- Bird: what is the cost impact of eliminating longevity and steps?
- Tina: all bargainable.
- McCall: compare like positions with private sector, to the extent possible. Think that city employees are paid well. Would like to see a report on that. Just for GF and PSF. How many fire departments are privatized?
- Tina: hard to find comparable positions for police and fire, but could do it for some jobs. Volunteer fire departments are more common than private ones.
- Pitman: median household and per capita incomes for Billings?

- Ulledalen: June 11, 2011 projections showed higher predicted PSF expenses than this model.
- Hanel: list of options with the predictive tool to Council? Reduce personnel, reduce services, new levy, eliminate levy limit, etc.
- Ulledalen: buy-outs can make sense but it has to be examined. Drive down headcount in departments.
- Bird: already have some customer service issues but Priority Based Budgeting (PBB) may help us identify efficiencies and redirect resources where needed. Municipal Court is probably not adequately staffed.
- Crouch: police and fire department budget presentations; Chiefs said they could use six (6) more people now. What kind of levy might people support in order to grow them? Surveys say public safety is a concern.
- Hanel: negotiations next spring, tell employees what projections show, but they respond that we have the money now. How to respond?
- Tina: arbitration always possible with police and fire.
- Ulledalen: hung with our own rope. Kept budget under control, deferred capital replacements, saved money, so that unions now see we have money and will demand it.
- Pitman: PS levy is possible but levy limit could be considered in charter review. That could occur earlier than required?
- Brent: petition could review it earlier, 10 years required, no more frequent than three (3) years.
- McCall: will forward Brent's email that I received today about charter review and I'll forward it later today. Levy limit could be considered earlier.
- Bird: keep in mind what Legislature will do with pension contributions. Can charter levy limit be eliminated entirely and can the charter be eliminated.
- Brent: 7-3-103 MCA says charter can be amended by petition of 15% or by Council ordinance, subject to an election.
- Ulledalen: floating mills are still subject to state limits and doesn't fix the problem.
- McFadden: voters wouldn't necessarily approve tax increases, how can public safety levy be put on the ballot?
- Tina: 2013 election, special or general.
- Ulledalen: county has budget problems too, so when do we start talking with county about service consolidation, such as police/sheriff.
- Tina: move on to PBB 3rd quartile. Council received this last week, can go through it line by line but can also just answer questions. We need to build in the revenues on these items.
- Pitman: need to show the revenues too.
- Pat: can't report it that way in PBB as it is all general revenue.
- Cimmino: costs for bargaining are in Human Resources (HR) and in Administration. What is the total cost?
- Tina: will figure it. Even if we hire a negotiator, HR and Administration will still have to be involved with negotiations, so can't eliminate all the costs.
- Pitman: understand some revenues can't be accounted for by department, but cemetery continues increasing fees. Where are perpetual care revenues shown?
- Mike Whitaker: perpetual care fund receives the payment; the fee increased last year. GF subsidizes the cemetery operation.

- Pitman: how do private operators make a profit? How can we improve?
- Tina: can we send the program to Council
- Pat: needs some work, but can send it in the future.
- Public comments: none.

Additional Information:

- City Administrator Volek asked Council to add two (2) items to the agenda: discussion about moving the Council work sessions to the Community Center and about changing the date for the next City-School District 2 meeting. Council agreed to add these items.
- Tina: School District Trustee Aragon requested that the next joint city-school district meeting move from October 18 to November 1. Consensus is that we'll make that date work.
- Ulledalen: district should have some preliminary facility planning material that they can share.
- Hanel: good attendance at the meetings and well managed.
- Public comments: none.
- Community center for the work sessions.
- Tina: Community center doesn't have fiber optics, required for TV 7 broadcast. Meetings can be taped and played later. Six to twelve (6-12) months until fiber is available. TV7 director resigned and will take some time to work through staffing.
- Bird: support moving meetings to community center when they can be televised live. People watch us. Tonight's work session a good example of complex issues that we talk about and council chamber seems formal and isn't suited for dialogue. Citizens need to understand the background for our decisions.
- Ulledalen: don't think that we will accomplish anything and inconvenient to staff.
- Ronquillo: tried it before and it didn't work. Crane building?
- Pitman: can community center be used/rented on Mondays? Public comments were added for each item when we moved here; want to keep that. Should Council have a retreat where we can talk openly about community vision.
- McFadden: acoustics are terrible at the community center. Like the casual atmosphere but can't support the cost to upgrade that facility to meet our needs.
- Hanel: this is a professional setting for the professional work that we do and that we expect from staff. Won't ever say no to other venues but this is where we belong.
- Cimmino: like the continuity of holding all meetings in one place. More transparent today than we used to be.
- Bird: thanks for listening. Will drop it.
- Public comments: none.

Districting and Apportionment



**BILLINGS CITY COUNCIL
OCTOBER 1, 2012**

**BRUCE MCCANDLESS
ED BARTLETT**

Districting and Apportionment in Montana



- Federal and State Constitutions require it
- Divide the state into
 - Congressional district: May, 2011
 - 100 State House and 50 State Senate districts: Mar., 2013
- Mandatory and discretionary criteria
 - Population equality, minority voting rights, compactness
 - Political units, geography, communities of interest
- Process
 - Creation
 - Criteria, mapping, operating procedures, tentative plans
 - Adopt final plans, effective 2014 - 2022

Billings City Council Actions



- Sept. 19, 2011 City/County plan proposal
- Oct. 11, 2011 City/County plan approved
- Nov., 2011 Community conversations
- Dec., 2011 Plan submitted to D&A Comm.
- May 15, 2012 Billings public hearing
- Oct. 1, 2012 House district / senate pairings

Districting and Apportionment Commission (D&AC) Actions

- August 13-17, 2012 House District assignments
- Nov. 15, 2012 D&AC – Senate pairings
- Dec. 19, 2012 D&AC – final public hearing
- January 17, 2013 Legislature submittal
- February 21, 2013 Legislature’s comments
- March, 2013 Final plan adoption

Council Options



- Comment on Tentative House District Plan
 - Unlikely to change absent new information
 - Statutory challenge 5-1-115 MCA
 - 2.d. length < 3X width
 - 3. political affiliation/voter lists
- Testimony on Senate pairings
- Testimony at final public hearing

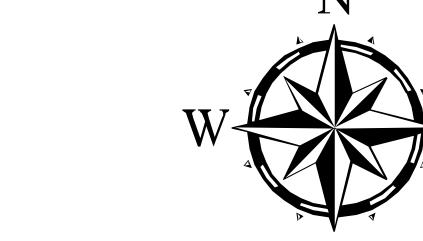


Map Review


Questions?

Yellowstone County House Districts

Showing
City-County Proposed Plan,
Existing House Districts,
and
Tentative Commission Plan

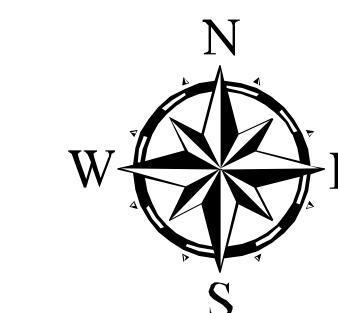


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Yellowstone County House Districts

Showing
City-County Proposed Plan,
Existing House Districts,
and
Tentative Commission Plan



7 3.5 0 Miles 7

GOLDEN VALLEY

43 83 42

MUSSELSHELL

45

23

87

46

38

43

22

TREASURE

94

45 60 STILLWATER

30

58 CARBON

58

59

YELLOWSTONE

47

53

44

21

BIG HORN

41

42

Legend

■ City-County Proposed Plan

■ Commission Tentative Plan

■ Existing House Districts

■ Existing Senate Districts

■ Billings City Limits

— Railroads

□ County Boundary

Priority Based Budgeting General and Public Safety Funds Quartile 3

October 1, 2012

Department	Program Name	Total			
		Quartile Group	Estimated Budget	Total FTE	Program Revenues
Administration	Citizen Engagement Community conversations, surveys, service club speaker, CityLink	3	42,160	0.3	-
Administration	Legislative Advocacy Track state legislation, attend hearings and meetings, meet legislators, develop legislative priorities for Council, track interim committees	3	28,110	0.2	-
Administration	Labor relations negotiate CBAs, advise HR, adjudicate grievances, labor/management committee participation	3	42,160	0.3	-
Administration	Oversee City Departments Meet dept directors, provide policy direction, maintain consistency, monitor work assignments,	3	56,220	0.4	-
Finance	Business Licenses Business License issuance, renewal, monitoring, tracking and provide information as requested	3	97,118	0.9	-
Finance	Public Relations Maintain banking, broker, bond council, financial advisor, County, State and other cities relationships.	3	17,087	0.2	-
Human Resources	Collective Bargaining Agreement Administration Assists in negotiating collective bargaining agreements, provides consistent contract interpretation to employees and supervisors, and conducts Grievance and Arbitration Procedures	3	79,907	0.5	-

Department	Program Name	Total			
		Quartile Group	Estimated Budget	Total FTE	Program Revenues
Human Resources	Employee Relations Information resource for supervisors and employees. Provides direction to supervisors to ensure consistency and facilitates Due Process Hearings as required. Provides conflict Resolution. Conducts Mutual Respect, Harassment and Workplace Violence investigations.	3	50,823	0.4	-
Human Resources	Liability Administration Monitors all City incidents and accidents, processes all liability claims and contacts insurance agencies, citizens, and staff regarding claims against the City.	3	12,020	0.2	12,020
Human Resources	Safety and Training Program Management FACILITATES CITYWIDE SAFETY COMMITTEE, review, revises, and ensures compliance with Safety Policy, oversees safety inspections and adherence to recommendations. Cooperates with Department of Labor (DOL) Safety Inspections to ensure compliance. Contact for Montana Safety & Health Bureau inspectors. Conducts training including: New Employee Orientation & Safety Training, Supervisor, Blood Borne Pathogens, Harassment, Workplace Violence, Defensive Driving, Drug and Alcohol Awareness and Diversity/Discrimination training.	3	1,705	0.0	-
Legal	Domestic Violence Grant Administer grant	3	102,302	1.0	102,302

Department	Program Name	Total			
		Quartile Group	Estimated Budget	Total FTE	Program Revenues
Legal	Municipal Court Prosecution Charging, attending arraignments, opening cases and obtaining discovery materials, attending Omnibus Hearings, attending bench and jury trials and settling cases by meeting with attorneys, defendants and witnesses.	3	322,565	3.0	73,675
Legal	Victim Witness Grant Administer grant	3	140,718	2.0	140,718
Municipal Court	Court Records Request form for records request, provide information on requested dockets	3	79,750	0.5	800
Municipal Court	Court Revenue Collection collect fines/fees at window, sign defendants up for court-sentenced programs, schedule hearing dates, check-in jurors, process all court paperwork at close of court hearings, answer phones, assist customers, take bonds, online payments.	3	187,000	3.0	-
Municipal Court	Jury Pool and Selection Jury Pool notices for new year (7,000 names called), printing/mailing notices, entering in Jury system, correcting addresses, filing, jury summons every month (400 letters/mo.) folding/stuffing, changing jury line and emptying jury messages off the line. Jury fees paid every panel that serves, witness fees paid from same account when they appear.	3	62,193	1.0	-
Municipal Court	Treatment Court Weekly drug court arraignments/staffing meeting, file maintenance, orientations, SCRAM set-up/download, coordination with other agencies (treatment, probation, PDO, City Atty)	3	45,000	2.0	-

Department	Program Name	Quartile Group	Total			Program Revenues
			Estimated Budget	Total FTE		
PRPL	Cemetery Operations	3	144,979	1.3		7,700
	Personnel Services, Equipment & Facility Maintenance, Snow Removal, General Public Interaction					
PRPL	Forestry	3	18,443	0.2		-
	Planting, removal & trimming trees					
PRPL	Funeral Service	3	57,376	0.4		40,000
	Assisting Public with Funerals & Grave Locations and Sales					
PRPL	Grave Service	3	84,016	0.7		54,000
	Opening & Closing Graves; Ongoing Maintenance of Existing Graves					
PRPL	Turf Care	3	150,105	1.3		-
	This program manages, maintains 1,183 acres of irrigated turf in city parks. Program includes turf mowing, weed management, turf fertilization, aeration, seeding and sodding and other turf care programs.					
PRPL	Bus Transportation Program	3	3,664	0.0		-
	This program provides bus transportation for our recreational programs and camps which enables our programmers to offer options that enhance activities.					
PRPL	Equipment Rentals	3	14,135	0.0		14,135
	This program offers equipment rentals such as picnic kits (sports equipment) and our portable community sound stage for public events in our parks.					

Department	Program Name	Total			
		Quartile Group	Estimated Budget	Total FTE	Program Revenues
PRPL	Non-Sustaining Youth Programs This category of programs are the ones the city utilizes in its low income financial assistance program. It includes boys and girls basketball as well as a day-long summer park activities program. Fees generated do not cover the actual program costs due to the reduction in registration fees.	3	67,730	0.2	18,200
PRPL	Swimming Lessons This program is operated at both Rose and South swimming pools.	3	21,965	0.1	21,965
PRPL	Wading Pool Operations This involves the operation of Pioneer and Hawthorne Park wading pools; lifeguard staffing; chemical & utilities; maintenance; and spring start-up and winterization.	3	44,917	0.1	-
Planning & Community Services	All other Code Enforcement Receive, process, investigate and prosecute complaints regarding graffiti vandalism, improper signage, snow removal, clear vision obstructions, trees & shrubs encroaching on sidewalks, alleys & streets, debris in alleys, building codes, parking violations outside CBD, etc. Currently represents 20% of complaint calls.	3	56,597	0.8	-
Total			2,030,765	20.9	485,515

Department	Program Name	Quartile Group	Total Estimated Budget	Total FTE	Program Revenues
Fire	American Medical Response (AMR) Coordination of ambulance response and transition of dispatch information to AMR's dispatch center is done through our 9-1-1 center.	3	25,658	0.0	25,000
Fire	Billings Police Department The Billings Police Department is the most used public service agency associated with the 9-1-1 Center. All law enforcement related services including emergency and non emergent requests are potentially processed through the communication center.	3	1,984,596	20.3	-
Fire	City of Billings Fire Dispatch Services The provision of dispatching all City of Billings Fire Department calls through the 9-1-1 service including fires, medical calls, hazardous materials, grass and trash fires, and all other calls involving emergent and non emergent activities.	3	139,181	1.8	-
Fire	City of Billings Logan Airport The Logan Airport facility falls under the oversight of the City of Billings. The Airport has a separate fire department that uses the 9-1-1- dispatch services for emergent and non emergent radio system communications.	3	1,143	1.0	-
Fire	Communications Center Manager This position coordinates all 9-1-1 Center activities and related personnel. This position Reports directly to the Fire Chief.	3	82,961	1.0	-

Department	Program Name	Quartile Group	Total Estimated Budget	Total FTE	Program Revenues
Fire	Yellowstone County Fire Dispatch Yellowstone County has a number of volunteer and combination fire departments. The 9-1-1 Center provides all associated dispatch/radio service for these agencies.	3	13,977	1.0	-
Fire	Yellowstone Sheriff Department Yellowstone County law enforcement is provided through the Sheriff Department. All radio traffic and associated requests relating to the provision of law enforcement services in the County are provided through the 9-1-1 Center.	3	5,132	3.0	-
Fire	Grass and other related fires Respond to grass, trash, dumpster, check smoke, and good intent calls	3	79,649	1.0	-
Fire	Hazardous Material/Special Rescue/Good intent calls Respond to spills involving hazardous materials. Mitigates special rescues involving ropes, confined space and structure collapse.	3	1,934,063	26.4	-
Fire	Structure Fire Suppression Response to all reported structure fires in the City limits and Billings Urban Fire Service Area (BUFSA)	3	723,454	10.2	-
Fire	Fire Suppression Training Training that prepares department personnel for structure, vehicle, and wildland fire	3	20,527	0.0	-
Fire	Hazardous Material The department conducts annual training for all department personnel to enhance familiarization of tools and equipment as well as methods to mitigate incidents	3	10,263	0.0	-

Department	Program Name	Total			
		Quartile Group	Estimated Budget	Total FTE	Program Revenues
Fire	Medical Certification Coordinates the training associated with maintaining required certifications associated with the provision of emergency medical care including Emergency Medical Technician and Paramedic certifications	3	41,053	0.0	-
Total Fire			5,061,657	66	25,000

Department	Program Name	Total			
		Quartile Group	Estimated Budget	Total FTE	Program Revenues
Police	Animal Care Animal housing and care, dead animal pickup, illegal/legal drug disposal, injured/sick animal emergency care and euthanasia.	3	248,000	0.0	7,000
Police	Animal Control Operations Operation of public access office, data entry, complaints, management, public relations, animal control board liaison, purchasing and inventory control. Payment to Yellowstone Valley Animal Shelter.	3	62,000	1.0	-
Police	Animal Control Patrol and Investigations Animal complaint investigations and patrol for animal violations. Wildlife Control to include complaints, capture, relocation, destruction. Disease control such as rabies, parvo, etc. Euthanasia.	3	258,000	5.0	-
Police	Animal Sheltering and Licensing (Contracted Services) Care and housing of unwanted/stray animals, animal licensing. (Yellowstone Valley Animal Shelter, Inc.)	3	33,200	1.0	13,500
Police	DEA Prescription Drug Diversion Task Force Investigate Illicit Use of Prescription Drugs	3	52,900	1.0	-
Police	Domestic Violence Investigator Follow-up investigations of domestic violence calls	3	50,400	1.0	34,464
Police	Internet Crimes Against Children Investigates Internet Crimes Against Children	3	65,100	1.0	65,100

Department	Program Name	Total			
		Quartile Group	Estimated Budget	Total FTE	Program Revenues
Police	Logistical Support Fire arms; purchasing, training, and research. Honor Guard; Flag details, funerals. Repair, replacement, maintenance, inventory, purchase and recertification on the following programs: In-car Camera Program, Intoxylizer and Portable Breath Test, Mobile Data Terminal Program, and Patrol Rifle Program. Department of corrections placement program to asses the Viability of Placing Prisoners in Community. Special Operations to include Swat Team, Bomb Squad, Hostage Negotiations, and Thomas A. Swift Electric Rifle (TASER). Traffic patrol for DUI Enforcement, special events such as parades, escorts and crowd control, and traffic checkpoints.	3	11,900	0.0	94,000
Police	Office of Professional Standards Complaints and Internal Affairs Investigations	3	87,800	1.0	-
Police	Public Information and Media Relations Respond to Media Inquiries, public information requests, department website and Facebook (Oversight of Policy, Research, and Public Relations). Directs Department Policies, Training, Court, Traffic Program, Domestic Violence Program, Volunteer Services, Hiring, Selection & Promotion Processes. Grant research and writing. Liaison between community and police department programs. Citizen Police Academy.	3	121,200	2.0	-
Police	School Resource Officers School Safety, Education, Investigations, Security	3	262,900	5.0	118,000

Department	Program Name	Total			
		Quartile Group	Estimated Budget	Total FTE	Program Revenues
Police	US Marshal Violent Offender Task Force Apprehend Violent Offenders	3	55,000	1.0	-
Police	Volunteer Coordination and Activity Coordinate Volunteer Activities. Report Writing Center. Volunteer Patrol Unit; Abandoned Auto Program; Parking Enforcement; Graffiti; Found Bicycles; Bike Trail Patrol; Neighborhood Patrol; Fingerprinting; Pawn Program; Neighborhood Watch; and Prescription Drug Take back. Community Crime Prevention Programs and Presentations/Alarm Committee.	3	104,900	2.0	7,400
Total Police			1,413,300	21	339,464