

City Council Work Session

March 6, 2006

5:30 PM

Community Center

ATTENDANCE:

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

CONVENE TIME: 5:30 P.M.

ADJOURN TIME: 7:17 P.M.

Agenda

TOPIC	PUBLIC COMMENT
PRESENTER	

NOTES/OUTCOME

- There were no speakers.

- The Public Comment period was closed.

TOPIC	Board & Commission Reports – City/County Health & DPARB
PRESENTER	John Felton/Bob Glasgow
NOTES/OUTCOME	
<p><u>City County Health:</u></p> <ul style="list-style-type: none"> • John Felton spoke about the <i>Community Crisis Center</i> that is currently under development. He said this is a joint venture of four agencies in Billings: City/County Health Dept., St. Vincent's Healthcare, Billings Clinic and the Mental Health Center. He introduced Bob Frost, Bob Ross and Joan Daily representing the other agencies. The project grew out of an issue in the community of the difficulties of managing the mental health and substance abuse crises. Most of these folks access care through the emergency departments, Deering Clinic, and mental health center walk-in services. In an effort to devise a community solution, the four partners organized and developed a new organization called the <i>Community Crisis Center</i> (a non-profit limited liability company sponsored by the four agencies). The supporters of the center met with all first responders, private practitioners, social service agencies to change the way these folks access care. He noted that half of the folks accessing emergency care “don’t have any reason to be there from a medical perspective.” • The crisis center will assess those folks and refer them to appropriate services. The ultimate objective is to create a single point of access where people can receive integrated care management or case management. He said this concept is unique in Montana. Crisis intervention is Montana’s number one health issue and Billings is the only community that has a plan. He said the four entities are sharing in financial and staffing needs for the center. A federal grant that is funded for one year has been obtained that will pay for 2/3 of the staffing and operation costs. The center will be staffed with registered nurses, licensed mental health professionals, counselors, social workers, mental health technicians, and support staff. Some professionals will be encouraged to treat patients on a pro-bono basis. Medical records for the patients will be linked electronically to the referring agency. • Mr. Felton said the facility is located in the former United Blood Services administration building. He asked the Council to “keep an eye on what we are doing” because he believes this center will save the community a lot of money and do a much better job of taking care of a vulnerable, at-risk, difficult-to-manage population. The service will be 24-hour with 24-hour security. The facility will open within the month. • Mr. Felton said conversations about this concept have been ongoing for 15-20 years and he now believes there is a solution. He noted the facility will allow “holding” a person in a secured setting for up to 24 hours in the event that the person cannot be assessed for any number of reasons. He expects that most persons will be “run through the system” in less than six hours. This is an “adults only” facility, but adolescent’s and children’s services will be added. The facility will be licensed as an out-patient mental health facility. • He added that the State is interested in the facility due to the number of people that are inappropriately sent to Warm Springs. • Councilmember Ulledalen asked if a detox facility would be part of the center. Mr. Felton said the center can hold a person until their alcohol or drug blood level is low enough to allow them to be assessed, but the center will not function as a detox facility because there is already one in town. All of these folks will be referred to that facility. • Councilmember Clark asked if the facility would deal with patients that are involved in “man down” calls resulting from inebriation. Mr. Felton said the center will deal mostly with mental 	

health issues, but the center will not handle people who just “go out and get drunk”. The licensure rules are specific that there must be a mental crisis going on.

- Councilmember Boyer asked how the people that must be on medication for their mental illness will be tracked. Mr. Felton said the care management plan will be linked electronically to other agencies providing tracking for that information. Councilmember Boyer asked who would be providing security for the facility. Mr. Felton said a paid security agency would be used.

Development Process Advisory Review Board:

- Bob Glasgow, Chair of the Development Process Advisory Review Board (DPARB) said the City Administrator, in 1997, created DPARB by Administrative Order #45 ([Handout A](#)) to:
 - 1) Act as an advisory board to the City Administrator in regard to the entire development process, its related policies, and procedures,
 - 2) Review and evaluate the administration of the development process,
 - 3) Review and evaluate policies that affect the development process,
 - 4) Serve as an appeals board for development issues that are not addressed by existing procedures, rules, or regulations.
- He noted the members of the board and added that meetings also include City Staff (City Engineer, Building Inspector, Planning Director, Assistant City Administrator, Code Enforcement and support staff) and are held the first Wednesday of the month at 1:30 P.M.
- He said one of DPARB’s most valuable services is to foster better working relationships between the City Administrator, City Staff and the development community. He said DPARB serves as a sounding board for Staff, providing feedback on various issues such as the Annexation Policy, Development Review Process changes, Parking requirements, Unified Zone Code amendments, proposed zoning regulations amendments, public information campaigns, Capital Improvement Plan update, Transportation Plan update, Soil Report requirements, Development Standards Review Committee report, roundabouts, ACI Flatwork Certification Program, Encroachment Standards, buildable lot issues, and development aesthetics.
- Mr. Glasgow said since its inception there have been 13 recommendations to the City Administrator and 9 appeals received and processed by DPARB.
- Councilmember Stevens asked that the appeals board process be explained in more depth. Mr. Glasgow said the board will facilitate issues between the City and the development community promoting communication when it has stopped. He said their input is in the form of a recommendation to the City Administrator and not a final ruling.
- Councilmember Jones asked how long the process takes. Mr. Glasgow said DPARB addresses an issue within a month of its being brought to the board’s attention. Councilmember Jones asked how fast plans go through the process. Mr. Glasgow said generally residential reviews have taken 2-3 weeks and commercial reviews 4 weeks unless there is a glitch or something is omitted. Councilmember Jones asked DPARB to look into reports he is getting that there are problems with the processing time of plan reviews. He also noted that the reports from the Building department do not give any indication of how quickly plans are reviewed. Mr. Glasgow said the board would put that on the next agenda and see if some changes can be made in the reporting process.
- Councilmember Brewster said he appreciates the work of DPARB to improve relations between the development community and the City. He said this board’s work makes the Council’s job easier.
- Councilmember Gaghen asked about the recent issue of placing utilities in the front yards rather than the back property lines. Mr. Glasgow said that issue would be on next month’s agenda.

TOPIC	Lockwood Community Plan
PRESENTER	Wyeth Friday – Planning Department
NOTES/OUTCOME	
<ul style="list-style-type: none"> • Planner Wyeth Friday said the Lockwood Community Plan (Handout B) is being presented to the Council as an information item and is a plan that is being completed by the City/County Planning Department in the County and not something the Council would formally adopt. Because the Lockwood community is next to the City of Billings and there are shared issues, an informational introduction is being presented to the Council. He said the plan has been in process for two years with a steering committee in Lockwood in conjunction with the school district, fire district, irrigation district, transportation district and water/sewer district. He introduced three of the eight members of the steering committee: Conrad Stroebe, chair, Tim Kramer, and Glen Sieve. • Mr. Friday said the committee first took a look at the five service districts and how they did or did not overlap. He said Lockwood has a lot of services that are desired in a community, but the community is not incorporated and is not a municipality. A visioning process in 2002 done by students from MSU-Bozeman started this process; looking at the issues facing the Lockwood community. A community survey brought forward information that the community would like to focus on in the future. The community decided the next step should be a community plan that is more specific and contains more information. Growth (8% in the 1990-2000 period) and new development are other reasons that this plan is being pushed along. • Lockwood has added 247 lots, platted for development in the last five years. He said these developments do have access to community water but must be large lot (20,000 square feet and larger) development because there is no municipal sewer. • He said the main topic areas of the plan are: 1) transportation (watching development of the North By-Pass), 2) land use (annexation and incorporation), 3) schools and education, 4) parks and recreation, 5) emergency services, 6) community enhancements, and 7) public infrastructure (working on a sewer project). The plan takes those topics and speaks to specific issues, goals to accomplish them and information on how to start the process. Buildout and available land were other issues that were reviewed. Two scenarios were debated: 1) without sewer a possible 14,000 people (5,000 lots) could be added, and 2) with sewer 22,000 (8,000 lots) could be added. • Maps included in the plan show existing zoning and potential development (fire district, medical community etc). • Mr. Friday said community meetings have been concerned with revising the draft plan. A public hearing with the Planning Board will be held in April. The County Commissioners will take action on the plan (with two public hearings) in April or May. • Councilmember Boyer asked about the citizen input. Mr. Friday said there is a core group (15 people) of citizens that come to the meetings regularly. He noted that pamphlets have been sent home with students with little response. A mailing to the entire school district brought 40 interested citizens to the first meeting and 25 to the second meeting. • Councilmember Gaghen asked if people that are resisting the costs and development of a sewer district have given input on the plan. Tim Kramer said there is a small group that is opposing the sewer district. People want the sewer, but the biggest concern is the cost. At the last election, someone derailed the results by saying that there is a cheaper system available. Two weeks after the election, it was found not to be true. Conrad Stroebe said the most divisive issue is how to support the sewer system – through fees or taxes. Another issue is whether to have a high school 	

in Lockwood.

- Councilmember Gaghen asked if the plan included Emerald Hills. Mr. Friday said Emerald Hills is included in the area, but there are no specific plans and it cannot participate in the sewer district. Mr. Kramer said there is a master plan by the water and sewer board to include more of Emerald Hills.
- Councilmember Brewster asked Mr. Stroebe whether the citizens are in favor of incorporation or annexation. Mr. Stroebe said a survey is being considered, but at this time he thinks the citizens are leaning toward incorporation rather than annexation.

TOPIC	CIP/ERP/TRP
PRESENTER	Vern Heisler (CIP) and Paul Gerber (ERP)

NOTES/OUTCOME

- Interim City Administrator Tina Volek noted there will be no presentation on the Technical Replacement Plan (TRP).
- City Engineer Vern Heisler gave the Capital Improvement Plan (CIP) presentation (**Handout C1 & C2**). He said he is the co-chair (with Ms. Volek) of the CIP Committee. Each City department is represented on the committee. He noted the Council has received the proposed modifications to the FY2006-2011 approved CIP. Each department has reviewed its available funding and revenue. The proposed modifications are meant to be an addendum to the document created last year and is not a stand-alone document. Mr. Heisler reminded the Council of the lengthy public process that went into creating the FY2006-2011 CIP document and noted that this same process would be accomplished every two years (the next time in FY2008). This draft document reflects changes in 2007 funding, descriptions and additional plan information for the “out” years.
- Mr. Heisler explained the contents of the handout which contains very specific information for each project with descriptions of modifications, new funding information and funding sources. He noted modifications to the plan are in “red”, projects that are proposed for deletion in “purple” and projects that have been added are in “green”.
- He called attention to memo (**Handout C2**) that lists several modifications to the draft “Proposed FY 2007 Modifications to the FY 2006-2011 Approved CIP” that have occurred since the document was printed. **Item #1** (on Page 4 of 12) – Parking project PK001 (Park II expansion) was moved to FY 2007. This project should have been left in FY2006 and as such will be deleted from the document. **Item #2** (on Page 8 of 12) – Planning project PL602 (Big Ditch Trail). The comment section should read “decrease FY07 funding”. **Item #3** (on Page 10 of 10) – Funding Sources for Public Works Utilities should read “State Revolving Fund Loans, Revenue Bonds, User Fees.” **Item #4** (on Page 11 of 12) – Public Works Utility project PWU-W003 (Water Treatment Plant High Service Pump Station HVAC). This project will move to FY07 from FY06 and the funding will remain at \$150,000. **Item #5** (on Page 12 of 12) – Updating the TRP capital total for FY2007 which will be \$390,703 and the ERP total for FY2007 will be \$5,491,799.
- Mr. Heisler said the draft modifications document could come to Council as early as March 27th, but no later than April 10th. There will be a public hearing and a recommendation to adopt or amend. Once this process is approved, the document will be officially printed and bound and will serve as an addendum to the FY2006-2011 CIP.

- Councilmember Brewster asked why there is no funding listed for the TRP. Ms. Volek said the TRP is primarily maintenance and is funded through the different department's budgets. It is the one plan that does not have absolute funding sources in place from year to year. She noted that the City should develop a TRP that has a more reliable funding source and a longer range look at what the needs are going to be. Councilmember Brewster added that a better understanding of how the TRP impacts the budget is needed.
- Assistant Fire Chief Paul Gerber gave the Equipment Replacement Plan (ERP) presentation for FY2007 (**Handout D**). He said the manual includes the guidelines for the ERP, a summary for 2007 replacement with a worksheet of the 24-year replacement plan, a 20-year funding for the replacement plan and supplemental requests.
- Mr. Gerber said the ERP is a method to allow departments to calculate annually the level of funding that is needed to replace equipment over a 20-year period. The calculation includes determination of useful life of the equipment, salvage value of the equipment and the cost of the replacement equipment.
- He introduced the committee members. He said there are 700 pieces of equipment in the program. Criteria for inclusion into the plan are that the equipment must have a useful life of 3 or more years and a value of \$5,000 or more. There are established guidelines for review of the equipment to be replaced including the age, mileage, mechanical condition, usage, cost, obsolescence, safety and change of operations. Each piece of the equipment must have a justification from the department to be included in the plan. New and additional or upgraded equipment must be purchased through supplemental budget requests and have approval of the committee.
- He said the FY07 replacement plan has \$6,782,769 in equipment replacement to be considered. The committee reviewed the requests and recommended deferring replacements of \$2,276,377 to future years. The committee is recommending \$4,506,392 in equipment replacement. Additional supplemental budget requests total \$400,973. The public safety mill levy funding source provided the City with \$584,434 in funding. He said 58 pieces of equipment are scheduled for replacement. The supplemental budget requests include 11 pieces of equipment or upgrades.
- The Public Safety Mill Levy funding will provide funding for 1 fully equipped fire truck, 1 Deputy Chief's car and 2 fully-equipped police cars.
- Councilmember Jones asked about the trend in many communities of replacing the bigger fire trucks with "mini-pumpers". Mr. Gerber said some communities, like Billings, do everything and can't carry everything that is needed for both ER and fire calls on the smaller trucks. He noted that trucks have gotten bigger because more water is carried for use in the rural fire service areas. Councilmember Jones said he would like to look at the options available with use of the mini-pumpers and downsizing. Mr. Gerber said a mini-pumper may only be \$100,000 less than the bigger fire trucks and may not be cost effective, because the greatest cost is in the personnel and not the equipment.
- Mayor Tussing said he anticipates that these issues may come up with the public safety debate. He said there is talk about how the money is being spent and thinks the City should be pro-active in that regard. He said some of these questions should be answered, such as the savings and efficiencies in big versus small.
- Mr. Gerber said the City will transfer equipment between departments to extend its useful life

rather than always purchase new equipment. The Fire department will send two pieces of equipment to other departments (IT and Public Works-Belknap). Public Works-Belknap will send a piece of equipment to Solid Waste and Solid Waste will send a piece of equipment to Streets and Traffic. Four vehicles will be retained by Motor Pool for use in the Parks department seasonal program.

- He noted the Equipment Replacement Plan (ERP) is for FY07-FY11. The total dollar amounts fluctuate between a low of \$3,833,000 in FY2011 to a high of \$6,108,000 in FY2010.
- Councilmember Ulledalen asked what the inflation assumptions are. Mr. Gerber said it ranges from 3% to 5%.
- Councilmember Stevens asked how equipment that is replaced is handled. Motor Vehicle Maintenance Manager Larry Deschene said it is first considered for trade-in and then placed into the annual City auction for sale to the public. Solid Waste Superintendent Ken Behling said an exception may be larger landfill equipment that is offered directly to dealers. Mr. Gerber said fire trucks are also advertised for sale to smaller cities.
- Councilmember Veis asked if hybrid cars are being considered. Mr. Deschene said the 2007 models will be multi-fuel capable, but supplies are limited. He added the committee has not yet evaluated this option. Ms. Volek noted the committee is extremely vigilant in their review and evaluation of equipment.

Additional Information:

Councilmember Veis said the Ad Hoc City Administrator Criteria Committee has met and will meet again on Tuesday. He asked if the Council had submitted their criteria to Councilmember Ulledalen.

Interim City Administrator Tina Volek reminded the Council of the 3/13/06 Strategic Planning session at 3 P.M. in the City Hall Conference Room. The Council meeting will follow.

Councilmember Gaghen reminded the Council of the Dan Burden event on Friday at the Mary Alice Fortin Center from 9 AM to Noon (geared to City Staff and Council) and 1 PM to 4 PM. She said this forum will deal with how to build subdivisions to accommodate cars, bicycles and pedestrian trails.