

SUMMARY OF ADMINISTRATIVE MEETING
June 6, 2018– 4:00 p.m.
Room 326, City-County Building
316 N. Park Avenue

1. Call to order, introductions, opening comments – Mayor Pro Tem Haladay called the meeting to order. Commissioners Farris-Olsen and Noonan were present. Commissioner O’Loughlin and Mayor Collins were excused. Staff present was: City Manager Ron Alles; Executive Assistant Sarah Elkins; City Attorney Thomas Jodoin; Deputy City Attorney Iryna O’Connor; Police Lieutenant Brett Petty; Fire Chief Mark Emert; Public Works Director Randall Camp; City Engineer Ryan Leland; Administrative Services Director Glenn Jorgenson; Budget Manager Libbi Lovshin; Human Resources Director James Fehr and City Clerk Debbie Havens.

Others in attendance included: HCC Representative Sumner Sharpe.

2. May 16, 2018 Administrative Summary – The May 16, 2018 administrative meeting summary was approved as submitted.

3. Commission comments, questions –

Upcoming Appointments – Mayor Collins is recommending the following appointment:

Citizen Conservation Board

Morgan Shimkus to the Citizen Conservation Board as a student representative.

Commissioner Noonan congratulated the Fire Department on the passage of the fire levy.

4. City Manager’s Report – No items to report on.

5. Department discussions:

Administrative Services

Rates – Manager Alles stated staff is requesting the commission consider rate changes for its utility funds and other special revenue funds. The budgets established for FY2019 are balanced based on current rates. The rate changes proposed for commission consideration allows departments to plan for future capital and maintenance & operational changes, as discussed during budget hearings for FY2019. Some of the major M&O changes for FY2019 are new personnel in Water, Wastewater and Stormwater and increases in snowplowing in Streets.

Manager Alles referred the commission to the examples of rate changes and noted staff’s recommendations are based on a specific amounts of revenue to continue with capital improvements and other changes. If rates are not increased, it will affect future budgets and their respective capital improvement plans.

There are multiple ways to achieve the rate increases the examples included in the packet are staff. For instance, past commission decisions have included raising commercial rates more than residential, or raising base rates and variable rates at different percentages.

Mayor Pro Tem Haladay recommended the consensus reached today on the various rates be brought forward to the June 20th administrative meeting to get input from Commissioner O’Loughlin and Mayor Collins.

Following general discussion on each of the proposed rate there was commission consensus to bring the following rates forward to the June 20th administrative meeting and the resolutions of intention to the July 10th city commission meeting.

Residential Impact of Rate Increases

Water:	FY18	FY19	Total Increase
Computed Preliminary Rate Increases		4.00%	
Current Rates			
Residential Base (per month)	\$ 7.50	\$ 8.25	
Residential Rate (0*8 units)	\$ 2.90	\$ 2.90	
Residential Rate (8-15 units) (11 units average residential usage)	\$ 3.10	\$ 3.25	
Average Monthly Charge (11 units)	\$ 40.00	\$ 41.20	
Monthly Increase		\$ 1.20	\$ 1.20
Annual Increase		\$ 14.40	\$ 14.40

Wastewater:	FY18	FY19	Total Increase
Computed Preliminary Rate Increases		5.52%	
Current Rates			
Residential Base (per month)	\$ 7.70	\$ 8.48	
Residential Usage Rate (per unit)	\$ 2.91	\$ 2.91	
Total Residential Monthly Rate	\$ 10.61	\$ 11.39	
Average Monthly Charge (7 units)	\$ 28.07	\$ 28.85	
Monthly Increase		\$ 0.78	\$ 0.78
Annual Increase		\$ 9.36	\$ 9.36

Stormwater:	FY18	FY19	Total Increase
Computed Preliminary Rate Increases		22.29%	
Current Rates			
Annual Residential Average Charge	\$ 49.64	\$ 55.34	
	\$ 49.64	\$ 55.34	
Residential Charge per Month	\$ 4.14	\$ 4.61	
Monthly Increase		\$ 0.47	\$ 0.47
Annual Increase		\$ 5.70	\$ 5.70

Streets:	FY18	FY19	Total Increase
Computed Preliminary Rate Increases		18.14%	
<u>Current Rates</u>			
Annual Residential Charge	\$ 155.33	\$ 167.15	
Residential Charge per Month	\$ 12.94	\$ 13.93	
Monthly Increase		\$ 0.98	\$ 0.98
Annual Increase		\$ 11.82	\$ 11.82

Residential Solid Waste:	FY18	FY19	Total Increase
Computed Preliminary Rate Change		0.00%	
<u>Current Rates</u>			
Annual Residential Charge	\$ 176.10	\$ 176.10	
Residential Charge per Month	\$ 14.68	\$ 14.68	
Change		\$ -	\$ -
Change		\$ -	\$ -

Open Space:	FY18	FY19	
Computed Preliminary Rate Increase		19.5%	
Residential Average Charge per Year (Includes average impervious charge)	\$ 19.35	\$ 20.14	
<u>Current Rates</u>			
Annual Residential Base Charge	\$ 17.78	\$ 17.78	
Annual Residential Impervious Charge	\$ 0.00221	\$ 0.00332	
Monthly Increase		\$ 0.07	\$ 0.07
Annual Increase		\$ 0.79	\$ 0.79
TOTAL MONTHLY INCREASE			\$ 3.50

TOTAL ANNUAL INCREASE

\$ 42.07

6. Committee discussions

- a) Audit Committee, City-County Board of Health, L&C County Mental Health Advisory Committee, Montana League of Cities & Towns -- Mayor Wilmot Collins – No report given.
- b) Mayor Pro-Tem, Audit Committee, Helena Chamber of Commerce Liaison, Information Technology Committee, Public Art Committee - – Commissioner Andres Haladay – No report given.
- c) Board of Adjustment, Civic Center Board, Non-Motorized Travel Advisory Board, Transportation Coordinating Committee – Commissioner Rob Farris-Olsen – No report given.
- d) ADA Compliance Committee, Business Improvement District/Helena Parking Commission, City-County Administration Building (CCAB), Montana Business Assistance Connection – Commissioner Ed Noonan – No report given.
- e) Audit Committee, City-County Parks Board, Transportation Coordinating Committee - Commissioner Heather O'Loughlin – No report given.
- f) Helena Citizens Council – No HCC report given.

7. Review of agenda for June 18, 2018 Commission meeting – No discussion held.

8. Public comment – No public comment received.

9. Commission discussion and direction to City Manager - Human Resources Director Fehr asked the commission to confirm when they would be available to speak with a representative from the Novak Consulting Group in regards to the recruitment of the city manager. There was consensus to schedule a special meeting on Tuesday, June 19th at 5:30 p.m. for the commission to meet with The Novak Consulting Group.

10. Adjourn – The meeting adjourned a 5:15 p.m.