

**CITY OF BILLINGS**

**CITY OF BILLINGS VISION STATEMENT:**

**“THE MAGIC CITY – A VIBRANT, WELCOMING PLACE WHERE  
PEOPLE FLOURISH AND BUSINESS THRIVES.”**

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**AGENDA**

**COUNCIL CHAMBERS**

**September 28, 2009**

**6:30 P.M.**

- CALL TO ORDER – Mayor Tussing**
- PLEDGE OF ALLEGIANCE – Mayor Tussing**
- INVOCATION – Councilmember Ronquillo**
- ROLL CALL**
- MINUTES: September 14, 2009**
- COURTESIES**
- PROCLAMATIONS**
- ADMINISTRATOR REPORTS - TINA VOLEK**

**PUBLIC COMMENT on “NON-PUBLIC HEARING” Agenda Items: #1 and #7 ONLY.**

**Speaker sign-in required.** (Comments offered here are limited to **1 minute** per speaker. Please sign up on the clipboard located at the podium. Comment on items listed as public hearing items will be heard **ONLY** during the designated public hearing time for each respective item.)

*(NOTE: For Items not on this agenda, public comment will be taken at the end of the agenda. Please sign up on the clipboard located at the back of the room.)*

**1. CONSENT AGENDA**

- A.** City Council Electronic Communications and Usage Policy
- B.** Mayor Tussing recommends that Council confirm the following appointments:

**1.**

	Name	Board/Commission	Term	
			Begins	Ends
1.	Bill Lamdin	Library Board	9/28/09	12/31/11
2.	Daniel Lewis	EMS Commission	9/28/09	12/31/09

- 1. Unexpired term of Jean Warner
- 2. Unexpired term of Dr. John Kominsky

**C. Bid Awards:**

- 1. Snow Plow Blades for Airport.** (Opened 9/15/09) Recommend Wausau Everest, \$55,974.

**D. Approval of Scheduled Airline Operating Permit with Compass Airlines, Inc.**

- E. Amendment #3** to Scheduled Airline Operating Agreement with Horizon Air Industries, Inc., extending the expiration date to June 30, 2010; \$2,659,909 revenue for FY2010.

- F. Contact Amendment #2** with Red Oak Consulting for completion of the Lockwood Water & Sewer District rate study, \$69,884.

- G. Change Order #1, Well Pump Replacements at the Wastewater Treatment Plant,** Star Service, \$27,500, and extending the contract by 60 days; and **authorization for the City Administrator** to approve up to \$10,000 of additional changes.

- H. Declaring surplus property** and authorizing the Police Department to transfer a 1981 Ford Parcel Delivery Van to the Laurel Police Department.

- I. Acknowledge receipt of petition to vacate** right-of-way on the north half of North 26th Street between 2nd Avenue North and 3rd Avenue North, and setting a public hearing for October 26, 2009.

**J. SID 1387, Zimmerman Trail Subdivision Sanitary Sewer**

- 1. SID 1387, Zimmerman Trail Subdivision Sanitary Sewer.** (Opened August 25, 2009) (Delayed from September 14, 2009) Recommend Four Beers, Inc., dba Stillwater Excavating, \$87,163.
- 2. Approval of** submission of InterCap Loan Program application for financing SID 1387, Zimmerman Trail Sanitary Sewer, \$80,500.

**K. Street Closures:**

- 1. Billings Central High School's Homecoming Parade** - October 3, 2009, 5:15 p.m. to 6:30 p.m.; Wyoming Avenue to Division Street, west on Broadwater to 5th Street West, and north on 5th Street West through Grand Avenue to the parking entrance behind Senior High School.

- L. Approval and acceptance** of the State Highway Traffic Safety Billings STEP Overtime Grant for traffic enforcement funding, October 1, 2009 - September 30, 2010, \$15,000.

**M. Bills and Payroll:**

- 1. August 28, 2009**
- 2. September 4, 2009**

## **REGULAR AGENDA:**

- 2. PUBLIC HEARING AND APPROVAL OF RESOLUTION** making original spread assessment on SID 1387, Zimmerman Trail Subdivision Sanitary Sewer. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation.)
- 3. PUBLIC HEARING AND RESOLUTION** setting FY2010 mill levy rates for the Public Safety Fund, General Obligation Debt Service Parks, General Obligation Debt Service Streets, and General Obligation Debt Service Baseball Stadium. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation).
- 4. PUBLIC HEARING AND RESOLUTIONS** levying and assessing FY2010 assessments:
  - a.** Encumbrances, Obstructions, or Encroachments on, over, across or above the streets, avenues, sidewalks, or alleys of the City of Billings.
  - b.** Cost of cutting and/or exterminating weeds.Staff recommends approval. (**Action:** approval or disapproval of staff recommendation).
- 5. PUBLIC HEARING** for the FY2009-2010 Draft Comprehensive Annual Performance Evaluation Report (CAPER) Community Development Block Grant (CDBG) and HOME Programs.
- 6. PUBLIC HEARING FOR SITE DEVELOPMENT ORDINANCE VARIANCE # OP-09-03.** A variance from Section 6-1203(a) and Section 6-1203(j) allowing a reduced number of off-street parking spaces at an existing building to be occupied by Yellowstone County Council on Aging, Inc. at 1505 Avenue D, Lots 20 – 24 & 23A, Amended Block 8, Partington Park Subdivision, 8th Filing, generally located on the northwest corner of Avenue D and 15th Street West. Yellowstone County, owner, Schutz Foss, agent. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation.)
- 7. 2010 UNIFIED PLANNING WORK PROGRAM (UPWP)** for the Billings Metropolitan Planning Organization. Staff recommends approval of the Draft 2010 UPWP and authorizing the Council designee to take the recommendation to the Policy Coordinating Committee (PCC) meeting on September 29, 2009. Staff recommends approval. (**Action:** approval or disapproval of staff recommendation.)
- 8. PUBLIC COMMENT on Non-Agenda Items -- Speaker Sign-in required.** (Restricted to ONLY items not on this printed agenda; comments limited to 3 minutes per speaker. Please sign up on the clipboard located at the back of the Council Chambers.)

## **Council Initiatives**

## **ADJOURN**

*Additional information on any of these items is available in the City Clerk's Office.*

*Reasonable accommodations will be made to enable individuals with disabilities to attend this meeting. Please notify Cari Martin, City Clerk, at 657-8210.*

**Date: 09/28/2009**

**TITLE: City Council Electronic Communications and Usage Policy**

Brent Brooks, CA/Craig

**PRESENTED BY:** Hensel, Deputy CA

**Department:** Legal

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**Information**

**PROBLEM/ISSUE STATEMENT**

The advent of emerging technologies presents Council Members the opportunity to discuss and debate Council business in non-traditional formats not always conducive to public observation and scrutiny. Since principles of open government and open meetings laws require that debate on issues presented to the City Council take place in a manner consistent with the letter and spirit of open government and ample opportunity for public observation and comment, the Council wished to adopt policies consistent with these principles and set guidelines for use of electronic communications during Council Meetings. The City Attorney was directed via Council Initiative by Council Member Pitman to develop policies and guidelines to be implemented by resolution and administrative order. The proposed resolution and policy were presented to Council during the August 17th work session, and is attached as Exhibit "A".

**ALTERNATIVES ANALYZED**

During the August 17, 2009, work session, the Mayor, City Council and staff discussed maintaining the status quo, and having no specific rules for electronic device use; or drafting and approving new guidelines governing the use of electronic communications during City Council Meetings. Therefore the Council may:

1. Approve the attached resolution adopting electronic device use guidelines; or
2. Disapprove the attached resolution adopting electronic device use guidelines.

**FINANCIAL IMPACT**

This action will have no financial impact.

**RECOMMENDATION**

Staff recommends the Council adopt the attached resolution.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Link: [Electronic Communications Resolution](#)

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RESOLUTION NO. 09-

A RESOLUTION OF THE BILLINGS, MONTANA CITY COUNCIL ADOPTING A CITY COUNCIL ELECTRONIC COMMUNICATIONS AND USAGE POLICY AND AUTHORIZING THE CITY ADMINISTRATOR TO ENACT RULES AND PROCEDURES GIVING THE ELECTRONIC COMMUNICATIONS AND USAGE POLICY FORCE AND EFFECT.

WHEREAS, the advent of emerging technologies presents the Billings City Council the opportunity to discuss and debate Council business with each other and constituents in non-traditional formats not always conducive to public observation and scrutiny, and

WHEREAS, principles of open government and open meetings laws require that debate on most issues before the City Council take place in a manner consistent with the letter and spirit of open government with ample opportunity for public observation and comment, and

WHEREAS, the City Council wishes to adopt policies to increase awareness of City Council Members using electronic communications and to set forth appropriate guidelines on the use of electronic communications in accordance with the principles of open government, Montana’s open meetings law, and B.M.C.C. Sec. 2-212, and

WHEREAS, the *2009 City Council Electronic Communications And Usage Policy* is being adopted contemporaneously by Administrative Order.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA AS FOLLOWS:

That the City of Billings hereby adopts the *2009 City Council Electronic Communications And Usage Policy* which is set forth in Attachment “A”.

APPROVED AND PASSED by the City Council of the City of Billings, this \_\_ day of \_\_\_\_\_, 2009.

THE CITY OF BILLINGS

By:\_\_\_\_\_

Ron Tussing, MAYOR

ATTEST:

BY:\_\_\_\_\_

Cari Martin, CITY CLERK

*Attachment “A”*

**CITY OF BILLINGS  
CITY COUNCIL ELECTRONIC COMMUNICATIONS  
AND USAGE POLICY**

**August 2009**

## **Introduction**

New and emerging technologies present elected officials with opportunities to discuss and debate Council business with other Council Members, constituents, and citizens in non-traditional formats not always conducive to public observation and scrutiny. This policy is being adopted to increase awareness of the risks associated with Council Members using electronic communications and to set appropriate guidelines for the use of electronic communications in accordance with principles of open government, Montana’s open meetings law, and B.M.C.C. Sec. 2-212.

Electronic communications may be classified as public data, and thus may be subject to public disclosure. Members of the public cannot expect confidentiality when electronically communicating with Council Members on matters of City business. Similarly, Council members cannot expect confidentiality when electronically communicating with each other on matters of City business.

## **Policy Summary**

The City Of Billings Electronic Communications And Usage Policy bans electronic communications during Council Meetings, and requires Council Members to report and forward certain electronic communications to the City Clerk prior to any public hearing on the matters referenced in the communication.

## **Policy**

### **CITY COUNCIL ELECTRONIC COMMUNICATIONS AND USAGE POLICY**

1. Council Members are hereby prohibited from engaging in any electronic communications with any other party during Council meetings.

**“Council Meeting”** means the convening of a quorum of the membership of the City Council or any boards, commissions, committees, subcommittees or other entity created by the City Council, whether corporal or by means of electronic equipment, to hear, discuss, or act upon a matter over which the City Council has supervision, control, jurisdiction, or advisory power.

**“Electronic Communications”** means e-mail, text messaging, tweeting, instant messaging, listservs, chatrooms, and any other new or emerging technology that violates the letter or spirit of open meetings laws.

2. Any electronic communication received by a Council Member pertaining to any quasi-judicial agenda matter pending before the City Council should be immediately reported and forwarded to the City Clerk. “Quasi-judicial” means zone changes, special reviews,

variances, or similar decisions where a property interest is being decided by the City Council.

3. A Council Member who violates the City Council Electronic Communications And Usage Policy may be subject to discipline as generally authorized in MCA Sec. 7-5-4103
4. Upon adoption of this policy, the City Administrator is hereby authorized to enact rules and procedures giving the City Council Electronic Communications And Usage Policy force and effect through Administrative Order.

**Regular City Council Meeting**

**Consent : 1.B.1.**

**Date: 09/28/2009**

**TITLE: Boards & Commissions –Appointments**

**PRESENTED BY:** wynnette Maddox

**Department:** City Hall Administration

**Information**

**PROBLEM/ISSUE STATEMENT**

Confirmation of the appointments for Board and Commission positions that are vacant due to resignations.

**ALTERNATIVES ANALYZED**

None.

**FINANCIAL IMPACT**

No financial impact involved.

**RECOMMENDATION**

Mayor Tussing recommends that Council confirm the following appointments:

	Name	Board/Commission	Term	
			Begins	Ends
1.	Bill Lamdin	Library Board	9/28/09	12/31/11
2.	Daniel Lewis	EMS Commission	9/28/09	12/31/09

- 1. Unexpired term of Jean Warner.
- 2. Unexpired term of Dr. John Kominsky.

**APPROVED BY CITY ADMINISTRATOR**

Date: 09/28/2009

TITLE: Award to Purchase New Snow Plow Blades for Billings Logan International Airport

PRESENTED BY: Tom Binford

Department: Aviation & Transit

**Information**

**PROBLEM/ISSUE STATEMENT**

Each Winter, the Airport's snow plows remove snow from the runway/taxiway system, aircraft parking areas, FBO ramps, and the surface streets at the Airport. Two of the 20-foot blades used to plow snow are over 20 years old and need to be replaced due to metal fatigue. During the past few years, many thousands of dollars have been spent to re-weld, re-fabricate and bolster these plow blades for yet another snow season. After this past snow season ended, further inspection reflected that in the circumstance of a heavy snow event, where these plow blades may have to push over two feet of snow and slush, the blades could break apart and leave the Airport without a critical piece of snow removal equipment. These existing blades will be replaced with new blades equipped with quick hitch claws, dual pneumatic casters, rubber deflectors, and hydraulic angling. Additionally, one blade will have a carbide cutting edge and the other will have a poly cutting edge. This project was advertised in the Billings Times for two weeks, and on September 15, 2009, staff received the following bid for these blades:

SUPPLIER	BID
Wausau Everest	\$55,974
ESTIMATE	\$60,000

**ALTERNATIVES ANALYZED**

The Council may:

- Approve the award of new snow plow blades, or
- Decline to approve the award of the new snow plow blades.

**FINANCIAL IMPACT**

The total cost of the new snow plow blades is \$55,974. The cost of these blades will be funded through the Airport's local capital account. Since the need for this purchase was not identified until after the budgeting process, the budget for this purchase will need to be established in a first quarter budget amendment.

**RECOMMENDATION**

Staff recommends the City Council approve the award for the purchase of the New Snow Plow Blades to the sole bidder, Wausau Everest, for the amount of \$55,974.

**APPROVED BY CITY ADMINISTRATOR**

Date: 09/28/2009

TITLE: Airline Operating Permit with Compass Airlines, Inc.

PRESENTED BY: Tom Binford

Department: Aviation & Transit

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**Information**

**PROBLEM/ISSUE STATEMENT**

Compass Airlines, Inc. (Compass) operates at Billings Logan International Airport as a Northwest Airlines, Inc. (Northwest) affiliate. Due to the recent merger of Northwest with Delta Air Lines, Inc. (Delta), carrier arrangements at the Airport have changed effective July 1, 2009. Compass provided air transportation services for Northwest prior to the merger and wishes to continue to be able to operate at the Airport. To ensure that specific operating requirements will continue to be met, a standard Scheduled Airline Operating Permit between the City of Billings and Compass is required. The Operating Permit ensures that the airline follows certain operating parameters and procedures, including providing proof that the proper insurance coverage is in place. The Permit is automatically renewable for one-year periods, unless there have been no operational activities for three months, or either party chooses to cancel the Permit with 30 days written notice.

**ALTERNATIVES ANALYZED**

The Council may:

- Approve the Operating Permit,
- Decline to approve the Operating Permit, or
- Request staff to renegotiate some part of the Operating Permit.

**FINANCIAL IMPACT**

Under the new Operating Permit, Compass would not lease any space in the Terminal Building, but would operate from space currently leased by the airline affiliate contracting its services. Compass will basically be treated as just another Delta or Northwest operation and all the common space rentals and landing fees generated by Compass are paid by the airline they are working for.

**RECOMMENDATION**

Staff recommends that Council approve and the Mayor execute the Scheduled Airline Operating Permit with Compass Airlines, Inc.

**APPROVED BY CITY ADMINISTRATOR**

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Date: 09/28/2009

**TITLE: Amendment 3 to the Scheduled Airline Operating Agreement and Terminal Building Lease with Horizon Air Industries, Inc.**

**PRESENTED BY:** Tom Binford

**Department:** Aviation & Transit

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**Information**

**PROBLEM/ISSUE STATEMENT**

In 2008, the Airport and airlines agreed to a two-year extension to the Scheduled Airline Operating Agreement and Terminal Building Lease (the Agreement), which expired on June 30, 2009. Unfortunately, since that Agreement extension, the airline industry has been seriously impacted by the current economic recession in a magnitude not seen for some time. Due to the airlines' financial weakness and anticipated slow recovery, the Airport and its Master Plan consultants, Mead & Hunt, reevaluated some of the time frames for project construction within the Master Plan document, extending the anticipated completion of the Master Plan to approximately November 2009. In light of the special economic circumstances and the extended completion of the Master Plan, the Airport and the airlines have again agreed to extend the term of the existing Agreement for an additional year, through June 30, 2010.

Horizon Air is one of four airlines that staff anticipates will execute the Agreement extension for the additional year. The Great Lakes Airlines Agreement extension was approved at the September 14, 2009, Council meeting, and Delta and United are still in the process of routing the extension through their corporate structures. The remaining airlines (Allegiant and Frontier) are operating under City Ordinance, which requires them to pay a higher landing fee.

**ALTERNATIVES ANALYZED**

The Council may:

- Approve the Amendment,
- Decline to approve the Amendment, or
- Request staff to renegotiate some part of the Amendment.

**FINANCIAL IMPACT**

This Amendment extends the term of Horizon's Agreement and helps to ensure the Airport's fiscal viability through June 30, 2010. Staff projects the total budgeted airline revenue for the City to be \$2,659,909 for FY 2010.

**RECOMMENDATION**

Staff recommends that Council approve Amendment 3 to the Scheduled Airline Operating Agreement with Horizon Air Industries, Inc., extending the Agreement expiration date to June 30, 2010.

**APPROVED BY CITY ADMINISTRATOR**

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Date: 09/28/2009

TITLE: Lockwood Wastewater Rate Study - Contract Amendment

PRESENTED BY: David Mumford

Department: Public Works

**Information**

**PROBLEM/ISSUE STATEMENT**

The wastewater service agreement between the City and Lockwood Water & Sewer District (District), approved by the Council on March 24, 2008, includes a provision for conducting a rate study to determine the user rates and system development fees. An additional condition is that the District pay for the study. The subject contract amendment with Red Oak Consulting in the amount of \$69,884 covers the work necessary to conduct the required study.

Red Oak Consulting is the firm that completed the rate and SDF study for the City in 2006. Because of the firm's familiarity with our system as well as having the financial models for determining the rates, staff believes it is the most logical choice for doing this work with the least effort. In order to complete the study in a timely fashion, staff requests the Council approve the contract amendment at the September 28 meeting.

**ALTERNATIVES ANALYZED**

The Council may:

- 1. Approve the contract amendment; or
- 2. Not approve the contract amendment.

Since the rate study is required per the service agreement, the District is paying for the study, and timely completion is important, staff urges approval of the contract amendment.

**FINANCIAL IMPACT**

Since the District is paying for the study as approved by its Board (see attachment), there is no direct financial impact to the City.

**RECOMMENDATION**

Staff recommends that the City Council approve Contract Amendment Number Two with Red Oak Consulting in the amount of \$69,884 for completion of the Lockwood Water & Sewer District rate study.

**APPROVED BY CITY ADMINISTRATOR**

**Attachments**

Link: [Lockwood Wastewater Rate Study-Contract Amendment](#)

Link: [Lockwood Wastewater Rate Study-District Approval](#)

**AMENDMENT NUMBER TWO  
TO THE  
AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN  
THE CITY OF BILLINGS, MONTANA  
AND  
MALCOLM PIRNIE, INC.**

THIS AMENDMENT NUMBER ONE, made and entered into this \_\_\_ day of \_\_\_\_\_ 2009, modifies the Agreement for Professional Services by and between the City of Billings, Montana, and Malcolm Pirnie, Inc., dated August 27, 2007. The Agreement is modified as follows:

Item 1: Page 2, Section 3 C. Contract Termination. Is modified to read:

“The Contract shall terminate at midnight on June 30, 2010”

Item 2: Page 20, Appendix B, Section 4 paragraph A, increase the total payment for services by \$69,884.

Item 2: Page 12, Appendix A, Section 3, Scope of Work, ADD the following tasks and detailed scope items:

**Task 1: Initiation of Analyses**

The first task of the Analyses is to request and review the data required to develop the wholesale sewer rates and system development fees. This task includes:

1. Review Lockwood Agreement.
2. Conduct a teleconference with staff to confirm requirements of the analyses.
3. Prepare a preliminary data request as an Adobe Acrobat Portable Document Format (PDF) file.
4. Prepare for and conduct a kick-off meeting with the City and District staff in Billings, MT

**Task 2: System Development Fees**

Red Oak recently developed the SDFs for the City. The SDF calculations were prepared in a manner that will allow us to discern the SDF consistent with the District’s use of the system. We anticipate the City will provide additional data on a section of pipe that will be used by the District to convey its wastewater to the City’s treatment facility. HDR will review the section of pipe and assist in the update of the system development fee.

The SDFs will be developed based on Red Oak’s recent analyses. Activities required to update the SDFs will include:

1. Review existing SDF calculations
2. Revise the SDF model used to calculate the City’s SDFs to accommodate the District.
3. For the facilities serving the District, update the values of the fixed assets, estimates of available capacity, planned capital improvements, and capacity from planned capital improvements.
4. Calculate the SDF and review/revise the assessment schedule.

Additionally, HDR will develop a schematic of the facilities serving the District. This will include the length of pipe anticipated to carry the District's waste to the City's wastewater treatment plant.

**Task 3: Develop Detailed Fixed Asset Database**

With support from HDR, Red Oak will update the detailed fixed asset records used in the City's recent wastewater cost-of-service analysis. Because the wastewater cost-of-service analysis did not include a wholesale rate component, the fixed asset records did not require a detailed allocation.

With HDR leading this task, the Red Oak team will allocate the fixed assets at the City's wastewater treatment facility to the appropriate unit processes. Also, HDR will lead the effort to allocate the costs by unit process to the wastewater treatment parameters used in the cost-of-service study (i.e., flow, BOD, TSS).

The findings from this task will be incorporated into the cost-of-service analyses and documented in a separate technical memorandum authored by HDR.

**Task 4: Wholesale Rate Analysis**

Red Oak will modify its recent wastewater cost-of-service analyses to develop a wholesale rate consistent with the terms of the agreement between the City and the District. This task will include the following activities:

1. Develop a treatment-only cost pool
2. Identify rate base
3. Integrate rate of return into capital cost
4. Integrate contributed capital for rate base
5. Modify cost by class calculations
6. Modify rate design

The results of the analysis will be documented in Task 5 below.

**Task 5: Meetings, Presentations, and Report**

Red Oak will prepare a brief report that documents the findings of the Analyses. This report will be provided to the City as a PDF file.

In addition to the report, Red Oak will attend two meetings in Billings, Montana. Also, Red Oak will participate in a telephone conference call to present the draft findings to the District. The other two meetings are anticipated to be to the City Council at its public meetings, hearings, or work sessions. Red Oak will prepare presentations in Microsoft PowerPoint format and provide the City with handouts in a PDF file.

**Task 6: Project Management**

Red Oak will provide project management services during the course of the Analyses. These project management tasks will include the preparation of progress reports and other necessary project management activities. Scope of Services as described in the letter from Paul Matthews to Alan Towleron, dated August 18, 2009, made part of this amendment by reference.

All provisions of the Agreement dated August 27, 2007, shall remain in full force and effect except as amended herein.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment Number Two (2) as of the day and year first above written.

CONSULTANT  
**Malcolm Pirnie, Inc.**

BY: Paul L. Matthews  
Paul L. Matthews

TITLE: Principal Consultant

CITY  
**City of Billings**

BY: \_\_\_\_\_

TITLE: \_\_Mayor\_\_\_\_\_

ATTEST:

\_\_\_\_\_

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
City Attorney

# LOCKWOOD

## *Water & Sewer District*

1644 Old Hardin

Billings, Montana 59101

(406) 259-4120

Fax (406) 259-1113

August 27, 2009  
Al Towleron, P.E.  
Deputy Director of Public Works  
City of Billings  
2251 Belknap  
Billings, Mt. 59101


RE: Lockwood Wastewater Rate and System Development Fee

Dear Al,

At the Lockwood Water & Sewer District Board Meeting held on August 26, 2009, the Board of Directors approved payment of a maximum of \$69,884.00 to the City of Billings for the Lockwood Wastewater Rate and System Development Fee, as proposed by Red Oak Consulting in their letter to you dated August 18, 2009 (Copy attached). I will forward you a copy of the official minutes from the August 26, 2009 meeting when they are available.

If you have any questions or need additional information, please let me know.

Sincerely,



Woody Woods  
District Manager  
Lockwood Water & Sewer District  
1644 Old Hardin Road  
Billings, Mt 59101

Date: 09/28/2009

TITLE: Change Order # 1 - Well Pump Replacements at Wastewater Plant

PRESENTED BY: David Mumford

Department: Public Works

**Information**

**PROBLEM/ISSUE STATEMENT**

Star Service was awarded a contract to replace dewatering well pumps at the Wastewater Treatment Plant. The contract was for \$128,400.00. After beginning the project, Star Service noted that the contract had failed to identify one additional well that should have been included in the project. The cost of the additional pump and installation was determined to be \$15,000.00. It was also discovered that check valves were worn and in need of replacement, which was not originally anticipated. It was determined that the cost of the check valve replacement is \$10,000.00. It was also determined that the as-built drawings used in the bid documents were incorrect, which resulted in the need for some additional piping in several of the wells. The cost for the additional pipe is \$2,250.00. The contract time is also being extended by 60 days to allow completion of all of the work.

**ALTERNATIVES ANALYZED**

The Council may:

- Approve Change Order #1; or
- Not approve Change Order #1.

**FINANCIAL IMPACT**

The cost for Change Order #1 will be:

• Additional pump and installation	\$ 15,000.00
• 10 Check valves and installation	\$ 10,000.00
• Piping to match existing well depths	\$ 2,250.00
<b>Total Cost</b>	<b>\$27,250.00</b>

<u>Original Contract Amount</u>	<u>Change Order Amount</u>	<u>% Increase to Contract</u>
\$128,400	\$27,250.00	21.2%

There are sufficient funds in the Wastewater Budget to cover these additional costs.

**RECOMMENDATION**

Staff recommends that Council approve Change Order #1 – Well Pump Replacements at the Wastewater Treatment Plant – in the amount of \$27,500.00. Staff also recommends that the Council authorize the City Administrator to approve an additional \$10,000 for other changes that may arise. Staff further recommends the contract time be extended by 60 days.

**APPROVED BY CITY ADMINISTRATOR**

Date: 09/28/2009

TITLE: Declare Old Crime Scene Vehicle as Surplus and Transfer Ownership to Laurel Police Dept.

PRESENTED BY: Rich St. John

Department: Police

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Information

**PROBLEM/ISSUE STATEMENT**

On June 9, 2008, City Council approved the submittal of the application and acceptance of a 2008 Technology Grant award through the U. S. Department of Justice to purchase a Crime Scene Investigation Vehicle. The new vehicle was delivered to the City in July, 2009. The old Crime Scene Investigation Vehicle is a 1981 Ford Parcel Delivery Van, Equipment #1599, VIN #1FTJE38G9BHA52742, from which all usable equipment has been removed. The old van and equipment was purchased with coal tax monies in 1981 for approximately \$50,000. It no longer has the capability to handle the needs at a major crime scene (work stations, storage, communications equipment) for the City of Billings. It is too small, unreliable and the engine needs to be rebuilt because the van bogs down and has no speed. Since the old van was purchased with coal tax monies, the Coal Tax Board would like for old equipment to be transferred to another impacted entity for its use. The Laurel Police Department has expressed interest in the old Crime Scene Van, currently valued at approximately \$2,500. City staff is requesting City Council declare the 1981 Ford Parcel Delivery Van as surplus property, and approve the transfer of this equipment to the Laurel Police Department. The Laurel Police Department has completed the "Release of Claims Form", which is attached.

**ALTERNATIVES ANALYZED**

The City Council may:

- Approve declaring the old crime scene van as surplus property and transfer ownership to the Laurel Police Department; or
- Not approve declaring the old crime scene van as surplus and keep the vehicle in fleet to be sold at auction.

**FINANCIAL IMPACT**

The 1981 Ford parcel delivery van used as the old Crime Scene Van is currently in the Equipment Replacement Program with replacement cost at \$19,886. The replacement date keeps being moved forward. By transferring ownership to the Laurel Police Department, the Police Department will reduce its contribution to the 640 Fund by that amount.

**RECOMMENDATION**

City staff is requesting City Council declare the 1981 Ford Parcel Delivery Van, Equipment #1599, as surplus property, and approve the transferring of this equipment to the Laurel Police Department.

**APPROVED BY CITY ADMINISTRATOR**

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Date: 09/28/2009

TITLE: Acknowledge Receipt of Petition to Vacate a Portion of North 26th Street and Set a Public Hearing

PRESENTED BY: David Mumford

Department: Public Works

**Information**

**PROBLEM/ISSUE STATEMENT**

Yellowstone County owns the land along the north half of North 26th Street between 2nd Avenue North and 3rd Avenue North, and the Board of County Commissioners has petitioned to vacate the north half of North 26th Street. The south half of North 26th Street was vacated at the May 12, 2008, City Council Meeting to accommodate the Federal Courthouse site. An additional, 50-foot easement now is needed to provide the increased building footprint that will be needed for the Federally owned building. If the Federal government acquires the road easement, it would only be able to pay nominal value for the right of way. However, if the land is acquired as part of an overall parcel from the County, it would be worth an appraised value of \$80,000. The City of Billings will be paid the \$80,000 by the County in exchange for the 50-foot strip and the rest of the right-of-way. The site will be used for access to the County's existing parking lots and for parking in the future.

**ALTERNATIVES ANALYZED**

Council may:

- Approve acknowledgment of petition to vacate the above-mentioned right-of-way and set a public hearing for October 26, 2009; or
- Not approve acknowledgment of petition.

**FINANCIAL IMPACT**

There is no financial impact to setting the public hearing. If the the vacation ultimately is approved, however, the City will be paid \$80,000 for the right of way proposed to be vacated. Also, the City will no longer have to pay to maintain the north half of 26th St. between 2nd Avenue North and 3rd Avenue North.

**RECOMMENDATION**

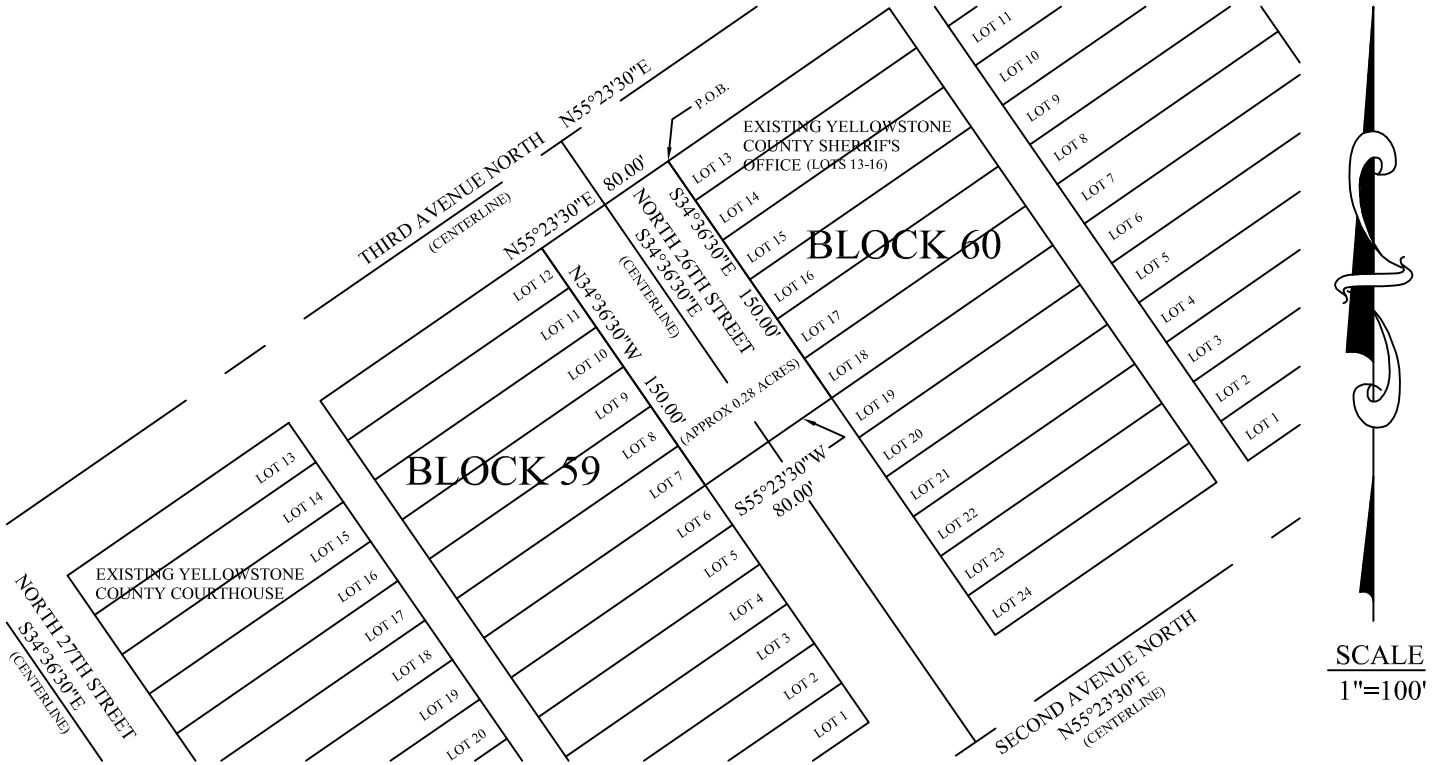
Staff recommends that Council acknowledge the receipt of petition to vacate a portion of the North 26th Street between 2nd Avenue North and 3rd Avenue North, and set a public hearing for October 26, 2009.

**APPROVED BY CITY ADMINISTRATOR**

**Attachments**

Link: [Exhibit of ROW to be Vacated](#)

# EXHIBIT 1



## NORTH 26TH STREET ABANDONMENT

BEGINNING AT THE NORTHWEST CORNER OF LOT 13 BLOCK 60, BILLINGS TOWNSITE THENCE ALONG THE WESTERLY BOUNDARIES OF LOTS 13, 14, 15, 16, 17 AND 18 TO THE SOUTHWEST CORNER OF LOT 18 BLOCK 60 (SOUTH 34°36'30" EAST, A DISTANCE OF 150.00 FEET); THENCE SOUTHWESTERLY TO THE SOUTHEAST CORNER OF LOT 7 BLOCK 59 OF SAID TOWNSITE (SOUTH 55°23'30" WEST, A DISTANCE OF 80.00 FEET); THENCE ALONG THE EASTERLY BOUNDARIES OF LOTS 7, 8, 9, 10, 11 AND 12 TO THE NORTHEAST CORNER OF LOT 12 BLOCK 59 (NORTH 34°36'30" WEST, A DISTANCE OF 150.00 FEET); THENCE NORTHEASTERLY TO THE NORTHWEST CORNER OF LOT 13 BLOCK 60 (NORTH 55°23'30" EAST, A DISTANCE OF 80.00 FEET) TO THE **POINT OF BEGINNING**.

AREA OF ABOVE STATED BOUNDARY CONTAINS APPROXIMATELY 0.28 ACRES MORE OR LESS.

Date: 09/28/2009

TITLE: SID 1387 Zimmerman Trail Subdivision Sanitary Sewer - Construction Bid Award

PRESENTED BY: David Mumford

Department: Public Works

**Information**

**PROBLEM/ISSUE STATEMENT**

Bids were received and evaluated for SID 1387 on August 25, 2009. This project consists of providing sanitary sewer to Zimmerman Trail Subdivision.

Bid award was delayed by the City Council at the September 14, 2009, Council Meeting to allow for the sale of bonds.

**ALTERNATIVES ANALYZED**

The Council may:

- Award SID 1387 to Four Beers, Inc., dba Stillwater Excavating in the amount of \$87,163.00; or
- Not award SID 1387.

**FINANCIAL IMPACT**

Funding for SID 1387 will be provided through direct assessments to the property owners within Zimmerman Trail Subdivision. The funds in the SID for construction is \$95,462.63. Four bids were received for this project.

Project Costs Bids

Engineer's Estimate \$ 93,917.00

Four Beers, Inc., dba Stillwater Excavating \$ 87,163.00

Western Municipal Construction, Inc. \$ 99,826.00

Capstone Excavating, Inc. \$ 97,905.97

Knife River - Billings \$153,430.00

**RECOMMENDATION**

Staff recommends that Council, after bonds are sold, award SID 1387 to Four Beers, Inc., dba Stillwater Excavating in the amount of \$87,163.00.

**APPROVED BY CITY ADMINISTRATOR**

Date: 09/28/2009

TITLE: Authorization to Apply for an Intercap Loan for SID 1387

PRESENTED BY: Patrick M Weber

Department: City Hall Administration

**Information**

**PROBLEM/ISSUE STATEMENT**

The property owners within Zimmerman Trail Subdivision have requested to hook up to public sanitary sewer. SID 1387 will construct the necessary improvements to hook all of the properties up to public sanitary sewer.

This authorizes the submission of an application for an Intercap loan through the Montana Board of Investments in the amount of \$80,500 for the funding of SID 1387.

**ALTERNATIVES ANALYZED**

The Council may:

- Approve the loan application and Finance will proceed with the submission and execution of related documents for the loan; or
- Not approve the loan application and look for another financing option and assess properties next year or use General Fund reserves.

**FINANCIAL IMPACT**

The Intercap Loan Program through the Montana Board of Investments is a way for State agencies and local governments to finance projects with limited paperwork and at attractive interest rates. The State does set restrictions for the special improvement districts (SID) loans. The maximum loan limit is \$500,000 and loans in excess of \$250,000 are required to obtain two underwriter opinions that the bonds are not marketable through competitive bond sale.

Currently, the interest rate is 3.25% and is adjusted every February. Because of the interest rate adjustment, the five properties' assessments may also be adjusted annually.

Looking at financing options, an Intercap loan was the best option because of the limited time frame to sell bonds and prepare the assessments for the tax file and the small size of the SID.

Loan approval was received from the Board of Investments on Monday September 14, 2009.

**RECOMMENDATION**

It is recommended that the City Council approve the attached application.

**APPROVED BY CITY ADMINISTRATOR**

**Attachments**

Link: [Intercap Loan application](#)

(Shaded Area For Board Use Only)

<b>Send Application and Exhibits To:</b> INTERCAP Loan Program Montana Board of Investments P.O. Box 200126 Helena, Mt. 59620-0126 Phone (406) 444-0001 Fax (406) 449-6579	Board Loan #
	Type Local Government
	Date Received:
	By:
<b>Application must be submitted by authorized local government representative</b>	

**Section 1. Applicant Information Summary**

Applicant Name →	City of Billings, MT		
Mailing Address →	PO Box 1178 Billings, MT 59103		
Contact , Name and Title →	Patrick M Weber Financial Services Manager		
Telephone number →	406-657-8209	Fax Number →	406-247-8608 e-mail → weberp@ci.billings.mt.us
Federal Employer Identification Number →	81-6001237		

**Section 2. Loan Type information**

<b>Check One</b>	<b>Type of Loan Applied For – Based on term or repayment type</b>
<input type="checkbox"/>	1. Short Term Loan
<input type="checkbox"/>	2. General Fund Debt Loan (no obligation of full faith and credit of issuer)
<input type="checkbox"/>	3. Enterprise Debt Loan
<input type="checkbox"/>	4. General Obligation Loan (requires backing of full faith and credit of issuer)
<input type="checkbox"/>	5. Fire District and Fire Service Area Loan
<input checked="" type="checkbox"/>	6. Special or Rural Improvement District Loan

**Section 3. Project Information**

<b>A. Project Description and costs (Please provide specific details, e.g., type of vehicles, equipment, improvements, construction, etc. If more than one project is contemplated, please describe separately.)</b>	
1 <sup>st</sup> Project Description →	SID 1387 Zimmerman Trail Subdivision Sanitary Sewer Improvements Make necessary improvements to hook all properties within the subdivision up to public sanitary sewer
Total 1 <sup>st</sup> Project Cost	
\$167,000	
2 <sup>nd</sup> Project Description →	
Total 2 <sup>nd</sup> Project Cost	
\$	
<b>B. Project Funding (Please enter all sources of funding for each project described).</b>	
1 <sup>st</sup> Project Funding	
INTERCAP Portion of Loan →	\$80,500
Borrower Portion of loan , if any →	
Other Funding Sources (please specify) → prepayments from property owners	\$86,500
Total 1 <sup>st</sup> Project Cost	
\$167,000	
2 <sup>nd</sup> Project Funding	
INTERCAP Portion of Loan →	\$
Borrower Portion of loan , if any →	\$
Other Funding Sources (please specify) →	\$
Total 2 <sup>nd</sup> Project Cost	
\$	
<b>C. Requested INTERCAP Loan Amount →</b>	<b>\$80,500</b>
<b>D. Requested Loan Term (years) →</b>	<b>15 years</b>
<b>E. Desired INTERCAP Loan Funding Date →</b>	

**F. Environmental Impact of Project.** Please describe the environmental impact of the proposed project and indicate whether any environmental review or permits are required for this project. If permits, review or approval is required, please indicate the type of approval required and the date on which approval is expected to be obtained.

**Section 4. References**

<b>A. Project Attorney</b>					
Name →	Mae Nan Ellingson	Legal Firm →	Dorsey & Whitney LLP		
Complete Address →	125 Bank Street Suite 600 Missoula MT 59802				
Telephone →	406-721-6025	Fax Number →	406-543-0863	e-mail →	Ellingson.Mae.Nan@dorsey.com
<b>B. Consulting Engineer (if applicable)</b>					
Name →	Cavin Nodding	Company →	Sanderson Stewart		
Complete Address →	1300 North Transtech Way Billings, MT 59102				
Telephone →	406-656-5255	Fax Number →	406-656-0967	e-mail →	www.enginc.com
<b>C. Accounting Firm</b>					
Name →		Firm →			
Complete Address →					
Telephone →		Fax Number		e-mail	

**Section 5. Authorized Representatives/Disbursement of Funds**

<b>A. The individuals listed below are legally authorized to act on behalf of the Local Government with respect to the execution and delivery of all documents, certificates, or materials necessary to be provided to the Board of Investments in order to execute this loan agreement.</b>					
Name →	Patrick M Weber	Title →	Financial Services Manager		
Complete Address →	210 N 27 <sup>th</sup> Street Billings MT 59101				
Name →		Title →			
Complete Address →					
Name →		Title →			
Complete Address →					
Name →		Title →			
Complete Address →					
<b>B. Loan proceeds are ordinarily disbursed by wire transfer. Please provide the following information.</b>					
Bank Name →	US Bank NA	Bank ABA Number →	092900383		
Applicant's Account Number →	1-500-9559-2021				

**Section 6. Supplemental Financial Information**

1. Unless applying for a short-term interim financing loan (7A), please refer to the APPLICATION CHECKLIST for most of the supplemental information needed to speed up the review process. Please include any additional information that would clarify or enhance the financial circumstances of the applicant or better describe the source of repayment of the loan.

**Section 7. Short Term Loans**

There are two types of loans available for short term financing: 7A.) Interim financing in anticipation of Rural Development, TSEP, CDBG, or other state or federal loan or grant; and 7B.) Temporary cash flow borrowing.	
<input type="checkbox"/> 7A. Interim Financing	Please describe anticipated funding and attach verification of loan or grant.

<input type="checkbox"/>	7B. Temporary Cash Flow	On next line, please describe cash flow needs.
If loan request is 7A, go directly to Section 10. If loan request is 7B, complete the remaining sections of the application including an identified source of funding (Section 9).		

**Section 8. Property Value and Indebtedness**

**A. Property Value. Please use the most recent assessed value of taxable property under the applicant's jurisdiction beginning with the most recent year.**

Fiscal Year →	2010	ASSESSED (Market) VALUE			
Real Property →	\$4,846,545,855	Personal Property →	\$289,007,798	Total Assessed Value →	\$5,135,553,650

**B. Indebtedness Capacity**

Statutory indebtedness limitation: 2.5 % X assessed value	\$120,260,100
Current outstanding indebtedness subject to limitations →	\$23,019,723
Available debt authority →	\$97,240,377

**Section 9. Source of Repayment of Loan**

Please complete only the appropriate section based on the source of repayment.

**9A. General Fund (general operating fund of the applicant).**

1. Please provide the general fund revenues for the current fiscal year and two preceding years. Please indicate if revenues are estimated.

	Fiscal Year	Revenue	Expense	Fund Balance
Current Year		\$	\$	\$
Prior Year		\$	\$	\$
Prior Year		\$	\$	\$

2. Is the applicant, levying taxes for its general fund up to the maximum permitted mill levy authorized by Title 15, Chapter 10, Part 4, Montana Code Annotated, as amended ("the Property Tax Limitation Act")?

Yes  No

3. Is the applicant currently delinquent, in default, or in arrears on any bond, loan, lease or any other type of obligation or agreement, payable from any source?

Yes  No

4. If the prior question is affirmative, please indicate the nature of the extent of such delinquency, default or arrears. Please indicate what action the applicant is taking to correct such delinquency, default or arrearage.

5. Has an amount necessary to pay the first installment on the loan been included in the budget for the current fiscal year?

Yes  No

6. If no funds are currently budgeted, will a budget amendment include this financing?

Yes  No

**9B. Enterprise Fund or Revenue Financing.**

1. Please provide the projected rates and charges to support the loan repayment.

Name of Enterprise →		Billing Frequency →	
Rates/charges Residential →	\$	Number Residential Users →	
Rates/charges Commercial →	\$	Number Commercial Users →	

2. List the outstanding debt of the enterprise fund from which the loan is to be repaid (include bonds, lease purchase agreements or installment purchase contracts). Please attach a copy of the resolution authorizing the outstanding debt.

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Purpose of Debt	Beginning date of debt	Final Year of Maturity	Debt Amount Outstanding	Maximum Debt Service (excluding INTERCAP Loan)	Debt Payment Dates
			\$	\$	
			\$	\$	

3. Please show revenues and Operations & maintenance expenses **excluding debt service or depreciation expense** for the last four fiscal years beginning with the current fiscal year.

Fiscal Year	#1: Revenues	#2: Operation & Maintenance Expense	#3: Revenues less Operations & Maintenance Expense (#1 - #2)	#4: Debt Service Expense	#5: Ratio of Net Revenues (#3 / #4)
Current FY	\$	\$	\$	\$	\$
Prior FY	\$	\$	\$	\$	\$
Prior FY	\$	\$	\$	\$	\$
Prior FY	\$	\$	\$	\$	\$

4. Please show estimated budget for next two years. **Projected expenses are for operations & maintenance (do not include debt service or depreciation expenses)** Include INTERCAP loan debt service in projected debt service expense. You may use the 4.91% average variable interest rate since inception of the program in 1987 to estimate the INTERCAP debt service.

Fiscal Year	Projected Revenues	Projected Expense	Projected Debt Service Expense
	\$	\$	\$
	\$	\$	\$

5. If the budget data shown in #4 above reflects an increase in the enterprise rate or charges please show increases

Fiscal Year	No. Residential Users	Projected Rate	No. Commercial Users	Projected Rate
		\$		\$
		\$		\$

**9C. General Obligation Loan**

1. If the loan is to be a general obligation of the applicant, payable from an ad valorem property tax levied on all property within its jurisdiction without limitation as to rate or amount, please complete the following.

Date Voters Authorized Debt →		Amount of Debt Authorized →	\$
-------------------------------	--	-----------------------------	----

2. Purpose of Borrowing as indicated on Ballot:

3. Term over which loan is to be repaid (5 year limit for school building reserve loans) →

4. Please provide the following information regarding the total revenue and expenditures

Fiscal Year	Anticipated Revenue over next three years	Anticipated Expenditures over next three years	Fiscal Year	Annual Revenues for last three years	Annual expenditures for last three years
	\$	\$		\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$

5. If the new revenue source is also pledged for other projects or purposes, please specify.

6. If the source of new revenue were lost, could general fund repay the loan? Yes  No

**9D. Fire District and Fire Service Area Loans**

1. Please provide the following information regarding applicant's general fund.				Fire District
Fiscal Year	Revenues	Expenses	Fund Balance	# Authorized Mills
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
2. For Fire Service Area: Fee per structure →		\$	# Structures in area →	
3. Is applicant levying taxes up to the maximum mill levy authorized by Title 15, Chapter 10, Part 4, Montana Code Annotated, as amended (the "Property Tax Limitation Act")?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

List the outstanding debt of the fund from which the loan is to be repaid (include bonds, lease purchase agreements or installment purchase contracts):

Purpose of Debt	Beginning Date of Debt	Final Year of Maturity	Debt Amount Outstanding	Maximum Debt Service (excluding INTERCAP loan)	Debt Payment Dates
			\$	\$	
			\$	\$	
			\$	\$	

4. On the next line, please indicate if the applicant is currently delinquent, in default, or in arrears on any bond, loan, lease or any other type of obligation or agreement, and the nature and extent of such delinquency, default or arrears. Also please indicate what action the applicant is taking to correct such delinquency, default or arrears.

5. Has an amount necessary to pay the first installment of the project to be financed from the loan been included in the budget for the current fiscal year?

Yes  No

6. If no funds are currently budgeted, will a budget amendment include this financing?

Yes  No

**9E. Special or Rural Improvement District Loan**

1. Has the District been created? Yes  No

2. If the district has been created, please enclose with the application the transcript of proceedings creating the district. (A list of items constituting the transcript includes: Resolution of Intent to Create, Resolution to Create, Resolution Creating Revolving Fund).

3. Approximate size of District in acres → 7.62      4. Number of Parcels assessed in District → 10

5. Method of Assessment → Assessable Area  Area  Ad Valorem  Unit Cost Assessment

6. Taxable Valuation of the District → \$75,663

7. Estimated average annual per property assessment needed to repay loan (5.25% interest rate) → \$1700

8. Allocation of property within District (based on method of assessment):

Category	Developed	Undeveloped
Commercial	%	%
Industrial	%	%
Single-Family Residential	90%	10%
Multi-Family residential	%	%

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Agricultural	%	%	
--------------	---	---	--

9. On the line below, please describe the location of the district within the boundaries of the applicant.  
 Zimmerman Trail Subdivision Block 1 Lots 1-9 and 11A

10. If there are currently any bonds, notes, or warrants payable from special assessments please complete:

No. of SID/RID's Outstanding	Total Original Amount	Total Principal Amount Outstanding	Term Remaining	Amount of Delinquent Assessments if Any
33 bond issues	\$36,058,000	\$17,556,000	Varies 1 yr-15 years	\$0

11. If any SID/RID's have a delinquency of assessments greater than 5% , please provide the following information

District No.	Original Amount Assessed	Total Principal Amount Outstanding	Original Term of Debt	Amount of Delinquent Assessment	Percent of Delinquent Assessment
	\$	\$		\$	%
	\$	\$		\$	%

12. Do any of the above districts overlap with the district boundaries from which the loan is payable? Yes  No

13. What is the current balance in the Revolving Fund securing those bonds or notes → \$4,545,973

**9F. Other Repayment Sources**

1. If the loan is to be repaid from sources other than those listed above, please provided the following information (if more than one request is to be repaid from such sources, please make additional pages as needed).

Please indicate the source of the other revenue:

Fiscal Year	Anticipated Revenue over next three years	Anticipated Expenditures over next three years	Fiscal Year	Annual Revenues for last three years	Annual Expenditures for last Three Years
	\$	\$		\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$

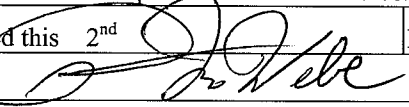
2. If the source(s) of revenue is pledged for other projects please indicate the amount pledged → \$

3. If the source of revenue were lost, could the applicant repay loan from general fund? Yes  No

**Section 10. Endorsement**

I hereby certify as preparer of this application on behalf of the applicant that all of the information contained herein is true, accurate and complete as of the date hereof

Dated this 2<sup>nd</sup> Day of September 2009

By  Title: Financial Services Manager

Please print or type name Patrick M Weber

Date: 09/28/2009

TITLE: Billings Central Catholic High School

PRESENTED BY: David Mumford

Department: Public Works

**Information**

**PROBLEM/ISSUE STATEMENT**

Billings Central High School requests permission to hold its annual Homecoming parade/carcade on Saturday, October 3, 2009, from 5:15 pm to 6:30 pm (including set up and disbanding time). The parade will be assembling at the school on 3rd Street West and Broadwater Avenue and will travel from Wyoming Avenue to Division Street, then proceed west on Broadwater Avenue to 5th Street West; turn right and proceed north through the intersection at 5th Street West and Grand Avenue to the parking lot entrance behind Senior High School and disband.

Recommended conditions of approval include that Billings Central High School:

1. Clean the area to be used after the event and provide and empty waste cans
2. Contact all businesses and make them aware of the event as soon as possible
3. Notify all emergency facilities, bus lines and media as soon as possible
4. Provide a certificate of insurance with required liability amounts naming the City of Billings as additional insured
5. Instruct parade participants to obey the traffic signals at intersections 5th/Broadwater and at 5th/Grand

**ALTERNATIVES ANALYZED**

The Council may:

- Approve request to close street for the event;or
- Deny the street closure

**FINANCIAL IMPACT**

There are no costs to the City of Billings other than administrative time to process permit. Police, traffic control and litter removal are to be paid for by Billings Central High School.

**RECOMMENDATION**

Staff recommends that Council approve the closure named above on October 3, 2009, for Billings Central High School’s Homecoming Parade.

**APPROVED BY CITY ADMINISTRATOR**

**Attachments**

Link: [Street Closure Permit & Insurance](#)



July 21, 2009

City of Billings  
Director of Public Works – Engineering Department  
510 N. Broadway  
Billings, MT 59101

Re: Parade Permit Cover Letter

Dear Sir or Madam,

We have finalized plans for our football schedule and our Homecoming game and festivities are scheduled for October 3, 2009

Our plan is to have a carcade from Billings Central Catholic High School to Wendy's Field at Daylis Stadium. We will be departing the staging area at approximately 6:00 PM and our route will be from Wyoming Avenue to Division Street and then West on Broadwater Avenue to 5<sup>th</sup> St. West; then turn right and proceed North through the intersection at 5<sup>th</sup> and Grand and then turn into the parking lot of Senior High School at which time the carcade will disband.

We expect to have approximately fifteen floats and 5 or 6 convertibles with the Homecoming Royalty. I have asked all of the drivers to display flashing amber lights.

Should you have any questions, my point of contact is Mr. Jim Hawbaker, and may be reached at 245-6651 or on his cell phone 670-9571.

Thank You,

Shel Hanser  
Principal



City of Billings  
RIGHT-OF-WAY ACTIVITY  
PERMIT

Please check the type of activity you are applying for:

Parade  Run/Walk/Procession  Street/Alley Closure  Block Party

Submit this application with attachments to either the: Public Works office, 2224 Montana Ave., Billings, MT 59101 or Downtown Billings office, 2815 2nd Ave North, Billings, MT 59101. Application packet should be turned in at least 60 days prior to the date of the proposed event for approval.

PERSON MAKING APPLICATION Shel HANSEN

ORGANIZATION MAKING APPLICATION Billings CENTRAL CATHOLIC HIGH SCHOOL

PHONE 406 245 6651

ADDRESS 3 BROADWATER AVE Billings MT 59101  
CITY STATE ZIP

EMAIL ADDRESS shelhansen@billingscatholicschools.org

APPROXIMATE TIME EVENT WILL:

Assemble 5:15 PM Start 6:00 PM Disband 6:30 PM

DATE OF EVENT OCTOBER 3, 2009

PURPOSE/DESCRIPTION OF EVENT: (Description and detail of the event.)

Homecoming Parade/Carnival Departing FROM Billings  
CENTRAL H.S. AT APPROXIMATELY 6:00 PM 10-3-09

EVENT ROUTE DESIRED (IF APPLICABLE): (Please attach map.)

FROM CENTRAL H.S. - WEST ON BROADWATER, NORTH ON  
5<sup>th</sup> STREET WEST - ENTER SENIOR HIGH STUDENT  
PARKING LOT - DISBAND

BLOCK PARTY STREET LOCATION (IF APPLICABLE):

CLEAN UP IMPLEMENTATION: (Company contracted or services you will provide)

**CERTIFICATION OF INSURANCE WHICH MUST SHOW:** (1) The limits of liability coverage for the period of this agreement as a minimum of \$750,000 per claim/ \$1.5 million per occurrence general liability, and (2) the City of Billings named on the Certificate of Insurance as the additional insured. (Refer to the sample insurance copy. Please note a certificate of insurance *is not required* for Block Parties)

**NOTICE:** ANY MARKINGS (NO PAINT ALLOWED) TO BE PLACED ON PUBLIC RIGHT-OF-WAY MUST BE APPROVED BY THE CITY TRAFFIC/ENGINEERING DEPARTMENT PRIOR TO PLACEMENT, BE ENVIRONMENTALLY SAFE, AND NOT CONFLICT WITH EXISTING MARKINGS.

**FOR DOWNTOWN EVENTS:** YOU OR THE ORGANIZATION YOU REPRESENT MUST "ASSIGN" THE FIRST TWO BLOCKS OF THE DOWNTOWN EVENT ROUTE FOR NO PARKING TWO HOURS PRIOR TO YOUR EVENT USING THE ROUTE SIGNS PROVIDED BY THE CITY. IT IS YOUR RESPONSIBILITY TO PROVIDE THE APPROPRIATE BARRICADES FOR THE STREET CLOSURE.

IF USING THE ESTABLISHED EVENT ROUTE, THE CITY WILL PROVIDE TWO POLICE OFFICERS WITH VEHICLES TO START THE EVENT, AND A STREET SWEEPER, IF NECESSARY, TO FOLLOW THE EVENT.

**COORDINATOR OF EVENTS AT WHICH ALCOHOL WILL BE CONSUMED IN PUBLIC RIGHT-OF-WAY ARE REQUIRED TO OBTAIN AN OPEN CONTAINER PERMIT FROM THE POLICE DEPARTMENT**

**UPON SIGNING OF THIS APPLICATION, THE APPLICANT AGREES NOT TO VIOLATE ANY STATE OR CITY CODES IN THE PRESENTATION OF THE REQUESTED SPECIAL ACTIVITY.**

In consideration for permission to conduct its activity as requested, applicant agrees to indemnify, defend and hold harmless the City of Billings, its officers, agents, employees and volunteers from damage to property and for injury to or death of any person and from all liability claims, actions or judgments which may arise from the activity.

Applicants also agree to obtain valid "save or hold harmless agreements" from all participants in its activity, protecting the City of Billings from all losses arising out of its activity, including damages of any kind or nature.

APPLICANT SIGNATURE  DATE 7/22/09

APPLICATION APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATION DENIED \_\_\_\_\_ DATE \_\_\_\_\_

ADDITIONAL RESTRICTIONS OR SPECIAL CONDITIONS: YES [ ] NO [ ]  
(IF YES, ATTACH COPY)

**FOR CITY USE ONLY**

FEE: \_\_\_\_\_

APPLICANT NOTIFIED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

- |                               |
|-------------------------------|
| <b>COPIES TO:</b>             |
| CITY ADMINISTRATOR            |
| DEPUTY CITY ADMINISTRATOR     |
| POLICE CHIEF                  |
| FIRE CHIEF                    |
| FIRE MARSHALL                 |
| MET TRANSIT MANAGER           |
| STREET/TRAFFIC SUPERINTENDANT |
| TRAFFIC ENGINEER              |
| PRPL DIRECTOR                 |
| PARKING SUPERVISOR            |
| CITY ATTORNEY                 |

# Certificate of Coverage

Date: 7/27/2009

<b>Certificate Holder</b> The Roman Catholic Bishop of Great Falls A Corporation Sole, Chancery Office P O Box 1399 Great Falls, MT 59403	<p><b>This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.</b></p> <b>Company Affording Coverage</b> THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154
<b>Covered Location</b> Billings Central Catholic High School c/o Billings Catholic School PO Box 31158 Billings, MT 59107	

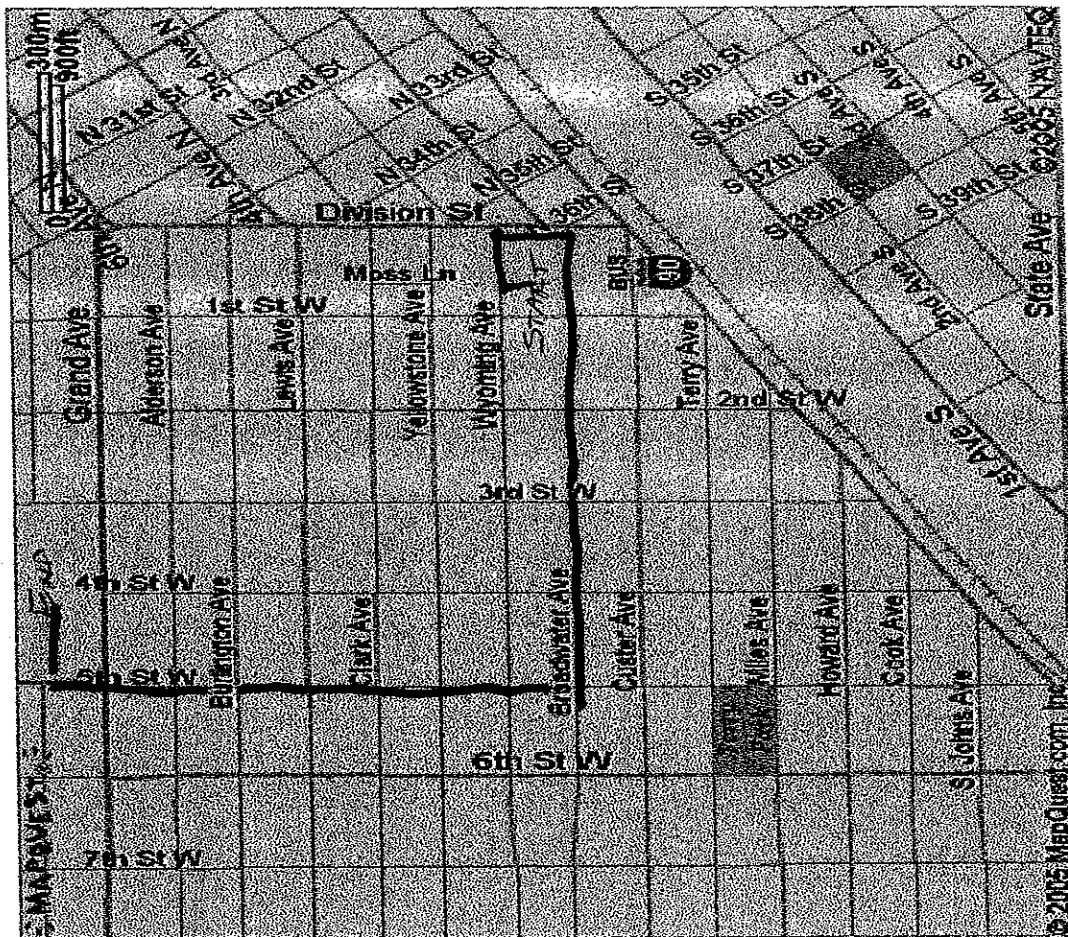
**Coverages**

**This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.**

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits												
	<b>Property</b>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Real &amp; Personal Property</td><td></td></tr> </table>	Real & Personal Property											
Real & Personal Property																	
	<b>General Liability</b>  <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8560	7/1/2009	7/1/2010	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>General Aggregate</td><td></td></tr> <tr><td>Products-Comp/OP Agg.</td><td></td></tr> <tr><td>Personal &amp; Adv Injury</td><td></td></tr> <tr><td>Each Occurrence</td><td style="text-align: right;">1,500,000</td></tr> <tr><td>Fire Damage (Any one fire)</td><td></td></tr> <tr><td>Med Exp (Any one person)</td><td></td></tr> </table>	General Aggregate		Products-Comp/OP Agg.		Personal & Adv Injury		Each Occurrence	1,500,000	Fire Damage (Any one fire)		Med Exp (Any one person)	
General Aggregate																	
Products-Comp/OP Agg.																	
Personal & Adv Injury																	
Each Occurrence	1,500,000																
Fire Damage (Any one fire)																	
Med Exp (Any one person)																	
	<b>Excess Liability</b>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Each Occurrence</td><td></td></tr> </table>	Each Occurrence											
Each Occurrence																	
	<b>Other</b>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Each Occurrence</td><td></td></tr> </table>	Each Occurrence											
Each Occurrence																	

**Description of Operations/Locations/Vehicles/Special Items**  
 Coverage only extends for claims arising out of Billings Central Catholic High School holding a "Homecoming Parade/Carcade", on October 3, 2009, from 5:30 PM to 6:30 PM.

<b>Holder of Certificate</b>	<b>Cancellation</b>
Additional Protected Person(s) City of Billings  0069000253	<p><b>Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</b></p> Authorized Representative



Date: 09/28/2009

TITLE: Approval of State Highway Traffic Safety Agreement in the Amount of \$15,000

PRESENTED BY: Rich St. John

Department: Police

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**Information**

**PROBLEM/ISSUE STATEMENT**

The State of Montana, State Highway Traffic Safety Division, has awarded the City a \$15,000 grant for deterrence of violations such as drinking and driving, speeding, lack or misuse of safety restraints, and others. The grant will fund overtime for the officers involved in these traffic details. The grant begins October 1, 2009, and ends September 30, 2010. Council is being asked to approve and accept this grant and authorize the Mayor to sign the Standard Agreement which is on file at the City Clerk's Office.

**ALTERNATIVES ANALYZED**

The City Council may:

- Approve the Standard Agreement for traffic enforcement funding; or
- Not approve the Standard Agreement for traffic enforcement funding.

**FINANCIAL IMPACT**

There is no financial impact to the City as there is no City match required for this grant.

**RECOMMENDATION**

Staff recommends City Council approve and accept the State Highway Traffic Safety Billings STEP (Selective Traffic Enforcement Program) Overtime grant in the amount of \$15,000 for the period of October 1, 2009, to September 30, 2010, and authorize the Mayor to sign the Standard Agreement, on file in the City Clerk's Office.

**APPROVED BY CITY ADMINISTRATOR**

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**Regular City Council Meeting**

**Consent : 1.M.1.**

**Date: 09/28/2009**

**TITLE: Payment of Claims, 08/28/09.**

**PRESENTED BY:** Pat M. Weber

**Department:** City Hall Administration

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**Information**

**PROBLEM/ISSUE STATEMENT**

Claims in the amount of \$3,353,532.36 have been audited and are presented for your approval for payment. A complete listing of the claims dated August 28, 2009, is available in the Finance Department.

**ALTERNATIVES ANALYZED**

The Council may:

- Approve the payment of claims, or
- Not approve the payment of claims.

**FINANCIAL IMPACT**

Claims have a varying impact on department budgets, but are submitted by the departments and reviewed by Finance staff before being sent to the Council.

**RECOMMENDATION**

Staff recommends that Council approve Payment of Claims.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Link: List of claims greater than \$2500.

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CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #				CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
08/28/2009	723704	A & I DISTRIBUTORS	16				13,604.38
601-0000-141.00-00	07/15/2009	MP	1823380		01/2010		2,208.25
601-1553-481.26-50	07/15/2009	MP	1823380	266706	01/2010		.42-
541-3122-435.23-10	07/20/2009	MP	1826073	266706	01/2010		220.92
541-3123-435.23-20	07/20/2009	MP	1826073	266706	01/2010		.01-
502-0000-141.00-00	07/21/2009	WATER PARTS AND SUPPLIES	1827022		01/2010		877.25
150-2226-422.23-10	07/23/2009	SHELL ROTTELLA/15W40CJ4	1826010	266706	01/2010		1,111.00
150-2226-422.23-10	07/23/2009	SHELL ROTTELLA/15W40CJ4	1826010	266706	01/2010		70.00
541-3123-435.23-10	07/28/2009	120 & 240 OIL TANKS LF	1828903	266706	01/2010		2,787.00
541-3123-435.23-10	07/28/2009	DRUM DEPOSIT LANDFILL	1830083	266706	01/2010		950.20
541-3123-435.23-10	07/28/2009	OIL STORAGE TANKS	1828903	267419	01/2010		2,787.00
541-3123-435.23-10	07/28/2009	NEGATIVE PO FOR 267419	1828903	267428	01/2010		2,787.00-
601-0000-141.00-00	07/29/2009	MP	1829128		01/2010		530.86
601-0000-141.00-00	07/29/2009	MP	1829128		01/2010		2,310.24
601-0000-141.00-00	07/29/2009	MP	1829200		01/2010		228.48
601-1553-481.26-50	07/29/2009	MP	1829128	266706	01/2010		.93-
601-1553-481.26-50	07/29/2009	MP	1829200	266706	01/2010		.25-
601-0000-141.00-00	08/03/2009	MP	1826729		02/2010		1,791.35
150-2112-421.23-10	08/03/2009	MP	1826729	266706	02/2010		19.61
211-3132-433.23-10	08/03/2009	MP	1826729	266706	02/2010		19.98
541-3122-435.23-20	08/03/2009	MP	1826729	266706	02/2010		19.99
571-7144-713.23-10	08/11/2009	MP	1828792	266706	02/2010		530.86
150-2226-422.23-10	08/19/2009	FIRE/DRUM DEPOSIT CREDIT	1827043	266706	02/2010		70.00-
08/28/2009	723709	ADVANCED TRAFFIC PRODUCTS INC	9284				4,958.09
211-3137-433.24-30	08/24/2009	MISC SERVICES	0000000143	266600	02/2010		294.54
211-3137-433.24-30	08/24/2009	MISC SERVICES	0000000146	266600	02/2010		4,663.55
08/28/2009	723715	AUTOMATIC DOORS OF MONTANA INC	11827				4,157.84
521-1591-493.24-50	08/24/2009	P1 ELEVATOR TOWER WINDOWS	770	268508	02/2010		4,157.84
08/28/2009	723716	AUTOMATIC TRANSMISSION SYSTEMS	13917				3,560.00
502-7500-609.23-20	08/21/2009	MP	RO74017	268488	02/2010		3,560.00
08/28/2009	723725	BILLINGS GAZETTE	420				6,992.04
10-1220-412.32-10	08/12/2009	MUNICIPAL COURT	JULY 2009		02/2010		476.40
10-1411-414.39-39	08/12/2009	CITY LINK	JULY 2009		02/2010		1,744.68
541-3122-435.33-70	08/12/2009	SOLID WASTE	JULY 2009		02/2010		825.24
260-5511-455.33-60	08/12/2009	MAGIC MAGAZINE	JULY 2009		02/2010		388.00
10-1411-414.33-10	08/12/2009	ONLINE BANNER	JULY 2009		02/2010		565.71
10-5112-452.33-70	08/12/2009	SHAKESPEAR IN THE PARK	JULY 2009		02/2010		139.44
260-5511-455.33-60	08/12/2009	PARMLY BILLINGS LIBRARY	JUNE 2009		02/2010		596.00
260-5511-455.33-60	08/12/2009	PARMLY BILLINGS LIBRARY	JULY 2009		02/2010		670.50
502-7311-602.32-10	08/12/2009	CITY WATER PUD	JULY 2009		02/2010		793.04
512-8311-622.32-10	08/12/2009	CITY WATER PUD	JULY 2009		02/2010		793.03
08/28/2009	723729	BROWN AND CALDWELL	18626				19,857.46
421-8493-623.93-40	08/25/2009	WO0812 WWTP DIGESTER	73108867	257863	02/2010		765.27
503-7491-603.93-90	08/25/2009	WO0816 SCADA REPLACEMENT	21108612	265225	02/2010		19,092.19

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #				CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
08/28/2009	723733	BUSINESS TAX SECTION	2449			24,366.83	
210-5151-452.93-90	08/25/2009	WO0815 LAMPMAN STRIP PARK	3	263838	02/2010	1,190.85	
490-5161-452.93-70	08/25/2009	WO0815 LAMPMAN STRIP PARK	3	263838	02/2010	184.59	
210-5151-452.93-90	08/25/2009	WO0610 BANNISTER DRAIN	5	263841	02/2010	271.67	
490-5161-452.93-70	08/25/2009	WO0610 BANNISTER DRAIN	5	263841	02/2010	42.10	
421-8493-623.93-40	08/25/2009	WO0811 WWTP ADMIN A/C	09-2204-1	265598	02/2010	397.30	
421-8493-623.93-40	08/25/2009	WO0811 WWTP ADMIN A/C	09-2204-2	265598	02/2010	186.69	
503-7591-609.93-40	08/25/2009	WO0801 SCH 3 2008 REHAB	2	265601	02/2010	6,014.04	
513-8591-625.93-40	08/25/2009	WO0801 SCH 1 2008 REHAB	2	265601	02/2010	1,576.56	
513-8591-625.93-40	08/25/2009	WO0801 SCH 3 2008 REHAB	2	265601	02/2010	4,170.22	
405-7125-711.96-91	08/26/2009	MISC SERVICES	264666-3	264666	02/2010	2,466.73	
405-7125-711.96-92	08/26/2009	MISC SERVICES	264666-3	264666	02/2010	129.83	
405-7125-711.96-91	08/26/2009	MISC SERVICES	264668-3	264668	02/2010	957.21	
405-7125-711.96-92	08/26/2009	MISC SERVICES	264668-3	264668	02/2010	50.38	
405-7125-711.96-91	08/26/2009	MISC SERVICES	264668-5	264668	02/2010	3,686.85	
405-7125-711.96-92	08/26/2009	MISC SERVICES	264668-5	264668	02/2010	194.03	
405-7125-711.96-91	08/26/2009	MISC SERVICES	267134-1	267134	02/2010	1,408.82	
405-7125-711.96-92	08/26/2009	MISC SERVICES	267134-1	267134	02/2010	74.15	
405-7125-711.96-92	08/26/2009	MISC SERVICES	267134-1	267134	02/2010	1,282.33	
505-7515-609.36-71	08/26/2009	WATER SERVICE REPAIRS	1	267554	02/2010	82.48	
210-3110-431.93-11	06/30/2009	WO0824 BW CROSSING	CORRECTION	265232	13/2009	159.87-	
210-3110-431.93-11	06/30/2009	WO0824 BW CROSSING	CORRECTION	265232	13/2009	224.20-	
210-3110-431.93-11	06/30/2009	WO0824 BW CROSSING	CORRECTION	265232	13/2009	224.20	
210-5151-452.93-90	06/30/2009	WO0824 BW CROSSING	CORRECTION	265232	13/2009	159.87	
405-7125-711.96-91	08/27/2009	MISC SERVICES	264666-3	264666	02/2010	.00	
405-7125-711.96-92	08/27/2009	MISC SERVICES	264666-3	264666	02/2010	.00	
405-7125-711.96-91	08/27/2009	MISC SERVICES	267134-1	267134	02/2010	.00	
405-7125-711.96-92	08/27/2009	MISC SERVICES	267134-1	267134	02/2010	.00	
08/28/2009	723736	CARQUEST AUTO PARTS	3890			6,221.59	
150-2172-441.23-20	07/15/2009	MP	1910--148985	266710	01/2010	8.16	
150-2172-441.23-20	07/15/2009	MP	1910-148993	266710	01/2010	8.16	
601-1553-481.23-20	07/15/2009	MP	1910-149108	266710	01/2010	117.91	
601-1552-481.21-20	07/16/2009	MP	1910-148288	266710	01/2010	3,245.00	
150-2172-441.23-20	07/16/2009	MP	1910-148292	266710	01/2010	13.59	
601-0000-141.00-00	07/17/2009	MP	266710		01/2010	47.76	
601-0000-141.00-00	07/17/2009	MP	266710		01/2010	15.52	
601-0000-141.00-00	07/17/2009	MP	266710		01/2010	60.30	
502-7500-609.23-20	07/20/2009	NONSTOCKING ITEMS-P.U.D.	1935115655	266710	01/2010	32.36	
502-0000-141.00-00	07/21/2009	WATER PARTS AND SUPPLIES	1935115587		01/2010	222.96	
512-8400-623.23-20	07/21/2009	NONSTOCKING ITEMS-P.U.D.	1935115436	266710	01/2010	16.54	
502-7400-603.23-20	07/21/2009	NONSTOCKING ITEMS-P.U.D.	1935115739	266710	01/2010	18.36	
502-7400-603.23-20	07/21/2009	NONSTOCKING ITEMS-P.U.D.	1935115752	266710	01/2010	.06-	
502-7700-611.23-20	07/21/2009	NONSTOCKING ITEMS-P.U.D.	1935116140	266710	01/2010	95.59	
502-7500-609.23-20	07/21/2009	NONSTOCKING ITEMS-P.U.D.	1935116820	266710	01/2010	7.83	
502-7500-609.23-20	07/21/2009	NONSTOCKING ITEMS-P.U.D.	1935116846	266710	01/2010	9.68	
502-7500-609.23-20	07/21/2009	NONSTOCKING ITEMS-P.U.D.	1935117068	266710	01/2010	162.46	
502-7400-603.23-20	07/21/2009	NONSTOCKING ITEMS-P.U.D.	1935117070	266710	01/2010	11.90	
502-7500-609.23-20	07/21/2009	NONSTOCKING ITEMS-P.U.D.	1935117193	266710	01/2010	13.96	

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO # PER/YEAR TRN AMOUNT
512-8500-625.23-30	07/21/2009	NONSTOCKING ITEMS-P.U.D.	1935117249	266710 01/2010 11.00
502-0000-141.00-00	07/22/2009	WATER PARTS AND SUPPLIES	1935114497	01/2010 257.69
512-8500-625.23-20	07/22/2009	NONSTOCKING ITEMS-P.U.D.	1935114497	266710 01/2010 28.56
512-8400-623.23-20	07/24/2009	NONSTOCKING ITEMS-P.U.D.	1935117615	266710 01/2010 47.73
512-8400-623.24-50	07/27/2009	NONSTOCKING ITEMS-P.U.D.	1935117836	266710 01/2010 12.12
512-8400-623.24-50	07/29/2009	NONSTOCKING ITEMS-P.U.D.	1935116836	266710 01/2010 16.53
502-7400-603.24-50	07/29/2009	NONSTOCKING ITEMS-P.U.D.	1935118379	266710 01/2010 2.08
211-3133-433.23-20	08/03/2009	MP	1910-149696	266710 02/2010 8.92
512-8500-625.24-10	08/03/2009	NONSTOCKING ITEMS-P.U.D.	1935118590	266710 02/2010 6.03
502-7312-602.23-20	08/03/2009	NONSTOCKING ITEMS-P.U.D.	1935118651	266710 02/2010 40.39
601-0000-141.00-00	08/04/2009	MP	1910-148852	02/2010 100.39
601-0000-141.00-00	08/04/2009	MP	1910-148852	02/2010 170.46
601-0000-141.00-00	08/04/2009	MP	1910-148852-B	02/2010 11.76
601-0000-141.00-00	08/04/2009	MP	1910-150326	02/2010 21.25
601-0000-141.00-00	08/04/2009	MP	1910-150386	02/2010 47.76
601-0000-141.00-00	08/04/2009	MP	1910-151054	02/2010 8.34
502-7400-603.24-50	08/04/2009	NONSTOCKING ITEMS-P.U.D.	1935118896	266710 02/2010 24.39
601-0000-141.00-00	08/06/2009	MP	1910-149701	02/2010 93.72
10-5112-452.23-20	08/06/2009	MP	1910-148304	266710 02/2010 62.99
10-5112-452.23-20	08/06/2009	MP	1910-148350	266710 02/2010 21.82
150-2112-421.23-20	08/06/2009	MP	1910-148723	266710 02/2010 86.08
601-1553-481.23-20	08/06/2009	MP	1910-148733	266710 02/2010 36.69
150-2172-441.23-20	08/06/2009	MP	1910-148893	266710 02/2010 15.78
150-2112-421.23-20	08/12/2009	MP	1910-150168	266710 02/2010 37.83
150-2172-441.23-20	08/12/2009	MP	1910-150220	266710 02/2010 368.19
150-2172-441.23-20	08/12/2009	MP	1910-150230	266710 02/2010 28.19
150-2112-421.23-20	08/12/2009	MP	1910-150258	266710 02/2010 43.39
541-3122-435.23-20	08/12/2009	MP	1910-150384	266710 02/2010 18.97
512-8400-623.23-20	08/12/2009	MP	1910-150564	266710 02/2010 3.49
150-2112-421.23-20	08/12/2009	MP	1910-150565	266710 02/2010 13.44
541-3122-435.23-20	08/12/2009	MP	1910-150901	266710 02/2010 15.48
150-2112-421.23-20	08/12/2009	MP	1910-151043	266710 02/2010 58.46
601-1553-481.26-50	08/19/2009	MP	1910-150773	266710 02/2010 8.38
10-5112-452.23-20	08/19/2009	MP	1910-150892	266710 02/2010 11.97
601-1553-481.26-50	08/19/2009	MP	1910-150994	266710 02/2010 9.98
601-1553-481.26-50	08/19/2009	MP	1910-151230	266710 02/2010 12.00
211-3132-433.23-20	08/20/2009	MP	1910-150705	266710 02/2010 109.98
502-7400-603.24-50	08/20/2009	NONSTOCKING ITEMS-P.U.D.	1935116513	266710 02/2010 195.41
10-5112-452.23-20	08/21/2009	MP	1910-148598	266710 02/2010 35.98
601-1553-481.26-50	08/21/2009	MP	1935-117473	266710 02/2010 9.99
08/28/2009 723738	CECILIA BENDER	9991378		3,071.00
826-1572-479.78-20	08/25/2009	REFUND SID 1378	A09628	02/2010 3,071.00
08/28/2009 723739	CHICAGO TITLE INSURANCE CO	754		10,000.00
295-6680-463.72-75	08/25/2009	MISC SERVICES	NICKISCH, KRIS	268489 02/2010 10,000.00
08/28/2009 723742	CMG CONSTRUCTION, INC.	17342		167,231.23
210-5151-452.93-90	08/25/2009	WO0815 LAMPMAN STRIP PARK	3	263836 02/2010 117,894.61
490-5161-452.93-70	08/25/2009	WO0815 LAMPMAN STRIP PARK	3	263836 02/2010 18,273.80

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #				CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
210-5151-452.93-90	08/25/2009	WO0610 BANNISTER DRAIN	5	263840	02/2010	26,894.20	
490-5161-452.93-70	08/25/2009	WO0610 BANNISTER DRAIN	5	263840	02/2010	4,168.62	
08/28/2009 723746	CONTECH CONSTRUCTION PRODUCTS	12890				5,663.32	
211-3133-433.23-80	08/25/2009	SHILOH DRAIN CROSSING	78-08-0162	268464	02/2010	5,663.32	
08/28/2009 723747	COP CONSTRUCTION CO	865				1,164,322.10	
503-7591-609.93-40	08/25/2009	WO0801 SCH 3 2008 REHAB	2	265600	02/2010	595,390.72	
513-8591-625.93-40	08/25/2009	WO0801 SCH 1 2008 REHAB	2	265600	02/2010	156,079.44	
513-8591-625.93-40	08/25/2009	WO0801 SCH 3 2008 REHAB	2	265600	02/2010	412,851.94	
08/28/2009 723751	CURB BOX SPECIALISTS	5716				3,500.00	
505-7515-609.36-71	08/20/2009	MISC SERVICES	1847	268446	02/2010	3,500.00	
08/28/2009 723752	D N D SECURITY	16586				2,634.67	
521-1591-493.39-70	08/27/2009	SECURITY 2009	2580	268655	02/2010	564.92	
521-1592-493.39-70	08/27/2009	SECURITY 2009	2580	268655	02/2010	1,059.92	
521-1593-493.39-70	08/27/2009	SECURITY 2009	2580	268655	02/2010	504.92	
521-1594-493.39-70	08/27/2009	SECURITY 2009	2580	268655	02/2010	504.91	
08/28/2009 723753	DELL COMPUTER L P	13426				4,124.97	
10-1512-415.29-25	08/27/2009	MISC SERVICES	XDC8CRX52	268149	02/2010	4,124.97	
08/28/2009 723754	DELL MARKETING LP	16237				10,745.97	
502-7700-611.29-25	08/26/2009	MISC SERVICES	XDC17WJK8	268600	02/2010	184.99	
502-7311-602.29-25	08/26/2009	MISC SERVICES	XDC21J6J1	268600	02/2010	1,378.28	
502-7500-609.29-25	08/26/2009	MISC SERVICES	XDC21J6J1	268600	02/2010	2,067.42	
512-8311-622.29-25	08/26/2009	MISC SERVICES	XDC21J6J1	268600	02/2010	1,378.28	
512-8500-625.29-25	08/26/2009	MISC SERVICES	XDC21J6J1	268600	02/2010	2,067.42	
502-7500-609.29-25	08/26/2009	MISC SERVICES	XDC3RC9D4	268600	02/2010	1,009.87	
502-7700-611.29-25	08/26/2009	MISC SERVICES	XDC3RC9D4	268600	02/2010	824.92	
512-8500-625.29-25	08/26/2009	MISC SERVICES	XDC3RC9D4	268600	02/2010	1,009.87	
512-8700-628.29-25	08/26/2009	MISC SERVICES	XDC3RC9D4	268600	02/2010	824.92	
08/28/2009 723757	DIAL PRO NORTHWEST INC	15887				7,372.20	
606-1931-484.35-82	08/27/2009	MISC SERVICES	12879	268639	02/2010	7,372.20	
08/28/2009 723761	DORSEY & WHITNEY LLP	8347				30,000.00	
503-7591-609.93-40	08/25/2009	MISC SERVICES	1595128	268578	02/2010	15,000.00	
513-8591-625.93-40	08/25/2009	MISC SERVICES	1595129	268578	02/2010	15,000.00	
08/28/2009 723763	EMERGENCY ONE INC	5896				8,689.29	
561-7115-711.23-20	08/25/2009	MISC SERVICES	289825	268293	02/2010	8,689.29	
08/28/2009 723765	ENERGY EQUIPMENT & SUPPLY	1192				3,500.00	
502-7400-603.24-10	08/20/2009	MISC SERVICES	59297	268373	02/2010	3,500.00	
08/28/2009 723767	ENGINEERING INC	1196				10,162.02	
503-7591-609.93-40	08/25/2009	WO0716 SHILOH RD CORRIDOR	29842	252363	02/2010	10,162.02	
08/28/2009 723770	FERGUSON ENTERPRISES INC	17215				2,638.81	
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08/20/2009	512-8500-625.23-30				08/20/2009	MISC SERVICES	43120	268387	02/2010	360.00	
08/28/2009	723772	FIRST INTERSTATE BANK	1303							6,983.67	
	723-6595-465.62-00				08/25/2009	MISC SERVICES	1100216095	268443	02/2010	6,983.67	
08/28/2009	723781	GALLES FILTER SERVICE	1397							6,052.40	
	601-0000-141.00-00				07/15/2009	MP	187489		01/2010	260.48	
	211-3134-433.23-20				07/15/2009	MP	187623	266711	01/2010	8.61	
	211-3134-433.23-20				07/15/2009	MP	187670	266711	01/2010	34.78	
	601-0000-141.71-41				07/16/2009	MP	187103		01/2010	400.28	
	601-0000-141.00-00				07/16/2009	MP	187126		01/2010	7.92	
	601-0000-141.00-00				07/16/2009	MP	187340		01/2010	191.45	
	601-0000-141.71-41				07/16/2009	MP	187453		01/2010	51.00	
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	211-3132-433.23-20				07/16/2009	MP	187042	266711	01/2010	38.56	
	10-3141-434.23-20				07/16/2009	MP	187290	266711	01/2010	43.40	
	541-3122-435.23-20				07/16/2009	MP	187428	266711	01/2010	62.04	
	10-5112-452.23-20				07/16/2009	MP	187582	266711	01/2010	9.52	
	541-3122-435.23-20				07/16/2009	MP	187731	266711	01/2010	11.92	
	601-0000-141.00-00				07/17/2009	MP	187667		01/2010	32.88	
	502-0000-141.00-00				07/20/2009	WASTEWATER PARTS & SUPPLY	186844		01/2010	940.80	
	502-0000-141.00-00				07/20/2009	WASTEWATER PARTS & SUPPLY	187350		01/2010	1,176.00	
	601-1553-481.23-20				07/21/2009	MP	187927	266711	01/2010	15.14	
	502-0000-141.00-00				07/24/2009	WATER PARTS AND SUPPLIES	188284		01/2010	62.46	
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	601-0000-141.00-00				07/29/2009	MP	188226		01/2010	502.98	
	601-0000-141.00-00				07/29/2009	MP	188651		01/2010	884.62	
	10-5112-452.23-20				07/29/2009	MP	188107-188219	266711	01/2010	15.07	
	601-0000-141.71-41				07/31/2009	MP	188737		01/2010	96.99	
	211-3134-433.23-20				08/03/2009	MP	188573	266711	02/2010	21.12	
	601-0000-141.71-41				08/04/2009	MP	187915		02/2010	115.01	
	601-0000-141.71-41				08/04/2009	MP	188362		02/2010	210.97	
	601-1553-481.26-50				08/11/2009	MP	186973	266711	02/2010	111.90	
	601-1553-481.26-50				08/11/2009	MP	186973	266711	02/2010	8.21	
	10-5112-452.23-20				08/11/2009	MP	187109	266711	02/2010	15.94	
	10-5112-452.23-20				08/11/2009	MP	187122	266711	02/2010	19.55	
	10-5112-452.23-20				08/11/2009	MP	187509	266711	02/2010	6.07	
	670-3141-489.23-20				08/11/2009	MP	187558	266711	02/2010	52.43	
	10-5112-452.23-20				08/11/2009	MP	187707	266711	02/2010	10.54	
	211-3134-433.23-20				08/11/2009	MP	188043	266711	02/2010	16.16	
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	512-8500-625.23-20				08/11/2009	MP	188323	266711	02/2010	43.91	
	10-5112-452.23-20				08/11/2009	MP	188400	266711	02/2010	3.93	
	541-3122-435.23-20				08/11/2009	MP	83042	266711	02/2010	1,097.58	
	670-3141-489.23-20				08/20/2009	MP	187290-A	266711	02/2010	25.10-	
	541-3122-435.23-20				08/20/2009	MP	83042-A	266711	02/2010	1,097.58-	
	211-3134-433.23-20				08/21/2009	MP	187842	266711	02/2010	119.51	
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571-7144-713.23-20	08/24/2009	MP	4557536	268535	02/2010	1,116.64	
571-7144-713.23-20	08/24/2009	MP	4558449	268535	02/2010	81.78	
571-7144-713.23-20	08/24/2009	MP	4554991	268537	02/2010	18.31	
601-0000-141.71-41	08/25/2009	MP	4553710		02/2010	227.76	
601-0000-141.71-41	08/25/2009	MP	4558749		02/2010	873.66	
08/28/2009	723792	HDR INC	1544			29,706.34	
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840-3184-431.93-10	08/25/2009	621379 KING AVE SID	128156-H	252781	02/2010	1,186.33	
432-3110-431.93-10	08/25/2009	WO0722	131761-H	254108	02/2010	8,571.77	
513-8491-623.93-90	08/25/2009	WO0808 WWTP 08 ELECTRICAL	130153-H	255506	02/2010	2,532.69	
503-7491-603.93-90	08/25/2009	WO0907 CHEM BLDG MMC REP	130158-H	264913	02/2010	425.79	
513-8491-623.93-90	08/25/2009	WO0908 WWTP WATER LINEREP	131846-H	266958	02/2010	9,796.63	
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512-8211-621.35-40	08/25/2009	WO0916 WTP/WWTP ELECTRIC	130159-H	267012	02/2010	1,608.65	
08/28/2009	723794	IAFF	20196			4,306.50	
900-0000-209.99-20	08/28/2009	PAYROLL SUMMARY	20090828		02/2010	4,306.50	
08/28/2009	723798	INGRAM BOOK COMPANY	1820			2,644.63	
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260-5519-455.32-26	08/26/2009	MISC SERVICES	25024819	267083	02/2010	41.90	
260-5519-455.32-26	08/26/2009	MISC SERVICES	450044733	267083	02/2010	30.68	
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260-5519-455.32-26	08/26/2009	MISC SERVICES	45024817	267083	02/2010	30.66	
260-5519-455.32-26	08/26/2009	MISC SERVICES	45024820	267083	02/2010	89.62	
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260-5519-455.32-26	08/26/2009	MISC SERVICES	45044731	267083	02/2010	15.34	
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260-5519-455.32-26	08/26/2009	MISC SERVICES	45100641	267083	02/2010	7.77	
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260-5519-455.32-26	08/26/2009	MISC SERVICES	45168421	267083	02/2010	34.80	
260-5519-455.32-26	08/26/2009	MISC SERVICES	45168422	267083	02/2010	101.01	
260-5519-455.32-26	08/26/2009	MISC SERVICES	45168423	267083	02/2010	189.05	
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260-5519-455.32-26	08/26/2009	MISC SERVICES	45188194	267083	02/2010	49.48	
260-5519-455.32-26	08/26/2009	MISC SERVICES	45188195	267083	02/2010	27.13	
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260-5519-455.32-26	08/26/2009	MISC SERVICES	45188197	267083	02/2010	14.72	
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260-5519-455.32-26	08/26/2009	MISC SERVICES	45188200	267083	02/2010	9.57	
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260-5519-455.32-26	08/26/2009	MISC SERVICES	45245887	267083	02/2010	17.99	
260-5519-455.32-26	08/26/2009	MISC SERVICES	45288276	267083	02/2010	26.07	
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08/28/2009	723803	INTERSTATE POWERSYSTEMS	17926			3,054.99	
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571-7147-713.23-20	08/25/2009	MP	10785.01	268586	02/2010	366.69	
571-7147-713.23-20	08/25/2009	MP	10785.01	268586	02/2010	44.19	
08/28/2009	723809	JOHNSTON TAMMY	7902			3,476.28	
268-6770-465.38-24	08/25/2009	MISC SERVICES	CBI REIMBURSE	268492	02/2010	486.28	
268-6770-465.72-91	08/26/2009	MISC SERVICES	JULY 2009 VISTA	268632	02/2010	2,900.00	
293-6501-463.72-75	08/26/2009	MISC SERVICES	JULY 2009 VISTA	268632	02/2010	90.00	
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211-3132-433.47-10	08/25/2009	ROAD AND HIGHWAY MATERIAL	179282	268424	02/2010	606.50	
211-3132-433.47-10	08/25/2009	ROAD AND HIGHWAY MATERIAL	179339	268424	02/2010	3,156.52	
211-3132-433.45-20	08/25/2009	ROAD/HIGHWAY MATERIAL	179394	268424	02/2010	129.85	
211-3132-433.47-10	08/25/2009	ROAD AND HIGHWAY MATERIAL	179411	268424	02/2010	1,695.56	
211-3132-433.47-10	08/25/2009	ROAD AND HIGHWAY MATERIAL	179457	268424	02/2010	550.62	
211-3132-433.47-10	08/25/2009	ROAD AND HIGHWAY MATERIAL	179459	268424	02/2010	1,537.78	

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211-3132-433.47-10	08/25/2009	ROAD AND HIGHWAY MATERIAL	180252	268424	02/2010	2,210.76	
211-3132-433.47-10	08/25/2009	ROAD AND HIGHWAY MATERIAL	180621	268424	02/2010	567.64	
405-7125-711.96-91	08/26/2009	MISC SERVICES	264665-3	264665	02/2010	244,206.50	
405-7125-711.96-92	08/26/2009	MISC SERVICES	264665-3	264665	02/2010	12,852.98	
405-7125-711.96-91	08/26/2009	MISC SERVICES	267131-1	267131	02/2010	139,472.87	
405-7125-711.96-92	08/26/2009	MISC SERVICES	267131-1	267131	02/2010	7,340.68	
405-7125-711.96-92	08/26/2009	MISC SERVICES	267131-1	267131	02/2010	126,951.08	
541-3123-435.22-90	08/26/2009	PLANT MIX AT LANDFILL	179388	267415	02/2010	13,193.76	
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405-7125-711.96-91	08/27/2009	MISC SERVICES	267131-1	267131	02/2010	.00	
405-7125-711.96-92	08/27/2009	MISC SERVICES	267131-1	267131	02/2010	.00	
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502-7311-602.31-11	08/20/2009	MISC SERVICES	IVC09525	268371	02/2010	1,212.83	
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512-8311-622.31-11	08/20/2009	MISC SERVICES	IVC09532	268371	02/2010	58.05	
502-7311-602.31-10	08/20/2009	MISC SERVICES	IVC09548	268371	02/2010	2,644.57	
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512-8311-622.31-11	08/20/2009	MISC SERVICES	IVC09558	268371	02/2010	45.37	
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260-5511-455.31-10	08/20/2009	MAILING SERVICES	ACCOUNT LIBR	F09647	02/2010	1,494.08	
502-7311-602.31-10	08/26/2009	MISC SERVICES	IVC09584	268615	02/2010	67.08	
502-7311-602.31-11	08/26/2009	MISC SERVICES	IVC09584	268615	02/2010	10.92	
512-8311-622.31-10	08/26/2009	MISC SERVICES	IVC09584	268615	02/2010	67.08	
512-8311-622.31-11	08/26/2009	MISC SERVICES	IVC09584	268615	02/2010	10.92	
08/28/2009	723824	MARILAN SCHAEFER	9991378			3,098.00	
826-1572-479.78-20	08/25/2009	REFUND SID 1378	A09625A		02/2010	3,098.00	
08/28/2009	723827	MARTHA WOLLENBERG	9991378			3,098.00	
826-1572-479.78-20	08/25/2009	REFUND SID 1378	A09626		02/2010	3,098.00	
08/28/2009	723828	MCCAIN TRAFFIC SUPPLY	8424			2,580.00	
211-3136-433.24-30	08/24/2009	MISC SERVICES	0122918	266402	02/2010	2,580.00	
08/28/2009	723835	MONTANA DEPT OF TRANSPORTATION	2496			27,453.00	
205-3131-433.93-10	08/25/2009	WO0325 RR PILOT RD PROJ	AR#28030 082009	268569	02/2010	16,550.00	

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	CHECK AMOUNT
08/28/2009	723839	MONTANA STATE FIREMAN'S ASSOC	20195	503-7591-609.93-40	08/25/2009	WO0325 RR PILOT RD PROJ	AR#28030 082009	268569	02/2010	10,903.00	
900-0000-209.99-24	08/28/2009	PAYROLL SUMMARY					20090828		02/2010	2,658.69	2,658.69
08/28/2009	723842	MORRISON MAIERLE INC	2572							43,203.40	
405-7125-711.96-91	08/26/2009	MISC SERVICES					91179	265209	02/2010	13,303.54	
405-7125-711.96-92	08/26/2009	MISC SERVICES					91179	265209	02/2010	700.19	
563-7122-711.93-90	08/26/2009	MISC SERVICES					91223	268161	02/2010	26,966.70	
563-7122-711.93-90	08/26/2009	MISC SERVICES					91224	268161	02/2010	2,232.97	
08/28/2009	723853	NORMONT EQUIPMENT COMPANY	2738							2,813.28	
211-3136-433.24-20	08/25/2009	MISC SERVICES					19080065	268430	02/2010	1,464.18	
211-3134-433.23-20	08/25/2009	MISC SERVICES					19080149	268527	02/2010	1,349.10	
08/28/2009	723854	NORPAC SHEET METAL INC	16371							57,815.36	
421-8493-623.93-40	08/25/2009	WO0811 WWTP ADMIN A/C					09-2204-1	265596	02/2010	39,332.65	
421-8493-623.93-40	08/25/2009	WO0811 WWTP ADMIN A/C					09-2204-2	265596	02/2010	18,482.71	
08/28/2009	723860	NORTHWEST PIPE FITTINGS	2758							76,417.95	
10-3141-434.23-20	07/15/2009	MP					1414487	266714	01/2010	17.25	
502-7312-602.23-80	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1402788	266714	01/2010	240.00	
502-7400-603.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1408353	266714	01/2010	95.74	
502-7400-603.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					14083531	266714	01/2010	192.78	
512-8400-623.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					14094051	266714	01/2010	60.80	
512-8400-623.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1409855	266714	01/2010	293.82	
512-8400-623.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1409989	266714	01/2010	102.00	
502-7400-603.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1410094	266714	01/2010	82.10	
502-7400-603.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1410930	266714	01/2010	54.91	
512-8400-623.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1410933	266714	01/2010	23.49	
502-7400-603.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					14111130	266714	01/2010	687.98	
502-7500-609.42-20	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1412320	266714	01/2010	3.96	
502-7312-602.23-80	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1413705	266714	01/2010	24.00	
512-8400-623.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1414094	266714	01/2010	90.12	
502-7312-602.23-80	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1414287	266714	01/2010	816.05	
502-7400-603.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1414464	266714	01/2010	64.36	
502-7400-603.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1415975	266714	01/2010	34.03	
502-7400-603.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1416588	266714	01/2010	26.66	
502-7400-603.24-50	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1417142	266714	01/2010	37.36	
502-7500-609.23-80	07/20/2009	NONSTOCKING ITEMS-P.U.D.					1417430	266714	01/2010	67.02	
502-0000-141.00-00	07/21/2009	WATER PARTS AND SUPPLIES					1417661		01/2010	1,165.35	
502-0000-141.00-00	07/21/2009	WATER PARTS AND SUPPLIES					1417792		01/2010	451.90	
502-0000-141.00-00	07/21/2009	SYSTEMS					1417792		01/2010	1,277.20	
502-7500-609.45-10	07/21/2009	NONSTOCKING ITEMS-P.U.D.					1413651	266714	01/2010	12.50	
502-0000-141.00-00	07/24/2009	WATER PARTS AND SUPPLIES					14176611		01/2010	56.40	
502-0000-141.00-00	07/24/2009	WATER PARTS AND SUPPLIES					1417799		01/2010	172.30	
502-7400-603.24-50	07/24/2009	NONSTOCKING ITEMS-P.U.D.					14083532	266714	01/2010	34.44	
502-7400-603.24-50	07/24/2009	NONSTOCKING ITEMS-P.U.D.					1415709	266714	01/2010	51.20	
512-8400-623.24-50	07/27/2009	NONSTOCKING ITEMS-P.U.D.					1418777	266714	01/2010	344.85	
512-8400-623.24-50	07/27/2009	NONSTOCKING ITEMS-P.U.D.					1419946	266714	01/2010	111.10	

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ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO # PER/YEAR TRN AMOUNT
512-8400-623.24-50	07/27/2009	NONSTOCKING ITEMS-P.U.D.	1421460	266714 01/2010 157.92
502-7400-603.24-50	07/28/2009	NONSTOCKING ITEMS-P.U.D.	1422047	266714 01/2010 33.03
502-7400-603.24-50	07/28/2009	NONSTOCKING ITEMS-P.U.D.	1422308	266714 01/2010 18.04
502-0000-141.00-00	07/29/2009	WATER PARTS AND SUPPLIES	14177921	01/2010 170.61
502-0000-141.00-00	07/29/2009	SYSTEMS	14177922	01/2010 101.20
502-0000-141.00-00	07/29/2009	SYSTEMS	14177991	01/2010 257.14
502-7314-602.24-50	07/29/2009	NONSTOCKING ITEMS-P.U.D.	1423574	266714 01/2010 5.06
502-7312-602.23-80	07/30/2009	NONSTOCKING ITEMS-P.U.D.	1413475	266714 01/2010 70.44
512-8400-623.24-50	07/30/2009	NONSTOCKING ITEMS-P.U.D.	1422740	266714 01/2010 108.98
512-8400-623.24-50	07/30/2009	NONSTOCKING ITEMS-P.U.D.	1422815	266714 01/2010 35.34
502-0000-141.00-00	07/31/2009	WATER PARTS AND SUPPLIES	14177992	01/2010 861.50
502-0000-141.00-00	07/31/2009	WATER PARTS AND SUPPLIES	1424114	01/2010 95.16
502-0000-141.00-00	07/31/2009	WATER PARTS AND SUPPLIES	1424109	01/2010 49,375.00
502-0000-141.00-00	07/31/2009	WATER PARTS AND SUPPLIES	1417646	01/2010 16,288.00
502-7400-603.24-50	07/31/2009	NONSTOCKING ITEMS-P.U.D.	1423526	266714 01/2010 1,099.20
512-8400-623.24-50	08/03/2009	NONSTOCKING ITEMS-P.U.D.	1424502	266714 02/2010 822.06
512-8400-623.24-50	08/03/2009	NONSTOCKING ITEMS-P.U.D.	1424513	266714 02/2010 211.33
502-7400-603.23-60	08/04/2009	NONSTOCKING ITEMS-P.U.D.	1425027	266714 02/2010 110.86
502-7400-603.23-60	08/21/2009	NONSTOCKING ITEMS-P.U.D.	1407605A	266714 02/2010 94.59-
08/28/2009	723864	NORTHWESTERN ENERGY	15771	255,511.00
150-2221-422.34-10	08/19/2009	FIRE1/ELEC/AUG/31800 KWH	0100476-1 09AUG	267531 02/2010 2,529.78
502-7400-603.34-10	08/20/2009	MISC SERVICES	01004852 AUG09	268379 02/2010 1,254.18
512-8400-623.34-10	08/20/2009	MISC SERVICES	01005917 AUG09	268379 02/2010 40,319.14
502-7400-603.34-10	08/20/2009	MISC SERVICES	01005404 AUG09	268465 02/2010 6,824.87
502-7400-603.34-10	08/20/2009	MISC SERVICES	01005404 AUG09	268465 02/2010 6,824.87
502-7314-602.34-10	08/20/2009	MISC SERVICES	01006063 AUG09	268465 02/2010 3,875.85
502-7400-603.34-10	08/20/2009	MISC SERVICES	01006063 AUG09	268465 02/2010 116,275.54
502-7400-603.34-10	08/20/2009	MISC SERVICES	01006063 AUG09	268465 02/2010 31,006.81
512-8314-622.34-10	08/20/2009	MISC SERVICES	01006063 AUG09	268465 02/2010 3,875.85
660-3110-431.34-10	08/25/2009	2224 MONTANA AVENUE	17413147 AUG09	268570 02/2010 450.14
670-3141-489.34-10	08/25/2009	2224 MONTANA AVENUE	17413147 AUG09	268570 02/2010 550.17
260-5512-455.34-10	08/25/2009	ELECTRIC CHARGES	0100467-0 08/09	F09660 02/2010 10,872.76
650-1567-487.34-10	08/28/2009	FACILITIES MANAGEMENT	01005073	02/2010 7,047.47
150-2221-422.34-10	08/28/2009	NW FIRE	07125370	02/2010 637.26
10-5122-451.34-10	08/28/2009	NW PARK/REC/PL	07126832	02/2010 83.36
571-7143-713.34-10	08/28/2009	NW AVIATION/TRAN	07127640	02/2010 21.20
561-7117-711.34-10	08/28/2009	NW AVIATION/TRAN	07127921	02/2010 442.73
561-7117-711.34-10	08/28/2009	NW AVIATION/TRAN	07127996	02/2010 14.26
561-7117-711.34-10	08/28/2009	NW AVIATION/TRAN	07128002	02/2010 1,166.08
561-7113-711.34-10	08/28/2009	NW AVIATION/TRAN	07128093	02/2010 7.10
561-7117-711.34-10	08/28/2009	NW AVIATION/TRAN	07128176	02/2010 18.42
561-7113-711.34-10	08/28/2009	NW AVIATION/TRAN	07196165	02/2010 50.89
521-1595-493.34-10	08/28/2009	NW FINANCE	07208291	02/2010 316.73
521-1592-493.34-10	08/28/2009	NW FINANCE	07208341	02/2010 2,302.73
150-2221-422.34-10	08/28/2009	NW FIRE	07208408	02/2010 259.06
607-2235-486.34-10	08/28/2009	NW FIRE	07215809	02/2010 239.14
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222375	02/2010 12.10
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222474	02/2010 7.10
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222516	02/2010 247.05

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ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO # PER/YEAR TRN AMOUNT
502-7400-603.34-10	08/28/2009	NW PUD-WATER TREAT	07222524	02/2010 2,120.97
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222540	02/2010 1.10
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222557	02/2010 80.92
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222573	02/2010 419.67
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222607	02/2010 355.40
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222615	02/2010 62.65
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222623	02/2010 33.43
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222631	02/2010 83.87
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222656	02/2010 136.50
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222664	02/2010 17.19
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222680	02/2010 7.31
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222698	02/2010 13.61
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222920	02/2010 10.31
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07222938	02/2010 98.72
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07229057	02/2010 10.30
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07229339	02/2010 294.19
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230352	02/2010 290.01
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230360	02/2010 8.61
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230378	02/2010 164.85
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230386	02/2010 51.03
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230428	02/2010 37.15
502-7400-603.34-10	08/28/2009	NW PUD-WATER TREAT	07230436	02/2010 6,495.02
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230444	02/2010 591.60
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230485	02/2010 92.21
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230501	02/2010 151.80
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230527	02/2010 76.19
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230543	02/2010 415.34
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230550	02/2010 7.20
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230568	02/2010 27.48
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230576	02/2010 7.10
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230584	02/2010 8.52
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07230907	02/2010 8.30
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07231624	02/2010 7.10
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07231707	02/2010 1,286.76
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07236441	02/2010 7.10
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07236458	02/2010 7.10
211-3137-433.34-10	08/28/2009	NW PUBLIC WORKS	07240575	02/2010 133.26
260-5512-455.34-10	08/28/2009	NW LIBRARY	07244643	02/2010 79.16
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07894371	02/2010 25.18
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	07931348	02/2010 216.62
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	08317026	02/2010 7.25
211-3133-433.34-10	08/28/2009	NW PUBLIC WORKS	08554040	02/2010 8.30
872-5198-452.34-10	08/28/2009	NW PARK/REC/PL	10590933	02/2010 161.86
10-5112-452.34-10	08/28/2009	NW	15220957	02/2010 219.21
521-1592-493.34-10	08/28/2009	PARK 2 GARAGE	15942824	02/2010 1,131.22
10-5112-452.34-10	08/28/2009	NW PARK/REC/PL	09208018	02/2010 13.14
10-5112-452.34-10	08/28/2009	NW Parks	11412848	02/2010 156.06
10-5112-452.34-10	08/28/2009	NW Parks	11607801	02/2010 877.57
571-7148-713.34-10	08/28/2009	MET DOWNTOWN TRANS CENTER	17847567	02/2010 11.90
10-5127-451.34-10	08/27/2009	ELECTRIC CHARGES	0100506	268526 02/2010 1,451.02

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ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
08/28/2009	723868	OLLIS BOOK CORPORATION	4738				3,288.55
260-5519-455.33-33	08/20/2009	CHILDREN'S BOOKS	238086	F09649	02/2010		3,288.55
08/28/2009	723871	PORTABLE COMPUTER SYSTEMS, INC	19264				4,895.00
502-7500-609.21-20	08/27/2009	MISC SERVICES	30667	268116	02/2010		2,447.50
512-8500-625.21-20	08/27/2009	MISC SERVICES	30667	268116	02/2010		2,447.50
08/28/2009	723876	PUBLIC UTILITIES	5022				10,061.31
512-8400-623.34-20	06/30/2010	PUD - WATER BILLS	187212152		02/2010		759.25
872-5198-452.34-20	06/30/2010	PUD - WATER BILLS	11498915890		02/2010		1,495.67
872-5198-452.34-20	06/30/2010	PUD - WATER BILLS	11498915891		02/2010		3,241.41
872-5198-452.34-20	06/30/2010	PUD - WATER BILLS	676333936	40%	02/2010		225.99
10-5112-452.34-20	06/30/2010	PUD - WATER BILLS	676333936	60%	02/2010		338.99
872-5198-452.34-20	06/30/2010	PUD - WATER BILLS	11828118660		02/2010		2,800.44
872-5198-452.34-20	06/30/2010	PARKS	13592722571		02/2010		1,190.73
512-8500-625.34-20	08/28/2009	2229 BLUE CREEK RD	13670319854		02/2010		8.83
08/28/2009	723881	QWEST COMMUNICATIONS	6319				14,715.92
225-2232-422.34-50	08/07/2009	QWEST AUG 09 1ST PAY	245-2296		02/2010		53.40
225-2232-422.34-50	08/07/2009	QWEST AUG 09 1ST PAY	245-3107		02/2010		45.65
225-2232-422.34-50	08/07/2009	QWEST AUG 09 1ST PAY	245-3108		02/2010		45.65
502-7400-603.34-50	08/07/2009	QWEST AUG 09 1ST PAY	245-3659		02/2010		39.44
606-1931-484.34-50	08/07/2009	QWEST AUG 09 1ST PAY	245-3898		02/2010		311.26
561-7110-711.34-50	08/07/2009	QWEST AUG 09 1ST PAY	245-5834		02/2010		45.66
260-5512-455.34-50	08/07/2009	QWEST AUG 09 1ST PAY	245-7337		02/2010		39.44
150-2225-422.34-50	08/07/2009	QWEST AUG 09 1ST PAY	245-7469		02/2010		119.32
150-2111-421.34-50	08/07/2009	QWEST AUG 09 1ST PAY	245-7481		02/2010		45.66
10-5112-452.34-50	08/07/2009	QWEST AUG 09 1ST PAY	245-9603		02/2010		25.32
606-1931-484.34-50	08/07/2009	QWEST AUG 09 1ST PAY	248-3049		02/2010		228.20
607-2235-486.34-50	08/07/2009	QWEST AUG 09 1ST PAY	248-3635		02/2010		311.26
607-2235-486.34-50	08/07/2009	QWEST AUG 09 1ST PAY	248-3636		02/2010		311.26
225-2232-422.34-50	08/07/2009	QWEST AUG 09 1ST PAY	252-1190		02/2010		8,269.67
521-1592-493.34-50	08/07/2009	QWEST AUG 09 1ST PAY	252-2041		02/2010		42.98
561-7110-711.34-50	08/07/2009	QWEST AUG 09 1ST PAY	252-9412		02/2010		85.96
571-7141-713.34-50	08/07/2009	QWEST AUG 09 1ST PAY	254-7038		02/2010		44.20
601-1550-481.34-50	08/07/2009	QWEST AUG 09 1ST PAY	256-5047		02/2010		44.48
10-1212-412.34-50	08/07/2009	QWEST AUG 09 1ST PAY	256-6082		02/2010		45.66
561-7110-711.34-50	08/07/2009	QWEST AUG 09 1ST PAY	256-7070		02/2010		44.03
512-8500-625.34-50	08/07/2009	QWEST AUG 09 1ST PAY	259-2328		02/2010		28.36
211-3131-433.34-50	08/07/2009	QWEST AUG 09 1ST PAY	259-3298		02/2010		44.20
660-3110-431.34-50	08/07/2009	QWEST AUG 09 1ST PAY	259-7758	1/2	02/2010		63.30
670-3141-489.34-50	08/07/2009	QWEST AUG 09 1ST PAY	259-7758	1/2	02/2010		63.29
150-2225-422.34-50	08/07/2009	QWEST AUG 09 1ST PAY	373-3742		02/2010		118.32
225-2232-422.34-50	08/07/2009	QWEST AUG 09 1ST PAY	651-0282		02/2010		42.98
10-5140-436.34-50	08/07/2009	QWEST AUG 09 1ST PAY	652-0269		02/2010		42.98
10-5112-452.34-50	08/07/2009	QWEST AUG 09 1ST PAY	652-5507		02/2010		44.03
211-3136-433.34-50	08/07/2009	QWEST AUG 09 1ST PAY	652-8104		02/2010		29.16
10-5129-451.34-50	08/07/2009	QWEST AUG 09 1ST PAY	652-8403		02/2010		34.16
150-2225-422.34-50	08/07/2009	QWEST AUG 09 1ST PAY	655-0728		02/2010		42.98

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
150-2111-421.34-50	08/07/2009	QWEST AUG 09 1ST PAY	656-1046	42.98
150-2111-421.34-50	08/07/2009	QWEST AUG 09 1ST PAY	656-3671	191.22
240-4301-419.34-50	08/07/2009	QWEST AUG 09 1ST PAY	656-9578	28.36
240-4301-419.34-50	08/07/2009	QWEST AUG 09 1ST PAY	656-9604	28.36
10-5112-452.34-50	08/07/2009	QWEST AUG 09 1ST PAY	657-3014	28.36
606-1931-484.34-50	08/07/2009	QWEST AUG 09 1ST PAY	657-8377	3,644.38
08/28/2009	723882	RAINBOW EXCAVATION INC	19507	8,165.02
505-7515-609.36-71	08/26/2009	WATER SERVICE REPAIRS	1	8,165.02
08/28/2009	723888	RIVERSIDE SAND & GRAVEL INC	19447	483,959.95
405-7125-711.96-91	08/26/2009	MISC SERVICES	264667-3	94,763.62
405-7125-711.96-92	08/26/2009	MISC SERVICES	264667-3	4,987.56
405-7125-711.96-91	08/26/2009	MISC SERVICES	264667-5	364,998.33
405-7125-711.96-92	08/26/2009	MISC SERVICES	264667-5	19,210.44
08/28/2009	723889	RJS SOFTWARE SYSTEMS INC	20036	2,700.00
620-1911-482.53-70	08/27/2009	MISC SERVICES	32480	2,700.00
08/28/2009	723891	SANDERSON STEWART	20446	5,967.00
416-7493-603.93-40	08/25/2009	WO0913 STAPLES WATER MAIN	29703	5,967.00
08/28/2009	723895	SHERMAN & HOWARD L.L.C.	3414	3,197.63
10-1611-416.35-60	08/27/2009	CONSULTANT SERVICES	470449	3,197.63
08/28/2009	723906	STAR SERVICE INC	3553	4,860.70
521-1594-493.24-50	08/27/2009	P4 SUMP PUMPS	42076	4,860.70
08/28/2009	723916	TOTAL ASPHALT REPAIR INC	13249	5,639.00
502-7500-609.36-80	08/20/2009	MISC SERVICES	3354	4,854.00
505-7515-609.36-71	08/26/2009	MISC SERVICES	3371	785.00
08/28/2009	723919	TOWN & COUNTRY SUPPLY ASSOCIAT	18295	39,092.89
502-0000-141.00-00	08/20/2009	WATER PARTS AND SUPPLIES	74319	15,861.25
601-0000-141.00-00	08/24/2009	MP	74465	9,795.60
601-0000-141.00-00	08/25/2009	MP	68398	5,135.25
561-7118-711.23-13	08/24/2009	INVOICE #74250	74250	7,730.40
10-5142-436.23-10	08/26/2009	309 GALLONS OF DIESEL	74398	570.39
08/28/2009	723920	TRACTOR & EQUIPMENT	3775	8,678.28
541-3123-435.23-20	08/24/2009	MP	BLCSO440196	837.20
541-3123-435.23-20	08/24/2009	MP	BLWOO111118	5,961.62
541-3123-435.23-20	08/24/2009	MP	BLWOO111100	1,491.97
541-3123-435.23-20	08/24/2009	MP	BLWOO111102	387.49
08/28/2009	723925	UNIQUE BOOKS INC	12038	4,176.04
260-5519-455.33-33	08/20/2009	CHILDREN'S BOOKS	347636/347637	3,659.23
260-5519-455.33-33	08/20/2009	CHILDREN'S BOOKS	347636/347637	516.81
08/28/2009	723928	US BANK-REVOLVING LOAN FUND	16715	6,983.67
723-6595-465.62-00	08/25/2009	MISC SERVICES	53-7240483306	6,983.67

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #				CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
08/28/2009	723934	VERIZON WIRELESS	14490				13,449.43
571-7147-713.34-50	08/19/2009	INVOICE# 0786955132	0786955132	F09637	02/2010		171.90
561-7110-711.34-50	08/25/2009	VERIZON WIRELESS AUG 09	AIRPORT		02/2010		432.69
150-2170-441.34-50	08/25/2009	VERIZON WIRELESS AUG 09	ANIMAL SHELTER		02/2010		111.97
717-2166-421.34-50	08/25/2009	VERIZON WIRELESS AUG 09	CCSIU		02/2010		284.21
10-1313-413.34-50	08/25/2009	VERIZON WIRELESS AUG 09	CITY ADMIN		02/2010		57.28
10-1611-416.34-50	08/25/2009	VERIZON WIRELESS AUG 09	LEGAL		02/2010		32.83
150-2225-422.34-50	08/25/2009	VERIZON WIRELESS AUG 09	COMM CENTER 911		02/2010		51.98
650-1565-487.34-50	08/25/2009	VERIZON WIRELESS AUG 09	FACILITIES BOC		02/2010		65.07
650-1567-487.34-50	08/25/2009	VERIZON WIRELESS AUG 09	FACILITIES CH		02/2010		83.72
10-1512-415.34-50	08/25/2009	VERIZON WIRELESS AUG 09	FINANCE PAT		02/2010		59.53
150-2221-422.34-50	08/25/2009	VERIZON WIRELESS AUG 09	FIRE DEPT		02/2010		637.75
150-2221-422.34-50	08/25/2009	VERIZON WIRELESS AUG 09	FIRE MDT		02/2010		85.52-
10-1750-417.34-50	08/25/2009	VERIZON WIRELESS AUG 09	HUMAN RESOURCES		02/2010		73.64
620-1913-482.34-50	08/25/2009	VERIZON WIRELESS AUG 09	ITD GIS		02/2010		12.84
620-1911-482.34-50	08/25/2009	VERIZON WIRELESS AUG 09	ITD		02/2010		217.10
260-5517-455.34-50	08/25/2009	VERIZON WIRELESS AUG 09	LIBRARYOUTREACH		02/2010		5.94
260-5512-455.34-50	08/25/2009	VERIZON WIRELESS AUG 09	LIBRARY		02/2010		157.34
150-2111-421.34-50	08/25/2009	VERIZON WIRELESS AUG 09	MDT POLICE		02/2010		513.20-
601-1550-481.34-50	08/25/2009	VERIZON WIRELESS AUG 09	MOTOR POOL		02/2010		35.50
10-1220-412.34-50	08/25/2009	VERIZON WIRELESS AUG 09	DRUG COURT		02/2010		108.28
10-1212-412.34-50	08/25/2009	VERIZON WIRELESS AUG 09	MUNI JUDGE		02/2010		150.95
240-4301-419.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PLANNING		02/2010		72.19
150-2111-421.34-50	08/25/2009	VERIZON WIRELESS AUG 09	POLICE		02/2010		2,603.29
251-2186-421.34-50	08/25/2009	VERIZON WIRELESS AUG 09	POLICE FORENSIC		02/2010		57.78
150-2111-421.34-50	08/25/2009	VERIZON WIRELESS AUG 09	POLICE USM MDT		02/2010		19.74-
249-2196-421.34-50	08/25/2009	VERIZON WIRELESS AUG 09	698 1391 DV		02/2010		22.41
521-1521-493.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PARKING		02/2010		409.98
10-5110-453.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PRPL ADM		02/2010		145.82
10-5121-451.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PRPL-RECREATION		02/2010		317.21
10-5140-436.34-50	08/25/2009	VERIZON WIRELESS AUG 09	CEMETERY		02/2010		74.85
10-5112-452.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PARKS PMD		02/2010		356.89-
10-5112-452.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PARKS		02/2010		2,146.39
10-1543-415.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PURCHASING		02/2010		123.28
660-3110-431.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PW ADM		02/2010		180.64
209-4451-428.34-50	08/25/2009	VERIZON WIRELESS AUG 09	BUILDING		02/2010		161.70
670-3141-489.34-50	08/25/2009	VERIZON WIRELESS AUG 09	ENGINEERING		02/2010		556.90
541-3121-435.34-50	08/25/2009	VERIZON WIRELESS AUG 09	SOLID WASTE		02/2010		71.99
211-3131-433.34-50	08/25/2009	VERIZON WIRELESS AUG 09	STREET/TRAFFIC		02/2010		411.07
541-3123-435.34-50	08/25/2009	VERIZON WIRELESS AUG 09	SW ON CALL		02/2010		103.25
502-7500-609.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PUD AIR CARD		02/2010		6.58-
502-7700-611.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PUD ENVIRN 1/2		02/2010		19.05
512-8700-628.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PUD ENVIRN 1/2		02/2010		19.05
502-7400-603.34-50	08/25/2009	VERIZON WIRELESS AUG 09	WATER TREATMENT		02/2010		832.09
502-7500-609.34-50	08/25/2009	VERIZON WIRELESS AUG 09	WATER SYSTEMS		02/2010		342.90
512-8500-625.34-50	08/25/2009	VERIZON WIRELESS AUG 09	WASTEWATER SYS		02/2010		762.00
502-7312-602.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PWBLKNP MTRSHOP		02/2010		461.18
502-7314-602.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PWBLKNP STORES		02/2010		114.30
502-7311-602.34-50	08/25/2009	VERIZON WIRELESS AUG 09	PWBLKNP OFFICE		02/2010		114.30

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #				CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
512-8400-623.34-50	08/25/2009	VERIZON WIRELESS	AUG 09	WASTEWATER TREA	02/2010	1,238.48	
606-1931-484.34-50	08/25/2009	VERIZON WIRELESS	AUG 09	TELECOMM SYS	02/2010	22.41	
571-7142-713.31-60	08/25/2009	VERIZON WIRELESS	AUG 09	ON-CALL MET	02/2010	89.88	
571-7141-713.34-50	08/25/2009	VERIZON WIRELESS	AUG 09	MET TRANSIT	02/2010	42.77	
10-4321-419.34-50	08/25/2009	VERIZON WIRELESS	AUG 09	CODE ENFORCEMT	02/2010	163.68	
08/28/2009	723935	WALLACE INDUSTRIES INC	4983			10,641.00	
601-1550-481.94-40	08/24/2009	MP		6301	267364 02/2010	10,641.00	
08/28/2009	723937	WELLS FARGO BANK-LOAN PAYMENT	16716			6,983.67	
723-6595-465.62-00	08/25/2009	MISC SERVICES		1609108243	268444 02/2010	6,983.67	
08/28/2009	723942	WESTERN SECURITY BANK	16462			7,068.10	
723-6595-465.62-00	08/25/2009	MISC SERVICES		100022110	268441 02/2010	3,534.05	
723-6595-465.62-00	08/25/2009	MISC SERVICES		157011874	268441 02/2010	3,534.05	
08/28/2009	723945	WJ WHATLEY	16638			14,052.00	
211-0000-141.31-83	08/24/2009	STREET LIGHTS		CD273687	02/2010	14,052.00	
DATE RANGE TOTAL *						3,285,176.65 *	

**Regular City Council Meeting**

**Consent : 1.M.2.**

**Date: 09/28/2009**

**TITLE: Payment of claims, 09/04/09.**

**PRESENTED BY:** Pat M. Weber

**Department:** City Hall Administration

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**Information**

**PROBLEM/ISSUE STATEMENT**

Claims in the amount of \$961,297.65 have been audited and are presented for your approval for payment. A complete listing of the claims dated September 4, 2009, is available in the Finance Department.

**ALTERNATIVES ANALYZED**

The Council may:

- Approve the payment of claims; or
- Not approve the payment of claims.

**FINANCIAL IMPACT**

Claims have a varying impact on department budgets, but are submitted by the departments and reviewed by Finance staff before being sent to the Council.

**RECOMMENDATION**

Staff recommends that Council approve Payment of Claims.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Link: [Payment of claims greater than \\$2500.](#)

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CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #				CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
09/04/2009 563-7122-711.93-90	723952 09/01/2009	A CORE OF IDAHO INC MISC SERVICES	11403	109631	267126 03/2010	10,856.85	10,856.85
09/04/2009 258-2132-421.21-20	723955 09/02/2009	ACORN TECHNOLOGIES LLC MISC SERVICES	821	2001	268791 03/2010	2,650.00	2,650.00
09/04/2009 240-4301-419.72-14	723956 08/27/2009	ACTIVE TRANSPORTATION ALTERNAT ATA AUGUST 2009	20644	ATA AUGUST 2009	268664 02/2010	5,667.00	5,667.00
09/04/2009 503-7591-609.93-40	723986 09/03/2009	CHIEF CONSTRUCTION 2007 WTR & SWR REHAB	16646	268807	268807 03/2010	2,564.12	2,564.12
09/04/2009 512-8500-625.34-20 805-1570-425.53-50	723990 09/01/2009 08/28/2009	COUNTY WATER DISTRICT OF MISC SERVICES MISC SERVICES	881	1603500 AUG09 1260	268751 03/2010 268776 02/2010	18,639.29 130.25	18,509.04
09/04/2009 872-5198-452.39-90 872-5198-452.39-90 202-1503-466.79-73	724001 09/02/2009 09/02/2009 09/03/2009	DOWNTOWN BILLINGS BID, INC. BID CONTRACT BID CONTRACT PRIOR YEAR ENCUMBRANCES	19065	105 105 2	268514 03/2010 268514 03/2010 265011 03/2010	19,347.23 3,500.01 3,125.01	12,722.21
09/04/2009 202-1503-466.79-73	724002 09/02/2009	DOWNTOWN BILLINGS PARTNERSHIP PRIOR YEAR ENCUMBRANCES	13457	1	255669 03/2010	36,408.56	36,408.56
09/04/2009 251-2186-421.38-22 258-2132-421.94-40	724003 08/27/2009 08/28/2009	DUKART KEITH EXPENSES - DALLAS ICAC CO MISC SERVICES	1106	EXP DLS 081609 7985	F09671 02/2010 268678 02/2010	5,337.00 419.00	4,918.00
09/04/2009 627-1752-417.35-12 627-1752-417.35-15 627-1752-417.51-61 627-1752-417.35-11 627-1752-417.35-15 627-1752-417.35-13	724005 08/31/2009 08/31/2009 08/31/2009 08/31/2009 08/31/2009 08/31/2009	EBMS ADMIN FEES SPECIFIC PREM CARE LINK FEE FLEX ADMIN FEE PRO FEE SCRIPTS	20398		03/2010 03/2010 03/2010 03/2010 03/2010 03/2010	58,911.70 16,057.50 32,999.20 3,211.00 1,764.00 3,426.50 1,453.50	
09/04/2009 607-2235-486.35-82	724007 08/20/2009	EF JOHNSON COMPANY MULTI-NET SYS/MAINT/2010	12555	542953 800/2010	268476 02/2010	128,488.95	128,488.95
09/04/2009 840-3184-431.35-90 490-5161-452.93-70 210-5151-452.93-90 490-5161-452.93-70 210-5151-452.93-90 490-5161-452.93-70	724010 09/01/2009 09/01/2009 09/01/2009 09/01/2009 09/01/2009 09/01/2009	ENGINEERING INC WO9712 SHILOH DRAIN WO0610 BANNISTER DRAIN WO0815 LAMPMAN TRAIL WO0815 LAMPMAN TRAIL WO0824 BROADWATER CROSS WO0824 BROADWATER CROSS	1196	29840 29843 29844 29844 29845 29845	199174 03/2010 254707 03/2010 259807 03/2010 259807 03/2010 262367 03/2010 262367 03/2010	6,103.08 853.36 1,592.97 2,244.02 347.83 921.99 142.91	
09/04/2009 512-8400-623.24-50	724017 08/26/2009	GARDNER DENVER INC BLOWER REBUILD	14619	91619652	264727 02/2010	6,704.05	170.05

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #				CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT	
512-8430-623.24-50	08/26/2009	BLOWER REBUILD	91619652	264727	02/2010	6,534.00	
09/04/2009	724031	HDR INC	1544			5,116.17	
416-7493-603.93-40	08/26/2009	PL0049 WTR SYS ER POWER	130157-H	249305	02/2010	2,986.97	
502-7211-601.35-40	08/26/2009	DRINKING WATER SOURCE STD	130156-H	258046	02/2010	2,129.20	
09/04/2009	724040	J & J CONCRETE	15244			14,955.13	
202-1503-466.79-73	09/02/2009	WO0317 RR CROSSING STUDY	FINAL	259471	03/2010	14,955.13	
09/04/2009	724048	JTL GROUP INC DBA KNIFE RIVER	2417			83,128.57	
211-3132-433.47-10	08/31/2009	ROAD AND HIGHWAY MATERIAL	180899	268649	02/2010	2,673.52	
211-3133-433.23-80	08/31/2009	ROAD/HIGHWAY MATERIAL	181153	268649	02/2010	394.31	
211-3133-433.23-80	08/31/2009	ROAD/HIGHWAY MATERIAL	181885	268685	02/2010	412.37	
211-3133-433.23-80	08/31/2009	ROAD/HIGHWAY MATERIAL	181886	268685	02/2010	1,882.49	
211-3133-433.23-80	08/31/2009	ROAD/HIGHWAY MATERIAL	181956	268685	02/2010	804.72	
205-3131-433.93-90	09/01/2009	W10903 PAVER PROJECT	5559	267983	03/2010	16,038.00	
205-3131-433.95-40	09/02/2009	WO0722/W10803	11	259537	03/2010	59,707.23	
432-3110-431.93-10	09/02/2009	WO0722/W10803	11	259537	03/2010	1,215.93	
09/04/2009	724053	LSC	7725			2,711.73	
571-7141-713.73-35	08/19/2009	MISC SERVICES	42298	268410	02/2010	2,711.73	
09/04/2009	724057	MAILING TECHNICAL SERVICES	12577			3,032.53	
502-7311-602.31-10	09/01/2009	MISC SERVICES	IVC09594	267956	03/2010	1,214.04	
502-7311-602.31-11	09/01/2009	MISC SERVICES	IVC09594	267956	03/2010	249.72	
512-8311-622.31-10	09/01/2009	MISC SERVICES	IVC09594	267956	03/2010	1,214.05	
512-8311-622.31-11	09/01/2009	MISC SERVICES	IVC09594	267956	03/2010	249.72	
502-7311-602.31-10	09/01/2009	MISC SERVICES	IVC09597	267956	03/2010	45.15	
502-7311-602.31-11	09/01/2009	MISC SERVICES	IVC09597	267956	03/2010	7.35	
512-8311-622.31-10	09/01/2009	MISC SERVICES	IVC09597	267956	03/2010	45.15	
512-8311-622.31-11	09/01/2009	MISC SERVICES	IVC09597	267956	03/2010	7.35	
09/04/2009	724058	MANAGEMENT LEARNING LABORATORI	20558			3,500.00	
769-5182-452.35-60	09/02/2009	PAYMENT 6	6	267283	03/2010	3,500.00	
09/04/2009	724063	MIDLAND IMPLEMENT CO INC	2416			6,000.00	
10-5112-452.36-50	09/02/2009	MAXICOM SERVICE	558139002	268697	03/2010	3,000.00	
872-5198-452.36-50	09/02/2009	MAXICOM SERVICE	558139002	268697	03/2010	500.00	
872-5198-452.36-50	09/02/2009	MAXICOM SERVICE	558139002	268697	03/2010	500.00	
872-5198-452.36-50	09/02/2009	MAXICOM SERVICE	558139002	268697	03/2010	500.00	
872-5198-452.36-50	09/02/2009	MAXICOM SERVICE	558139002	268697	03/2010	250.00	
872-5198-452.36-50	09/02/2009	MAXICOM SERVICE	558139002	268697	03/2010	250.00	
872-5198-452.36-50	09/02/2009	MAXICOM SERVICE	558139002	268697	03/2010	250.00	
872-5198-452.36-50	09/02/2009	MAXICOM SERVICE	558139002	268697	03/2010	250.00	
872-5198-452.36-50	09/02/2009	MAXICOM SERVICE	558139002	268697	03/2010	250.00	
872-5198-452.36-50	09/02/2009	MAXICOM SERVICE	558139002	268697	03/2010	250.00	
09/04/2009	724066	MONTANA DAKOTA UTILITIES CO	2492			2,709.96	
512-8400-623.34-40	09/04/2009	PUD	07555321	25%	03/2010	226.45	
512-8400-623.34-40	09/04/2009	PUD	07555321	50%	03/2010	452.91	

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO # PER/YEAR TRN AMOUNT
512-8400-623.34-40	09/04/2009	PUD	07555321	25% 03/2010 226.45
150-2221-422.34-40	09/04/2009	FIRE	07935121	03/2010 67.20
541-3123-435.34-40	09/04/2009	SW	08073321	03/2010 16.45
502-7400-603.34-40	09/04/2009	PUD	08156221	03/2010 67.22
502-7400-603.34-40	09/04/2009	PUD	08156322	50% 03/2010 5.20
502-7400-603.34-40	09/04/2009	PUD	08156322	50% 03/2010 5.20
502-7400-603.34-40	09/04/2009	PUD	08156421	03/2010 24.56
502-7400-603.34-40	09/04/2009	PUD	08156521	03/2010 16.99
502-7400-603.34-40	09/04/2009	PUD	08156621	03/2010 22.05
502-7400-603.34-40	09/04/2009	PUD	08156721	03/2010 16.46
502-7400-603.34-40	09/04/2009	PUD	08156821	03/2010 10.40
502-7400-603.34-40	09/04/2009	PUD	08156922	03/2010 10.40
502-7314-602.34-40	09/04/2009	PUD	08157021	50% 03/2010 292.80
512-8314-622.34-40	09/04/2009	PUD	08157021	50% 03/2010 292.80
502-7314-602.34-40	09/04/2009	PUD	08157121	50% 03/2010 33.27
512-8314-622.34-40	09/04/2009	PUD	08157121	50% 03/2010 33.27
502-7400-603.34-40	09/04/2009	PUD	08157221	03/2010 10.40
502-7400-603.34-40	09/04/2009	PUD	08157322	03/2010 10.40
512-8400-623.34-40	09/04/2009	PUD	08510222	03/2010 17.18
10-5141-436.34-40	09/04/2009	CEMETERY	08543421	03/2010 17.83
10-5141-436.34-40	09/04/2009	CEMETERY	08543521	03/2010 41.68
502-7400-603.34-40	09/04/2009	PUD	08683522	03/2010 10.40
10-5112-452.34-40	09/04/2009	PARKS	08767921	03/2010 16.48
502-7400-603.34-40	09/04/2009	CSD	31563202	03/2010 20.90
502-7400-603.34-40	09/04/2009	CSD	31563302	03/2010 10.40
502-7400-603.34-40	09/04/2009	PUD	31753602	03/2010 10.40
650-1566-487.34-40	09/04/2009	ADMIN BUILDING	32577402	03/2010 192.46
650-1566-487.34-40	09/04/2009	EVIDENCE BUILDING	32629302	03/2010 10.40
650-1566-487.34-40	09/04/2009	PD1	32708002	03/2010 37.54
650-1566-487.34-40	09/04/2009	GARAGE	32781001	03/2010 169.56
10-5126-451.34-40	09/04/2009	PARKS & REC	34329601	03/2010 289.53
512-8500-625.34-40	09/04/2009	PUD LIFT STATION	36738301	03/2010 24.32
09/04/2009	724086	NORTHWESTERN ENERGY	15771	38,179.10
521-1594-493.34-10	09/01/2009	P4 ELEC 7/17-8/17/09	1569619 8	268652 03/2010 1,285.73
521-1591-493.34-10	09/01/2009	P1 ELEC 7/17-8/17/09	1569636 2	268652 03/2010 1,430.22
521-1595-493.34-10	09/01/2009	LEASE ELEC7/27-8/17/09	1724723	268652 03/2010 105.49
502-7400-603.34-10	09/01/2009	MISC SERVICES	01004787 AUG09	268722 03/2010 737.74
561-7112-711.34-10	08/31/2009	0100482-9	083109	F09676 02/2010 23,758.34
150-2221-422.34-10	09/04/2009	NW FIRE	07125321	03/2010 17.68
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07125339	03/2010 92.91
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07125347	03/2010 13.58
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07125354	03/2010 198.39
10-5141-436.34-10	09/04/2009	NW PARK/REC/PL	07125396	03/2010 51.27
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07127913	03/2010 14.46
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07127954	03/2010 14.27
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07127970	03/2010 12.28
561-7117-711.34-10	09/04/2009	NW AVIATION/TRAN	07128051	03/2010 9.93
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07128135	03/2010 7.10
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07197593	03/2010 14.37

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #			CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07197601		03/2010	19.94
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07197619		03/2010	20.50
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07197627		03/2010	13.05
561-7113-711.34-10	09/04/2009	NW AVIATION/TRAN	07202963		03/2010	15.78
10-5126-451.34-10	09/04/2009	NW PARK/REC/PL	07208416		03/2010	1,148.74
502-7400-603.34-10	09/04/2009	NW PUD-WATER TREAT	07222490		03/2010	2.44
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222532		03/2010	14.35
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222565		03/2010	180.51
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222581		03/2010	1.50
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222599		03/2010	14.34
502-7400-603.34-10	09/04/2009	NW PUD-WATER TREAT	07222706		03/2010	4,269.43
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222722	50%	03/2010	8.11
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07222722	50%	03/2010	5.40
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222730		03/2010	27.57
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222748		03/2010	10.51
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222755		03/2010	88.74
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222771		03/2010	32.22
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222789		03/2010	26.98
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222797		03/2010	13.58
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222805		03/2010	14.35
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222813		03/2010	14.35
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222839		03/2010	14.35
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07222847		03/2010	14.35
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07228083		03/2010	13.58
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07228521		03/2010	9.37
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07228620		03/2010	16.09
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07229016		03/2010	143.37
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07229768		03/2010	8.22
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07229958		03/2010	82.88
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07230055		03/2010	69.96
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07230253		03/2010	14.35
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07230394		03/2010	17.88
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07230469		03/2010	7.10
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07230493		03/2010	13.51
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07230535		03/2010	24.20
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07230642		03/2010	23.63
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07230659		03/2010	23.63
512-8500-625.34-10	09/04/2009	NW Parks	07233836		03/2010	75.97
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233844		03/2010	14.35
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233851		03/2010	1.26
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233869		03/2010	1.26
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233877		03/2010	1.26
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233885		03/2010	1.26
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07233919	60%	03/2010	4.26
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233919	40%	03/2010	2.84
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233927		03/2010	1.26
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233935		03/2010	7.58
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233943		03/2010	14.35
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233950		03/2010	14.35
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233968		03/2010	14.35

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT		
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO #	PER/YEAR	TRN AMOUNT
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233976		03/2010	14.35
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07233984		03/2010	14.35
512-8500-625.34-10	09/04/2009	NW PUD-WASTE WATER	07234040		03/2010	1,255.60
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07238355		03/2010	14.35
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07238363		03/2010	16.09
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07238405		03/2010	7.10
512-8500-625.34-10	09/04/2009	NW PUD-WASTE WATER	07238785		03/2010	214.20
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07238793		03/2010	297.90
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07238835		03/2010	7.67
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07238843		03/2010	66.84
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	07238850		03/2010	7.75
10-5112-452.34-10	09/04/2009	NW PARK/REC/PL	07238876		03/2010	23.64
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	09718248		03/2010	.82
10-5112-452.34-10	09/04/2009	PARKS	09789173		03/2010	7.38
10-5129-451.34-10	09/04/2009	NW FIRE	09998071		03/2010	61.27
607-2235-486.34-10	09/04/2009	NW FIRE	10069151		03/2010	150.14
872-5198-452.34-10	09/04/2009	NW PARK/REC/PL	10458206		03/2010	2.41
10-5112-452.34-10	09/04/2009	NW Parks	11565272		03/2010	9.73
502-7400-603.34-10	09/04/2009	NW Pud	11608072		03/2010	40.23
150-2171-441.34-10	09/04/2009	NW	11834835		03/2010	1,112.86
10-5112-452.34-10	09/04/2009	NW	12300661		03/2010	11.43
10-5112-452.34-10	09/04/2009	NW	12422226		03/2010	7.46
10-5112-452.34-10	09/04/2009	NW	12488631		03/2010	69.27
872-5198-452.34-10	09/04/2009	NW	13127071		03/2010	.41
502-7400-603.34-10	09/04/2009	NW	13466735		03/2010	47.94
10-5112-452.34-10	09/04/2009	NW	14093942		03/2010	.66
872-5198-452.34-10	09/04/2009	NW	15137961		03/2010	142.83
872-5198-452.34-10	09/04/2009	NW	15138001		03/2010	69.97
872-5198-452.34-10	09/04/2009	NW	15138027		03/2010	28.62
872-5198-452.34-10	09/04/2009	NW	15138043		03/2010	8.80
872-5198-452.34-10	09/04/2009	NW	15143886		03/2010	8.04
872-5198-452.34-10	09/04/2009	PARKS	15642093		03/2010	7.75
10-5112-452.34-10	09/04/2009	SOUTH PARK CONCESSION	15882624		03/2010	7.10
10-5141-436.34-10	09/04/2009	CEMETERY	16352890		03/2010	14.92
10-5112-452.34-10	09/04/2009	PARKS 1	16926669		03/2010	23.53
512-8552-626.34-10	09/04/2009	SEWER LIFTSTATION C	17040254		03/2010	11.43
512-8552-626.34-10	09/04/2009	WWTP	17040304		03/2010	28.99
571-7148-713.34-10	09/04/2009	MET DOWNTOWN TRANS CENTER	17847567		03/2010	8.30
09/04/2009	724096	PUBLIC UTILITIES	5022			125,638.53
512-8500-625.34-20	09/04/2009	4 25 WEST	460877099		03/2010	35.97
872-5198-452.34-20	09/04/2009	2100 CANYON DR SP/IR	490833852		03/2010	452.46
872-5198-452.34-20	09/04/2009	ASPEN GROV PK-393 32 WEST	8934540476600		03/2010	1,046.47
805-1570-425.53-50	09/04/2009	4430 HI-LINE DR	6712510003200		03/2010	122,445.55
512-8500-625.34-20	09/04/2009	4430 HI-LINE DR	671274846		03/2010	522.75
211-3134-433.34-20	09/04/2009	4430 HI-LINE DR	671294847		03/2010	148.37
872-5198-452.34-20	09/04/2009	PARK FALCON RIDGE	13019519760		03/2010	211.12
872-5198-452.34-20	09/04/2009	PARK FALCON RIDGE	13019521993		03/2010	219.34
872-5198-452.34-20	09/04/2009	PARK AMELIA CIR	13592526964		03/2010	556.50
09/04/2009	724102	RIVERSIDE SAND & GRAVEL INC	19447			140,703.94
205-3131-433.93-10	09/03/2009	W00517 HIGHLAND SCHOOL	2	263353	03/2010	25,919.69

CHECK DATE	CHECK NUMBER	VENDOR NAME	VENDOR #	CHECK AMOUNT
ACCOUNT #	TRN DATE	DESCRIPTION	INVOICE	PO # PER/YEAR TRN AMOUNT
210-3110-431.93-11	09/03/2009	WO0517 HIGHLAND SCHOOL	2	263353 03/2010 58,854.23
446-3165-431.93-11	09/03/2009	WO0517 HIGHLAND SCHOOL	2	263353 03/2010 29,367.46
845-3186-431.93-10	09/03/2009	WO0517 HIGHLAND SCHOOL	2	263353 03/2010 26,562.56
09/04/2009 724103	ROCKWELL SCALE SERVICE	14404		13,777.50
541-3123-435.24-50	08/27/2009	SCLE REPAIRS INV 63	63	267976 02/2010 13,777.50
09/04/2009 724116	SOFTWARE HOUSE INTL	19250		23,696.37
10-1414-414.94-80	09/02/2009	MISC SERVICES	44FE4	268528 03/2010 23,696.37
09/04/2009 724119	SPORTSWORKS NW INC	11278		2,634.40
571-7147-713.23-20	09/01/2009	AUTO &TRUCK MAINT.ITEMS	74794	267589 03/2010 2,634.40
09/04/2009 724122	STANDARD INSURANCE COMPANY	20399		9,102.08
900-0000-209.99-61	09/03/2009		LTD	03/2010 2,063.89
627-1752-417.14-80	09/03/2009		LIFE INSURANCE	03/2010 7,038.19
09/04/2009 724133	TOWN & COUNTRY SUPPLY ASSOCIAT	18295		44,749.09
502-0000-141.00-00	08/31/2009	WATER PARTS AND SUPPLIES	65999 68400	02/2010 696.58
601-0000-141.00-00	08/31/2009	MP	74172	02/2010 22,844.55
561-7118-711.23-13	08/31/2009	INVOICE #74171 - AIRPORT	74171	F09677 02/2010 12,750.00
601-0000-141.00-00	09/02/2009	MP	67112	03/2010 8,457.96
09/04/2009 724141	UNITED AIRLINES	9999999		11,735.39
561-0000-115.01-00	09/02/2009	REF-SKYWEST AS UNITED EXP	Refund OVERPMT	02/2010 11,735.39
09/04/2009 724145	WASTEQUIP/MAY MANUFACTURING	15484		16,546.00
541-3122-435.42-70	08/25/2009	FRONTLOAD/REARLOAD DUMPST	7109391	267433 02/2010 16,546.00
09/04/2009 724150	YELLOWSTONE COUNTY SHERIFFS	6218		4,610.40
717-2166-421.78-65	08/31/2009	MISC SERVICES	HIDTA EQUITABLE	268684 02/2010 4,610.40
09/04/2009 724151	YELLOWSTONE VALLEY ELEC	4174		8,398.55
512-8400-623.34-10	08/20/2009	MISC SERVICES	4179006 AUG09	268369 02/2010 3,164.84
512-8500-625.34-10	08/20/2009	MISC SERVICES	4179010 AUG09	268369 02/2010 114.71
512-8500-625.34-10	08/20/2009	MISC SERVICES	4179011 AUG09	268369 02/2010 19.00
840-3184-431.93-10	09/01/2009	WO0105 LAKE HILLS STORM	18726	268763 03/2010 5,100.00
09/04/2009 724152	YOCHUM CONTRACTING INC	20064		20,500.00
541-3123-435.53-30	08/27/2009	GRINDING AT LANDFILL	1028	267978 02/2010 20,500.00

DATE RANGE TOTAL \* 883,103.27 \*

**Regular City Council Meeting**

**Regular : 2.**

**Date: 09/28/2009**

**TITLE: Public Hearing & Resolution for SID 1387**

Patrick M. Weber, Financial

**PRESENTED BY:** Services

**Department:** City Hall Administration

**Information**

**PROBLEM/ISSUE STATEMENT**

The following assessment resolution SID 1387 (Zimmerman Trail Subdivision) has been completed by the Finance Division and is ready to be spread on the tax rolls. This project is for sanitary sewer improvements.

**ALTERNATIVES ANALYZED**

The Council must hold a public hearing and then may:

- Approve the resolution; or
- Not approve the resolution, which would result in the tax payers not being assessed, and the General Fund being responsible for paying for the improvements.

**FINANCIAL IMPACT**

The cost associated with SID 1387 are assessed per lot. The net effective interest rate is 3.25%. Under the State statute 7-12-4189, the City is required to add ½ of 1% for a total rate of 3.75%. The ½ of 1% will be used as additional security on bond issues, as stated in the final bond resolution. The interest rate is variable and may need to be adjusted annually.

**RECOMMENDATION**

Staff recommends that a public hearing be held and Council passes the proposed resolution on September 28, 2009.

**APPROVED BY CITY ADMINISTRATOR**

**Attachments**

Link: [Resolution SID 1387](#)

RESOLUTION 09 \_\_\_\_\_

A RESOLUTION LEVYING A SPECIAL ASSESSMENT TAX UPON ALL BENEFITED PROPERTY IN A SPECIAL IMPROVEMENT DISTRICT OR PROJECT KNOWN AS 1387, IN THE CITY OF BILLINGS, MONTANA.

WHEREAS, the City created a special improvement district or project known as 1387 and;

WHEREAS, it is necessary to levy a special assessment tax upon each benefited property in the district or project area to defray the cost and expenses of said district or project; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Billings, Montana as follows:

1: LEVY AND ASSESSMENT. That for the purpose of defraying the cost and expense of making improvements in a special improvement district or project known as 1387 of the City of Billings, Montana, there is hereby levied and assessed upon each lot or parcel of land described below, owned by persons respectively indicated, a special assessment tax payable in semi-annual installments with a variable interest rate that may need to be adjusted annually. Each lot and parcel assessed and the owner thereof is hereinafter described:

Tax Code /Owner Name /Legal Description	Assessment Amount	Interest Rate	Years Assessed
C11854 DINKEL, EDWIN & TERESA ZIMMERMAN TRAIL SUB, S27, T01 N, R25 E, BLOCK 001, Lot 005, LT 5 BLK 1 ZIMM	\$16,100.00	3.750	15
C11856 KNAPP, HOWARD R & BRENDA C ZIMMERMAN TRAIL SUB, S27, T01 N, R25 E, BLOCK 001, Lot 007, LT 7 BLK 1 ZIMM	\$16,100.00	3.750	15
C1185 BROSS, BRIAN A & ZIMMERMAN TRAIL SUB, S27, T01 N, R25 E, BLOCK 001, Lot 008, LT 8 BLK 1 ZIMM	\$16,100.00	3.750	15
C1 BOS, JAMES A & LOIS I ZIMMERMAN TRAIL SUB, S27, T01 N, R25 E, BLOCK 001, Lot 009, LT 9 BLK 1 ZIMM	\$16,100.00	3.750	15
C11860 KINCAID LAND LLC	\$16,100.00	3.750	15

2: DISPOSITION OF COLLECTION. All monies collected from the assessment shall be paid into a special improvement district or project Fund. Assessments become delinquent based on the semi-annual due dates of real property taxes, currently December 1 and June 1 of each year.

3: NOTICE AND HEARING. On Monday, September 28, 2009 at 6:30 p.m., or as soon thereafter as the matter was considered on the agenda of the City Council at a regular meeting held in the Council Chambers of the Police Facility, 220 N. 27<sup>th</sup> St., Billings, Montana, the City Council held a public hearing to hear comments and/or objections to the adoption of this resolution. The City Clerk published notice of the public hearing twice with at least six (6) days separating each publication in a newspaper of general paid circulation with a periodicals mailing permit. The final publication was made at least 10 days prior to the public hearing per MCA 7-12-4177.

4: EFFECTIVE DATE. This resolution shall be effective upon adoption.

ADOPTED AND APPROVED this 28<sup>th</sup> day of September, 2009.

CITY OF BILLINGS:

BY: \_\_\_\_\_  
Ron Tussing, Mayor

ATTEST:

BY: \_\_\_\_\_  
Cari Martin, City Clerk

Date: 09/28/2009

TITLE: Resolution for Setting Mill Levy Rates

Patrick M. Weber Financial

PRESENTED BY: Services

Department: City Hall Administration

**Information**

**PROBLEM/ISSUE STATEMENT**

This resolution establishes the city property tax mill levy rates for the Public Safety Fund (51.92 mills), General Obligation Debt Service Parks (.92 mills), General Obligation Debt Service Streets (2.27 mills), and General Obligation Debt Service Baseball Stadium (5.33 mills) for the 2009 tax year. These levies are based on predetermined dollar amounts and the mills could not be calculated until the City received a copy of the certified taxable valuation from the Montana Department of Revenue.

The total mill levy rate for tax year 2009 will be 169.44, which is 5.68 mills more than tax year 2008. This increase in the total mill levy rate is due to the fifth and final year increase in the Public Safety levy.

**ALTERNATIVES ANALYZED**

The Council must hold a public hearing and then may:

- Approve the resolution; or
- Not approve the resolution,

**FINANCIAL IMPACT**

Applied to a \$200,000 home, the 169.44 mills would result in a City property tax of about \$440 for 2009. That includes approximately \$135 in property tax dollars on the 51.92 Public Safety mills. The Public Safety levy original projection was 60 mills but, because the 2006 levy was for a specific amount of money and because of growth, the amount that needs to be levied is only 51.92 mills. This equates to an approximate property tax savings of 8.08 mills, or \$21 on a \$200,000 home.

The 5.68 mill increase is approximately a \$17 levy increase in City property taxes on that home over 2008.

**RECOMMENDATION**

Staff recommends that the City Council hold the public hearing and approve the resolution setting the mill levy rates for tax year 2009.

**APPROVED BY CITY ADMINISTRATOR**

**Attachments**

Link: [Resolution Mill Levy Rates](#)

RESOLUTION 09-\_\_\_\_\_

A RESOLUTION ESTABLISHING THE MILL LEVIES FOR  
PUBLIC SAFETY, GENERAL OBLIGATION DEBT FOR PARKS,  
STREET, AND BASEBALL STADIUM DEBT SERVICE FOR  
TAX YEAR 2009.

WHEREAS, pursuant to law, the City of Billings is required to make annual mill levies.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
BILLINGS, MONTANA:

1. That a Public Safety Mill Levy, which voters approved in November of 2004 in the amount of \$8.2 million (51.92 mills), is hereby imposed on all taxable property within the City of Billings, Montana, for the Fiscal Year **July 1, 2009 through June 30, 2010**.

2. That additional Mill Levies in the amounts stated are hereby imposed on all taxable property within the City of Billings, Montana, to provide payment for the following:

- A. .92 mills-General Obligation Debt Service Parks
- B. 2.27 mills-General Obligation Debt Service Streets
- C. 5.33 mills-General Obligation Debt Service Baseball Stadium

3. That when said taxes are collected, the same shall be placed in respective funds for the City and expended pursuant to the annual budget.

4. This Resolution shall be effective upon adoption.

ADOPTED and APPROVED by the City Council on the **28<sup>th</sup>** day of **September, 2009**

CITY OF BILLINGS:

BY: \_\_\_\_\_  
Ron Tussing, MAYOR

ATTEST:

BY: \_\_\_\_\_  
Cari Martin, CITY CLERK

**Regular City Council Meeting**

**Regular : 4.a.**

**Date: 09/28/2009**

**TITLE: Public Hearing & Resolution on Encroachments**

Patrick M. Weber, Financial

**PRESENTED BY:** Services

**Department:** City Hall Administration

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**Information**

**PROBLEM/ISSUE STATEMENT**

The annual encroachment assessment has been completed by the Finance Division and is ready to be spread on the tax rolls by resolution, following a public hearing.

Encroachment - Pursuant to BMCC Section 13-301, every person maintaining or owning any structure, encumbrance, obstruction or encroachment, in or upon or extending or projecting on, over, across or above and within seven (7) feet of the grade of any public property, public street, avenue, sidewalk or alley in the city, shall obtain an encroachment permit and shall pay to the city an annual encroachment rental fee.

**ALTERNATIVES ANALYZED**

The Council may:

- Approve the resolution; or
- Not approve the resolution,

**FINANCIAL IMPACT**

A list of the assessments is attached as part of the resolution.

**RECOMMENDATION**

Staff recommends that a public hearing be held and that Council passes the resolution on September 28, 2009.

**APPROVED BY CITY ADMINISTRATOR**

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**Attachments**

Link: [Resolution](#)

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RESOLUTION 09 \_\_\_\_\_

A RESOLUTION FIXING THE AMOUNT OF THE ANNUAL SPECIAL ASSESSMENT TAX FOR THE FISCAL YEAR 2010 TO BE PAID BY PERSONS, FIRMS, AND CORPORATIONS, MAINTAINING ENCUMBRANCES, OBSTRUCTIONS, OR ENCROACHMENTS ON, OVER, ACROSS, OR ABOVE THE STREETS, AVENUES, SIDEWALKS, OR ALLEYS OF THE CITY OF BILLINGS AND LEVYING AND ASSESSING SAID SPECIAL ASSESSMENT TAX.

WHEREAS, Chapter 13 of the Billings, Montana City Code provides that every person, firm, or corporation that has or maintains any encumbrances, obstructions, or encroachments on, over, across, or above any street, avenue, sidewalk, or alley shall pay an annual rental fee, and

WHEREAS, Billings, Montana City Code, Section 13-303 provides that the City Council shall annually, by resolution, make a special assessment for such rental upon certain lots abutting on that part of the street, avenue, sidewalk, or alley upon which encumbrance, obstruction, or encroachment on the owner of such abutting lot or lots.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA, AS FOLLOWS:

1. ANNUAL ASSESSMENT FOR RENTAL: That for the purposes of collecting said rents for the fiscal year 2010 for said encumbrances, obstructions, and encroachments on, over, across, or above the streets, avenues, alleys, and sidewalks of the City of Billings, there is hereby fixed, levied and assessed a special assessment tax upon the lots or parcels of land provided in the schedule attached, described as EXHIBIT "A" and by this reference made a part hereof.

2. DISPOSITION OF COLLECTIONS. All monies collected from said taxes shall be paid to the General Fund of the City of Billings, Montana.

3. NOTICE OF HEARING. That on Monday the 28<sup>th</sup> day of September, 2009, at 6:30 p.m. or as soon thereafter as the matter may be considered on the agenda in the council chambers of the City Hall, Billings, Montana, the council will hear objections to the final adoption of this resolution. The City Clerk published notice hereof twice, on September 10<sup>th</sup> and September 17<sup>th</sup>, 2009 in the Billings Times.

4. EFFECTIVE DATE. This resolution shall be effective upon adoption.

ADOPTED and APPROVED by the City Council on the **28th** day of **September, 2009**

CITY OF BILLINGS:

BY: \_\_\_\_\_  
Ron Tussing, MAYOR

ATTEST:

BY: \_\_\_\_\_  
Cari Martin, CITY CLERK

Exhibit A

Property Address	Subd(CS)/Block/Lot/Unit ax A/C ID Location ID	Tax			
Owner Name	Acre	Code	Code	Current	
11 ANTELOPE TRL FRIED, WILLIAM JR & SALLY AN 1443 AVE D	HLO 014 001,2 8701 10914800 EVE 007 023 W15' &	A09148 RE A06751	ENCH  ENCH	220.00  6.50	
DYE, CINDY D 2720 BEARTOOTH DR COFFMAN, STEPHEN L & VICTOR 2840 BETH DR	6389 10675100 BEA 002 013 2604 10292000 SFF 000 001	RE A02920 RE A13885	ENCH ENCH  ENCH	5.00   1.00	
THOMAS, FRANK E & MARGARET G 430 S BILLINGS BLVD HANSER AUTOMOTIVE CO INC 928 BROADWATER AVE	13416 11388500 SRS 000 008 S326' 35929 40138900 BDW 002 028	RE D01389 RE A03302	ENCH ENCH  ENCH	675.00   12.00	
ZIMMERER, STEPHEN L & BRENDA 1127 CALICO AVE KOHN, JAY A & JUDY K 322 CAMEL PL	2998 10330200 TE2 009 024 24218 12484300 SS2 001 061	RE A24843 RE A23703	ENCH ENCH  ENCH	50.00   58.50	
VALKENBURG, CORNELIUS A & LI CENTRAL AVE JEWEL FOOD STORES INC 1625 CENTRAL AVE	23120 12370300 YEL 026 001-11 & 18816 11932600 WWH 001 004-8 &	RE A19326 RE A17571	ENCH ENCH  ENCH	10.00   48.00	
GRAND LANES INC 3040 CENTRAL AVE HUNTERS POINTE APARTMENTS LL 1301 DIVISION ST	17099 11757100 SRD 000 002 39020 14610 BLG 003 017-20 &	RE A31495 RE A00028	ENCH ENCH  ENCH	30.00   10.00	
ATWOOD, SCOTT 2300 ELIZABETH ST SCHAEFER, JOSHUA T & COREY R 138 FLORINE LN	17 10002800 STH 003 001 13542 639 FLA 000 007 14&15A	RE A13999 RE A07017	ENCH ENCH  ENCH	25.00   15.00	
JACOBSON, RICHARD LEE & 4148 FRANCES AVE BRYSON, JEFFERY A 828 GOVERNORS PL	6655 14651 HRM 000 001 8092 10864600 KH3 021 011	RE A08646 RE A20220	ENCH ENCH  ENCH	25.00   34.00	
COX, LAURA M	19673 12022000	RE			

Property Address	Subd(CS)/Block/Lot/Unit ax A/C ID Location ID	Tax			
Owner Name	Acre	Code	Code	Current	
2500 GRAND AVE 001 BOGGS, JUSTIN DALE 2700 GRAND AVE B	LP2 002 002 001 20144 13300 SVM 001 001 00B	A20713 RE A28233B	ENCH  ENCH	1.00  91.70	
GRAND AVE INVESTOR LLC 2700 GRAND AVE C GRAND AVE INVESTOR LLC 2700 GRAND AVE D	42305 3296 SVM 001 001 00C 42306 3297 SVM 001 001 00D	RE A28233C RE A28233D	ENCH ENCH  ENCH	11.58   11.28	
GRAND AVE INVESTOR LLC 2700 GRAND AVE E GRAND AVE INVESTOR LLC 2700 GRAND AVE F	42307 4550 SVM 001 001 00E 42308 26245 SVM 001 001 00A	RE A28233E RE A28233A	ENCH ENCH  ENCH	13.10   19.34	

GRAND AVE INVESTOR LLC	42304 12823300	RE		
1323 GRANITE AVE	LER 000 013	A10613	ENCH	102.00
STOUGHTON, ALICE CASADY	10105 11061300	RE		
3221 GREEN TERRACE DR	CDF 007 024	A05687	ENCH	41.00
ROSE, BERNARD J III	5385 10568700	RE		
2760 GREGORY DR S	GR3 002 010	A19680	ENCH	50.00
COZZENS, LAWRENCE B & JEANNI	19127 11968000	RE		
4103 JANSMA AVE	SW4 012 011	A22975	ENCH	50.00
MOFFETT, DAVE	22382 12297500	RE		
4780 KING AVE E	MLC 001 001	A28994	ENCH	25.00
BK RE 11036 LLC	28086 1874	RE		
2883 KING AVE W	0662 000 000	D00527	ENCH	1,000.00
RMR I LLC	35758 11622	RE		
4009 LAREDO PL	MYP 004 002	C06176	ENCH	112.50
ZIMNY, GERARD P & MICHELLE A	32925 30617600	RE		
3218 LEEANN BLVD	W5A 003 014A1	A20842	ENCH	10.00
TEICHERT, LYLE W & VALERIE R	20240 12084200	RE		
595 MAIN ST	HLR 000 001 W10' &	A09171	ENCH	50.00
MAIN STREET PARTNERS	8745 10917100	RE		
5435 MIDLAND RD	VAQ 001 001	C07319	ENCH	706.00
MANNY 422 LLC	33243 30731900	RE		
1117 MILES AVE	BDW 012 009	A03492	ENCH	10.00
MILLER, JANEL R	3187 10349200	RE		
Property Address	Subd(CS)/Block/Lot/Unit	Tax		

Owner Name	T	Acre	Code	Code	Current
2622 MINNESOTA AVE		BLG 189 017	A01272	ENCH	88.00
		1060 10127200	RE		
2624 MINNESOTA AVE		BLG 189 018	A01273	ENCH	207.00
L & L DEVELOPMENT VENTURE LP		1061 10127300	RE		
2702 MINNESOTA AVE		BLG 190 007-8	A01281	ENCH	27.00
MORLEDGE, KARL		1069 10128100	RE		
2712 MINNESOTA AVE		BLG 190 012A	A01285	ENCH	46.00
MCKAY, TERRY & BARBARA J		1072 10128500	RE		
2804 MINNESOTA AVE		BLG 191 007-16	A01294	ENCH	421.00
LJR, LLC		1080 10129700	RE		
2319 MONTANA AVE		BLG 113 005A &	A00833	ENCH	442.00
COMPUTERS UNLIMITED		685 10083300	RE		
2401 MONTANA AVE		BLG 112 001	A00817	ENCH	50.00
REX HOTEL PARTNERSHIP		668 10081700	RE		
2413 MONTANA AVE		BLG 112 007	A00822	ENCH	114.00
SAHALEE LLC		674 10082200	RE		
2415 MONTANA AVE		BLG 112 008	A00823	ENCH	25.00
COMPUTERS UNLIMITED		675 10082300	RE		
2501 MONTANA AVE		BLG 111 001-2	A00806	ENCH	1,261.00
COMPUTER UNLIMITED		657 10080600	RE		
2505 MONTANA AVE		BLG 111 003	A00807	ENCH	53.00
RPS, LLC		658 10080700	RE		
2705 MONTANA AVE		BLG 109 001-4	A00789	ENCH	66.00
TG & F PROPERTIES INC		646 10078900	RE		
2713 MONTANA AVE		BLG 109 005-7	A00792	ENCH	16.00
T G & F PROPERTIES INC		648 10079300	RE		
Property Address		Subd(CS)/Block/Lot/Unit	Tax		
Owner Name	T	ax A/C ID Location ID	Code	Code	Current

Owner Name	T	Acre	Code	Code	Current
2817 MONTANA AVE NELSON, BERT A & ANDREW		BLG 108 008 W2/3 & 640 10078100	A00781 RE	ENCH	126.00
2911 MONTANA AVE MIGNONE, FRANCIS J		BLG 107 006A 627 10076500	A00765 RE	ENCH	224.34
3217 MONTANA AVE MONTANA AVE LOFTS LLC		BLG 104 009-12 101 41297 12144	A00735A RE	ENCH	25.00
3517 MONTANA AVE RIMROCK II LLC		BLG 101 008-12 578 10070800	A00708 RE	ENCH	5.00
1159 MOON VALLEY RD BERRY, GALE & AMY		MVA 000 034 10570 11109100	A11091 RE	ENCH	50.00
533 PARK LN EREKSON, MATTHEW L		MV2 001 001 10660 11119300	A11193 RE	ENCH	5.00
1918 PARKHILL DR DEAVER, FRANKLIN KENNEDY JR		HLI 005 001 8540 10908500	A09085 RE	ENCH	3.00
4015 POLY DR ELLIS, SHELLEY M		3209 000 002 36278 40471800	D04718 RE	ENCH	20.00
127 REGAL ST JONES, JAMES W & JOHN T TRUS		KNG 000 003 19803 12035700	A20357 RE	ENCH	30.00
801 RIMROCK RD LE BAR, JAMES H & ELINOR J		T1N R26E SEC 30 E 75' 36662 40564100	D05641 RE	ENCH	5.00
2953 ROCKRIM LN RUDE, KARL J		VLV 000 007C 16717 11719600	A17196 RE	ENCH	25.00
2901 SHADOW OAKS PL COLLETT, GORDON C & SIV D		OKS 004 001 23671 1207	A24268 RE	ENCH	25.00
2902 SILVERWOOD ST KOCH, BRENT D		SLW 001 022 20570 12119600	A21196 RE	ENCH	10.00
1490 SOURDOUGH LN KUNKEL, CAL N		GOL 003 021 20307 12091300	A20913 RE	ENCH	5.00
2706 TREASURE DR POPP, GREGORY A & SHELLY		PVT 004 029 12401 11297101	A12971A RE	ENCH	25.00
Property Address		Subd(CS)/Block/Lot/Unit ax A/C ID Location ID	Tax		
UNASSIGNED		SHI 008 000 PARK#2 33842 30866000	C08660 RE	ENCH	1.00
EGGBRECHT FAMILY LIMITED PT		CCA 004 039-43 4688 2207	A04983A RE	ENCH	25.00
2010 VIRGINIA LN WILGUS, MARK A & JOSI D		WBS 003 011A 32172 30321000	C03210 RE	ENCH	25.00
3815 WAR BONNET TRL DAVIES, WILLIAM L & NANCY A		WID 015 031 17470 11794200	A17942 RE	ENCH	9.00
230 WYOMING AVE HUSCHKA, MICHAEL J & LISA J		1758 000 001 36904 40590300	D05903 RE	ENCH	100.00
1105 1 AVE N ROOKHUIZEN, EDWARD J & DIANN		0384 000 000 FRAC 36901 40590000	D05900 RE	ENCH	1,440.00
B WHO U R, LLC 1617 1 AVE N		BLG 081 001-24 432 10053700	A00537 RE	ENCH	220.00
J & S PROPERTIES INC 2442 1 AVE N		BLG 112 018 679 10082700	A00827 RE	ENCH	17.00
FOXLEY, SANDRA M TRUSTEE 2511 1 AVE N		BLG 090 015-24 499 90015300	A00618 RE	ENCH	362.00
CLOCK TOWER INN, LLC 2708 1 AVE N BSMT		BLG 109 019-20 BSMT	A00796A	ENCH	4.50

SECURITIES BUILDING LLC	41306	20420	RE		
2708 1 AVE N 004A	BLG	109 019-20 004A	A00796H	ENCH	0.69
SECURITIES BUILDING LLC	41313	20427	RE		
2708 1 AVE N 004B	BLG	109 019-20 004B	A00796I	ENCH	0.67
SECURITIES BUILDING LLC	41314	20428	RE		
2708 1 AVE N 004C	BLG	109 019-20 004C	A00796J	ENCH	0.70
SECURITIES BUILDING LLC	41315	20429	RE		
2708 1 AVE N 004D	BLG	109 019-20 004D	A00796K	ENCH	0.45
SECURITIES BUILDING LLC	41316	20430	RE		
2708 1 AVE N 004E	BLG	109 019-20 004E	A00796L	ENCH	0.63
SECURITIES BUILDING LLC	41317	20431	RE		
Property Address	Subd(CS)/Block/Lot/Unit		Tax		
	ax A/C ID	Location ID			

Owner Name	T	Acre	Code	Code	Current
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2708 1 AVE N 004F		BLG 109 019-20 004F	A00796N	ENCH	0.61
SECURITIES BUILDING LLC		41318 20432	RE		
2708 1 AVE N 005A		BLG 109 019-20 005A	A00796O	ENCH	0.69
SECURITIES BUILDING LLC		41319 20433	RE		
2708 1 AVE N 005B		BLG 109 019-20 005B	A00796P	ENCH	0.67
SECURITIES BUILDING LLC		41320 20434	RE		
2708 1 AVE N 005C		BLG 109 019-20 005C	A00796Q	ENCH	0.70
SECURITIES BUILDING		41321 20435	RE		
2708 1 AVE N 005D		BLG 109 019-20 005D	A00796R	ENCH	0.45
SECURITIES BUILDING LLC		41322 20436	RE		
2708 1 AVE N 005E		BLG 109 019-20 005E	A00796S	ENCH	0.63
SECURITIES BUILDING LLC		41323 20437	RE		
2708 1 AVE N 005F		BLG 109 019-20 005F	A00796T	ENCH	0.61
SECURITIES BUILDING LLC		41324 20438	RE		
2708 1 AVE N 101		BLG 109 019-20 101	A00796B	ENCH	3.17
SECURITIES BUILDING LLC		41307 20421	RE		
2708 1 AVE N 102		BLG 109 019-20 102	A00796C	ENCH	1.33
SECURITIES BUILDING LLC		41308 20422	RE		
2708 1 AVE N 200		BLG 109 019-20 200	A00796D	ENCH	2.39
SECURITIES BUILDING LLC		41309 20423	RE		
2708 1 AVE N 201		BLG 109 019-20 201	A00796E	ENCH	1.35
SECURITIES BUILDING LLC		41310 20424	RE		
2708 1 AVE N 300		BLG 109 019-20 300	A00796F	ENCH	2.22
WEBHEN LLC		41311 20425	RE		
2708 1 AVE N 301		BLG 109 019-20 301	A00796G	ENCH	1.54
SECURITIES BUILDING LLC		41312 20426	RE		
2902 1 AVE N		BLG 107 019-20	A00774	ENCH	1,720.00
LAFEVER, NEAL C & DIANNE M		634 10077400	RE		
2925 1 AVE N		BLG 094 021-24	A00656	ENCH	59.58
FINK, TED G TRUSTEE		534 10065600	RE		
3220 1 AVE N		BLG 104 014 N6" &	A00737	ENCH	10.00
RIDER, THEODORE J & MARIAN C		605 10073700	RE		
3303 1 AVE N		BLG 098 001-9	A00687	ENCH	3.00
HOLIDAY FURNITURE CO INC		556 10068700	RE		
Property Address		Subd(CS)/Block/Lot/Unit	Tax		
		ax A/C ID	Location ID		

Owner Name	T	Acre	Code	Code	Current
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3520 1 AVE N		BLG 101 013-18	A00710	ENCH	5.00
RIMROCK II LLC		579 10071000	RE		

2921 1 AVE S	BLG 00A 019-24	A00010	ENCH	16.00
SEAL, LAVERN AKA LEVERN	8 10001000	RE		
2800 10 AVE N	DMC 001 001-3 &	A05968	ENCH	304.00
DEACONESS MEDICAL CNTR OF BL	5664 457	RE		
1340 15 ST W	LIQ 000 001	A19570	ENCH	56.00
SIEMENS FAMILY LP	19032 11957000	RE		
1201 2 AVE N	BLG 073 001-12	A00510	ENCH	960.00
FRANK FAMILY LIMITED PARTNER	409 10051000	RE		
2520 2 AVE N	BLG 090 013	A00616	ENCH	24.00
BAD OSPREY INC	497 10061600	RE		
2814 2 AVE N	BLG 093 013-17 E50' &	A00644	ENCH	154.00
ROYER PROPERTY LLC	522 5968	RE		
810 2 ST W	WID 016 001-4 N54'	A17949	ENCH	12.00
NEYRINCK, ORVILLE L & JEAN M	17478 11794900	RE		
302 S 23 ST	BLG 173 011-12	A01174	ENCH	320.00
CONOCOPHILLIPS COMPANY	969 10117400	RE		
1108 24 ST W	LS2 001 001	A10202	ENCH	2,813.00
LUTHERAN CHURCH OF THE GOOD	9688 11020200	RE		
1211 24 ST W	A2S 000 006,7 N277.3	A02434A	ENCH	15.00
BIG SKY FLORAL SUPPLY LLC	2116 10243401	RE		
124 N 24 ST	BLG 089 011-12	A00604	ENCH	7.00
LEE, DONALD R 37% INT	486 10060400	RE		
420 N 24 ST	BLG 011 007-12	A00068A	ENCH	10.00
B L M TIRE CO	39 10006801	RE		
124 S 24 ST	BLG 143 001-3 &	A00964	ENCH	40.00
HATZELL PROPERTIES LLP	782 10096400	RE		
220 N 25 ST	BLG 060 001-12 &	A00383	ENCH	5.00
CITY OF BILLINGS	300 27130	RE		
Property Address	Subd(CS)/Block/Lot/Unit	Tax		
Owner Name	T	Code	Code	Current
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322 N 25 ST	BLG 042 011-12	A00243	ENCH	120.00
BLGS U S EMPLOYEES FED CR UN	196 10024300	RE		
219 N 26 ST	BLG 090 014	A00617	ENCH	24.00
BAD OSPREY INC	498 10061700	RE		
10 S 26 ST	BLG 189 007	A01264	ENCH	42.00
	1052 10126400	RE		
24 S 26 ST	BLG 189 001-6	A01259	ENCH	60.00
	1047 10125900	RE		
724 S 26 ST	BLG 227 001-24 &	A01699	ENCH	25.00
STATE OF MT DEPARTMENT OF AD	1454 10169900	RE		
27 N 27 ST	BLG 110 007-18	A00804	ENCH	130.00
MAKENNA HOTEL INVESTMENTS LL	656 4323	RE		
210 N 27 ST	BLG 058 001-12	A00368	ENCH	28.00
	289 1602	RE		
515 N 27 ST	FOA 051 018	A07362	ENCH	47.26
SOUTH CENTRAL MONTANA				
REGION	6904 10736200	RE		
802 N 27 ST	FOA 025 001	A07120	ENCH	100.00
BILLINGS CLINIC	6743 10712000	RE		
1315 N 27 ST	SDS 021 002 N100'	A16557	ENCH	15.00
MORSE, RODNEY L	16204 11655700	RE		
13 S 27 ST	BLG 189 019-24	A01274	ENCH	134.00
CITY OF BILLINGS	1062 10127400	RE		

101 S 27 ST		BLG	141	001-12 &	A00949	ENCH	10.00
YELLOWSTONE HEALTH PARTNERSH		772	10094900		RE		
8 N 28 ST		BLG	108	001-2	A00777	ENCH	602.00
WESTERN SECURITY BANK		637	8571		RE		
11 N 28 ST		BLG	108	023-24	A00788	ENCH	160.00
FIRST CITIZENS BANK		645	10078800		RE		
101 N 28 ST		BLG	092	023-24	A00639	ENCH	48.00
DAVIDSON, LARRY		517	4330		RE		
Property Address		Subd(CS)/Block/Lot/Unit ax A/C ID Location ID			Tax		
Owner Name	T	Acre			Code	Code	Current
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110 N 28 ST		BLG	093	005	A00641	ENCH	
MONTANA STATE UNIVERSITY		519	5737		RE		
111 N 28 ST		BLG	092	020 &	A00637	ENCH	388.00
ACME LIMITED PARTNERSHIP		515	3181		RE		
117 N 28 ST		BLG	092	015-16	A00636	ENCH	351.00
ROBERTSON, JEFF		513	10063600		RE		
124 N 28 ST		BLG	093	006-12	A00642	ENCH	162.00
BABCOCK BUILDING CO		520	10064200		RE		
213 N 28 ST		BLG	058	017-18	A00374	ENCH	48.00
LO, CHIA WEI & LIN LIN		292	10037400		RE		
222 N 28 ST		BLG	057	009-10	A00363	ENCH	500.00
CORMIER, PATRICK C-TRSTE		281	2487		RE		
313 N 28 ST		FOA	056	019,20 W62.72	A00260	ENCH	273.00
RUFF, BILLIE		210	10026000		RE		
1138 N 28 ST		NS3	008	014-22 &	A12226	ENCH	720.00
SISTERS OF CHARITY OF LEAVEN		10786	11133500		RE		
20 S 28 ST		BLG	191	001-6	A01293	ENCH	30.00
YELLOWSTONE PAPER COMPANY		1079	4402		RE		
101 S 28 ST		BLG	140	001-24	A00939	ENCH	126.00
SOUTHERN FOODS GROUP LP		770	6306		RE		
14 N 29 ST		BLG	107	023-24	A00776	ENCH	105.00
BARBAZON APARTMENTS LP		636	10077600		RE		
15 N 29 ST		BLG	108	014A	A00783	ENCH	108.00
LAFEVER, NEAL C & DIANNE M		642	10078300		RE		
223 N 29 ST		BLG	057	013-15	A00365	ENCH	20.00
TWO VALLEYS REALTY INC		283	10036500		RE		
Property Address		Subd(CS)/Block/Lot/Unit ax A/C ID Location ID			Tax		
Owner Name	T	Acre			Code	Code	Current
-----		-----			-----	----	-----
302 N 29 ST		BLG	046	001-4	A00269	ENCH	
HARBOUR TOWNE COMPANY		215	10026900		RE		
415 N 29 ST		FOA	053	013-20	A07370	ENCH	17.00
KARLSEN, VIRGINIA G		6911	10737000		RE		
716 N 29 ST		FOA	035	007-9	A07194	ENCH	20.00
BILLINGS CLINIC		6792	13240		RE		
904 N 29 ST		NS1	001	001-24 &	A12102	ENCH	223.00
DEACONESS MEDICAL CNTR OF BL		11517	11210200		RE		
1002 N 29 ST		NS3	006	001-2 &	A12194	ENCH	57.14
DEACONESS MEDICAL CNTR OF BL		11532	11219400		RE		
1006 N 29 ST		NS3	006	003-4 &	A12195	ENCH	57.14
BILLINGS DEACONESS HOSPITAL		11533	13256		RE		

1010 N 29 ST DEACONESS MEDICAL CENTER OF	NS3 006 005-6 & 11534 11219600	A12196 RE	ENCH	57.14
1014 N 29 ST DEACONESS MEDICAL CNTR OF BL	NS3 006 007-8 & 11535 11219700	A12197 RE	ENCH	57.14
1020 N 29 ST DEACONESS MEDICAL CENTER	NS3 006 009-10 & 11536 11219800	A12198 RE	ENCH	57.14
1024 N 29 ST BILLINGS DEACONESS HOSPITAL	NS3 006 011-12 & 11537 11219900	A12199 RE	ENCH	57.14
1028 N 29 ST BILLINGS DEACONESS HOSPITAL	NS3 006 013-14 & 11538 11220000	A12200 RE	ENCH	57.14
1245 N 29 ST STATE OF MT - DEPT OF INSTIT	NML 002 032 10801 11135400	A11354 RE	ENCH	9.00
24 S 29 ST SEAL, LEVERN D	BLG 00A 001-6 1 10000100	A00001 RE	ENCH	11.00
1190 S 29 ST W WEBER PROPERTIES LLC	PIS 001 005B 34980 31046901	C10469A RE	ENCH	10.00
2812 3 AVE N GRAY, MICHAEL J	BLG 057 011-12 282 10036400	A00364 RE	ENCH	334.00
2825 3 AVE N MILLER TROIS LLC	BLG 045 013-24 & 214 2852	A00264 RE	ENCH	125.00
2922 3 AVE N BILLINGS MONTANA PARKING COM	BLG 056 007-17 & 276 4454	A00352 RE	ENCH	18.00
Property Address	Subd(CS)/Block/Lot/Unit ax A/C ID Location ID Acre	Tax		
Owner Name	T	Code	Code	Current
-----	-----	-----	----	-----
804 N 30 ST DEACONESS MEDICAL CENTER OF	FOA 028 001-3 6752 10715200	A07152 RE	ENCH	120.00
810 N 30 ST BILLINGS CLINIC	FOA 028 004,5 6753 10715300	A07153 RE	ENCH	80.00
814 N 30 ST DEACONESS BILLINGS CLINIC	FOA 028 006-8 6754 10715400	A07154 RE	ENCH	120.00
1145 N 30 ST SISTERS OF CHARITY OF LVNWRT	NEL 006 022 11003 11159200	A11592 RE	ENCH	15.00
1233 N 30 ST SISTERS OF CHARITH OF LEAVEN	NEL 004 025-48 & 10979 11156500	A11565 RE	ENCH	33.34
217 N 31 ST ROMAN CATHOLIC BISHOP OF GRT	BLG 055 013-18 274 10034900	A00349 RE	ENCH	137.00
924 S 31 ST COMMUNITY LEADERSHIP DEVELOP	BLG 239 001-4 1536 10180900	A01809 RE	ENCH	50.00
1305 4 AVE N W B Y -LLC	BLG 022 001-6 70 10009600	A00096 RE	ENCH	213.32
Property Address	Subd(CS)/Block/Lot/Unit ax A/C ID Location ID Acre	Tax		
Owner Name	T	Code	Code	Current
-----	-----	-----	----	-----
3000 7 AVE N MILLER LAND CO	FOA 044 010 6854 10729700	A07297 RE	ENCH	60.00
2323 7 ST W ARAGON, KATHLEEN J	CDN 006 001 5513 10581200	A05812 RE	ENCH	25.00
2802 9 AVE N BILLINGS CLINIC	FOA 026 001-24 6748 4386	A07131 RE	ENCH	223.00

Date: 09/28/2009

TITLE: Public Hearing & Resolution for Weed Assessments

Patrick M. Weber, Financial

PRESENTED BY: Services

Department: City Hall Administration

**Information**

**PROBLEM/ISSUE STATEMENT**

The annual weed assessment has been completed by the Finance Division and is ready to be spread on the tax rolls by the attached resolution.

Pursuant to BMCC 25-304, the property owner is notified in writing and given seven (7) days from the date of the notice of noncompliance to exterminate or remove the weeds. Upon failure to comply to the written notification, the city may by its own work forces or by contract cause the weeds to be exterminated, removed or cut. The cost shall be assessed against the non complying real property, together with an additional administrative cost equal to 25% of the cost of removal and a \$25 penalty. If the charges are not paid within a given time, the costs with penalties shall constitute a lien on the non-complying real property and will become a special assessment against the real property.

The attached list of properties had weed removal done, with the General Fund bearing the initial cost.

**ALTERNATIVES ANALYZED**

The Council must hold a public hearing and then may:

- Approve the resolution; or
- Not approve the resolution, in which case the tax payers will not be assessed, and the General Fund will be responsible for paying for the weed assessments.

**FINANCIAL IMPACT**

The costs of the program will be reimbursed to the General Fund by the special assessments against the properties.

**RECOMMENDATION**

Staff recommends that a public hearing be held and that Council passes the resolution on September 28, 2009.

**APPROVED BY CITY ADMINISTRATOR**

**Attachments**

Link: [Resolution - Weeds](#)

RESOLUTION NO. 09 \_\_\_\_\_

A RESOLUTION LEVYING A SPECIAL TAX UPON PROPERTY  
WITHIN THE CITY OF BILLINGS, MONTANA, TO DEFRAY THE  
COST OF CUTTING AND/OR EXTERMINATING WEEDS.

WHEREAS, Billings, Montana City Code, Section 25-307, provides that the City Clerk shall prepare and present a resolution containing a list of all parcels of land in the City, from which and adjacent to which, the weeds were cut, exterminated and/or removed, and such list shall contain opposite the number of such lots or description of such parcels of land, the name of the owner, if known, and the amount of cost for cutting and removing such weeds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA, AS FOLLOWS:

1. LEVYING OF SPECIAL TAX. That for the purpose of collecting funds to defray the cost of cutting and removing of weeds, there is hereby levied and assessed a special tax upon the owners and the lots or parcels described on the list attached hereto.
2. ASSESSMENT AND COLLECTION. Said tax shall be placed upon the assessment rolls and collected in the same manner as other taxes.
3. DISPOSITION OF COLLECTIONS. All monies collected from taxes shall be paid to the General Fund of the City of Billings.
4. NOTICE OF HEARING. On Monday, **September 28, 2009**, at 6:30 o'clock p.m., or as soon thereafter as the matter may be considered on the agenda in the Council Chambers of the City Hall, Billings, Montana, the City Council will hear objections to the final adoption of this resolution. The City Clerk published notice hereof twice, on September 10<sup>th</sup> and September 17<sup>th</sup>, 2009 in the Billings Times.
5. EFFECTIVE DATE. This resolution shall be effective upon adoption.

ADOPTED and APPROVED by the City Council on the **28th** day of **September, 2009**

CITY OF BILLINGS:

BY: \_\_\_\_\_  
Ron Tussing, MAYOR

ATTEST:

BY: \_\_\_\_\_  
Cari Martin, CITY CLERK

Exhibit A

First Name	Last Name	Business	Violation Address	Tax ID	Assessed
Vicki	Thomas		2223 9th Ave N	A02138	372.50
		Lais Development Inc	620 N 16 St	A02023	321.88
		Lais Development Inc	624 N 16th St	A02025	350.00
Aaron	Cevera		2914 4th Ave S	A01398	293.75
Kenneth	Glock		218 S 30th St	A01313	462.50
		Webber Investment Group	3416 6th Ave S	A01624	518.75
Sandra	Frost		146 Monroe St	A14682	434.38
Yolanda	Matt		4181 Morgan Ave	A17106	350.00
Gary & Brian	Wilson		3 Jefferson St	A14651	462.50
Donald & Kimberly	Hanser		502 S 29th St	A01526	406.25
Sidney	Braun		2814 9th Ave S	A01846	350.00
Christine	McCullah		19 Patton Ave	A15028	462.50
Angelica	Shepard		516 S 35th St	A14076	350.00
David & Candice	Albin		4159 Ryan Ave	A17142	518.75
		Schneiter Enterprises	780 Pinehurst Rd	A22067	350.00
Roger	Deitz		1815 3 Ave N	A00184	285.88
Holly	Huennekens Trust		3216 Rimrock Rd	D04753	462.50
		BHG Development Co.	4841 Midland Rd	A30491	406.25
		Galt Acquisitions	4819 Midland Rd	A30490	406.25
Gregory	D'Antonio		5124 Laurel Rd	A11051	518.75
Thomas & Bobbie	Madigan		708 Terry Ave	A19069	350.00
Jack	Webb		4124 Murphy Ave	A22951	181.25
Tamara	Stensby		4133 Vaughn Ln	A09657	378.13
James	Hogan		4145 Vaughn Ln	A09654	378.13
		New Hope Enterprises	1337 Crystal Lake	A30880	293.75
		Yellowstone County	Bazaar Exchange	A21892	462.50
		New Hope Enterprises	1323 Crystal Lake	A30878	293.75
Larry	Grosulak		Wicks Ln	D05173B	518.75
		Schneiter Enterprises	11 W. Wicks Ln	A22311	575.00
Ernest Jay	Wilcos		4137 Buchanan Ave	A06928	350.00
Donald & Patricia	Jones		609 1st St W	A15715	462.50
Megan	Johnston		38 Broadwater Ave	A15718	350.00
Philip	Keith		3022 King Ave W	C03640	293.75
Christopher & Crys	Hamilton		406 Grand Ave	A15210	237.50
Darryl	Webber		3010 Boulder	A18637	631.25
Jerry	Lattin		408 S 37th St	A08788	434.38

		Schneiter Enterprises	2226 W Skokie Dr	A22666	462.50
		Schneiter Enterprises	2326 Riveroaks Dr	A22542	687.50
		Schneiter Enterprises	220 Westlake Cir	A22746	631.25
		Schneiter Enterprises	308 Eastlake Cir	A22750	715.63
Jerry	Wolf		2108 Clubhouse Way	A22209	631.25
Van	Haugen		21 Nimitz Dr	A14916	462.50
Kathleen	Gilluly		904 S 31st St	A01813	575.00
		Burlington Northern/Santa Fe	3319 Ave S	D12178	518.75
		D & M Family Limited Part.	16 Wicks Ln	A29547	631.25
		D & M Family Limited Part.	20 Wicks Ln	A29548	631.25
Donald	Widdicombe		229 Nash Ln	A13271	293.75
Wade	Maurer		1732 Wicks Ln	A31433	293.75
John	Clark		105 Jefferson St	A14735	462.50
		Yellowstone County	4102 Clevenger Ave	A09643	350.00
Timothy	Hert		23 Rhea Ln	A05526	462.50
Glen	Smith		833 Garnet Ave	A08637A	518.75
		Brewhinds Inc	1720 Brewington Ave	A22998	575.00
		JP Morgan Chase Bank Corp/Presiding Bishop LDS	295 Westchester Sq	A24181	350.00
		Duke's Concrete Construction	1065 Siesta Ave	A27076	293.75
			3417 McMasters Rd	A32141	406.25
Pat	Schneider		420 Milton Rd	A31134	350.00
Sidney	Braun		2814 9th Ave S	A01846	462.50
Michael	Pentecost		Glenfinnan Rd	C11233	378.13
Dean	Gilson		2110 10th Ave N	D05790	378.13
Kurtix & Joanna	Bellamy		721 Garnet Ave	A09111	462.50
		KKKKFF LP	Corner of Alkali Creek	A25935	1053.13
Timothy	Hert		23 Rhea Ln	A05526	158.75
Rick	Eastman		310 Jefferson St.	A24309	226.75
June	Hartman		3414 3rd Ave. S.	A18826	123.75

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27,820.80

Date: 09/28/2009

TITLE: Public Hearing for the FY2008-2009 Draft Comprehensive Annual Performance Evaluation Report (CAPER) Community Development Block Grant (CDBG) and HOME

PRESENTED BY: Brenda Beckett

Department: Planning & Community Services

**Information**

**PROBLEM/ISSUE STATEMENT**

Each year the City of Billings is required to report on the results of its federally funded CDBG and HOME programs and submit a report to HUD within 90 days of the end of the program year, June 30, 2009. As part of this report process, the City of Billings must make the report available for public comment for a 15-day period and hold a public hearing on this performance during this period. The public hearing will be undertaken in conjunction with the 15-day public review and comment period extending from September 11 through September 28, 2009. A notice of the availability of the draft report has been published and provided to community partners. No further action is required.

**ALTERNATIVES ANALYZED**

The Council:

- Must hold the public hearing in order to receive federal CDBG and HOME funds. No further action is required.

**FINANCIAL IMPACT**

The Annual Performance Report reports on the City's progress in achieving the goals of its Five Year Consolidated Plan. The period covered by this year's report represents progress under the City's Five Year Consolidated Plan for fiscal years 2005-2009. The City received \$701,191 in new federal CDBG funding and \$493,983 in new HOME funding for FY2008-2009 activities.

**RECOMMENDATION**

Staff recommends that Council hold a public hearing on September 28, 2009, to receive input on the City's Draft Comprehensive Annual Performance Evaluation Report available for public comment beginning September 8 through September 28, 2009. No further action is required.

**APPROVED BY CITY ADMINISTRATOR**

**Attachments**

Link: [Sections I, II and III CAPER](#)

**COMPREHENSIVE ANNUAL PERFORMANCE &  
EVALUATION REPORT**

**FY 2008-2009 CDBG & HOME PROGRAMS**



**COMMUNITY DEVELOPMENT DIVISION  
PO BOX 1178  
BILLINGS, MONTANA 59103**

**SEPTEMBER 2009**

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## SECTION I – CONSOLIDATED PLANNING & REPORTING

### Introduction

Presented below is the City of Billings FY 2008-2009 Comprehensive Annual Performance and Evaluation Report (CAPER) for the City's federally funded Community Development Block Grant (CDBG) and Home Investment Partnership Programs (HOME). The FY 2008-2009 CAPER covers the period from July 1, 2008 to June 30, 2009 and reports on the City of Billings' progress in meeting the goals established in the FY 2005-2009 Consolidated Plan. The City's Consolidated Plan is a strategic planning document that identifies housing and community development needs and proposes strategies to address those needs with available resources.

The Consolidated Plan initiative of the U.S. Department of Housing & Urban Development (HUD) combines the planning, application and reporting requirements of the Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs. Although the Consolidated Plan initiative also covers the Emergency Shelter Grant Program and Housing Opportunities for Persons with AIDS Program, the City of Billings is not an Entitlement City or Participating Jurisdiction for these programs and, as such, strategies for these programs are not included in the City's Consolidated Plan. Consolidated Plans are also submitted by the cities of Great Falls and Missoula and by the State of Montana. The State's Plan covers areas of Montana, outside Billings, Great Falls, and Missoula.

The consolidation of the submission and reporting requirements for the CDBG and HOME Programs allows the City of Billings to report on its various housing and community development activities in an effective and coordinated manner. It also reduces the duplication of effort for planning and reporting for these programs and affords the opportunity for citizen participation on the CDBG and HOME Programs to take place in a comprehensive context. The CDBG, HOME, McKinney, and HOPWA programs covered by the Consolidated Plan must primarily benefit low and moderate-income persons and are intended nationally to provide decent housing, a suitable living environment, and expand economic opportunities for lower-income individuals.

The needs and strategies described in the City of Billings Consolidated Plan outline a specific course of action for the community's housing and community development activities. The City's Consolidated Plan sets forth goals and objectives that are used to measure progress in achieving the strategies described in the plan. The CAPER provides a report on the City's progress in meeting these goals and objectives.

The structure and content of the Consolidated Plan and this CAPER are based on specific requirements of HUD. Many terms used in this document are specific to the CAPER process and HUD Programs, and the reader should consult the City of Billings Community Development Office for assistance.

## **Summary of FY 2005-2009 Consolidated Plan**

The Billings City Council approved the FY 2005-2009 Consolidated Plan on May 9, 2005. The development process included the completion of the *Billings Housing Needs Assessment* completed by the Center for Applied Economic Research, Montana State University-Billings in January of 2005. The *Billings Housing Needs Assessment* highlighted: 1) the affordability of housing; 2) the condition of the housing stock; and 3) demographic trends related to elderly / disabled households. Study results of the needs assessment formed the basis for the development of the strategies for the Consolidated Plan. The Executive Summary for the City's FY 2005-2009 Consolidated Plan is attached in the Appendices.

The following five strategies are proposed by the City of Billings in its FY 2005-2009 Consolidated Plan to address the housing and community development needs in Billings:

### ***Strategy #1***

Promote the preservation of the existing supply of affordable housing in the community by:

- Providing affordable financing to allow low and moderate-income homeowners to perform needed repairs to their homes;
- Providing affordable financing to encourage rehabilitation of multi-family units affordable to lower-income residents in the community; and,
- Reducing the loss of existing standard housing units affordable to lower-income households due to redevelopment activities.

### ***Strategy #2***

Promote the preservation and revitalization of the community's older neighborhoods where the affordable housing stock is located by:

- Preserving the housing stock in older lower-income neighborhoods;
- Providing incentives to encourage development of vacant lots and redevelopment of substandard properties in lower-income neighborhoods;
- Supporting activities that provide amenities and address infrastructure needs of older lower-income neighborhoods; and,
- Supporting efforts of residents of lower-income neighborhoods to work together to address needs and respond to opportunities.

### ***Strategy #3***

Promote new affordable housing opportunities by:

- Encouraging the development of new affordable single, multi-family, and special needs housing in the community through private developers and non-profits; and,
- Promoting homeownership.

#### ***Strategy #4***

Work as an active partner with non-profits, neighborhood groups, and others to address housing, community, and neighborhood needs by:

- Encouraging housing and community development organizations to work together to build strong community structures to better address needs and to respond to opportunities; and,
- Supporting activities that promote fair housing and increase awareness of the rights and responsibilities of protected classes.

#### ***Strategy #5***

Improve the economic conditions of lower-income households in the community by:

- Supporting efforts of community organizations to address the human service needs of lower-income residents of the community in general and our lower-income neighborhoods in particular; and,
- Supporting the efforts of economic development and non-profit agencies to undertake strategies that will result in job training and employment opportunities for lower-income households.

The complete FY 2005-2009 Consolidated Plan can be viewed online:

<http://www.ci.billings.mt.us/DocumentView.asp?DID=1098>

Specific actions for each of these strategies for Fiscal Years FY 2005 through FY 2009 are described in detail in Section II along with the City's progress in FY 2008-2009 in meeting the five-year goals and objectives that were established.

The Billings Housing Needs Assessment is available online:

<http://www.ci.billings.mt.us/DocumentView.aspx?DID=1411>

The Analysis of Impediments to Fair Housing Choice is available online:

<http://www.ci.billings.mt.us/DocumentView.aspx?DID=1100>

The Billings Housing Needs Assessment and the City's FY 2005-2009 Consolidated Plan are available by contacting the Community Development Division at the address below:

Community Development Division, City of Billings  
P.O. Box 1178, Billings, MT 59103  
Phone: 406-657-8281, TTY Users: 711

#### ***Substandard Housing Definition***

For the purposes of this report, substandard condition of housing is defined by the City of Billings as properties requiring more than \$20,000 in funding to complete all required code related improvements to the property. Substandard condition but suitable for rehab would be those properties where \$20,000 invested would address all safety hazard conditions and related items associated with the house within primary systems ranging from electrical, plumbing, heating, roofing, and foundation repairs.

**SECTION II - FY 2008-2009 ACCOMPLISHMENTS**

The City of Billings' FY 2005-2009 Consolidated Plan consists of five strategies to utilize CDBG and HOME resources to address Billings' housing and community development needs. These five strategies and the City's goals and objectives to undertake each strategy are identified below followed by the City of Billings' accomplishments and progress in FY 2008-2009 in meeting the goals and objectives that are established.

<i>FY 2008-2009 ANNUAL PLAN &amp; ACCOMPLISHMENTS</i>			
<b>Strategy #1 - Promote the preservation of the existing supply of affordable housing in the community.</b>			
<i>Objective</i>	<i>Implementation Plan</i>	<i>2008-2009 Goals</i>	<i>2008-2009 Accomplishments</i>
Provide affordable financing to lower-income homeowners to perform needed repairs.	Complete substantial rehabilitation work through the Housing Rehabilitation Loan Program.	12 homes	Substantial rehabilitation work was completed to 11 homes in the community with the CDBG Housing Rehabilitation Loan Program.
	Complete minor rehabilitation work through the Minor Home Repair Program.	12 homes	The City of Billings completed minor home repairs to 17 households during the program year with the City's Minor Home Repair Grant Program.
	Provide funding for single purpose rehabilitation projects targeted to elderly and special needs lower income homeowners. Providing funding to organizations increases the total leveraged funding available for repair programs.	Assist with repairs for the elderly and disabled by working with non-profit organizations such as: LIFTT (7 ramps), YCCOA (58 repairs), and Rebuilding Together (4 homes).	Funding was provided to LIFTT which resulted in the construction of 4 new ramps and home modifications for disabled homeowners.  YCCOA assisted 28 elderly households with repairs of up to \$500.  Rebuilding Together completed 3 projects this year for the elderly and disabled utilizing CDBG funding. The organization completed 23 total projects during their fiscal year, October 1 through September 30. Seventeen of the projects were located in Billings, 1 project was completed in both Ballantine and Lockwood, 4 were completed in Laurel and 2 non-profit housing projects were assisted: Tumbleweed Youth Home and the YWCA Gateway house.

	Pursue grant and private funding to support activities that increase resources available for housing rehabilitation activities.	Staff support & coordination to Rebuilding Together and other organizations performing rehabilitation.	Billings continued to implement the new Low Interest Loan established in June 2002 through a partnership with Wells Fargo. Since this program has not been utilized, the loan will be repaid to Wells Fargo in 2009.  The City continues to pursue additional resources for affordable financing for home repairs.
Provide affordable financing to rehabilitate rental units affordable to lower-income residents.	Complete substantial rehabilitation work to rental units for occupancy by lower-income, elderly and special needs households through the Rental Rehabilitation Program.	5 rental units	The revised Rental Rehab Program was adopted by the City in the fall of 2003 and funding remained available for use until December 31, 2009. This program was integrated with the Affordable Housing Development program in order to strengthen programming and procedures.
	Pursue private resources to support rental rehabilitation activities.	Utilize Fannie Mae's America's Community Fund for rental rehabilitation activities to complete 1 project.	The City researched the possibility of offering a line of credit utilizing Fannie Mae's American Community Fund for future projects. The local Fannie Mae office has closed and funding opportunities are limited through this program.
Reduce the loss of existing standard housing units affordable to lower-income households due to redevelopment activities.	Continue to work with organizations involved with redevelopment activities to promote the preservation of the existing supply of affordable housing and to mitigate the effects of demolition or conversion when it does occur.	Continue working with the Housing Needs Analysis Subcommittee of the Affordable Housing Task Force to continue work on housing guidelines <sup>1</sup> .	The Affordable Housing Task Force met monthly this fiscal year and has worked on identifying regulatory barriers affecting affordable housing development in Billings.

<sup>1</sup> Housing is being lost due to redevelopment activities separate from CDBG and HOME activities. This work group has been established to study housing needs including the loss of housing units due to demolition or redevelopment activities and to develop local housing guidelines acceptable to the community. This initiative will increase local awareness of the negative cumulative effect resulting in the loss of affordable housing units. Local guidelines will be developed which balance the expansion needs of our community with affordable housing.

**Strategy #2 - Promote the preservation and revitalization of the community's older neighborhoods where the affordable housing stock is located.**

<i>Objective</i>	<i>Implementation Plan</i>	<i>2008-2009 Goals</i>	<i>2008-2009 Accomplishments</i>
Preserve the housing stock in older lower-income neighborhoods	See implementation plan for Strategy #1.	-	-
	Support house painting program for lower-income homeowners.	5 homes	The Paint Program was rejuvenated in 2004 after being suspended due to lack of volunteers and lead based paint program requirements. This program remained funded until December 31, 2008. The program was redesigned for implementation in FY2009-2010 in order to offer the program to lead-positive properties, utilizing lead-safe contractors to perform the work.
	Support Tree Program to remove and replace diseased or dangerous trees for lower-income homeowners.	12 trees through public service activity	The City of Billings assisted 9 households including 12 individuals with the removal of dangerous trees during the FY 2008-2009 program year.
	Support activities that help preserve historic properties.	Support annual Yellowstone Historic Preservation Board (YHPB) work plan.	The historic preservation work plan has been updated and completed this fiscal year and is available at the City of Billings' Planning Division.
Provide incentives to encourage development of vacant lots and redevelopment of substandard properties in lower-income neighborhoods	See implementation plan for Strategy #3.	-	-
	Provide support for the Affordable Housing Task Force to make recommendations for a developer incentive program in conjunction with the Planning Department's Smart Growth initiative.	The Barriers to Affordable Housing Subcommittee of the Affordable Housing Task Force will propose an incentive program for infill and affordable housing development for consideration by the City Council.	The Workforce Housing Committee finalized recommendations this fiscal year and is expected to implement affordable housing development strategies.
	Provide funding for Affordable Housing Volunteer Demolition program to eliminate blighted substandard properties in lower income neighborhoods and replace with new affordable housing.	1 property	The Volunteer Demolition program continued to be available for interested applicants until December 31, 2008. This program has been integrated with the overall Affordable Housing Development program to streamline applications, management, procedures and monitoring.

Support activities that provide amenities and address the infrastructure needs of older lower-income neighborhoods	Support planned neighborhood improvements included in City's Capital Improvement Plan (CIP).	Implement City's FY2008-2009 CIP and projects funded through CDBG such as the Central Park Playground.	<p>The Billings Heights Milton Road Improvement Project was completed this fiscal year. Funds for this project were committed specifically for storm drain improvements in November 2005.</p> <p>Funding was provided for the Central Park Playground for playground equipment.</p>
	Provide Special Assessment Grants for lower-income households to help pay for Special Improvement Districts resulting from the City's public improvement projects.	30 homeowners	<p>Special Assessment Grants were provided to 2 low-income homeowner to pay for special assessments resulting from infrastructure development.</p> <p>The number of assisted homes varies from year to year as improvements are made within Special Improvement Districts in low-income areas.</p>
	Encourage the redevelopment of the South 27 <sup>th</sup> Street Corridor.	Complete one new redevelopment project (800 block South 28 <sup>th</sup> , 500 & 700 blocks of South 27th).	<p>The City of Billings has facilitated several projects through land sales, swap, and donation for the redevelopment of the 27<sup>th</sup> Street Corridor including:</p> <ul style="list-style-type: none"> <li>- A new Northern Plains Resource Council building</li> <li>- A new MTS building</li> <li>- Expansion of the Deering Clinic building</li> <li>- Donation of land for Montana Rescue Mission's new campus</li> <li>- Donation of land for Southern Lights, an affordable housing development</li> </ul>
	Encourage the implementation of the Heritage Trail Bike Plan in lower income areas in conjunction with the Healthy Communities "Built Environment" initiative.	Plan and seek funding for needed improvements in task force neighborhoods.	<p>Neighborhood Plans were completed for several neighborhoods. Completed plans can be viewed online: <a href="http://mt-billings.civicplus.com/index.aspx?NID=843">http://mt-billings.civicplus.com/index.aspx?NID=843</a></p> <p>Due to budget constraints, no further neighborhood planning projects will be undertaken in 2008 or 2009.</p> <p>The Community Development Division assists in grant writing opportunities in support of the Heritage Trail Bike Plan including a recent application for the Recreational Trails Program.</p>

<p>Support activities that provide amenities and address the infrastructure needs of older lower-income neighborhoods</p>	<p>Promote historic preservation activities in a coordinated manner through historic preservation organizations.</p>	<p>Support annual YHPB work plan.</p>	<p>Historic preservation activities completed during the program year through the activities of the Yellowstone Historic Preservation Board (YHPB) include:</p> <ul style="list-style-type: none"> <li>- Assisting developers with new development within the historic district;</li> <li>- Continuing the development of an amendment to the existing Billings Historic Preservation Ordinance.</li> <li>- Continue implementation of a notification protocol on the demolition of historic buildings within the City in order to facilitate archival photography;</li> <li>- Identifying funding sources for the construction of a sign board “Billings Through the Decades”;</li> <li>- Assist the North Elevation Task Force in the development of a Historic Residential District, provide technical assistance as needed;</li> <li>- Old Town Neighborhood which is a proposed historic district adjacent to the Montana Avenue Historic District, south of the railroad tracks along Minnesota Avenue. Being surveyed and National Register Nomination forms being prepared.</li> <li>- Continue on an as needed basis the review of CDBG Rehab Projects for compliance with impacts on possible historic resources.</li> <li>- Completed an initial survey of agricultural structures within Yellowstone County, specifically barns. This was completed by students at Montana State University Billings and presented at a public meeting.</li> <li>- Completion and distribution of a Historic Downtown Banner Brochure.</li> </ul>
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<p>Support efforts of residents of lower-income neighborhoods to work together to address needs and respond to opportunities</p>		<p>Complete Neighborhood Plans in South Side, Southwest Corridor, and Garden Avenue neighborhoods.</p>	<p>Neighborhood Plans were completed for the North Park and South Side Neighborhoods.</p> <p>Completed plans can be viewed online: <a href="http://mt-billings.civicplus.com/index.aspx?NID=843">http://mt-billings.civicplus.com/index.aspx?NID=843</a></p> <p>Due to budget constraints, no further neighborhood planning projects will be undertaken in 2008 or 2009.</p>
<p>Support efforts of residents of lower-income neighborhoods to work together to address needs and respond to opportunities</p>	<p>Support neighborhood planning efforts and provide on-going support for monthly task force meetings.</p>	<p>Staff support for newsletter monthly mailings.</p> <p>Facilitate task force initiatives.</p>	<p>The Billings City Council continued to provide \$12,000 in City General Funds to help support the activities of existing task forces.</p> <p>The City hired a Neighborhood Planner in the Fall of 2003 to develop and help implement neighborhood plans. Budget constraints have closed this position as of June 30, 2008.</p> <p>The City of Billings provided staff support for the Adjacent Neighborhood Committee. The committee meets bi-monthly to provide a forum for representatives of the City's neighborhood groups to identify and address problems and share concerns.</p>

**Strategy #3 - Promote new affordable housing opportunities.**

<i>Objective</i>	<i>Implementation Plan</i>	<i>2008-2009 Goals</i>	<i>2008-2009 Accomplishments</i>
<p>Encourage the development of new affordable single family, multi-family, and special needs housing in the community through private developers and non-profits</p>	<p>Provide funding through CDBG / HOME, and other affordable housing funds to encourage the development of new affordable housing in the community emphasizing new / converted:</p> <ul style="list-style-type: none"> <li>- Elderly and disabled housing</li> <li>- Special needs housing</li> <li>- Housing in lower-income neighborhoods (Strategy #2)</li> <li>- Housing for very low and extremely low-income renters</li> </ul>	<p align="center">20 units</p>	<p>The City supported applications from homeWORD for Southern Lights this fiscal year. The Housing Authority of Billings also applied for and was awarded CDBG funding for site development and infrastructure for Lake Elmo Subdivision. This is a large scale subdivision, and Whitetail Run is Phase One. Whitetail Run will provide over 60 multi-family units and approximately 6 single-family units for low- and moderate-income households.</p> <p>The City received a HOME application from the Housing Authority of Billings for Westchester Square, 3 units (one duplex and one single-family) of affordable housing for low- and moderate-income households. All three units were built utilizing Universal Design methods, assuring accessibility for the disabled.</p> <p>The City put forth a Request for Proposals for funding garnered from the Montana Department of Public Health and Human Services and a federal HUD Economic Development Initiative appropriation. Funding was awarded to Interfaith Hospitality Network to acquire and rehabilitate 4 new units (two duplexes) of affordable housing for homeless families. The units will be managed utilizing a “Housing First” model, and the families will be housed and then services will follow to support education, job training, healthcare, treatment, employment, financial literacy and asset development. The units are expected to be open in November 2009.</p> <p>Phase III of the Kings Green Subdivision infrastructure development was completed this fiscal year. This phase is expected to result in 14 new single-family homes and construction has commenced.</p> <p>The City of Billings completed Phase II of the King’s Green development last fiscal year. Fourteen single-family homes were built and sold to low to moderate income families. Phase I created 10 single-family units</p>

			<p>for ownership by low – moderate income households.</p> <p>Funds were awarded to homeWORD (a CHDO) for the construction of Southern Lights, which resulted in the addition of 20 rental units targeted for 30-50% of the area median income population.</p> <p>Irma House was awarded funds for construction of a transitional housing shelter for 6 men transitioning from substance abuse treatment into their former living environment. This project was completed in FY 2008-2009.</p> <p>Volunteers of America – Magic City Terrace project was completed in FY06-07 and resulted in 85 new units for the elderly.</p> <p>Habitat for Humanity has completed 8 single-family homes assisted with CDBG funding. HOME assistance was provided to subsidize 8 homes at Community Leadership Development’s Chrysalis Acres. To date, 17 homes have been completed at Chrysalis Acres and 6 of the 17 homes are HOME-assisted units.</p>
Promote homeownership	Provide funding to Community Housing Development Organizations (CHDOs) to undertake activities to meet priority affordable housing needs.	10 units	Funds were awarded to homeWORD (a CHDO) for the construction of Southern Lights, which resulted in the addition of 20 rental units targeted for 30-50% of the area median income population.
	Complete Phase II and III of the Kings Green Affordable Housing Project.	15 units Complete Phase II of Kings Green, utilize the Affordable Housing Task Force to make recommendations regarding infrastructure development post Phase II.	<p>Phase III of the Kings Green Subdivision infrastructure development was completed this fiscal year. This phase is expected to result in 14 new single-family homes and construction has commenced.</p> <p>The City of Billings completed Phase II of the King’s Green development last fiscal year. Fourteen single-family homes were built and sold to low to moderate income families. Phase I created 10 single-family units for ownership by low – moderate income households.</p>

	<p>Work to address loss of mobile/manufactured housing affordable to lower-income households.</p> <p>Work with Affordable Housing Task Force to identify and address barriers to affordable housing and to encourage infill development.</p>	<p>Establish work groups through the Affordable Housing Task Force to study and make recommendations for housing options.</p>	<p>The Affordable Housing Task Force met monthly this fiscal year and has worked on identifying regulatory barriers affecting affordable housing development in Billings.</p>
	<p>Support activities of the Housing Authority of Billings and other assisted housing providers to meet the needs of very low-income households.</p>	<p>Support implementation of HAB's Five-Year Plan.</p>	<p>The City is committed to supporting the implementation of their Five-Year Plan. The Housing Authority of Billings (HAB) is also represented on the Affordable Housing Task Force and other City committees.</p>
<p>Promote homeownership</p>	<p>Provide funding for support services to address the needs of the homeless, elderly, and special needs populations.</p>	<p>Provide staff support for the new Mayor's Committee on Homelessness.</p>	<p>The Mayor's Committee on Homelessness began meeting on June 15, 2006 to develop a 10-year strategic plan to end chronic homelessness. The Community Development Division is spearheading this initiative, which includes participation from organizations involved with the Continuum of Care on a local and state level.</p> <p>Funding was provided to Senior Helping Hands for in-home care for 25 elderly individuals.</p> <p>YWCA Gateway House provided emergency shelter care for 411 victims of domestic violence during this fiscal year.</p> <p>The Medication Assistance Program (operated the Yellowstone Health Partnership) provided medications to 940 new clients this fiscal year.</p>
	<p>Assist lower income households achieve home ownership through the City's First Time Homebuyer program in partnership with Montana Board of Housing (MBOH).</p>	<p>54 homebuyers and \$4 million in set aside financing.</p>	<p>Assistance was provided to 35 low and moderate-income individuals to help them achieve home ownership during the program year through the City's First Time Homebuyer (HOME and CDBG funding) and the American Dream Down-payment Initiative programs.</p>

	Participate with Montana Homeownership Network to increase First Time Homebuyer opportunities in the City leveraging resources available through Fannie Mae, MBOH etc.	20 homebuyers	<p>From July 1, 2008 through June 30, 2009, Montana Board of Housing provided \$2,565,336 in funds for 23 mortgage loans to programs in the Billings First Time Home Buyer programs.</p> <p>The average household income of those receiving these loans was \$36,507.</p> <p>The Montana Board of Housing has financed, since beginning to work with the City of Billings years ago, 451 loans for a total of \$34,463,068 in leveraged funding.</p>
Promote homeownership	Support homebuyer education in partnership with Montana Homeownership Network.	150 households	<p>260 households have participated in homebuyer education programs this fiscal year through homeWORD.</p> <p>HRDC7 was also a partner this year in the Montana Homeownership Network and provided one-on-one housing counseling in the following categories: pre-purchase; delinquency / foreclosure; HECM; and rental counseling.</p>
	Support Billings Partners for American Indian Homeownership effort to increase homeownership rates for American Indians and other minorities in the community.	Implementation of partnership goals to increase the homeownership rate for American Indians in Billings.	<p>The Billings Partners for American Indian Homeownership has continued its outreach activities to address American Indian Homeownership.</p> <p>On September 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>, and October 7<sup>th</sup> The Billings Partners held 1 hour lunch and learns with speakers on various topics of purchasing a home at the Bureau of Indian Affairs. On April 14<sup>th</sup> and 16<sup>th</sup> The Partners held an evening housing fair with presentations and information on home ownership at The Housing Authority of Billings. The Partners will continue to hold events that disburse information on home ownership.</p>
	Support the Hispanic Development Outreach Initiative	Provide staff support to increase economic opportunities and homeownership for Hispanic Americans in Billings.	Staff support was offered for the Cinco de Mayo celebration held in May 2008.

**Strategy #4 - Work as an active partner with non-profits, neighborhood groups, and others to address housing and community development needs.**

<i>Objective</i>	<i>Implementation Plan</i>	<i>2008-2009 Goals</i>	<i>2008-2009 Accomplishments</i>
Encourage housing, community, and development organizations to work together to build strong community structures to better address needs and respond to opportunities	Sponsor the Affordable Housing Task Force to continue to bring together organizations such as the Housing Authority of Billings, Habitat for Humanity, HRDC, Big Sky EDA, homeWORD, realtors and lenders to address affordable housing issues of common concerns.	Complete work on the new strategic plan and implement the plan through subcommittees.	The Affordable Housing Task Force met monthly this fiscal year and has worked on identifying regulatory barriers affecting affordable housing development in Billings.
	Sponsor the Adjacent Neighborhood Committee which brings together the City's neighborhood task forces and Downtown Partnership.	Host bi-monthly meetings and provide staff support for task force initiatives.	The Adjacent Neighborhood Committee meets regularly to discuss neighborhood and other city issues.
	Support the activities of the Billings American Indian Homeownership Partnership which brings together approximately 20 organizations to increase the homeownership rate for American Indians.	Implementation of partnership goal to increase the homeownership rate for American Indians in Billings.	The City continues to support the Billings Partners for American Indian Homeownership (BPAIH). This partnership was renewed in August of 2003 after a period of inactivity and has become an active and successful advocate for housing for American Indians in the Billings area. The partnership offers Lunch and Learn sessions and other outreach efforts.  According to HUD, the homeownership rate in Billings for American Indians has risen from 22% to 35% in recent years. A celebration of American Indian Homeownership was held in September 2007 and was attended by 25 individuals.
	Support Neighborhood Task Forces to identify and address neighborhood needs.	Complete neighborhood plans and support distribution of monthly newsletters.	Newsletter distribution for 7 neighborhood task forces is facilitated through the Community Development office and approximately 1,421 total newsletters were distributed monthly this fiscal year which resulted in 17,052 total newsletters.
	Support the Hispanic Development Outreach Initiative	Offer staff support to establish new group to increase economic opportunities and homeownership for Hispanic Americans in Billings.	Staff support was offered for the Cinco de Mayo celebration held in May 2008.

Support activities that promote fair housing and increase awareness of the rights and responsibilities of protected classes	Undertake fair housing activities in a coordinated manner.	Implement existing FY2003-2007 Fair Housing Plan through the FY 2008-2009 Fair Housing Action Plan.	Fair housing activities were undertaken according to the 2007 and 2008 FHIP statements of work, included in the appendices.
		Apply for Fair Housing Initiatives Program (FHIP) funding through HUD in 2008 for calendar year 2009.	An application was submitted for the FHIP grant in July 2008. Unfortunately, the application was not funded. Capacity-building assistance has been facilitated for the Community Housing Resource Board for the organization to submit a FHIP application on behalf of the all community fair housing activities in 2009.
	Complete new Analysis of Impediments to Fair Housing Choice for the Billings Community in 2007 and develop a new Fair Housing Plan for FY2008-2012.	Develop new fair housing plan in 2008 based on results of the Analysis of Impediments to Fair Housing Choice.	<p>The City's Analysis of Impediments to Fair Housing Choice was completed in December 2007. The study was used to develop a five-year Fair Housing Work Plan that was approved by the Billings City Council in May 2008 through the Consolidated Plan.</p> <p>The City received \$92,879 for calendar year 2006 following a successful grant application to HUD's Fair Housing Initiatives Program. Partnering organizations for this program include: Community Housing Resource Board, Billings Partners for American Indian Homeownership, and the Interfaith Hospitality Network.</p> <p>The City received \$99,987 for calendar year 2007 following a successful grant application to HUD's Fair Housing Initiatives Program. Partnering organizations for this year's program include: Community Housing Resource Board, Billings Partners for American Indian Homeownership, Yellowstone County Council on Aging, HRDC District 7, homeWORD and the Interfaith Hospitality Network.</p> <p>The City received \$99,923 for calendar year 2008 following a successful grant application to HUD's Fair Housing Initiatives Program. Partnering organizations include: Community Housing Resource Board, Billings Partners for American Indian Homeownership, Yellowstone County Council on Aging, homeWORD and the Interfaith Hospitality Network.</p>

**Strategy #5 - Improve the economic conditions of lower-income households in the community.**

<i>Objective</i>	<i>Implementation Plan</i>	<i>2008-2009 Goals</i>	<i>2008-2009 Accomplishments</i>
Support efforts of community organizations to address the human service needs of lower-income residents of the community in general and lower-income neighborhoods in particular	Utilize up to 15% of CDBG funding for public service activities to improve the economic conditions of lower-income households.	Continue to implement performance measures to determine impact of assisted activities.	<p>The City of Billings provided the full 15% available in CDBG funding to public service activities ranging from Family Service, Inc. to the YWCA shelter for victims of domestic abuse.</p> <p>Performance measurements have been fully implemented as per HUD's new procedural requirements. Technical assistance training has been provided to sub-recipients to assist with the implementation of performance measurements.</p>
Support the efforts of economic development and non-profit agencies to undertake strategies that will result in job training and employment opportunities for lower-income households	Provide technical assistance to lower-income households interested in starting or expanding an existing business.	Provide technical assistance to 100 lower income households. Implement performance measures to determine impact of assisted activities.	<p>The City provided funding to Big Sky Economic Development Authority to provide technical assistance to low and moderate-income persons to start or expand a business.</p> <p>Big Sky Economic Development Authority provided technical assistance to 104 individuals during the program year.</p> <p>3 low- and moderate-income clients started / expanded a business.</p>
	Support the Hispanic Development Outreach Committee	Provide staff support to establish new group to increase economic opportunities and homeownership for Hispanic Americans in Billings.	Staff support was provided to the Hispanic Development Outreach Committee for the Cinco de Mayo event through printing and design of flyers.

## ASSESSMENT OF CITY ACCOMPLISHMENTS FOR FIVE YEAR CONSOLIDATED PLAN

FY2005-2009

Strategy	Objective	Unit Type	Goal	04-05	05-06	06-07	07-08	08-09	Total	Total - Goal
Preserve existing affordable housing.	Substantial Housing Rehab - Homeowner Occupied	Housing Units	75	11	10	10	10	11	52	23
	Minor Home Repair	Housing Units	100	15	35	15	16	17	98	2
	Rehab - Ramps for the Disabled	Ramps - Housing Units	20	6	8	7	8	4	33	13
	Minor Home Repair for the Elderly	Housing Units	150	31	34	29	43	28	165	15
	Grant Funding to Support Rehab Activities	Housing Units	20	0	0	0	0	0	0	20
	Substantial Housing Rehab - Rental Units	Housing Units	50	26	4	2	0	0	32	18
	Housing Preservation / Demolition Response	Policy	1	0	0	0	0	1	1	0
Preserve housing stock in lower income neighborhoods.	House Painting Program	Housing Units	40	4	1	3	3	0	11	29
	Tree Program	Trees / Individuals	80	14	14	18	7	12	65	15
	Demolition Program	Properties	5	0	0	0	0	0	0	5
	Neighborhood Improvements	CIP Implemented	5	1	1	1	1	1	5	0
	Special Assessment Grants	Housing Units	100	1	10	5	1	2	19	81
	Redevelopment 27th St. Corridor	Redevelopment Projects	3	4	0	0	0	0	4	1
	Neighborhood Plans	Plans	-	0	1	2	2	0	5	-
	Heritage Trail Bike Plan	Projects	2	2	2	1	3	0	8	6
Historic Preservation Activities	Annual Work Plan	5	1	1	1	1	1	5	0	
New affordable housing.	New Housing Units	Housing Units	100	19	12	91	0	84	206	106
	CHDO Housing Units	Housing Units	50	19	6	0	20	0	45	5
	Phases I, II and III Kings Green	Housing Units	25	10	0	0	14	0	24	1
	Manufactured / Mobile Housing	Policy	1	0	0	0	1	0	1	0
	Housing Authority of Billings	5 Year Plan	1	1	0	0	0	0	1	0
	First Time Homebuyers	Households	125	34	44	34	59	22	193	68
	First Time Homebuyers - MBOH Set-Aside Use	Households	125	?	?	?	35	23	58	67
	Homebuyer Education	Households	750	259	234	288	282	260	1,323	573
	Billings Partners American Indian Homeownership	Monthly Meetings	60	12	12	12	12	12	60	0
	Billings Partners American Indian Homeownership	Homeownership Rate	-	22%	27%	-	35%	-	-	-
Active partner to address housing & community development needs.	Affordable Housing Task Force	Work Plan - Years	5	1	1	1	1	1	5	0
	Adjacent Neighborhood Committee	Bi-monthly Meetings	30	6	6	6	6	6	30	0
	Analysis of Impediments to Fair Housing Choice	Analysis / Plan	1	0	0	0	1	0	1	0
	Task Force Support	Newsletters		?	17,400	15,516	16,596	17,052	66,564	66,564
	Fair Housing Initiatives Grant Applications	Grants	5	1	1	1	1	1	5	0
Improve economic conditions of lower income households.	Public Service Activity Performance Measurements	Policy	1	0	0	0	1	0	1	0
	Technical Assistance - Business Center	Households	500	128	406	93	135	104	866	366

DRAFT

### SECTION III - REQUIRED PROGRAM NARRATIVES

The following narrative information is required by CDBG and HOME program regulations to be included in the City's Comprehensive Annual Performance and Evaluation Report (CAPER). The information provided is for FY 2008-2009 reporting period beginning July 1, 2008 and ending June 30, 2009.

#### ***Assessment of the City of Billings' effort to carry out planned actions described in its FY 2008-2009 Action Plan and Five Year Consolidated Plan***

The City of Billings has met many of the goals established in the five year Consolidated Plan. Projects funded with CDBG and HOME resources can be viewed in Attachment A – Housing and Neighborhood and Public Services Project Summaries. FY 2008-2009 represented the City's progress in meeting the five-year goals established in the FY 2005-2009 Consolidated Plan for use of federal Housing and Community resources in Billings.

Challenges faced by the City in achieving its five-year goals in FY 2008-2009 continue to include limited federal funding and the rising housing costs in Billings, which has decreased the availability of affordable housing for lower-income households. The affordable housing goals have also been impacted by redevelopment activities that have resulted in the loss of affordable housing in our community.

Policy recommendations following the five-year analysis of achievements include the following:

- ***Focus funding and staff efforts on strong, core programs:*** The City of Billings has had many programs which were underutilized over the past five years and very strong core programs, which should be continued and strengthened. Staff recommends planning to match capacity and focusing on core programs, including:
  - Housing Rehabilitation
  - Minor Home Repair
  - First Time Homebuyer
  - Special Assessment Grants
  - Affordable Housing Development
- ***Integrate underutilized programs:***
  - Demolition
  - Rental Rehabilitation
  - Grants for Housing Rehabilitation
- ***Implement policy recommendations:***
  - One-for-One replacement for all housing demolition
  - Partner with community organizations with initiatives supporting the Consolidated Plan, including the Housing Authority of Billings, the City-County Planning Division, HRDC District 7 and NeighborWorks Montana.
  - Streamline reporting for sub-recipients and internal programs, lessening reporting burden and increasing value of outcomes.

Strategy	Objective	Goal	Total	Total Less Goal	Notes / Recommendations for Next Five-Year Consolidated Plan
Preserve existing affordable housing.	Substantial Housing Rehab - Homeowner Occupied	75	52	23	50 Housing Rehab Units
	Minor Home Repair	100	98	2	100 Minor Home Repair Units
	Rehab - Ramps for the Disabled	20	33	13	30 Ramps
	Minor Home Repair for the Elderly	150	165	15	150 Minor Home Repair for the Elderly / Disabled
	Grant Funding to Support Rehab Activities	20	0	20	Integrate with Affordable Housing Development Program
	Substantial Housing Rehab - Rental Units	50	32	18	Integrate with Affordable Housing Development Program
	Housing Preservation / Demolition Response	1	1	0	Implement one-for-one replacement policy for all programs
Preserve housing stock in lower income neighborhoods.	House Painting Program	40	11	29	10 house painting
	Tree Program	80	65	15	50 tree projects, measurements must be recorded by "individuals" served via Public Service activity, ensure consistent outcomes reporting
	Demolition Program	5	0	5	Integrate with Affordable Housing Development Program
	Neighborhood Improvements	5	5	0	Continue to support neighborhood initiatives built into Capital Improvement Plan
	Special Assessment Grants	100	19	81	20 Special Assessment Grants
	Redevelopment 27th St. Corridor	3	4	1	Marketing plan for land sale
	Neighborhood Plans	-	5	-	Resources do not support initiative
	Heritage Trail Bike Plan	2	8	6	Support Heritage Trail Plan and alternative modes through Planning Division
New affordable housing.	Historic Preservation Activities	5	5	0	Support Yellowstone Historic Preservation Board through Planning Division
	New Housing Units	100	206	106	100 Units
	CHDO Housing Units	50	45	5	Meet commitment and expenditure deadlines for CHDO projects, include outcomes in total new housing units
	Phases I, II and III Kings Green	25	24	1	Complete Kings Green Phases III and IV
	Manufactured / Mobile Housing	1	1	0	Support efforts of HRDC District 7 and NeighborWorks Montana, continue Minor Home Repair for mobiles
	Housing Authority of Billings	1	1	0	Support efforts of Housing Authority of Billings
	First Time Homebuyers	125	193	68	175 First Time Homebuyers
	First Time Homebuyers - MBOH Set-Aside Use	125	58	67	Measure funding dedicated to project and / or number households consistently
	Homebuyer Education	750	1,323	573	1,000 participants in homebuyer education
	Billings Partners American Indian Homeownership	60	60	0	Continue supporting the efforts of the committee
Active partner to address housing & community development needs.	Billings Partners American Indian Homeownership - Ownership Rate	↑22%	35%	13% Increase	Continue tracking homeownership rate for American Indians
	Affordable Housing Task Force	5	5	0	Continue supporting Affordable Housing Task Force
	Adjacent Neighborhood Committee	30	30	0	Continue supporting Adjacent Neighborhood Committee
	Analysis of Impediments to Fair Housing Choice	1	1	0	Complete AI in December 2013 to implement FY2013-2014
	Task Force Support	?	66,564	66,564	Continue to support task force newsletters, focus on capacity-building for self-sustainability
Improve economic conditions of lower income households.	Fair Housing Initiatives Grant (FHIP) Applications	5	5	0	Continue to support the Community Housing Resource Board in applying for FHIP, facilitate application if necessary
	Public Service Activity Performance Measurements	1	1	0	Support 15% recommendations for Public Services, emphasize homeless initiatives
	Technical Assistance - Business Center	500	829	329	

**Date: 09/28/2009**

**TITLE: Public Hearing for Site Development Ordinance Variance # OP - 09 - 03**

**PRESENTED BY:** David Mumford

**Department:** Public Works

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**Information**

**PROBLEM/ISSUE STATEMENT**

Yellowstone County Council on Aging, Inc. (YCCOA), has relocated to an existing building that was previously used as retail. The new use is a counseling and training center for the elderly and triggers a change in the off-street parking requirements. The building is located at 1505 Avenue D, Lots 20 – 24 & 23A, Amended Block 8, Partington Park Subdivision, 8th Filing, being generally located on the Northwest corner of Avenue D and 15th Street West. YCCOA requests variance from Section 6-1203(a) and Section 6-1203(j) of the Site Development Ordinance. Section 6-1203(a) pertains to when the off-street parking requirements apply and Section 6-1203(j) pertains to the number of off-street parking stalls required. The change of use for by ordinance would require 62 off street parking spaces and 44 spaces will be provided.

**ALTERNATIVES ANALYZED**

The City Council may:

- Approve the variance. Approval of the variance will allow YCCOA to operate the new office facility without meeting the Site Development Ordinance, which covers the requirements for off-street parking needs as proposed in the Parking Variance Request Presentation .
- Do not approve the variance. If the variance is denied, the Site Development Ordinances will require redesign of the facility to provide the additional off-street parking.

**FINANCIAL IMPACT**

There is no direct financial impact to the City. Advertising costs for the public hearing are offset by the variance application fee.

**BACKGROUND**

Schutz Foss Architects is the consultant for the design of the YCCOA building. The Owner, YCCOA, has provided a Parking Variance Request and site plans for the variance showing the current off-street parking layout and the proposed project's off-street parking layout.

In accordance with past City practices, City staff and the owner have calculated the required parking needed to meet the off-street parking requirements for the existing facility and the new office building is 62, based on Section 6-1203(a) and 6-1203(j).

For the requested variance, the Site Development Ordinance reads as follows:

Section 6-1203(a)

- Required: There shall be provided at the time of erection of any building or structure or at the time of any change in occupancy of any building or structure minimum off-street parking accommodations meeting the provisions of this section.

Section 6-1203(j):

• Table of minimum standards. Required parking spaces shall be in conformance with the following table and where alternative standards are indicated, the greater requirement applies in conflicting computation; where the total quota results in a fraction the next highest full unit shall be provided.

Medical doctor and dental clinics or offices located outside the medical corridor - 1 per 200 sq. ft. of gross floor area.

Banks, business and professional offices - 1 per 300 sq. ft. of gross floor area.

The number of required parking stalls by the Site Development Ordinance for the new and existing facilities is 62 spaces. On street parking is not recognized in this district as meeting part of the off-street parking requirements.

The proposed site does have the additional property available for additional parking on the neighboring property to the west of the YCCOA property, for parking use in the off hours of the day. The YCCOA is currently working on a reciprocal overflow parking use with these surrounding businesses. In addition, many of the patrons of the facility use alternative means of transportation including the MET City Bus System, city cab services, and Special Transportation services, thus reducing the number of personal vehicles requiring off street parking.

### **SUMMARY**

Yellowstone County Council on Aging Inc. is proposing to provide 44 of the 62 required parking stalls with the site development (Parking Variance Request Presentation).

The parking that is being proposed or provided is less than what is required parking by City Ordinance.

### **RECOMMENDATION**

Staff recommends that Council approve the variance allowing the reduced number of required off-street parking spaces based on the number of Yellowstone County Council on Aging, Inc., patrons who use alternate transportation and also require that YCCOA obtain the reciprocal parking agreement with the surrounding businesses discussed in the background section of this document.

### **APPROVED BY CITY ADMINISTRATOR**

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#### **Attachments**

Link: [Variance Request Exhibit](#)

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September 17, 2009

Debi Meling – City Engineer  
Billings City Engineering  
2224 Montana Avenue  
Billings, MT 59101

RE: Variance Request

Dear Debi,

YCCOA is entering Phase II of their remodel for the recently purchased building at 1505 Avenue D. Phase I remodel included general office remodel of the upper floor and only finishes in the main social space on the ground floor.

Phase II remodel will provide for remodel of existing toilets to provide accessible accommodation and the remodel will also include a commercial kitchen for the Meals on Wheels program and for serving lunches to those program participants who wish to visit the facility for lunches. The goal is to have lunches available over a longer period of time to provide flexibility to individuals and reduce traffic. Lunches will be available from 11 am to 1 pm.

Meals on Wheels volunteers will maintain volunteer delivery from this site and will stage their delivery times through the early morning – 7:30 am – 10:30 am. Their parking on site will have very little impact, as pickup of meals is a quick stop. (Approximately 12 vehicles total)

In previous discussions with the City of Billings Engineering Office, we have calculated a requirement for parking to be 62 spaces. Currently, our site contains 45 spaces. We are adding 2 spaces at the alley entrance area. We are going to convert some parking to provide 3 Handicap spaces, one being van accessible. By adding handicap spaces, we will lose one space. The City will require we delete one space for a clear vision zone. We will also lose one spot due to a relocated transformer. Our new parking space count on site is projected to be 44 spaces. To meet the city's parking requirement, we would need an additional 18 spaces.

The following are reasons we are requesting this variance to off-street parking requirements.

- ◆ We are working on a reciprocal overflow parking use policy with our surrounding businesses.
- ◆ This particular building occupancy has a high volume of non-drivers because of the age category. This building is on the route of the MET city bus service. There is also a long-standing agreement with city cab services to provide rides to those individuals that do not drive. Special transportation services are also available to handicap users and volunteers are also commonly used to pick up users.

Sincerely,

Allen Rapacz, AIA  
President

AR:ld  
cc: Bea Ann Melichar  
Kennedy

### APPLICATION FOR VARIANCE

1. Legal description of property: Lot 20-24 § 23A - Amended Block 8, Partington Park Subdivision - 8th

2. Address (if unknown, contact the City Engineer's office) or general location: 1505 Avenue D, Billings, MT 59102

3. Owner(s): Yellowstone County Council On Aging  
(Recorded Owner)  
1505 Avenue D - Billings, MT 59102  
(Address) 259-9666  
(Phone Number)

4. Agent(s): Schutz Foss Architects/Sanderson Stewart  
(Name)  
3030 4th Ave N. / 1300 N. Transtedt Way  
(Address) 252-9218 (SFA) 656-5255 (S/S)  
(Phone Number)

5. Section of the Site Development Ordinance that this request for variance applies to: off-street parking - G-1203

6. Reason for request: See attached.

7. Covenants for deed restrictions on the property: Yes \_\_\_ No \_\_\_  
(if yes, please include a copy)

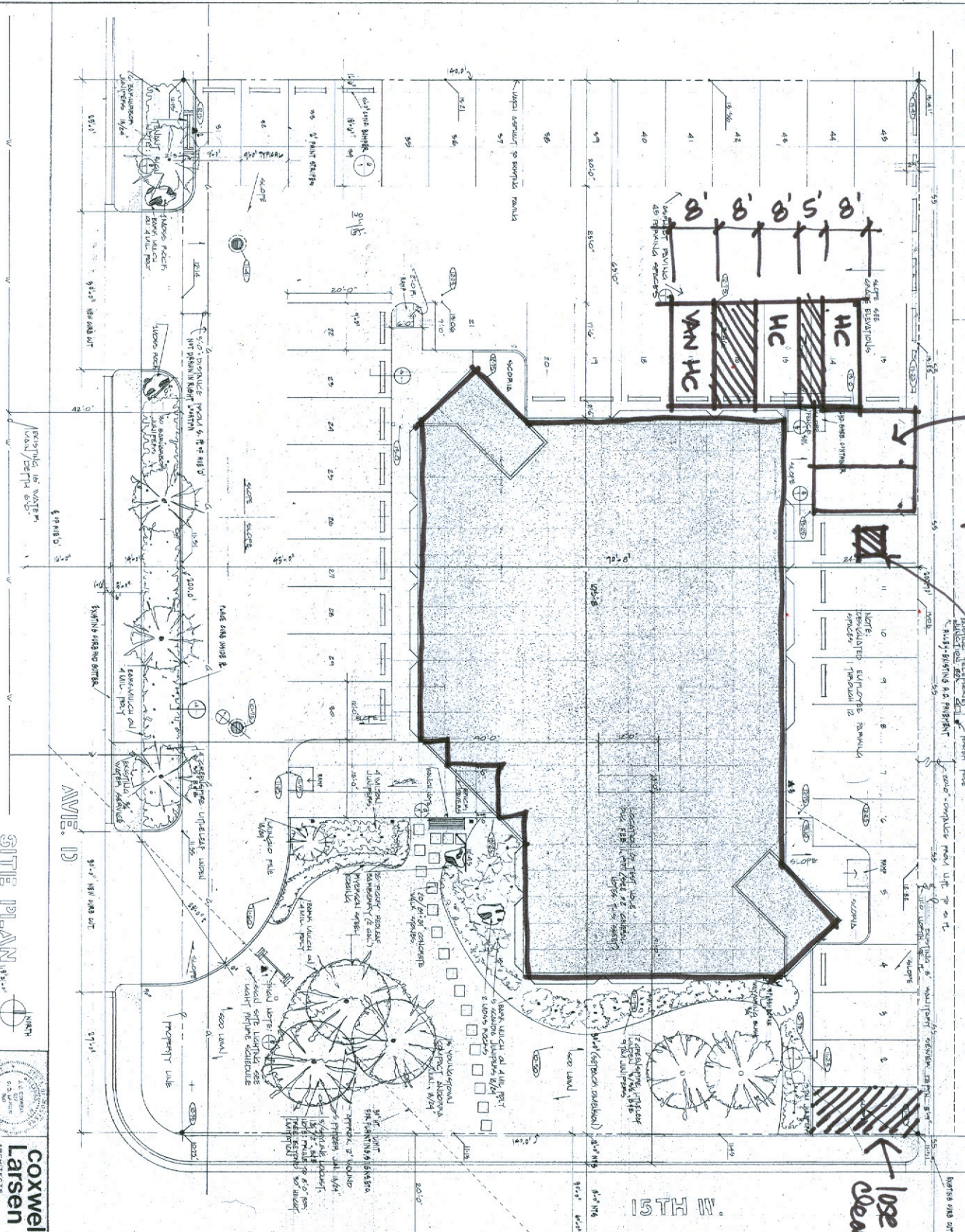
I understand that the filing fee accompanying this application is not refundable, and that the fee does not constitute a payment for variance requested. Also, that all the information presented is true and correct.

Signature: [Signature] Date: 9.17.09  
(Recorded Owner)

Fee: \$60.00

Receipt #: \_\_\_\_\_

Hearing Date: \_\_\_\_\_



*New spaces*  
*Relocated XMP*

*lose to clear vision zone.*

SITE PLAN

COXWELL  
 Larsen  
 ARCHITECTS  
 14TH ST WEST & AVENUE D  
 BILLINGS, MONTANA

STAR OFFICE  
 MACHINES, INC  
 14TH ST WEST & AVENUE D  
 BILLINGS, MONTANA

0901-B 9.17.09

- 1) GENERAL NOTES:
- 2) ALL DIMENSIONS TO FACE UNLESS NOTED OTHERWISE
- 3) FINISH FLOOR TO FINISH FLOOR UNLESS NOTED OTHERWISE
- 4) FINISH GRADE TO FINISH GRADE UNLESS NOTED OTHERWISE
- 5) FINISH GRADE TO FINISH GRADE UNLESS NOTED OTHERWISE
- 6) FINISH GRADE TO FINISH GRADE UNLESS NOTED OTHERWISE
- 7) FINISH GRADE TO FINISH GRADE UNLESS NOTED OTHERWISE
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- 11) FINISH GRADE TO FINISH GRADE UNLESS NOTED OTHERWISE
- 12) FINISH GRADE TO FINISH GRADE UNLESS NOTED OTHERWISE
- 13) FINISH GRADE TO FINISH GRADE UNLESS NOTED OTHERWISE
- 14) FINISH GRADE TO FINISH GRADE UNLESS NOTED OTHERWISE
- 15) FINISH GRADE TO FINISH GRADE UNLESS NOTED OTHERWISE

# PROJECT SITE



Date: 09/28/2009

TITLE: Draft 2010 Unified Planning Work Program (UPWP)

PRESENTED BY: Scott Walker

Department: Planning & Community Services

Information

**PROBLEM/ISSUE STATEMENT**

The Planning Division is presenting the Draft 2010 Unified Planning Work Program (UPWP) for the Billings Metropolitan Planning Organization for Council review and recommendation to the Billings Policy Coordinating Committee (PCC). The UPWP is primarily for the purpose of programming the federal dollars Billings receives from the Federal Highway Administration (FHWA) for transportation planning. These funds are passed through the Montana Department of Transportation (MDT). However, all planning activities are included in the UPWP so that it represents a comprehensive document of the urban transportation planning program. This UPWP proposes planning activities for Federal Fiscal Year 2010, which runs from October 1, 2009, through September 30, 2010.

This UPWP corresponds directly with the Planning Division's annual work plan. The significant changes in this year's program include updating the Heritage Trail Plan, completing the Transportation Plan Update and Blue Creek Transportation Study, and moving the Alternative Modes staff position to a contract position. The Transit section is Chapter II of the UPWP. The document is consistent with past programs. A copy of the UPWP for each Council member is included with this memo and a copy is on file in the City Clerk's office for public review.

**ALTERNATIVES ANALYZED**

The Council may:

- Accept the plan (recommended) and instruct the City Council's PCC Designee to provide a positive recommendation to PCC; or
- Reject the plan and instruct the City Council's PCC Designee to give a negative recommendation to PCC. A negative recommendation could jeopardise the allocation of Federal funds to the Planning Division for transportation planning and related programs. The PCC meeting is scheduled for September 29th.

**FINANCIAL IMPACT**

Estimated FY2010 Planning Division Revenues Used to Match Federal Planning Allocation:

- \$158,000 Planning Dept. Fee Revenue (City of Billings)
- \$100,000 Planning Dept. Fee (Yellowstone County)
- \$300,000 Yellowstone County (Mill)

\$1,261,600 Federal Planning (PL) Allocation

\$1,819,600 Total Program (UPWP)

**RECOMMENDATION**

Staff recommends that the City Council approve the Draft 2010 UPWP at its meeting on September 28th and authorize the Council's PCC designee to take the recommendation to the Policy Coordinating Committee meeting on September 29th.

**APPROVED BY CITY ADMINISTRATOR**

**Attachments**

Link: [Draft 2010 UPWP](#)

---

# **Billings Urban Area**

**Unified Planning Work Program**

**(UPWP)**

**Federal Fiscal Year**

# **2010**

**DRAFT**

Prepared By:

Billings/Yellowstone County Planning Department  
4<sup>th</sup> Floor, Parmlly Billings Library  
510 North Broadway  
Billings, Montana 59101

In Cooperation With:

Montana Department of Transportation  
Federal Highway Administration  
Federal Transit Administration

# UNIFIED PLANNING WORK PROGRAM

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## INTRODUCTION

The Billings Urban Area planning process is organized and conducted in a cooperative, coordinated, and comprehensive manner. The Yellowstone County Board of Planning, as the designated Metropolitan Planning Organization (MPO), is charged with the responsibility of administering the planning process. Under federal regulation, an MPO must be established for urban areas with populations greater than 50,000 in order to receive federal funds for construction projects and transportation planning. This document, the Billings Urban Area Unified Planning Work Program (UPWP), and a companion document, the Prospectus, is the foundation upon which the planning process is based.

The UPWP is developed each year, and once adopted, is in effect from October 1 to September 30. The UPWP contains a task by task discussion of projects, which are to be undertaken during the program year. It also contains appropriate funding information, staffing information, and a schedule for each project. The UPWP undergoes a comprehensive review at the local, state, and federal levels each year.

This year, Federal Fiscal Year 2010, the format for work program activities conforms to Federal Transit Administration (FTA) Circular 8100.1B, specifically Chapter IV. The Montana Department of Transportation and the Yellowstone County Board of Planning have mutually agreed upon use of this format.

The Prospectus is a detailed description of projects, which occur on a routine basis. Once adopted, the Prospectus is only amended if there is a change in the planning process. The Prospectus also contains information pertaining to the organization of the planning process, agencies involved, and agreements between agencies involved in the process.

Cost overrun guidelines have been established by the Montana Department of Transportation, and agreed to by the Yellowstone County Board of Planning. Those guidelines will determine the allowable overruns for any work program element. Overruns that surpass those outlined in the guidelines will require a UPWP amendment.

This document includes two chapters, Highway and Transit. Each chapter contains individual work elements. These work elements describe work the planning staff will undertake in the program year as well as work accomplished in the past year. Also included is a breakdown of funding sources which include, Planning (PL) funds and Local (City & County) funds which are used to match the PL funds.

### **DATES OF LOCAL APPROVAL**

TAC – 9/2/09

PLANNING BOARD – 9/8/09

COUNTY COMMISSION – 9/29/09

CITY COUNCIL – 9/28/09

PCC – 9/29/09

# CHAPTER I

## YELLOWSTONE COUNTY BOARD OF PLANNING

### SECTION I UNIFIED PLANNING WORK PROGRAM

#### 41.11.100 PROGRAM SUPPORT & ADMINISTRATION

#### **100 PROGRAM ADMINISTRATION (4301)**

##### OBJECTIVE

- To administer the area-wide planning process.
- To support the Board of Planning and other Boards, Commissions, and the City Council and County Commissioners in their decision-making activities in the planning process.
- To engage in administrative and financial actions related to identified planning activities and to prioritize those activities.
- To enhance staff skills and maintain staff exposure to the "state-of-the-art" in planning methodology and computer software.
- To maintain contact with, provide input to, and receive feedback from various local, state and federal agencies, committees and groups during the planning process.

##### ACCOMPLISHMENTS - FISCAL YEAR 2009

Ensured conformance with federal, state and local administrative and regulatory requirements, as well as maintenance of the planning operation.

Members of the planning staff attended various professional meetings, workshops, and conferences at which planning, transportation, transit, bicycle/pedestrian and related topics were presented and discussed.

Specifically, the City/County Planning Department (Planning Department) and members of other local, state and federal departments and agencies actively participated in a diverse set of local meetings, including the Billings Technical Advisory Committee (TAC), Policy Coordinating Committee (PCC), Billings & Yellowstone County Zoning Commissions and Boards of Adjustment, Board of Planning, City Annexation Committee, City Development Process Review Committee, Community Development Board, Traffic Control Board, Bicycle and Pedestrian Advisory Committee, Historic Preservation Board, and others. The Planning Department also contracted out for grant writing services through the Community Development Department. The CTEP program was administered from this work element by Planning Department staff.

Members of the planning staff received updates in computer software programs for the geographic information system and its application to mapping data layers such as streets, land use, address, ownerships and environmental data. Staff regularly utilizes an application tracking and project management software system that integrates the existing City building permit, finance and land management software, as well as coordinated subdivision and development project reviews across City and County departments. Staff also administered updating the City Annexation Policy and Limits of Annexation Map, and assisted in updates to the City's Capital Improvement Program.

## **PROPOSED ACTIVITIES - FISCAL YEAR 2010**

All administrative functions of the Planning Department will be performed under this work element. Program management activities will include, but not be limited to the following:

1. Correspondence
2. Public Relations
3. Employee Guidance & Supervision
4. Program Organization
5. Consultant Liaison Activities
6. Staff Meetings
7. Negotiations
8. Preparation of Contracts
9. Staff Training
10. Performance Monitoring
11. Budget Management and Administration

The planning staff will also review, update and produce numerous documents, guidelines, regulations, legislation, and codes as well as keep abreast of federal and state requirements as they relate to the overall planning processes. Staff will update the PL & Memorandum of Agreement as necessary. Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation (MDT) in order to maintain federal funding support. The FY 2010 UPWP will be continually appraised and monitored in terms of content and budget allocations and will be revised when deemed necessary. The Fiscal Year 2011 UPWP will be developed under this work element.

General administrative activities will include maintenance of files, library documents, daily correspondence and preparation of necessary periodic reports. Interagency committee participation is included in this work element. The Board of Planning, Board of County Commissioners and City Council will be kept informed of the activities of the staff and its progress in completing the approved UPWP.

The planning staff will participate in recognized and approved training programs in order to improve staff skills and capabilities. Planning expertise will be maintained through enrollment in appropriate planning and transportation-related courses at area colleges, workshops, seminars, and conferences. Staff will adapt software programs to effectively utilize traffic data and continue computer-training programs. The use of PL funds for out-of-state travel and/or registration fees for the above or other purposes will continue to be subject to prior approval of MDT.

All staff members will continue to participate in and encourage increased cooperation between state and local agencies, departments and governing bodies. The Planning Department will serve both as a coordinator of and a participant in meetings and on committees. Planning Department involvement will include participation with such agencies as the Housing Authority, Big Sky Economic Development Authority (BSEDA), Air Pollution Control Board, Riverstone Health (formerly the City-County Health Department), legislative study committees, and other agencies. Staff will also continue a summer intern program as interest and needs arise; oversight of these individual(s) will take place in this work element. The Community Transportation Enhancement Program (CTEP) administration will be funded through this work element. The Alternate Modes Coordinator will continue as a permanent part-time position, funded through a contract. The contract will be funded out of several work elements (100, 102, 200 and 300). The Planning Department plans to phase out the transfer funds to the City's Community Development Department after the first quarter of FY2010 for grant writing services and incorporate that work within the Alternative Modes Coordinator Contract position.

**STAFFING**

22.0 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

The Planning Department will be responsible for administering the area-wide planning process for the City and County.

**PRODUCT**

An ongoing administrative program focused primarily at effective and expeditious implementation of this UPWP.

The continual enhancement of the Planning Department staff skills and knowledge.

Maintenance of a coordinated, comprehensive, and cooperative planning process that is endorsed and supported by the local community.

**FUNDING SCHEDULE - ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2009**

**FUNDING SOURCE**

AGENCY	PL	LOCAL	TOTAL
MPO	\$144,100	\$120,900	\$265,000
TOTAL	\$144,100	\$120,900	\$265,000

**DISBURSEMENT PERCENTAGE**

AGENCY	PL	LOCAL	TOTAL
MPO	55	45	100

**FUNDS PROGRAMMED - FISCAL YEAR 2010**

**FUNDING SOURCE**

AGENCY	PL*	LOCAL	TOTAL
MPO	\$145,200	\$118,800	\$264,000
TOTAL	\$145,200	\$118,800	\$264,000**

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

\*\*This total includes \$1,250 inter-agency agreement with Community Development Department for grant writing service (this includes only the 1<sup>st</sup> quarter payment to Community Development, this task will then become the responsibility of the Alternative Modes Coordinator). This work element will fund approximately 35% of the Alternative Modes Coordinator contract. And, two computers will be purchased through this element.

<b>101 SERVICE (4302)</b>
---------------------------

**OBJECTIVE**

- To coordinate the dissemination of information and exchange of ideas between planning agencies and the interested public, decision-makers, and other departments, agencies, and organizations.

**ACCOMPLISHMENTS - FISCAL YEAR 2009**

Members of the planning staff were involved in a wide range of service tasks. Planning services included presentations related to roadways and alternative transportation, responding to citizen inquiry and complaints regarding streets, subdivision layout, site distance, zoning request, conformance with the 2005 Transportation Plan and the Heritage Trail Plan, Yellowstone County and City of Billings 2008 Growth Policy, West Billings Plan, Northwest Shiloh Area Plan, and various neighborhood and community plans.

**PROPOSED ACTIVITIES - FISCAL YEAR 2010**

Continue increasing community awareness of the interrelationships between land use development and transportation needs through dissemination of information as appropriate. Staff will continue to develop and use website tools to enable citizens to access information on upcoming planning activities, board and commission meetings, and recent land use applications, as well as interact with various planning processes through email notification and online comment programs. Staff also will be organizing a series of webinars and “brown bag lunch” seminars on a wide range of planning topics, including multi-modal transportation planning and funding, collaborative community planning techniques and planning for sustainability.

**STAFFING**

4.5 Staff Months – City/County Planning

**FUNCTIONAL AGENCY RESPONSIBILITY**

As Assigned.

**PRODUCT**

A responsive and flexible planning process utilizing staff capable of providing short-term findings and recommendations, as well as ongoing customer service to the public on all levels of planning projects and regulations.

**FUNDING SCHEDULE - SERVICE**

**FUNDS PROGRAMMED - FISCAL YEAR 2009**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$15,500	\$15,500	\$31,000
TOTAL	\$15,500	\$15,500	\$31,000

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	50	50	100

**FUNDS PROGRAMMED - FISCAL YEAR 2010**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$14,000	\$14,000	\$28,000
TOTAL	\$14,000	\$14,000	\$28,000

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

## **102 CITIZEN INVOLVEMENT (4303)**

### **OBJECTIVE**

- To solicit information concerning community values and goals and to receive community input into the development of plans.

### **ACCOMPLISHMENTS - FISCAL YEAR 2009**

Numerous meetings with service clubs, civic groups, and professional organizations were attended by staff members to discuss all facets of local planning. The Planning Board used extensive public input to review and receive comments on a wide range of planning issues throughout the City and County. Meetings of neighborhood task force organizations and neighborhood groups were also attended as requested to answer questions and review long-range planning issues and code enforcement complaints. Staff in coordination with a consultant developed an updated Public Outreach Plan that specifies standards to be applied to all public involvement processes in conformance with SAFETEA-LU requirements. Staff managed an update to the City of Billings and Yellowstone County Growth Policy that included community meetings, an online survey, application of various electronic media for information distribution, and a series of public workshops and hearings before adoption.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2010**

Meetings with various citizen groups will be coordinated and attended for the purpose of soliciting information and ideas on a broad range of planning issues within the Billings Urban Area and throughout Yellowstone County. Projects include ongoing transportation studies the department is involved in, a housing needs assessment the staff is preparing for the City Community Development Division, and a library facilities and location study the staff is assisting the Library Board and staff in completing. Title VI issues and any updates to the program also will be addressed as necessary. The staff will continue to support the Bicycle/Pedestrian Advisory Committee, appointed by the Mayor and City Council, and the County Commissioners. The Committee is responsible for forwarding recommendations to the Planning Board and governing bodies on these matters. The group will be involved in CTEP review, bicycle and pedestrian signing and safety projects, completion of the Billing Urban Area Transportation Plan Update, grant applications for non-motorized transportation projects, and community education and outreach on bicycle and pedestrian safety.

### **STAFFING**

4.5 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

### **PRODUCT**

A comprehensive and coordinated solicitation and collection of public opinions in order to accurately reflect the preferences and priorities of the Billings Urban Area citizens.

## FUNDING SCHEDULE - CITIZEN INVOLVEMENT

### FUNDS PROGRAMMED - FISCAL YEAR 2009

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$17,500	\$17,500	\$35,000
TOTAL	\$17,500	\$17,500	\$35,000

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	50	50	100

### FUNDS PROGRAMMED - FISCAL YEAR 2010

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$19,500	\$19,500	\$39,000
TOTAL	\$19,500	\$19,500	\$39,000**

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

\*\* This work element will fund approximately 13% of the Alternative Modes Coordinator contract.

## 41.12.200 GENERAL DEVELOPMENT & COMPREHENSIVE PLANNING

### 200 Community Planning (4304)

#### OBJECTIVE

- To maintain records and make projections of population and dwelling unit data, land use information, employment data, and to maintain adequate financial records, files and reports.
- To provide current, accurate information pertaining to the quantity of residential, commercial, industrial, and public land in the County.
- To summarize and analyze development trends and to provide visual information to the City Council, County Commission, Planning Board and the public during the public input process for transportation and land-use decision making.
- To recommend implementation of the goals, policies, and strategies of the adopted 2008 Yellowstone County/City of Billings Growth Policy.

#### ACCOMPLISHMENTS - FISCAL YEAR 2009

Census information updated and placed in various databases. Data gathered and updated included:

- Building Permits, Demolition Permits, Electrical Permits, Subdivision Applications, Zoning Applications, Special Reviews, Variances, temporary use permits, sign permits, zoning compliance permits and zoning clarification documents, annexation data, population trends, land use trends, school enrollment, employment data and general economic indicators.

The planning staff continued to review the 2006 American Community Survey (ACS) figures and estimates for population and demographic data. The 2006 ACS and Economic Census information was made available to various local agencies and organizations and to the general public. These data was incorporated into the revised 2008 Growth Policy. The Growth Policy describes existing conditions of population, land use, housing, economics, transportation, recreation and natural resources.

Several datasets, including the general land use map of the County were updated so as to maintain an inventory of existing conditions. This information was utilized in various planning studies and provided to other departments and the general public. Zoning data for the entire City and County zoning jurisdictions were updated and provided to neighborhood task force groups and others as requested. Numerous other special purpose maps were prepared for meeting purposes including bicycle trail maps, annexation maps, estimated development density maps and tables for the Limits of Annexation Map area, and other project influence areas. Natural resource, Census 2000, and jurisdictional boundary information was updated or developed. Traffic count station locations were geo-positioned and linked with the City-County traffic count matrix.

Planning staff completed the update to the Yellowstone County-City of Billings 2003 Growth Policy through a very comprehensive and public process. A significant new element that was added to the 2008 Growth Policy was Community Health which addressed the health effects of the built environment, transportation options to improve health, and other issues related to improving health through managing growth and improving the community's standard of living. Implementation of the West Billings Plan, Billings Heights Neighborhood Plan, Highland Neighborhood Plan, North Park Neighborhood Plan, Southside Neighborhood Plan, Lockwood Community Plan, and other planning documents is influenced and directed by the goals of the Growth Policy. The Lockwood Transportation Study, as recommended by the Lockwood Neighborhood Plan was completed. The Blue Creek Transportation Study is underway

and is to be completed in the first part of FY2010. A revised City Limits of Annexation Map and Annexation Policy was developed, and adopted.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2010**

Continued maintenance and update of socio-economic data for both transportation and comprehensive planning activities will continue in 2010. This will be particularly important as the Planning Department completes the Transportation Plan Update and prepares a housing needs assessment and library location and facilities plan. Census data will continue to be updated, although major data updates will not be available until after the 2010 Census. However, staff is working with the U. S. Census Bureau on a local basis to assist in preparing for the 2010 Census work in the community. Staff will correlate socio-economic data with development information in the Growth Policy. Staff also will continue to work with the Big Sky Economic Development Authority (BSEDA) to complete adoption of a Master Plan for the East Billings Urban Renewal District (EBURD) that includes detailed analysis of the transportation and land use connections in the area. Staff also will oversee the completion of an amendment to the local zoning and site development regulations to out in place a parking overlay zone in the area of the EBURD Master Plan. This parking overlay will be subject to community review and input and be brought to the City Council for adoption. Staff also will be working in coordination with the Yellowstone County Disaster and Emergency Services Office and BSEDA to manage a FEMA grant for a West Billings Stormwater and Flood Mitigation project.

Various GIS databases and layers will continue to be developed and centrally maintained, including information on neighborhoods, community assets, route planning, trail systems and transportation plans. The GIS software will be upgraded and expanded to ensure compatibility with available datasets and utilize the existing data sets more effectively. Since the City is starting the process of converting to a new electronic project tracking and management system, staff is researching the future connection between this system and GIS. The GIS will be utilized to develop a series of maps, including existing and proposed pedestrian trail routes and projects in the community, maps to complete the parking overlay project, address maps to prepare a housing needs survey, a preferred growth area map in conjunction with the City's Limits of Annexation Map, and others.

The planning staff, under the direction of the Board of Planning, will continue to work on long-range planning projects according to the priorities established by both the City of Billings and Yellowstone County. In particular, the library facilities location study, housing needs assessment, parking overlay, and the West Billings Storm water and Flood Mitigation Grant through FEMA.

### **STAFFING**

28.5 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

**PRODUCT**

- Various reports, files, and projections of socio-economic data necessary for current transportation and comprehensive planning activities, as well as support of City/County economic development activities.
- An ongoing GIS database/mapping system for the City of Billings and Yellowstone County.
- Completion of the housing needs assessment
- Completion of the parking overlay
- Completion of the preferred growth areas mapping and analysis for the City
- Completion of the library facilities location study
- Administration of the West Billings Storm water and Flood Mitigation FEMA Grant

**FUNDING SCHEDULE - COMMUNITY PLANNING**

**FUNDS PROGRAMMED - FISCAL YEAR 2009**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$69,000	\$161,000	\$230,000
<b>TOTAL</b>	<b>\$69,000</b>	<b>\$161,000</b>	<b>\$230,000</b>

<b>DISBURSEMENT PERCENTAGE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	30	70	100

**FUNDS PROGRAMMED - FISCAL YEAR 2010**

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$66,000	\$154,000	\$220,000
<b>TOTAL</b>	<b>\$66,000</b>	<b>\$154,000</b>	<b>\$220,000**</b>

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

\*\* This work element will fund approximately 9% of the Alternative Modes Coordinator contract.

## **204 ZONING ADMINISTRATION (4308)**

### **OBJECTIVE**

- To oversee, interpret and enforce current City and County zoning regulations.
- To effectively administer the regulations and provide efficient service to the elected officials and the public.

### **ACCOMPLISHMENTS - FISCAL YEAR 2009**

During the past year, all applications for zone changes, special reviews, variances, and planned developments were reviewed and processed by the planning staff. Reports and recommendations were prepared on each case to the various boards, commissions, and governing bodies. Digital photos are now incorporated into all zoning reports and Microsoft Power Point presentations are given to all board and commissions. All applications for building permits were also reviewed for compliance with City and County zoning regulations. Special zoning studies and ordinance updates were prepared as requested by the governing bodies. A significant amount of time is also spent assisting the public with general zoning questions. The status of all active zoning applications is now posted on the City/County Planning websites.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2010**

The intent of this element is to carry out the day to day activities required to effectively administer the zoning regulations. This will include ordinance updates as required. All zone change applications will be reviewed for compliance with local plans. Special review applications will be reviewed for land use compatibility, traffic, access, and overall site design. Traffic accessibility studies will be reviewed when required as part of the certain zoning applications and Development Agreements. Also, staff will work as requested with County residents to administer citizen petitioned zoning districts. Staff is preparing numerous text amendments to the zoning code that are moving through review by city and county zoning commissions and the city council and county commissioners. The amendments include bring the local regulations into alignment with new changes in state law by the 2009 Legislature; updating the clear vision requirements for intersections, alleys, and driveways; amending the City's Sign Code in relation to electronic message display signs; regulation of sexually oriented businesses; and amendments to the historic preservation regulations.

### **STAFFING**

16.5 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

### **PRODUCT**

Effective zoning regulations and administration for the City of Billings and Yellowstone County.  
Effective enforcement of the zoning regulations for Yellowstone County.

**FUNDING SCHEDULE - ZONING ADMINISTRATION**

**FUNDS PROGRAMMED - FISCAL YEAR 2009**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$31,000	\$124,000	\$155,000
<b>TOTAL</b>	\$31,000	\$124,000	\$155,000

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	20	80	100

**FUNDS PROGRAMMED - FISCAL YEAR 2010**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$28,000	\$112,000	\$140,000
<b>TOTAL</b>	\$28,000	\$112,000	\$140,000

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

## **205 SUBDIVISION ADMINISTRATION (4309)**

### **OBJECTIVE**

- To maintain the current city and county subdivision regulations.
- To effectively administer the regulations and provide efficient service to developers, engineers and surveyors, elected officials, and the community.
- To ensure that development is occurring with minimal negative impacts to the community and that subdivisions are designed to be safe and long lasting in the community.

### **ACCOMPLISHMENTS - FISCAL YEAR 2009**

The Board of Planning and the planning staff reviewed all preliminary major and minor plat applications. Numerous conceptual and pre-application meetings were coordinated and attended by staff. All final plats were reviewed and processed. Also, a significant amount of time was spent assisting the public with general subdivision questions. Updates to the County Subdivision Regulations in regard to road impact analysis, road improvement standards, and public and private road regulation were considered by the County Commissioners and the Planning Board. Amendments to the regulations in these areas are expected to be completed in late 2009 or early 2010.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2010**

To carry out the day to day activities required to effectively administer the subdivision regulations, and to keep the regulations current. All subdivision applications will be reviewed for compliance with local and state subdivision law, and for compliance with the Billings Area Transportation Plan. Traffic accessibility studies and general circulation data will be reviewed when a subdivision application is submitted. Revisions to the City and County Subdivision Regulations will be completed as a result of ongoing road standards analysis by staff at the direction of the County Commissioners, and legislative changes that came from the Montana Legislature in 2009.

### **STAFFING**

16.5 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

### **PRODUCT**

An effective subdivision review process with regard to local and state law, the Growth Policy, and the Billings Area Transportation Plan.

## FUNDING SCHEDULE - SUBDIVISION ADMINISTRATION

### FUNDS PROGRAMMED - FISCAL YEAR 2009

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$39,000	\$91,000	\$130,000
TOTAL	\$39,000	\$91,000	\$130,000

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	30	70	100

### FUNDS PROGRAMMED - FISCAL YEAR 2010

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$30,000	\$70,000	\$100,000
TOTAL	\$30,000	\$70,000	\$100,000

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

## 41.13.300 LONG RANGE TRANSPORTATION PLANNING

### 300 TRANSPORTATION SYSTEM DATA (4310)

#### OBJECTIVE

- To develop and maintain current transportation system data files and records.
- To provide transportation planning and data information to City and County staff, elected officials, developers, engineering firms, and the general public.

#### ACCOMPLISHMENTS - FISCAL YEAR 2009

The traffic count program for FY 2009 was completed. Travel times/delay/speed studies were completed, calculations computed, and level-of-service values determined. Staff participated in the update of the City of Billings Capital Improvement Program (CIP). Accident information was compiled and analyzed. The staff also continued to utilize the trail scanner that was purchased and found new and better ways to both use the scanner in more trail locations in the community and display the data for various applications. A Traffic Technician position and Seasonal Traffic Intern were funded to complete these functions for the Planning Department and to share with other departments and the community.

#### PROPOSED ACTIVITIES - FISCAL YEAR 2010

The traffic count program for the Billings Urban Area as well as the Yellowstone County influence area will be conducted and the appropriate data recorded during FY 2010. All traffic count data will be submitted to the MDT by February 1, 2010. Accident data will be compiled and analyzed to determine high hazard locations. Staff will update, where appropriate, the City's Capital Improvement Program.. Stereo-imaging of street rights-of way will be maintained. Staff will collect and maintain bike/pedestrian information through the trail census and use of the trail scanner. Additional integration of the new Transportation Planner position into the Department's transportation project work and familiarity with transportation planning issues will continue. This individual will be responsible for managing traffic data for studies and reference, administering the CTEP program, training for future modeling traffic conditions related to new developments and transportation system changes, and working on the Transportation Plan Update and Heritage Trail Plan Update in 2010. The Traffic Technician position and Seasonal Traffic Intern position will continue to be funded through this program and located in the City Engineering Department.

#### STAFFING

- 10.5 Staff Months – City/County Planning
- 4.0 Staff Months – City/County Planning (Seasonal)
- 11.0 Staff Months - City Engineering (Contract Position)

#### FUNCTIONAL AGENCY RESPONSIBILITY

City/County Planning/MDT

#### PRODUCT

Documentation as necessary, support of transportation grant programs, transportation system modeling, updated Traffic Count Program, and research and integration of traffic information into planning projects and development review activities.

**FUNDING SCHEDULE - TRANSPORTATION SYSTEM DATA**

**FUNDS PROGRAMMED - FISCAL YEAR 2009**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$170,000	0	\$170,000
<b>TOTAL</b>	\$170,000	0	\$170,000

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2010**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$175,000	0	\$175,000
<b>TOTAL</b>	\$175,000	0	\$175,000**

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

\*\*This work element will fund approximately 44% of the Alternative Modes Coordinator contract.

## **301 TRANSPORTATION PLAN (4311)**

### **OBJECTIVE**

- Update the Billings Urban Area Transportation Plan to be SAFTEA-LU compliant
- Develop (where necessary) and maintain data for the urban area in order to effectively monitor and evaluate the validity of the Transportation Plan.

### **ACCOMPLISHMENTS - FISCAL YEAR 2009**

The planning staff completed a Public Participation Plan to conform with the new federal rules and worked to complete an update of the 2005 Transportation Plan and revised cost estimates for short and long-range projects. Development projects were reviewed for compliance and implementation of the Transportation Plan as well as the Heritage Trail Plan. Staff worked with TAC and PCC to develop new projects and establish timelines for existing projects identified in the Transportation and Heritage Trail Plan.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2010**

Staff will complete the update of the 2005 Transportation Plan to incorporate requirements of SAFETEA-LU. This project began in 2009 and will be completed in 2010. PL funds are budgeted to fund a consultant for the plan update. The Heritage Trail Plan will be updated this year.

### **STAFFING**

9.0 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

### **PRODUCT**

Current updated Transportation Plan and Public Participation Plan.

## FUNDING SCHEDULE - TRANSPORTATION PLAN

### FUNDS PROGRAMMED - FISCAL YEAR 2009

FUNDING SOURCE			
AGENCY	PL	LOCAL	TOTAL
MPO	\$130,000	0	\$130,000
TOTAL	\$130,000	0	\$130,000

DISBURSEMENT PERCENTAGE			
AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

### FUNDS PROGRAMMED - FISCAL YEAR 2010

FUNDING SOURCE			
AGENCY	PL*	LOCAL	TOTAL
MPO	\$140,000	0	\$140,000
TOTAL	\$140,000	0	\$140,000

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

\*\* \$50,000 budgeted for Heritage Trail Plan Update, and \$7,500 budgeted for update and reprint of the Bike Maps.

## **302 PLANNING STUDIES (4312)**

### **OBJECTIVE**

- To update and develop site-specific plans and transportation studies where appropriate.

### **ACCOMPLISHMENTS - FISCAL YEAR 2009**

Staff continued to work to complete the Blue Creek Transportation Study. Staff also assisted the transportation consultant for the East Billings Urban Renewal District Master Plan to review traffic data, road functional classification, and other transportation information for the completion of the Master Plan.

### **PROPOSED ACTIVITIES - FISCAL YEAR 2010**

The MPO will complete the Blue Creek Transportation Study in the winter of 2009. A new study that may be completed in 2010 is a Highway 3/Airport Road Corridor study that the County has been particularly interested in. This study would require cooperation between the City, County and MDT given the jurisdictional issues along the Highway 3/Airport Road Corridor. These studies will include, but not be limited to, land use, property ownership, alignments, and bicycle and pedestrian accommodations.

### **STAFFING**

4 Staff Months – City/County Planning

### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

### **PRODUCT**

Completed Urban Area wide Transportation Studies

## FUNDING SCHEDULE – PLANNING STUDIES

### FUNDS PROGRAMMED - FISCAL YEAR 2009

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$36,000	\$24,000	\$60,000
<b>TOTAL</b>	<b>\$36,000</b>	<b>\$24,000</b>	<b>\$60,000</b>

<b>DISBURSEMENT PERCENTAGE</b>			
<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	60	40	100

### FUNDS PROGRAMMED - FISCAL YEAR 2010

<b>FUNDING SOURCE</b>			
<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$24,000	\$16,000	\$40,000
<b>TOTAL</b>	<b>\$24,000</b>	<b>\$16,000</b>	<b>\$40,000</b>

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

## **41.15.500 TRANSPORTATION IMPROVEMENT PROGRAM**

### **500 TRANSPORTATION IMPROVEMENT PROGRAM (4313)**

#### **OBJECTIVE**

- To maintain a viable five-year program of transportation improvements for the Billings Urban Area.

#### **ACCOMPLISHMENTS - FISCAL YEAR 2009**

A Transportation Improvement Program (TIP) update was produced to reflect current project status. Determinations were prepared for conformity to the Clean Air Act. Compliance with the new requirements of the SAFETEA-LU reauthorization were completed.

#### **PROPOSED ACTIVITIES - FISCAL YEAR 2010**

The Transportation Improvement Program (TIP) will be updated as needed to reflect current project status. A certification statement will be included, as appropriate, to conform to the planning regulations. Based on the Transportation Plan, projects will be evaluated and ranked in accordance with the Priority Ranking Procedures, and in accordance with consistency/conformity procedures. Necessary data will be gathered from primary and secondary sources by the planning staff based upon the Memorandum of Understanding with the City of Billings Public Works Department, establishing areas of data responsibility. Conformity determinations will be prepared as necessary to ensure conformity with the Clean Air Act.

#### **STAFFING**

2.5 Staff Months – City/County Planning

#### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

#### **PRODUCT**

A current transportation improvement program which reflects conformity with SAFETEA-LU, the Clean Air Act, and local priorities.

**FUNDING SCHEDULE - TRANSPORTATION IMPROVEMENT PROGRAM**

**FUNDS PROGRAMMED - FISCAL YEAR 2009**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$24,000	0	\$24,000
<b>TOTAL</b>	\$24,000	0	\$24,000

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2010**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$24,000	0	\$24,000
<b>TOTAL</b>	\$24,000	0	\$24,000

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

## **41.16.600 SPECIAL PROJECTS**

### **600 ENVIRONMENTAL CONSIDERATIONS (4314)**

#### **OBJECTIVE**

- Maintain current records of monitored air pollution levels and obtain other environmental data as necessary.
- Review proposed development and transportation system improvements with respect to environmental considerations.

#### **ACCOMPLISHMENTS - FISCAL YEAR 2009**

Air quality monitoring information was obtained from the County Air Pollution Control Board. Air quality mapping for the State Air Quality Bureau was revised. The Congestion Mitigation Air Quality (CMAQ) program was implemented. Staff continues to monitor carbon monoxide (CO) information in the Urbanized Area.

The Socio-Economic and Environmental (SEE) effects guidelines were used to review proposed developments and transportation system improvements.

#### **PROPOSED ACTIVITIES - FISCAL YEAR 2010**

The planning staff will continue to utilize the SEE effects guidelines to evaluate all major development proposals in terms of transportation systems. This would include the CMAQ program. Work will continue to maintain the Billings air quality designation. Staff will work with local refineries to target project eligibility under the DEQ funds spent in the community.

#### **STAFFING**

2.5 Staff Months – City/County Planning

#### **FUNCTIONAL AGENCY RESPONSIBILITY**

City/County Planning

#### **PRODUCT**

Current environmental data as necessary, as well as a comprehensive planning and transportation planning process which substantially addresses the socio-economic and environmental consequences associated with growth and development.

**FUNDING SCHEDULE - ENVIRONMENTAL CONSIDERATIONS**

**FUNDS PROGRAMMED - FISCAL YEAR 2009**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$24,000	0	\$24,000
<b>TOTAL</b>	\$24,000	0	\$24,000

**DISBURSEMENT PERCENTAGE**

<b>AGENCY</b>	<b>PL</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	100	0	100

**FUNDS PROGRAMMED - FISCAL YEAR 2010**

**FUNDING SOURCE**

<b>AGENCY</b>	<b>PL*</b>	<b>LOCAL</b>	<b>TOTAL</b>
MPO	\$24,000	0	\$24,000
<b>TOTAL</b>	\$24,000	0	\$24,000

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

**41.17.700 OTHER ACTIVITIES**

**700 CONTINGENCY (4315)**

**OBJECTIVE**

- To provide for the accounting of available un-programmed funds in the current UPWP.

**ACCOMPLISHMENTS - FISCAL YEAR 2009**

N/A

**PROPOSED ACTIVITIES - FISCAL YEAR 2010**

This work element will be utilized for accounting purposes only. No specific work activity will be charged to this work element.

**STAFFING**

N/A

**FUNCTIONAL AGENCY RESPONSIBILITY**

N/A

**PRODUCT**

N/A

## FUNDING SCHEDULE - CONTINGENCY

### FUNDS PROGRAMMED - FISCAL YEAR 2009

#### FUNDING SOURCE

AGENCY	PL	LOCAL	TOTAL
MPO	\$519,179	0	\$519,179
TOTAL	\$519,179	0	\$519,179

#### DISBURSEMENT PERCENTAGE

AGENCY	PL	LOCAL	TOTAL
MPO	100	0	100

### FUNDS PROGRAMMED - FISCAL YEAR 2010

#### FUNDING SOURCE

AGENCY	PL*	LOCAL	TOTAL
MPO	\$571,866	0	\$571,866
TOTAL	\$571,866	0	\$571,866

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

## SECTION II -- FUNDING

**TABLE I  
FUNDING SUMMARY  
FEDERAL FISCAL YEAR 2010**

WORK ELEMENT	FUNDING SOURCES FY 2010		
	PL*	LOCAL	EST. COST
100 Administration	\$145,200	\$118,800	\$264,000
101 Service	14,000	14,000	28,000
102 Citizen Involvement	19,500	19,500	39,000
200 Community Planning	66,000	154,000	220,000
204 Zoning	28,000	112,000	140,000
205 Subdivision	30,000	70,000	100,000
300 Transportation System	175,000	0	175,000
301 Transportation Plan	140,000	0	140,000
302 Planning Studies	24,000	16,000	40,000
500 T.I.P.	24,000	0	24,000
600 Environmental	24,000	0	24,000
700 Contingency	571,866	0	571,866
<b>TOTAL</b>	<b>\$1,261,566.00</b>	<b>\$504,300.00</b>	<b>\$1,765,866.00</b>

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

**TABLE II  
FUNDING COMPARISONS**

WORK ELEMENT	FY 2010 ESTIMATED COST	FY 2009 ESTIMATED COST
100 Administration	\$264,000	\$265,000
101 Service	28,000	31,000
102 Citizen Involvement	39,000	35,000
200 Community Planning	220,000	230,000
204 Zoning Administration	140,000	155,000
205 Subdivision Administration	100,000	130,000
300 Transportation System Data	175,000	170,000
301 Transportation Plan	140,000	130,000
302 Planning Studies	40,000	60,000
500 T.I.P.	24,000	24,000
600 Environmental Considerations	24,000	24,000
700 Contingency	571,866	519,179
<b>TOTAL</b>	<b>\$1,765,866.00</b>	<b>\$1,773,179.00</b>

**TABLE III  
FUNDING PERCENTAGES FEDERAL FISCAL YEAR 2009**

WORK ELEMENT	RECIPIENT	PL	LOCAL	TOTAL
100 Administration	MPO	55	45	100
101 Service	MPO	50	50	100
102 Citizen Inv.	MPO	50	50	100
200 Community Planning	MPO	30	70	100
204 Zoning Administration	MPO	20	80	100
205 Subdivision Admin.	MPO	30	70	100
300 Trans. System Data	MPO	100		100
301 Transportation Plan	MPO	100		100
302 Planning Studies	MPO	60	40	100
500 T.I.P.	MPO	100		100
600 Environmental	MPO	100		100
700 Contingency	MPO	100		100

**TABLE IV  
STAFF MONTHS BY WORK ELEMENT FISCAL YEAR 2009**

WORK ELEMENT	DIRECTOR (Beaudry)	PLANNER II (Walker)	SENIOR PLANNER (Vacant)	PLANNER I (Green)	PLANNING MANAGER (Friday)	PLANNER II (Lindstrand)	PLANNER II (Mattox)	CLERK (Deines)	PLANNER II (Spalding)	PLANNER II (Vacant)	PLANNER II (Cromwell)	TOTAL M.M.
100	7	1.5	2.5	.5	5.5	1	.5	1.5	.5	.5	1	22
101	.5		1			1			.5	.5	1	4.5
102	.5		.5		.5	.5	.5	.5	1	.5		4.5
200	1.5		5	4	2	2	1	2	5	5	1	28.5
204			.5	4.5	.5	.5		.5	2	2	6	16.5
205			.5	2	1	6		.5	2	2.5	2	16.5
300		2.5	.5		.5		5	2				10.5
301	.5	4			.5		2	2				9
302	.5	1			.5		1	1				4
500	.5	1					.5	.5				2.5
600		1	.5				.5	.5				2.5
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>121</b>

\*This table indicates approximately how many man months individual staff members work in each work element.

<b>OTHER STAFF</b>		
WORK ELEMENT	CITY TRAF. TECHNICIAN	SEASONAL TRAF. COUNTER
300	11	4
<b>TOTAL</b>	<b>11</b>	<b>4</b>

## SECTION III

### INDIRECT COST PLAN

#### **INTRODUCTION**

The Office of Management and Budget Circular A-87 "Cost Principles for States and Local Governments" is used as governing criteria for establishing the allowed costs.

#### **IDENTIFICATION OF COSTS**

The costs are delineated below by type:

DIRECT	INDIRECT	BENEFITS
Salaries & Wages	Maintenance	FICA
Legal Notices	Reproduction	PERS
Travel	Supplies	Workmen's Compensation
Printing	Postage	Accident Insurance
Training	Subscriptions	Health Insurance
Consultants	Telephone	Sick Leave
Equipment	Utilities	Vacation
Mileage	Rent	Holidays
Moving/Interview	Audit	Maternity
	Messenger	Military
		Life Insurance
		Dental Insurance

#### **ALLOCATION OF COSTS**

Direct costs will be charged to the work program line item to which they apply.

An indirect cost rate of **18%** of the City and County's direct salaries and wages is proposed. The **18%** rate will be applied to the direct wages and salaries of each line item within the work program to cover all indirect expenses.

Benefits will be calculated at a rate of **52%** of the City and County's direct salaries and wages charged to each line item.

**FUNDING SOURCES**

The degree of participation by each funding agency is based on the pro-rations which have been determined for each line item. Each agency will be billed their share of the total charges made against each line item according to the approved pro-rations.

Funding sources and amounts contained in the UPWP are as follows:

Planning Dept. Fees (City of Billings)	\$158,000
Planning Dept. Fees (Yellowstone Co.)	\$100,000
Yellowstone County (Mill)	\$300,000
PL*	\$1,261,600
TOTAL	\$1,819,600

\*The matching ratio is Federal PL--86.58% and State match-13.42%.

**SUMMARY**

The indirect cost rate is a predetermined fixed rate which is not subject to adjustment. The base period used in determining the rate is the period from July 1, 2008 through June 30, 2009. The calculated rate is applicable to the grant period, which is October 1, 2009 through September 30, 2010.

## LIST OF ACRONYMS

ADA	American Disability Act
CAC	Citizen Advisory Committee
CMAQ	Congestion Mitigation Air Quality
CTEP	Community Transportation Enhancement Program
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
HPMS	Highway Performance Monitoring System
ISTEA	Intermodal Surface Transportation Efficiency Act
MDT	Montana Department of Transportation
MPO	Metropolitan Planning Organization
PCC	Policy Coordinating Committee
PEP	Private Enterprise Participation
PL	Planning Funds
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act for the 21 <sup>st</sup> Century
TAC	Technical Advisory Committee
TDP	Transit Development Plan
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
YCBP	Yellowstone County Board of Planning

CHAPTER II

CITY OF BILLINGS TRANSIT DIVISION

SECTION I UNIFIED PLANNING WORK PROGRAM

44.21.00 Program Support and Administration

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44.21.01 Program Administration

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**OBJECTIVE**

To provide program support, general administration, grant administration, and training in support of transit planning activities.

**ACCOMPLISHMENTS FISCAL YEAR 2009**

Conformance with federal, state, and local administrative requirements for maintenance of transit planning function, including continuing to maintain and update the Transportation Coordination Plan. Attended training opportunities & enhanced knowledge and skills. Managed FTA Section 5303 grant activities, and prepared transit aspect of UPWP. Participated in TAC and other meetings.

**PROPOSED ACTIVITIES FISCAL YEAR 2010**

All administrative functions necessary in support of transit planning activities will be performed. Quarterly progress and expenditure reports will be prepared and transmitted to the Montana Department of Transportation, Urban Planning Division to maintain federal funding support. Furthermore, this UPWP will be revised when deemed necessary. The FY 2010 UPWP for transit planning activities will also be developed under this line item.

Staff participates in recognized and approved training programs in order to improve skills and capabilities. Planner will assimilate documents, regulations, and codes to keep abreast of federal, state, and local requirements as they relate to the transit planning process. To maintain interaction and feedback with appropriate citizen and professional groups, staff will participate with the TAC, Coordination Plan Committee, citizen advisory boards and others as needed. Grant administrative functions will also be performed.

**STAFFING**

232.90 Transit Planner Staff Hours  
46.58 Administrative Support Staff Hours  
46.58 Transit Manager Staff Hours

326.06 Total Staff Hours

**FUNCTIONAL AGENCY RESPONSIBILITY**

City Transit Division

**PRODUCT**

An ongoing administrative program to carry out the transit planning function.

**FEDERAL PROGRAM PARTICIPATION**

Federal Transit Act Section 5303 Metropolitan Planning Grant

**FUNDING SCHEDULE - 44.21.01**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 09	\$3,258	\$13,034	\$16,292
Estimated FY 2010	\$4,079	\$16,317	\$20,396

**OBJECTIVE**

To facilitate considerations of means to ensure that citizens will have acceptable public transportation alternatives in the future, including during times of constrained financial resources.

**ACCOMPLISHMENTS FISCAL YEAR 2009**

Updated projections of future revenues and expenses. Assisted with annual and out-year budget and financial resources analysis, including multi-year spreadsheets. Arranged for a variety of on-going data gathering and analysis efforts to monitor system, including the continued installation of GPS units on buses. Identified the operating and capital needs required to ensure reliable fleet and effective system functioning and assisted with preparation of related grant applications, grant revisions, and budget documents. Considered farebox and other revenue changes.

**PROPOSED ACTIVITIES FISCAL YEAR 2010**

Continuation of activities undertaken in FY 2009 including arranging and assisting with financial analysis and planning and assessing future capital and operating requirements. Consider any possibly needed service modifications, with assistance of consultant as appropriate, including means to continue addressing needs with fewer resources. Continue planning efforts regarding public and stakeholder involvement and input opportunities.

**STAFFING**

637.50 Transit Planner Staff Hours  
 127.50 Administrative Support Staff Hours  
159.38 Transit Manager Staff Hours  
 924.38 Total Staff Hours

**PRODUCT**

Identification of and plans for efficient and effective transit service for the future, such as financial and capital analyses and possible system modifications.

**FUNCTIONAL AGENCY RESPONSIBILITY**

City Transit Division

**FEDERAL PROGRAM PARTICIPATION**

Federal Transit Act Section 5303 Metropolitan Planning Grant

**FUNDING SCHEDULE - 44.24.01**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 09	\$10,594	\$42,374	\$52,968
Estimated FY 2010	\$10,865	\$43,458	\$54,323

**OBJECTIVE**

To improve service and ridership in existing transit system.

**ACCOMPLISHMENTS FISCAL YEAR 2009**

Worked with operational staff in reviewing and implementing system improvements to existing routes and services and to assess system functioning. Worked with Consultant in analyzing our current routes and schedules to provide the best possible service in conjunction with current resources. Assisted in assessing upcoming operational needs. Continued to develop Marketing Enhancement Programs. Attended to regulatory documents as required for continued funding. Provided monthly ridership (including wheelchair and bike rack use) analysis, assessed ridership trends, and prepared other information on system functioning as requested. Analyzed internal administrative functioning including further implementation of computerization and/or technology improvements. Monitored GPS data and analyzed possible improvements to routes and schedules.

**PROPOSED ACTIVITIES FISCAL YEAR 2010**

Continuation of activities undertaken in FY 2009. Assist in identification and implementation of means to improve current service, including continuing analyzing the routes and schedules and the use of GPS data. This element may include activities such as assisting with marketing to attract "choice riders" with the promotion of the Employer/Employee Pass Program, to educate student and senior riders, and to enhance public image of existing system and services as well as analyses of internal functions and operations. Other tasks may include monitoring public reaction to modified routes, schedules and marketing efforts, and assist in assessing budgetary needs.

**STAFFING**

626.21 Transit Planner Staff Hours  
 125.24 Administrative Support Staff Hours  
125.24 Transit Manager Staff Hours

876.69 Total Staff Hours

**FUNCTIONAL AGENCY RESPONSIBILITY**

City Transit Division

**PRODUCT**

**Information relating to existing service/system enhancement, such as analyses of system functions and budget alternatives.**

**FEDERAL PROGRAM PARTICIPATION**

Federal Transit Act Section 5303 Metropolitan Planning Grant.

**FUNDING SCHEDULE - 44.24.02**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 09	\$9,568	\$38,272	\$47,840
Estimated FY 2010	\$10,163	\$40,650	\$50,813

**OBJECTIVE**

To maintain a viable five year program of transit improvements for the Billings Urban Area.

**ACCOMPLISHMENTS FISCAL YEAR 2009**

The TIP was updated to reflect current project status and include upcoming projects, information was provided to MPO to assist in community-wide Section 5310 project prioritization for inclusion in TIP. STIP process was monitored especially with regard to the discretionary grant.

**PROPOSED ACTIVITIES FISCAL YEAR 2010**

City Transit Division will develop information on the operating and capital projects for which MET Transit and MET Special Transit plan to pursue federal grant assistance for inclusion in the TIP to be prepared by the MPO. Monitor inclusion of TIP in STIP to ensure ability to obtain federal Section 5307 & 5309 grant assistance.

**STAFFING**

76.21 Transit Planner Staff Hours  
 15.24 Administrative Support Staff Hours  
15.24 Transit Manager Staff Hours

106.69 Total Staff Hours

**FUNCTIONAL AGENCY RESPONSIBILITY**

City Transit Division will provide transit-related information to the County Planning Department for the MPO's inclusion in the TIP document.

**PRODUCT**

A current TIP as necessary for FTA grant approvals.

**FEDERAL PROGRAM PARTICIPATION**

Federal Transit Act Section 5303 Metropolitan Planning Grant.

**FUNDING SCHEDULE - 44.25.01**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 09	\$905	\$3,621	\$4,526
Estimated FY 2010	\$1,237	\$4,947	\$6,184

**44.26.00 Implementation of Americans with Disabilities Act (ADA)**

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44.26.15 Implementation of Americans with Disabilities Act (ADA)

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**OBJECTIVE**

To ensure optimal use of City of Billings funds in meeting elderly and disabled transportation needs for both specialized and fixed route transportation in accordance with Federal Americans with Disabilities Act (ADA) regulations.

**ACCOMPLISHMENTS FISCAL YEAR 2009**

Continued implementation of the paratransit Eligibility Certification process and familiarizing elderly and disabled citizens with use of fixed route system as appropriate. Continued monitoring of transit system's compliance with the ADA regulations and assisted with related community relations. Assessed financial functioning of paratransit service. Monitored procedures and policies involving lift-equipped fixed-route service and other accessibility features and requirements. Assisted in assessment of future vehicle needs and relevant procurement of vehicles as related to best serving elderly and disabled citizens. Assisted with continued integration of the paratransit function within the City's MET Transit System. Assisted in efforts to develop and resolve operational policy issues and to improve MET Special Transit's efficiency & cost-effectiveness, including monitoring implementation of new Paratransit Scheduling software.

**PROPOSED ACTIVITIES FISCAL YEAR 2010**

Continuation of activities undertaken in FY 2010. Maintain positive relationship with disabled and elderly community and continued identification of means to address transit and special transportation needs, including assisting in efforts to assess both short and long term paratransit needs of the community and organizational and fiscal means to address those needs. Work with Consultant on analyzing the paratransit system. Monitor and assess means to improve efficiency and effectiveness of paratransit service, including the implementation of a new paratransit software system. Continue to facilitate effective service provision and usage of lift-equipped fixed-route service. Participate on resource advisory group.

**STAFFING**

295.90 Transit Planner Staff Hours  
59.18 Administrative Support Staff Hours in support of Planner  
624.00 Paratransit Coordinator Staff Hours  
218.47 Clerical Staff Hours in support of Paratransit Coordinator  
59.18 Transit Manager Staff Hours

1,256.73 Total Staff Hours

**FUNCTIONAL AGENCY RESPONSIBILITY**

City Transit Division

**PRODUCT**

Continued community consensus on how ADA regulations related to transit is to be complied with by the City of Billings. Continued community consensus on how to address specialized and lift-equipped and other transit needs of the community's disabled citizens through City funding.

**FEDERAL PROGRAM PARTICIPATION**

Federal Transit Act Section 5303 Metropolitan Planning Grant.

**FUNDING SCHEDULE - 44.26.15**

<b>Expenditures</b>	<b>Local</b>	<b>FTA</b>	<b>Total</b>
Programmed FY 09	\$13,472	\$53,890	\$67,362
Estimated FY 2010	\$13,766	\$55,066	\$68,832

**SECTION II FUNDING**

**Table 4  
Funding Summary and Staff Months by Element - City Transit Division  
Federal Fiscal Year 2010**

Work Element	Funding Source			Disbursement Percentage		Staff Hours
	City	FTA	Total Amount	City	FTA	
44.21.01	\$4,079	\$16,317	\$20,396	20	80	326.06
44.24.01	\$10,865	\$43,458	\$54,323	20	80	924.38
44.24.02	\$10,163	\$40,650	\$50,813	20	80	876.69
44.25.01	\$1,237	\$4,947	\$6,184	20	80	106.69
44.26.15	\$13,766	\$55,066	\$68,832	20	80	1,256.73
<b>SUB TOTAL</b>	<b>\$40,110</b>	<b>\$160,438</b>	<b>\$200,548</b>	<b>20</b>	<b>80</b>	<b>3,490.72</b>
<b>TOTAL</b>	<b>\$40,110</b>	<b>\$160,438</b>	<b>\$200,548</b>	<b>20</b>	<b>80</b>	<b>3,490.72</b>

**ALLOCATION OF COSTS**

Expenditures identified include direct costs, benefits at the rate of 52% of direct salary or wages, and indirect costs at the rate of 21% of direct salary or wages. These rates for benefits and indirect costs were approved in an April 3, 2009 letter from the MDT Urban Planning Section.