

**BILLINGS CITY COUNCIL**  
**Budget Committee Meeting Minutes**  
**February 14, 2024**  
**Conference Room, First Floor, City Hall**

CM: Ed, Jennifer, Bill, Scott, Tom

Staff: Andy, Chris

Call to Order (0:00:00)

Approval of December Meeting Minutes (0:00:00)

Minutes reviewed and discussed

Motion / Second: Scott / Bill

Vote: All in favor

Public Comment (0:07:15)

None

Topic #1 (0:08:20) – Election of Committee Chair

Ed Gulick nominated for chair

Motion / Second: Scott / Jennifer

Vote: All in favor

Topic #2 (9:20) – Committee rules

Meeting day and time discussed. Motion to keep meeting on first Wednesday after first regular Council meeting from 9-11 AM.

Motion / Second : Jennifer / Scott

Vote: All in favor

Motion to update rules so that Chair's responsibility does not end until a new Chair is elected by the Committee.

Motion / Second: Tom / Scott

Vote: All in favor

Andy suggested there might be a need to get budget amendments in front of Budget Committee quicker than currently possible based on noticing requirements. Should we add a standard agenda item called something like “Emerging budget amendments” to cover these types of discussions. Special meetings and email votes were discussed.

Motion to update rules to add section describing special meetings.

Motion / Second: Tom / Scott

Vote: All in favor

Discussion on requirement that all budget amendments be reviewed by Budget Committee. Existing language looks sufficient.

Discussion on hard meeting end time.

Andy was recognized for his outstanding PowerPoint presentation skills. Andy took credit for all the color and animation showing up in presentations from other departments.

Motion to add language to meeting conclusion time and extension.

Motion / Second: Tom / Bill

Vote: All in favor

### Topic #3 (34:45) – New City Hall Update

Have received multiple proposals for financing and tax credits. Selection has not yet been made. FIB’s offer expires at end of February. Discussion on the tax credits and financing structure. Discussion on putting out an end date for proposals. Andy will work with consultant to wrap this process up and get it in front of Council in March.

### Topic #4 (53:10) – Budget calendar

Currently in early stages of budget process. Looking for guidance on when Committee wants updates and potential extra meetings.

Approach of prior Committee was to help solve problems instead of just being a first pass of the same things Council heard. Departments with significant budget changes or significant policy changes were asked to present. Other departments were given the opportunity to present if desired.

Draft budget calendar was shared. Discussion on new approach to “full” budget vs recommended budget. Will discuss more on budget review structure on March 13. Council work sessions will be on May 6, May 7, May 20, May 21. Budget Committee will meet April 10, April 24 (special meeting) and May 15 and May 29 (special meeting).

#### Committee Discussion (1:14:00)

Next month topics will be budget structure, 2<sup>nd</sup> quarter financial review, cost of services study, New City Hall update. Andy will email Q2 financial review to Committee prior to next meeting.

Cost of services study update – Andy is reviewing the rough draft. It is VERY comprehensive. Will follow up with consultant to schedule a review of the final draft. Discussion about public use of the model and reliability of results. Will need to have a well-defined process on how to use the model.

Discussion on traffic study cost and utilization of fees.

Discussion of new property tax software. Plan to go-live in May before we receive payments in June.

Evaluation of meeting. Won’t review minutes in detail at future meetings. Otherwise all good.

**Adjourned at 10:41 AM (01:35:40)**