

REVISED (5/2/2017)

(Regular Agenda item Re: Public Hearing and Resolution Authorizing Sale of Parkland in Rolle Subdivison has been removed and postponed until May 22nd Meeting.)

CITY OF BILLINGS

CITY OF BILLINGS VISION STATEMENT:

“THE MAGIC CITY: A DIVERSE, WELCOMING COMMUNITY WHERE PEOPLE PROSPER AND BUSINESS SUCCEEDS.”

AGENDA

COUNCIL CHAMBERS

May 8, 2017

6:30 P.M.

CALL TO ORDER: Mayor Hanel

PLEDGE OF ALLEGIANCE: Mayor Hanel

INVOCATION: Councilmember Clark

ROLL CALL: Councilmembers present on roll call were:

MINUTES: April 24, 2017

COURTESIES:

PROCLAMATIONS:

ADMINISTRATOR REPORTS - TINA VOLEK

PUBLIC COMMENT on “NON-PUBLIC HEARING” Agenda Items: #1 & 5 ONLY. Speaker sign-in required. (Comments offered here are limited to one (1) minute for one item, or three (3) minutes for multiple items. Please sign in at the cart located at the back of the council chambers or 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. For Items not on this agenda, public comment will be taken at the end of the agenda.)

1. **CONSENT AGENDA** -- Separations:
 - A. **Bid Awards:**
 1. **W.O. 17-01, Schedule 1, 24th Street West Water Main Replacement.** (Opened 4/25/17) Recommend Western Municipal Construction, \$1,943,450.
 2. **W.O. 17-04, 2015 ADA Ramp Replacement Project.** (Opened 4/25/17) Recommend LGI Construction, \$249,190.
 - B. **Agreement** with Yellowstone County News to provide City of Billings legal advertising, 5/1/2017-4/30/2018 with five, one-year renewal options, at a cost of approximately \$21,000 per year.
 - C. **Drainage Easement** with Grand Peaks Subdivision for construction of an outfall.
 - D. **Revolving Loan Fund** to Matt Robertson for remodeling of 117 North Broadway, \$65,469.80.
 - E. **Approval** of Tax Increment Finance Assistance from the Expanded N. 27th Street Urban Renewal District, Fund 203, to the Downtown Billings Partnership for an updated downtown development strategic plan, up to \$80,000.
 - F. **Approval** of Tax Increment Financing Assistance from the Expanded N. 27th Street Urban Renewal District, Fund 203, to the Downtown Billings Partnership, for the "Battle of the Plans 2017-2018, up to \$50,000.
 - G. **Approval** of the Billings Area Bikeway + Trails Master Plan Update.
 - H. **Adoption** of the 2016 Facilities Master Plan.
 - I. **Second/Final Reading Ordinance for Zone Change #954:** a zone change from Residential 7,000 (R-70) to Community Commercial (CC) on a 15,000 square foot parcel of land generally located at the northwest corner of the intersection off Marshall Drive and Laurel Road. C-Store Properties, LLC, owner; Bryan Alexander, agent.
 - J. **Preliminary Subsequent Minor Plat** of Evans Subdivision, described as two lots on approximately 45,247 square feet of land generally located on the northwest corner of Natalie Street and Bitterroot Boulevard; Norm and Cathy Evans, owners; Neil Thompson, Territorial Landworks, Inc., agent.

K. Preliminary Subsequent Minor Plat of Sunnyside Subdivision, 4th Filing, described as two lots on approximately 0.96 acres generally located on the northeast corner of the intersection of North 27th Street and 12th Avenue North. BCJM Inc., owner; Performance Engineering and Consulting, agent.

L. Bills and Payroll:

1. April 10, 2017
2. April 18 and 19, 2017

REGULAR AGENDA:

2. **PUBLIC HEARING AND RESOLUTION** amending the City Annexation Policy. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)
3. **PUBLIC HEARING AND RESOLUTION** creating an extended or renewed Tourism Business Improvement District (TBID) No. 0002. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)
4. **APPROVAL** of Trail and Recreational Use Easement with Western Sugar Cooperative for Marathon Loop.

PUBLIC COMMENT on Non-Agenda Items -- Speaker Sign-in required. (*Restricted to ONLY items not on this printed agenda. Comments here are limited to 3 minutes. Please sign in at the cart located at the back of the council chambers or at the podium.*)

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 Denise R. Bohlman, City Clerk, at 657-8210.

Consent 1. A. 1.

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: W.O. 17-01, Schedule 1, 24th Street West Water Main Replacement

PRESENTED BY: David Mumford, Public Works Director

Department: Public Works

PROBLEM/ISSUE STATEMENT

W.O. 17-01, Schedule 1, 24th Street Water Main Replacement Project, will replace approximately 2500 feet of 12-inch to 20-inch diameter water main in 24th Street West from Central Avenue to Monad Road as the base bid. Bid Alternate A is to replace water mains in Central at the intersection of 16th Street West and Nelson Drive.

The project was advertised on April 6th, 13th, and 20th in the Billings Times and on the City's Website. Bids were opened on April 25, 2017, and two bids were received. Western Municipal Construction, Inc. submitted the lowest responsible bid.

ALTERNATIVES ANALYZED

City Council may:

- Approve the construction contract with Western Municipal Construction, Inc. for the base bid in the amount of \$1,943,450.00, or;
- Do not approve the construction contract. If the project is not constructed, the City's water and waste water system will continue to experience ongoing maintenance problems such as more frequently occurring main breaks in this area. Future repair costs and property damage claims can be minimized by completing this project.

FINANCIAL IMPACT

The following bids were received and evaluated:

Contractor	Base Bid Amount	Bid Alternate A
COP Construction LLC	\$2,116,161.00	\$134,615.00
Western Municipal Construction, Inc.	\$1,943,450.00	\$106,270.00

The funding source is water and wastewater revenues budgeted in FY 17.

Budget	\$8,000,000.00
Previously Encumbered	\$3,579,449.00
This Contract	\$1,943,450.00
Remaining budget	\$2,477,101.00

Staff has reviewed the costs of Bid Alternate A for the work on Central Avenue and concluded that the costs associated with this work are greater than the benefit derived from the work. Bid Alternate A is not recommended to be awarded.

RECOMMENDATION

Staff recommends that the City Council approve a contract with Western Municipal Construction for W.O. 17-01, Schedule 1, 24th Street West Water Main Replacement Project, in the amount of \$1,943,450.00.

APPROVED BY CITY ADMINISTRATOR

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Bid Award: W.O. 17-04; 2015 ADA Ramp Replacement Project

PRESENTED BY: David Mumford, Public Works Director

Department: Public Works

PROBLEM/ISSUE STATEMENT

W.O. 17-04, 2017 ADA Ramp Replacement Project, is a project consisting of Americans with Disabilities Act (ADA) accessible ramp construction on the street corners where the City will soon be completing pavement overlays and chip seals and on other corners at various locations throughout Billings.

The annual ramp construction project is in accordance with the City's agreement with the Department of Justice to install/upgrade ramps along streets constructed or reconstructed after 1992 and in specific areas identified by need. A portion of the ramps will be constructed on Division Street ahead of the MDT pavement overlay project. The other miscellaneous ramp locations were selected based upon neighborhood requests.

The project was advertised on April 13th and April 20th in the Billings Times and on the City's Website. Bids were opened on April 25, 2017 and seven bids were received. LGI Construction submitted the lowest responsible bid.

ALTERNATIVES ANALYZED

The Council may:

- Award Work Order 17-04, 2017 ADA Ramp Replacement Project to LGI Construction in the amount of \$249,190; or
- Do not award Work Order 17-04. If not awarded, the City would need to re-bid or cancel the project and construct the ramps in a subsequent year.

FINANCIAL IMPACT

The following bids were received and evaluated:

Contractor	Total Bid
LGI Construction	\$249,190.00
J&J Concrete, Inc.	\$252,250.00
EHC, LLC	\$269,425.50
CMG Construction	\$287,448.50
Askin Construction	\$298,646.00
AV Construction	\$366,387.50
Knife River	\$401,250.00

The funding for this project is included in the approved budget for fiscal year 2017. Gas Tax funds will be used for this project.

Budget	\$300,000
Previously Encumbered	\$0
This contract	\$249,190
Remaining Budget	\$50,810

RECOMMENDATION

Staff recommends that Council award W.O. 17-04, 2017 ADA Ramp Replacement Project to LGI Construction in the amount of \$249,190.

APPROVED BY CITY ADMINISTRATOR

Regular City Council Meeting

Meeting Date: 05/08/2017
TITLE: Legal Advertising Agreement
PRESENTED BY: Tina Volek, City Administrator
Department: City Hall Administration

PROBLEM/ISSUE STATEMENT

The City must publish notices of meetings, public hearings, resolutions and ordinances, requests for bids, and other ads. The present legal advertising agreement with *The Billings Times* expires April 30, 2017. Staff requested proposals for legal advertising and received responses from *Yellowstone County News* and *The Billings Times*. Liz Kampa-Weatherwax, Purchasing Agent, Debi Meling, City Engineer, and Denise Bohlman, City Clerk, carefully reviewed each proposal and unanimously chose *Yellowstone County News*, for the City's legal advertising needs. It is in the best interests of the City to have a contract for legal advertising for consistency in ad placements and to keep costs as low as possible.

On April 24, 2017, Council heard testimony from Liz Kampa-Weatherwax, Purchasing Agent, concerning the Request for Proposals (RFP) process and the committee's method of determining staffs' recommendation. Councilman Friedel made a motion to approve staff's recommendation, but it died for lack of a second. Councilman Friedel offered a Council initiative directing staff to place the item on the May 8, 2017 Council agenda for reconsideration.

Additional information has been attached concerning each publishers' circulation numbers as provided in their Sworn Statement of Circulation, the RFP price matrix from each proposal, the sample ads used for price determination, and the committee estimates.

ALTERNATIVES ANALYZED

Council may:

- Award an Agreement for legal advertising with *Yellowstone County News*; or
- Award an Agreement for legal advertising with *The Billings Times*; or
- Not enter into an agreement and advertise as needed, potentially at a higher cost.

FINANCIAL IMPACT

The City spends an average of \$21,000 per year for legal advertising.

RECOMMENDATION

Staff recommends that the City Council approve the agreement for legal advertising with *Yellowstone County News* for the period of May 1, 2017, through April 30, 2018, with five, one-year options to renew by mutual agreement.

APPROVED BY CITY ADMINISTRATOR

Legal Advertising Agreement - Draft
YCN Sworn Statement of Circulation
Billings Times Sworn Statement of Circulation
Cost Breakdown
Price Matrixes



LEGAL ADVERTISING AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of May, 2017, by and between the **CITY OF BILLINGS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1178, Billings, Montana 59103, hereinafter referred to as “City,” and **YELLOWSTONE COUNTY NEWS** of P. O. Box 130, 117 Northern Avenue, Suite B, Huntley, Montana 59037, hereinafter referred to as “Contractor.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **Purpose:** City agrees to hire Contractor as an independent contractor to perform the services of publishing legal advertisements, more thoroughly described in the Scope of Work below.

2. **Effective Date:** This Agreement is effective upon the date of its execution and will terminate on April 30, 2018. The parties may extend this agreement for an additional five 1-year terms, in writing prior to termination of each renewal year.

3. **Scope of Work:** The Contractor shall perform the services outlined below. In performing these services, the Contractor shall at all times comply with all federal, state and local statutes, rules and ordinances applicable. These services and all duties incidental or necessary therefor, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.

A. **TRANSMITTAL AND DELIVERY OF ALL LEGAL ADVERTISEMENTS** – One account representative assigned to handle the City account and to work closely with the City Clerk. The City Clerk’s office will forward, via email, to Contractor account representative, ads for publication in WORD format. Those ads will be sent no later than 5:00 p.m. on the Tuesday prior to the Thursday publication. Contractor’s proofs will be forwarded, via email, to the City Clerk for final revisions, no later than 10:00 a.m. each Wednesday prior to publication. The City Clerk’s office will provide its approval of proofs by Noon on Wednesday.

B. **AFFIDAVIT OF PUBLICATION** – Affidavit will be delivered (not mailed) to the City Clerk the same day as final ad publication, except Saturday and Sunday for which affidavits will be due to the City Clerk by 4:00 p.m., Monday. The Affidavit of Publication will be on pink computer paper or the City’s choice of color on commonly available computer paper. Affidavit of Publication will have an exact copy of the ad attached and will be notarized.



C. TEAR SHEETS (copies of legal ad) – These are to be delivered (not mailed) to the City Clerk the morning of the same day as first publication, up to 100 copies included at no cost for ad copies. The tear sheet should not be the page where the publication is printed, but a reproduced and timed copy of the actual publication.

D. BILLING FOR LEGAL ADVERTISEMENTS will be on a weekly basis. Each department or division of the City will have an account number. A statement is provided weekly for each ad specifying the department or division. The run dates and a brief description of the ad (for identification purposes) will be listed for each legal ad on the statement. The bill(s) will be mailed to the Finance Department of the City of Billings.

E. THE CITY OF BILLINGS MAKES NO GUARANTEE as to the amount of legal advertisement that will be done in the twelve (12) month period, or any successive renewal term.

F. THE CITY POLICY FOR THE LEGAL ADVERTISEMENTS will be:

- (1) CHANGES TO AD: By Noon the day prior to publication (Wednesday)
- (2) STOPPING ADS: By Noon the day prior to publication (Wednesday)
- (3) COPY DEADLINE: As outlined in Item A.

5. **Independent Contractor Status:** The parties agree that Contractor is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Contractor is not subject to the terms and provisions of the City's personnel policies handbook and may not be considered a City employee for workers' compensation or any other purpose. Contractor is not authorized to represent the City or otherwise bind the City in any dealings between Contractor and any third parties.

Contractor shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Contractor shall maintain workers' compensation insurance coverage for all members and employees of Contractor's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.



Contractor shall furnish City with copies showing one of the following: **(1)** proof of registration as a registered contractor under Title 39, Chapter 9, MCA; **(2)** a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or **(3)** proof of exemption from workers' compensation granted by law for independent contractors.

6. Indemnity and Insurance: Contractor agrees to indemnify, defend and save City, its officers, agents and employees harmless from any and all losses, damage and liability occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of Contractor or its agents or employees. **For this purpose, Contractor shall provide City with proof of both Commercial General liability insurance issued by a reliable company or companies for personal injury and property damage, in an amount not less than \$1.5 million per occurrence and naming the City as an additional insured. The insurance must be in a form suitable to City.**

7. Compliance with Laws: Contractor agrees to comply with all federal, state, and local laws, ordinances, rules and regulations. Contractor agrees to purchase a City business license.

8. Nondiscrimination: Contractor agrees that all hiring by Contractor of persons performing this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

The Contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

9. Default and Termination: If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party may, at its option, terminate this Agreement and be released from all obligations if the default is not cured within ten (10) calendar days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.



10. **Liaison:** City's designated liaison with Contractor is Denise R. Bohlman, City Clerk, and Contractor's designated liaison with City is Jonathan McNiven, publisher/owner.

11. **Governing Law and Venue:** This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

12. **Severability:** Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Contractor, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

13. **Successors and Assigns:** Neither the City nor the Contractor shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

14. **Ownership of Documents:** All documents, data, drawings, specifications, software applications and other products or materials produced by the Contractor in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Contractor are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Contractor harmless for such use. All or any portions of materials, products and documents produced under this Agreement may be used by the Contractor upon confirmation from the City that they are subject to disclosure under the Public Disclosure Act. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City. Any information relating to the services will not be released without the written permission of the City. The Contractor shall preserve the confidentiality of all City documents and data accessed for use in Contractor's work product.



IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

CITY OF BILLINGS, MONTANA

**YELLOWSTONE COUNTY NEWS,
CONTRACTOR**

By _____
THOMAS W. HANEL, MAYOR

By _____
**JONATHAN MCNIVEN,
PUBLISHER / OWNER**

APPROVED AS TO FORM:

Print Name

By _____
BRENT BROOKS, City Attorney



MUNICIPAL Sworn Statement of Circulation

(To be filed with the City or Town Clerk
in the municipality of publication prior to July 1 of each year)

TO: Billings City Clerk

In accordance with the provisions of MCA 7-1-4127, the following information needs to be filed with the City or Town Clerk in the municipality of publication prior to July 1, of each year in order to be considered as a publication which is qualified to publish legal advertising when a municipality required by law to give notice by publication; and to be eligible to contract with the municipality for all advertising required by law. This does not apply to municipalities with a population of 500 or less in which a newspaper is not published.

Name of Publication: Yellowstone County News

Mailing Address: P.O. Box 130

City: Huntley State: Montana Zip: 59037 Telephone: 406-548-2650

Publisher's Name: Jonathan & TANA McNIEN

Date Publication Established: 1976

Is the Publication of General Circulation? YES NO

Has the Publication been published continuously at least once a week for the prior 12 months in the municipality? yes

Number of Days per Week Publication is published: Once a week

Is the Publication required to publish a United States Postal Service Periodical Statement of Ownership, Management and Circulation? YES NO

If "YES", please include a copy of the State of Ownership for the prior year.

Attached.

CIRCULATION INFORMATION: For the 12 months prior to July 1 of filing year.

	Within County	Outside of County
Average Net Circulation Paid:	—	—
By Mail or Carrier	<u>824</u>	<u>67</u>
By Rack or Newsstand	<u>265</u>	<u>5</u>
Average Net Circulation Free:	—	—
By Mail or Carrier	<u>173</u>	<u>51</u>
By Rack or Newsstand	<u>0</u>	<u>0</u>
Total Average Net Circulation Per Issue:*	<u>1262</u>	<u>123</u>

*All figures are to be net, subtracting circulation not actually delivered.

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form, or who omits material or information requested on the form may be subject to criminal and/or civil sanctions as provided by law.

Jonathan R. McNeely
 Signature and Title of Editor, Publisher, Business Manager or Owner

Date: 4/21/17



MUNICIPAL Sworn Statement of Circulation

(To be filed with the City or Town Clerk
in the municipality of publication prior to July 1 of each year)

TO: Billings City Clerk

In accordance with the provisions of MCA 7-1-4127, the following information needs to be filed with the City or Town Clerk in the municipality of publication prior to July 1, of each year in order to be considered as a publication which is qualified to publish legal advertising when a municipality required by law to give notice by publication; and to be eligible to contract with the municipality for all advertising required by law. This does not apply to municipalities with a population of 500 or less in which a newspaper is not published.

Name of Publication: The Billings Times Inc.

Mailing Address: 2919 Montana Avenue

City: Billings State: Montana Zip: 59101 Telephone: 245-4994

Publisher's Name: Scott R. Turner

Date Publication Established: 1891

Is the Publication of General Circulation? YES NO

Has the Publication been published continuously at least once a week for the prior 12 months in the municipality? Yes

Number of Days per Week Publication is published: 52

Is the Publication required to publish a United States Postal Service Periodical Statement of Ownership, Management and Circulation? YES NO

If "YES", please include a copy of the State of Ownership for the prior year.

CIRCULATION INFORMATION: For the 12 months prior to July 1 of filing year.

	Within County	Outside of County
Average Net Circulation Paid:		
By Mail or Carrier	<u>715</u>	<u>33</u>
By Rack or Newsstand	<u>25</u>	<u>0</u>
Average Net Circulation Free:		
By Mail or Carrier	<u>72</u>	<u>10</u>
By Rack or Newsstand	<u>0</u>	<u>0</u>
Total Average Net Circulation Per Issue:*	<u>812</u>	<u>43</u>

**All figures are to be net, subtracting circulation not actually delivered.*

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form, or who omits material or information requested on the form may be subject to criminal and/or civil sanctions as provided by law.

Scott J. Jones PUBLISHER
Signature and Title of Editor, Publisher, Business Manager or Owner

Date: 4/20/17

STATEMENT OF OWNERSHIP
MANAGEMENT AND CIRCULATION

1. Publication Title: The Billings Times
 2. Publication Number: (1100-5626)
 3. Date of Filing: September 29, 2016
 4. Frequency of issue: Weekly
 5. No. of issues published annually: 52
 6. Annual subscription price: \$40.00 in-county; \$43.00 out-of-county
 7. Address of known office of publication: 2919 Montana Ave., Billings, Montana
 8. Location of the headquarters or general business offices of the publishers: same
 9. Names and addresses of publisher, editor and managing editor: Publisher & Editor: Scott R. Turner, 125 Avenue D, Billings, Montana; Managing Editor: n/a
 10. Owner: The Billings Times, Inc., 2919 Montana Ave., Billings, Montana; Craig R. Turner, 3 Rockhill Dr., Billings, Montana; Scott R. Turner, 125 Avenue D, Billings, Montana
 11. Known bondholders, mortgagees, and other security holders owning or holding 1 percent or more of total amount of bonds, mortgages or other securities: None
 12. The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes: n/a
 13. Publication Title: The Billings Times
 14. Issue Date for Circulation Data Below: 9/29/16
 15. Extent and Nature of Circulation.
 - A. Total Number Copies (Net press run): Average number copies each issue during preceding 12 months: 875; Actual number of single issue published nearest to filing date: 875
 - B. Paid and/or Requested Circulation
 1. Paid/Requested Outside-County Mail Subscriptions Stated on Form 3541: average number copies preceding 12 months: 33; Actual number of copies of single issue published nearest to filing date: 33
 2. Paid In-County Subscriptions: Average number copies each issue during preceding 12 months: 720; Actual number of copies of single issue published nearest to filing date: 715
 3. Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Non-USPS Paid Distribution: Average number copies each issue during preceding 12 months: 10; Actual number of copies of single issue published nearest to filing date: 10
 4. Other Classes Mailed Through the USPS: 0
 - C. Total Paid and/or Requested Circulation: Average number copies each issue during preceding 12 months: 763; Actual number of copies of single issue published nearest to filing date: 758
 - D. Free Distribution by Mail:
 1. Outside-County as Stated on Form 3541: Average number copies each issue during preceding 12 months: 10; Actual number of copies of single issue published nearest to filing date: 9
 2. In-County as Stated on Form 3541: Average number copies each issue during preceding 12 months: 72; Actual number of copies of single issue published nearest to filing date: 72
 3. Other Classes Mailed Through the USPS: 0
 - E. Total free or Nominal Rate Distribution (Sum of 15d 0), (2), (3) and (4): Average number copies each issue during preceding 12 months: 81; Actual number of copies of single issue published nearest to filing date: 81
 - F. Total distribution: Average number copies each issue during preceding 12 months: 857; Actual number of copies of single issue published nearest to filing date: 870
 - G. Copies not distributed: Average number copies each issue during preceding 12 months: 35; Actual number of copies of single issue published nearest to filing date: 30
 - H. Total: Average number copies each issue during preceding 12 months: 875; Actual number of copies of single issue published nearest to filing date: 875
 - I. Percent paid and/or requested circulation: 90.4%; single issue nearest to filing date: 89.2%
- I certify that the statements made above are correct and complete.

SCOTT R. TURNER

Sample A

Sample Ad Cost	Times \$70.00		YCN \$46.00	
Est. Annual Costs				
Run 1	2@\$50	\$100.00	2@24	\$48.00
Run 2	10@\$70	\$700.00	10@\$46	\$460.00
Run 3	3@\$90	\$270.00	3@\$68	\$204.00
		\$1,070.00		\$712.00
		\$4,280.00		\$2,848.00
		/quarter		/quarter
		/year		/year

Difference of \$1,432/year

Sample B

Sample Ad Cost	Times \$21.70		YCN \$23.00	
Est. Annual Costs				
Run 1	10@\$15.50	\$155.00	10@12	\$120.00
Run 2	44@\$21.70	\$954.80	44@\$23	\$1,012.00
Run 3	0@\$27.90	\$0.00	0@\$34	\$0.00
		\$1,109.80		\$1,132.00
		\$4,439.20		\$4,528.00
		/quarter		/quarter
		/year		/year

Difference of \$88.80/year



City of Billings

Times

ATTACHMENT C

PRICE MATRIX

(to be sent with proposal in a separate, sealed envelope)

The undersigned hereby submits the following proposal, having carefully examined the proposal requirements for the legal advertisements of the City of Billings, as well as all of the conditions affecting the proposal:

<u>Sample</u>	<u>Price</u>
Cost of Sample A (Ad to run one time)	\$ 50
Cost of Sample A (Ad to run two times)	70
Cost of Sample A (Ad to run three times)	90
Cost of Sample A (Ad to run four times)	110
Cost of Sample A (Ad to run five times)*	130
Cost of Sample B (Ad to run one time)	\$ 15.50
Cost of Sample B (Ad to run two times)	21.70
Cost of Sample B (Ad to run three times)	27.90
Cost of Sample B (Ad to run four times)	34.10
Cost of Sample B (Ad to run five times)*	40.30
Cost per tear sheet up to 100	\$ 0
Cost per tear sheet over 100	\$ 0

*State Law requires certain legal ads to run five (5) consecutive days in a daily newspaper and once per week in weekly newspaper.

	YES	NO
Is your newspaper of general paid circulation?	x	
Is your newspaper published at least once per week?	x	
Is your newspaper published in Yellowstone County?	x	
Has your newspaper been published continuously in Yellowstone County for at least 12 months?	x	
Do you have a periodicals permit?	x	

210 North 27th Street P.O. Box 1178, Billings, MT 59101



City of Billings

YCN

ATTACHMENT C

PRICE MATRIX

(to be sent with proposal in a separate, sealed envelope)

The undersigned hereby submits the following proposal, having carefully examined the proposal requirements for the legal advertisements of the City of Billings, as well as all of the conditions affecting the proposal:

<u>Sample</u>	<u>Price</u>
Cost of Sample A (Ad to run one time)	\$ 24. ⁰⁰
Cost of Sample A (Ad to run two times)	46. ⁰⁰
Cost of Sample A (Ad to run three times)	68. ⁰⁰
Cost of Sample A (Ad to run four times)	90. ⁰⁰
Cost of Sample A (Ad to run five times)*	112. ⁰⁰
Cost of Sample B (Ad to run one time)	\$ 12. ⁰⁰
Cost of Sample B (Ad to run two times)	23. ⁰⁰
Cost of Sample B (Ad to run three times)	34. ⁰⁰
Cost of Sample B (Ad to run four times)	45. ⁰⁰
Cost of Sample B (Ad to run five times)*	56. ⁰⁰
Cost per tear sheet up to 100	\$ 0
Cost per tear sheet over 100	\$ 0

*State Law requires certain legal ads to run five (5) consecutive days in a daily newspaper and once per week in weekly newspaper.

	YES	NO
Is your newspaper of general paid circulation?	✓	
Is your newspaper published at least once per week?	✓	
Is your newspaper published in Yellowstone County?	✓	
Has your newspaper been published continuously in Yellowstone County for at least 12 months?	✓	
Do you have a periodicals permit?	✓	

210 North 27th Street P.O. Box 1178, Billings, MT 59101



City of Billings

EXHIBIT A

SAMPLE A

NOTICE OF BOARD AND COMMISSION VACANCIES

My office is now accepting letters of interest to fill the vacancies on the Boards and/or Commissions listed below. Applicants must live within the City Limits and may have special requirements. I am asking for your thoughtful consideration of potential service on these Boards and/or Commissions.

City Boards and Commissions are appointed by the Mayor and confirmed by the City Council. City Boards and Commissions are advisory only and have no administrative authority, unless specifically required by Federal or State Law, or Interlocal Agreement. Members of Boards and Commissions serve without compensation, must be at least 18 years of age and reside within the City limits (home residence). Terms of office are generally four (4) years.

If you are interested in applying for any of the positions listed below you can download an application form from our website located at <http://ci.billings.mt.us> or drop by City Hall, 210 North 27th Street to pick up an application form.

Mayor's Office
P.O. Box 1178
Billings, MT 59103-1178

LIST OF CURRENT VACANCIES

Board/Commission	# of Vacancies	Special Qualifications (if any)
Animal Control Board	2	Must live in the City of Billings
Aviation & Transit Board	3	Must live in the City of Billings
Bicycle & Pedestrian Advisory Comm	1	Must live in the City of Billings
Billings BID	2	Must own land in the BID District
Board of Adjustments	1	Must live in the City of Billings
Board of Appeals	1	Must live in Billings - Butler
Board of Ethics	2	Must live in the City of Billings
Community Development	1	Must live in the City of Billings
Community Development	1	Must live in Billings-Low Mod Area
Housing Authority	1	Must live in the City of Billings
Housing Authority	2	Must live in Billings-Res Comm
Human Relations	3	Must live in the City of Billings
Library Board	1	Must live in the City of Billings
Parks, Recreation & Cemetery Board	4	Must live in the City of Billings
Billings Parking Board	2	Must live in the City of Billings
Planning Board	1	Must live in Billings - Ward I
Planning Board	1	Must live in Billings - Ward II
Planning Board	1	Must live in Billings - Ward III
Planning Board	1	Must live in Billings - Ward IV
Planning Board	1	Must live in Billings - Ward V
Public Works Board	1	Must live in the City of Billings

The DEADLINE for applications is: November 25, 2016.

Thank you, in advance, for your willingness to serve your community.

Sincerely,

Thomas W. Hanel, Mayor
Denise F. Bohman
City Clerk
City of Billings
PO Box 1178
Billings, MT 59103

(October 27, November 3, 2016)

332

210 North 27th Street P.O. Box 1178, Billings, MT 59101



City of Billings

SAMPLE B

NOTICE OF PUBLIC HEARING

Notice is hereby given that the City Council of the City of Billings, Montana will hold a PUBLIC HEARING on Monday, November 14, 2016, at 6:30 p.m., or as soon thereafter as the agenda permits, in the Council Chambers, located on the 2nd Floor of the Police Facility, 220 N. 27th St., Billings, MT for the purpose of considering a tax incentive application from Linde Properties, LC. If granted, the exemption will eliminate the company's City and local school district property tax for up to five (5) years on an estimated new investment of \$1,050,788.

Additional information on this item may be obtained from Bruce McCandless, Asst. City Administrator, 210 N. 27th Street, Billings, MT or by phone at (406) 657-8222 or by email at mccandlessb@ci.billings.mt.us. Anyone wishing to comment on the tax exemption application is invited to appear at this hearing and offer their comments or written comments may be submitted prior to the hearing.

Denise R. Bohlman
City Clerk
City of Billings
P.O. Box 1178
Billings, MT 59103
(November 3, 10, 2016)

177 words

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Acceptance of Drainage Easement for Lots 9A & 10A, Block 4 of Amended Plat of Grand Peaks 3rd Filing

PRESENTED BY: David Mumford, Public Works Director

Department: Public Works

PROBLEM/ISSUE STATEMENT

A storm drain pond was developed within Grand Peaks Subdivision 4th Filing. The pond currently does not have an outfall and utilizes re-use of storm water to water the lawn around the pond. In cases of large storms, it may become necessary to have an outfall to help drain the pond in the future. In order for construction of the outfall, it becomes necessary to have an easement between Lots 9A and 10A within Grand Peaks Subdivision 3rd Filing. This easement will allow the developer to construct an outfall from the pond to the larger pond within Grand Peaks 3rd Filing. The outfall will be a pipe constructed within the easement area and will be owned and maintained by the homeowners association consistent with stormwater management requirements. This easement will allow the city to maintain the outfall in the future if it becomes necessary.

ALTERNATIVES ANALYZED

The City Council may:

- Approve the easements; or
- Do not approve the easements. If no outfall is constructed, it will take longer for the pond to drain after storms which reduces capacity for subsequent storms.

FINANCIAL IMPACT

There is no significant financial impact with acceptance of these drainage easements.

RECOMMENDATION

Staff recommends that Council accept the drainage easements for Lots 9A & 10A, Block 4, of Amended Lots 9-11, Block 4, and Lots 15-18, Block 5, Grand Peaks Subdivision 3rd Filing Copper Ridge Subdivision 2nd Filing.

APPROVED BY CITY ADMINISTRATOR

Attachments

Storm Drain Easement

ACKNOWLEDGEMENT AND ACCEPTANCE OF CONVEYANCE

THIS EASEMENT is hereby accepted pursuant to City Council approval on the _____ day of _____, 2017.

CITY OF BILLINGS,
A Montana Municipal Corporation

By: _____
THOMAS W. HANEL, Mayor

ATTEST:

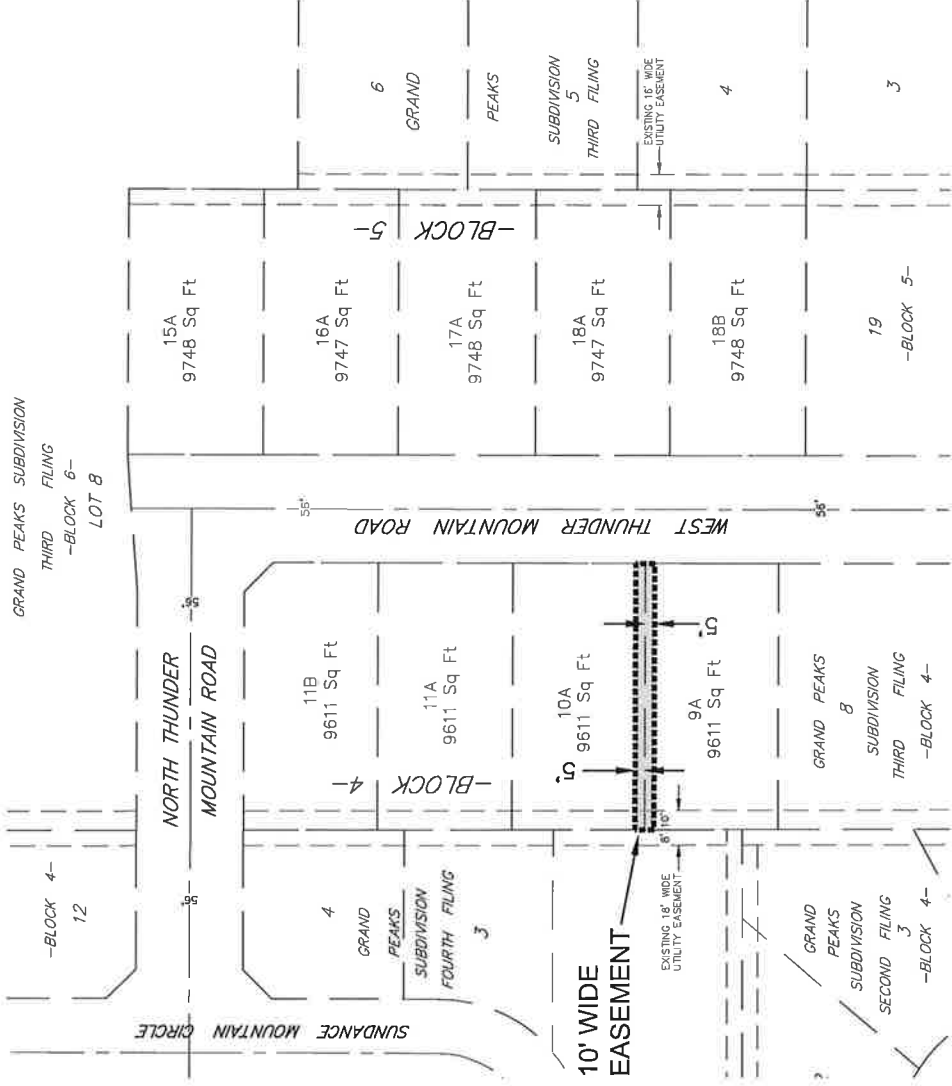
DENISE BOHLMAN, City Clerk

STATE OF MONTANA)
 : ss
County of Yellowstone)

On this _____ day of _____, 2017 before me, a Notary Public for the state of Montana, personally appeared THOMAS W. HANEL and DENISE BOHLMAN, known to me to be the Mayor and City Clerk of the City of Billings, respectively, and acknowledged to me that they executed the foregoing instrument.

Notary Signature
[Affix seal/stamp to the left or below]

EXHIBIT "A"



SCALE: 1"=100'

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Approval of Downtown Revolving Loan Fund Recommendation for Matt Robertson

PRESENTED BY: Andy Zoeller

Department: City Hall Administration

PROBLEM/ISSUE STATEMENT

Matt Robertson has requested a Downtown Revolving Loan for \$65,469.80 to cover the cost of remodeling at 117 North Broadway. The Downtown Revolving Loan committee met on Friday, April 7, 2017 and tentatively approved the loan. Mr. Robertson provided paid invoices showing the amount of money spent on the remodel. He is asking for the loan to repay what he used of his personal capital. The City would be taking a second lien after Stockman Bank on this and Matt Robertson is signing a personal guarantee.

ALTERNATIVES ANALYZED

City Council may:

- Approve, or;
- Disapprove the loan request.

FINANCIAL IMPACT

The Downtown Revolving Loan fund currently has \$720,000 in cash so issuing this loan will not jeopardize the Fund

RECOMMENDATION

The Downtown Revolving Loan committee recommends the City Council approve this loan of \$65,469.80 to Matt Robertson.

APPROVED BY CITY ADMINISTRATOR

Attachments

Matt Robertson DRL request

Revolving Loan Fund Loan

Friday April 7, 2017

Matt Robertson loan terms are as follows:

Loan:	\$ 65,469.80
Interest Rate:	2.25% Adjusted annually
Term:	Amortized over ten years
Payments:	Minimum payments calculated at a rate of 2.25% over a five year term with balloon payment
Collateral:	Second Position after Stockman Bank, Personal Guarantee from Matt Robertson
Disbursement:	The City will disburse funds after it receives Council approval.

This loan is for the reimbursement to Matt Robertson for improvements made to 117 North Broadway.

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Tax Increment allocation for a New Downtown Strategic Plan

PRESENTED BY: Bruce McCandless, Assistant City Administrator

Department: City Hall Administration

PROBLEM/ISSUE STATEMENT

City Council approved the current downtown development strategic plan, The Framework Plan, in December, 1997. Since the sunset of the "old" Tax Increment District was to occur in 2008, the Plan was supposed to be a 10-year plan. The Downtown Billings Partnership (DBP) and associated groups continued implementing the plan when the new district was created and has accomplished a lot of the plan priorities. The DBP would now like to update The Framework Plan and is requesting up to \$80,000 of TIF funds for the project. The DBP has selected a consultant, but is waiting for Council funding approval before executing a contract and beginning the planning process.

ALTERNATIVES ANALYZED

City Council may approve up to \$80,000 for an updated downtown development strategic plan or Council may decline to appropriate the funds. If Council denies the request, the DBP will have to solicit other funds or abandon the planning project.

FINANCIAL IMPACT

The Expanded N. 27th Street Urban Renewal District, Fund 203, has an estimated FY 2017 ending fund balance of \$2,700,000, so there are sufficient funds for this project. A comprehensive strategic plan will help the DBP and the City Council prioritize future project spending.

RECOMMENDATION

The Downtown Billings Partnership Board of Directors recommends that the City Council approve the Expanded N. 27th Street funds of up to \$80,000 for an updated downtown development strategic plan.

APPROVED BY CITY ADMINISTRATOR

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Tax Increment Funding of up to \$50,000 for "Battle of the Plans 2017-2018"

PRESENTED BY: Bruce McCandless, Assistant City Administrator

Department: City Hall Administration

PROBLEM/ISSUE STATEMENT

The Downtown Billings Partnership (DBP) is requesting that the City Council approve up to \$50,000 for the "Battle of the Plans 2017-2018." The City Council amended the Expanded N. 27th Street Urban Renewal Plan in 2012 to designate retail recruitment and retention as a project under the Plan. The DBP conducted its first business plan competition in 2016 and would like to repeat it in FY 2018. New or expanding businesses submit their business plans and the award winners are selected by a committee. Those businesses may receive assistance with rent, signs, tenant improvements and marketing. From the first competition, four new businesses located downtown and another one expanded.

ALTERNATIVES ANALYZED

City Council may approve or disapprove the request. If the Council does not approve the request, the DBP will have to find alternative funding or eliminate the program from the FY18 budget and activities.

FINANCIAL IMPACT

The Expanded N. 27th Street Urban Renewal District, Fund 203, has an estimated \$2.7 million ending fund balance in FY17, so there are sufficient funds for this project.

RECOMMENDATION

The Downtown Billings Partnership Board of Directors recommends that the City Council approve downtown tax increment funding up to \$50,000 for the "Battle of the Plans 2017-2018."

APPROVED BY CITY ADMINISTRATOR

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Billings Area Bikeway + Trails Master Plan Update

PRESENTED BY: Wyeth Friday

Department: Planning & Community Services

PROBLEM/ISSUE STATEMENT

The Planning Division is presenting to the City Council the Billings Area Bikeway + Trails Master Plan Update with the intent to have the Council make a recommendation to the Policy Coordinating Committee (PCC). The Council received a comprehensive presentation of the Plan at its April 17 Work Session.

In June of 2016, the Planning Division entered into a Consultant contract with Alta Planning + Design to complete an update to the Billings Area Bikeway and Trails Master Plan. Through monthly meetings with a steering committee, focus group meetings, public meetings and an online survey and mapping project, a comprehensive bike and trails master plan was completed.

The plan includes an updated Plan Vision that states, “The Billings community envisions a safe, convenient, and connected active transportation network consisting of streets, trails, sidewalks, and on-street bicycle facilities that are accessible to people of all ages and abilities for trips of all purposes and to improve the economic and physical health of the community and its citizens”. The update includes data and information to assist residents, staff, local organizations, agencies and elected officials in achieving this vision. The data and information outlined within the chapters of the document include a discussion on the communities Existing Conditions, a Needs Assessment, Recommendations, and Implementation.

- The Existing Conditions chapter includes a review of past planning documents, demographic analysis, existing facilities, bike and pedestrian counts, crash data, active transportation programs and information on bike parking.
- The Needs Assessment chapter contains information on how the level of traffic stress on bicyclists can impact comfort and participation in bike commuting and recreational riding, discussion on the public involvement techniques used, active transportation benefits for the community, and new bikeway types.
- The Recommendation chapter discusses recommendations on facility types, wayfinding signage, programs/policies, bike/ped counts, bike parking and maintenance.
- The Implementation chapter discusses strategies, cost estimates, project prioritization and funding sources.

The development of the study was managed by a project steering committee comprised of representatives from Planning, City Parks and Recreation Department, City Engineering Division, County Public Works Department, Montana Department of Transportation, representatives from the Bicycle and Pedestrian Advisory Committee, Billings TrailNet, Lockwood Pedestrian Safety Committee, Billings Chamber of Commerce, and RiverStone Health. The planning process included a public participation element that hosted two public meetings, focus group meetings, an online input map, and an online survey.

A hard copy of the plan can be requested from the Planning Division. Electronic copies of the document are located at the following link: <http://ci.billings.mt.us/DocumentCenter/View/34091>

ALTERNATIVES ANALYZED

City Council may:

- Approve the Billings Area Bikeway + Trail Master Plan Update and forward that recommendation to the PCC via the Council representative.
- Approve the Billings Area Bikeway + Trails Master Plan Update with modifications and forward that recommendation to the PCC via the Council representative.
- Not approve the Billings Area Bikeway + Trails Master Plan Update and forward that recommendation to the PCC via the Council representative. Not approving the Plan could affect future access to some funding sources, like grants and federal programs, for bicycle and pedestrian projects in the community if no existing plan is in place to inform decisions on projects and programs.

FINANCIAL IMPACT

There should be no direct financial impact from the adoption of this Plan. However, Plan implementation will involve a variety of funding decisions and sources to accomplish future planning, funding, and design of non-motorized facilities for the Billings Metropolitan Planning Organization and the Urban Area.

RECOMMENDATION

Staff recommends the City Council take formal action on the Billings Area Bikeway + Trail Master Plan Update and forward a recommendation of approval to the Policy Coordinating Committee for action at its May 16, 2017 meeting.

APPROVED BY CITY ADMINISTRATOR

Attachments

Executive Summary



DRAFT

BILLINGS AREA



BIKEWAY + TRAILS MASTER PLAN UPDATE



WINTER 2017

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PROJECT PARTIES

Client:

Billings-Yellowstone County MPO

Scott Walker
Lora Maddox
Jeffrey Butts

Consultant Team:

Alta Planning + Design, Inc.

Joe Gilpin
Sam Piper
Erin David
Kristen O-Toole
Kris Neurauter
Kim Voros
Kyle James

Peaks to Plains Design

Jolene Rieck
Gordon Lemmel

TABLE OF CONTENTS

Executive Summaryi

I. Vision, Goals, and Objectives..... 1-1
Goals and Objectives..... 1-1

II. Existing Conditions2-1
Introduction 2-1
Past Plan Review2-3
Demographics Analysis..... 2-7
Existing On-Street Bikeway Facilities and Trails2-11
Bicycle and Pedestrian Counts.....2-16
Pedestrian and Bicycle Collisions2-21
Active Transportation Programs 2-25
Existing Bike Parking Conditions 2-28

III. Needs Assessment.....3-1
Introduction 3-1
Bicycle Conditions-Level of Traffic Stress Analysis 3-2
Public Involvement Summary3-6
Active Transportation Benefits 3-13
New Bikeway Types 3-18

IV. Recommendations 4-1
Introduction 4-1
Bikeway and Trail Recommendations 4-2
Wayfinding Recommendations..... 4-5
Program Recommendations..... 4-9
Bicycle and Pedestrian Count Recommendations 4-15
Bike Parking 4-20
Maintenance Policy Recommendations..... 4-24
Policy Recommendations..... 4-27

V. Implementation.....5-1
Introduction 5-2
Implementation Strategies 5-3
Cost Estimates5-4
Project Prioritization 5-5
Funding Sources.....5-6

APPENDICES C
Project Prioritization and Cost Estimates..... A
Past Plan Summary..... B
Focus Group Summary..... C

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EXECUTIVE SUMMARY





The Billings Area has a well established system of trails. This Plan seeks to build upon these assets and develop new on-street bikeway connections.

EXECUTIVE SUMMARY

The Billings Area Bikeway and Trail Master Plan establishes both a long-term vision and defined, achievable short-term actions to improve mobility and recreation opportunities in the Billings Area. This plan has undergone a robust public process and builds upon multiple past and current planning efforts. The plan is organized into the following chapters:

- 1 Chapter 1: Vision, Goals, and Objectives**
Establishes the plan's vision and goals which provide detail and basis for many of the recommendations.
- 2 Chapter 2: Existing Conditions**
Reviews existing conditions in Billings as of 2016, in terms of infrastructure and the existing planning/policy context
- 3 Chapter 3: Needs Assessment**
Provides detailed analysis of public needs, preferences and the potential benefits of meeting those needs
- 4 Chapter 4: Recommendations**
Provides the policy, program and engineering recommendations needed to achieve the proposed network and the vision and goals outlined in Chapter 1.
- 5 Chapter 5: Implementation**
Provides greater detail on implementation including cost estimates and project prioritization



Significant emphasis was placed in the plan on evaluating and identifying roadways within the study area for compatibility with various types of on-street facilities. This emphasis reflects the fact that the on-street bikeway network is less developed than trail network and has significant importance in accommodating transportation based bicycling trips. This plan seeks to maximize opportunities to efficiently implement bike-ways and trails through leveraging existing roadway maintenance, future private development and other capital projects.

With respect to projects within the city limits, adoption by the Billings City Council acknowledges that this plan's policies and facility recommendations are being committed to with the full support of the City of Billings's Engineering Division, Parks, Recreation & Public Lands Department, and the Billings MPO.

The following items are of importance to MPO, MDT and City staff and elected officials:

- Bikeway and trail facilities will be considered at all levels of government and through all related policies, processes and standards that encourage and enhance walking, bicycling, and other trail-related activities in the Billings area.
- As is done now by the City-County Planning Division and City Engineering Division, a subset of the Plan's recommended projects will be included annually with the City's Capital Improvement Project process.
- Implementation strategies and recommendations in this plan will be used when designing and identifying funding for new transportation projects.
- This plan recommends a network of 'Bicycle Boulevards' which utilize and improve local streets as comfortable alternatives to collector and arterial roadways. Bicycle boulevards are streets with low motorized traffic volumes and speeds, designated and designed to give bicycle and pedestrian travel priority. Bicycle boulevards use wayfinding signs, pavement markings, and speed and volume management measures to discourage additional through trips by motor vehicles.
- This plan recommends on-street bike lanes on many of Billings's collector and arterial roadways. If implemented, some of these bike lanes would require some degree of on-street parking loss or travel lane narrowing/removal. Some projects, including some of the bike-lane segments, are classified as 'long-range visionary' projects to be explored if a major reconstruction is advanced where no simple solution exists today.
- Available federal funding has decreased in recent years. This plan supports a greater local funding commitment and recommends creation of a 'bikeway and trail account' with funds to aid implementation of programs and projects.
- Additional funding will be required to meet long-term capital operations and maintenance for both on-street bikeways and trails recommended for development in this plan.
- To address installation of on-site improvements and off-site mitigation measures, the plan recommends that new private development projects finance and install bikeway and trail facilities as appropriate.
- This plan provides a framework to provide bicycle parking with new commercial development and as infill and retrofits to downtown public spaces and for existing commercial areas. Funding will need to be identified to support implementation of bike parking in public facilities and spaces.
- Install wayfinding signage along all bicycle boulevards and trails to assist with wayfinding and to increase awareness of bicyclists and other trail users. Capital and O/M funding increase will be needed.



Implementing the Plan

Implementing the facility recommendations within the Billings Area Bikeway and Trail Master Plan will require an improved program framework within the City of Billings.



Priority Projects – Short-term projects that serve important north-south and east-west corridors have been matched to planned resurfacing and capital projects. Some of these projects have been identified in the Appendix and will be included in the 5-year Capital Improvement Program. Other projects are also likely to be implemented, but will require additional funding to be completed. The short-term projects focus on facilities that will be widely used and serve key connections, such as safe routes to schools.



Annual Focus – The City of Billings will review opportunities to fund projects annually, with a focus on cost effective projects that fill key network linkages.



Include Active Transportation with Other Planned Projects – The City of Billings should evaluate other capital road construction projects and roadway resurfacing projects to determine appropriate Active Transportation facilities in accordance with the Billings Area Bikeway and Trail Master Plan.



Maintenance Expansion – The City of Billings currently conducts significant maintenance activities annually.



Roadway Restriping – The City focuses on vehicle center line, lane line and lane stenciling and marked crosswalks first and tries to refresh as much striping every year as possible. Additional resources will be required as the roadway and bikeway network grows.



Street Sweeping – The City currently sweeps arterial and collector roadways between one and two times per month during the summer and tries to sweep residential streets three times per year.



Snow Plowing/Removal – The City currently plows arterial and collector roadways. Bike lanes on arterial roadways are plowed. Many Collector roadways are cleared by pulling snow to the middle of the street with the bike lanes being plowed on the outside. Trails within the street right-of-way are cleared within 36 hours of the storm ending.



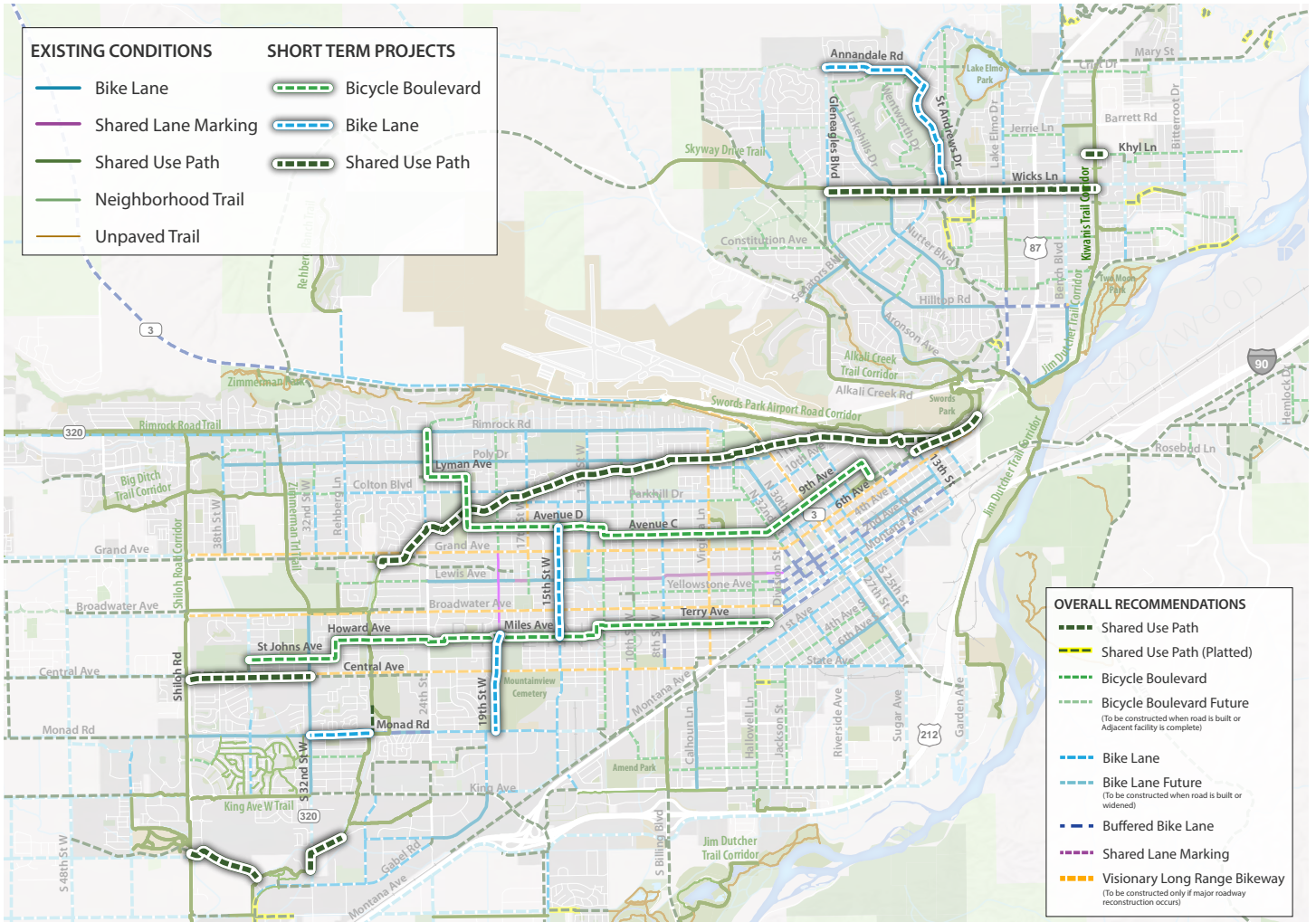
Short Term Project List

The City of Billings Engineering Division has identified the following projects as likely candidates for short-term implementation and integration into the 5-year CIP. Note: These projects must be considered for

inclusion in the 2019 CIP and future CIPs with limited exceptions. The location of the projects are displayed in the Short Term Project Map.

Project Name	Project Notes
6th Ave N Shared use Path	From Expo to 13th
Khyl Lane - Shared use Path	Connecting the street to the Kiwanis Trail
Howard / Terry Bicycle Boulevard	Striping and signage
Lyman/ Ave D / Ave C/ 9th and 24th / Arvin Bicycle Boulevards	Striping and signage
19th St W - Miles to Monad Bike Lanes	Add striping
15th St W - Miles to Ave D Bike Lanes	Through overlay project
BBWA Canal - 6th Ave N to Shiloh Rd	Start the process, full project will take longer than 5 years
Annandale / St Andrews - Bike Lanes	Add striping
Wicks Lane - Gleneagles to Kiwanis - Shared use Path	Add shared use path to south side of the street
Central Ave - 32nd to Shiloh - Shared use Path	With road project
Monad Rd - 32nd to 29th - Bike Lanes	Through overlay project

SHORT TERM PROJECT MAP



Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Adopt 2016 Facilities Master Plan

PRESENTED BY: Bruce McCandless, Assistant City Administrator

Department: City Hall Administration

PROBLEM/ISSUE STATEMENT

In Fiscal Year 2015, the City contracted with CTA Architects and Engineers to prepare a City of Billings Facilities Master Plan. CTA completed the plan and the findings and recommendations were presented to the City Council in February, 2016. The City Council approved constructing a Municipal Court hearing room and Legal offices, which have been completed.. Staff began working on the second highest priority in the Facilities Plan; remodeling and expanding the Police Evidence Building (PD 1). Council approved a preliminary design contract earlier this year and a plan and cost estimates will be available in time for Council to consider them with the FY 2018 budget. Staff recently recognized that the plan has never been adopted or approved by the City Council, even though implementation activities have been underway for over a year. Staff requests that the Council adopt the plan before staff commits additional time and money to the plan elements.

ALTERNATIVES ANALYZED

City Council may approve or it may not approve the plan. Approving it will indicate to the staff that it can and should pursue the Plan recommendations as opportunities arise.

FINANCIAL IMPACT

There is no financial impact from adopting the plan. However, staff will spend time working on the Plan recommendations and fully implementing the Plan will be costly. The City Council will be asked to make decisions that have financial consequences as staff develops options for the Council to consider.

RECOMMENDATION

Staff recommends that the City Council adopt the 2016 Facilities Master Plan.

APPROVED BY CITY ADMINISTRATOR

Attachments

Facilities Master Plan

CITY OF BILLINGS FACILITIES MASTER PLAN

CTA PROJECT NO.: BLGSFMP

September 16, 2015



**PIONEERING
ENVIRONMENTS**



TABLE OF CONTENTS

CHAPTER		PAGE
1	INTRODUCTION	
	Introduction	1- 1
	Project Goals and Objectives	1- 2
	Overview of Billings	1- 2
	City of Billings Population	1- 2
	Government	1- 4
	List of Departments	1- 4
	Report Outline	1- 4
2	SPACE STANDARDS	
	Introduction	2- 1
	Net Space Standards	2- 1
	Administrative Space Standards	2- 2
	Judicial Space Standards	2- 2
	Public Safety Standards	2- 3
	General Support Space Standards	2- 4
	Parking Space Standards	2- 5
	Department Gross Square Feet	2- 6
	Office/Staff-Driven Department Block Space Planning Standards	2- 6
	Existing Space and Recommended Standards	2- 7
	Building Gross Square Feet	2- 9
	Summary	2- 9
3	NEEDS ASSESSMENT	
	Introduction.....	3- 1
	Department Profiles	3- 1
	City Administration	3- 4
	City Attorney.....	3- 6
	Facilities Management.....	3- 8
	Fleet	3-10
	Finance.....	3-12
	Human Resources.....	3-14
	Information Technology.....	3-16
	Municipal Court	3-19



TABLE OF CONTENTS
(CONTINUED)

CHAPTER		PAGE
3	NEEDS ASSESSMENT <i>(continued)</i>	
	Parking	3-22
	Parks, Recreation, and Public Lands	3-24
	Planning and Community Development – Building Division	3-27
	Planning and Community Development – Code Enforcement.....	3-29
	Planning and Community Development – Community Development Division.....	3-31
	Planning and Community Development – Planning Department	3-33
	Police Department – Administration/ Patrol/ Detectives/Drug and Fugitives.....	3-35
	Police Department – Forensics	3-40
	Police Department – PD 3	3-42
	Police Department – Volunteer Center	3-44
	Public Works	3-46
	Summary	3-52
	Personnel Projections	3-52
	Space Projections	3-54
4	FACILITIES CONDITIONS AND POTENTIALS	
	Introduction.....	4-1
	Facility/Site Inventory and Evaluation.....	4-1
	City Hall/Park 3 Facility.....	4-4
	Community Center - Downtown	4-7
	Miller Building	4-9
	Depot Building.....	4-11
	BOC Administration.....	4-13
	BOC Garage Building	4-15
	Police Training Center (PD#1).....	4-17
	Police Evidence Storage (PD#2).....	4-19
	Public Works - Belknap.....	4-21
5	MASTER PLAN OPTIONS	
	Introduction.....	5-1
	Existing Space and Projected Needs.....	5-1
	Development Options Process	5-4
	Municipal Courts Needs	5-5
	City Hall/Park 3 Complex.....	5-7
	Project Cost Estimate	5-9
	Downtown Option One	5-9



Downtown Option Two	5-12
Police Forensics and Evidence Facility (PD#2)	5-18
Billings Operations Center	5-20
Police Training Facility (PD#1)	5-20
Court Scheduling and Observations & Recommendations	5-23
Other Facilities Elements.....	5-25
6	
IMPLEMENTATION	
Public Engagement Options	6-1
Development and Financing Options	6-2
Financing Methods	6-4
Strategic Plan Management & Updates	6-6



LIST OF TABLES

TABLE	PAGE
1-1	Historical Billings Population 1- 2
1-2	Projected Billings Population 1- 3
2-1	Administrative Space Standards 2- 2
2-2	Judicial Space Standards 2- 3
2-3	Public Safety Space Standards 2- 3
2-4	General Support Space Standards 2- 4
2-5	Parking Space Standards 2- 5
2-6	Block Space Standards by Staff Type 2- 7
2-7	Existing Allocation of Space and Recommended Office Standard 2- 8
3-1	Projected Personnel 3-53
3-2	Projected Space Needs 3-54
5-1	Summary of Both Owned and Leased Facilities with Projections to 2029 5-2
5-2	Summary Departments and Space Needs by Functional Category 5-3
5-3	Option One Cost Study..... 5-12
5-4	Option Two Cost Study 5-15
5-5	Comparison of Options with Leased Option 5-17

LIST OF FIGURES

FIGURE	PAGE
1-1	Master Space and Facilities Planning Process 1- 1
1-2	Historic and Projected City of Billings Population 1- 3
4-1	City of Billings, Downtown and South Side 4-2
4-2	City of Billings Downtown Facilities 4-3
5-1	Renovation of the Existing 2nd Floor "Short Term Plan" 5-6
5-2	Option One Bubble Diagram & Department Groupings 5-10
5-3	Option Two Bubble Diagram & Department Groupings 5-12
5-4	PD-2 Site Development Option 5-19
5-5	Billings Operations Main Campus 5-20
5-6	Other Facilities Elements 5-25

APPENDIX

	PAGE
CGL Courts Scheduling Observations & Recommendations 1-5	1-5
CGL Billings Municipal Court Calendaring Memo 1-2	1-2
CGL Billings Municipal Court Interior Memo 1-4	1-4
Salt Lake City Public Engagement Guide 1-22	1-22
Floor Plans 1-16	1-16

CHAPTER 1

INTRODUCTION

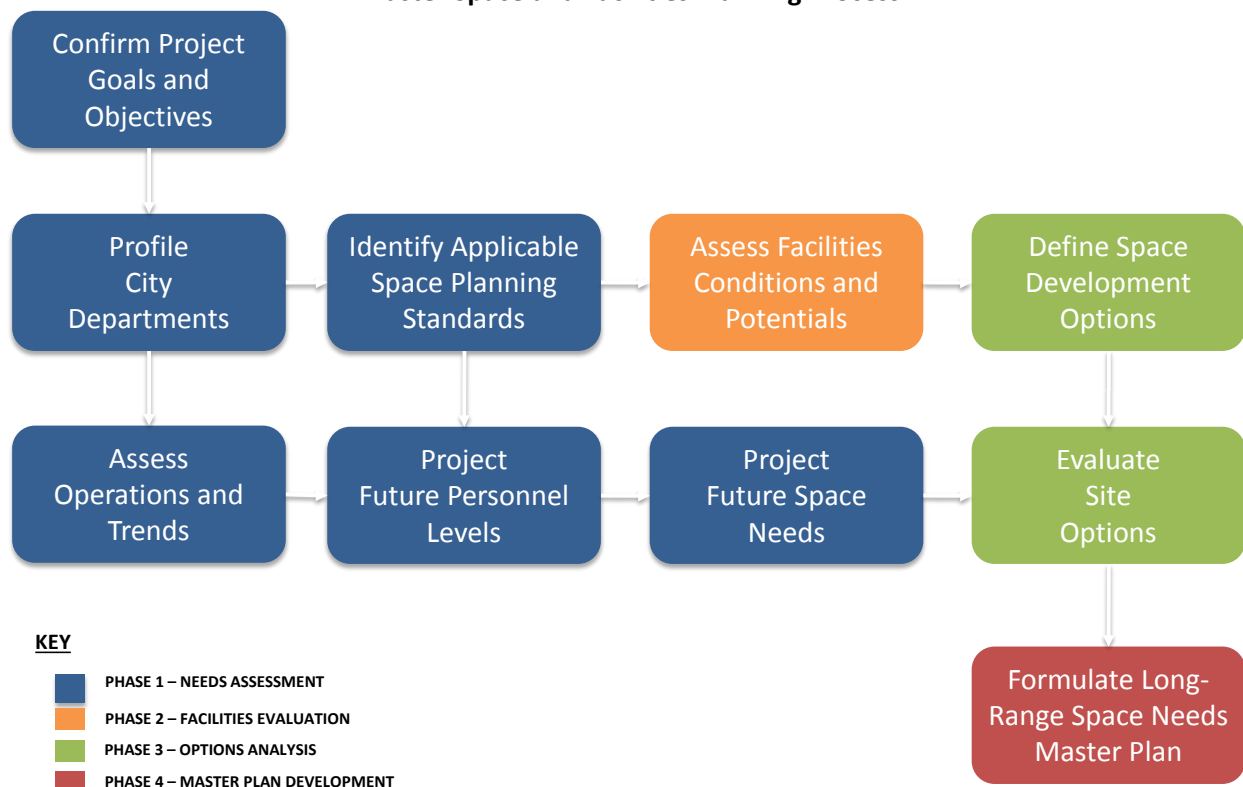


INTRODUCTION

CTA Architects Engineers in association with CGL Companies was retained by the City of Billings to prepare a 10-year master space and facilities plan for various government departments and offices located in facilities throughout the City. As a result of the crowding and aging of owned facilities, Billings is confronted with the need to review and update facility space allocations to adequately house and perform city government functions. Many departments and offices are operating in crowded conditions and there is limited additional space in existing City owned facilities for future service and staff growth. In the past 5 years several agencies have moved into leased facilities, moving from three points of citizen contact to five service areas. The City desires to develop a comprehensive plan and to avoid a “piece meal” space expansion plan for future operations.

The scope of services consists of four phases: Needs Assessment, Facilities Evaluation, Development Options, and Space Master Plan. An overview of the main tasks for each phase is presented in Figure 1-1.

Figure 1-1
Master Space and Facilities Planning Process





PROJECT GOALS AND OBJECTIVES

The project goal is to prepare a 10-year space utilization study for departments and offices provided space by the County based on a sound forecast methodology and space standards. To achieve this goal, the following objectives are to be incorporated:

1. Quality work space for employees and the public.
2. Equity in space for departments/offices based on space standards.
3. Strategic location of departments/offices to foster inter and intra department communication and to better provide public services.
4. Maximum use of existing city-owned facilities and sites.
5. Incorporation of plan with the City's comprehensive long-range planning efforts.

OVERVIEW OF BILLINGS

Billings is located in the south-central part of Montana. Billings consists of approximately 44 square miles. Billings is a prime regional destination due to it being the largest city in Montana. Billings' regional economic reach extends into western North and South Dakota, northern Wyoming and the eastern half of Montana. Due to regional significance of Billings, it has become a major trade and distribution center. The recent energy boom has contributed to the steady increase in residents and visitors in the past 8 years, while several energy companies have relocated operations to Billings. With Montana being a no sales tax state, and the abundance of energy reserves in the area, Billings will likely continue to grow in the foreseeable future.

City of Billings Population

Historic. Billings has experienced a steady increase in population in the past 10 years. Population has increased from 96,894 in 2004 to 110,752 in 2014. This is an increase of 14.3% overall or 1.4% annually. Historic population for the City is provided in Table 1-1.

Projected. Future population trends are a main indicator of the need for government services and thereby space. Table 1-2 provides the population projections in 5 year planning intervals through 2030. The projections indicate a population increase to approximately 147,338 in 2030, and average annual increase of 3.1% over the next 16 years. An illustration of the historic and projected population is provided in Figure 1-2.

Table 1-1
Historic Billings Population

Year	Population	# Change	% Chg/Yr
2004	96,894	-	-
2005	98,656	1,762	1.8%
2006	100,185	1,529	1.5%
2007	101,798	1,613	1.6%
2008	103,959	2,161	2.1%
2009	105,845	1,886	1.8%
2010	104,451	-1,394	-1.3%
2011	105,546	1,095	1.0%
2012	107,077	1,531	1.5%
2013	109,059	1,982	1.9%
2014	110,752	1,693	1.6%

Total % Change (04-14) = 14.3%

Avg Annual % Change = 1.4%

Source: US Census Bureau, September 2014



**Table 1-2
Projected Billings Population**

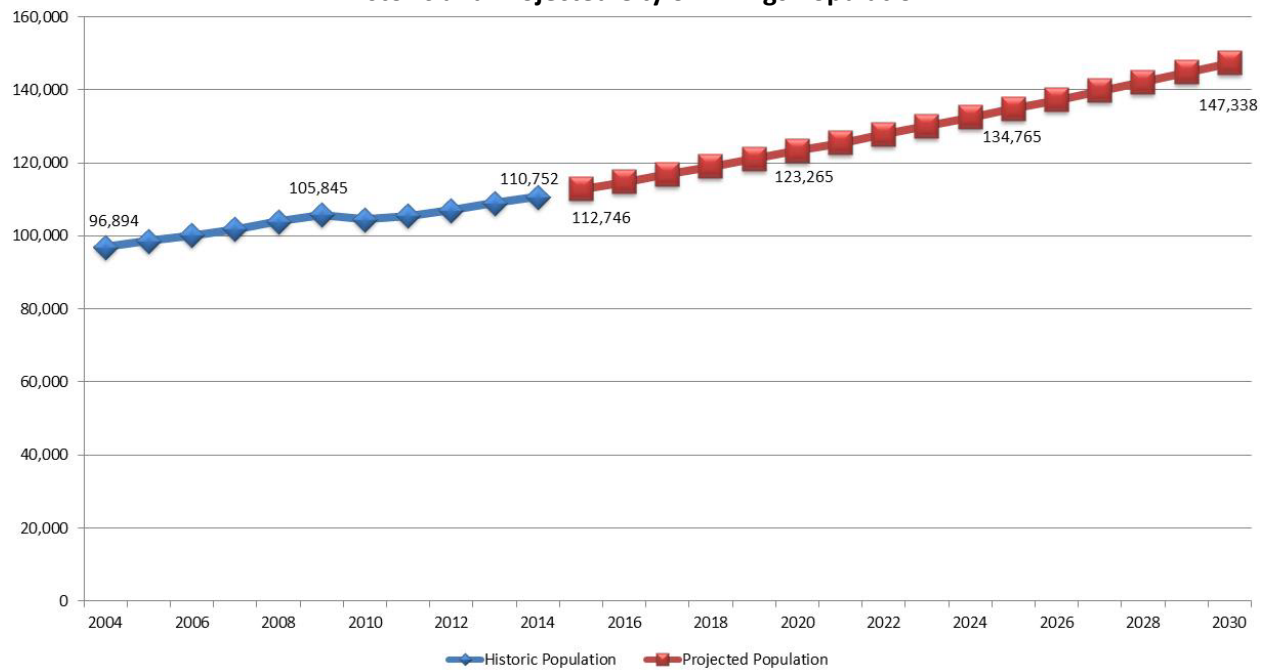
Year	Population	# Change	% Chg/Yr
2020	123,265	12,513	11.3%
2025	134,765	11,500	9.3%
2030	147,338	12,573	9.3%

Total % Change (14-29) = 33.0%

Avg Annual % Change = 2.1%

Source: City of Billings Planning Department, Sept 2014

**Figure 1-2
Historic and Projected City of Billings Population**





Government

Billings operates under the Mayor-Council form of government as provided in state law. The members of the Council are elected and serve four-year terms representing the five wards of the City. The Council's responsibilities include governing and providing leadership through policies (ordinances and resolutions) for the City. The Council adopts an annual budget that outlines how revenues will be raised and spent.

List of Departments

The following departments were included in the facilities master plan study:

- City Administration
- City Attorney
- Facilities Management
- Fleet Maintenance
- Finance
- Human Resources
- Information Technology
- Municipal Court
- Parking
- Parks and Recreation
- Planning and Community Services
- Police Department
- Public Works
- Administration
- Engineering

REPORT OUTLINE

The remaining chapters of the report correspond to the project's phases as outlined in Figure 1-1: Chapter 2 - Space Standards; Chapter 3 - Department Profiles/Needs Assessment; Chapter 4 - Facility Condition Assessment, Chapter 5 - Space Development Options, and Chapter 6 - Implementation.

CHAPTER 2

SPACE STANDARDS



INTRODUCTION

Space standards are regular measurements of space per person or per unit that are used to plan for future space needs. Standards are required to:

- Make the most efficient use of city-owned and leased space;
- Establish uniformity and consistency among personnel in all departments and agencies;
- Establish uniformity and consistency in the allocation of space for equipment throughout a city;
- Provide a uniform basis for projecting space needs for personnel and equipment in order to logically plan for the acquisition of future space; and
- Determine the probable cost of needed space.

The intent of this chapter is to show the progression from net space to department occupied area to total building size for master space planning purposes. The chapter: presents net space standards for functional components/ individual spaces; summarizes the existing space occupied by each department and recommends a standard per staff/unit for each department to use as a variable in forecasting space needs; and explains the use of grossing factors to calculate total building size.

NET SPACE STANDARDS

Estimating the amount of useable area or floor space needed to provide an appropriate environment capable of supporting any type of function or accommodation, involves the application of space allocations. These standards, guidelines, and specific space allocations are expressed as “net useable square feet.” Net Square Feet (NSF) is a term used to describe the inside dimensions of a space that does not include the wall thickness, corridors, and any other area, simply the inside dimensions of a particular space. A conference room, for example, could be a 400 SF room that is 20’ X 20’ or 16’ X 25’.

The origins of the guidelines and standards presented in this section vary. For some types of construction, commonly used space standards exist. In office environments, for example, manufacturers of office furniture systems use recommended space standards for cubicle and office sizes. The size of public toilets can usually be derived from building codes and ADA accessibility requirements. Though standards for a conference room, a cafeteria, a queuing area, etc., do not exist formally, a combination of “best practice” guidelines and common sense can yield estimates from which a total office, agency, and ultimately an entire building space need estimate or a detailed architectural space program can be developed. Many large urban counties and cities in the United States have developed and adopted their own local space planning standards to create uniform conditions for comparable office spaces.

Note that the space planning standards for the City of Billings master plan are for projecting overall need and general order of magnitude for each department/office and are a base for preparing a more detailed room-by-room architectural space program. The former provides the City an estimate of total need, whereas an architectural space program gives very specific size requirements for the actual design of rooms, spaces, and specific floor plans. If and when the City decides to proceed with the actual



design and construction of a specific building, an architectural space program will need to be developed for the architectural/engineering design team.

The net useable space standards and guidelines have been grouped as follows: Administrative; General Support; and Parking.

Administrative Space Standards

Typically, a jurisdiction develops general space guidelines for administrative functions such as office or workstation sizes for various classifications of personnel. These guidelines or standards are applied across all departments and vary based only on the number of staff by position description. Administrative spaces standards based on General Services Administration standards, similar standards from other counties/cities, and the Consultant’s professional planning experience are presented in Table 2-1.

**Table 2-1
 Administrative Space Standards**

SPACE DESIGNATION OR TITLE	AREA (NSF)
Administrative Spaces	
Elected	200-225
Director	180-200
Manager/Professional	120-150
Technical	80
Para-Professional/Clerical	65
Service Counter w/ Work Area	80/ Station
Public Counter	35/ Station
Rear Counter Work area	15/ Station
Public Queuing Area	10/ Person
Office Waiting Area	15/ Person
Conference Room	20/ Person
Interview Room/Classroom	25/ Person
Meeting Room	15-20/ Person

Source: Compiled from various public and private standards by CGL, June 2014.

Judicial Space Standards

In every building, some function (usually the mission of the building) establishes the “form.” In a judicial center, the litigation space (courtroom) establishes the form of the building. Since a judicial center is far more than a place of litigation, the actual space required for courtrooms is less than the critical support spaces. Standards for courtrooms, hearing rooms, and other spaces directly related to the courtroom derived from the National Center for State Courts (NCSC), the United States Court Design Guide, and the Consultant’s court planning experience are presented in Table 2-2.



**Table 2-2
Judicial Space Standards**

SPACE DESIGNATION OR TITLE	AREA (NSF)
Judicial Spaces	
Standard Jury Courtroom (40-50 spectators)	1,500
Non-Jury Courtroom (30-40 spectators)	1,300
Hearing/Mediation Room	300
Judicial Officer's Chamber	200
Judicial Assistant (Incl. waiting for 4-6)	150
Courtroom Clerk Workstation	64
Soundlock Entry Vestibule	80
Attorney / Client Conference Room	100
Jury Deliberation Room	300
Equipment Room	60
Single Holding Cell w/ Combination Unit	50
Group Holding Room w/ Combination Unit	20/ Person

Source: Compiled from various public and private standards by CGL, November 2014.

Public Safety Standards

Public Safety facilities have multiple operational and spatial requirements. Offices, workstations, and conferencing areas do not differ significantly from non-public safety situations; however, “non-desk space” requirements including evidence and property storage, classroom and physical training, and operational staging areas need to be examined based on their specific functional requirements. The basic principle in planning law enforcement facilities, as stated by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the International Chiefs of Police Association (ICPA) is that all levels of staff must be provided with adequate space to carry out their responsibilities safely and effectively. Although there are no space standards that relate solely to law enforcement operations, the experience of similar type agencies offers guidance in assessing local requirements.

**Table 2-3
Public Safety Space Standards**

SPACE DESIGNATION OR TITLE	AREA (NSF)
Law Enforcement Spaces	
Chief	200-225
Deputy Chief	180-200
Major	160
Captain	140
Lieutenant	120



Table 2-3 (continued)
Public Safety Space Standards

SPACE DESIGNATION OR TITLE	AREA (NSF)
Law Enforcement Spaces (continued)	
Sergeant	100
Physical Training Room	120/ Person
Roll-Call/ Mustering Room	20/ Person
Law Enforcement Training Classroom	30/ Student
Vehicle Garage	400/ Bay

Source: Compiled from various public and private standards by CGL, November 2014.

General Support Space Standards

City facilities house a variety of support functions that are essential for the efficient operation of the tenants. While definitive space standards are helpful, in many instances precise standards are not available and may not be appropriate for support spaces. For example, the choice of a filing system is dependent upon the types and volume of files, thus a uniform standard for filing space is inappropriate. Table 2-4 provides “guidelines” for general support space standards. The guidelines are drawn more from typical institutional and private sector examples, but are commonly used in the planning of city facilities. At this stage of planning, final decisions on equipment are unnecessary, but the information offered through the questionnaires was used in the suggestion of the space guidelines. Space guidelines are shown in the categories of Support Spaces, Public Areas, and Equipment and Storage Unit Sizes. The net space standards below are provided for assistance in future operational or architectural space planning.

Table 2-4
General Support Space Standards

SPACE DESIGNATION OR TITLE	AREA (NSF)
General Support Spaces	
Support Spaces	
Private Toilets (H/C Accessible)	60
Multiple Person Toilet	50/ Person
Janitor’s Closet	35
Open Files Area	15/ Unit
Beverage Station	30
Work/ Copy Room	100 – 200
Staff Break Room	100 – 200
Office Supply Storage	50 – 100
General Storage	100 – 150
File Storage Room	Varies
Vending Machine	15/ Machine
Public Areas & Circulation	
Lobby	12-15/ Person



SPACE DESIGNATION OR TITLE	AREA (NSF)
Public Toilets	50 – 200/ Codes
Elevator Lobby	80/ Elevator/ Floor
Public Elevator	80/ Elevator/ Floor
Public Information Kiosk	100
Equipment & Storage Unit Sizes	
Copy Machine – Floor	60 *
Computer and Printer Stand	25 *
Storage File Box (stacked 5 high)	3
Shelf Storage (15 LF – 5 shelves @ 3 LF)	3
Storage Cabinet	5
Vault	100-400
Vertical File (assume average 4 drawers high for required)	7
Lateral File (assume average 4 drawers high for required)	10
Drawing Flat File	12
Drawing Vertical File	7
Plan Holder Rack	6

Source: Compiled from various public and private standards by CGL; June 2014.

* Includes floor area required for operator.

Parking Space Standards

Parking requirements for a building type are determined by the land development code of the local municipality. The City of Billings did not have an applicable parking standard; Yellowstone County had a parking standard of 1 space for each 300 square feet of gross floor area. While the Yellowstone County standard is not applicable it is a general rule of thumb for most general government office buildings.

Based on American Institute of Architects and CGL’s planning experience, parking space size standards that allow for proper turning radius and landscaping are presented in Table 2-5. These space standards are applied to the number of parking spaces required by code to determine the amount of parking lot or structure square feet.

Table 2-5
Parking Space Standards

SPACE DESIGNATION OR TITLE	AREA (NSF)
Parking Spaces	
Surface	350
Structure/Deck	400

Source: Compiled from various public and private standards by CGL; October 2014



DEPARTMENT GROSS SQUARE FEET

In a master space plan, the size of individual offices/work stations is not as important as the total allocation of space for each staff position. For example, an office may be 100 square feet (SF), but the total space to support that office requires corridors, public counters, etc. The total department gross square footage (DGSF) is the sum of the various personnel, support, public, storage, and equipment net assignable spaces multiplied times a Grossing Factor to account for non-assignable floor area required to enclose, access, and mechanically support the net assignable spaces. For the conference room example, 400 NSF times a Grossing Factor of 35% yields a non-assignable area of 140 square feet. This is the amount of floor area required to enclose, access, and mechanically support the 400 NSF conference room.

Using data provided by the City of Billings, the team calculated the amount of existing DGSF currently occupied by each department and/or division to include “office” (staff driven) and “other” (non-staff driven) spaces. Based on national research and planning experience, the team adopted an “office” DGSF per personnel allocation and/or a “non-office” DGSF per unit allocation (Emergency Operating Center, warehouse, large training room, etc.) for each department/office function based on:

- Department’s function;
- Present space deficiencies;
- Projected personnel growth derived from the alternative projection models;
- Planned or anticipated functional or operational changes; and
- Space standards based on generally accepted planning and design guidelines and/or the Consultant’s experience in similar projects.

The department profiles in the following chapter provide the following for each department/office: type of spaces included in “Office” (staff driven) and “Other” (not staff driven) space; and recommended ratio of “Office” DGSF to staff or unit and “Other” space for the years 2020, 2025, and 2030.

Office/Staff-Driven Department Block Space Planning Standards

For typical office/staff-driven environments, the Consultant determined an average DGSF per staff by reviewing the function of the department to determine: (1) the mix of private offices versus open workstations; (2) the types and sizes of support spaces (conference rooms, library, storage, etc.); and (3) the extent of shared spaces. Table 2-6 presents general space allocation based on the personnel type and/or function of staff.



Table 2-6
Block Space Standards by Staff Type

SPACE TYPE	DGSF/UNIT
Primarily Private Elected Officials	250-300
Primarily Private General Government Offices	200-250
Combo Private Offices/ Workstations	150-200
Primarily Workstations	125-150
Combo In-House & Field Staff	100-150
Primarily Field Staff	50-100

Source: CGL; September 2014.

Existing Space and Recommended Standards

A summary of the existing allocation of “office” (staff driven) and/or “other” (non-staff driven) space by category is provided in Table 2-7. For functions with “other” space, a brief comment is provided in the table with a more detailed description in the following chapter.

Note: The recommended master space standards are a planning tool for projecting blocks of future space needs based on the function and industry standards. This process does not reflect the current facility conditions, such as the use of an historic building or the use of a building built for another purpose. For some departments, the recommended DGSF/staff may be lower than the existing ratio. This does not imply that the current space allocation is inappropriate or should be reduced, as the existing space may not have been purpose-built but rather adapted (i.e. renovation of a historic or existing structure) for the department’s needs.

The recommended standards will be applied against the estimated number of space units/personnel for each department/function (Chapter 3) to estimate total space needs in projection intervals. This approach to master space planning is often called “block space planning” and is intended to allow a jurisdiction to test a variety of development options prior to developing a detailed architectural space program. Stressing again the methodology; the estimated requirements in the master plan are based upon assigning an aggregate amount of space per unit/personnel and is not based upon the development of a room-by-room identification of spaces. In the programming phase, a room-by-room identification of spaces will be prepared for each function/department based on the forecast year selected and the NSF standards proposed in this chapter.



Table 2-7
Existing Allocation of Space and Recommended Office Standard

Department/Division	Current Building	Owned/ Leased	DGSF Office	DGSF Other	DGSF Total	Existing Staff	DGSF Office/Staff	Proposed DGSF Office/Staff	Comment on Other Space
City Administration	City Hall	O	1,029	608	1,637	5	206	250	Shared Conference Rooms
City Attorney	City Hall	O	3,334	400	3,734	10	333	250	Conference Room
Facilities Management - Operation Center	Billings Operation Center	O	349	188	537	6	58	125	Storage at BOC
Facilities Management - City Hall	City Hall	O	194	1,267	1,461	1	194	125	Shop at City Hall
Fleet Services	Billings Operation Center	O	0	24,638	24,638	18	0	25	Parts storage and vehicle maintenance bays
Finance	City Hall	O	2,810	5,095	7,905	11	255	225	Basement Storage, Conference Room (250sf)
Human Resources	City Hall	O	702	1,700	2,402	6	117	225	Basement File Storage
Information Technology - City Hall	City Hall	O	2,164	838	3,002	12	180	225	Server Room, Storage
Information Technology - Belknap	Belknap Service Center	O	1,818	0	1,818	7	260	225	
Municipal Court - City Hall	City Hall	O	2,044	3,861	5,905	13	157	225	Courtroom and Hearing Room, Storage (1,485 sf)
Municipal Court - GW Building	GW Building	L	638	0	638	4	160	225	
Parking	City Hall	O	765	574	1,339	7	109	150	Basement Storage
Parks, Recreation and Public Lands - Administration	Senior Center	O	2,480	500	2,980	10	248	250	Storage, Reception/waiting
Parks, Recreation and Public Lands - Maintenance	Billings Operation Center	O	1,519	12,763	14,282	14	109	100	adjacent to vehicle shed
Planning and Community Services - Building	Miller Building	L	2,734	756	3,490	14	195	200	Conference Room and File Storage
Planning and Community Services - Code Enforcement	Miller Building	L	958	0	958	3.5	274	200	
Planning and Community Services - Community Dev	Miller Building	L	3,094	459	3,553	14.5	213	225	Conference Room
Planning and Community Services - Planning	Miller Building	L	2,528	530	3,058	8.6	294	225	City Hall Meeting Room (1st Floor)
Police Department - Administration/ Patrol	City Hall	O	5,580	5,920	11,500	122	46	75	Records, conference rooms, break room
Police Department - Detectives	City Hall	O	5,645	553	6,198	18	314	250	Storage
Police Department - Drug & Fugitives	Leased Space	L	n/a	n/a	n/a	17	n/a	200	
Police Department - Forensics	PD 2	O	236	6,002	6,238	3	79	250	Forensic Lab, Evidence Processing, Evidence Storage
Police Department - PD 3	PD 3	O	n/a	n/a	n/a	1	n/a	n/a	
Police Department - PD 1	PD 1	O	0	8,883	8,883	n/a	n/a	n/a	Training, locker room, simulator, storage
Police Department - Volunteer Center	Park 1 Garage	O	0	2,500	2,500	3	0	225	Meeting and interview rooms, volunteer workstations
Public Works - Admin/ Finance	Depot Building	L	1,341	0	1,341	6	224	225	
Public Works - Engineering	Depot Building	L	4,651	341	4,992	23	202	225	Storage
Public Works - Solid Waste	Billings Operation Center	O	3,021	37,923	40,944	55	55	100	Equipment/ Vehicle Storage, shared with Fleet and PW Streets/Traffic Division
Public Works - Streets/ Traffic	Billings Operation Center	O	4,554	46,340	50,894	47	97	100	Sign shop (6,906sf), and vehicle/equipment storage
Public Works - Distribution/ Collection	Belknap Service Center	O	n/a	n/a	n/a	30	n/a	n/a	<i>not included in study</i>
Public Works - Commercial & Meters	Belknap Service Center	O	n/a	n/a	n/a	24	n/a	n/a	<i>not included in study</i>
Other - City Hall Support	City Hall	O	0	574	574	n/a	n/a	n/a	Breakroom (Basement)

Source: CGL and CTA, December 2014 and updated February 2015.



BUILDING GROSS SQUARE FEET

Building gross square feet (BGSF) is the sum of all assignable (DGSF) spaces and non-assignable spaces to include exterior wall thickness, common public circulation area, public restrooms, stairwells, elevators, and mechanical spaces. A BGSF factor is applied after the addition of all the DGSF components to yield a final estimate of the full spatial impact of each component of the building. Building grossing factors can range from 15% to 60%+ depending on the building's purpose. In general, the more subdivisions (rooms) or public spaces required within a building, the higher the grossing factor. As such, a building with predominately individual rooms will require a higher grossing factor than a building with predominately large open spaces.

SUMMARY

This chapter explains the progression from net space to department occupied area to total building size for master space planning purposes. Net space standards for functional components/individual spaces are presented to assist the City of Billings with the future programming and assigning of space. The definition of department gross square feet and its application per staff/unit to serve as a factor in preparing space projections is provided. Finally, the use of grossing factors to calculate a total building size is explained.

CHAPTER 3

NEEDS ASSESSMENT



INTRODUCTION

To gain substantial information on each City of Billings' department/office included in the study, space planning surveys were completed. The surveys provided information regarding department function, service area, visitors, location, historical personnel, growth indicators and future staff, equipment and technology needs/implications, types of spaces, space deficiencies, interaction with other departments, and parking. In addition to the survey, the Consultant conducted personal interviews with key representative(s) from each department to review the contents of the survey(s) and discuss specific concerns. Through these site visits, the Consultant was able to observe the existing physical conditions of each department and how the space impacted operations.

DEPARTMENT PROFILES

A profile was prepared for each physical department location (or address). Each profile represents an analytical description of the department and is a culmination of the data gathered through surveys and interviews with key staff. Also included in the profile is the Consultant's recommended future personnel and space needs.

A description of the main categories presented in each department profile is provided below.

- **Location** - Provides the department's physical address.
- **Mission/Function** - Documents a clear understanding of the department's purpose and function.
- **Personnel Data** - Presents full-time employees or equivalents per year from 2004 to 2014 and identifies any non-department staff (i.e. interns, seasonal help, etc.) requiring space.
- **Workload Indicators** - Lists the factors (i.e. growth in population, funding, caseload, etc.) that have the greatest impact on personnel growth (or reduction) in the department over the next 15 years.
- **Personnel Projection** - Presents the results from the personnel forecast models using all or a combination of historic staff for 2004 to 2014, past and projected City population, and data gathered through department surveys. The Consultant's future personnel recommendation are presented in five year intervals through 2030 based on a comparison of the model outcomes to the department's historic staff growth and insights revealed in the survey and/or personal interviews. Examples of factors that may impact future personnel growth include constrained historical growth, change in management philosophy, future grant funding, planned department and/or staff changes due to the impact of technologies or change in workflow. *Note that a comprehensive staffing analysis was not completed and that the staff projections are for space planning purposes only.*



A description of the forecast models used are as follows:

- Model 1 Historical Percent Change - estimates future growth based on a percentage change of available historical personnel data for 2004 to 2014.
 - Model 2 Historical Number Change - estimates future growth based on an actual number change of available historical personnel data for 2004 to 2014.
 - Model 3 Linear Regression - is the process of fitting the best possible straight line through a series of data points to determine future outcomes. In this model the slope and intercept are calculated from historical personnel data to forecast the future number of employees along a regression line.
 - Model 4 Staff to Projected Population - applies the current or average ratio of departmental staff to population projections.
 - Model 5 Department's Recommendation - shows the department's recommendation for future staff.
 - Model 6 Staff/Workload Ratio - projects staff based on workload data (# of permits, transactions, clients served, filings, etc.) specific to that department.
- **Space Deficiencies** - Lists specific spaces needed that are not provided at the current location for the department to complete regular tasks. Also, lists general condition problems or needs observed or noted by the Consultant while touring the space.
 - **Space Projection** - Presents the existing departmental gross square feet (DGSF) and DGSF per staff and shows future personnel needs applied toward the recommended DGSF per staff to arrive at future space needs in five year intervals through the year 2030.
 - **Critical Adjacencies** - Identifies the other departments with which the functional area has frequent face-to-face interaction and thus requires a close proximity to in regards to physical location.
 - **Current Visitors** - Shows the department's estimate of total daily visitors and the largest number of visitors at one time.
 - **Current Parking** - Documents the number of staff requiring a parking space and the number of assigned parking spaces.
 - **Other/Miscellaneous** - Lists any additional information that impacts the department's space needs or ideal location.



A list of departments/offices included in this study by location is listed below.

Department/Office	Location
City Administration	City Hall – 210 North 27 th Street
City Attorney	City Hall – 210 North 27 th Street
Facilities Management	Billings Operation Center – 4848 Midland Road
Fleet Services	Billings Operation Center – 4848 Midland Road
Finance	City Hall – 210 North 27 th Street
Human Resources	City Hall – 210 North 27 th Street
Information Technology – City Hall	City Hall – 210 North 27 th Street
Information Technology – Belknap	Belknap – 2251 Belknap Avenue
Municipal Court – City Hall	City Hall – 210 North 27 th Street
Municipal Court – Treatment Court	GW Building – 2722 3 rd Avenue North
Parking	City Hall – 210 North 27 th Street
Parks, Recreation, and Public Lands – Administration	Senior Center - 390 North 23 rd Street
Parks, Recreation, and Public Lands – Maintenance	Billings Operations Center – 4848 Midland Road
Planning and Community Services – Building Division	Miller Building - 2825 3 rd Avenue North
Planning and Community Services – Code Enforcement	Miller Building - 2825 3 rd Avenue North
Planning and Community Services – Community Development	Miller Building - 2825 3 rd Avenue North
Planning and Community Services – Planning	Miller Building - 2825 3 rd Avenue North
Police Department – Administration, Patrol, Detectives, Drug & Fugitive Task Force	City Hall – 210 North 27 th Street
Police Department – PD 2 (Forensics)	PD 2 - 4845 Midland Road
Police Department – PD 3	1501 54 th Street West
Police Department – Volunteer Center	Park 1 Garage - 2910 3 rd Street North
Public Works – Administration and Finance	2224 Montana Avenue
Public Works – Engineering	2224 Montana Avenue
Public Works – Solid Waste	Billings Operation Center – 4848 Midland Road
Public Works – Street and Traffic	Billings Operations Center – 4848 Midland Road
Public Works – Distribution and Collection	Belknap – 2251 Belknap Avenue
Public Works – Commercial and Meters	Belknap – 2251 Belknap Avenue

Currently, the majority of the departments are located in the City Hall Complex, Billings Operation Center, Belknap Service Center, or in leased space in downtown Billings. Each of the facilities were toured by the Consultant to gain a better understanding of each department’s operation and current operating conditions.



City Administration

Location	City Hall – 210 North 27 th Street – 1 st Floor																																
Mission/ Function	<ul style="list-style-type: none"> Oversee the daily operation for the entire City of Billings organization. Work with various departments and City Council to develop budgets, policy and procedures, and ordinances/codes for effective City operations. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> <td>5</td> </tr> </tbody> </table> <p>% Change (04-14) 0% % Change / Year : 0.0%</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	5	5	5	5	5	5	5	5	5	5	5										
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Workload Indicator	<ul style="list-style-type: none"> Number of staff Population Budget/ Funding 																																
Personnel Projection	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>2019</th> <th>2024</th> <th>2029</th> </tr> </thead> <tbody> <tr> <td>Model 1 Historical Percent Change</td> <td>5.0</td> <td>5.0</td> <td>5.0</td> </tr> <tr> <td>Model 2 Historical Number Change</td> <td>5.0</td> <td>5.0</td> <td>5.0</td> </tr> <tr> <td>Model 3 Linear Regression</td> <td>5.0</td> <td>5.0</td> <td>5.0</td> </tr> <tr> <td>Model 4 Constant Staff/Population</td> <td>5.5</td> <td>6.0</td> <td>6.5</td> </tr> <tr> <td>Model 5 Department's Recommendation</td> <td>7.0</td> <td>7.0</td> <td>7.0</td> </tr> <tr> <td>Model 6 Workload Indicators</td> <td></td> <td></td> <td></td> </tr> <tr> <td>FTE Staff Projection (Model 5)</td> <td>7.0</td> <td>7.0</td> <td>7.0</td> </tr> </tbody> </table> <p>% Change (14-29) = 40% % Change /Year = 3%</p> <p>Note: Additional position in 2019 would be for Management Administration.</p>	Item	2019	2024	2029	Model 1 Historical Percent Change	5.0	5.0	5.0	Model 2 Historical Number Change	5.0	5.0	5.0	Model 3 Linear Regression	5.0	5.0	5.0	Model 4 Constant Staff/Population	5.5	6.0	6.5	Model 5 Department's Recommendation	7.0	7.0	7.0	Model 6 Workload Indicators				FTE Staff Projection (Model 5)	7.0	7.0	7.0
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Model 6 Workload Indicators																																	
FTE Staff Projection (Model 5)	7.0	7.0	7.0																														
Space Deficiencies	<ul style="list-style-type: none"> Public/community meeting spaces 																																



City Administration (continued)

Space Projection	Item				
	Existing	2019	2024	2029	
Existing Office DGSF	1,029				
FTE Staff Projection	5	7	7	7	
Existing Office DGSF/Staff	206				
Average Office DGSF/Staff ¹	250	250	250	250	
DGSF Office Projection	1,250	1,750	1,750	1,750	
Existing Other DGSF ²	608				
DGSF Other Projection	1,000	1,200	1,200	1,500	
DGSF Total Existing Space	1,637				
DGSF Space Projection³	2,250	2,950	2,950	3,250	
¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces. ² Includes shared conference rooms in City Hall. ³ Includes DGSF Office Projection + DGSF Other Projection.					
Critical Adjacencies	<ul style="list-style-type: none"> ▪ City Attorney ▪ Human Resources ▪ Finance 				
Current Visitors	Daily Average	n/a	Daily Peak	n/a	
Current Parking	Employee Vehicle	5	City Vehicle		
Miscellaneous	<ul style="list-style-type: none"> ▪ Current location is adequately sized. 				



City Attorney

Location	City Hall – 210 North 27 th Street																																
Mission/ Function	<ul style="list-style-type: none"> ▪ Provide legal representation for the City of Billings, including City Council, Mayor, and all departments. ▪ Prepare and review ordinances, resolutions, and contracts. ▪ Prepare requests for legal opinions for all departments. ▪ Prosecute all misdemeanor criminal charges that occur within the city limits of Billings. ▪ Represent the City in all civil litigation trials. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>14</td> </tr> </tbody> </table> <p>Note: Includes 4 prosecutors, 4 civil attorneys, 2 victim/witness and 3.5 clerical staff.</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	14										
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n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	14																							
Workload Indicator	<ul style="list-style-type: none"> ▪ Population ▪ Reported crimes ▪ Misdemeanor criminal filings ▪ Funding 																																
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FTE Staff Projection (Model 4-6)	14.0	15.0	17.0																														
Space Deficiencies	<ul style="list-style-type: none"> ▪ Private office space ▪ Conference/ meeting room ▪ File storage ▪ Interview room 																																



City Attorney (*continued*)

Space Projection	Item				
	Existing	2019	2024	2029	
Existing Office DGSF	3,334				
FTE Staff Projection	14	14	15	17	
Existing Office DGSF/Staff	238				
Average Office DGSF/Staff ¹	250	250	250	250	
DGSF Office Projection	3,500	3,500	4,000	4,250	
Existing Other DGSF ²	400				
DGSF Other Projection	400	400	400	400	
DGSF Total Existing Space	3,734				
DGSF Space Projection³	3,900	3,900	4,400	4,650	

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

² Includes conference room/ law library.

³ Includes DGSF Office Projection + DGSF Other Projection.

Critical Adjacencies	<ul style="list-style-type: none"> ▪ City Administration ▪ Municipal Court ▪ Police Department – Records Division ▪ Human Resources ▪ City Clerk 				
Current Visitors	Daily Average		Daily Peak		
Current Parking	Employee Vehicle	14	City Vehicle	0	
Miscellaneous	<ul style="list-style-type: none"> ▪ Currently located on 1st and 2nd floor of City Hall, some staff located among Municipal Court staff. Desire to be separate City Attorney staff from Municipal Court staff. ▪ Currently staff workstations located in conference/ law library, separated by tall workstation walls. Law Library stacks are currently being disposed, converting to electronic law library. 				



Facilities Management

Location	Billings Operation Center - 4848 Midland Road																																
Mission/ Function	<ul style="list-style-type: none"> ▪ Oversee the building, maintenance, operations, renovations and management of City owned facilities. ▪ Involve the practice of coordinating the physical workspace with the people and work of the organization, integrating the principles of business administration, architecture, engineering and behavioral sciences. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: red; color: white;"> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>3</td><td>5</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td><td>6</td> </tr> </tbody> </table> <p>% Change (04-14) 100% % Change / Year : 7.2%</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	3	5	6	6	6	6	6	6	6	6	6										
2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014																							
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Workload Indicator	<ul style="list-style-type: none"> ▪ Population ▪ Technology ▪ Number of owned facilities 																																
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Space Deficiencies	<ul style="list-style-type: none"> ▪ Workshop area at BOC 																																



Facilities Management *(continued)*

Space Projection	Item	Existing	2019	2024	2029
	Existing Office DGSF	502			
	FTE Staff Projection	6	7	8	9
	Existing Office DGSF/Staff	84			
	Average Office DGSF/Staff ¹	125	125	125	125
	<i>DGSF Office Projection</i>	750	875	1,000	1,125
	Existing Other DGSF ²	2,770			
	<i>DGSF Other Projection</i>	2,770	2,825	2,875	2,925
	DGSF Total Existing Space	3,272			
	DGSF Space Projection³	3,520	3,700	3,875	4,050
	¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces. ² Includes storage. ³ Includes DGSF Office Projection + DGSF Other Projection.				
Critical Adjacencies	<ul style="list-style-type: none"> ▪ Janitorial equipment storage in each facility 				
Current Visitors	Daily Average	5	Daily Peak	2	
Current Parking	Employee Vehicle	6	City Vehicle	2	
Miscellaneous	<ul style="list-style-type: none"> ▪ The use of electronic equipment in facility has created a shortage of data closets in existing facilities. New facilities should be adequately designed and equipped with data closets for camera and data systems. ▪ Increase desire of citizens and City to have more energy efficient facilities. ▪ Digitizing records should decrease the space needs for records storage. ▪ Staff is maintaining more facilities and types of equipment than previously. 				



Fleet																																					
Location	Billings Operation Center – 4848 Midland Road																																				
Mission/ Function	<ul style="list-style-type: none"> ▪ Service, maintain, and repair over 850 pieces of equipment that is part of City Fleet. ▪ Provide parts and fuel and courier mail service to all City Departments. 																																				
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: red; color: white;"> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>16</td><td>16</td><td>16</td><td>16</td><td>16</td><td>16</td><td>18</td><td>18</td><td>18</td><td>18</td><td>18</td> </tr> </tbody> </table> <p>% Change (04-14) 13% % Change / Year: 1.2%</p> <p>Note: Staff includes 9 mechanics and 3 service technicians.</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	16	16	16	16	16	16	18	18	18	18	18														
2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014																											
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Workload Indicator	<ul style="list-style-type: none"> ▪ Maintenance hours ▪ Fuel consumed ▪ Number of vehicles/ equipment <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: red; color: white;"> <th>Indicator</th><th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>Maintenance Hours</td><td>16,435</td><td>15,732</td><td>15,711</td><td>15,701</td><td>17,047</td><td>17,261</td><td>17,264</td><td>19,874</td><td>20,135</td><td>19,754</td><td>19,960</td> </tr> <tr> <td>Fuel Consumed</td><td>720,904</td><td>726,438</td><td>765,075</td><td>769,327</td><td>805,361</td><td>817,839</td><td>804,212</td><td>836,533</td><td>822,000</td><td>831,482</td><td>864,133</td> </tr> </tbody> </table>	Indicator	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	Maintenance Hours	16,435	15,732	15,711	15,701	17,047	17,261	17,264	19,874	20,135	19,754	19,960	Fuel Consumed	720,904	726,438	765,075	769,327	805,361	817,839	804,212	836,533	822,000	831,482	864,133
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Space Deficiencies	<ul style="list-style-type: none"> ▪ Service bays ▪ Parts storage 																																				



Fleet (continued)

Space Projection	Item	Existing	2019	2024	2029
	Existing Office DGSF	0			
	FTE Staff Projection	18	19	21	23
	Existing Office DGSF/Staff	0			
	Average Office DGSF/Staff ¹	25	25	25	25
	<i>DGSF Office Projection</i>	450	475	525	575
	Existing Other DGSF ²	24,638			
	<i>DGSF Other Projection</i>	27,000	27,500	28,500	30,000
	DGSF Total Existing Space	24,638			
	DGSF Space Projection³	27,450	27,975	29,025	30,575
	¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces. ² Includes parts storage and vehicle maintenance bays. ³ Includes DGSF Office Projection + DGSF Other Projection.				
Critical Adjacencies	<ul style="list-style-type: none"> ▪ Public Works ▪ Utilities ▪ Streets ▪ Police Department ▪ Parks and Recreation 				
Current Visitors	Daily Average	50	Daily Peak	5	
Current Parking	Employee Vehicle	18	City Vehicle	12 Vehicles 1 Forklift	
Miscellaneous	<ul style="list-style-type: none"> ▪ As technology evolves for equipment, all staff will need laptops and thus electrical outlets in vehicle bays. ▪ Move towards Compress Natural Gas (CNG) vehicles limits number of work bays to accommodate these specialty fuel types. Require special ventilation and equipment. ▪ Currently 18 mechanics bays and 4 wash bays. ▪ Work multiple shifts to accomplish equipment maintenance task. ▪ Office area is adequately sized. ▪ Does not maintain MET buses or airport vehicles and equipment. 				



Finance

Location	City Hall – 210 North 27 th Street – 1 st Floor																																
Mission/ Function	<ul style="list-style-type: none"> ▪ Develop and monitor the annual budget and financial reports. ▪ Handle all financial transaction for the City, including investments and debt services. ▪ Oversee the business application process and collection of fees. ▪ Oversee accounts payable and procurement of services. ▪ Collect and process City property tax collection. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> </tr> </tbody> </table> <p>% Change (04-14) 0% % Change / Year : 0.0%</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	11	11	11	11	11	11	11	11	11	11	11										
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11	11	11	11	11	11	11	11	11	11	11																							
Workload Indicator	<ul style="list-style-type: none"> ▪ Funding ▪ Contracts ▪ Debt services ▪ Number of employees 																																
Personnel Projection	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>2019</th> <th>2024</th> <th>2029</th> </tr> </thead> <tbody> <tr> <td>Model 1 Historical Percent Change</td> <td>11.0</td> <td>11.0</td> <td>11.0</td> </tr> <tr> <td>Model 2 Historical Number Change</td> <td>11.0</td> <td>11.0</td> <td>11.0</td> </tr> <tr> <td>Model 3 Linear Regression</td> <td>11.0</td> <td>11.0</td> <td>11.0</td> </tr> <tr> <td>Model 4 Constant Staff/Population</td> <td>12.0</td> <td>13.1</td> <td>14.4</td> </tr> <tr> <td>Model 5 Department's Recommendation</td> <td>11.0</td> <td>12.0</td> <td>12.0</td> </tr> <tr> <td>Model 6 Workload Indicators</td> <td></td> <td></td> <td></td> </tr> <tr> <td>FTE Staff Projection (Model 3-5)</td> <td>11.0</td> <td>12.0</td> <td>12.0</td> </tr> </tbody> </table> <p>% Change (14-29) = 9% % Change /Year = 1%</p>	Item	2019	2024	2029	Model 1 Historical Percent Change	11.0	11.0	11.0	Model 2 Historical Number Change	11.0	11.0	11.0	Model 3 Linear Regression	11.0	11.0	11.0	Model 4 Constant Staff/Population	12.0	13.1	14.4	Model 5 Department's Recommendation	11.0	12.0	12.0	Model 6 Workload Indicators				FTE Staff Projection (Model 3-5)	11.0	12.0	12.0
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FTE Staff Projection (Model 3-5)	11.0	12.0	12.0																														
Space Deficiencies	<ul style="list-style-type: none"> ▪ Dedicated conference room 																																



Finance (continued)

Space Projection	Item				
	Existing	2019	2024	2029	
Existing Office DGSF	2,810				
FTE Staff Projection	11	11	12	12	
Existing Office DGSF/Staff	255				
Average Office DGSF/Staff ¹	225	225	225	225	
DGSF Office Projection	2,475	2,475	2,700	2,700	
Existing Other DGSF ²	5,095				
DGSF Other Projection	5,000	5,000	5,000	5,000	
DGSF Total Existing Space	7,905				
DGSF Space Projection³	7,475	7,475	7,700	7,700	

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

² Includes conference room (250sf) and basement storage.

³ Includes DGSF Office Projection + DGSF Other Projection.

Critical Adjacencies	<ul style="list-style-type: none"> ▪ Administration ▪ Legal ▪ Human Resource 				
Current Customers	Daily Average	15	Daily Peak	60	
Current Parking	Employee Vehicle	11	City Vehicle	0	
Miscellaneous	<ul style="list-style-type: none"> ▪ Paper and file storage in basement, spatial needs will continue to decline as City moves to paperless accounts payable. ▪ Desire to be close to public entry due to high volume of customers; require secure suite with glass separation between public and counter. ▪ Open to possibility of one stop customer payment center in conjunction with Utilities. 				



Human Resources

Location	City Hall – 210 North 27 th Street																																
Mission/ Function	<ul style="list-style-type: none"> Oversee employee recruitment, selection, orientation, training, benefits administration, employee records maintenance, negotiation and interpretation of collective bargaining agreements, employee grievances and discipline, payroll, worker’s compensation, property insurance administration, and policy development and interpretation. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> <td>5</td> <td>5</td> <td>6</td> </tr> </tbody> </table> <p>% Change (04-14) 50% % Change / Year : 4.1%</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	4	4	4	4	4	4	4	4	5	5	6										
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Space Deficiencies	<ul style="list-style-type: none"> Office space Conference/meeting room Waiting Secure and confidential file room 																																



Human Resources (continued)

Space Projection	Item				
	Existing	2019	2024	2029	
Existing Office DGSF	702				
FTE Staff Projection	6	6	7	8	
Existing Office DGSF/Staff	117				
Average Office DGSF/Staff ¹	225	225	225	225	
DGSF Office Projection	1,350	1,350	1,575	1,800	
Existing Other DGSF ²	1,700				
DGSF Other Projection	1,700	1,750	1,800	1,850	
DGSF Total Existing Space	2,402				
DGSF Space Projection³	3,050	3,100	3,375	3,650	

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

² Includes file storage.

³ Includes DGSF Office Projection + DGSF Other Projection.

Critical Adjacencies	<ul style="list-style-type: none"> City Attorney Administration 				
Current Visitors	Daily Average	10	Daily Peak	6	
Current Parking	Employee Vehicle	6	City Vehicle	n/a	
Miscellaneous	<ul style="list-style-type: none"> Desire to have ratio of 1 staff per 100 City employees. Current records stored in work area, long term records storage in basement. 				



Information Technology

Location	City Hall – 210 North 27 th Street Miller Building - 2825 3 rd Avenue North Belknap – 2251 Belknap Avenue																																												
Mission/ Function	<ul style="list-style-type: none"> ▪ Support all technology needs throughout the City, including application and hardware support, disaster recovery, database support, security, mobile and cellular devices, telephone, GIS, network, broadband wireless, communication infrastructure, and public safety systems. 																																												
Personnel Data	<p>Full-time employees or equivalents per year:</p> <p>City Hall</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: red; color: white;"> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>11</td><td>11</td><td>11</td><td>12</td><td>12</td><td>12</td><td>12</td><td>12</td><td>12</td><td>12</td><td>12</td> </tr> </tbody> </table> <p>% Change (04-14) 9% % Change / Year : 0.9%</p> <p>Note: Includes 1 staff located in Miller Building. Need one additional staff today, for a total of 12 located at City Hall.</p> <p>Belknap</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: red; color: white;"> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td><td>7</td> </tr> </tbody> </table> <p>% Change (04-14) 0% % Change / Year : 0.0%</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	11	11	11	12	12	12	12	12	12	12	12	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	7	7	7	7	7	7	7	7	7	7	7
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Workload Indicator	<ul style="list-style-type: none"> ▪ Number of employee ▪ Funding ▪ Population growth 																																												
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Information Technology *(continued)*

Personnel Projection	Belknap				
	Item	2019	2024	2029	
	Model 1 Historical Percent Change	7.0	7.0	7.0	
	Model 2 Historical Number Change	7.0	7.0	7.0	
	Model 3 Linear Regression	7.0	7.0	7.0	
	Model 4 Constant Staff/Population	7.7	8.4	9.1	
	Model 5 Department's Recommendation	8.0	8.0	9.0	
	Model 6 Workload Indicators				
	FTE Staff Projection (Model 3-5)	8.0	8.0	8.0	
		% Change (14-29) = 14% % Change /Year = 1%			
Space Deficiencies	<ul style="list-style-type: none"> ▪ Office space (City Hall) ▪ Storage (City Hall) ▪ Training room (10-12 people) 				
Space Projection	City Hall				
	Item	Existing	2019	2024	2029
	Existing Office DGSF	2,164			
	FTE Staff Projection	12	14	15	16
	Existing Office DGSF/Staff	180			
	Average Office DGSF/Staff ¹	225	225	225	225
	<i>DGSF Office Projection</i>	<i>2,700</i>	<i>3,150</i>	<i>3,375</i>	<i>3,600</i>
	Existing Other DGSF ²	838			
	<i>DGSF Other Projection</i>	<i>1,300</i>	<i>1,300</i>	<i>1,300</i>	<i>1,300</i>
	DGSF Total Existing Space	3,002			
DGSF Space Projection³	4,000	4,450	4,675	4,900	
	¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces. ² Includes server room, storage, and training room for 12 persons. ³ Includes DGSF Office Projection + DGSF Other Projection.				



Information Technology *(continued)*

Space Projection <i>(continued)</i>	Belknap				
	Item	Existing	2019	2024	2029
	Existing Office DGSF	1,818			
	FTE Staff Projection	7	8	8	8
	Existing Office DGSF/Staff	260			
	Average Office DGSF/Staff ¹	225	225	225	225
	<i>DGSF Office Projection</i>	<i>1,575</i>	<i>1,800</i>	<i>1,800</i>	<i>1,800</i>
	DGSF Space Projection²	1,575	1,800	1,800	1,800
	¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.				
	² Includes DGSF Office Projection + DGSF Other Projection.				
Critical Adjacencies	<ul style="list-style-type: none"> Computer server room at City Hall. (Includes network and fiber infrastructure termination points) 				
Current Visitors	Daily Average	20-25	Daily Peak	5	
Current Parking	Employee Vehicle	19	City Vehicle	3	
Miscellaneous	<ul style="list-style-type: none"> Staff is located in City Hall, Belknap, and Miller Building. All main server functions are located in City Hall (Basement and First Floor). Fiber connection to all city buildings, terminate at City Hall. Need adjacent staff work areas to computer room and fiber terminals. Server room doubles as office for 2 staff. Need more staff workstations in City Hall. Belknap and Miller Building staffs have adequate workspace. Require access to covered loading area; desire to be in close proximity to storage area. Server room required dedicated HVAC system. 				



Municipal Courts

Location	City Hall – 210 North 27 th Street GW Building 2722 3 rd Avenue North																																												
Mission/ Function	<ul style="list-style-type: none"> ▪ Oversee and administer fair and impartial justice for the City of Billings. 																																												
Personnel Data	<p>Full-time employees or equivalents per year:</p> <p>City Hall</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: red; color: white;"> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>13</td><td>13</td><td>13</td> </tr> </tbody> </table> <p>% Change (12-14) 0% % Change / Year : 0.0%</p> <p>Note: Includes 1 Judge, 1 Court Administrator, 1 Judicial Assistant, 7 Clerk, 3 Baliff</p> <p>Treatment Court</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: red; color: white;"> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>4</td> </tr> </tbody> </table> <p>% Change (04-14) n/a % Change / Year : n/a</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	13	13	13	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	4
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Workload Indicator	<ul style="list-style-type: none"> ▪ Caseload ▪ Population ▪ Crime <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: red; color: white;"> <th>Indicator</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th> </tr> </thead> <tbody> <tr> <td>Cases Filed</td><td>24,074</td><td>22,831</td><td>22,358</td><td>23,712</td><td>21,591</td><td>22,258</td><td>23,844</td><td>20,495</td> </tr> </tbody> </table>	Indicator	2006	2007	2008	2009	2010	2011	2012	2013	Cases Filed	24,074	22,831	22,358	23,712	21,591	22,258	23,844	20,495																										
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Municipal Courts *(continued)*

**Personnel
Projection
(continued)**

Treatment Court

Item	2019	2024	2029
Model 1 Historical Percent Change	n/a	n/a	n/a
Model 2 Historical Number Change	n/a	n/a	n/a
Model 3 Linear Regression	n/a	n/a	n/a
Model 4 Constant Staff/Population	4.4	4.8	5.2
Model 5 Department's Recommendation	4.0	4.0	4.0
Model 6 Workload Indicators	4.0	5.0	5.0
FTE Staff Projection (Model 4 - 6)	4.0	5.0	5.0

% Change (14-29) = 25%

% Change /Year = 2%

**Space
Deficiencies**

- Public Screening
- Waiting (Courtroom and Clerk)
- Courtroom/ hearing space
- Active file storage
- Work areas
- Conference room
- Restrooms

**Space
Projection**

Municipal Court Total (including Treatment Staff)

Item	Existing	2019	2024	2029
Existing Office DGSF ¹	2,682			
FTE Staff Projection ²	17	18	21	21
Existing Office DGSF/Staff	158			
Average Office DGSF/Staff ³	225	225	225	225
<i>DGSF Office Projection</i>	<i>3,825</i>	<i>4,050</i>	<i>4,725</i>	<i>4,725</i>
Existing Other DGSF ⁴	3,861			
<i>DGSF Other Projection</i>	<i>7,250</i>	<i>7,250</i>	<i>7,250</i>	<i>7,250</i>
DGSF Total Existing Space	6,543			
DGSF Space Projection⁵	11,075	11,300	11,975	11,975

¹ Includes City Hall and GW Building office space

² Includes all Court staff.

³ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

⁴ Includes courtroom set (jury courtroom for 50-60, entry vestibule, 2 attorney meeting rooms, holding cell, jury deliberation room, and equipment storage), hearing room, and basement storage.

⁵ Includes DGSF Office Projection + DGSF Other Projection.



Municipal Courts *(continued)*

Critical Adjacencies	<ul style="list-style-type: none"> ▪ City Attorney 	150	Daily Peak	100	
Current Parking	Employee Vehicle	13	City Vehicle	0	
Miscellaneous	<ul style="list-style-type: none"> ▪ Lack of space for security queuing and screening process. Visitors line up in hall and stairwells. Security screening is adjacent to courtroom. ▪ Inadequate courtroom waiting. ▪ Need additional courtroom or hearing space that is not located in staff office area. Currently using City Attorney/ Court conference room as second hearing room location. During trial week, 2 courtrooms are needed. This location is located in staff office and work areas, away from public areas. ▪ Staff currently share restrooms with public (including defendants). Judge requires dedicated restroom. ▪ Clerk reception and waiting area is too small. ▪ Main courtroom doubles as City Council Chambers. ▪ Pilot program for state e-filing. Should reduce paper file storage needs in the future. ▪ Long term file storage is located in basement of City Hall. ▪ Treatment Court Staff (DUI, Drug, and Mental Health) are located in leased space, would like to consolidate staff to one secure location. ▪ Currently hear cases for open court, treatment court, pro temp, jury trials, calendar call, and municipal infractions. Prearrestment video conference with jail on Monday, Wednesday, and Friday. ▪ Current courtroom has seating for 75. ▪ Current hearing room also used as Police Department conference room. 				



Parking

Location	City Hall – 210 North 27 th Street																																																		
Mission/Function	<ul style="list-style-type: none"> ▪ Oversee the operation of City of Billings parking garages and street parking. 																																																		
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: red; color: white;"> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>7</td> </tr> </tbody> </table>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	7																												
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Workload Indicator	<ul style="list-style-type: none"> ▪ Number of owned parking spaces ▪ Population growth ▪ Funding 																																																		
Personnel Projection	<p>Full-time employees or equivalents per year:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: red; color: white;"> <th>Item</th><th>2019</th><th>2024</th><th>2029</th> </tr> </thead> <tbody> <tr> <td>Model 1 Historical Percent Change</td><td>n/a</td><td>n/a</td><td>n/a</td> </tr> <tr> <td>Model 2 Historical Number Change</td><td>n/a</td><td>n/a</td><td>n/a</td> </tr> <tr> <td>Model 3 Linear Regression</td><td>n/a</td><td>n/a</td><td>n/a</td> </tr> <tr> <td>Model 4 Constant Staff/Population</td><td>7.7</td><td>8.4</td><td>9.1</td> </tr> <tr> <td>Model 5 Department's Recommendation</td><td>8.0</td><td>8.0</td><td>9.0</td> </tr> <tr> <td>Model 6 Workload Indicators</td><td></td><td></td><td></td> </tr> <tr style="font-weight: bold;"> <td>FTE Staff Projection (Model 4)</td><td>8.0</td><td>8.0</td><td>9.0</td> </tr> </tbody> </table> <p style="text-align: center;">% Change (14-29) = 29%</p> <p style="text-align: center;">% Change /Year = 2%</p>	Item	2019	2024	2029	Model 1 Historical Percent Change	n/a	n/a	n/a	Model 2 Historical Number Change	n/a	n/a	n/a	Model 3 Linear Regression	n/a	n/a	n/a	Model 4 Constant Staff/Population	7.7	8.4	9.1	Model 5 Department's Recommendation	8.0	8.0	9.0	Model 6 Workload Indicators				FTE Staff Projection (Model 4)	8.0	8.0	9.0																		
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Parking (*continued*)

Critical Adjacencies	<ul style="list-style-type: none"> ▪ Public Access (Administration) ▪ Finance 				
Current Visitors	Daily Average		Daily Peak		
Current Parking	Employee Vehicle	7	City Vehicle		
Miscellaneous	<ul style="list-style-type: none"> ▪ Park 1 is unmanned, Park 2 includes 2 booth attendants, Park 3 includes 1 booth attendant. Park 4 (Empire) opened in September 2014. ▪ Parking administration offices located at Park 3 (City Hall). ▪ Administrations exterior door located adjacent to Park 3 entry lane, poses safety issue for staff and cars. ▪ Desire to have walk up payment window at administration. ▪ Have considered privatizing parking operation, while retaining facility ownership. 				



Parks, Recreation, and Public Lands

Location	Administration, Senior Center - 390 North 23 rd Street Maintenance, Billings Operation Center - 4848 Midland Road																																												
Mission/ Function	<ul style="list-style-type: none"> ▪ Manage the City’s Parks and Recreation System to include approximately 2,580 acres of parkland and a minor league baseball stadium. ▪ Provide over 270 recreation programs. ▪ Schedule and issue Park Use Permits to over 100 organizations each year. 																																												
Personnel Data	<p>Full-time employees or equivalents per year:</p> <p>Administration</p> <table border="1" data-bbox="407 730 1435 808"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>10</td> </tr> </tbody> </table> <p>% Change (04-14) n/a % Change / Year : n/a</p> <p>Note: Total includes 1 Director, 4 Managers, 2 Professional, and 3 Clerical staff</p> <p>Maintenance</p> <table border="1" data-bbox="407 928 1435 1005"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>14</td> </tr> </tbody> </table> <p>% Change (04-14) n/a % Change / Year : n/a</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	10	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	14
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Workload Indicator	<ul style="list-style-type: none"> ▪ Population growth ▪ Demand for public spaces and permits ▪ Park visits, over 1 million visits in 2009 increase to 2.4 million in 2013 																																												
Personnel Projection	<p>Full-time employees or equivalents per year:</p> <p>Administration</p> <table border="1" data-bbox="407 1304 1170 1623"> <thead> <tr> <th>Item</th> <th>2019</th> <th>2024</th> <th>2029</th> </tr> </thead> <tbody> <tr> <td>Model 1 Historical Percent Change</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Model 2 Historical Number Change</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Model 3 Linear Regression</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Model 4 Constant Staff/Population</td> <td>10.9</td> <td>12.0</td> <td>13.1</td> </tr> <tr> <td>Model 5 Department's Recommendation</td> <td>12.0</td> <td>13.0</td> <td>15.0</td> </tr> <tr> <td>Model 6 Workload Indicators</td> <td></td> <td></td> <td></td> </tr> <tr> <td>FTE Staff Projection (Model 4-5)</td> <td>11.0</td> <td>12.0</td> <td>14.0</td> </tr> </tbody> </table> <p style="text-align: center;">% Change (14-29) = 40% % Change /Year = 3%</p>	Item	2019	2024	2029	Model 1 Historical Percent Change	n/a	n/a	n/a	Model 2 Historical Number Change	n/a	n/a	n/a	Model 3 Linear Regression	n/a	n/a	n/a	Model 4 Constant Staff/Population	10.9	12.0	13.1	Model 5 Department's Recommendation	12.0	13.0	15.0	Model 6 Workload Indicators				FTE Staff Projection (Model 4-5)	11.0	12.0	14.0												
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Parks, Recreation and Public Lands (continued)

Personnel Projection	Maintenance				
	Item	2019	2024	2029	
	Model 1 Historical Percent Change	n/a	n/a	n/a	
	Model 2 Historical Number Change	n/a	n/a	n/a	
	Model 3 Linear Regression	n/a	n/a	n/a	
	Model 4 Constant Staff/Population	15.3	16.7	18.3	
	Model 5 Department's Recommendation	16.0	20.0	24.0	
	Model 6 Workload Indicators				
	FTE Staff Projection (Model 4-5)	16.0	18.0	21.0	
	<p style="text-align: center;">% Change (14-29) = 50%</p> <p style="text-align: center;">% Change /Year = 3%</p>				
Space Deficiencies	<ul style="list-style-type: none"> ▪ Meeting space ▪ Workstations ▪ Storage for materials and basic supply 				
Space Projection	Administration				
	Item	Existing	2019	2024	2029
	Existing Office DGSF	2,480			
	FTE Staff Projection	10	11	12	14
	Existing Office DGSF/Staff	248			
	Average Office DGSF/Staff ¹	250	250	250	250
	<i>DGSF Office Projection</i>	<i>2,500</i>	<i>2,750</i>	<i>3,000</i>	<i>3,500</i>
	Existing Other DGSF ²	500			
	<i>DGSF Other Projection</i>	<i>500</i>	<i>500</i>	<i>550</i>	<i>600</i>
	DGSF Total Existing Space	2,980			
DGSF Space Projection³	3,000	3,250	3,550	4,100	
<p>¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.</p> <p>² Includes 3 public windows, volunteer workstations, and supply/materials storage.</p> <p>³ Includes DGSF Office Projection + DGSF Other Projection.</p>					



Parks, Recreation and Public Lands (continued)

Space Projection	Maintenance				
	Item	Existing	2019	2024	2029
	Existing Office DGSF	1,519			
	FTE Staff Projection	14	16	18	21
	Existing Office DGSF/Staff	109			
	Average Office DGSF/Staff ¹	100	100	100	100
	<i>DGSF Office Projection</i>	<i>1,400</i>	<i>1,600</i>	<i>1,800</i>	<i>2,100</i>
	Existing Other DGSF ²	12,763			
	<i>DGSF Other Projection</i>	<i>13,000</i>	<i>13,300</i>	<i>13,600</i>	<i>13,900</i>
	DGSF Space Projection³	14,400	14,900	15,400	16,000
	¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces. ² Includes basement storage. ³ Includes DGSF Office Projection + DGSF Other Projection.				
Critical Adjacencies	<ul style="list-style-type: none"> City Administration 				
Current Visitors	Daily Average		Daily Peak		
Current Parking	Employee Vehicle		City Vehicle		
Miscellaneous	<ul style="list-style-type: none"> Administration desires to be centrally located with City Administrative functions in City Hall. Existing location for Administration/Senior Center has ability to add-on for growth; location is good with accessible parking. Department manages 200 to 300 seasonal employees a year, need access to volunteer workstations at main office. 				



Planning and Community Development – Building Division

Location	Miller Building – 2825 3 rd Avenue North (4 th Floor)																																
Mission/ Function	<ul style="list-style-type: none"> ▪ Enhance the quality of living by protecting life, health, and property through the enforcement of mandatory buildings codes. ▪ Review building plans before construction. ▪ Issue building, electrical, plumbing, and mechanical permits for construction and renovations. ▪ Perform field inspections on new construction and renovation projects. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>15</td> <td>17</td> <td>17</td> <td>17</td> <td>17</td> <td>18</td> <td>15</td> <td>15</td> <td>13</td> <td>13</td> <td>14</td> </tr> </tbody> </table> <p>% Change (04-14) -7% % Change / Year : -0.7%</p> <p>Note: Includes 6 field staff FTE's.</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	15	17	17	17	17	18	15	15	13	13	14										
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Workload Indicator	<ul style="list-style-type: none"> ▪ Growth in population ▪ Building permits (new construction and renovations) ▪ Subdivision ▪ Funding ▪ Annexation <table border="1"> <thead> <tr> <th>Indicator</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>New Home Permits</td> <td>407</td> <td>427</td> <td>261</td> <td>241</td> <td>243</td> <td>197</td> <td>355</td> <td>409</td> </tr> </tbody> </table>	Indicator	2006	2007	2008	2009	2010	2011	2012	2013	New Home Permits	407	427	261	241	243	197	355	409														
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Space Deficiencies	<ul style="list-style-type: none"> ▪ None identified 																																



Planning and Community Development – Building Division *(continued)*

Space Projection	Item				
	Existing	2019	2024	2029	
Existing Office DGSF	2,734				
FTE Staff Projection	14	16	17	19	
Existing Office DGSF/Staff	195				
Average Office DGSF/Staff ¹	200	200	200	200	
DGSF Office Projection	2,800	3,200	3,400	3,800	
Existing Other DGSF ²	756				
DGSF Other Projection	775	775	775	775	
DGSF Total Existing Space	3,490				
DGSF Space Projection³	3,575	3,975	4,175	4,575	
¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces. ² Includes conference/break room on 4th floor and file storage. ³ Includes DGSF Office Projection + DGSF Other Projection.					
Critical Adjacencies	<ul style="list-style-type: none"> ▪ Planning ▪ Code Enforcement ▪ Engineering/ Utilities 				
Current Visitors	Daily Average	25	Daily Peak	5	
Current Parking	Employee Vehicle	14	City Vehicle	7	
Miscellaneous	<ul style="list-style-type: none"> ▪ Long term storage is in basement. Residential plans are kept for 1 year, Commercial plans are retained for 3 years, then digitized. Digitizing has decreased need for long term paper storage. ▪ Staffing decreased in 2008-2009 due to decrease in construction. ▪ Projected need in staffing is due to more construction and increasing of geographic size of Billings. ▪ Current location has capability to add 1 additional building inspector. ▪ No room for additional permitting clerk. ▪ Conference room shared by other departments in building. 				



Planning and Community Services – Code Enforcement

Location	Miller Building - 2825 3 rd Avenue North, 4 th Floor																																
Mission/ Function	<ul style="list-style-type: none"> Provide enforcement of adopted City Code and Ordinances as they pertain to land use regulations, building codes, business regulations, nuisance ordinances, sign codes, and specific parking regulations. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>3.8</td> <td>3.8</td> <td>3.8</td> <td>3.5</td> <td>3.5</td> <td>3.5</td> <td>3.5</td> <td>3.5</td> <td>3.5</td> <td>3.5</td> <td>3.5</td> </tr> </tbody> </table> <p>% Change (04-14) -8% % Change / Year : -0.8%</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	3.8	3.8	3.8	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5										
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3.8	3.8	3.8	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5																							
Workload Indicator	<ul style="list-style-type: none"> Population Number of complaints Building permits City ordinances 																																
Personnel Projection	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>2019</th> <th>2024</th> <th>2029</th> </tr> </thead> <tbody> <tr> <td>Model 1 Historical Percent Change</td> <td>3.4</td> <td>3.2</td> <td>3.1</td> </tr> <tr> <td>Model 2 Historical Number Change</td> <td>3.4</td> <td>3.2</td> <td>3.1</td> </tr> <tr> <td>Model 3 Linear Regression</td> <td>3.3</td> <td>3.1</td> <td>2.9</td> </tr> <tr> <td>Model 4 Constant Staff/Population</td> <td>3.8</td> <td>4.2</td> <td>4.6</td> </tr> <tr> <td>Model 5 Department's Recommendation</td> <td>5.5</td> <td>7.5</td> <td>9.5</td> </tr> <tr> <td>Model 6 Workload Indicators</td> <td></td> <td></td> <td></td> </tr> <tr> <td>FTE Staff Projection (Model 4-5)</td> <td>5.0</td> <td>6.0</td> <td>7.0</td> </tr> </tbody> </table> <p>% Change (14-29) = 100% % Change /Year = 7%</p>	Item	2019	2024	2029	Model 1 Historical Percent Change	3.4	3.2	3.1	Model 2 Historical Number Change	3.4	3.2	3.1	Model 3 Linear Regression	3.3	3.1	2.9	Model 4 Constant Staff/Population	3.8	4.2	4.6	Model 5 Department's Recommendation	5.5	7.5	9.5	Model 6 Workload Indicators				FTE Staff Projection (Model 4-5)	5.0	6.0	7.0
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Space Deficiencies	<ul style="list-style-type: none"> None Identified 																																



Planning and Community Services – Code Enforcement (*continued*)

Space Projection	Item				
	Existing	2019	2024	2029	
Existing Office DGSF	958				
FTE Staff Projection	4	5	6	7	
Existing Office DGSF/Staff	274				
Average Office DGSF/Staff ¹	200	200	200	200	
DGSF Office Projection	700	1,000	1,200	1,400	
Existing Other DGSF	0				
DGSF Other Projection					
DGSF Total Existing Space	958				
DGSF Space Projection²	700	1,000	1,200	1,400	
¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces. ² Includes DGSF Office Projection + DGSF Other Projection.					
Critical Adjacencies	<ul style="list-style-type: none"> ▪ Planning Department ▪ Building Department 				
Current Visitors	Daily Average	3-5	Daily Peak	2	
Current Parking	Employee Vehicle	4	City Vehicle	3	
Miscellaneous	<ul style="list-style-type: none"> ▪ Currently, all records stored on paper, some records kept for 10 years, others destroyed after 18 months. Desire to move towards digital records. ▪ Moved to current location in August 2013. Adequately sized. ▪ Co-located with Planning and Buildings. ▪ Customers can become aggressive, desire to have security officers. Panic buttons at front desk and public areas are desired. ▪ As development grows, the need for more staff will increase proportionally. 				



Planning and Community Services – Community Development Division

Location	Miller Building - 2825 3 rd Avenue North, 6 th Floor																																
Mission/ Function	<ul style="list-style-type: none"> ▪ Work and partner with local resources to increase access to housing, support capacity building for local nonprofit organizations, create a sustainable community, and promote neighborhood revitalization. ▪ Manage grant that include: Community Development Block Grant; HOME Investment Partnerships Program; and VISTA (AmeriCorps Volunteers in Service to America) programs. ▪ Develop and administer programs to benefit lower income households and neighborhoods. ▪ Develop and implement best practice initiatives to support federal grant programs including: Welcome Home Billings; Billings Metro VISTA Project; and Fair Housing Initiatives Program. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>4</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>6</td> <td>5</td> <td>9</td> <td>15</td> </tr> </tbody> </table> <p>% Change (04-14) 222% % Change / Year : 12.4%</p> <p>Note: Does not include VISTA staff located offsite.</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	5	4	4	5	6	7	8	6	5	9	15										
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5	4	4	5	6	7	8	6	5	9	15																							
Workload Indicator	<ul style="list-style-type: none"> ▪ Grants (and other funding) ▪ Growth in population ▪ Volunteers 																																
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Model 6 Workload Indicators																																	
FTE Staff Projection (Model 3-5)	16.0	18.0	20.0																														
Space Deficiencies	<ul style="list-style-type: none"> ▪ Impromptu meeting space ▪ Drop in workstations ▪ Collaborative work area 																																



Planning and Community Services – Community Development Division (*continued*)

Space Projection	Item		Existing	2019	2024	2029
	Existing Office DGSF		3,094			
	FTE Staff Projection		15	16	18	20
	Existing Office DGSF/Staff		213			
	Average Office DGSF/Staff ¹		225	225	225	225
	<i>DGSF Office Projection</i>		3,263	3,600	4,050	4,500
	Existing Other DGSF ²		459			
	<i>DGSF Other Projection</i>		500	500	550	550
	DGSF Total Existing Space		3,553			
	DGSF Space Projection³		3,763	4,100	4,600	5,050
	¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces. ² Includes conference room on 6th floor. ³ Includes DGSF Office Projection + DGSF Other Projection.					
Critical Adjacencies	<ul style="list-style-type: none"> ▪ Planning ▪ Public Transit Access 					
Current Visitors	Daily Average	35	Daily Peak	25		
Current Parking	Employee Vehicle	5 (Staff) 10 (VISTA)	City Vehicle	1		
Miscellaneous	<ul style="list-style-type: none"> ▪ Majority of staff is project specific and the Community Development is “home base” for field workers. ▪ City Council approved expansion of VISTA Project in 2014 to accommodate up to 40 members per year. ▪ Space should be creative and engaging, with flexible office furniture, and décor. ▪ Desire to impromptu meeting spaces (i.e. couches, bean bag chairs, floor seating, etc.) ▪ Child friendly waiting area is needed, due to the closing of home loans. ▪ Require bicycle storage area for staff. ▪ Desire to be located in close proximity to public transit. Volunteer staff rely heavily on bike, walking, or public transit. ▪ Conference room shared by other departments in building. 					



Planning and Community Services – Planning Department

Location	Miller Building - 2825 3 rd Avenue North																																
Mission/ Function	<ul style="list-style-type: none"> Provide community planning and development services (current, transportation and neighborhood/community planning) to Yellowstone County, City of Billings, and Town of Broadview. Review proposed development projects, processes subdivision applications, rezoning and variances processes, and issues special use permits. Provide various staff support to the Yellowstone County Board of Planning, City and County Zoning Commissions and Board of Adjustments, and support to Policy Coordinating Committee, Technical Advisory Committee, Bicycle and Pedestrian Advisory Committee, and the Yellowstone County Historic Preservation Board. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>11</td> <td>12</td> <td>11</td> <td>10</td> <td>7</td> <td>7</td> <td>7</td> <td>7</td> <td>9</td> </tr> </tbody> </table> <p>% Change (04-14) -17% % Change / Year :-1.8%</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	10	10	11	12	11	10	7	7	7	7	9										
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Workload Indicator	<ul style="list-style-type: none"> Growth in population Legislation Funding Technology Subdivision applications Building permits (commercial and residential) Rezoning, special use, variance applications Subdivision applications <table border="1"> <thead> <tr> <th>Indicator</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td>Subdivision Applications</td> <td>55</td> <td>49</td> <td>58</td> <td>30</td> <td>38</td> <td>29</td> <td>36</td> <td>35</td> </tr> </tbody> </table>	Indicator	2006	2007	2008	2009	2010	2011	2012	2013	Subdivision Applications	55	49	58	30	38	29	36	35														
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FTE Staff Projection (Model 5)	11.0	12.0	14.0																														
Space Deficiencies	<ul style="list-style-type: none"> None identified 																																



Planning and Community Services – Planning Department *(continued)*

Space Projection	Item	Existing	2019	2024	2029
	Existing Office DGSF	2,528			
	FTE Staff Projection	9	11	12	14
	Existing Office DGSF/Staff	294			
	Average Office DGSF/Staff ¹	225	225	225	225
	<i>DGSF Office Projection</i>	<i>1,935</i>	<i>2,475</i>	<i>2,700</i>	<i>3,150</i>
	Existing Other DGSF ²	530			
	<i>DGSF Other Projection</i>	<i>550</i>	<i>550</i>	<i>550</i>	<i>550</i>
	DGSF Total Existing Space	3,058			
	DGSF Space Projection³	2,485	3,025	3,250	3,700
	¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces. ² Includes City Hall Meeting Room (1st Floor). ³ Includes DGSF Office Projection + DGSF Other Projection.				
Critical Adjacencies	<ul style="list-style-type: none"> ▪ Building Division ▪ Code Enforcement ▪ Engineering ▪ Public Works ▪ Information Technology (GIS) ▪ City Attorney 				
Current Visitors	Daily Average	10	Daily Peak	4	
Current Parking	Employee Vehicle	8	City Vehicle	2	
Miscellaneous	<ul style="list-style-type: none"> ▪ Desire for additional planners to perform long range planning activities. Strong desire from public and elected officials for long range planning efforts. ▪ Moved into current space in 2013. ▪ Operations dependent on revenues from permits and application, which fluctuate annually. ▪ In the process of digitizing more permanent records. Reducing paper storage needs, converting paper storage space to other storage needs of staff work areas. ▪ New location has fostered a stronger relationship between customers and department staff. Current setup allows for convenient public access. 				



Police Department – Administration/Records/Detectives/Drug and Fugitives

Location	City Hall – 210 North 27 th Street PD 1 – Midland Road																																																																		
Mission/ Function	<ul style="list-style-type: none"> ▪ Provide law enforcement services to the City of Billings. ▪ Respond to calls for services, enforce traffic laws, and investigate reported crimes. ▪ Oversee the HIDTA Task Force Division. 																																																																		
Personnel Data	<p>Full-time employees or equivalents per year:</p> <p>Administration/ Records</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>32</td> </tr> </tbody> </table> <p>% Change (04-14) n/a % Change / Year : n/a Note: Includes 20 office staff and 12 records staff.</p> <p>Detectives</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>18</td> <td>18</td> <td>18</td> <td>18</td> <td>18</td> <td>18</td> <td>20</td> <td>20</td> <td>20</td> <td>20</td> <td>18</td> </tr> </tbody> </table> <p>% Change (04-14) 0% % Change / Year : 0.0%</p> <p>Drugs and Fugitive Task Force</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>17</td> </tr> </tbody> </table>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	32	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	18	18	18	18	18	18	20	20	20	20	18	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	17
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Workload Indicator	<ul style="list-style-type: none"> ▪ Population ▪ Funding ▪ Calls for services ▪ Reported crime ▪ Investigations ▪ Traffic stops ▪ Legislation 																																																																		
Personnel Projection	<p>Full-time employees or equivalents per year:</p> <p>Administration/ Records</p> <table border="1"> <thead> <tr> <th>Item</th> <th>2019</th> <th>2024</th> <th>2029</th> </tr> </thead> <tbody> <tr> <td>Model 1 Historical Percent Change</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Model 2 Historical Number Change</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Model 3 Linear Regression</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Model 4 Constant Staff/Population</td> <td>33.9</td> <td>37.1</td> <td>40.5</td> </tr> <tr> <td>Model 5 Department's Recommendation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Model 6 Workload Indicators</td> <td></td> <td></td> <td></td> </tr> <tr> <td>FTE Staff Projection (Model 4)</td> <td>34.0</td> <td>37.0</td> <td>41.0</td> </tr> </tbody> </table> <p style="text-align: center;">% Change (14-29) = 32% % Change /Year = 2%</p>	Item	2019	2024	2029	Model 1 Historical Percent Change	n/a	n/a	n/a	Model 2 Historical Number Change	n/a	n/a	n/a	Model 3 Linear Regression	n/a	n/a	n/a	Model 4 Constant Staff/Population	33.9	37.1	40.5	Model 5 Department's Recommendation				Model 6 Workload Indicators				FTE Staff Projection (Model 4)	34.0	37.0	41.0																																		
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Police Department – Administration/Records/Detectives/Drug and Fugitives (*continued*)

**Personnel
Projection
(continued)**

Detectives

Item	2019	2024	2029
Model 1 Historical Percent Change	18.0	18.0	18.0
Model 2 Historical Number Change	18.0	18.0	18.0
Model 3 Linear Regression	20.5	21.5	22.4
Model 4 Constant Staff/Population	19.7	21.5	23.5
Model 5 Department's Recommendation	26.0	29.0	32.0
Model 6 Workload Indicators			
FTE Staff Projection (Model 3-5)	22.0	24.0	26.0

% Change (14-29) = 44%

% Change /Year = 3%

Drugs and Fugitive Task Force

Item	2019	2024	2029
Model 1 Historical Percent Change	n/a	n/a	n/a
Model 2 Historical Number Change	n/a	n/a	n/a
Model 3 Linear Regression	n/a	n/a	n/a
Model 4 Constant Staff/Population	18.6	20.3	22.2
Model 5 Department's Recommendation			
Model 6 Workload Indicators			
FTE Staff Projection (Model 4)	19.0	20.0	22.0

% Change (14-29) = 29%

% Change /Year = 2%

**Space
Deficiencies**

- Office space
- Records storage
- Interview rooms
- Quartermaster work area and storage
- Public waiting
- Muster/conference room
- Suspect waiting area
- Victim waiting area
- Training room at PD1
- Parking at City Hall



Police Department – Administration/Records/Detectives/Drug and Fugitives (*continued*)

**Space
Projection**

Administration/ Records – City Hall

Item	Existing	2019	2024	2029
Existing Office DGSF	5,580			
FTE Staff Projection	31	34	37	41
Existing Office DGSF/Staff	180			
Average Office DGSF/Staff ¹	250	250	250	250
<i>DGSF Office Projection</i>	<i>7,750</i>	<i>8,500</i>	<i>9,250</i>	<i>10,250</i>
Existing Other DGSF ²	5,920			
<i>DGSF Other Projection</i>	<i>6,000</i>	<i>6,200</i>	<i>6,400</i>	<i>6,600</i>
DGSF Total Existing Space	11,500			
DGSF Space Projection³	13,750	14,700	15,650	16,850

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

² Includes records, conference room, break room.

³ Includes DGSF Office Projection + DGSF Other Projection.

PD 1

Item	Existing	2019	2024	2029
Existing Office DGSF	0			
FTE Staff Projection	122	147	163	180
Existing Other DGSF ¹	8,883			
<i>DGSF Other Projection</i>	<i>9,500</i>	<i>10,000</i>	<i>10,500</i>	<i>11,000</i>
DGSF Total Existing Space	8,883			
DGSF Space Projection²	9,500	10,000	10,500	11,000

¹ Includes locker room, training, muster room, and equipment storage

² Includes DGSF Other Projection.



Police Department – Administration/Records/Detectives/Drug and Fugitives (continued)

Space
Projection
(continued)

Detectives

Item	Existing	2019	2024	2029
Existing Office DGSF	5,645			
FTE Staff Projection	18	22	24	26
Existing Office DGSF/Staff	314			
Average Office DGSF/Staff ¹	250	250	250	250
DGSF Office Projection	4,500	5,500	6,000	6,500
Existing Other DGSF ²	553			
DGSF Other Projection	700	725	750	775
DGSF Total Existing Space	6,198			
DGSF Space Projection³	5,200	6,225	6,750	7,275

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

² Includes storage (old jail cells).

³ Includes DGSF Office Projection + DGSF Other Projection.

Drugs and Fugitive Task Force

(Task Force is to remain with US Marshals Office, projections for planning purposes only)

Item	Existing	2019	2024	2029
Existing Office DGSF	n/a			
FTE Staff Projection	17	19	20	22
Existing Office DGSF/Staff	n/a			
Average Office DGSF/Staff ¹	200	200	200	200
DGSF Office Projection	3,400	3,800	4,000	4,400
DGSF Total Existing Space	n/a			
DGSF Space Projection¹	3,400	3,800	4,000	4,400

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

Critical Adjacencies

- Courts
- City Attorney

Current Visitors

Daily Average	50	Daily Peak	12
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Current Parking

Employee Vehicle	26	City Vehicle	48
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Police Department – Administration/Records/Detectives/Drug and Fugitives (*continued*)

Miscellaneous

- Recently lost space in City Hall to other departments. 12 Sergeants share 1 work area. Patrol work area is sized for 5, regularly accommodate 12-15 at shift change.
- In process of digitizing new records. Records storage will remain status quo or decrease dependent on records retention laws for law enforcement.
- Staff areas should be secure, require public access lobby.
- Public Lobby is 8am – 5pm on weekdays, and open 8am – noon on Saturday.
- All staff vehicles should be parked in secure lot. Police parking is issue at City Hall.
- Detectives located in shared work area. Desire to be in semi-private or private offices.
- Includes Drug and Fugitive Task Force that includes staff from other local, state, and federal agencies. Continues to grow as geographic region has increased. Currently located with U.S. Marshalls office, and desire to continue this arrangement.
- Multiple storage areas located in basement of City Hall.
- Undercover operations are located in leased facility (location undisclosed), will continue this operation due to nature of operation.
- PD 1 includes training center, locker rooms, fitness center, muster room, and parking for patrol vehicles.
- Training Center at PD 1 is too small.
- Parking at City Hall is inadequate.



Police Department - Forensics

Location	PD 2																																
Mission/ Function	<ul style="list-style-type: none"> ▪ Process evidence that is collected at crime scenes at the Forensics Laboratory. ▪ Store evidence that is collected in criminal investigations. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> <td>4</td> </tr> </tbody> </table> <p>% Change (04-14) n/a % Change / Year : n/a</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	4										
2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014																							
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	4																							
Workload Indicator	<ul style="list-style-type: none"> ▪ Crime ▪ Investigations ▪ Funding ▪ Legislation 																																
Personnel Projection	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>2019</th> <th>2024</th> <th>2029</th> </tr> </thead> <tbody> <tr> <td>Model 1 Historical Percent Change</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Model 2 Historical Number Change</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Model 3 Linear Regression</td> <td>n/a</td> <td>n/a</td> <td>n/a</td> </tr> <tr> <td>Model 4 Constant Staff/Population</td> <td>4.4</td> <td>4.8</td> <td>5.2</td> </tr> <tr> <td>Model 5 Department's Recommendation</td> <td>5.0</td> <td>6.0</td> <td>7.0</td> </tr> <tr> <td>Model 6 Workload Indicators</td> <td></td> <td></td> <td></td> </tr> <tr> <td>FTE Staff Projection (Model 5)</td> <td>5.0</td> <td>6.0</td> <td>7.0</td> </tr> </tbody> </table> <p style="text-align: center;">% Change (14-29) = 75% % Change /Year = 5%</p>	Item	2019	2024	2029	Model 1 Historical Percent Change	n/a	n/a	n/a	Model 2 Historical Number Change	n/a	n/a	n/a	Model 3 Linear Regression	n/a	n/a	n/a	Model 4 Constant Staff/Population	4.4	4.8	5.2	Model 5 Department's Recommendation	5.0	6.0	7.0	Model 6 Workload Indicators				FTE Staff Projection (Model 5)	5.0	6.0	7.0
Item	2019	2024	2029																														
Model 1 Historical Percent Change	n/a	n/a	n/a																														
Model 2 Historical Number Change	n/a	n/a	n/a																														
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Model 5 Department's Recommendation	5.0	6.0	7.0																														
Model 6 Workload Indicators																																	
FTE Staff Projection (Model 5)	5.0	6.0	7.0																														
Space Deficiencies	<ul style="list-style-type: none"> ▪ Evidence lockers ▪ Law Enforcement processing area ▪ Laboratory and processing space ▪ Evidence Storage ▪ Public waiting ▪ Vehicle evidence processing bays ▪ Public and Law Enforcement parking ▪ Office space ▪ Adequate security 																																



Police Department - Forensics (continued)

Space Projection	Item	Existing	2019	2024	2029
	Existing Office DGSF	236			
	FTE Staff Projection	4	5	6	7
	Existing Office DGSF/Staff	59			
	Average Office DGSF/Staff ¹	250	250	250	250
	DGSF Office Projection	1,000	1,250	1,500	1,750
	Existing Other DGSF ²	6,002			
	DGSF Other Projection	7,600	7,850	8,100	8,350
	DGSF Total Existing Space	6,238			
	DGSF Space Projection³	8,600	9,100	9,600	10,100

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

² Includes forensic lab, evidence processing, evidence storage, and conex storage boxes

³ Includes DGSF Office Projection + DGSF Other Projection.

Critical Adjacencies	<ul style="list-style-type: none"> Impound Lot 				
Current Visitors	Daily Average	5	Daily Peak	10	
Current Parking	Employee Vehicle	3	City Vehicle	1	
Miscellaneous	<ul style="list-style-type: none"> Public and law enforcement personnel share entrance. Desire to have separate entrances. Lack of secure work area for law enforcement personnel to process evidence. Need secure area for the release of property/evidence. Several breaches of security for adjacent impound lot. One vehicle processing bay that doubles as law enforcement processing work area. Increase need for evidence storage, including gun and drug storage, biological (refrigerated) storage. Long term storage needs should be considered offsite or separate from active storage. CONEX boxes (5) are used for overflow property and evidence storage (850sf). Desire for more secure impound parking. Current parking is for 80 impound vehicles. Need video monitoring for interior and exterior of building. Climate control throughout facility. Separate and proper ventilation for processing area. Separate drug storage area with ventilation to exterior. 				



Police Department – PD 3

Location	Westend Substation – 1501 54 th Street West										
Mission/ Function	<ul style="list-style-type: none"> Provide law enforcement services to the City of Billings. Respond to calls for services, enforce traffic laws, and investigates reported crimes. 										
Personnel Data	Full-time employees or equivalents per year:										
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	1	1	1	1	1	1	1	1	1	1	1
	% Change (04-14) 0%					% Change / Year : 0.0%					
Workload Indicator	<ul style="list-style-type: none"> Customers Funding 										
Personnel Projection	Full-time employees or equivalents per year:										
	Item			2019	2024	2029					
	Model 1 Historical Percent Change			1.0	1.0	1.0					
	Model 2 Historical Number Change			1.0	1.0	1.0					
	Model 3 Linear Regression			1.0	1.0	1.0					
	Model 4 Constant Staff/Population			1.1	1.2	1.3					
	Model 5 Department's Recommendation			1.0	1.0	1.0					
	Model 6 Workload Indicators										
	FTE Staff Projection (Model 4)			1.0	1.0	1.0					
	% Change (14-29) = 0%										
	% Change /Year = 0%										
Space Deficiencies	<ul style="list-style-type: none"> None identified 										
Space Projection	Not included in this study. Current operation to remain.										
Critical Adjacencies	<ul style="list-style-type: none"> None identified 										
Current Visitors	Daily Average	n/a	Daily Peak	n/a							
Current Parking	Employee Vehicle	1	City Vehicle	n/a							



Police Department – PD 3 *(continued)*

- | | |
|----------------------|---|
| Miscellaneous | <ul style="list-style-type: none">▪ Location is a substation for officers to stop in to complete report writing, use restroom, and to take a break.▪ Staffed by 1 front desk civilian staff Monday through Thursday. |
|----------------------|---|
-



Police Department – Volunteer Center

Location	2910 3 rd Avenue North																																
Mission/ Function	<ul style="list-style-type: none"> Report writing center staffed by civilian volunteers that allows public access to give reports that do not include suspect information. 																																
Personnel Data	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>2004</th> <th>2005</th> <th>2006</th> <th>2007</th> <th>2008</th> <th>2009</th> <th>2010</th> <th>2011</th> <th>2012</th> <th>2013</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p>% Change (04-14) 200% % Change / Year : 11.6%</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	1	1	1	1	1	1	1	2	3	3	3										
2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014																							
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Workload Indicator	<ul style="list-style-type: none"> Population Legislation Visitors Reports; approximately 5,000 reports taken in 2013. 																																
Personnel Projection	<p>Full-time employees or equivalents per year:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>2019</th> <th>2024</th> <th>2029</th> </tr> </thead> <tbody> <tr> <td>Model 1 Historical Percent Change</td> <td>5.2</td> <td>9.0</td> <td>15.6</td> </tr> <tr> <td>Model 2 Historical Number Change</td> <td>4.0</td> <td>5.0</td> <td>6.0</td> </tr> <tr> <td>Model 3 Linear Regression</td> <td>4.0</td> <td>5.2</td> <td>6.4</td> </tr> <tr> <td>Model 4 Constant Staff/Population</td> <td>3.3</td> <td>3.6</td> <td>3.9</td> </tr> <tr> <td>Model 5 Department's Recommendation</td> <td>5.0</td> <td>7.0</td> <td>9.0</td> </tr> <tr> <td>Model 6 Workload Indicators</td> <td></td> <td></td> <td></td> </tr> <tr> <td>FTE Staff Projection (Model 2-5)</td> <td>4.0</td> <td>5.0</td> <td>6.0</td> </tr> </tbody> </table> <p>% Change (14-29) = 100% % Change /Year = 7%</p>	Item	2019	2024	2029	Model 1 Historical Percent Change	5.2	9.0	15.6	Model 2 Historical Number Change	4.0	5.0	6.0	Model 3 Linear Regression	4.0	5.2	6.4	Model 4 Constant Staff/Population	3.3	3.6	3.9	Model 5 Department's Recommendation	5.0	7.0	9.0	Model 6 Workload Indicators				FTE Staff Projection (Model 2-5)	4.0	5.0	6.0
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Model 4 Constant Staff/Population	3.3	3.6	3.9																														
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Model 6 Workload Indicators																																	
FTE Staff Projection (Model 2-5)	4.0	5.0	6.0																														
Space Deficiencies	<ul style="list-style-type: none"> Accessibility issues Public and staff parking 																																



Police Department – Volunteer Center *(continued)*

Space Projection	Item				
	Existing	2019	2024	2029	
Existing Office DGSF	0				
FTE Staff Projection	3	4	5	6	
Existing Office DGSF/Staff	0				
Average Office DGSF/Staff ¹	225	225	225	225	
DGSF Office Projection	675	900	1,125	1,350	
Existing Other DGSF ²	2,500				
DGSF Other Projection	2,000	2,100	2,200	2,300	
DGSF Total Existing Space	2,500				
DGSF Space Projection³	2,675	3,000	3,325	3,650	
¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces. ² Includes meeting rooms, interview rooms, volunteer workstations. ³ Includes DGSF Office Projection + DGSF Other Projection.					
Critical Adjacencies	<ul style="list-style-type: none"> Public access 				
Current Visitors	Daily Average	25	Daily Peak	5	
Current Parking	Employee Vehicle	All volunteers	City Vehicle	3	
Miscellaneous	<ul style="list-style-type: none"> Adequately sized work area. Need additional parking. Require public lobby with service counter. Need secure parking for patrol vehicles. No room for expansion at current location. 				



Public Works

Location	Depot Building – 2224 Montana Avenue Billings Operation Center – 4848 Midland Road Public Works Utility Service Building – 2251 Belknap Avenue																																																																																																																																				
Mission/ Function	<ul style="list-style-type: none"> Provide design, construction, operation and maintenance of water, wastewater, stormwater, streets and alleys, solid waste, traffic control. Provide engineering services to the City of Billings. 																																																																																																																																				
Personnel Data	<p>Full-time employees or equivalents per year:</p> <p>Administration</p> <table border="1"> <thead> <tr> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>6</td> </tr> </tbody> </table> <p>Engineering</p> <table border="1"> <thead> <tr> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>23</td> </tr> </tbody> </table> <p>Note: Does not include 4 seasonal staff.</p> <p>Solid Waste</p> <table border="1"> <thead> <tr> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>55</td> </tr> </tbody> </table> <p>Note: 9 office employees at BOC, 46 field employees plus 11 seasonal employees work out of the BOC.</p> <p>Streets/ Traffic</p> <table border="1"> <thead> <tr> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>47</td> </tr> </tbody> </table> <p>Note: 7 office employees at BOC, 40 field employees plus 9 season employees work out of the BOC.</p> <p>Distribution/ Collection</p> <table border="1"> <thead> <tr> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>30</td> </tr> </tbody> </table> <p>Note: 10 office employees work in Service Center, additional 20 employees work out of additional building on site.</p> <p>Commercial and Meters</p> <table border="1"> <thead> <tr> <th>2004</th><th>2005</th><th>2006</th><th>2007</th><th>2008</th><th>2009</th><th>2010</th><th>2011</th><th>2012</th><th>2013</th><th>2014</th> </tr> </thead> <tbody> <tr> <td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>n/a</td><td>24</td> </tr> </tbody> </table> <p>Note: 12 office employees, 8 field employees work out of Service Center.</p>	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	6	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	23	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	55	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	47	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	30	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	24
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Workload Indicator	<ul style="list-style-type: none"> Funding Legislation Population Miles of street Water consumption Building permit 																																																																																																																																				



Public Works (continued)

**Personnel
Projection**

Full-time employees or equivalents per year:

Administration

Item	2019	2024	2029
Model 1 Historical Percent Change	n/a	n/a	n/a
Model 2 Historical Number Change	n/a	n/a	n/a
Model 3 Linear Regression	n/a	n/a	n/a
Model 4 Constant Staff/Population	6.6	7.2	7.8
Model 5 Department's Recommendation			
Model 6 Workload Indicators			
FTE Staff Projection (Model 4)	7.0	7.0	8.0

% Change (14-29) = 33%

% Change /Year = 2%

Engineering

Item	2019	2024	2029
Model 1 Historical Percent Change	n/a	n/a	n/a
Model 2 Historical Number Change	n/a	n/a	n/a
Model 3 Linear Regression	n/a	n/a	n/a
Model 4 Constant Staff/Population	25.1	27.5	30.1
Model 5 Department's Recommendation			
FTE Staff Projection (Model 4)	25.0	27.0	30.0

% Change (14-29) = 30%

% Change /Year = 2%

Solid Waste

Item	2019	2024	2029
Model 1 Historical Percent Change	n/a	n/a	n/a
Model 2 Historical Number Change	n/a	n/a	n/a
Model 3 Linear Regression	n/a	n/a	n/a
Model 4 Constant Staff/Population	60.1	65.7	71.9
Model 5 Department's Recommendation			
FTE Staff Projection (Model 4)	60.0	66.0	72.0

% Change (14-29) = 31%

% Change /Year = 2%



Public Works (continued)

Personnel
Projection
(continued)

Streets/ Traffic

Item	2019	2024	2029
Model 1 Historical Percent Change	n/a	n/a	n/a
Model 2 Historical Number Change	n/a	n/a	n/a
Model 3 Linear Regression	n/a	n/a	n/a
Model 4 Constant Staff/Population	51.4	56.2	61.4
Model 5 Department's Recommendation			
FTE Staff Projection (Model 4)	51.0	56.0	61.0

% Change (14-29) = 30%

% Change /Year = 2%

Distribution/ Collection

Item	2019	2024	2029
Model 1 Historical Percent Change	n/a	n/a	n/a
Model 2 Historical Number Change	n/a	n/a	n/a
Model 3 Linear Regression	n/a	n/a	n/a
Model 4 Constant Staff/Population	32.8	35.9	39.2
Model 5 Department's Recommendation			
FTE Staff Projection (Model 4)	33.0	36.0	39.0

% Change (14-29) = 30%

% Change /Year = 2%

Commercial and Meters

Item	2019	2024	2029
Model 1 Historical Percent Change	n/a	n/a	n/a
Model 2 Historical Number Change	n/a	n/a	n/a
Model 3 Linear Regression	n/a	n/a	n/a
Model 4 Constant Staff/Population	26.2	28.7	31.4
Model 5 Department's Recommendation			
FTE Staff Projection (Model 4)	26.0	29.0	31.0

% Change (14-29) = 29%

% Change /Year = 2%

**Space
Deficiencies**

- BOC staff offices at capacity
- Equipment storage at BOC
- Storage in West End



Public Works (continued)

Space
Projection

Administration

Item	Existing	2019	2024	2029
Existing Office DGSF	1,341			
FTE Staff Projection	6	7	7	8
Existing Office DGSF/Staff	224			
Average Office DGSF/Staff ¹	225	225	225	225
<i>DGSF Office Projection</i>	<i>1,350</i>	<i>1,575</i>	<i>1,575</i>	<i>1,800</i>
DGSF Total Existing Space	1,341			
DGSF Space Projection²	1,350	1,575	1,575	1,800

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

² Includes DGSF Office Projection + DGSF Other Projection.

Engineering

Item	Existing	2019	2024	2029
Existing Office DGSF	4,651			
FTE Staff Projection	23	25	27	30
Existing Office DGSF/Staff	202			
Average Office DGSF/Staff ¹	225	225	225	225
<i>DGSF Office Projection</i>	<i>5,175</i>	<i>5,625</i>	<i>6,075</i>	<i>6,750</i>
Existing Other DGSF ²	341			
<i>DGSF Other Projection</i>	<i>400</i>	<i>400</i>	<i>400</i>	<i>400</i>
DGSF Total Existing Space	4,992			
DGSF Space Projection³	5,575	6,025	6,475	7,150

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

² Includes storage.

³ Includes DGSF Office Projection + DGSF Other Projection.



Public Works (continued)

Space
Projection
(continued)

Solid Waste

Item	Existing	2019	2024	2029
Existing Office DGSF	3,021			
FTE Staff Projection	55	60	66	72
Existing Office DGSF/Staff	55			
Average Office DGSF/Staff ¹	100	100	100	100
DGSF Office Projection	5,500	6,000	6,600	7,200
Existing Other DGSF ²	37,923			
DGSF Other Projection	40,000	40,500	41,000	41,500
DGSF Total Existing Space	40,944			
DGSF Space Projection³	45,500	46,500	47,600	48,700

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

² Includes locker rooms, vehicle storage.

³ Includes DGSF Office Projection + DGSF Other Projection.

Streets/ Traffic

Item	Existing	2019	2024	2029
Existing Office DGSF	4,554			
FTE Staff Projection	47	51	56	61
Existing Office DGSF/Staff	97			
Average Office DGSF/Staff ¹	100	100	100	100
DGSF Office Projection	4,700	5,100	5,600	6,100
Existing Other DGSF ²	46,340			
DGSF Other Projection	49,000	49,500	50,000	50,500
DGSF Total Existing Space	50,894			
DGSF Space Projection³	53,700	54,600	55,600	56,600

¹ Includes an average per staff for all office, staff circulation, work/copy, and public reception spaces.

² Includes sign shop, vehicle storage.

³ Includes DGSF Office Projection + DGSF Other Projection.

Distribution/ Collection

Belknap facility not included in this study.

Commercial and Meters

Belknap facility not included in this study.



Public Works (continued)

Critical Adjacencies	<ul style="list-style-type: none"> ▪ All Public Works Departments. ▪ Planning and Community Development 				
Current Visitors	Daily Average		Daily Peak		
Current Parking	Employee Vehicle	28 ¹ 133 ²	City Vehicle	18 ¹ 58 ³ 90 ⁴	¹ Depot ² BOC ³ BOC, Solid Waste ⁴ BOC, Street Maintenance
Miscellaneous	<ul style="list-style-type: none"> ▪ Note: Water and wastewater treatment operations are not included in this study. ▪ Depot Building includes the Administrations and divisions of Accounting, Engineering and Environmental Affairs; a leased facility. ▪ Department has option to expand Depot Building in future. ▪ Billings Operation Center houses the Solid Waste and Street/Traffic Divisions. Considering expanding (or moving) in close proximity to current location for future facility needs. Site includes 219 pieces of equipment (snow blowers, snow plows, mowers, etc.) for Street Maintenance to be stored and secured. ▪ Public Works Utility Service Building includes the Commercial/Meter Division and Distribution/ Collection Division. Building was originally designed to add second story in the future. Adequate land to expand operations at this site. Includes a minimum of 82 acres on site. ▪ Majority of staff is field/operations staff at the BOC and Utility Service Building. ▪ Staff is located at three locations. Administration and Engineering are to remain collocated. Desire to collocated Finance/Billings operations with Administration. ▪ Desire to create West End equipment and supply storage yard. Would include a small building to house 4 to 5 pieces of equipment/vehicles and material storage (i.e. road salt, sand, gravel, etc) ▪ Increasing the use of Compressed Natural Gas (CNG) vehicles, need for CNG fueling station in future. 				



SUMMARY

Earlier in this chapter a profile was provided for each department/ division/ office included in the Study. Each profile represents an analytical description of the department/ division and is a culmination of data gathered through surveys and interviews with key staff. Also, included in each profile is the Consultant's recommended future personnel and space needs.

PERSONNEL PROJECTIONS

As described at the beginning of the chapter, various personnel forecast models were generated using all or a combination of historic staff, past and projected City population, specific workload indicators, and data gathered through department surveys. The Consultant then compared the model outcomes to the department's historic staff growth and insights revealed in the survey and/or personal interviews (i.e. constrained historical growth, change in management philosophy, future grant funding, planned department and/or staff changes due to impact of technologies or change in workflow, etc.) to develop a personnel projection. Note that a comprehensive staffing analysis was not completed and that the staff projections are for space planning purposes only. A summary of the personnel and space needs by department is presented Table 3-1.



**Table 3-1
Projected Personnel**

Department/Division	Personnel				
	Existing	2019	2024	2029	% Change
City Administration	5	7	7	7	40.0%
City Attorney	14	14	14	14	70.0%
Facilities Management - Operation Center	6	7	8	9	50.0%
Facilities Management - City Hall	1	1	1	1	0.0%
Fleet Services	18	19	21	23	27.8%
Finance	11	11	12	12	9.1%
Human Resources	6	6	7	8	33.3%
Information Technology - City Hall	12	14	15	16	33.3%
Information Technology - Belknap	7	8	8	8	14.3%
Municipal Court	17	18	21	21	23.5%
Parking	7	8	8	9	28.6%
Parks, Recreation and Public Lands - Administration	10	11	12	14	40.0%
Parks, Recreation and Public Lands - Maintenance	14	16	18	21	50.0%
Planning and Community Services - Building	14	16	17	19	35.7%
Planning and Community Services - Code Enforcement	3.5	5	6	7	100.0%
Planning and Community Services - Community Dev	14.5	16	18	20	37.9%
Planning and Community Services - Planning	8.6	11	12	14	62.8%
Police Department - Administration/ Records	31	34	37	41	-66.4%
Police Department - Detectives	18	22	24	26	44.4%
Police Department - Forensics	4	5	6	7	75.0%
Police Department - PD 1	n/a	n/a	n/a	n/a	n/a
Police Department - PD 3	1	1	1	1	0.0%
Police Department - Volunteer Center	3	4	5	6	100.0%
Public Works - Administration	6	7	7	8	33.3%
Public Works - Engineering	23	25	27	30	30.4%
Public Works - Solid Waste	55	60	66	72	30.9%
Public Works - Streets/ Traffic	47	51	56	61	29.8%
Other - City Hall Support ¹	n/a	n/a	n/a	n/a	n/a
Total	358	397	436	478	10.8%

Source: CGL and CTA, December 2014 and updated February 2015. Note totals may vary due to rounding.

All departmental personnel is projected to increase 11% over the next 15 years from 358 to 478. Note the Police Department total does not include Patrol staff.



Space Projections

Space projections were calculated for each division in five year increments through 2029 by: (1) multiplying the recommended personnel projection by the recommended average department gross square feet (DGSF) per staff person to arrive at an Office DGSF; (2) assessing any Other DGSF needs and determining an appropriate plug number for future years; and (3) then adding the Office DGSF and Other DGSF to arrive at a total space needs projection. Note that the space projections are expressed as DGSF and that grossing factors must be added to determine total building size or BGSF. A summary of the space needs by division in five year intervals through 2029 is provided Table 3-2.

**Table 3-2
Projected Space Needs**

Department/Division	Space					
	Exstg DGSF	2014 DGSF	2019 DGSF	2024 DGSF	2029 DGSF	% Change
City Administration	1,637	2,250	2,950	2,950	3,250	98.5%
City Attorney	3,734	3,900	3,900	4,400	4,650	24.5%
Facilities Management - Operation Center	537	1,100	1,225	1,400	1,525	184.0%
Facilities Management - City Hall	1,461	1,475	1,475	1,475	1,475	1.0%
Fleet Services	24,638	27,450	27,975	29,025	30,575	24.1%
Finance	7,905	7,475	7,475	7,700	7,700	-2.6%
Human Resources	2,402	3,050	3,100	3,375	3,650	52.0%
Information Technology - City Hall	3,002	4,000	4,450	4,675	4,900	63.2%
Information Technology - Belknap	1,818	1,575	1,800	1,800	1,800	-1.0%
Municipal Court	6,543	11,075	11,300	11,975	11,975	83.0%
Parking	1,339	1,650	1,800	1,800	1,950	45.6%
Parks, Recreation and Public Lands - Administration	2,980	3,000	3,250	3,550	4,100	37.6%
Parks, Recreation and Public Lands - Maintenance	14,282	14,400	14,900	15,400	16,000	12.0%
Planning and Community Services - Building	3,490	3,575	3,975	4,175	4,575	31.1%
Planning and Community Services - Code Enforcement	958	700	1,000	1,200	1,400	46.1%
Planning and Community Services - Community Dev	3,553	3,763	4,100	4,600	5,050	42.1%
Planning and Community Services - Planning	3,058	2,485	3,025	3,250	3,700	21.0%
Police Department - Administration/ Records	11,500	13,750	14,700	15,650	16,850	46.5%
Police Department - Detectives	6,198	5,200	6,225	6,750	7,275	17.4%
Police Department - Forensics	6,238	8,600	9,100	9,600	10,100	61.9%
Police Department - PD 1	8,883	9,500	10,000	10,500	11,000	23.8%
Police Department - PD 3	n/a	n/a	n/a	n/a	n/a	n/a
Police Department - Volunteer Center	2,500	2,675	3,000	3,325	3,650	46.0%
Public Works - Administration	1,341	1,350	1,575	1,575	1,800	34.2%
Public Works - Engineering	4,992	5,575	6,025	6,475	7,150	43.2%
Public Works - Solid Waste	40,944	45,500	46,500	47,600	48,700	18.9%
Public Works - Streets/ Traffic	50,894	53,700	54,600	55,600	56,600	11.2%
Other - City Hall Support ¹	574	4,199	4,199	4,199	4,199	631.5%
Total	217,401	242,972	253,624	264,024	275,599	11.2%

Source: CGL and CTA, December 2014 and updated February 2015. Note totals may vary due to rounding.

¹ Existing includes Break Room, future includes 1 community room for 100 persons (1,500sf), 2 large meeting rooms for 20 persons (400sf), and 4 meeting rooms for 6-8 persons (150sf).



The space needs for the departments included in the study are projected to increase over 11 percent over the next 15 years from 217,401 to 275,599 DGSF. The biggest increase in space needs is meeting the current need. There is a shortfall of about 25,000 DGSF today. Note: The “Other” spaces are included to ensure they are included in the total space allocation for their current facilities and to be adequately evaluated in the options development process.

CHAPTER 4

FAC. CONDITIONS

AND POTENTIALS



INTRODUCTION

The detailed building information provided for the City facilities is based on drawings provided by the City and a walking tour of the buildings with department representatives. The scope of this study does not address all City owned and or leased facilities. Specifically excluded were facilities for the Airport and MET Transit, Parks, the new Library and all Fire Department buildings.

FACILITY/SITE INVENTORY AND EVALUATION

Included with the building conditions assessments that follow are general building statistics and observations made at the time of the study tour. Included are floor plans that represent the occupied facilities at the time of the tours and as reviewed with the Facilities Director and by the department representatives. They were used to generate the existing occupancy areas used in Chapter 2 of the report. Each building/facility includes a summary evaluation of the facilities capacity to meet existing and future staff and public functional and operational needs. The potential for renovations and/or additions is also discussed and is identified as a potential planned component for the short or long term plan as addressed in another section of the report.

The parameters used to discuss the topics listed are summarized as follows:

Summary and General Condition: Includes the buildings history and observed condition from review of any drawings and the walking tour and/or interview with the Facilities staff and/or occupants.

Operations and Functions (Public and Staff): Included are observations that are specific to user operations and the intended function. These would include systems equipment and space needed to perform function and interact with the public (if applicable) and other departments for efficient operations.

Code, Accessibility and Historical Significance: Observations of existing conditions that need to be reviewed and considered as part of any future planned renovation or expansion. These would be for compliance with International Building Code (IBC), National Accessibility Guidelines (ADA or ABA, ICC-A117 and ANSI). Also the age and perceived contextual, cultural or historic significance would be noted based on observations or posted historical certification.

Expansion and Renovation Potential: Observations focused on opportunities, renovations and expansion of existing buildings or site improvements that could enhance function or future needs identified during the needs assessments. This would include potential limitations and/or constraints that would impact options for planning and design.

The following facilities were inventoried and evaluated by the Consultant. An illustration of the existing location facilities is on the following page.

Downtown Facilities

1. City Hall / Park 3
2. Community Center
3. Miller Building (Leased Space)
4. Depot Building (Lease Space)

Billings Operation Center - BOC

5. Administration Building
6. Equipment Storage Building
7. PD #1 - Police Operations and Training Building
8. PD #2 - Police Forensics and Secure Evidence Storage

Other Facilities

9. Belknap

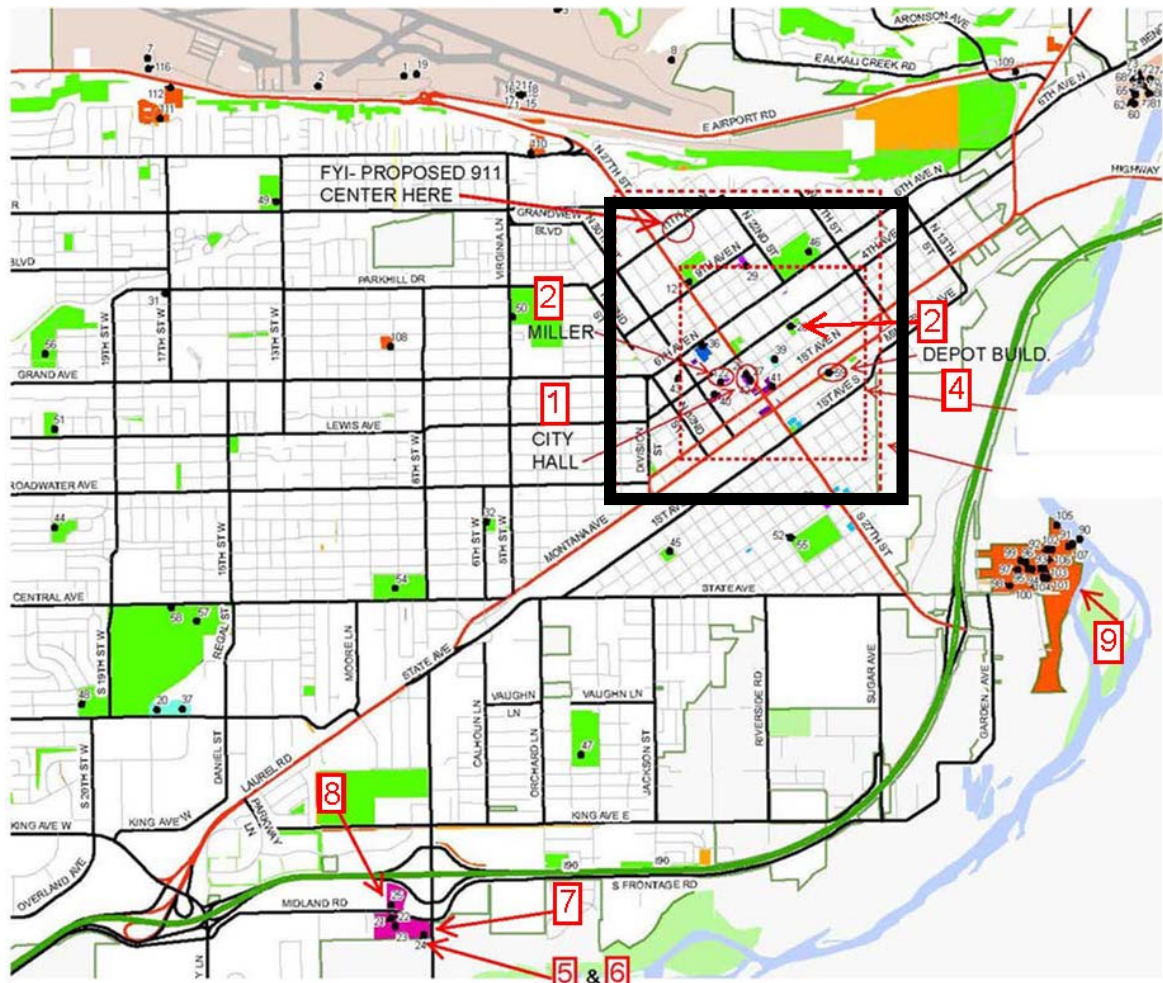


FIGURE 4-1: CITY OF BILLINGS, DOWNTOWN AND SOUTH SIDE



- Downtown Facilities**
1. City Hall / Park 3
 2. Community Center
 3. Miller Building (Leased Space)
 4. Depot Building (Lease Space)

FIGURE 4-2: CITY OF BILLINGS DOWNTOWN FACILITIES

CITY HALL/PARK 3 FACILITY

Summary and General Condition: The Original “City Hall” is a three (3) story building containing 38,026 GSF, it was constructed in 1940. In 1991 the five (5) story Park 3 structure, containing 136,603 GSF, was added to include City Administrative office on the main floor and 253 parking spaces on the upper levels. Both structures included full basements. The total Gross Square Feet (GSF) is 174,630, with a net usable area of 45,657 NSF. General observations are that the building is well maintained and functions ok.



ENTRANCE TO CITY HALL BUILDING



Operations and Functions (Public and Staff): Most of the Public functions work as intended and staff have adapted to the facility over time. Public circulation and way finding is difficult. Access and circulation is also constrained and there are several floor level changes that offer limitations in function in the City Hall building. There are several areas in the basement and on the upper floors of the City Hall building with leftover structural elements that restrict the effective utilization of available floor area. There are limited areas in the building that can allow for expansion of existing or the addition of larger meeting rooms (Courtrooms, Training, and Council Chambers), free of structural columns. The Police Functions on the third floor and the Courts space on the second floor configuration are the most problematic.

Code, Accessibility and Historical Significance: There appears to be the needed elevators and lifts to address the public path of travel from entrances to functions in the building. Accessible restrooms and other components also appear to be available if not convenient on all floors. There were 16 noted access compliance issues in the 2001 report that may still need to be addressed. Accessibility within some of the functions like the Courtroom are not in compliance (Bench, Witness Stand, Jury Box and Jury Room, Counsel Lectern).

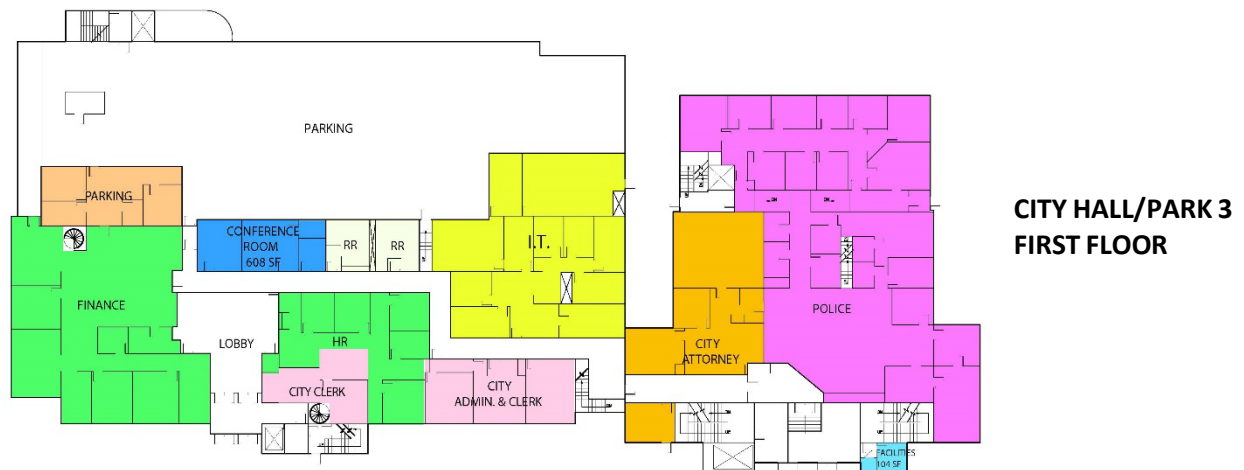
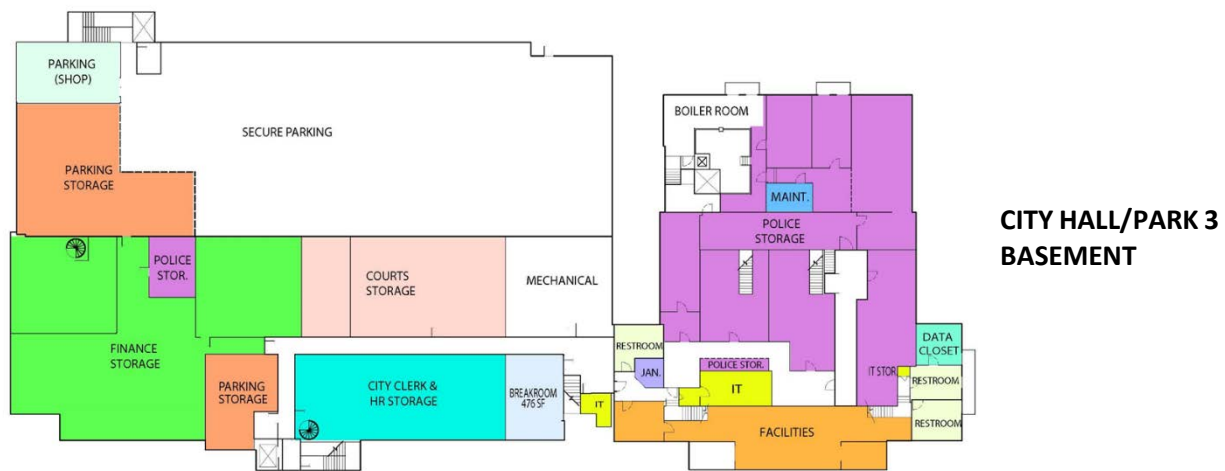
The exit components that serve the buildings also appear to be as needed. There were code exit issues on the 3rd and 4th floors of the City Hall building noted in the 2001 report that may still need to be addressed.

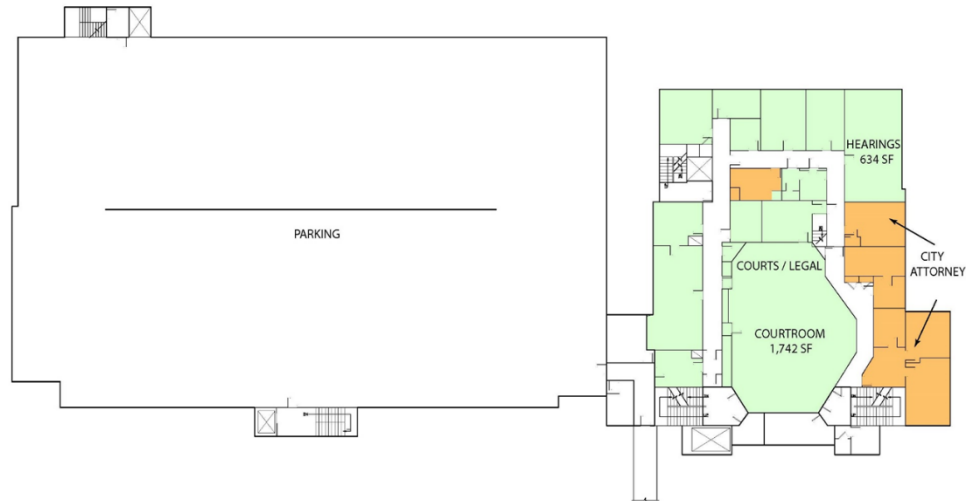


In discussions with staff there is the perception that the City Hall portion of the facility could be “Historically Significant”. The City Hall building is potentially eligible for listing in the National Register of Historic Places – either individually or as a contributing resource of a historic district. The building is not currently listed in the National Register of Historic Places.

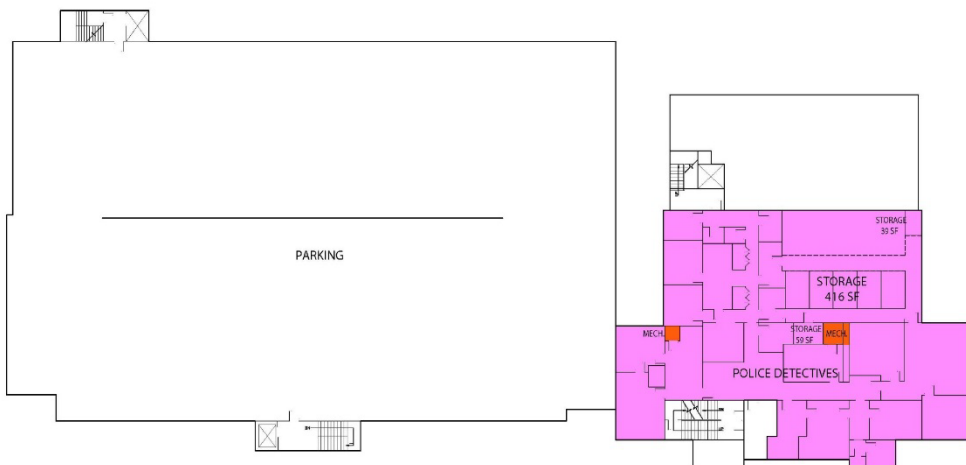
Expansion and Renovation Potential: The existing City Hall site and structures offer limited opportunity for expansion. The site is constrained by public streets and alleys as well as adjacent buildings. The Historic City Hall portion of the facility has a small area on the north and west sides of the building that might offer opportunity for a small addition but because of the limited size, it would be costly to develop as well as potentially adversely impact the Historic components of the building. Also, the City Hall’s existing structure is not designed to accommodate larger open (column free) rooms for community or court functions, which were identified as needs.

The Park 3 site covers all of the available site. The structure has limited floor height and slopping floors above the ground floor. The Basement in both structures also has limited floor to floor height and a lack of natural light and infrastructure (power and HVAC systems) to support conversion to other than current records storage function. Note: More detailed facilities information is contained in the "City of Billings Facilities Study" by Olsen Architects dated 2001.

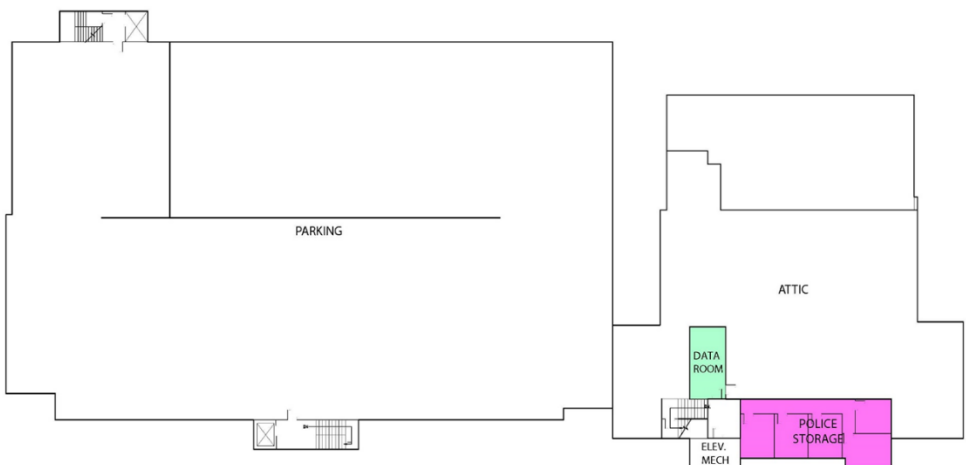




**CITY HALL/PARK 3
SECOND FLOOR PLAN**



**CITY HALL/PARK 3
THIRD FLOOR PLAN**



**CITY HALL/PARK 3
FOURTH FLOOR PLAN**

COMMUNITY CENTER - DOWNTOWN

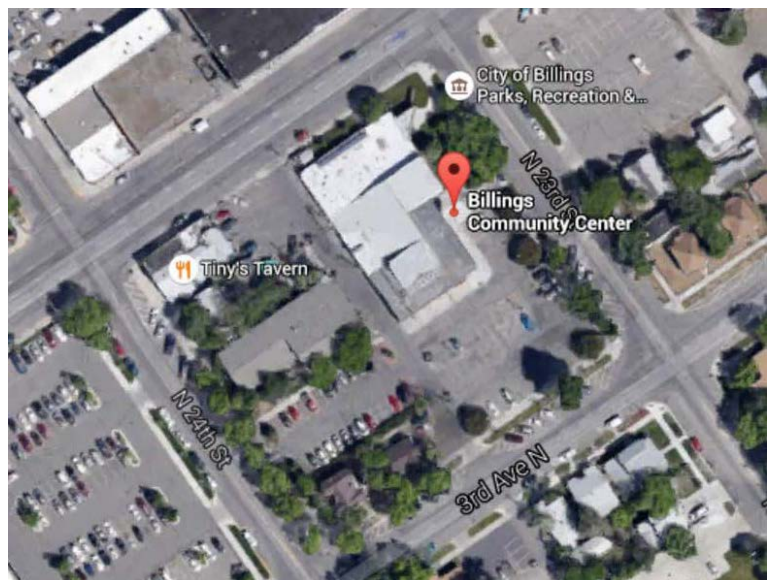


Summary and General Condition: The original building was constructed in 1978 with an administrative wing that was added to the north side in 1983. General observations indicate the building is well maintained and good condition.

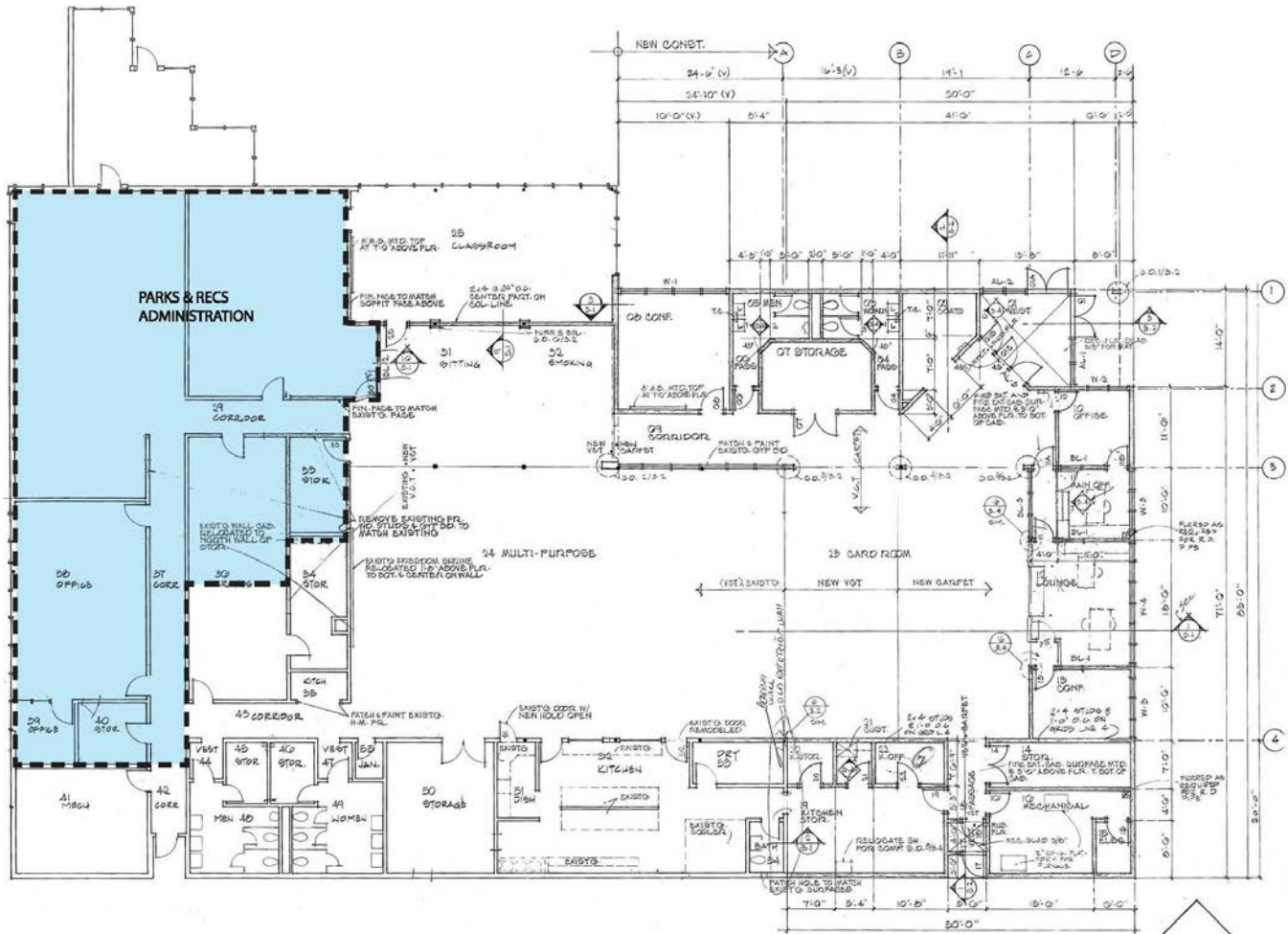
Operations and Functions (Public and Staff): The building is occupied by the Parks and Recreation Administrative staff and the Senior Community Center. Users have identified the need for expansion of uses and programs. Other than the opportunity to expand programs the facility appears to accommodate all of the intended functions.

Code, Accessibility and Historical Significance: The 2001 report Included (9) Accessibility issues that need to be considered and addressed. These included "Path of Travel" issues (ramps and hardware) as well as public restroom up-grades. There were also code deficiencies describes for fire rated corridors and exterior walls as well as minor other issues that should be reviewed and addressed with any renovation at the facility.

Expansion and Renovation Potential: The facilities current orientation and design provide for limited opportunity for expansion. Parking is limited and appear to be inadequate for the current functions at the site. If the Administrative function relocates to a City Hall Facility space would be available for expanded Community Center Functions like classrooms and public meeting spaces.



Note: More detailed facilities information is contained in the "City of Billings Facilities Study" by Olsen Architects dated 2001.



COMMUNITY CENTER FLOOR PLAN



MILLER BUILDING (LEASED FOR COMMUNITY DEVELOPMENT)

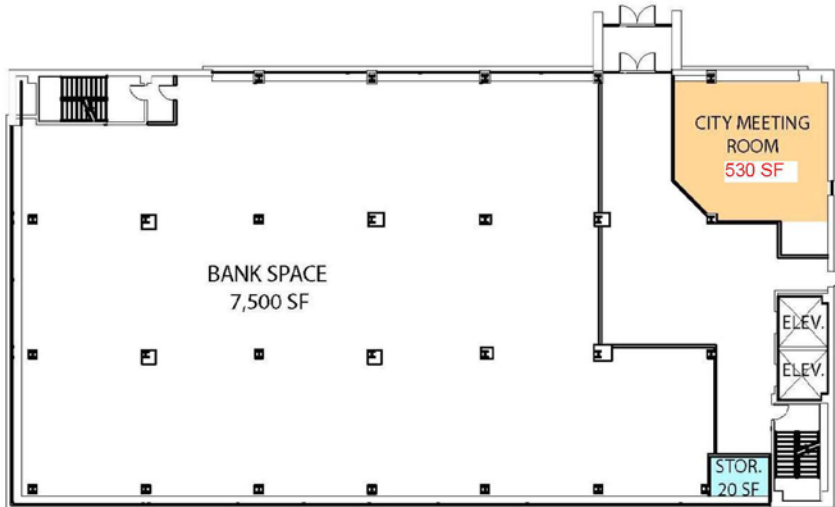


Summary and General Condition: This is a leased Facility and occupied by several other non-government tenants. The City occupies 11,000 SF on three (3) of the five (5) floors. The leased space was renovated to meet the City's requirements as part of the lease that started in 2014. Spaces are modern and functional. The building and grounds are well maintained and very clean.

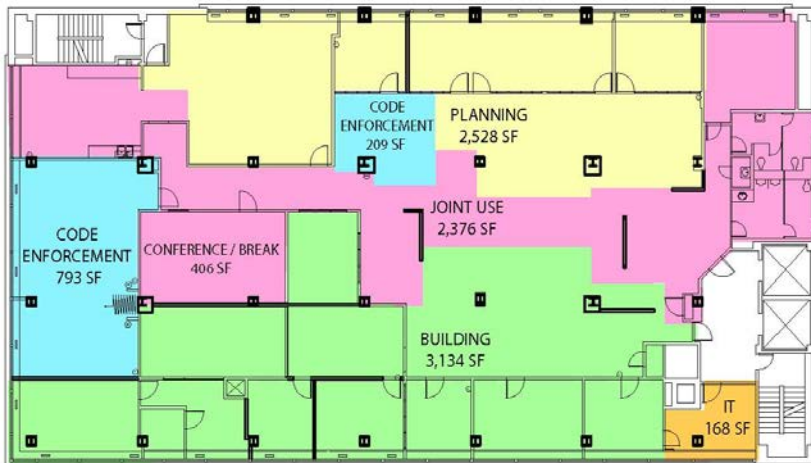
Operations and Functions (Public and Staff): There appears to be adequate space for the current functions and the short term growth of the departments. Public visibility and accessibility are also good. Some of the meeting rooms are isolated from the actual department but are accessible.

Code, Accessibility and Historical Significance: Accessibility and life safety appear to be compliant and the building does not appear to have historical significance to the City Functions.

Expansion and Renovation Potential: If it is the cities desire to occupy and maintain leased spaces there is potential that as other tenants determined to relocate would provide the opportunity to expand into adjacent suites or other floor space when available.



**MILLER BUILDING
FIRST FLOOR PLAN**



**MILLER BUILDING
FOURTH FLOOR PLAN**



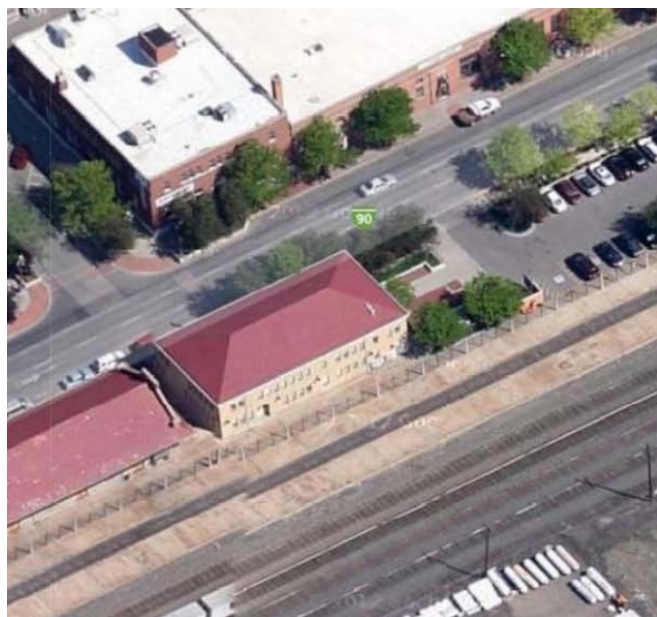
**MILLER BUILDING
SIXTH FLOOR PLAN**



DEPOT BUILDING (LEASED FOR PUBLIC WORKS)



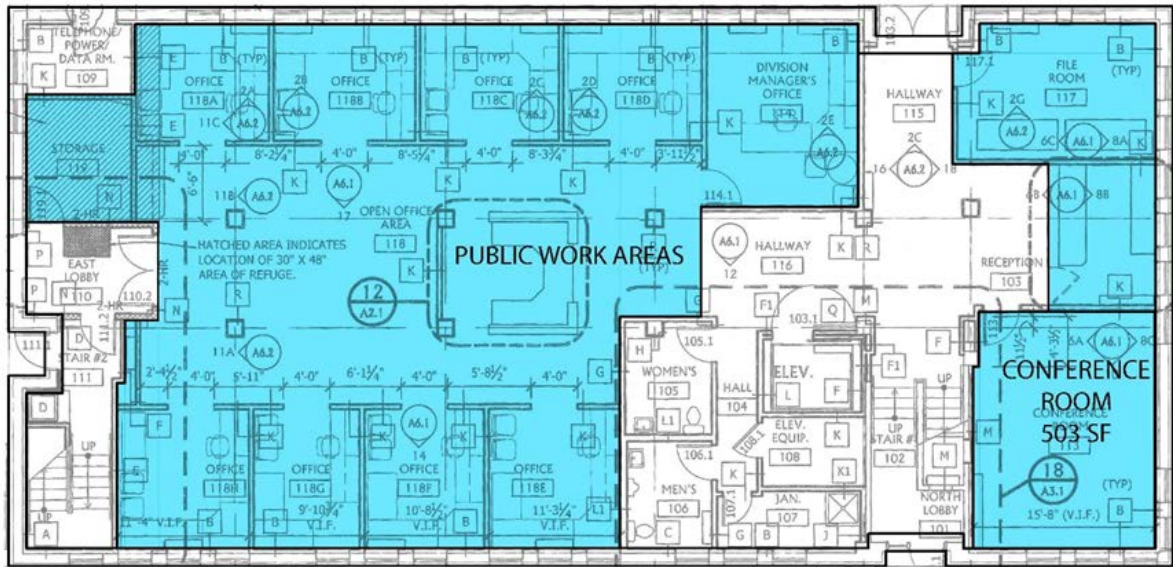
Summary and General Condition: This is a leased Facility, solely occupied by the City Public Works and Engineering. The City occupies 6,330 SF on two (2) floors. The leased space was renovated to meet the City's requirements as part of the lease that started in 2014. Spaces are modern and functional. The building and grounds are well maintained and very clean.



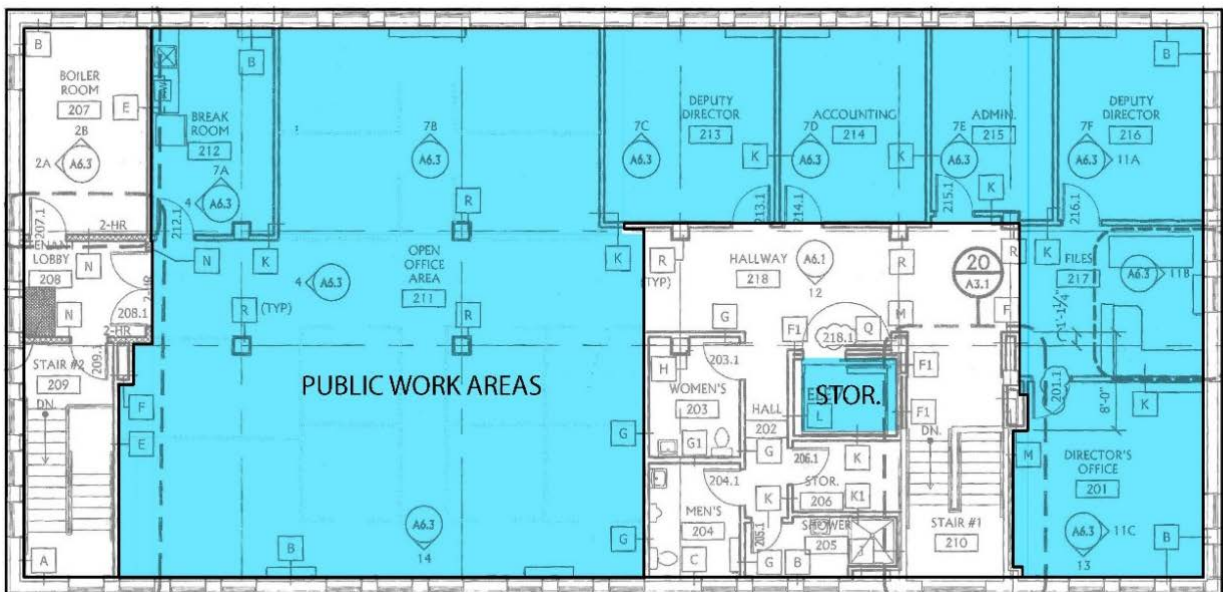
Operations and Functions (Public and Staff): There appears to be adequate space for the current functions and the short term growth of the departments. Public visibility and accessibility are also good.

Code, Accessibility and Historical Significance: Accessibility and life safety appear to be compliant. It is noted that the accessible entrance is not located at what the public would consider the main entry with the reception staff and the Elevator. The building is a part of the Historic District and the Historic Train Depot Campus. But the building does not appear to have historical significance to the City Functions.

Expansion and Renovation Potential: there does not appear to be an opportunity to expand operations or functions at this building. Assigned Parking is also limited.



DEPOT BUILDING FIRST FLOOR PLAN



DEPOT BUILDING SECOND FLOOR PLAN



BOC - ADMINISTRATION



Summary and General Condition: One of the buildings located at the Billings Operations Center (BOC) campus. The Administration building was constructed in 2006 with 43,955 GSF in a pre-engineered metal structure designed for the specific functions housed at the site. The East portion of the building is a single story office and support functions like meeting rooms, break rooms, locker rooms and workshops. The west side is a high bay maintenance structure with drive-through service bays. The building and surrounding grounds are well maintained and in good condition.

Operations and Functions (Public and Staff): The facility has limited Public access and appears to function as intended. Departments include Fleet Managements maintenance garages, Locker Room and Lunch Room facilities for Waste management and Streets & Traffic, Parks & Recreation Maintenance and Facilities.

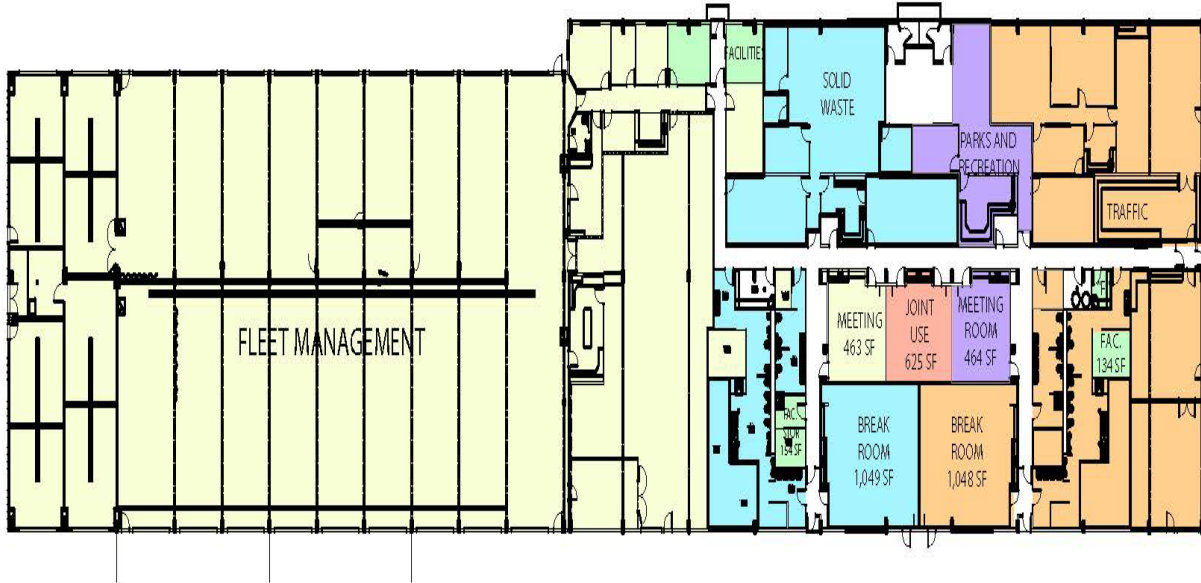


Code, Accessibility and Historical Significance: There were no life/safety or accessibility issues observed on the brief tour of the facility. Not Historical.

Expansion and Renovation Potential:

Site Circulation around the building, adjacent structures and site features limit opportunity for additions to the structure.

Note: This is a newer facility completed in 2003, after the "City of Billings" facilities study. Only floor plan information was provided for this study. There was no detailed assessment completed for this facility.



ADMINISTRATION BUILDING



BOC - GARAGE BUILDING



BOC-GARAGE BUILDING - NORTH AND EAST SIDES

Summary and General Condition: One of the buildings located at the Billings Operations Center (BOC) campus. The Garage Building was constructed in 2006 with 98,136 GSF in a pre-engineered metal structure designed for the specific functions housed at the site. The high bay Storage Garage was intended for conditioned storage of large equipment with hydraulics. There are also maintenance and storage spaces on each end of the building. The building and surrounding grounds are well maintained and in good condition.

Operations and Functions (Public and Staff): The facility has limited Public access and appears to function as intended. Departments include Solid Waste, Streets & Traffic, Parks & Recreation Maintenance.

Code, Accessibility & Historical Significance: There were no life/safety or accessibility issues observed on the brief tour of the facility. No Historical impacts.

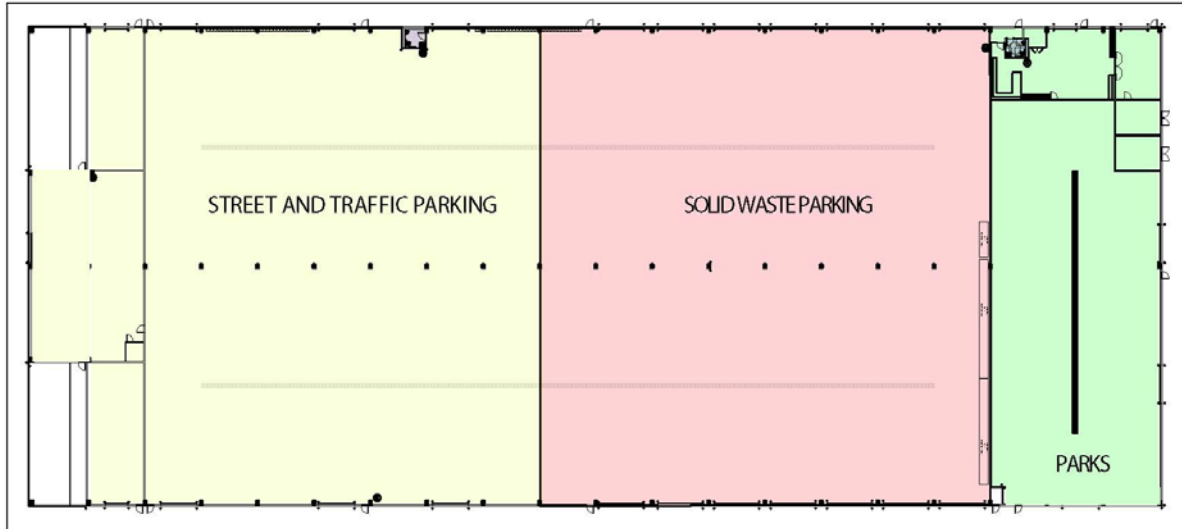


SOUTH SIDE OF GARAGE BUILDING AT BOC

Expansion and Renovation Potential:

Site Circulation around the building, adjacent structures and site features limit opportunity for additions to the structure.

Note: This is a newer facility completed in 2003, after the "City of Billings" facilities study. Only floor plan information was provided for this study. There was no detailed assessment completed for this facility.



GARAGE BUILDING FLOOR PLAN

POLICE TRAINING CENTER (PD#1)



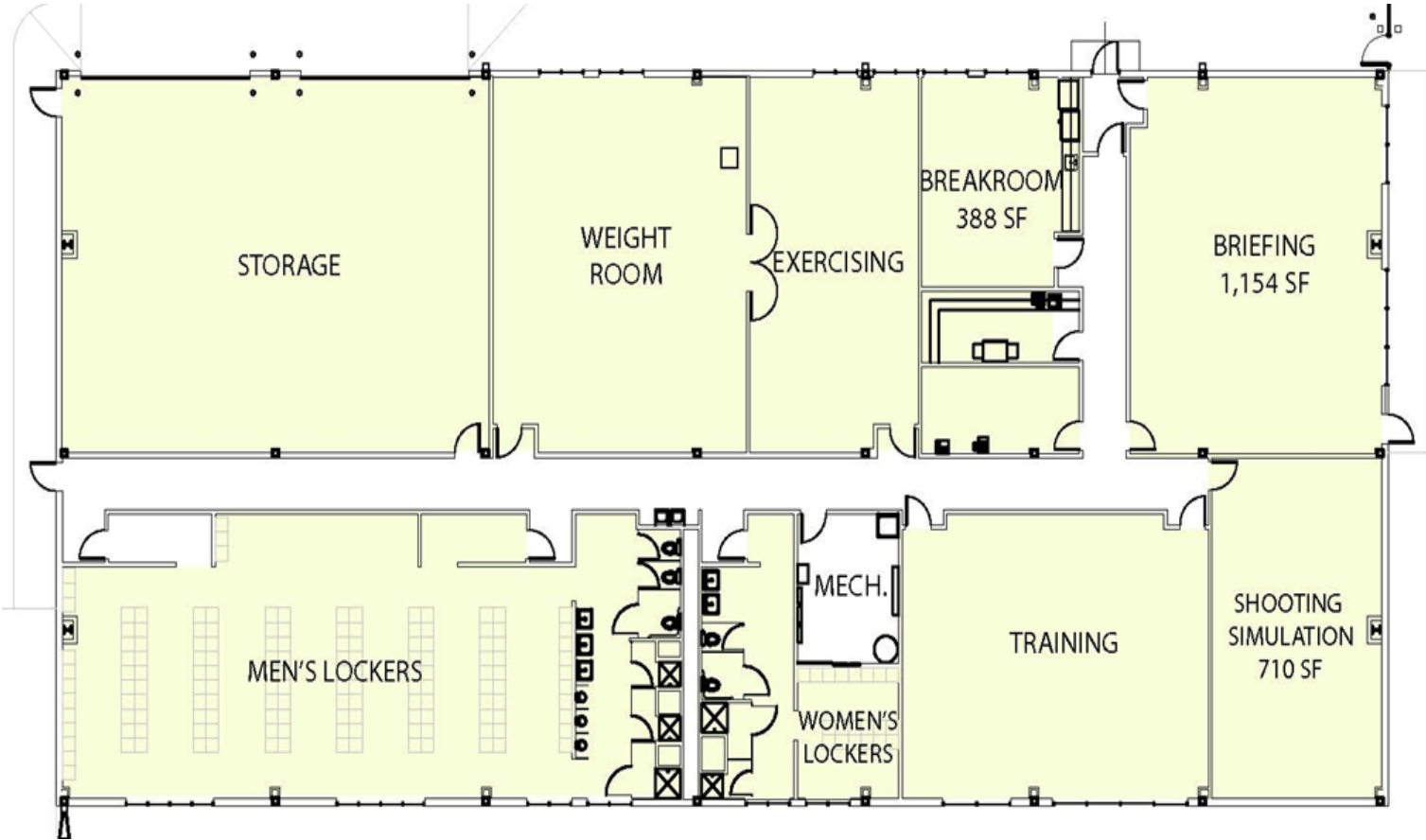
Summary & General Condition: One of the buildings located at the Billings Operations Center (BOC) campus. The PD-1 Building was constructed in 2003 with 8,883 GSF in a pre-engineered metal structure designed for the specific functions housed at the site. The space is organized but filling up fast. The facility is modern and well maintained.

Operations and Functions (Public and Staff): The building includes training, meeting and locker room facilities for the Police staff. There appears to be no dedicated space (office type space) for full time occupants. The building is also used for regional conferences and training. The larger equipment storage garages have become too small to house some of the newer equipment that now gets stored outside in the weather.

Code, Accessibility & Historical Significance: There were no life/safety or accessibility issues observed on the brief tour of the facility. No historical impacts.

Expansion and Renovation Potential: The Site appears to be large enough for an addition or separate freestanding building. This would require the relocation of some of the existing covered storage structures and paving over the open drainage channel.

Note: This is a newer facility completed in 2003, after the "City of Billings" facilities study. Only floor plan information was provided for this study. There was no detailed assessment completed for this facility.



POLICE TRAINING BUILDING

POLICE EVIDENCE STORAGE (PD#2)



Summary & General Condition: The original Facility was designed and constructed in 2003 as part of the BOC campus but on the north side of Midland Road. The PD-2 Building was constructed 6,238 GSF in a pre-engineered metal structure designed for the specific functions housed at the site. Since then, the building has been adapted to add an evidence laboratory in one of the original Vehicle Processing bays. It was also noted that the site area for Vehicle Evidence storage is also reaching capacity.

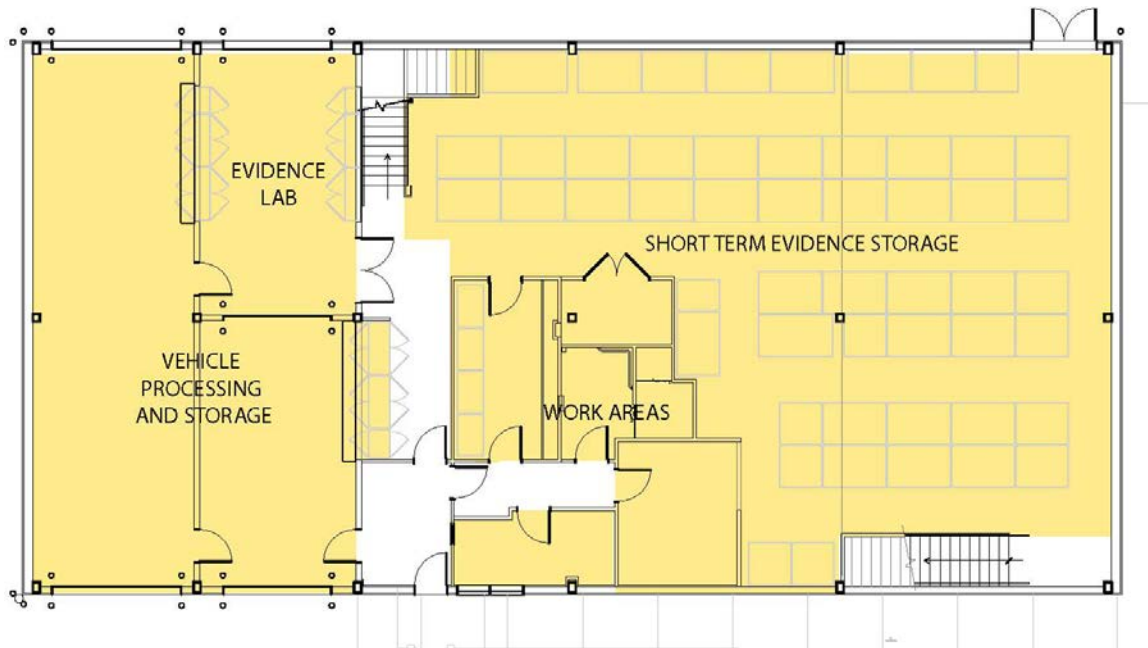
Operations and Functions (Public and Staff): The Laboratory Space that was added does not have adequate space ventilation and or conditioning to meet standards. The tour of the facility identified the following concerns; security and the proper separation secure areas from the public, need for secure work areas for law enforcement evidence processing, spaces conditioning and ventilation for specialty evidence storage.

Code, Accessibility & Historical Significance: There were no life/safety or accessibility issues observed on the brief tour of the facility. No Historical impacts.

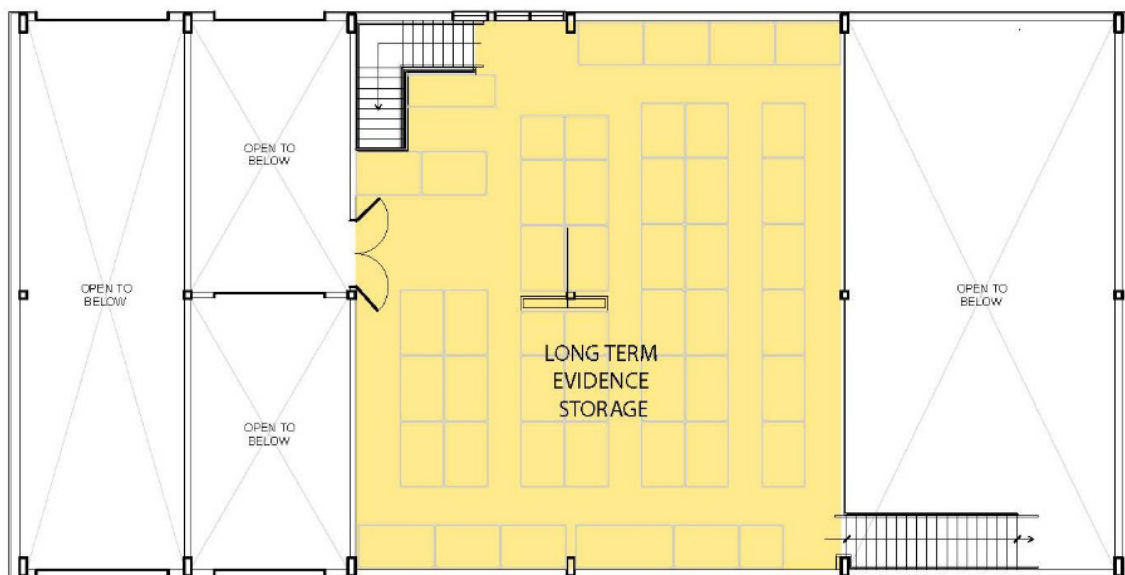
Expansion and Renovation Potential: The Site appears to be large enough for an addition or separate freestanding building. The City owns the site to the North and East which would allow for an addition or an annex to house a new Lab and additional conditioned storage space. Based on the tour of the site with the PD-2 staff, noted Observations/limitations include:

- The existing open Storm Drainage canal runs along the north edge of the developments paved and fenced secure storage area.

Note: This is a newer facility completed in 2003, after the "City of Billings" facilities study. Only floor plan information was provided for this study. There was no detailed assessment completed for this facility.



POLICE EVIDENCE BUILDING 1ST FLOOR PLAN



POLICE EVIDENCE BUILDING 2ND FLOOR PLAN

PUBLIC WORKS - BELKNAP



Summary & General Condition: Note: This facility was included for reference only because staffing for the IT Department occupy space in this facility and were referenced in the study. Only floor plan information was provided, not detailed assessment information was available for this study.



BELKNAP SERVICE CENTER FLOOR PLAN

CHAPTER 5

MASTER PLAN

OPTIONS



MASTER PLAN OPTIONS

INTRODUCTION

The Facilities Master Plan is intended to identify a long range facilities/asset plan for the City of Billings that provides convenient, accessible access to services for the citizens of Billings; enhances safety for the public and staff; promotes civic pride; considers the impacts and promotes the implementation of electronic and other communication means to access services; promotes more efficient staff operations; and maximizes the City's facilities and assets. This chapter of the report will look at meeting the 2029 space needs that best satisfy priorities and guiding principles defined by the city. These include the following:

- Consider enhancing and consolidating Public Points of Contact.
- Improve the Quality of City Spaces for staff and public.
- Enhance the Image and function of "City Hall".
- Consider Ownership over Leased Facilities.
- Access and Security for staff and public to the Municipal Courts.
- Address space needs for the Police Forensics and Evidence Storage.

The long term plan should consider how to minimize disruptions to existing operations, maintain critical functional relationships between city departments and other agencies that interact regularly and improve public service in balance with responsible facility/asset management.

EXISTING SPACE AND PROJECTED NEEDS

A review of the needs assessment discussed in Chapter 3 and the Facilities Assessment in Chapter 4 identified the existing space utilization and projected needs for 2019, 2024 and 2029 for the facilities addressed in this study. A summary of this comparison is provided in Tables 5-1 and 5-2, with a total arranged by the current facilities, both owned and leased.

The projected space needs for all of the facilities exceed the existing capacity of the current facilities. The function specific space needs for the departments currently located Downtown, in both leased and owned space (City Hall, Community Center, Miller Building, and Depot), is projected to require an additional 23,495 DGSF. Due to the limitations of the City Hall site this additional space would need to be leased or new facilities constructed on other sites to accommodate the growth in staffing and functional needs identified in this study. The support facilities at or adjacent to the Billings Operation Center (BOC) appear to have property or options to allow for this growth.

Looking at the projected space needs by department is included in Table 5-2. This was used to develop options to potentially reorganize the space needs and explore the potential to reduce the leased space and improve adjacencies and potentially address more of the goals identified.



Row Labels	Sum of Space Existing	Sum of Space 2019	Sum of Space 2024	Sum of Space 2029
Own	199,371	233,924	242,749	251,924
Billings Operation Center	131,295	145,200	149,025	153,400
City Hall	45,657	61,574	64,949	67,874
Belknap Service Center	1,818	1,800	1,800	1,800
PD 2-Forensics/Evidence Storage	6,238	9,100	9,600	10,100
PD1-Training & Muster	8,883	10,000	10,500	11,000
PD3 (Fire Station 7)				
Parks - Administration	2,980	3,250	3,550	4,100
Lease	18,030	19,700	21,275	23,675
Depot Building	6,333	7,600	8,050	8,950
GW Building	638			
Miller Building	11,059	12,100	13,225	14,725
Grand Total	217,401	253,624	264,024	275,599

Note: Municipal Court space at GW Building included with Court projection under City Hall.
Source: CGL, May 2015.

Table 5-1: A Summary of both Owned and Leased Facilities with Projections to 2029.



Row Labels	Sum of Staff Existing	Sum of Space Existing	Sum of Staff 2024	Sum of Space 2024	Sum of Staff 2029	Sum of Space 2029
<input type="checkbox"/> Office	113	36,450	138	47,674	151	50,924
<input type="checkbox"/> City Administration	5	1,637	7	2,950	7	3,250
<input type="checkbox"/> City Attorney	14	3,734	16	4,400	17	4,650
<input type="checkbox"/> Finance	11	7,905	12	7,700	12	7,700
<input type="checkbox"/> Human Resources	6	2,402	7	3,375	8	3,650
<input type="checkbox"/> Information Technology	19	4,820	23	6,475	24	6,700
Belknap	7	1,818	8	1,800	8	1,800
City Hall	12	3,002	15	4,675	16	4,900
<input type="checkbox"/> Other - City Hall Support		574		4,199		4,199
<input type="checkbox"/> Parking	7	1,339	8	1,800	9	1,950
<input type="checkbox"/> Parks, Recreation and Public Lands	10	2,980	12	3,550	14	4,100
Administration	10	2,980	12	3,550	14	4,100
<input type="checkbox"/> Planning and Community Services	41	11,059	53	13,225	60	14,725
Building	14	3,490	17	4,175	19	4,575
Code Enforcement	4	958	6	1,200	7	1,400
Community Dev	15	3,553	18	4,600	20	5,050
Planning	9	3,058	12	3,250	14	3,700
<input type="checkbox"/> Support	39	40,918	48	47,300	54	49,575
<input type="checkbox"/> Fleet Services	18	24,638	21	29,025	23	30,575
<input type="checkbox"/> Parks, Recreation and Public Lands	14	14,282	18	15,400	21	16,000
Maintenance	14	14,282	18	15,400	21	16,000
<input type="checkbox"/> Facilities Management - Operation Center	6	537	8	1,400	9	1,525
<input type="checkbox"/> Facilities Management - City Hall	1	1,461	1	1,475	1	1,475
<input type="checkbox"/> Court	17	6,543	21	11,975	21	11,975
<input type="checkbox"/> Municipal Court	17	6,543	21	11,975	21	11,975
<input type="checkbox"/> Police Office	53	20,198	66	25,725	73	27,775
<input type="checkbox"/> Police Department	53	20,198	66	25,725	73	27,775
Administration/Patrol	31	11,500	37	15,650	41	16,850
Detectives	18	6,198	24	6,750	26	7,275
PD Volunteer Center (Park 1)	4	2,500	5	3,325	6	3,650
<input type="checkbox"/> Police Support	5	15,121	7	20,100	8	21,100
<input type="checkbox"/> Police Department	5	15,121	7	20,100	8	21,100
PD 2-Forensics/Evidence Storage	4	6,238	6	9,600	7	10,100
PD1-Training & Muster		8,883		10,500		11,000
PD3 (Fire Station 7)	1		1		1	
<input type="checkbox"/> Public Works	131	98,171	156	111,250	171	114,250
<input type="checkbox"/> Public Works	131	98,171	156	111,250	171	114,250
Administration	6	1,341	7	1,575	8	1,800
Engineering	23	4,992	27	6,475	30	7,150
Solid Waste	55	40,944	66	47,600	72	48,700
Streets/Traffic	47	50,894	56	55,600	61	56,600
Grand Total	358	217,401	436	264,024	478	275,599

Source: CGL, May 2015.

Table 5-2: A Summary of Departments and space needs by functional category.



As part of considering options to consolidate more or all of the departments into City owned facilities in the Downtown, General Government Office functions, including the Public Works Administrative and Engineering results in 67,294 DGSF today, growing to 90,099 (2024) DGSF or 118,746 BGSF. The existing City Hall offers only 45,657 BGSF. Considering if any grouping of users might fit in the building, the Courts (without the City Attorney) and Police net 46,210 (2024) BGSF which could be accommodated in the existing City Hall BGSF with a Major Renovation. (Note: Also See "Municipal Court's Needs" section below for more discussions of limitations in the existing City Hall facility).

DEVELOPMENT OPTIONS PROCESS

The Development options considered groupings and consolidation of certain functions by locations/campuses (City Hall, Billings Operations Center (BOC), PD-1 and PD-2) based on the results of the needs assessments and facilities evaluations and identified relationships for operational efficiency. The largest projected facilities expansion is needed for the Downtown "City Hall" functions and associated departments including PD and Courts. The other location/campuses require planning for long term expansions and capital improvements, primarily at or adjacent to their existing locations. There were also discussions of new Satellite Support Facilities for maintenance functions not specifically addressed in this study.

In the kick-off meetings and interviews there were some priorities established for the Facilities Master Planning efforts. Some of these were also identified in the scope of work for the project. These included:

- Priority #1- Long Range and Short Term Municipal Courts Security and Safety for Public and Staff.
- Priority #2- Police Forensics and Evidence Storage needs.
- Priority #3- Consider the impacts of the Public Points of Contact for all Departments.

As a part of the planning process establishing a "Vision" or "Guiding Principles" for the City and the direction for the future was addressed. There were (2) work sessions with the steering committee where this was developed. The results were summarized into (4) areas as follows:

Public Points of Contact

- o Group like functions and provide accessible and safe access to government.
- o Implement electronic and other communication means to enhance access to City services.

Quality of City Spaces

- o Promote and enhance safety for the public and staff.
- o Provide quality and flexible work spaces for staff that meet confidentiality requirements.
- o Provide quality customer service spaces for the public.

Image of City Hall

- o Include City government administrative office and public contact functions.
- o Locate downtown and include community and shared meeting spaces.
- o Elicit civic pride in appearance.



Ownership

- o Plan to own City-occupied spaces.
- o Group government administrative and public contact functions at one location downtown.
- o Provide support functions at strategic locations in City to enhance quality and service response to citizens.
- o Plan for future growth and identify preferred locations.

MUNICIPAL COURTS NEEDS

Priority needs identified were focused on security and public crowding in stairwells. Note: Any short term solution to the priority concerns for the courts will require more than facilities modifications.

The planning team observed very difficult and challenging crowded waiting lines all the way down the stair well from the Court Room to the building's ground floor in August 2014. In discussions at the same time with the Judge, Court Administrator, City Attorney and Police it was confirmed that this condition had become common in recent years, but only on a select few days each week of Court operations. Given the difficult functional conditions observed, the implementation of immediate or short-term operational and limited spatial improvements would be beneficial to the Court's operating conditions and to Billings' citizens as customers of the Court. Existing structural and circulation elements limit options for expanding the courtroom or the public areas to allow more functional space. It is recommended that the courts also consider a "Quantitative Data Analysis" (reference Footnote 1) as an objective assessment of the impact of the of the Court's operational calendar; scheduling practices; how the case load is managed; and consider opportunities to improve public access to the courts.

A short term solution to address the security concerns is included with this study. See Figure 5-5. By relocating the smaller Hearing Room to the east/public access side of the building, public access can be isolated from the secure working of the courts staff. The proposal also includes a slight expansion of the public lobby but at the expense of the courtroom space. This can be overcome by removing the gallery bench seating, and utilizing flexible and still secure seating that can be arranged to accommodate other functions and configurations. Traditionally, bench-type or theatre-type seating was used to accommodate the most people in the same area. Trends are changing (reference Footnote 2)! There are various gang/inter-locking seating options. This Renovation Plan would also improve public access and mobility in and around the courtroom space. Other improvements recommended include reconstructing the jury box and witness stand components to eliminate barriers to the Disabled caused by floor level changes.

The recommendations for the "Long Range" solutions to the existing shortage of space and growth over the next 10-15 years, project at more than 5,000 sf will require relocation to a new facility that can be configured to better accommodate the specialized requirements of the courts functions along with security. This is the best solution to dramatically improve access and for the optimum balance of efficiency and effectiveness for Court operations and the services of justice for its citizens.

Footnote 1: Reference Memos in appendix for Observations and Recommendations on Courts Scheduling and ABA standards.

Footnote 2: Reference Memo in appendix for "Municipal Court Interior" that addresses national trends in the configuration of the courtroom and its traditional elements.



Figure 5-1: Renovation of the Existing 2nd Floor - "Short Term Plan".



CITY HALL/PARK 3 COMPLEX

Existing Buildings: The City Hall is in a centralized location in the heart of the Billings downtown, fronting on 27th Street which is the major connection for the interstate to the Airport. The location also is part of a Government square that includes the Yellowstone County Administration and Courts Building, connected by skybridge, the Federal Courthouse just across the street and a public plaza. The structure is understated and is dominated by the Parking Structure and skybridge that crosses 27th which downplays the Image of a “City Hall”.



City Hall/Park 3 Facility

The Complex includes two (2) interconnected structures and is occupied by City Administrative functions, Police, City Attorney and the Municipal Courts. The Police and Courts and the majority of the City Attorney functions are located in the older “City Hall” structure. This structure includes structural and circulation elements that limit expansion and long term renovation opportunities. Most of the Administration Departments occupies the first floor of the interconnected Park 3 structure. Both structures include a full basement that is utilized for long term storage functions and are not provided with natural light or infrastructure for development into desirable staff or public space.

Also note that as part of the scope of the study a short term plan was requested to address the high priority needs of the courts who occupy the majority of the space on the second floor. Concerns included security for attorneys and staff with public accessing the Hearing Room located in the northwest corner of the floor and in the heart of the courts and city attorney operations. The other concern was for the public needing to line-up and wait in both of the front stairwells for access to the courtroom and Hearing Room.



Future Development Considerations: The City Hall complex is ideally located in the Government Square and provides great connections with the County and Federal Agencies and courts as well as the downtown business community. Any options considered should include ways to maintain these connections. This would also allow for the use of the existing parking and public transportation access needed for the public and staff.

The existing City Hall facility and structures offer limited opportunity for expansion. With the need for 90,099 DGSF, consideration of New Owned (additions or Annex on an adjacent site) and or Leased space was limited. Land and lease costs will impact options and could push the proposed site location east where redevelopment is more cost effective but will require a creative development approach to assemble enough land to accommodate the building and associated required parking.

The recommendations for development of a City Hall facility include:

- Location to be near the current Downtown Facility.
- Consider the Community Image of a “City Hall” facility.
- Consider grouping public contact functions and departments with operating synergies.

In addition to the above recommendations the options considered the following assumptions and parameters:

- Parks and Recreation Administration would be included at “City Hall”.
- Public Works Administrative and Engineering would be included in “City Hall”.
- Courts and Police functions can be separated from the “City Hall”.
- Parking would not be a consideration in the Budget Analysis.

The functions were separated into two major department groups with the project space needs:

City Hall Facility: (Administration, HR, Finance, IT, Parking, Planning and Community Services, and Public Works Admin and Engineering) nets 51,324 DGSF or 67,141 BGSF.

Law and Justice Facilities: Municipal Courts, City Attorney and Police) nets 38,775 GDSF or 51,605 BGSF.

These result in a projected total area of 90,099 DGSF or 118,746 BGSF that was used in the draft Master Plan options and a cost model to compare operating costs projected out to 30 years (see options summary below). Based on the projected space needs and ideal department groupings, the original (4) draft plan options were narrowed to two options to be analyzed.



PROJECT COST ESTIMATE

A project cost estimate was prepared for each facility development option based on average construction/hard costs in the region and a percentage for Owner's soft costs. For average construction/hard costs, sources included RS Means, and CTA cost data base. The costs are then adjusted by ENR (Engineering News Network) to reflect national trends in construction costs for materials and Labor based on the estimated time of construction. For average Owner's soft costs, a factor of 30 percent was applied to the average construction hard costs based on industry standards and the Consultant's experience. The project cost does account for average construction and Owner costs (architectural/engineering fees, project management fees, furniture/fixture/equipment fees, site development, and contingencies). Project cost does not account for land acquisition, site development or utility construction beyond normal circumstances, or financing cost. For each option a project cost range per square foot is provided and is applied to either the department gross square feet (for renovation) or the building gross square feet (for new construction and demolition). For new construction, a building grossing factor of 30 percent is applied to the department gross square feet to determine the total building size.



DOWNTOWN OPTION ONE – A NEW CITY HALL WITH NEW COURTHOUSE ANNEX

Option One includes the construction of two (2) new buildings; one to house the “City Hall” and the second to house the “City Law and Justice Center” annex on preferably adjacent or separate sites. The City Hall would be on a site as close to the existing facility as reasonable. The City Law and Justice Center could be more remote but near to the County and Federal Courts as possible (possibly just east). The major components would include:

- Construct a new building to house the Administrative (City Hall) functions in the Downtown.
- Construct a new building to House the Courts, Attorney and Police functions in the Downtown.
- Lease or sell the existing leasable space to the County or other interested group.

This option allows for the existing parking structure to be leased or sold with the rest of the facility or the City could maintain ownership of the Park 3 portion and lease the ground floor. With new buildings all of the needs could be addressed and constructed with limited impact on the current functions.

CITY HALL & DOWNTOWN SCOPE ONLY - OPTION ONE

New Downtown City Hall with New Courthouse Annex				Existing	2024	GROSS NEW Factor	Total
CITY HALL	Administration (Admin., HR, Finance, IT, Parking)			18,103	22,300	30%	28,990
	Community Spaces (Chambers, Conference and Mtg. Rms.)			574	4,199	40%	5,879
	Planning & Community Services			11,059	13,225	30%	17,193
	Parks & Rec. (Admin. only)			2,980	3,550	30%	4,615
	Public Works (Admin & Engineering)			6,333	8,050	30%	10,465
	ASSUMED (3) STORY						
Site Area	25,364	SF		39,049	51,324		67,141
(150 x 170)	Downtown Lot Size						
COURTHOUSE ANNEX	Municipal Courts			6,543	11,975	40%	16,765
	City Attorney (Civil and Criminal)			3,734	4,150	30%	5,395
	Police Services Detectives			6,198	6,750	30%	8,775
	Admin.-Patrol Station			11,500	15,650	30%	20,345
ASSUMED (2) STORY							
Site Area	29,059	SF		27,975	38,525		51,280
(150 x 250)	Downtown Lot Size						
				67024	89849		118,421

Figure 5-2: Option ONE bubble diagram and department groupings.



OPTION ONE - continued

The advantages and disadvantages to Option ONE include:

Advantages

- Provides new purpose built space for all departments.
- Allows phased move and limits impact on the Staff and Citizens.
- Allows opportunity to provide for security for Staff and Public.
- Addressed all of the goals identified in the Visioning and Planning discussions.
- Potential revenue from selling or leasing existing City Hall.

Disadvantages

- Potential costs for properties needed to develop the new facilities.
- Potential location may not be in alignment with goals to be near current downtown location.
- The existing spaces would be abandoned and or re-purposed.
- Parking need will impact the size of the site needed to accommodate the facility.



A summary of the cost of construction translated into and a yearly operations payment for Option One is provided in Table 5-3. Construction costs are escalated to year 2020 to reflect the potential time needed to develop needed resources and designs to begin construction. There is a comparison after option two that compares the (2) options to maintaining and growing into new leased space.

NEW CONSTRUCTION				Option 1
		Project Type	Area	2014
			Cost/SF	COST
		Courthouse Annex	51,280	\$ 12,334,926
			\$ 240.54	
		City Hall	67,141	\$ 12,977,748
		City Hall - New Building	67,141	
			\$ 193.29	
		Renovation Costs	53,153	
		Assumes Major Renovation	\$ 166.69	
Subtotal 2014 Construction				\$ 25,312,674
<i>Cost not included in the Construction costs include:</i>				
Subtotal 2014 Construction				\$ 25,312,674
Escalation to 2020	6 years @ 3%		18%	\$ 4,556,281
	<i>Subtotal</i>			\$ 29,868,955
Owner's Costs	(Site, IT, Equip. & Furn.)		30%	\$ 8,960,687
Subtotal 2020 New Facilities				\$ 38,829,642
YEARLY COST FOR FINANCING (BOND OR LOAN/4% at 30 Yr.)				\$2,245,522
TOTAL YEARLY FACILITY PAYMENT 2020				\$ 2,245,522
2020 Dollars	Annual O&M at \$2/sf	\$ 2.00		\$ 236,842
2020 Dollars	Total Payment + O&M			\$ 2,482,364

Table 5-3: Option ONE Cost Study

As noted in the cost narrative above unknown variables like site work, land costs, utilities, service fees or other special needs not identified in the study are not included in the cost. These are costs for the Downtown facilities only.



DOWNTOWN OPTION TWO – A NEW CITY HALL WITH RENOVATED COURTHOUSE ANNEX

Option Two includes the construction of a new City Hall building and the renovation of the existing City Hall/Park3 to accommodate the “City Law and Justice Center” annex. The City Hall would be on a site as close to the existing facility as reasonable. The major components would include:

- Construct a new Building to house the Administrative (City Hall) functions in the Downtown.
- Relocate existing courts and Police functions to temporary facilities in phases.
- Renovate the existing City Hall building to accommodate expanded space needs and deficiencies.

This option allows for the repurposing of the existing building and maintains the connection to City owned Parking and the County Law and Justice facilities.

CITY HALL AND DOWNTOWN SCOPE ONLY - OPTION TWO

Downtown City Hall W addition & Annex				EXISTING		2024 PROJECTIONS		GROSS NEW	
				Existing	Exist. Bsmt	Office	TOTAL	Factor	Total
			Municipal Courts	6543	2020	9,955	11,975	50%	17,963
			City Attorney (Civil and Criminal)	3734		4,150	4,150	30%	5,395
			Police Services						
			Detectives	6198		6,750	6,750	40%	9,450
			Admin.-Patrol Statio	11500	5208	10,692	15,650	30%	20,345
						31,547	38,775		53,153
			Note : only 42,660 SF is above ground.						
			Growth would mostly need to be above grade						42,660
									SUBTOTAL ADDITION OR CONVERT BASEMENT
									10,493
			NO addition is proposed, may require partial occupancy in basement						EXIST COURTS AND PD IN BASEMENT
									7,228
									SUBTOTAL ADDITION OR CONVERT BASEMENT
									3,265
									GROSS NEW
						Existing	2024	Factor	Total
			Administration (Admin., HR, Finance, IT, Parking)			18,103	22,300	30%	28,990
			Community Spaces (Chambers, Conference and Mtg. Rms.)			574	4,199	40%	5,879
			Planning & Community Services			11,059	13,225	30%	17,193
			Parks & Rec. (Admin. only)			2,980	3,550	30%	4,615
			Public Works (Admin & Engineering)			6,333	8,050	30%	10,465
						39,049	51,324		67,141
			ASSUMED (3) STORY						
			Site Area 25,364 SF (150 x 170) Downtown Lot Size						
			Possible bridge to Parking						

Figure 5-3: Option TWO bubble diagram and department groupings.



OPTION TWO - continued

The advantages and disadvantages to Option TWO include:

Advantages

- Provides New Purpose built space for City Hall Administrative functions.
- Allows opportunity to provide for security for Staff and Public
- Maintains city use and ownership of the current Historic facility.
- Allows for the least Capitol improvement cost.

Disadvantages

- Major impacts on users during the major renovation.
- Potential location "City Hall" may not be in alignment with goals to be near current downtown location.
- Impact on the Public during the renovation (18-24 months).

A summary of the cost of construction translated into and a yearly operations payment for Option TWO is provided in table 5-4. Construction costs are escalated to year 2020 to reflect the potential time needed to develop needed resources and designs to begin construction. There is a comparison after that follows this option that compares the (2) options to maintaining and growing into new leased space.

As noted in the cost narrative above unknown variables like site work, land costs, utilities, service fees or other special needs not identified in the study are not included the cost. This is costs for the Downtown facilities only.



NEW CONSTRUCTION & RENOVATION OF FACILITIES			Option 2	
	Project Type	Area	2014	
		Cost/SF	COST	
	Courthouse Annex	51,280		
		\$ 240.54		
	City Hall	67,141		
	City Hall - New Building	67,141	\$	12,977,748
		\$ 193.29		
	Renovation Costs	53,153	\$	8,859,808
	Assumes Major Renovation	\$ 166.69		
Subtotal 2014 Construction			\$	21,837,556
<i>Cost not included in the Construction costs include:</i>				
Subtotal 2014 Construction			\$	21,837,556
Escalation to 2020	6 years @ 3%	18%	\$	3,930,760
	<i>Subtotal</i>		\$	25,768,316
Owner's Costs	(Site, IT, Equip. & Furn.)	30%	\$	7,730,495
Subtotal 2020 New Facilities			\$	33,498,811
YEARLY COST FOR FINANCING (BOND OR LOAN/4% at 30 Yr.)				\$1,937,240
TOTAL YEARLY FACILITY PAYMENT 2020			\$	1,937,240
2020 Dollars	Annual O&M at \$2/sf	\$ 2.00	\$	240,587
2020 Dollars	Total Payment + O&M		\$	2,177,827

Table 5-4: Option TWO Cost Study

COMPARISON OF DOWNTOWN OPTIONS

Downtown Option One: The construction of two (2) new buildings; one to house the “City Hall” and the second to house the “City Law and Justice Center” annex on preferably adjacent or separate sites. The City Law and Justice Center could be more remote but near to the County and Federal courts as possible. City Hall needs to be located as close to downtown as possible to maintain existing community and business connection to the downtown core district. All new facilities would be purposely built to consolidate public points of contact and improve the environment for the Public and City Staff.

Downtown Option Two: The renovation of the existing City Hall/Park3 to accommodate the “City Law and Justice Center” annex. Along with the construction of a new City Hall building, the new City Hall would be on a site as close to the existing facility as reasonable. This maintains the courts connection with the County and improves the function of the existing historic building. The New City Hall building allows for the opportunity to better define “City Hall” and consolidate public points of contact and improve the environment for the Public and City Staff.



Leasing Option: A Leasing option is included in the comparison table for reference. The leasing option addresses the costs of maintaining the reactionary approach to growth, acquiring more leased space in the downtown to address added staffing and functional needs. With the costs of leasing increasing on a regular basis and additional space added, the yearly cost of the leases could support the Capitol improvements, to build and own needed facilities over a 30 year period.

A comparison of these options with the “Leasing Option” is provided in Table 5-5. All of the options look at both the capitol cost of new or renovated facilities translated to a yearly cost of ownership. The lowest cost of ownership is Option 2, and leads to the City owning all of the occupied facilities. The lowest capitol cost is the leased option but this cost would continue to grow as leases increase. The leased option also results in a large volume of space that would not be owned by the City.

The recommendation for the Downtown facilities needs includes the following considerations:

- Better serving the City and its residents by owning occupied facilities over the long run.
- Maintaining the current location and connection with the County Courts and Parking in Park 3.
- Participating in the continued redevelopment of the downtown.
- Centralizing City Administrative and Public Points of Contact.
- Creating a “City Hall” that functions well and improves the services provided and the environment for the Public and Staff (including Security and Centralized Administration).
- Promoting fiscally responsible and environmentally sensitive facilities.
- Addressing current limitations and code issues related to accessibility and life safety as soon as possible.

The team's recommendation is for the city to adopt a Facilities Master Plan that includes Option 2 to address the Downtown space needs.



NEW CONSTRUCTION & RENOVATION OF FACILITIES				Option 1	Option 2	LEASING	
	Project Type	Area	2014	2014	2014		
		Cost/SF	COST	COST	COST		
	Courthouse Annex	51,280	\$ 12,334,926				
		\$ 240.54					
	City Hall	67,141	\$ 12,977,748				
	City Hall - New Building	67,141		\$ 12,977,748			
		\$ 193.29					
	Renovation Costs	53,153		\$ 8,859,808	\$ 8,859,808	Note 1	
	Assumes Major Renovation	\$ 166.69					
	Subtotal 2014 Construction		\$ 25,312,674	\$ 21,837,556	\$ 8,859,808		
	<i>Cost not included in the Construction costs include:</i>						
	Subtotal 2014 Construction		\$ 25,312,674	\$ 21,837,556	\$ 8,859,808		
Escalation to 2020	6 years @ 3%	18%	\$ 4,556,281	\$ 3,930,760	\$ 1,594,765		
	<i>Subtotal</i>		\$ 29,868,955	\$ 25,768,316	\$ 10,454,573		
Owner's Costs	(Site, IT, Equip. & Furn.)	30%	\$ 8,960,687	\$ 7,730,495	\$ 3,136,372		
	Subtotal 2020 New Facilities		\$ 38,829,642	\$ 33,498,811	\$ 13,590,945		
	YEARLY COST FOR FINANCING (BOND OR LOAN/4% at 30 Yr.)		\$2,245,522	\$1,937,240	\$785,966		
	TOTAL YEARLY FACILITY PAYMENT 2020		\$ 2,245,522	\$ 1,937,240	\$ 2,046,204		
2020 Dollars	Annual O&M at \$2/sf	\$ 2.00	\$ 236,842	\$ 240,587	\$ 106,305		
2020 Dollars	Total Payment + O&M		\$ 2,482,364	\$ 2,177,827	\$ 2,152,509	Note 2	
	TOTAL DEBT PAYMENT OVER 30 YEARS		\$ 67,365,661	\$ 58,117,187	\$ 23,578,971		
	TOTAL LEASE PAYMENT OVER 30 YEARS				\$ 51,125,453	Note 3	
	TOTAL PAYMENTS OVER 30 YEARS		\$ 67,365,661	\$ 58,117,187	\$ 74,704,424		
	NOTE 1: Major Renovation is needed to accommodate Growth & Long Term Courts and Security Needs						
	NOTE 2: Continue to escalate lease annually						
	Note 3: 2% escalation over 30 years with no additional Square Foot included						

Table 5-5: Comparison of Options with Leased Option



POLICE FORENSICS AND EVIDENCE FACILITY (PD-2)

The original Facility was designed and constructed in 2003 as part of the BOC campus but on the north side of Midland road. Since then, the building has been adapted to add an evidence laboratory in one of the original Vehicle Processing bays. The needs assessment identified several deficiencies (see pg. 3-40) that include the need for additional space. The projections identified that the existing space of 6,238 DGF is under the needed 8,600 DGSF. In addition to projected needs in 2029 of 10,100 DGSF. It was also noted that the site area for Vehicle Evidence storage is also reaching capacity.

Based on the tour of the site with the PD-2 staff, noted Observations/limitations include:

- The Facility appears to have been adapted to accommodate laboratory spaces that do not meet current standards. Separate and proper ventilation for processing area. Separate drug storage area with ventilation to exterior. Additional infrastructure systems are needed in addition to space in the Lab areas.
- The storage space appears to be at or near capacity and staff are now using CONEX storage containers to accommodate needs.
- Security and access are also concerns for this facility (Public and law enforcement personnel share entrance, secure work area for law enforcement).
- A secure area is needed for the release of property/evidence.
- There is an increased need for evidence storage, including gun and drug storage, biological (refrigerated) storage. Long term storage needs should be considered offsite or separate from active storage.
- The existing open Storm Drainage ditch runs along the north edge of the developments paved and fenced secure storage area.

OPTIONS FOR CONSIDERATION:

The Site appears to be large enough for an addition or separate freestanding building. The City owns the site to the North and East, allowing for an addition or an annex to house a new Lab and conditioned storage space. If proposed building improvements are targeted to the north side of the existing building, the north edge of the site should expand north over the drainage ditch that would be converted to a drainage culvert. This would allow space around the building for access to the east site storage area.

Discussions included an interest by neighboring property owner to purchase the North portion of the City site that is currently unimproved.

RECOMMENDATIONS

The existing facility including both building and secure paved area should be expanded to address Police needs.

This would include the following (see optional plan Figure 5-4):

- Placing open drainage ditch underground from Midland Road to the west edge of the City Property.
- Expanding the secure paved site storage to the north and east to increase the area by 50 percent.
- Constructing a new 5,000 DGSF building addition or connected Annex adjacent to the existing.

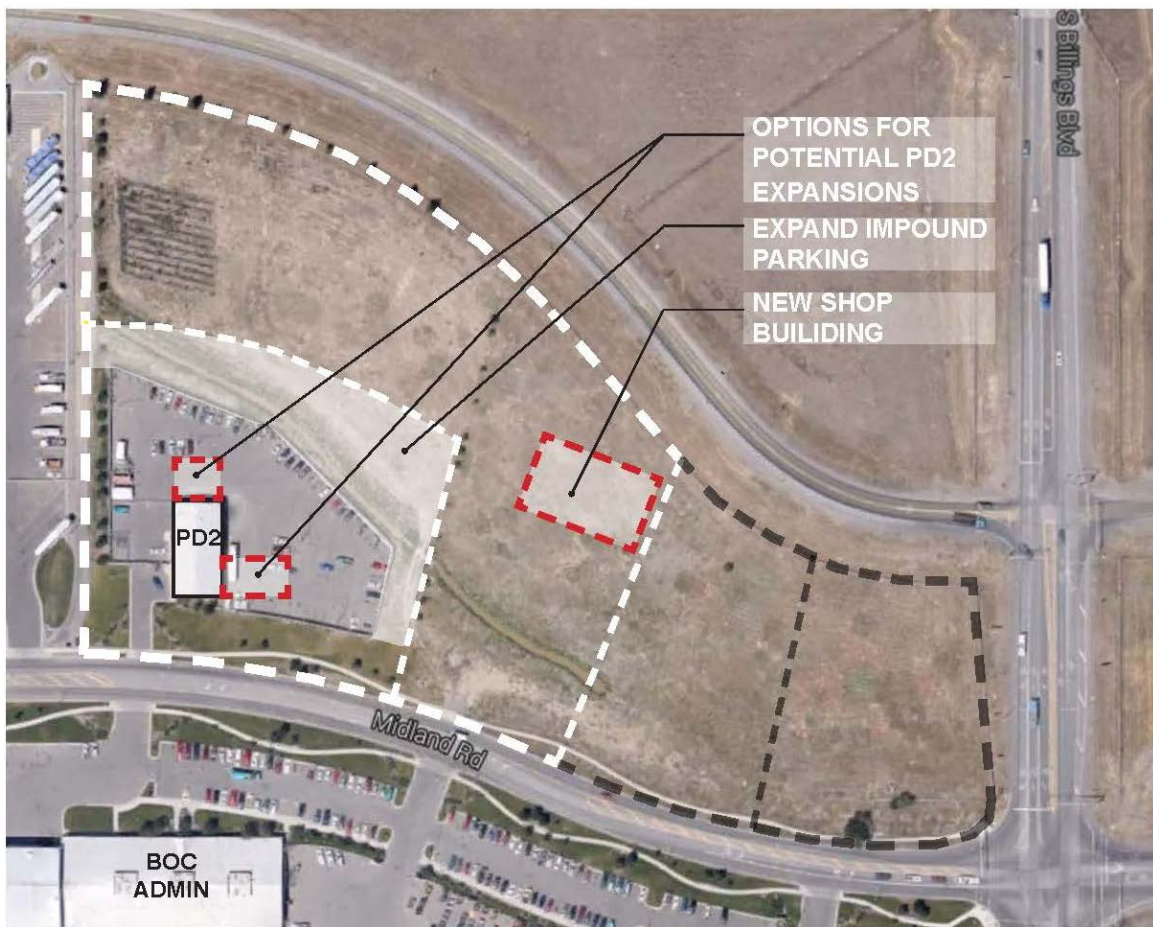


Figure 5-4: PD-2 Site Development Option

BILLINGS OPERATIONS CENTER (BOC)

The original Facility was designed and constructed in 2003. The south side Campus included (4) major buildings. These include the PD-1 facility, the Administration Building, the Equipment Storage Garage and the Materials Storage Building. (Note: PD-1 needs are addressed in a separate section.) Other than minor space re-allocations the facility remains relatively unchanged. The two buildings that have identified needs for additional space are as follows:



Figure 5-5: Billings Operations Center Main Campus (South side of Midland Rd.)

Administration Building: The maintenance side for Fleet Management needs around 6,000 DGSF to increase parts storage and add a service bay.

Garage Building: Mostly garage type service and equipment bays of 27,450 DGSF space for parts and materials for Parks and Rec., additional vehicle storage space, streets and traffic, additional shop space and equipment storage.

Site elements that impact circulation and building expansion include the location of the vehicle fueling station and the materials storage. It was observed that there was a large area of site that was dedicated to the storage and maintenance of the solid waste trash dumpsters. There is also an open storm drainage canal that separates the PD side of the site from the other users. There are connecting drives that cross over the canal for site circulation. (Note see PD-1 recommendations related to this drainage canal).



OPTIONS FOR CONSIDERATION:

There are two approaches for consideration. Expanding buildings on-site for the Administration and Garage buildings or moving one of the users to the available site on the north side of Midland Road or alternate city operated location.

The on-site option would include addressing the location of the fueling station that limits the expansion of the Storage Garage Building. If relocated in conjunction with the move of the dumpster maintenance function, area for an expansion of the Garage building would be possible. Other options like mezzanine storage might also be considered for materials and parts storage or shop functions within the existing buildings. Re-allocation of existing users would also be needed to address the space needed for Fleet Management. Other options include:

- Deconstruct and relocate the materials storage building off-site.
- Pave over and underground the drainage channel to allow more site area for circulation options (also see the PD-1 discussion).

The off-site options might include city owned and acquired property on the north side of Midland Road or alternative uses for existing facilities at other locations. Some of the options discussed included:

- Relocate Solid Waste to new facilities on the south side of the landfill property, which would increase distances traveled to and from service areas.
- Relocate the dumpster management function to the landfill facilities site.
- Relocate Parks and Rec. storage functions to a new facility on the north side of Midland (east of PD-2), which would allow reallocation of existing service bays to allow for the expansion.

RECOMMENDATION:

A combination of the on-site and off-site options could result in the most flexibility for the long range planning. These should include the following actions:

The City should consider acquiring the additional sites available on the north side of Midland Road for future expansion of facilities.

- Relocate the solid waste dumpster maintenance function to an off-site location like the landfill site.
- Install underground drainage for the channel and expand the paved area to offer improved circulation and opportunities for BOC and PD-1 needs.
- Construct new building to house the Parks Maintenance department on the north side of Midland Road. Expand Waste Management, Streets and Traffic into area vacated by Parks in the existing Garage Building.
- Expand Fleet Maintenance with storage mezzanines and into shop space in existing buildings.



POLICE TRAINING FACILITY (PD-1)

The original Facility was designed and constructed in 2003 as part of the BOC campus. The building includes training, meeting and locker room facilities for the Police staff. There appears to be no dedicated space for full time occupants. The Facility is modern and well maintained. Base observations/limitations include:

- Existing parking appears to be at or over capacity.
- Drainage channel limits secure parking expansion.

Needs identified for the facility included:

- Training Room is too small.
- Additional covered parking for City vehicles is needed.
- Covered or secured parking for large specialty equipment is needed.
- Additional visitor parking is needed for larger Training and Conferences scheduled at the site.

OPTIONS FOR CONSIDERATION:

As discussed above paving over the drainage channel would allow needed site area for the following options to address the needs identified. Options include:

- Construct an Addition to PD-1 to add the Training Room.
- Construct a new building adjacent to PD-1 to house the large special tactical vehicles, than convert existing garage space to needed training facilities.
- Construct new staff parking on the City owned property on the north side of Midland Road and re-assign parking on the south side to visitor parking as needed.

RECOMMENDATION:

The recommendations identified for the BOC campus, both the north and south side, described above, should providing additional site circulation space and needed site area for the needs identified. This would include:

- Install underground pipe for the channel and expand the paved area to offer improved circulation and opportunities for BOC and PD-1 needs.
- Construct a New Building adjacent to PD-1 to house the large special tactical vehicles, than convert existing garage space to needed training facilities.
- Construct new staff parking on the City owned property on the north side of Midland Road and re-assign parking on the south side to visitor parking as needed.



COURT SCHEDULING OBSERVATIONS AND RECOMMENDATIONS

In support of the Master Plan, observations and recommendations for the City on court scheduling are provided in this section.

Observations

The CGL/CTA team observed very difficult and challenging crowded waiting lines all the way down the stair well from the Court Room to the building's ground floor in August 2014. In discussions at the same time with the Judge, Court Administrator, City Administrator, Assistant City Administrator, Facilities Manager, City Attorney and Police, it was confirmed that this condition had become all too regular in recent years but only on a select few days each week of Court operations. The Court provided the planning team a copy of the August 2014 monthly Court schedule as a typical example.

Team observations and comments from City staff are listed below.

- Main Courtroom also serves as City Council Chambers.
- Courtroom may be scheduled but is frequently not used Monday or Wednesday afternoons, as well as on Fridays.
- Jail arraignments are typically conducted on Monday, Wednesday, and Friday for 1 to 2 hours each day. Many are conducted using the audio/video connection between the jail and courtroom.
- Each month a trial week is scheduled for 5 consecutive days. During trial week, 1 to 2 trials are scheduled for each day, with most settling before trial.
- High volume Open Court is typically conducted on Tuesday and Thursday on non-trial weeks.
- Back Courtroom (Hearing Room) is used during Open Court due to the amount of defendants. The current location is not secure.
- Treatment Court is growing, staff currently at a separate location.

Recommendations

The development of an appropriately sized Court facility and/or City Hall that does not compete for the same space is an ultimate long-term solution. However, implementation of a long-term space solution may take 3 to 5 years from the time facility programming and planning begins. Given the difficult functional conditions observed, the implementation of immediate or short-term operational and limited spatial improvements would be beneficial to the Court's operating conditions and to Billings' citizens as customers of the Court. The team has recommended some limited interior spatial improvement options to improve security and public movement.

An objective assessment of the Court's operational calendar scheduling practices should be conducted based on a review historical caseload data (filings, trials, continuances, dispositions, etc. per judicial officer) and a comparison to local and national American Bar Association (ABA) case processing standards. This quantitative data analyses in conjunction with the qualitative local values, priorities, and procedures



of the Court and City leadership (i.e., citizen access to justice, sharing of public spaces, etc.) will lead to implementing the best calendaring plan for an optimum balance of efficiency and effectiveness.

Additional operations considerations are listed below.

- Video jail arraignments could be conducted from an office, thus allowing a part time judge or judge pro-tem to use the courtroom for Open Court and/or arraignments in person.
- Court schedule could be expanded to include Friday afternoons.
- Court schedule could be expanded to include night court sessions.

OTHER FACILITIES ELEMENTS

During the needs assessment there were some other ideas proposed for consideration with the evaluation of the Facilities Master Planning exercise. These centered around providing remote resource locations in the Heights and on the west end of the city. This involved (2) different types of resources.

The first was Materials and Shop Storage yards for both public works and Parks and Rec. These locations would include a secure yard area to store materials like road maintenance materials. The site would include a small secure shop and break room space with restroom. This could reduce the lost productive time for travel for lunch from the remote job sites back to the BOC. Public works already starting to utilize a site near the airport for a heights remote staging site. This could be slightly expanded to incorporate needed Parks and Recs. needs.

The second was the Police Department needed to have a location for the officers to stop for a break and possibly have a spot to park and do reports. Again allowing the officers to stay out in the areas they serve longer. There is an example of this on the west side at the new Fire Station #7, located on 54th Street West, near Grand Avenue.

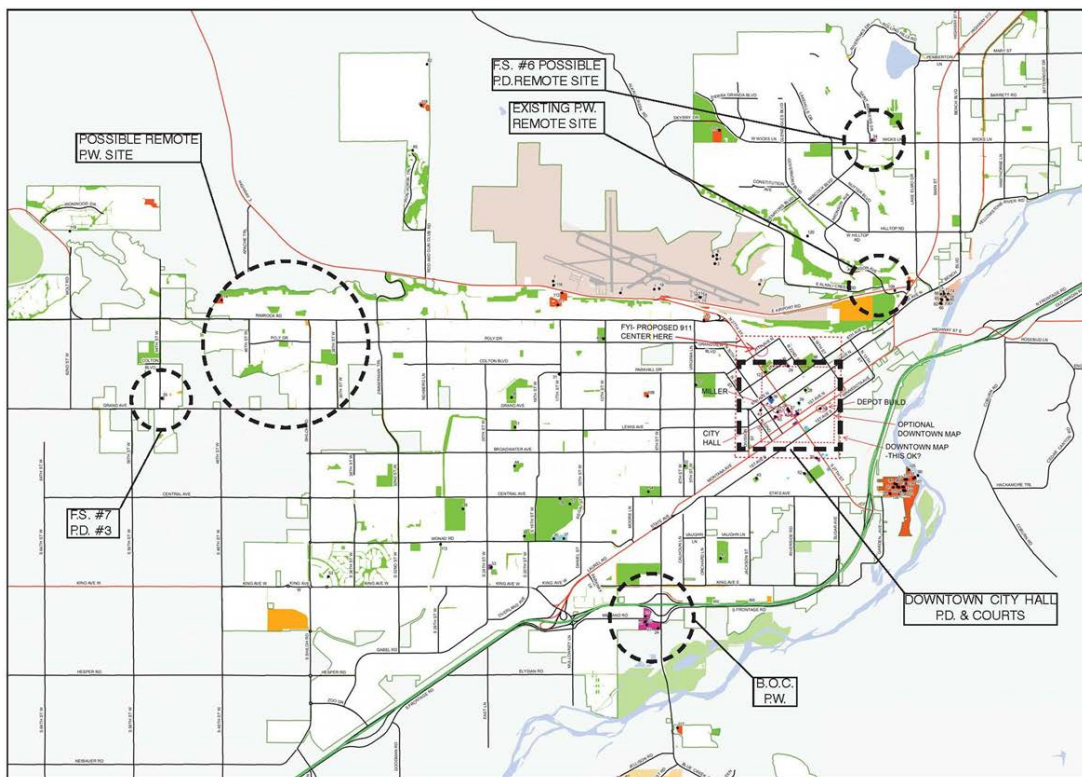


Figure 5-6: Other Facilities Elements - Remote PD and Maintenance

CHAPTER 6

IMPLEMENTATION



IMPLEMENTATION RECOMMENDATIONS

Planning documents are intended to be living documents that identify needs and provide vision to support solutions. With this in mind there are three (3) additional topics to be considered. The first is engaging the public in the process and proposed solutions. The second is understanding options for financing and developing the physical improvements needed to address the needs. Lastly is managing and keeping the key information current and relevant.

PUBLIC ENGAGEMENT OPTIONS

Creating an effective communication conduit throughout the planning process sets the foundation for success as the Plan transforms from vision to reality. Some jurisdictions have brought in a Public Relations firm to develop the public input strategy. The team's research into some national examples identified a process used in Salt Lake City that included some good resources that might benefit the Strategy that fits the City of Billings (see Appendix, pages 1-22).

A summary of these and more recent successful efforts locally on other types of Public projects would recommend that the following be a consideration. Primary stakeholders must stay engaged throughout the project, ensuring that the core project team and the Plan remain on task.

- The initial project kickoff meeting includes the Core Project Team (City staff, Consultants (CTA), others) whose job it is to identify the primary stakeholders (City advisory boards, business community groups such as the Chamber of Commerce, Downtown Business Associations, citizen advocacy groups, non-profit agencies) and then unify the vision and primary goals for the planning project.
- The public outreach process begins. The Process is unique to each community. Creating the information distribution process is part of the dynamic engagement for each planning effort.
- Using a combination of individual meetings with stakeholder groups; public open houses; an interactive project website; various survey tools; social media; as well as direct mailing, newspaper, TV and radio, CTA strives to reach as diverse a demographic and as much of the community as possible.

It is through public engagement and community feedback that plans gain momentum and result in an improved quality of life for the community. It is Core Project Team's job to make the vision and plan accessible, understandable, and ultimately reflective of these ideologies.



DEVELOPMENT AND FINANCING OPTIONS

In conjunction with the process of identifying the preferred solution and organizing a project, options for financing and development need to be considered. In addition to the traditional Public Development Process of Design, Bid, Build or Construction Manager at Risk (CMAR) are some Public Private Development opportunities. There are also some limited financing opportunities. Some of the more promising are presented below.

Development in a Public Private Partnership: A Public-Private Partnership (“PPP”, “P3” or “PBI”) typically involves a contract between a government entity and a private party or consortium and is a long-term, performance based relationship between public sector and private sector to design, build, finance, and often operate/maintain an asset. Public-private partnerships may take a variety of forms to include long-term lease agreements, sale-leaseback of public buildings, design-build-operation agreements, design-build-finance-operate-maintain agreements, lease-purchase agreements, and projects where the government provides some type of grant, subsidy, or incentive to encourage investment by a private entity.

Following is a list of potential benefits of public-private partnerships.

- Private enterprise can bring expertise and efficiencies to the project that would not otherwise be available to a public construction project.
- Private enterprise, not the government entity, incurs the long term debt. Therefore, voter approval is not required and the governmental entity’s debt load is not affected.
- Cost of the project can be distributed to the government over a longer period of time.
- Overall cost of the project *may* be less, based on the assumption that the project will be completed in a shorter time frame and construction costs are expected to increase over time.
- Loan does not affect the debt load of the governmental entity.
- Private enterprise carries the risks associated with the project, including cost overruns and delays.
- Ongoing maintenance of the facility can be a component of the agreement with performance measures built into the agreement to ensure quality maintenance of the facility.

Following is a list of potential imitations of public-private partnerships.

- Design-build process, where a public agency contracts with a private general contractor to design and build the facility and the government is responsible for the financing, operation and maintenance of the facility, is dependent upon a comprehensive program/space requirements assessment, to avoid project cost overruns due to change orders.
- Project may require a government entity to perform new activities and take on certain new, unfamiliar risks.
- Project bypasses public approval and subjects the project and governing entity to resistance from the voters/general public.
- Experience to date shows these projects receive a limited number of bidders, typically one to three bidders.



- Overall payment for financing may be higher than traditional financing method, as private entity pays higher interest rates than government entities to borrow money. The project also includes a profit margin for the private entity.
- Financing typically extends out over a longer period of time than in a traditional building model, with the government entity leasing the facility over a period of up to thirty years.

Examples – “P3” Development and Tax Exempt Financing Scenarios

In Summary there are three programs to assist the city:

1. Ground Up Development
 - City retains title to the land by ground leasing the underlying land to the developer. Or, developer can purchase a site not currently owned by the city.
 - Developer arranges tax-exempt financing for 100 percent of the project cost.
 - Developer takes project through construction and leases the facility back to the city.
 - Upon expiration of the lease, title to the project transfers to the city.
2. Renovation of Existing Facilities
 - City selects the building to be renovated.
 - City retains title to the land by ground leasing the underlying land to the developer.
 - Developer purchases or leases the building from the city and provides funds for renovation.
 - Developer oversees design and construction. When completed, developer leases the building back to the city at tax-exempt rate.
 - Upon expiration of the lease, title to the building reverts back to the city.
3. Asset Monetization
 - City selects a building to be sold and leased back.
 - City retains title to the land by ground leasing the underlying land to the developer.
 - Developer purchases only the building from the city.
 - Developer can provide funds to retire any existing debt encumbering the building.
 - Developer leases the building back to the city at tax-exempt rate.
 - City can use the funds generated from the sale for other facilities and programs.
 - Upon expiration of the building lease, title to the building transfers back to the city.

Two likely scenarios through this developer:

- 1) Developer provides the city with a long term tax-exempt lease for the new facilities for a period of up to 35 years. The lease would remain flat for the entire term and issued at the same rates the City currently borrows. Leases typically don't require voter approval and can be structured as appropriation leases where the council must vote to appropriate money for the lease payment each year. Upon expiration of the lease, title to the project reverts to the city for \$1.00.
- 2) Another option is to provide the city with short term financing where the developer funds 100 percent of the project cost for a period of five years. The first two years during design and construction, the city makes no payments. For the next three years, the city would make



interest only payments. During this time, the city could issue bonds or provide other sources of funds to pay off the financing. In the event no funds are available to pay off the financing, the developer can roll the financing into a long term agreement.

FINANCING METHODS

There are three main options for financing: 1) fund without any debt; 2) fund with short-term loans; or 3) fund with long-term debt. Most facility projects involve long-term debt: general obligation bond financing, revenue bonds, or certificates of participation (COPs); or some form of private financing.

Several economic, fiscal, and political factors impact the feasibility of a new project.

- Timing of the project and the current economic health of the government;
- Property acquisition or disposal;
- Fiscal approach/position of the government entity;
- Public's desire for a "leaner government" and voter resistance to bond measures/tax increases;
- Lack of awareness and support by the public and elected officials for the need for facilities;
- Competing demands of other public projects/agencies; and
- Reluctance by elected officials to use non-traditional methods of financing that do not require their approval or the approval of the voters.

Up-front professional factors include the costs for the planning and design of the facility, and potentially obtaining financial and legal advice. In planning a project, the source of revenue for these up-front costs must be identified.

New Markets Tax Credits (NMTC): In certain scenarios, tax exempt financing can be paired with NMTCs to further incentivize a project. Public entities are not eligible to use the NMTC program directly, but in a developer driven model the project may qualify if certain criteria are met.

General Criteria for NMTC Projects Include:

- Located in a low income census tract.
- High community impact.
- Total Project cost exceeds \$4.0 million.
- At least 20% of income from the completed project will come from commercial use (nonresidential).
- The project will not be sold for at least 7 years.

The New Markets Tax Credit Program can provide 15-20% of total project costs in very low-interest debt or equity (<1%).

General Obligation Bonds: General obligation bonds represent the traditional and least expensive approach to funding. However, this method includes a number of challenges, including the requirement for voter approval; competition with other worthy public projects to be placed on the ballot; tax and debt limitations; and the length of time it typically takes to put this method of financing in place.



The issuance of general obligation bonds has historically been the most common method used by governments to provide long-term financing of capital projects. General obligation bonds are backed by a pledge of the “full faith and credit” of the issuer. The pledge generally represents an obligation of the issuer to levy and collect taxes on all taxable property, without limitation on the rate or amount of such taxes, for the payment of principal and interest on the bonds. The constitutional or statutory provisions authorizing general obligation debt may provide for the use of specific taxes or other receipts to pay the debt. Generally, such provisions do not limit the sources of payment and all other resources of the government entity must be utilized for such payment if the identified taxes or receipts are insufficient. As such, the pledge of full faith and credit of the government entity is considered in the debt markets to be among the most secure investments and thus results in low interest costs for the projects financed.

The ability of some government entities to rely on general obligation bonds may be restrained by constitutional or statutory provisions that limit the purposes for which general obligation debt may be issued, and the aggregate amount of general obligation debt that may be incurred. In addition, many constitutional or statutory provisions require voter approval pursuant to a referendum prior to the issuance of general obligation debt. Because of such restrictions, many government entities rely heavily upon the issuance of revenue bonds or certificates of participation (COPs) which are not included in the calculation of the entity’s debt limit to finance capital programs.

Revenue Bonds: The issuance of revenue bonds directly or through lease arrangements is another method. Government entities do not usually issue revenue debt on their own account but through a corporation, authority, or other entity that is authorized by statute and established for that purpose. Revenue bonds are most commonly referred to as “limited obligations” or “special obligations” of the issuer because the payment of the bonds is secured solely by a pledge of a particular stream of revenues and not by a general taxing power of the government entity. As such, the debt does not count towards the government entity’s debt limit. Revenue bonds are considered a more risky investment than general obligation bonds and result in higher interest cost.

Revenue bonds are issued under a variety of structures with a variety of payment sources. Typically, the pledged revenue source is: (1) the operating income of the financed project; (2) lease payments from the lease of the financed project; (3) loan repayments from the loan of the bond proceeds; or (4) a special tax or revenue. Revenue bonds are usually issued by a building authority that uses the bond proceeds to reimburse the government entity for the costs of constructing the project. As part of the transaction, the government entity generally leases or conveys title to the project to the authority. The authority then leases (or subleases) the property back to the government entity for a term equal to the life of the bonds (plus any other incidental expenses such as trustee fees or letter of credit fees) subject to the appropriation and availability of such funds. If the authority holds title to the property, the authority may give a mortgage to the trustee as further security for the bonds. Title to the project usually reverts back to the government entity at the point all lease rentals are paid either at the end of the lease term or upon the exercise of a lease prepayment option.

Certificates of Participation: In recent decades, long term financing has involved the use of certificates of participation (COPs). The sale of COPs backed by a pledge of appropriations generally requires higher



interest coupons than general obligation or revenue bonds. COPs are issued under a variety of structures very similar to revenue bonds and normally involve a lease-sublease, lease-purchase, installment purchase, or loan structure. Typically, the government entity leases property to a third party called a “financing agent.” The financing agent is usually a government corporation, authority, or non-profit corporation created specifically for the project. The financing agent then subleases the property back to the government entity under a sublease, and the government entity makes lease rental payments. The financing agent assigns its interest in the sublease to an entity that acts as trustee for the purchasers of the COPs. Each purchaser of an interest in these certificates of debt gets a proportionate interest in the assigned revenues from the sublease, hence the term “certificates of participation.”

COPs generally have more appropriation risk, while revenue bonds depend more on project revenues or specified taxes without the need for appropriations.

STRATEGIC PLAN MANAGEMENT AND UPDATES

In support of the Master Plan, recommendations for the City on updating the plan, managing the property inventory, and managing and assigning space are provided in this section. The master plan is a living document and should be reviewed and updated as needed. The City should consider the following:

- 1) Review the strategic basis of plan annually to include:
 - a) Overall goals,
 - b) Population growth projections,
 - c) Development patterns,
 - d) Department/office functions, and
 - e) Facility inventory;
- 2) Update master plan every 5 years;
- 3) Create Billings Building Standards and specifications for future construction; and
- 4) Continue to provide preventive and corrective maintenance to each facility as required.

Property Inventory Management: Asset management includes making the best possible use of real estate assets through disposition, acquisition, investment and/or development to achieve operational goals and maximize economic performance. Property inventory management is a component of asset management that focuses on the daily management of real estate properties and includes the identification, location, and value of all properties. To manage the property inventory, the City should consider:

- 1) Assign a single office responsible for developing and maintaining a single real property inventory management information system;
- 2) Designate a single-point entry to accurately track real property information;
- 3) Develop a validation process to ensure accuracy of information;
- 4) Create policy for entering new properties as added and deleting properties as sold or disposed;
- 5) Standardize data on property type, location, size, utilization, value, condition, restrictions, and operating cost;



- 6) Identify various categories of property needs for City services/function and minimum site requirements based on facility type or services provided and cross-reference to inventory; and
- 7) Research property database software to identify potential tool to create searchable inventory.

Space Inventory Management: Facilities management is a process of evaluating, maintaining, and adjusting the City’s existing inventory based on what is needed by City functions and what is needed to accomplish the City’s goals. Facilities management must also ensure facilities have the right features, are available when needed, and support organizational goals and user needs. Space management is an important part of facilities management and includes the process of projecting space requirements, identifying deficiencies, and allocating available spaces to users in an equitable way, monitoring use, assisting users with space usage problems, and resolving space problems. Space management must not only focus on the amounts of space but must also address the quality of space. The objectives of space management are to ensure:

- New facilities constructed only if needed;
- Unneeded facilities closed and disposed of/demolished to reduce maintenance costs;
- Occupancy consolidated to minimize energy, maintenance, and other operating costs;
- Use and occupancy of space validated and unauthorized use stopped;
- Available space distributed equitably among all users; and
- A safe and healthful workplace free of fire hazards provided.

Space management consists mainly of maintaining a space database (compiling, verifying, and maintaining space inventory data) and assigning space (receiving requests for space or changes to space, processing request, and recommending a solution). To manage the space inventory and space assignment process, CGL recommends the following for the City:

- 1) Assign an office to maintain space inventory and to receive and review each space request;
- 2) Develop a review and approval process to understand and respond to each space request;
- 3) Develop criteria for a “Space Request Form” to identify
 - a) Description of service/function need,
 - b) Listing of staff positions,
 - c) Functional support space requirements,
 - d) Security, telecommunication, and technology needs,
 - e) Hours of operation,
 - f) Volume and type of visitors, and
 - g) Options to address space needs; and
- 4) Monitor owned and leased space inventory to ensure
 - a) Application of City space standards,
 - b) Efficient utilization of space,
 - c) Suitability of function,
 - d) Level of maintenance,
 - e) Compliance with health and safety guidelines and applicable building, fire, and local codes,
 - f) Review of lease contracts at time of renewal, and
 - g) Opportunities to improve overall efficiency.

CGL Courts Scheduling Observations & Recommendations



COURT SCHEDULING OBSERVATIONS & RECOMMENDATIONS

In support of the Master Plan, observations and recommendations for the City on court scheduling are provided in this section.

Observations

The CGL/CTA team observed very difficult and challenging crowded waiting lines all the way down the stair well from the Court Room to the building's ground floor in August 2014. In discussions at the same time with the Judge, Court Administrator, City Administrator, Assistant City Administrator, Facilities Manager, City Attorney and Police, it was confirmed that this condition had become all too regular in recent years but only on a select few days each week of Court operations. The Court provided the planning team a copy of the August 2014 monthly Court schedule as a typical example.

Team observations and comments from City staff are listed below.

- Main Courtroom also serves as City Council Chambers.
- Courtroom may be scheduled but is frequently not used Monday or Wednesday afternoons, as well as on Fridays.
- Jail arraignments are typically conducted on Monday, Wednesday, and Friday for 1 to 2 hours each day. Many are conducted using the audio/video connection between the jail and courtroom.
- Each month a trial week is scheduled for 5 consecutive days. During trial week, 1 to 2 trials are scheduled for each day, with most settling before trial.
- High volume Open Court is typically conducted on Tuesday and Thursday on non-trial weeks.
- Back Courtroom (Hearing Room) is used during Open Court due to the amount of defendants. The current location is not secure.
- Treatment Court is growing, staff currently at a separate location.

Recommendations

The development of an appropriately sized Court facility and/or City Hall that does not compete for the same space is an ultimate long-term solution. However, implementation of a long-term space solution may take 3 to 5 years from the time facility programming and planning begins. Given the difficult functional conditions observed, the implementation of immediate or short-term operational and limited spatial improvements would be beneficial to the Court's operating conditions and to Billings' citizens as customers of the Court. The team has recommended some limited interior spatial improvement options to improve security and public movement.

An objective assessment of the Court's operational calendar scheduling practices should be conducted based on a review historical caseload data (filings, trials, continuances, dispositions, etc. per judicial officer) and a comparison to local and national American Bar Association (ABA) case processing standards. This quantitative data analyses in conjunction with the qualitative local values, priorities, and procedures of the Court and City leadership (i.e., citizen access to justice, sharing of public spaces, etc.) will lead to implementing the best calendaring plan for an optimum balance of efficiency and effectiveness.



Additional operations considerations are listed below.

- Video jail arraignments could be conducted from an office, thus allowing a part time judge or judge pro-tem to use the courtroom for Open Court and/or arraignments in person.
- Court schedule could be expanded to include Friday afternoons.
- Court schedule could be expanded to include night court sessions.

CGL Billings Municipal Court Calendaring Memo



MEMO

To: Bob La Perle, CTA
From: Bob Goble and Chloe Jaco, CGL
Date: April 21, 2015
Re: Billings Court Operating Conditions Improvements by Calendar Scheduling Changes

Objective Quantitative Assessment Basis

An objective assessment of the impact of the of the Court's operational calendar scheduling practices should include the use of the American Bar Association (ABA) recommended case processing standards for trial courts.

As in many states, the Montana Supreme Court has not adopted advisory or mandated processing standards for its trial courts and has only done so for the appellate court. The ABA Standards are the most widely recognized guidelines that are used throughout the USA as benchmarks in many states that do not have their own adopted standards. The ABA recommends that trial courts should strive to at least equal their case processing time efficiency standards.

For Billings court operations those following ABA standards 'that are applicable' to the Municipal Court's jurisdiction could be used for helping the Judge and Officers of the Court to develop an objective assessment related to their Court operations and calendaring practices:

American Bar Association Trial Court Case Processing Standards	
Felony Cases	90% adjudicated in 120 days from arrest; 98% in 180 days; 100% in 12 months
Misdemeanor Cases	90% concluded in 30 days from arrest; 100% in 90 days
General Civil	90% concluded in 12 months from filing; 98% in 18 months; 100% in 24 months
Summary Civil	100% concluded in 30 days from filing
Domestic Relations	90% concluded in 3 months from filing; 98% in 6 months; 100% in 12 months
Juvenile	100% of detention and shelter hearings within 24 hours of facility admission; 100% of adjudicatory or transfer hearings within 15 days of a facility admission

Typically for conducting such an assessment with acceptable statistical validity, 5 to 10 years of the most recent court tabulations is needed for: the FTE number of Judicial Officers, filings; dispositions/conclusions; year-end pending cases; and age of pending cases for each applicable jurisdictional case category. As a general guide all courts should be able to operate annually with at least a 90% case disposition rate. If the rate is found to be below 90% for any

applicable category, that is normally a telling indicator that the process, flow procedures and scheduling practices should be examined just to be sure that some possible improvement is not needed.

Qualitative Assessment Observations and Options

The quantitative data analyses described above can be a vital objective tool, especially when there is disagreement about the best Court operational calendaring plan to use. But, in the end it is the local values, priorities and procedures that the Court and local leadership can agree on that will lead to implementing the best calendaring plan for an optimum balance of efficiency and effectiveness for Court operations and the services of justice for its citizens.

The CGL/CTA planning team observed very difficult and challenging crowded waiting lines all the way down the stair well from the Court Room to the building's ground floor in August 2014. In discussions at the same time with the Judge, Court Administrator, City Administrator, Assistant City Administrator, Facilities Manager, City Attorney and Police it was confirmed that this condition had become all too regular in recent years, but only on a select few days each week of Court operations. It is recognized that the development of an appropriately sized Court facility and City Hall that do not compete for the same space can be an ultimate long-term solution.

But, the implementation of a 'long-term' space solution such as building a new Courthouse would take at least 3 to 5 years from the time facility programming and planning began. Given the difficult functional conditions observed, the implementation of immediate or short-term operational and limited spatial improvements would be beneficial to the Court's operating conditions and to Billings citizens as customers of the Court. The team has recommended some limited interior spatial improvement options that would be effective as temporary improvements.

However, to the point of 'operational' improvement possibilities the Court provided the planning team a copy of the August 2014 monthly Court schedule as an example of typical court calendar scheduling. It was noted that Friday afternoons were not being used; that no 'night court' was being scheduled; and that monthly Court trial days appeared to be quite limited in number. This suggests that it should be possible to reduce the crowded long-wait conditions by increasing the number of trial days allocated each month and utilizing 'vacant' times such as night court or other half-days during the daytime. These 'options' should at least be discussed and considered for improving the current periodic crowding while the City plans and develops its long-range solution.

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CGL Billings Municipal Court Interior Memo



MEMO

To: Bob La Perle, CTA
From: Chloe Jaco, CGL
Date: April 9, 2015
Re: Billings MT Municipal Court Interior

The utilization of a rail in a courtroom is a very traditional approach to separating the public from the well. However, anything built-in clearly limits the flexibility of the space. Alternatives that have been used include the use of brass poles with velvet rope or curtain (easily moved by staff) or just open space for a symbolic separation.

The view on municipal courtroom seating is evolving. Traditionally, bench-type or theatre-type seating was used to accommodate the most people in the same area. Trends are changing! There are various gang/inter-locking seating options. Nearly all of the office furniture lines carry such chairs, plus Norix and ModuForm are institutional/correctional vendors that provide durable furniture with varying levels of weighting/security.

For information, an article abstract on the flexibility of multi-purpose spaces is below.

Trends in Municipal Architecture, posted February 5, 2012, by the Municipal

“Flexibility of use within the spaces inside the building is important as well. The inclusion of multipurpose or multi-use space is beneficial. For example, in the city halls we design, we often include a joint-use council chambers/municipal court space.

They have similar programmatic needs but very different schedules. Since the council chambers sits empty most of the day and is used primarily at night in most municipalities, the space is ideal for use by the municipal court during the day. The staff seating area to the side of the dais can double as the jury box and the press tables in front of the dais can serve as the attorney tables. The judge generally sits in the mayor’s chair.

General seating needs for the public are about the same for both functions. The space, if designed properly, can also be leased out for public gatherings and provide income. On the public safety facilities we have designed, clients are looking for opportunities for shared space (for) similar departmental needs.”

Following are illustrations of space used for City Council Chambers and Municipal Court with flexible seating.

Manitowoc, Wisconsin - New City Hall by HSR Architects includes a Council Chamber/ Municipal Courtroom



Vidor, Texas - Courtroom-City Council Chamber



Dunwoody, Georgia - City Council Chamber and Municipal Court



Parkville, Missouri – New City Hall with City Council Chamber and Courtroom



Snellville, Georgia – City Courtroom and Council Chambers



Salt Lake City Public Engagement Guide

Salt Lake City Public Engagement Guide

For use by all City Departments, Divisions, and
Employees as they engage the public in City decisions



Based on principles from the International Association for Public
Participation (IAP2), and on past public engagement experience
in Salt Lake City

April 2012



Salt Lake City Public Engagement Guide

Executive Summary

As the most local level of government, city government has the advantage of being close to the people it serves. With responsibility to provide services such as streets and sidewalks, police and fire service, water and waste, garbage and recycling, parks and open space, and planning and permitting, Salt Lake City has significant influence in the lives of its residents and tens of thousands of others who commute or travel to the city. Each day, Salt Lake City receives requests, inquiries, complaints, and input on existing, new, and future services, programs, and projects. In addition to the natural flow of information into the city, project managers and coordinators in various city departments regularly reach out to the community for input. The communication between the City and the population it serves is an ongoing dialogue on hundreds of different topics. By exercising good public engagement practices, city government becomes a vehicle for participatory democracy.

There are many city activities that require some level of public engagement such as proposed ordinances to create or change a law, the development of new city facilities and infrastructure, planning petitions such as rezones and conditional uses, and the development and implementation of a variety of special projects, programs, or services. This Public Engagement Guide is a tool designed to assist city employees in determining the scope of public engagement necessary for a project and to plan for and conduct successful public engagement. There is no prescription or set formula that dictates how public engagement should occur. However, by understanding basic principles of public engagement and then applying those principles to your specific project, you will increase the likelihood that your project will be understood and supported by the public.

Developed in conjunction with the Open Government Initiative, this guide draws upon principles of the International Association for Public Participation (IAP2) and on lessons learned from past public engagement activities in Salt Lake City. The guide opens with some basics on the “who,” “when,” and “how” of public engagement. Then, it introduces the six basic steps to public engagement: plan, notify, educate, listen, follow through, and adapt. Finally, the appendix contains a summary checklist, worksheets for assessing the public impact of a project and recommended level of public engagement, and a sample project timeline.

Every project is unique. This guide serves as a framework for public engagement but does not obligate the City to follow any specific process for any particular project.

For questions about this guide or assistance in implementing its principles, please contact the Mayor’s Office at (801) 535-7704.

Contents

Executive Summary	2
Who is Responsible for Public Engagement?	4
When to Start Thinking About Public Engagement	6
Ongoing vs. One-Time Public Engagement	6
Getting to Dialogue	7
Six Basic Steps to Public Engagement	7
Step 1: Plan	8
Step 2: Notify.....	12
Step 3: Educate.....	13
Step 4: Listen.....	13
Step 5: Follow Through.....	15
Step 6: Adapt.....	16
Appendix	17
A. Six Steps to Public Engagement Checklist	
B. Assessing the Public Impact Worksheet	
C. Determining the Level of Public Engagement Worksheet	
D. Sample Project Timeline	

Who is Responsible for Public Engagement?

There are several types of City actions that may benefit from expanded and early public engagement. These projects are carried out by various City departments.

- Public facility siting, design, planning
- Major policy decisions
- City planning initiatives
- Transportation initiatives
- Significant expenditure of public funds
- Significant change to public assets
- New or changed taxes or fees
- Issues of significant public interest
- Issues involving conflicting public values
- Issues with City-wide impacts
- Issues involving “not in my neighborhood” attitudes
- New services or programs within a department



In Salt Lake City, ***Department Administrators and Project Managers*** have joint responsibility to:

- identify which City actions need public engagement,
- decide the appropriate level of public engagement, and
- design and implement the public engagement process.

However, all Salt Lake City employees are expected to operate by the eight values in the following “How We Do Business” policy of the City to promote open government and strengthen public engagement:

HOW WE DO BUSINESS

MISSION STATEMENT:

Government functions best when it is open, inclusive, responsive and accountable for its actions. Communities are strong when residents understand and participate in the civic process; have access to accurate, reliable information; and are able to place confidence in their public officials. Transparency in government is the basis for accountability, fact-based decision-making, public trust, and informed participation.

EXPECTATION STATEMENT:

It is the expectation of the Salt Lake City Administration and City Council that Salt Lake City employees will conduct themselves with these values in mind.

Serve Serve the community

Inform Provide the public with information it needs to participate in a meaningful way

Listen Value every comment

Include Involve those affected by a City decision in the decision-making process

Collaborate Strive for solutions that address everyone's needs to the extent possible

Be Proactive Solicit input early—both internally and externally—in order to come to an informed decision

Problem-Solve Allow problems to be opportunities for creative solutions

Respond Let the public know how its input affected the City's decision



When to Start Thinking About Public Engagement



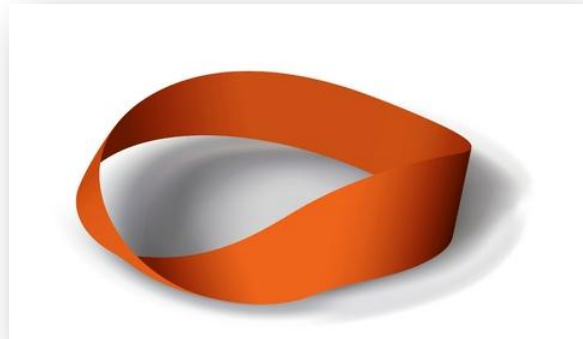
Public engagement strategies should be an integral part of City actions from the very beginning.

Although individual public engagement activities may not be implemented until later in the decision-making process, the design of a public engagement strategy should occur as part of the overall strategic approach to an anticipated City decision. For example, in thinking about whether to make changes to a City asset such as a public park, City staff should analyze the appropriate level of public

engagement when the concept of the park is first discussed. An early assessment of public interest will inform when and how much to engage the public in the design and implementation of the change. **The level of public engagement can range from keeping the public informed to involving the public's participation in the decision-making process. Involving the public early and on the appropriate level helps create buy-in in both the process and the final decision.**

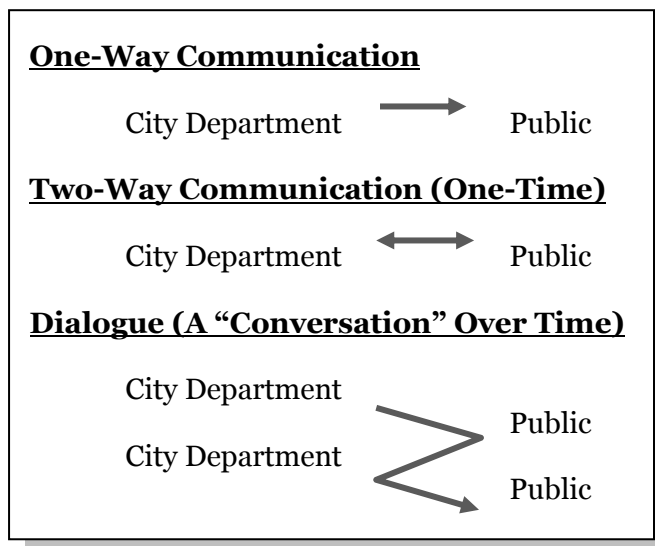
Ongoing vs. One-Time Public Engagement

Not all public engagement activities are one-time activities aimed at a single project. The City is constantly contacted with complaints and recommendations on various City policies and procedures. **City Department Administrators are encouraged to review how open and responsive their departments are to the ongoing stream of various public input regarding their services, programs, and operations.** Relatively simple tools and policies (such as web pages requesting feedback, and internal policies on recording and regularly analyzing public feedback) can increase the degree to which a City Department is open to dialoguing with the public about services paid for by their taxes. Writing out certain policies, the rationale behind them, and how they fit into the grand scheme of a department's operations can also increase the degree to which a department is perceived to be open and responsive to the public.



Getting to Dialogue

For issues or projects that generate a high volume of interest, public engagement becomes a dialogue that is a two-way conversation. In dialogue, the City and the public both speak and listen. Ideas are shared and discussed. There is a flow of information, insights, and opinions. Dialogue is more than one-way and one-time communication; it is a conversation that occurs over time. The following figure illustrates three types of communication with the public. Consider the benefits of dialogue compared to one-way and one-time communication, especially on projects that are complex or large in scope or impact.



Six Basic Steps to Public Engagement

There is a popular learning activity about the nature of communication: Students form a line. The teacher whispers a predetermined message to the first student who then whispers it to her partner who whispers it to his partner and so on until the message has reached the last student. The last student shares the message with the class. Then, the teacher repeats the original message to the class. Often, the final message is greatly distorted from the original. As the message is transmitted, pieces of it can be heard incorrectly, interpreted incorrectly, remembered incorrectly, and repeated incorrectly. Likewise, there are many points along the public engagement process where communication can break down. ***It is important to make clear connections from one point in the public engagement process to the next, tying the process together in a way that preserves the integrity of public messages to decision-makers and wins the public's confidence that the City has utilized an effective participatory process.***

Six Basic Steps to Public Engagement

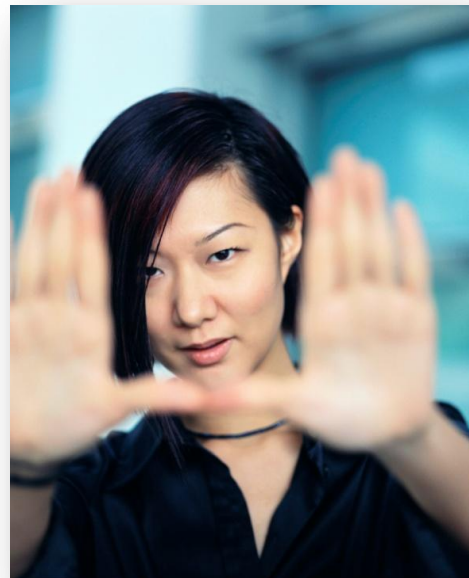
1. Plan
2. Notify
3. Educate
4. Listen
5. Follow Through
6. Adapt

These six steps to public engagement provide a basic framework for engaging the public: plan, notify, educate, listen, follow through, and adapt. Each step is a key element of good public engagement and is explained in greater detail in the following sections. Though public engagement generally follows this order, at times you may find it necessary to combine steps or repeat steps in a series of activities. For example, the Planning Division has adopted a practice of notifying the public about a project early on. Planning listens to the interests and concerns of the community. Community concerns then help set the parameters of the project during the planning phase.

Step 1: Plan

The first step is to design a public engagement plan that fits the scope of your project. This requires activities such as (1) identifying the decision-makers and dates when formal decisions will be made, (2) determining the level of public engagement based on the scope/impact of the project, and (3) determining which “public” to target and how to engage them, and (4) developing a timeline to achieve the remainder of the public engagement steps.

Develop your plan early to allow time to notify the public, educate the public, listen to their input, follow through with the input, and adapt your plans as unforeseen needs emerge. Provide a minimum of two weeks notice for public engagement activities; ideally, provide 45 days or more to give community organizations time to forward the notice to their members. Work backwards from target dates for final decisions to determine how much time the public engagement effort will require. For small projects, begin planning your public engagement effort at least 2-3 months before final decisions are to be made; medium and large projects will require additional time.



Who are the decision-makers and when will formal decisions be made?

Identify who will make the formal decisions about the project. Elected officials? Administrators? Boards or commissions? Work groups? Ad-hoc committees? Some decision-making processes are outlined in City Code whereas with many projects, a formal process is not clearly outlined and a unique plan is developed for that particular

project. **Also, identify specific requirements for recommendations and public input.** Does the decision-making process require a recommendation from a group? Does the process require any specific public engagement activities such as notification or hearings that lead up to the decision? **Determine when formal decisions will be made and what required activities must lead up to that point.** This information will help you understand more about the scope of the project and how much additional public engagement should be done. It also forms the foundation for a timeline which can be shared with the public.



Who are the stakeholders?

The term “stakeholder” refers to anyone who has a stake, or interest, in an outcome. This includes both people who will benefit from the project and people who could be adversely affected by it; it includes employees who have a stake in making the project successful and residents who will be impacted by the project outcomes; it also includes other City departments, other governmental agencies, non-profit community groups, and businesses. **Take a moment to brainstorm all of the potential stakeholders of your project—people who either have something to gain or something to lose as a consequence of decisions made about the project. Ask yourself: Who is doing the planning? Who is providing input? Who is giving**

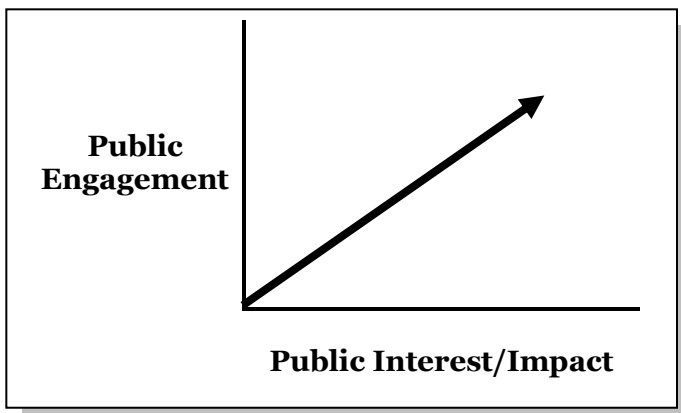
approvals? Who is paying? Who is doing the work? Who will be impacted by the outcomes? And who should know about the project? From your answers, develop a list of stakeholders who should be engaged in the project. This is a group of organizations and individuals who you can name on a list. Though the general public does have a stake in the outcome and they are considered stakeholders in the broad sense of the term, the “stakeholders group” is a distinct list of people who can be engaged on the project. While the “public” should be informed and engaged on a project, the stakeholders group generally spends more time and effort contributing throughout the project.

Think about both external and internal stakeholders. External stakeholders include other governmental agencies, non-profit community groups or special interest groups, businesses, and individual residents. Stakeholders can also be any person or organization that has the power to block the decision or project. There may be a natural inclination to avoid this type of stakeholder but including them in the public engagement effort creates needed buy-in. **There are several ways to involve external stakeholders ranging from simple notification to involving them directly in the planning and execution of the project. Plan to involve external stakeholders adequately throughout the project.** Your list of stakeholders may grow as the project progresses and individuals or groups show interest in the project. Be flexible enough to involve new stakeholders at any time.

There are numerous interdependencies between city departments and divisions. Early and systematic consideration of the internal stakeholders for your project can help to identify issues before they become critical. **Involve other city departments (internal stakeholders) during your planning phase. Consider sending an e-mail or holding an initial coordination meeting to present the basics about the project to various departments and to ask representatives if there are special needs for coordination.** While some city departments may play a direct role in your project, others such as the Mayor's Office and City Council Office, may benefit from foreknowledge of the project, and even provide assistance in your public engagement activities.

What level of public engagement is needed?

The amount of public engagement needed varies depending on the nature and scope of the project. **In general, the higher the anticipated levels of public interest/concern and public impact, the more extensive the public engagement process should be. The "Assessing the Public Impact" and "Determining the Level of Public Engagement" worksheets in the appendix of this guide can help you identify an appropriate level of public engagement for your project.** You may choose to run through the exercise of assigning levels and a score for your project, or you may choose to simply use the questions as a mental checklist. In the end, the appropriate level of public engagement is a judgment call and is a decision which may need to be revisited as the public engagement and decision-making processes move forward.



Assessing the Public Impact Worksheet¹

Assessment Questions	Low	Medium	High
1. What is the anticipated level of conflict, controversy, opportunity or concern on this or related issues?			
2. How significant are the potential impacts to the public?			
3. How much do the major stakeholders care about this issue, project or program?			
4. What degree of involvement does the public appear to desire?			
5. What is the potential for public impact on the potential decision or project?			
6. How significant are the possible benefits of involving the public?			
7. How serious are the potential ramifications of NOT involving the public?			
8. What level of public participation does the Mayor and/or City Council desire or expect?			
9. What is the possibility that the media will become interested?			
10. What is the probable level of difficulty in solving the problem or advancing the project?			
Count the number of checks in each column			
Multiply number of checks by the weight	x1	x2	x3
Enter column score			
PUBLIC IMPACT SCORE (add three scores)			

Based on your **PUBLIC IMPACT SCORE** from this worksheet, identify an appropriate level of public engagement for your project. Note that each level has a different obligation and outcome. The minimum level of public engagement for City actions is almost always public information and education. Just one mark at the "High" level will warrant careful evaluation about the level of public engagement, even if your answers to the other questions were otherwise low.

¹ Adapted from International Association for Public Participation (IAP2) "Public Expectations Worksheet" and Portland Development Commission "Public Participation Manual."

Determining the Level of Public Engagement¹

Level of Public Engagement			
10	Level of Public Impact		30
Inform	Solicit Input / Consult	Involve	Joint Decision-Making
One-way communication from the City to provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	Two-way (one-time) communication from the public. Seek public feedback on a proposal, analysis or alternative. Requires a response from the public, but limited opportunity for public dialogue.	Two-way (over time) communication with the public—dialogue. Work directly with the public throughout the process to ensure that issues and concerns are consistently understood and considered. Contains elements of the "inform" and "consult levels," but adds a third dimension of dialogue.	Collaborate with the public on some or all aspects of the planning or decision, including the identification of issues, development of alternatives and the identification of the preferred solution.
Goal			
We will keep stakeholders informed.	We will keep stakeholders informed, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision.	We will work with stakeholders to ensure that their concerns and issues are directly reflected in the alternatives developed, and provide feedback on how public input influenced the decision.	We will look to stakeholders for direct advice and innovation in formulating solutions and incorporate their recommendations into the decisions to the maximum extent possible.
Examples of Techniques (Each successive level includes all techniques from lower levels)			
letters (mail or e-mail), fliers, fact sheets, reports, newsletter articles, interviews, e-mail, websites, press releases, bill stickers, price advertisements, social media postings, presentations, open houses, signs	comment forms, public comment periods, public meetings, small discussion groups, surveys/polls (via mail, phone, or internet), interviews, online forums (e.g., Open City Hall), interactive software, responsive summaries	series of meetings, advisory groups, workshops, design charrettes, deliberative (common ground) dialogues, online table meetings, fishbowl exercises, focus groups	public-involved workshops/partnerships, joint venture, ballot, bond
For more information on techniques, visit http://www.iap2.org/association/guide/faq/other_tools.cfm			

¹ Adapted from International Association for Public Participation (IAP2) "Public Expectations Worksheet" and Portland Development Commission "Public Participation Manual."

Reaching the public

It is important to determine who exactly constitutes “the public” in relation to your project. You will need to decide how best to reach the greatest number of people—educating them about the project and inviting their input—given your limited resources. A blend of “active” and “passive” methods of public engagement can be used to accomplish this. Active methods of public engagement are public engagement efforts that require approaching and reaching out directly to individuals or groups. In contrast, passive methods are those

which require the public to approach the City for information about the issue or project. While active methods are more personal and more likely to engage members of the public, passive methods can act as a “catch-all” for anyone not engaged through active methods. Therefore a blend of these methods is recommended.



Information about your project can be made available to anyone who comes seeking it by posting it on online. Web pages in your department page within the City website can provide

descriptions of your issue/project and also list the project timeline and methods for providing input such as meeting dates/locations and contact information for key staff including their phone numbers, e-mail addresses, and physical mailing addresses. ***Major issues or projects should also be posted on “Open City Hall,” the City’s online public forum tool.*** Open City Hall allows members of the public to read material about a project and to comment on it after completing the one-time registration with the site.

While the internet is an excellent tool for public engagement, public engagement should also include active efforts to reach out directly to the public. Some examples of active outreach are sending flyers or e-mails directly to stakeholders and presenting at community meetings. Often, active outreach is accomplished through community organizations. There are various community organizations in the city that represent various populations and interests. Some organizations, like the community councils, are organized by neighborhood. Others are organized by special interest such as bike, dog, or environmental advocates, or special populations such as the Latino, Pacific Islander, or disability communities. ***Community organizations can be vehicles through which public engagement occurs. However, take***

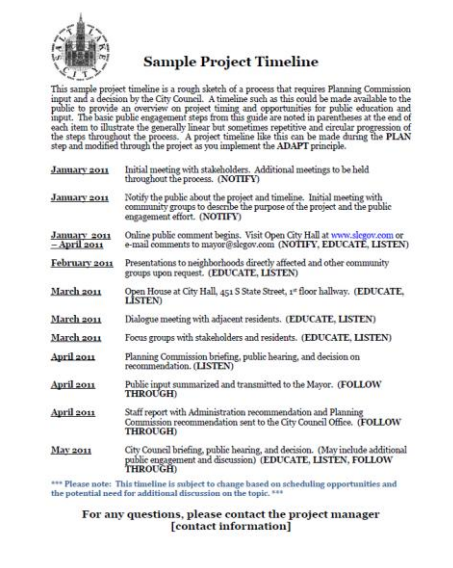


care to not assume that a community organization is fully represents the all of the interests of the community. It is a good practice to diversify the groups you reach out to and the techniques you use for outreach in order to reach the greatest number and most representative section of the public.

Develop a timeline for your process

A timeline is a valuable tool both for planning an effective public engagement process and for educating the public on the overall project process. A common complaint by members of the public is that they were not aware of the overall plan and timeline for deciding on an issue or project. You can avoid complaints from the public that they were “blindsided” with the issue by sharing your plan and timeline with them early. **It is recommended that you develop a one-page timeline for the public that clearly lays out the “who, what, when, where, and how” of the overall process.**

Begin your timeline by listing dates related to formal decision-making processes and deadlines related to the project. Work backwards from target dates for final decisions to determine how much time the public engagement effort will require. Include in your timeline brief descriptions of each item that can be easily understood by the public. If technical terms are used, define them or use alternative simple lay language. It is suggested that you share your draft timeline with other staff members and even some members of the public for feedback on the process and the clarity of the timeline. If the timeline is made available to the public on the internet, consider updating it with results of each event as each date passes so that at any time, anyone can easily identify the status of the project. A sample project timeline is located in the appendix of this guide.



Sample Project Timeline

This sample project timeline is a rough sketch of a process that requires Planning Commission input and a decision by the City Council. A timeline such as this could be made available to the public to provide an overview on project timing and opportunities for public education and input. The basic public engagement steps from this guide are noted in parentheses at the end of each item to illustrate the generally linear but sometimes repetitive and circular progression of the steps throughout the process. A project timeline like this can be made during the PLAN step and modified through the project as you implement the ADAPT principle.

- JANUARY 2011** Initial meeting with stakeholders. Additional meetings to be held throughout the process. (NOTIFY)
- JANUARY 2011** Notify the public about the project and timeline. Initial meeting with community groups to describe the purpose of the project and the public engagement effort. (NOTIFY)
- JANUARY 2011 – APRIL 2011** Online public comment begins. Visit Open City Hall at www.allegor.com or e-mail comments to mayer@allegor.com. (NOTIFY, EDUCATE, LISTEN)
- FEBRUARY 2011** Presentations to neighborhoods directly affected and other community groups upon request. (EDUCATE, LISTEN)
- MARCH 2011** Open House at City Hall, 451 S State Street, 1st floor hallway. (EDUCATE, LISTEN)
- MARCH 2011** Dialogue meeting with adjacent residents. (EDUCATE, LISTEN)
- MARCH 2011** Focus groups with stakeholders and residents. (EDUCATE, LISTEN)
- APRIL 2011** Planning Commission briefing, public hearing, and decision on recommendation. (LISTEN)
- APRIL 2011** Public input summarized and transmitted to the Mayor. (FOLLOW THROUGH)
- APRIL 2011** Staff report with Administration recommendation and Planning Commission recommendation sent to the City Council Office. (FOLLOW THROUGH)
- MAY 2011** City Council briefing, public hearing, and decision. (May include additional public engagement and discussion) (EDUCATE, LISTEN, FOLLOW THROUGH)

*** Please note: This timeline is subject to change based on scheduling opportunities and the potential need for additional discussion on the topic.***

For any questions, please contact the project manager
[contact information]



Step 2: Notify

After planning has been completed, the second step in the public engagement process is to sufficiently notify the public about the project and the public engagement plan. Sufficient notification requires getting the word out early, to as many members of the public as possible, that the City is working on the issue or project. The notification step sends the message to the public that “this project may affect you” and educates them on the public engagement and decision-making processes planned for the

project. **During notification, describe the purpose and goals for the project. Also, outline the public engagement plan using the project timeline, highlighting opportunities for education, input, and involvement.** Notification can be accomplished through a variety of mediums and techniques such as initial visits to community organization meetings, open houses, e-mails to individuals and groups, letters through the mail, phone calls to community leaders, and a posting within the department webpage. **Remember to provide a minimum of two weeks, ideally 45 days, notice for public engagement activities.**

Step 3: Educate

The third step is to educate the public about the project. The public cannot provide input without a clear understanding of the project. In the past, the City has received complaints from members of the public who had wished to provide input on a major project but expressed frustration because they did not feel they could make an informed conclusion due to lack of information. It is

easy for a project manager who is daily involved in the project to forget that it may not be as easy for community members to grasp what is being proposed. Education allows for meaningful discussion and dialogue to occur by providing common ground for all interested parties. In addition, it can prevent myths that may emerge, either inadvertently or strategically by opponents, about the costs and benefits of the project. **Be careful to not skip the important step of educating the public to allow them to make informed conclusions about the project. Take time to clarify the decision-making process, the scope and impacts of the project, and the variables and alternatives to be considered.** Long staff reports may need to be summarized in an executive summary or in a bullet-point format. Profession-specific language should be translated into simple lay terms. Use both print and public meetings to educate. The educate step may occur as an individual step or in conjunction with step 4, “Listen.” The important thing is to remember to educate. This step is vital to a smooth process and good public input.



Step 4: Listen

The fourth step is to gather public input and show the public that you are listening. Once educated on the project, the public can provide informed opinions. There are several methods for obtaining public input such as through e-mail, Open City Hall, public meetings, interviews, and focus groups. The methods you choose will depend on the nature and

scope of your project. Consider the costs and benefits of one-time, one-way input versus involvement and dialogue over time. Gathering public input may seem relatively simple but there are some details to consider: **First, decide where to keep all of the public input.** It may be in an electronic folder on your computer and a hard copy folder in your files. As input is received, move it into those folders immediately so nothing is missed. By carefully recording all public input, you can reassure the public that their opinions will be considered as a final decision is made.



Second, **determine how verbal input will be recorded.** You may receive phone calls and attend meetings where members of the public voice their opinions. Generally, in government business, only items in writing and verbal comments during formal meetings and public hearings are considered “official” but project managers are encouraged to be flexible in receiving verbal input in addition to those formal methods. Consider what form of input you will encourage from community groups. Many community groups assume they need to come to

consensus by majority vote on an issue to submit their opinion. Taking a poll of the number of people in favor of and the number opposed to a project may be more valuable than a single unified opinion in that it describes how many people actually participated in the process and exactly how many were in favor versus opposed to the project.

Third, **consider what types of questions you will ask the public.** People can be quick to come to conclusions about whether they are in favor of or opposed to a project and community groups will often want to take a vote to that end. However, many projects involve a number of components each with more than one alternative. **Move beyond gauging general support for a project by asking follow-up questions as to why someone is opposed to the project and whether they have suggestions on addressing those concerns.** Many projects are flexible enough to allow several modifications in response to public input. Rather than being a rigid idea put up for public acceptance or rejection, projects can be shaped and molded by public opinion to the point where individuals who disliked the initial proposal may come to accept or even like the final proposal. **When possible and early on in the process, provide a list of alternative approaches to a policy or project and their associated pros and cons. Allow the public to comment on the list and add other alternatives, pros, and cons.** This provides an opportunity for the public to discuss each alternative, the community values underlying each, how desirable the new policy or project is, the intended consequences, and potential unintended consequences. When



presenting the list of alternatives, remember the “do nothing alternative,” which is the option to keep things as they are.

Fourth, ***approach the public with willingness and openness.*** Avoid communicating in ways that would suggest reluctance, as though the public engagement is required of you against your will. Pay special attention to the nonverbal cues you give off as you engage the public. Some members of the public may have cultivated an attitude that public engagement is “window dressing” and that the proposed project will move forward regardless of public input. It is important to overcome this barrier by approaching the public in a way that conveys you are willing to alter or even halt (the “do nothing alternative”) the project if there is enough input to warrant it.

Finally, ***it is important to show the public that you are listening by summarizing what you have heard, thanking them for their time, and reassuring them that they have been heard and their input will be considered.***

Step 5: Follow Through

The fifth step is to follow through by sending the public input to the decision-makers and to follow through again by providing the public with the rationale for the decision in light of all relevant facts and opinions. Whatever input methods are used, communicate to individuals and groups that you have heard them. Acknowledge them. Throughout the process, summarize questions and concerns that have been heard. An issues summary and/or frequently asked questions (FAQ) sheet may be useful. Describe how input will be communicated and presented to the decision-makers.

This is often accomplished through staff reports or memos but other methods may be used as well. Depending on the amount of public input received, you may need to devise a process to summarize the input for decision-makers in a way that provides a succinct report while preserving the intent of individual comments. If community groups provide unified opinions, write a brief explanation of the individuals who participated in forming that opinion including the number of people who were present. This will help decision-makers gain an understanding of the strength and representation of a group’s opinion.

Ask decision-makers to provide rationale for their decisions in light of all of the facts including all public opinion. Document the rationale and make it available to the public. If possible, provide rationale for why one alternative was chosen over others and why decisions were made to move forward in light of opposition, if there was any.



Step 6: Adapt

The sixth step is to adapt, be flexible. During implementation of your public engagement plan, regularly assess whether goals and expectations related to public engagement are being met, and revise the plan as needed.

This may require changes such as pushing back decision dates, creating additional education material in response to confusion or erroneous rumors that have surfaced, meeting an additional time with a community group to provide sufficient time for discussion on the topics, adding time for a new group of stakeholders not previously identified to catch up with others in the process, or expanding the public engagement process because the level of impact was found to be greater than previously thought.



During your project, consider gathering feedback from the public and your internal workgroup on the quality of the process and whether it is meeting their expectations.



After your project is complete, consider “debriefing” both internally and externally with discussions about how public engagement for future similar projects can be improved.

Answer the following questions: What went well? What didn't go well? And what recommendations do you have for the future? The City is collecting case studies from which to learn lessons on public engagement best practices. All City Departments are encouraged to regularly write case studies and contribute them to the collection for future reference.

Appendix

- A. Six Steps to Public Engagement Checklist**
- B. Assessing the Public Impact Worksheet**
- C. Determining the Level of Public Engagement Worksheet**
- D. Sample Project Timeline**



Six Steps to Public Engagement

1. Plan

- Design a public engagement plan that fits the scope of your project.
- Identify who will make the formal decisions about the project, specific requirements for recommendations and public input, when formal decisions will be made, and what required activities must lead up to that point.
- Brainstorm a list of all of the potential stakeholders—both internal and external—of your project. Involve other city departments in your planning.
- Determine the appropriate level of public engagement based on the scope/impact of the project (see “Public Impact” and “Level of Public Engagement” worksheets)
- Determine which “public” to target and how to engage them.
- Develop a timeline to achieve the remainder of the public engagement steps.

2. Notify

- Notify the public about the project and the public engagement plan. Get the word out early, to as many affected members of the public as possible, that the City is working on the issue or project.
- Describe the purpose and goals for the project.
- Outline the public engagement plan using the project timeline, highlighting opportunities for education, input, and involvement.
- Remember to provide a minimum of two weeks, ideally 45 days, notice for public engagement activities.

3. Educate

- Educate the public about the project to allow them to make informed conclusions about the project.
- Take time to clarify the decision-making process, the scope and impacts of the project, and the variables and alternatives to be considered.
- Use both print (including electronic) and public meetings to educate. Long staff reports may need to be summarized in an executive summary. Profession-specific language should be translated into simple lay terms.



Six Steps to Public Engagement

(continued)

4. Listen

- Gather public input and show the public that you are listening.
- Decide where to keep all of the public input.
- Determine how verbal input will be recorded.
- Consider what types of questions you will ask the public and how follow-up questions can reveal core concerns about possible solutions.
- Approach the public with willingness and openness.
- Show the public that you are listening by summarizing what you have heard, thanking them for their time, and reassuring them that they have been heard and that their input will be considered.

5. Follow Through

- Present the public input to the decision-makers.
- Ask decision-makers to provide rationale for their decisions in light of all of the facts including all public opinion.
- Provide the public with the rationale for the decision in light of all relevant facts and opinions.

6. Adapt

- Be flexible. During implementation of your public engagement plan, regularly assess whether goals and expectations related to public engagement are being met, and revise the plan as needed.
- During your project, consider gathering feedback from the public and your internal workgroup on how the process is going and whether it is meeting their expectations.
- After your project is complete, consider “debriefing” both internally and externally with discussions about how the public engagement for future projects can be improved.



Assessing the Public Impact Worksheet¹

Assessment Questions	Low	Moderate	High
1. What is the anticipated level of conflict, controversy, opportunity or concern on this or related issues?			
2. How significant are the potential impacts to the public?			
3. How much do the major stakeholders care about this issue, project or program?			
4. What degree of involvement does the public appear to desire?			
5. What is the potential for public impact on the potential decision or project?			
6. How significant are the possible benefits of involving the public?			
7. How serious are the potential ramifications of NOT involving the public?			
8. What level of public participation does the Mayor and/or City Council desire or expect?			
9. What is the possibility that the media will become interested?			
10. What is the probable level of difficulty in solving the problem or advancing the project?			
Count the number of checks in each column			
Multiply number of checks by the weight	x 1	x 2	x 3
Enter column score			
PUBLIC IMPACT SCORE (add three scores)			

Based on your PUBLIC IMPACT SCORE from this worksheet, identify an appropriate level of public engagement for your project. Note that each level has a different obligation and outcome. The minimum level of public engagement for City actions is almost always public information and education. Just one mark at the “High” level will warrant careful evaluation about the level of public engagement, even if your answers to the other questions were otherwise low.

¹ Adapted from International Association for Public Participation (IAP2) “Public Expectations Worksheet” and Portland Development Commission “Public Participation Manual.”



Determining the Level of Public Engagement¹

Public Impact Score			
10	←	←	→
→			
30			
Level of Public Engagement			
Inform	Solicit Input / Consult	Involve	Joint Decision-Making
<p><u>One-way</u> communication from the City to provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.</p>	<p><u>Two-way (one-time)</u> communication from the public. Seek public feedback on a proposal, analysis or alternatives. Requires a response from the public, but limited opportunity for public dialogue.</p>	<p><u>Two-way (over time)</u> communication with the public—dialogue. Work directly with the public throughout the process to ensure that issues and concerns are consistently understood and considered. Contains elements of the “inform” and “consult levels,” but adds a third dimension of dialogue.</p>	<p>Collaborate with the public on some or all aspects of the planning or decision, including the identification of issues, development of alternatives and the identification of the preferred solution.</p>
Goal			
<p>We will keep stakeholders informed.</p>	<p>We will keep stakeholders informed, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision.</p>	<p>We will work with stakeholders to ensure that their concerns and issues are directly reflected in the alternatives developed, and provide feedback on how public input influenced the decision.</p>	<p>We will look to stakeholders for direct advice and innovation in formulating solutions and incorporate their recommendations into the decisions to the maximum extent possible.</p>
Examples of Techniques (Each successive level includes all techniques from lower levels)			
<p>letters (mail or e-mail), flyers, fact sheets, reports, newsletter articles, listserves, e-mail, websites, press releases, bill stuffers, print advertisements, social media postings, presentations, open houses, signs</p>	<p>comment forms, public comment periods, public meetings, small discussion groups, surveys/polls (via mail, phone, or internet), interviews, online forums (e.g., Open City Hall), interactive software, responsive summaries</p>	<p>series of meetings, advisory groups, workshops, design charettes, deliberative (common ground) dialogues, kitchen table meetings, fishbowl processes, focus groups</p>	<p>public-involved workgroups/partnerships, joint venture, ballot, bond</p>

For more information on techniques, visit
http://www.iap2.org/associations/4748/files/o6Dec_Toolbox.pdf.

¹ Adapted from International Association for Public Participation (IAP2) “Public Expectations Worksheet” and Portland Development Commission “Public Participation Manual.”



Sample Project Timeline

This sample project timeline is a rough sketch of a process that requires Planning Commission input and a decision by the City Council. A timeline such as this could be made available to the public to provide an overview on project timing and opportunities for public education and input. The basic public engagement steps from this guide are noted in parentheses at the end of each item to illustrate the generally linear but sometimes repetitive and circular progression of the steps throughout the process. A project timeline like this can be made during the **PLAN** step and modified through the project as you implement the **ADAPT** principle.

- January 2011** Initial meeting with stakeholders. Additional meetings to be held throughout the process. (**NOTIFY**)
- January 2011** Notify the public about the project and timeline. Initial meeting with community groups to describe the purpose of the project and the public engagement effort. (**NOTIFY**)
- January 2011 – April 2011** Online public comment begins. Visit Open City Hall at www.slcgov.com or e-mail comments to mayor@slcgov.com (**NOTIFY, EDUCATE, LISTEN**)
- February 2011** Presentations to neighborhoods directly affected and other community groups upon request. (**EDUCATE, LISTEN**)
- March 2011** Open House at City Hall, 451 S State Street, 1st floor hallway. (**EDUCATE, LISTEN**)
- March 2011** Dialogue meeting with adjacent residents. (**EDUCATE, LISTEN**)
- March 2011** Focus groups with stakeholders and residents. (**EDUCATE, LISTEN**)
- April 2011** Planning Commission briefing, public hearing, and decision on recommendation. (**LISTEN**)
- April 2011** Public input summarized and transmitted to the Mayor. (**FOLLOW THROUGH**)
- April 2011** Staff report with Administration recommendation and Planning Commission recommendation sent to the City Council Office. (**FOLLOW THROUGH**)
- May 2011** City Council briefing, public hearing, and decision. (May include additional public engagement and discussion) (**EDUCATE, LISTEN, FOLLOW THROUGH**)

*** Please note: This timeline is subject to change based on scheduling opportunities and the potential need for additional discussion on the topic. ***

**For any questions, please contact the project manager
[contact information]**

Regular City Council Meeting

Meeting Date: 05/08/2017
TITLE: Zone Change 954- 2nd reading
PRESENTED BY: Wyeth Friday
Department: Planning & Community Services

PROBLEM/ISSUE STATEMENT

This is a zone change request from Residential 7,000 (R-70) to Community Commercial (CC) on a portion of Lot 1A and all of Lot 2, Block 3, Streeter Brothers Subdivision, a 15,000 square foot parcel of land. A pre-application neighborhood meeting was held on February 27, 2017 at GM Petroleum at 275 Daniel Street. The Zoning Commission conducted a public hearing on April 4, 2017, and forwarded a recommendation of approval and adoption of the findings of the 10 criteria. The City Council conducted a public hearing and approved the zone change on first reading on April 24, 2017. A second reading of the ordinance is required to approve the zone change.

Zone Change applications are reviewed using statutory criteria referenced in the Alternatives Analyzed section of this memo. Zone Changes require approval through an ordinance. Zone Changes allow the change from one type of zoning district to another types of zoning – e.g. residential single family to residential multi-family or residential to commercial. A Zone Change cannot have conditions of approval and if approved, permits the owner to use the land for any purpose allowed within the zoning district.

ALTERNATIVES ANALYZED

City Council may:

- Approve the zone change and adopt the findings of the 10 criteria as recommended by the Zoning Commission;
- Deny the zone change and adopt different findings of the 10 criteria;
- Allow the applicant to withdraw the zone change; or
- Delay action on the zone change request for up to 30 days.

The Planning staff reviewed the request and recommended approval based on the proposed findings of the 10 criteria for zone changes. The Zoning Commission concurred. The zoning would make the proposed land more developable as a commercial use on the frontage of a state highway. The proposed zoning will stabilize the property value, allow for future investment in maintenance without risk to the property owners, provides a needed neighborhood convenience choice in this area of Billings, and is supported by the City's Infill Policy and 2016 Growth Policy. The guidelines for Essential Investments, Community Fabric, Prosperity and Strong Neighborhoods in the 2016 Growth Policy include: Public right of way landscaped to be more visually appealing, infrastructure in place, commercial areas that encourage more pedestrian activity, provide local jobs, safe and attractive neighborhoods that also provide essential services. The proposed zone change is supported by these guidelines. The proposed zoning would allow the property to be re-developed into a neighborhood convenience store and clean up a run down corner in Billings.

Prior to making a decision on the requested zone change, the City Council shall consider the following:

1. *Is the new zoning designed in accordance with the Growth Policy?*

The proposed zone change is consistent with the following guidelines of the 2016 Growth Policy:

Essential Investments: Landscaping of public rights-of-way and entryways makes Billings more visually appealing to residents and visitors. Infill development and development near existing City infrastructure may be the most cost effective. Neighborhoods that are safe and attractive and provide essential services are much desired; The proposed zoning requires any development to install landscaping with a preference for it to be along the street frontage. New buildings, sidewalks, landscaping and fencing would make this area of Billings more visually appealing to residents and visitors. Infill development is the most cost effective since there is already infrastructure in place. Providing basic services near residential development is much desired and convenient to the local residential community.

Community Fabric: Developed landscape areas in commercial areas encourage more pedestrian activity and vibrant commercial activity. Attractive streetscapes provide a pleasant and calming travel experience in urban and suburban neighborhoods. Cost-effective landscaping of public rights-of-way and entryways makes Billings more visually appealing to residents and visitors. The proposed zoning will require the developer to install new sidewalks and landscaping which will be more visually appealing to residents and visitors along Laurel Road. Providing green space and sidewalks for pedestrian movement in the area.

Prosperity: A diversity of available jobs can ensure a strong Billings' economy. Successful businesses that provide local jobs benefit the community. Rezoning the parcel will allow construction of the proposed C Store which will require employees and provide jobs that will be a benefit to the community.

Strong Neighborhoods: Neighborhoods that are safe and attractive and provide essential services are much desired. The proposed zoning will allow the construction of the proposed C Store and clean up a corner in Billings that has been underused and fallen into disrepair which attracts unwanted activity in the area. New development will provide needed services and be more attractive than what has been on this land for many years.

2. *Is the new zoning designed to secure from fire and other dangers?*

The new zoning requires minimum setbacks, open and landscaped areas and building separations. The new zoning, as do all zoning districts, provides adequate building separations and density limits to provide security from fire and other dangers.

3. *Whether the new zoning will promote public health, public safety and general welfare?*

Public health and public safety will be promoted by the proposed zoning. The current residential zoning of the parcel does not lend itself to a housing because it is on the edge of a major road, Laurel Road, and doesn't provide for enough separation from the traffic noises or safety concerns. This property has never been developed as residential but historically been used as a parking lot and fallen into disuse and neglect over the years. This has had a negative effect on the surrounding properties and neighborhood. Re-zoning this property would allow redevelopment and will promote the public health, safety and general welfare of the area.

4. *Will the new zoning will facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirement?*

Transportation: The proposed zoning will not have any effect on the existing transportation system.

Water and Sewer: The City provides water and sewer to the property. There will be no

additional impacts to the system from the proposed zoning.

Schools and Parks: Schools and parks should not be affected by the proposed zoning.

Fire and Police: The subject property is served by city public safety services. The Police and Fire Departments had no concerns with the zone change.

5. Will the new zoning provide adequate light and air?

The proposed zoning provides for sufficient setbacks to allow for adequate separation between structures and adequate light and air.

6. Will the new zoning effect motorized and non-motorized transportation?

The new zoning itself will have no effect on transportation systems. The development of the property may have traffic impacts in the area.

7. Will the new zoning will promote compatible urban growth?

The new zoning does promote compatibility with urban growth. The proposed zoning will allow this parcel to re-develop into a neighborhood service area with a gas station and convenience store that will provide needed local services to the area and the use is compatible with the existing neighborhood.

8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?

The proposed zoning does consider the character of the district and the suitability of the property for the proposed use. The proposed zoning will allow the re-development of the land as a commercial use and improve the area with new buildings, landscaping and separation from the major road, Laurel Road, for the residential uses that it abuts.

9. Will the new zoning conserve the value of buildings?

The property is currently a vacant lot where a former truck stop stood. The proposed developed of a convenience store and gas station with landscape, new sidewalks, buildings will most likely improve values in the neighborhood. Approval of the zone change will conserve the value of the existing buildings. The value of existing surrounding buildings and the parcel will be improved by the proposed zoning.

10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?

The proposed zoning will allow re-development of the land to a new gas station convenience store. Residential development on this corner is not the most appropriate use of the land at this location. Commercial development to buffer residential from high traffic on Laurel Road is the best use of the land.

FINANCIAL IMPACT

If the zone change is approved, City fees for arterial construction and storm water will be adjusted to the new zoning designation of CC. The property value may increase when improvements are completed on the property. Denial of the zone change could de-stabilize the property value and lead to future dis-investment in property maintenance.

RECOMMENDATION

The Zoning Commission recommends approval and adoption of the findings of the 10 criteria for Zone Change 954 on a 5-0 vote.

APPROVED BY CITY ADMINISTRATOR

Attachments

Ordinance

ORDINANCE NO. 17-_____

AN ORDINANCE AMENDING THE ZONE CLASSIFICATION FOR A portion of Lot1A and all of Lot 2, Block 3, Streeter Brothers Subdivision a 15,000 square foot parcel of land, generally located at 5400 Laurel Road

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS, MONTANA:

1. RECITALS. *Title 76, Chapter 2, Part 3, MCA, and Sections 27-302 and 27-1502, BMCC*, provide for amendment to the City Zoning Map from time to time. The City Zoning Commission and staff have reviewed the proposed zoning for the real property hereinafter described. The Zoning Commission and staff have considered the ten (10) criteria required by Title 76, Chapter 2, Part 3, MCA. The recommendations of the Zoning Commission and staff have been submitted to the City Council, and the City Council, in due deliberation, has considered the ten (10) criteria required by state law.
2. DESCRIPTION That A portion of Lot1A and all of Lot 2, Block 3, Streeter Brothers Subdivision a 15,000 square foot parcel of land, generally located at 5400 Laurel Road is presently zoned **Residential 7,000 (R-70)** and is shown on the official zoning maps within these zones.
3. ZONE AMENDMENT. The official zoning map is hereby amended and the zoning for **the above described parcel** is hereby changed from **Residential 7,000 (R-70) to Community Commercial (CC)** and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining to **Community Commercial (CC)** as set out in the Billings, Montana City Code.
4. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed.
5. EFFECTIVE DATE. This ordinance shall be effective from and after final passage and as provided by law.

PASSED by the City Council on first reading April 24, 2017

PASSED, ADOPTED AND APPROVED on second reading May 8, 2017.

CITY OF BILLINGS:

BY: _____
Thomas W. Hanel, Mayor

ATTEST:

BY: Denise Bohlman, City Clerk
Zone Change 954 – 5400 Laurel Road

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Evans Subdivision - Preliminary Subsequent Minor Plat

PRESENTED BY: Wyeth Friday

Department: Planning & Community Services

PROBLEM/ISSUE STATEMENT

On March 15, 2017, the Planning Division received an application for preliminary subsequent minor plat approval for Evans Subdivision, a subdivision of Block 1, Lot 7, Spartan Acreage Tracts. The plat contains two lots on approximately 45,247 square feet of land for residential development. The proposed subdivision is located on the northwest corner of Natalie St. and Bitterroot Blvd. in the Billings Heights. The lot currently has one single family dwelling located on it and a new duplex is proposed for the second parcel. The owners are Norm and Cathy Evans. The agent is Neil Thompson, Territorial Landworks, Inc.

ALTERNATIVES ANALYZED

In accordance with state law, the City Council has 35 working days to act upon this preliminary subsequent minor plat. The 35 working day review period for this proposed plat ends on June 5, 2017. State and City subdivision regulations also require that preliminary plats be reviewed using specific criteria, as stated within this report. The City may not unreasonably restrict an owner's ability to develop land if the subdivider provides evidence that any identified adverse effects can be mitigated. Within the review period, the City Council is required to:

1. Approve;
2. Conditionally Approve;or
3. Deny the Preliminary Plat

FINANCIAL IMPACT

Should the City Council approve the preliminary plat, the subject property may further develop under private ownership, resulting in additional tax revenues for the City.

BACKGROUND

General location:	Intersection of Bitterroot Blvd and Natalie St.
Legal Description:	Block 1, Lot 7, Spartan Acreage Tracts
Owner/Subdivider:	Norm and Cathy Evans
Engineer and Surveyor:	Neil Thompson, Territorial Landworks, Inc
Existing Zoning:	Residential-7000
Existing land use:	Single Family Residential
Proposed land use:	Multi Family Residential/Duplex
Gross/net area:	47,626 SF
Proposed number of lots:	2
Lot size:	24,826 sf/ 20,473 sf
Parkland requirements:	This is a minor subdivision, so no parkland is required.

STAKEHOLDERS

A public hearing is not scheduled for the City Council meeting, however nearby property owners may attend the City Council meeting. The Planning Division has received no public comments or questions regarding the proposed subdivision.

CONSISTENCY WITH ADOPTED POLICIES OR PLANS

Consistency with the 2016 City of Billings Growth Policy, the 2014 Transportation Plan Update, the 2011 Billings Area Bikeway and Trail Master Plan, and the 2006 Billings Heights Neighborhood Plan are discussed within the Findings of Fact.

SUMMARY

One of the purposes of the City's subdivision review process is to identify potential negative effects of property being subdivided. When negative effects are identified it is the subdivider's responsibility to mitigate those effects. Various City departments have reviewed this application and provided input on effects and mitigation. The Findings of Fact, which are presented as an attachment, discuss potential negative impacts of the subdivision and conditions of approval are recommended as measures to further mitigate any impacts. In this case, there were found to be minimal impacts from this proposed subdivision.

RECOMMENDATION

Staff recommends conditional approval of the preliminary subsequent minor plat of Evans Subdivision, a subdivision of Block 1, Lot 7, Spartan Acreage Tracts and adoption of the Findings of Fact as presented in the staff report to the City Council.

Pursuant to Section 76-3-608(4), MCA, the following conditions are recommended to reasonably minimize potential adverse impacts identified within the Findings of Fact:

1. To ensure the provision of easements for utilities, prior to final plat approval the subdivider shall provide utility easements on the plat for proposed water and sewer lines as well as those requested by the private utility companies.
2. To minimize effects on local services, prior to final plat approval language must be added to the SIA clarifying the property owner is responsible for the construction of curb and gutter, sidewalk, and street paving/widening on Bitterroot Drive and Natalie Street, and these types of improvements are also included in the waiver of right to protest.
3. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal, or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
4. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

APPROVED BY CITY ADMINISTRATOR

Attachments

Findings of Fact
Proposed Plat

Site Photos
Draft SIA
Mayor's Approval Letter

FINDINGS OF FACT

The Planning staff has prepared the Findings of Fact for the preliminary plat of Evans Subdivision, Being Spartan Acreage Tracts, Block 1, Lot 7. These findings are based on the preliminary plat application and supplemental documents and address the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Billings Subdivision Regulations (Section 23-303(H), BMCC).

A. What are the effects on agriculture, local services, the natural environment, wildlife, wildlife habitat, and public health, safety and welfare? [MCA 76-3-608 (3)(a) and BMCC 23-303(H)(1)]

1. Effect on agriculture and agricultural water user facilities

The subject property is not used for agriculture, and has no agriculture irrigation facilities serving it. There is currently one residence on the subject lot and the owners are proposing to create one additional lot for infill development. The proposal may help alleviate development pressure on existing agricultural areas by creating additional lots on under used areas already within the urban core. There is no anticipated negative effect on agricultural irrigation facilities or agriculture from this proposal.

2. Effect on local services

- a. **Utilities** – Water service for the proposed lots is provided by the Heights Water District. There is an existing water main in Bitterroot Drive. All water line installation shall meet Heights Water District and Montana DEQ standards, rules, and regulations. This requirement is called out in the SIA under the heading **VI. Utilities**.

Sewer services are to be provided by the City of Billings. The existing sewer service is from the sewer main in Bitterroot Drive and Natalie Street. All sewer line installation shall meet City of Billings Public Works Department and Montana DEQ standards, rules, and regulations. This requirement is called out in the SIA under the heading **VI. Utilities**.

Private utilities such as electric and gas are available to the lots upon development. To ensure the proper utility easements are provided, it is recommended that the developer consult with the utility companies and place the requested easements on the final plat. **(Condition #1)**

- b. **Storm water** – Storm drainage shall be provided by a combination of surface drainage, curb and gutters, and storm drain piping. All drainage improvements shall comply with the provisions set forth in Chapter 28, BMCC, and the *Stormwater Management Manual* in place at the time of development. A complete stormwater management plan shall be submitted to the City Engineering Division and Montana Department of Environmental Quality for review and approval at the time of development. This requirement is called out in the SIA under the heading **V. Storm Drainage**.
- c. **Solid waste** - The City of Billings will provide solid waste collection and disposal. The City's landfill has adequate capacity for this waste.

- d. **Streets** – The property currently has an existing access on Natalie Street. The proposed lot 7B will have access to Bitterroot Drive, and the lot 7A will have access from Natalie Street. Access width and location will be permitted and constructed in accordance with city regulations. The SIA must identify that the property is responsible for the construction of curb and gutter, sidewalk, and street paving/widening on Bitterroot Drive and Natalie Street and these general improvements are also included in the waiver of right to protest (**Condition #2**).
- e. **Emergency services** - The Billings Police and Fire Departments will respond to emergencies within the proposed subdivision. The nearest Fire Station is located at 1601 St. Andrews Dr. (Station #6). The subdivision is located within the ambulance service area of American Medical Response.
- f. **Schools** – This subdivision should have a minimal effect on schools as it is creating only one additional residential parcel.
- g. **Parks and Recreation** - Parkland dedication is not required for this subdivision pursuant Section 23-1008, A. A minor subdivision.
- h. **Mail Delivery** - The United States Postal Service has requested a curb side delivery box.

3. Effect on the natural environment

The proposed subdivision should have only minor effects on the natural environment. There will be short term air and noise pollution associated with construction on the property. Storm water shall be managed in compliance with an approved plan and the property is outside of the flood plain. New development on the property will need to prepare and submit a project-specific geotechnical analysis to minimize any potential impacts from soil and groundwater conditions.

4. Effect on wildlife and wildlife habitat

The proposed subdivision should not affect wildlife or habitat. There are no known endangered or threatened species on the property.

5. Effect on the public health, safety and welfare

The subdivision should not negatively affect public health or safety. The subject property is not within a mapped floodway or flood zone. A geotechnical survey will be required prior to construction to ensure appropriate foundation designs are installed based on the subsurface conditions. There are no obvious threats to public health, safety or welfare.

B. Was an Environmental Assessment required? [MCA 76-3-616 and BMCC 23-901]

The proposed subdivision is exempt from the requirement for an Environmental Assessment pursuant to Section 76-3-616, MCA and 23-901, BMCC. A soils/geotechnical study was not required but will be conducted for a building permit prior to construction.

C. Does the subdivision conform to the Yellowstone County-City of Billings 2016 Growth Policy Update, the 2006 Billings Heights Neighborhood Plan, the 2014 Billings Urban Area Long Range Transportation Plan, and the Billings Area Bikeway and Trails Master Plan? [BMCC 23-303(H)(3)]

1. City of Billings 2016 Growth Policy

The proposed subdivision is consistent with the following goals of the Growth Policy:

- a. **Essential Investments (relating public and private expenditures to public values):** Infill development and development near existing City infrastructure may be the most cost effective. (p.6) Neighborhoods that are safe and attractive and provide essential services are much desired (p. 7).
- b. **Strong Neighborhoods (livable, safe, sociable and resilient neighborhoods):** Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels. Neighborhoods that are safe and attractive and provide essential services are much desired (p.8). Implementation of the Infill Policy is important to encourage development of underutilized properties. (p.8)
- c. **Home Base (healthy, safe and divers housing options)** A mix of housing types that need the needs of a diverse population is important. (p.8)

2. 2006 Billings Heights Neighborhood Plan

This subdivision will provide infill development and housing that will be consistent with the surrounding neighborhood. This subdivision adheres to the goals and objectives of the Billings Heights Neighborhood Plan.

3. 2014 Billings Urban Area Long Range Transportation Plan

The proposed subdivision adheres to the goals and objectives of the 2014 Transportation Plan and preserves the street network and street hierarchy specified within the plan.

4. Billings Area Bikeway and Trail Master Plan

The Billings Area Bikeway and Trail Master Plan covers this area. No new improvements will be required with this subdivision to meet the Trail Plan recommendations.

D. Does the subdivision conform to the Montana Subdivision and Platting Act and to local subdivision regulations? [MCA 76-3-608(3)(b), BMCC 23-303(H)(2)]

The proposed subdivision, with the proposed conditions, satisfies the requirements of the Montana Subdivision and Platting Act and conforms to the design standards specified in the local subdivision regulations. The subdivider and the local government have complied with the subdivision review and approval procedures set forth in the local and state subdivision regulations.

E. Does the proposed subdivision conform to all requirements of the zoning in effect? [BMCC 23-303(H)(2)(e)]

The subject property is located in Residential-7000 zoning district. All development shall comply with the standards set forth in Section 27-300, BMCC. Final zoning compliance will be determined at the time of the building permit.

F. Does the proposed plat provide easements for the location and installation of any utilities? [MCA 76-3-608(3)(c) and BMCC 23-303(H)(2)(b)]

The plat provides easements for utilities within the proposed subdivision. It is recommended that the developer work with NWE and MDU and show the needed easements on the final plat. **(Condition #1)**

G. Does the proposed plat provide legal and physical access to each parcel within the subdivision and notation of that access on the plat? [MCA 76-3-608(3)(d) and BMCC 23-303(H)(2)(c)]

Access to the subdivision will be from existing accesses off of Natalie Street with a new access for Lot 7B from Bitterroot Drive.

CONCLUSIONS OF FINDING OF FACT

- The preliminary plat for Evans Subdivision does not create any adverse impacts that warrant denial of the subdivision.
- The proposed subdivision conforms to several goals and policies of the 2016 Growth Policy, and does not conflict with the 2014 Transportation Plan or the Bikeway and Trail Master Plan.
- The proposed subdivision complies with state and local subdivision regulations, local zoning, and sanitary requirements and provides legal and physical access to each lot.
- Any potential negative or adverse impacts will be mitigated with the proposed conditions of approval.

Approved by the Billings City Council, May 8, 2017

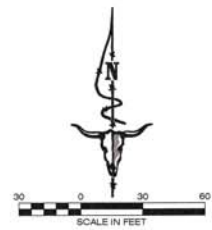
Thomas W. Hanel, Mayor

PRELIMINARY PLAT OF EVANS SUBDIVISION

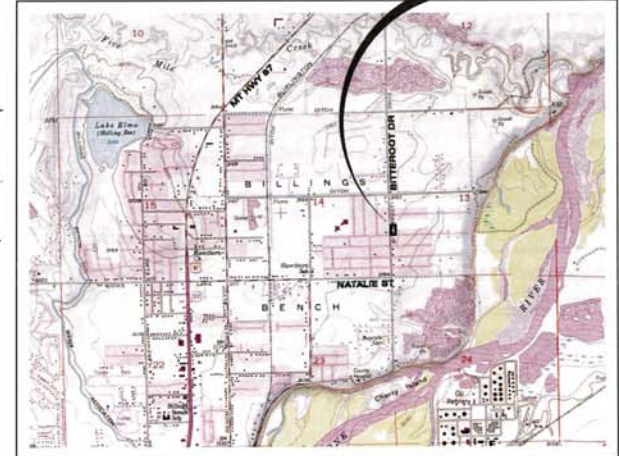
(SUBDIVISION OF BLOCK 1, LOT 7, SPARTAN ACREAGE TRACTS,
LOCATED IN THE SW1/4 OF SECTION 13, T.01N., R.26E., P.M.M.,
YELLOWSTONE COUNTY, MONTANA)

NOTE:
PRELIMINARY PLAT, NOT FOR SURVEY OR CONSTRUCTION USE.

PLAT DATA	
GROSS AREA	= 45,247 SF
NET AREA	= 45,247 SF
NUMBER OF LOTS	= 2
MINIMUM LOT SIZE	= 20,473 SF
MARKED LOT SIZE	= 24,774 SF
LINEAL FEET OF STREETS	= NA
PARKLAND REQUIREMENTS	= NA
EXISTING ZONING	= R70
SUPPLEMENTARY ZONING	= R70
NORTH	= R70
SOUTH	= R70
EAST	= R70
WEST	= R70
EXISTING LAND USE	= RESIDENTIAL
PROPOSED LAND USE	= RESIDENTIAL DUPLEX

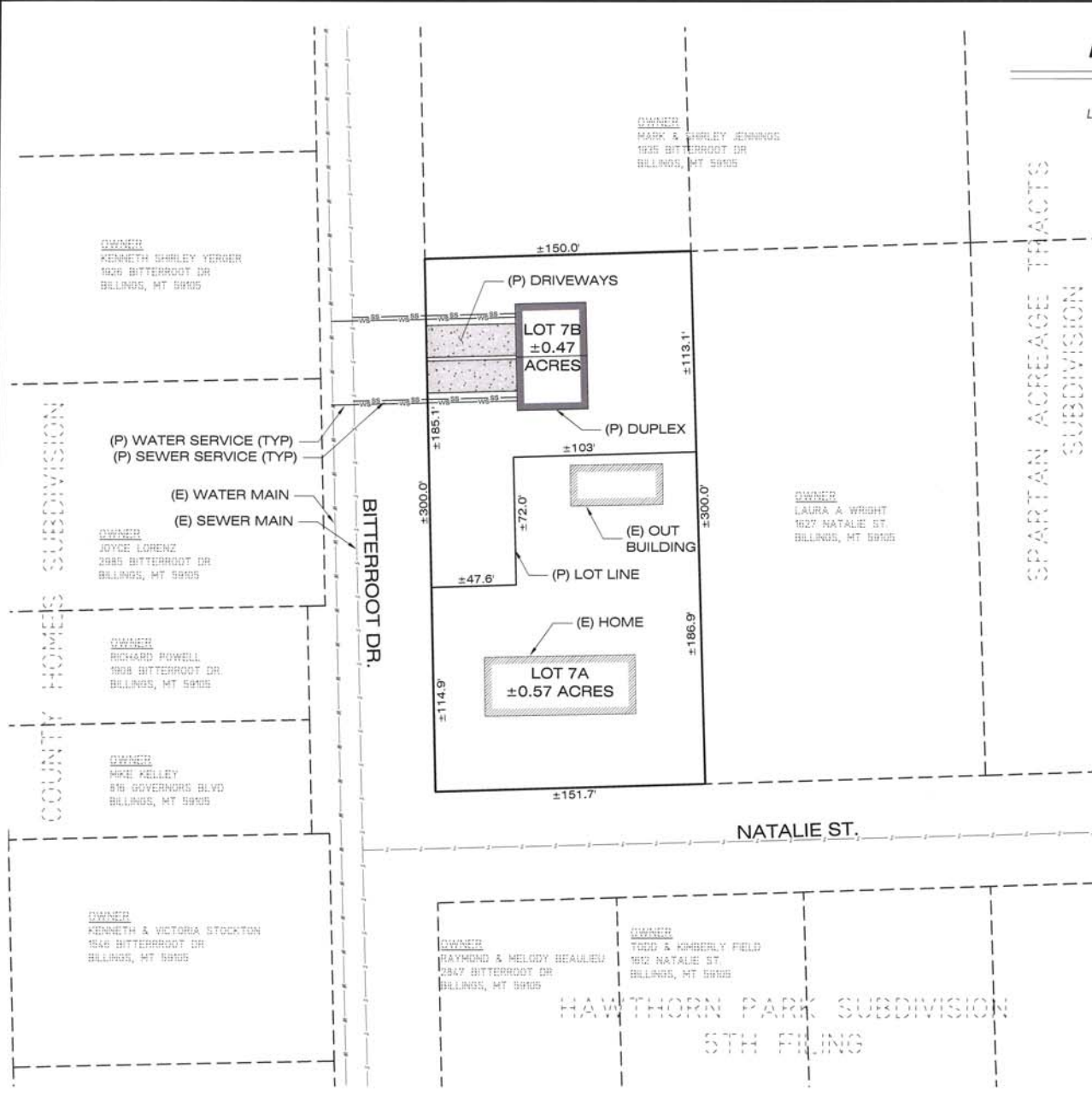


VICINITY MAP



BILLINGS, YELLOWSTONE COUNTY

0 2000



TERRITORIAL LANDWORKS, INC.
CIVIL ENGINEERING • SURVEYING • LAND USE CONSULTING
1000 W. CENTRAL AVENUE
BILLINGS, MONTANA 59102
PHONE: 406.251.4143
FAX: 406.251.4224
WWW.TERRITORIALLANDWORKS.COM

REVISIONS	DATE

DESIGNED:
DRAFTED:
CHECKED:
DATE: 3/11/17

LOCATION: 1605 NATALIE ST., BILLINGS, MONTANA
SPARTAN ACREAGE TRACTS, BLOCK 1, LOT 7
SEC. 13, T.01N., R.26E., YELLOWSTONE COUNTY
PREPARED FOR: NORMAN & CATHERINE EVANS

CATHY EVANS
EVANS SUBDIVISION
PROPOSED LAYOUT

PROJECT NO.: 17-4456
SHEET: 1 OF 1
PRELIMINARY

Site Photos- Evans Subdivision



Facing North on Bitterroot



Looking North East towards the subject property



Looking East



Looking South East



Looking South



Facing Southwest

SUBDIVISION IMPROVEMENTS AGREEMENT
Evans Subdivision
Table of Contents
(City of Billings)

I.	Variances	Page 2
II.	Conditions that Run with the Land	Page 2
III.	Transportation	Page 3
	A. Streets	
	B. Sidewalks	
	C. Street Lighting	
	D. Traffic Control Devices	
	E. Access	
	F. Heritage Trail Plan	
	G. Public Transit	
IV.	Emergency Services	Page 4
V.	Storm Drainage	Page 4
VI.	Utilities	Page 4
	A. Water	
	B. Sanitary Sewer	
	C. Power, Telephone, Gas, and Cable Television	
VII.	Parks/Open Space	Page 5
VIII.	Irrigation	Page 5
IX.	Soils/Geotechnical Study	Page 5
X.	Phasing of Improvements	Page 5
XI.	Financial Guarantees	Page 6
XII.	Legal Provisions	Page 6

SUBDIVISION IMPROVEMENTS AGREEMENT

Evans Subdivision

This agreement is made and entered into this ____ day of _____, 20____, by and between *Norman R. Evans and Catherine J. Evans*, whose address for the purpose of this agreement is **1445 Wicks Lane, Billings, MT 59105** hereinafter referred to as “Subdivider,” and the **CITY OF BILLINGS**, Billings, Montana, hereinafter referred to as “City.”

WITNESSETH:

WHEREAS, the plat of *Evans Subdivision*, located in Yellowstone County, Montana, was submitted to the Yellowstone County Board of Planning; and

WHEREAS, at a regular meeting conducted on ____ day of _____, 20____, the City Council conditionally approved a preliminary plat of *Evans Subdivision*; and

WHEREAS, a Subdivision Improvements Agreement is required by the City prior to the approval of the final plat.

WHEREAS, the provisions of this agreement shall be effective and applicable to *Evans Subdivision* upon the filing of the final plat thereof in the office of the Clerk and Recorder of Yellowstone County, Montana. The Subdivision shall comply with all requirements of the City of Billings Subdivision Regulations, the rules, regulations, policies, and resolutions of the City of Billings, and the laws and administrative rules of the State of Montana.

THEREFORE, THE PARTIES TO THIS AGREEMENT, for and in consideration of the mutual promises herein contained and for other good and valuable consideration, do hereby agree as follows:

I. VARIANCES

No variance is requested

II. CONDITIONS THAT RUN WITH THE LAND

- A.** Lot owners should be aware that this subdivision is being built in close proximity to prime deer and antelope habitat and it is likely that homeowners will experience problems with damage to landscaped shrubs, flowers, and gardens. The Montana Fish, Wildlife, and Parks Department does not provide damage assistance unless there is damage to commercial crops and/or a threat to public health and safety.

B. Lot owners should be aware that soil characteristics within the area of this subdivision, as described in the 1972 Yellowstone County Soil Survey, indicate that there could be potential limitations for proposed construction on the lots, which may require a geotechnical survey prior to construction. (If a geotechnical study was done for this subdivision, insert specific information and recommendations from that study here, instead)

C. There is attached hereto a Waiver waiving the right to protest the creation of the special improvement district or districts which by this reference is expressly incorporated herein and made as much a part hereof as though fully and completely set forth herein at this point. The Waiver will be filed with the plat, shall run with the land, and shall constitute the guarantee by the Subdivider and property owner or owners of the developments described herein. Said Waiver is effective upon filing and is not conditioned on the completion of the conditions set forth in this Agreement. The Subdivider and owner specifically agree that they are waiving valuable rights and do so voluntarily.

D. Individual lot owners should be aware that Best Management Practices for stormwater control shall be required for new construction on lots. Best Management Practices are defined within Section 28-201, BMCC and detailed in the Billings Stormwater Management Manual.

III. TRANSPORTATION

A. Streets

- The subdivision abuts Bitterroot Dr. on the west side of the property. Lot 7A abuts Natalie Street to the south. Bitterroot Dr. is a two lane paved surface with a 60 ft right of way while Natalie Street is a two lane gravel surface with a 60 ft right of way. Both streets do not contain curb and gutter.

B. Sidewalks

- Sidewalk improvements, if any, will be constructed in accordance with city regulations. Sidewalks are located south of the property at the intersection of Elain and Bitterroot but none are located directly adjacent to the subdivision. A signed *Waiver of Right to Protest* will be required per city of Billings requirements.

C. Street Lighting

- No street lighting improvements are proposed for the subdivision. A signed *Waiver of Right to Protest* will be required per city of Billings requirements.

D. Traffic Control Devices

- A stop sign is currently located on the intersection of Natalie St and Bitterrot Dr. No changes to the intersection are anticipated.

E. Access

- The proposed lot 7B will have access to Bitterroot Dr. while lot 7A will have access from Natalie Street. Access width and location will be permitted and constructed in accordance with city regulations

F. Billings Area Bikeway and Trail Master Plan

- The subdivision abuts Bitterroot Dr. which is within the Bikeway and Trail Master Plan and there is a proposed long range bike lane on the surface of Bitterroot Drive. Trails, trail connections, easements, dedication, or trail improvements are not required for this subdivision.

G. Public Transit

- No public transit improvements are necessary to ensure public transit service

IV. EMERGENCY SERVICE

Construction of buildings made of combustible materials shall have adequate fire apparatus access roads and water supply (fire hydrants) in place to allow for fire suppression requirements. Prior to the issuance of a building permit for construction using combustible materials (i.e. lumber, plywood, wood trusses, etc.), fire apparatus access roads and water supply requirements shall be provided in accordance with the International Fire Code as adopted by the City of Billings.

At a minimum, the following is required:

- An unobstructed gravel road or gravel road base must be within 150 feet of the furthest portion of a building under construction as measured along the approved route.
- The access roads are required to support fire apparatus vehicle loading (40 tons) during all weather conditions and shall be a minimum of twenty (20) feet wide.
- An operational fire hydrant shall be located within 600 feet of the furthest portion of a residence under construction or within 400 feet of the furthest portion of a commercial building under construction as measured along the access roads to the site.
- The above requirements do not alter or effect the current minimum subdivision requirements for fire apparatus access and water supply.

V. STORM DRAINAGE

All drainage improvements shall comply with the provisions set forth in Chapter 28, BMCC, and the Stormwater Management Manual in place at the time of development. A complete stormwater management plan shall be submitted to the Engineering Division for review and approval at the time of development.

VI. UTILITIES

The Subdivision Improvements Agreement does not constitute an approval for extension of or connection to water mains and sanitary sewers. The property owner shall make application for extension/connection of water mains and sanitary sewers to the Public Works Department – Engineering Division and

Heights Water District. The extension/connection of/to water mains and sanitary sewers is subject to the approval of the applications and the conditions of approval. Applications shall be submitted for processing prior to the start of any construction and prior to review and approval of any project plans and specifications.

The Developer/Owner acknowledges that the subdivision shall be subject to the applicable System Development and Franchise Fees in effect at the time new water and/or sanitary sewer service connections are made.

The design/installation of sanitary sewers and appurtenances, and water mains and appurtenances (fire hydrants, etc) shall be in accordance with design standards, specifications, rules, regulations of and as approved by the City of Billings Public Works Department, Fire Department and the Montana Department of Environmental Quality.

A. Water

There is an existing water main in Bitterroot Dr. Both Lots have access to the water main in Bitterroot Dr. Connections to the water main will be done in accordance with Heights Water district regulations at the time of connection. All fees will be paid at the time of connection.

B. Sanitary Sewer

A sanitary sewer main exists in Bitterroot Dr. and Natalie Street. Connections to sanitary sewer will be done in accordance with the City of Billings regulations at the time of connection. All fees will be paid at the time of connection.

C. Power, Telephone, Gas, and Cable Television

Power and phone run along the west side of the property.

VII. PARKS/OPEN SPACE

There is no parkland requirement for *Evans Subdivision*, as this is a minor subdivision [MCA 76-3-621(3)(a)].

VIII. IRRIGATION

The subdivision resides within the Bench Water District. Ditch easements are not applicable as the subdivision is not near a ditch. No mitigation efforts are necessary to protect ditches during construction.

IX. SOILS/GEOTECHNICAL STUDY

A soils/geotechnical study was not required but will be conducted for a building permit prior to construction.

X. PHASING OF IMPROVEMENTS

Not applicable as no phasing of improvements is proposed for the subdivision

XI. FINANCIAL GUARANTEES

Except as otherwise provided, Subdivider shall install and construct said required improvements with cash or by utilizing the mechanics of a private contract secured by letters of credit or a letter of commitment to lend funds from a commercial lender. All engineering and legal work in connection with such improvements shall be paid by the contracting parties pursuant to said private contract, and the improvements shall be installed as approved by the City Engineer and Utility Department Manager.

XII. LEGAL PROVISIONS

- A.** Subdivider agrees to guarantee all public improvements for a period of one year from the date of final acceptance by the City of Billings.
- B.** The owners of the properties involved in this proposed Subdivision by signature subscribed herein below agree, consent, and shall be bound by the provisions of this Agreement.
- C.** The covenants, agreements, and all statements in this Agreement apply to and shall be binding on the heirs, personal representatives, successors and assigns of the respective parties.
- D.** In the event it becomes necessary for either party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing party or the party giving notice shall be entitled to reasonable attorney fees and costs.
- E.** Any amendments or modifications of this Agreement or any provisions herein shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.
- F.** Subdivider shall comply with all applicable federal, state, and local statutes, ordinances, and administrative regulations during the performance and discharge of its obligations. Subdivider acknowledges and agrees that nothing contained herein shall relieve or exempt it from such compliance.

Waiver of Right to Protest

FOR VALUABLE CONSIDERATION, the undersigned, being the Subdivider and all of the owners of the hereinafter described real property, do hereby waive the right to protest the formation of one or more special improvement district(s) for a period of no more than twenty years from the recording of this waiver, for street light maintenance and energy, and for the construction of streets, street widening, sidewalks, survey monuments, street name signs, curb and gutter, street lights, driveways, traffic signals, and traffic control devices, parks and park maintenance, trails, sanitary sewer lines, water lines, storm drains (either within or outside the area), and other improvements incident to the above which the City of Billings may require.

This Waiver and Agreement is independent from all other agreements and is supported by sufficient independent consideration to which the undersigned are parties, and shall run with the land and shall be binding upon the undersigned, their successors and assigns, and the same shall be recorded in the office of the County Clerk and Recorder of Yellowstone County, Montana.

The real property hereinabove mentioned is more particularly described as follows:

Evans Subdivision

Signed and dated this _____ day of _____, 20____.

Subdivider/Owner

Norman R. Evans, owner

Catherine J. Evans, owner

STATE OF MONTANA)
 : ss
County of Yellowstone)

On this ____ day of _____, 20____, before me, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be *Norman R. Evans and Catherine J. Evans*, the person who executed the forgoing instrument and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year hereinabove written.

Notary Public in and for the State of Montana
Printed Name: _____
Residing at: _____
My commission expires: _____



CITY OF BILLINGS

THOMAS W. HANEL, MAYOR

P.O. BOX 1178
BILLINGS, MONTANA 59103
(406) 687-8296
FAX (406) 657-8390

May 8, 2017

Norm & Cathy Evans
1445 Wicks Lane
Billings, MT 59105

Dear Applicant:

On May 8, 2017, the Billings City Council conditionally approved the preliminary plat of Evens Subdivision, Being Spartan Acreage Tracts, Block 1, Lot 7., subject to the following conditions of approval:

1. To ensure the provision of easements for utilities, prior to final plat approval the subdivider shall provide utility easements on the plat for proposed water and sewer lines as well as those requested by the private utility companies.
2. To minimize effects on local services, prior to final plat approval language must be added to the SIA clarifying the property owner is responsible for the construction of curb and gutter, sidewalk, and street paving/widening on Bitterroot Drive and Natalie Street, and these types of improvements are also included in the waiver of right to protest.
3. Minor changes may be made in the SIA and final documents, as requested by the Planning, Legal, or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
4. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Should you have questions please contact the Karen Husman at (406) 247-8684 or by email at husmank@ci.billings.mt.us .

Sincerely,

Thomas W. Hanel, Mayor

Pc: Territorial Landworks



Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Sunnyside Subdivision, 4th Filing, Amended Lot 6, Block 21 - Preliminary Minor Plat

PRESENTED BY: Wyeth Friday

Department: Planning & Community Services

PROBLEM/ISSUE STATEMENT

On April 3, 2017 Performance Engineering and Consulting, agent for BCJM Inc., applied for Preliminary Subsequent Minor Plat approval for Sunnyside Subdivision, 4th Filing, Amended Lot 6, Block 21. The proposed subdivision creates 2 lots from one lot. The subject property is generally located on the northeast corner of the intersection of North 27th Street and 12th Avenue North. The property is zoned Community Commercial (CC). There is an existing restaurant and casino to the north of this property, residential to the east, and North 27th Street to the west. The two lots will be for new commercial construction.

ALTERNATIVES ANALYZED

In accordance with state law, the City Council has 35 working days to act upon this minor preliminary plat. The 35 working day review period for the proposed plat ends on May 22, 2017. State and City subdivision regulations also require that preliminary plats be reviewed using specific criteria, as stated within this report. The City may not unreasonably restrict an owner's ability to develop land if the subdivider provides evidence that any identified adverse effects can be mitigated. Within the 35 working day review period, the City Council is required to:

1. Approve;
2. Conditionally Approve; or
3. Deny the Preliminary Plat

FINANCIAL IMPACT

If the City Council approves the preliminary plat, the subject property may further develop under private ownership, resulting in additional tax revenues.

BACKGROUND

PROCEDURAL HISTORY

- A pre-application meeting was held on February 23, 2017 to discuss the proposal.
- The preliminary plat application was submitted to the Planning Division on April 3, 2017
- The City Council will consider the preliminary plat on May 8, 2017.
- The 35 working-day preliminary plat review period ends May 22, 2017.

PLAT INFORMATION

General location: Generally located on the northeast corner of the

intersection of North 27th Street and 12th Avenue
North

Legal Description: Sunnyside Subdivision, 4th Filing, Amended Lot 6, Block 21

Owner/Subdivider: BCJM Inc.

Engineer and Surveyor: Performance Engineering and Consulting

Existing Zoning: CC

Existing land use: Vacant Land

Proposed land use: Commercial

Gross and Net area: 0.96 acres

Proposed number of lots: 2

Lot size: Max: 23,726 square feet
Min.: 18,266 square feet

Parkland requirements: In accordance with 76-3-621(3)(c), MCA this subdivision is exempt from parkland dedication.

Variance requested: No variances have been requested.

STAKEHOLDERS

A public hearing is not scheduled for the City Council meeting; however nearby property owners may attend the City Council meeting. The Planning Division has received no public comments or questions regarding the proposed subdivision.

CONSISTENCY WITH ADOPTED POLICIES OR PLANS

Consistency with the 2016 Growth Policy, the Transportation Plan 2014 Update, and Billings Area Bikeways and Trail Master Plan are discussed within the Findings of Fact.

SUMMARY

One of the purposes of the City's subdivision review process is to identify potential negative effects of property being subdivided. When negative effects are identified it is the subdivider's responsibility to mitigate those effects. Various City departments have reviewed this application and provided input on effects and mitigation. The Findings of Fact, which are presented as an attachment, discuss potential negative impacts of the subdivision and conditions of approval are recommended as measures to further mitigate any impacts. In this case, there were found to be minimal impacts from this proposed subdivision.

RECOMMENDATION

Planning staff recommends conditional approval of the proposed subdivision with the following conditions of approval:

1. To ensure the provision of easements for utilities, prior to final plat approval the subdivider shall provide utility easements on the final plat for proposed water and sewer line as well as those requested by the private utility companies.
2. To ensure public safety and proper placement of USPS postal boxes, prior to final plat approval the applicant will coordinate placement of postal boxes with the USPS and provide a letter from them stating the proposed location is acceptable to the USPS.
3. Minor changes may be made in the SIA and final documents as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
4. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

APPROVED BY CITY ADMINISTRATOR

Attachments

Findings of Fact
Proposed Plat
Mayor's Approval Letter
Site Pictures

FINDINGS OF FACT

The Planning staff has prepared the Findings of Fact for the preliminary plat of Sunnyside Subdivision, 4th Filing, Amended Lot 6, Block 21. These findings are based on the preliminary plat application and supplemental documents and address the review criteria required by the Montana Subdivision and Platting Act (76-3-608, MCA) and the Billings Subdivision Regulations (Section 23-303(H), BMCC).

A. What are the effects on agriculture, local services, the natural environment, wildlife, wildlife habitat, and public health, safety and welfare? [MCA 76-3-608 (3)(a) and BMCC 23-303(H)(1)]

1. Effect on agriculture and agricultural water user facilities

The subject property is not used for agriculture, and has no agriculture irrigation facilities serving it. It is currently a vacant lot with no improvements on it. The owners are proposing to create two lots for infill development. The proposal may help alleviate development pressure on existing agricultural areas by creating additional lots on under used areas already within the urban core. There is no anticipated negative effect on agricultural irrigation facilities or agriculture from this proposal.

2. Effect on local services

- a. **Utilities** – Water service for the proposed lots is provided by the City of Billings. There is existing water service from a water main in 12th Avenue North. The water line will be placed in a 10-foot wide utility easement along the back of Lot 6B, the southern lot, also providing water for Lot 6A to the north. When the lots develop, any applicable fees will be paid at that time. All water line installation shall meet City of Billings Public Works Department and Montana DEQ standards, rules, and regulations. This requirement is called out in the SIA under the heading **VI. Utilities**.

Sewer services are to be provided by the City of Billings. The existing sewer service is in the alley on the east edge of the subject property. When the new lots develop any applicable fees will be paid at that time. All sewer line installation shall meet City of Billings Public Works Department and Montana DEQ standards, rules, and regulations. This requirement is called out in the SIA under the heading **VI. Utilities**.

Private utilities such as electric and gas are available to the lots upon development. To ensure the proper utility easements are provided, it is recommended that the developer consult with the utility companies and place the requested easements on the final plat. **(Condition #1)**

- b. **Storm water** – Storm drainage shall be provided by a combination of surface drainage, curb and gutters, and storm drain piping. All drainage improvements shall comply with the provisions set forth in Chapter 28, BMCC, and the *Stormwater Management Manual* in place at the time of development. A complete stormwater management plan shall be submitted to the City Engineering Division and Montana Department of Environmental Quality for review and approval at the time of development.

- c. **Solid waste** - The City of Billings will provide solid waste collection and disposal. The City's landfill has adequate capacity for this waste.
- d. **Streets** – The property currently has existing accesses on North 27th Street and 12th Avenue North. North 27th Street is a state road and any changes in location or additional accesses would have to be approved by MDT. A reciprocal access and parking easement will be created with this subdivision to provide physical and legal access to both streets from the shared parking lot. No additional right of way is required for either street.
- e. **Emergency services** - The Billings Police and Fire Departments will respond to emergencies within the proposed subdivision. The nearest Fire Station is located at 2305 8th Avenue North (Station #1). The subdivision is located within the ambulance service area of American Medical Response.
- f. **Schools** – This subdivision should have a minimal effect on schools as it is a commercial development and will not add any housing to the area.
- g. **Parks and Recreation** - Parkland dedication is not required for this subdivision pursuant Section 23-1008, A. A minor Subdivision and C. Subdivision into parcels that are all nonresidential.
- h. **Mail Delivery** - The United States Postal Service has requested either a CBU or individual curb side delivery box on 12th Avenue North located where the carrier does not have to exit vehicle to access boxes. It is recommended the applicant contact the USPS to coordinate the location of boxes. (**Condition #2**)

3. Effect on the natural environment

The proposed subdivision should have only minor effects on the natural environment. There will be short term air and noise pollution associated with construction on the property. Storm water shall be managed in compliance with an approved plan and the property is outside of the flood plain. New development on the property will need to prepare and submit a project-specific geotechnical analysis to minimize any potential impacts from soil and groundwater conditions.

4. Effect on wildlife and wildlife habitat

The proposed subdivision should not affect wildlife or habitat. There are no known endangered or threatened species on the property.

5. Effect on the public health, safety and welfare

The subdivision should not negatively affect public health or safety. The subject property is not within a mapped floodway or flood zone. A geotechnical survey will be required prior to construction to ensure appropriate foundation designs are installed based on the subsurface conditions. There are no obvious threats to public health, safety or welfare.

B. Was an Environmental Assessment required? [MCA 76-3-616 and BMCC 23-901]

The proposed subdivision is exempt from the requirement for an Environmental Assessment pursuant to Section 76-3-616, MCA and 23-901, BMCC.

C. Does the subdivision conform to the Yellowstone County-City of Billings 2008 Growth Policy Update, the 2006 Billings Heights Neighborhood Plan, the 2014 Billings Urban Area Long Range Transportation Plan, and the Billings Area Bikeway and Trails Master Plan? [BMCC 23-303(H)(3)]

1. City of Billings 2016 Growth Policy

The proposed subdivision is consistent with the following goals of the Growth Policy:

- a. **Essential Investments (relating public and private expenditures to public values):** Infill development and development near existing City infrastructure may be the most cost effective. (p.6) Neighborhoods that are safe and attractive and provide essential services are much desired (p. 7).
- b. **Strong Neighborhoods (livable, safe, sociable and resilient neighborhoods):** Neighborhoods that are safe and attractive and provide essential services are much desired (p.8). Implementation of the Infill Policy is important to encourage development of underutilized properties. (p.8)
- c. **Prosperity (promoting equal opportunity and economic advancement)** A diversity of available jobs can ensure a strong Billings' economy. Successful businesses that provide local jobs benefit the community. (p.9)

2. 2014 Billings Urban Area Long Range Transportation Plan

The proposed subdivision adheres to the goals and objectives of the 2014 Transportation Plan and preserves the street network and street hierarchy specified within the plan.

3. Billings Area Bikeway and Trail Master Plan

The Billings Area Bikeway and Trail Master Plan covers this area. There is a proposed short-range bike lane shown on North 27th Street. No new improvements will be required with this subdivision to meet the Trail Plan recommendations.

D. Does the subdivision conform to the Montana Subdivision and Platting Act and to local subdivision regulations? [MCA 76-3-608(3)(b), BMCC 23-303(H)(2)]

The proposed subdivision, with the proposed conditions, satisfies the requirements of the Montana Subdivision and Platting Act and conforms to the design standards specified in the local subdivision regulations. The subdivider and the local government have complied with the subdivision review and approval procedures set forth in the local and state subdivision regulations.

E. Does the proposed subdivision conform to all requirements of the zoning in effect? [BMCC 23-303(H)(2)(e)]

The subject property is located in Community Commercial zoning. All development shall comply with the standards set forth in Section 27-309, BMCC. Final zoning compliance will be determined at the time of the building permit.

F. Does the proposed plat provide easements for the location and installation of any utilities? [MCA 76-3-608(3)(c) and BMCC 23-303(H)(2)(b)]

The plat provides easements for utilities within the proposed subdivision. It is recommended that the developer work with NWE and MDU and show the needed easements on the final plat.

G. Does the proposed plat provide legal and physical access to each parcel within the subdivision and notation of that access on the plat? [MCA 76-3-608(3)(d) and BMCC 23-303(H)(2)(c)]

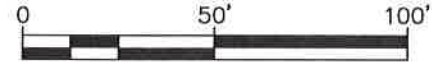
Access to the subdivision will be from existing accesses off of North 27th Street and 12th Avenue North. The accesses will be shared on the property. Reciprocal access easement documents will be submitted and recorded with the final plat documents.

CONCLUSIONS OF FINDING OF FACT

- The preliminary plat for Sunnyside Subdivision, 4th Filing, Amended Lot 6, Block 21, does not create any adverse impacts that warrant denial of the subdivision.
- The proposed subdivision conforms to several goals and policies of the 2016 Growth Policy, and does not conflict with the 2014 Transportation Plan or the Bikeway and Trail Master Plan.
- The proposed subdivision complies with state and local subdivision regulations, local zoning, and sanitary requirements and provides legal and physical access to each lot.
- Any potential negative or adverse impacts will be mitigated with the proposed conditions of approval.

Approved by the Billings City Council, May 8, 2017

Thomas W. Hanel, Mayor



CONCEPTUAL DRAWING OF
 AMENDED PLAT OF LOT 6, BLOCK 21
SUNNYSIDE SUBDIVISION - 4TH FILING

LOCATED IN THE NE 1/4 OF SECTION 32, TOWNSHIP 01 NORTH, RANGE 26 EAST, P.M.M.,
 CITY OF BILLINGS, YELLOWSTONE COUNTY, MONTANA

EXISTING LAND USE: COMMERCIAL
 PROPOSED LAND USE: COMMERCIAL

OWNER: BCJM, INC.

P Z-17-00023

LOT 3
 SUNNYSIDE SUBDIVISION - 4TH FILING

SUNNYSIDE SUBDIVISION - 4TH FILING

LOT : 6A
 23,726 SQ FT
 0.54 ACRES

EXISTING 10' WIDE
 UTILITY EASEMENT

NORTH 27TH STREET

LOT : 6B
 18,266 SQ FT
 0.42 ACRES

EXISTING 8-INCH
 SANITARY SEWER

NORMAL SUBDIVISION - 3RD FILING

NORMAL SUBDIVISION - 2ND FILING

12TH AVENUE NORTH

SUNNYSIDE SUBDIVISION - 1ST FILING

SUNNYSIDE SUBDIVISION - 4TH FILING

BILLINGS, MT 59101

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PERFORMANCE ENGINEERING & CONSULTING

JMD DESIGNED BY	QUALITY ASSURANCE
JMD DRAWN BY	CPD CHECKED BY
2/17/2017 DATE	2/17/2017 DATE

REV BY	DATE	CHKD BY

SHEET TITLE
CONCEPTUAL DRAWING

PROJECT NUMBER
 2017-007

SHEET NUMBER
 1 OF 1

DRAWING NUMBER
A



CITY OF BILLINGS
THOMAS W. HANEL, MAYOR
P.O. BOX 1178
BILLINGS, MONTANA 59103
(406) 687-8296
FAX (406) 657-8390

May 8, 2017

BCJM Inc.
Attn: Jake Brosovich
P.O. Box 20318
Billings, MT 59104

Dear Applicant:

On May 8, 2017, the Billings City Council conditionally approved the preliminary plat of Sunnyside Subdivision 4th Filing, Amended Lot 6, Block 21, subject to the following conditions of approval:

1. To ensure the provision of easements for utilities, prior to final plat approval the subdivider shall provide utility easements on the final plat for proposed water and sewer line as well as those requested by the private utility companies.
2. To ensure public safety and proper placement of USPS postal boxes, prior to final plat approval the applicant will coordinate placement of postal boxes with the USPS and provide a letter from them stating the proposed location is acceptable to the USPS.
3. Minor changes may be made in the SIA and final documents as requested by the Planning, Legal or Public Works Departments to clarify the documents and bring them into the standard acceptable format.
4. The final plat shall comply with all requirements of the City of Billings Subdivision Regulations, rules, regulations, policies, and resolutions of the City of Billings, and the laws and Administrative Rules of the State of Montana.

Should you have questions please contact the Dave Green at (406) 247-8666 or by email at greend@ci.billings.mt.us .

Sincerely,

Thomas W. Hanel, Mayor



View north from 12th Avenue North



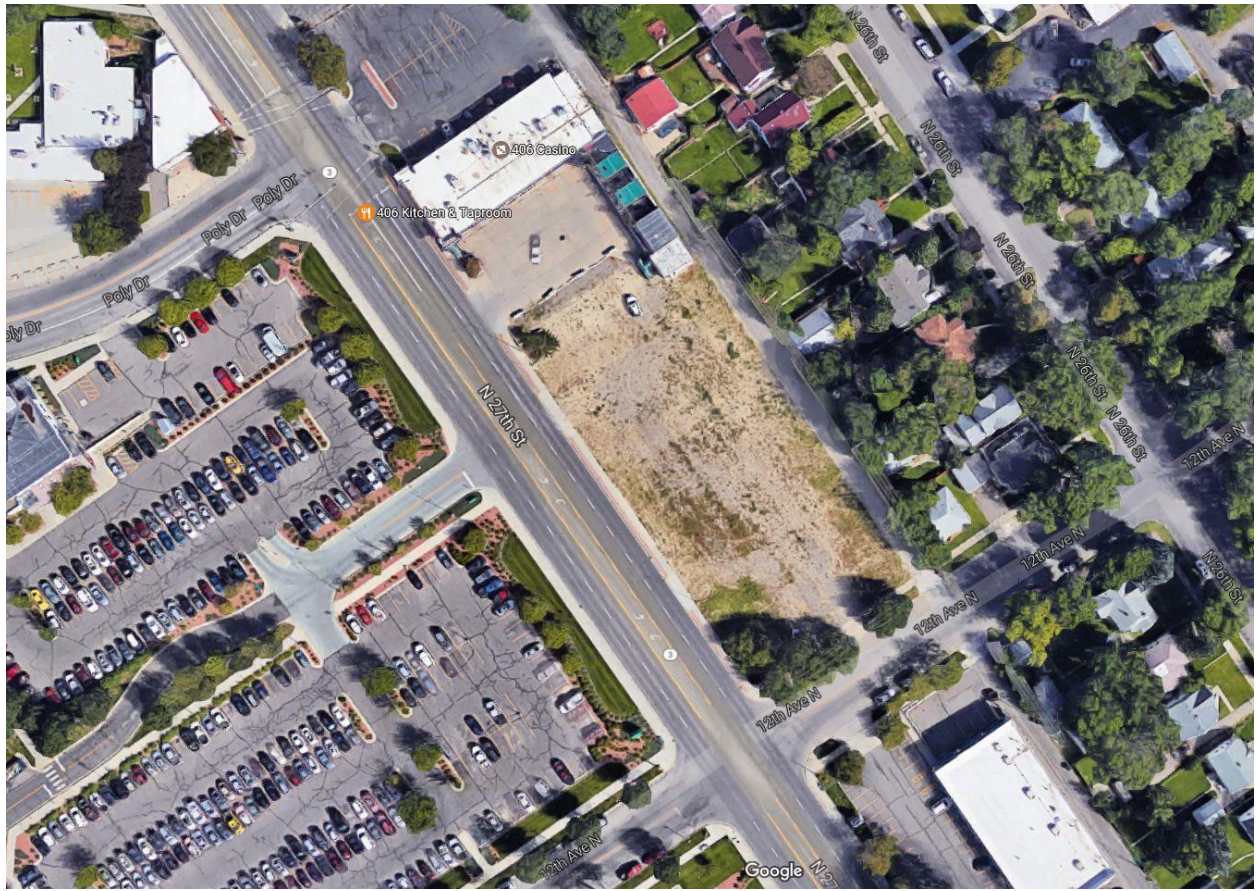
View from North 27th Street east along 12th Avenue North



View north along North 27th Street



View east across south end of subject property



Aerial view of subject property

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Payment of Claims April 10, 2017

PRESENTED BY: Andy Zoeller

Department: City Hall Administration

PROBLEM/ISSUE STATEMENT

Claims in the amount of \$689,357.24 have been audited and are presented for City Council payment approval. A complete listing of the claims dated April 10, 2017, is available in the Finance Department.

ALTERNATIVES ANALYZED

No other alternatives were analyzed.

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 the Payment of Claims.

APPROVED BY CITY ADMINISTRATOR

Attachments

councilmemo_4.10.2017

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$796.00	Dtc Communications - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$685.00	Officer Survival Solutio - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$1,155.82	Long Bldg. Technologies - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$1,151.20	Nat G Cng Solutions Llc - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$599.99	Logmeininc.Com - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$54.31	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$87.50	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$21.38	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$55.27	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$14.51	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$7.65	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$7.65	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$12.43	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$10.53	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$15.80	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$15.51	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$13.98	Oreilly Auto #1751 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$1,802.50	Mountain West Holding Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$212.91	Material Flow&Conveyor - PCard
04/10/2017	ACH	U.S. Bank PCards	Engineering	\$110.00	Ite Intermountain - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$211.77	Wpsg. Inc 800-852-6088 - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$560.00	Stanley Steemer/Blngs - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$400.00	Stanley Steemer/Blngs - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$201.05	Sherwin Williams 703429 - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$26.49	Sherwin Williams 703429 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$1,539.91	Exco Industrial - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$416.55	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$168.88	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$32.38	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$38.45	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$94.61	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$4.43	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$4.43	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$4.43	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$19.18	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$42.10	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$119.12	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$26.85	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$26.84	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$79.67	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$69.60	Ww Grainger - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Library	\$7.62	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$18.98	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$10.26	Ww Grainger - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$562.50	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$50.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$1,125.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$70.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$48.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$32.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$35.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$35.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$50.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$50.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$50.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$50.00	Mt Gov Online Trns - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$25.00	Alaska Air 0272135255780 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$25.00	Alaska Air 0272135255796 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$505.10	Alaska Air 0277949808540 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$114.62	Www.Newegg.Com - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$415.88	Bridger Steel Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$113.35	Helena Holiday Inn Expre - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$39.73	Exxonmobil 45941721 - PCard
04/10/2017	ACH	U.S. Bank PCards	Storm Sewer	\$17.26	Exxonmobil 45943479 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$26.62	Exxonmobil 45972171 - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$26.63	Exxonmobil 45972171 - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$49.63	Exxonmobil 45987773 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	-\$621.08	Pln*Priceline Hotels - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$621.08	Pln*Priceline Hotels - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$126.50	Pln*Priceline Rental - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$80.72	Expedia7243012971344 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	-\$147.17	Expedia7243481218340 - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$666.90	Expedia7247445158565 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$1,393.90	Expedia7247779861796 - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$18.00	Expedia7250691210014 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$110.62	Snap-On Tools Eforseth - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$641.65	Comfort Suites Of Helena - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$895.00	Fire Findings Llc - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$103.65	Townplace Suites By Ma - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$144.75	American Water Technologi - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$29.00	American Water Technologi - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$5.00	Dollar Tree - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	General	\$47.00	Dollar Tree - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$12.00	Dollar Tree - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$1,057.09	Thomson West*Tcd - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$55.00	Pen*Pennwell Ecommerce - PCard
04/10/2017	ACH	U.S. Bank PCards	Engineering	\$304.46	Snow King - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$208.57	Indeed - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$575.00	Ipmba - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$167.94	Sherrilltre - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$1,705.00	Bobcat Of Big Sky - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$520.13	Gts Interior Supply - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$645.98	La Police Gear - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$30.66	La Police Gear - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$158.00	Bnp*Media Subscription - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$195.00	Mla - PCard
04/10/2017	ACH	U.S. Bank PCards	Engineering	\$75.00	Talley Management Group - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$1,018.88	Team Athletic Goods In - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$3.99	Zagg Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	EOC 911	\$217.14	Hilton Hotels - PCard
04/10/2017	ACH	U.S. Bank PCards	EOC 911	\$217.14	Hilton Hotels - PCard
04/10/2017	ACH	U.S. Bank PCards	EOC 911	\$217.14	Hilton Hotels - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$310.77	Crowne Plaza-Wauwatosa - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$310.77	Crowne Plaza-Wauwatosa - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$51.90	Edge Construction Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$13.50	Edge Construction Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$108.99	Cmon Inn Of Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$45.00	North American Police - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$26.00	Smk*Surveymonkey.Com - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$70.95	Lands End Bus Outfitters - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$350.00	Owu Public Safety - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$221.22	Talas - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$649.90	Fire Cam - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$249.98	Mysterious-Package-Co - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$20.00	Spokanecons - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$333.90	Home Science Tools - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$37.15	Conoco - Town Pump 2 E He - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$25.00	Conoco - Town Pump 2 E He - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$27.50	Conoco - Town Pump 4 Grea - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$77.65	Ferguson Ent #3027 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$184.23	Ferguson Enterprises 2006 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$499.95	Hp *Hp Home Store - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$35.77	Travel Insurance Policy - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Municipal Court Grants	\$38.94	Travel Insurance Policy - PCard
04/10/2017	ACH	U.S. Bank PCards	Municipal Court Grants	\$68.90	Travel Insurance Policy - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$1,050.00	Cps 6543 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$39.60	Big Sky Steel And Salvage - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$20.00	Custom Laser - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$196.92	Cabelas.Com - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$3.98	Conoco - Conomart Vii - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$27.00	Conoco - Town Pump 2 Big - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$69.62	Guadalajara Mexican Resta - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$162.95	Embassy Suites - Denver - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$25.00	Gnc #00143 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$39.54	Probuild N #409 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$12.67	Probuild N #409 - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$65.00	Paypal *Map - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$50.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$175.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$80.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$175.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$50.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$50.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$170.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.00	Paypal *Montanalibr - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$246.54	Pp*Qualitytype - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$19.25	Chadz - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$107.71	Rio Suites Advance Dep - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$108.00	Billings Clinic Ctc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$15.00	Plug N Pay Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$39.97	Uniform Advantage - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$153.00	Titan Machinery - Billin - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$749.00	Intl Facility Mgmt Asso - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$94.00	Legend Data Systems - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$107.27	Garda CI - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Transit	\$107.27	Garda CI - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$23.62	Cenex Zip Trip07082696 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$124.29	Cenex Zip Trip07082696 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$5.16	Cenex Zip Trip07082704 - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$27.50	Cenex Mounain 07081748 - PCard
04/10/2017	ACH	U.S. Bank PCards	Storm Sewer	\$15.00	Cenex Zip Trip07082621 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$40.00	Snappy Duds - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$50.00	Snappy Duds - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$235.17	American Weldi - PCard
04/10/2017	ACH	U.S. Bank PCards	General	-\$177.20	Titan Rentals - Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$618.00	Titan Rentals - Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$27.01	Facebk 2Bnnybeuf2 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$7.99	Facebk 6Bnnybeuf2 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$11.95	Facebk Gefanberv2 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$14.83	Facebk L5U72Carf2 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$5.17	Facebk S5U72Carf2 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$54.69	Facebk Ssm6Xbekf2 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$7.18	Facebk Wv9Tjbauu2 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$2.82	Facebk Xv9Tjbauu2 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$17.20	Battery Depot Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Building Inspection	\$99.00	National I T C Corp - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$192.00	Industrial Coating Soluti - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$80.00	Industrial Coating Soluti - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$240.00	Industrial Coating Soluti - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$40.00	Industrial Coating Soluti - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$206.00	Industrial Coating Soluti - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$85.53	La Quinta Inn & Suites - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$67.50	Phipps & Bird Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$495.00	Dallas Childrens Advocacy - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$990.00	Dallas Childrens Advocacy - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$1,050.00	Act*Active Events Reg - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	-\$100.00	Act*Active Events Reg - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$7.94	Natural Grocers - PCard
04/10/2017	ACH	U.S. Bank PCards	General	-\$99.00	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$267.30	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$89.10	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$178.20	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$89.10	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$89.10	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$89.10	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$89.10	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$267.30	Code 4 Public Safety Edu - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$356.40	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$89.10	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$89.10	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	Property Ins	\$89.10	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$89.10	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$89.10	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$1,158.30	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$891.00	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$267.30	Code 4 Public Safety Edu - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$29.81	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$33.79	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$70.60	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$70.60	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$33.79	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$72.25	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$48.17	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$1,169.54	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$49.19	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$142.44	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$105.97	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$81.79	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$112.36	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$452.02	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$70.60	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$69.04	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$129.74	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$59.90	Norco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$23.20	Sinclair Friendly'S - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$43.29	Monoprice, Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$1,000.00	Transportation Security - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$1,000.00	Transportation Security - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$1,195.00	Pen-Link Ltd - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$509.06	Tri Tech Forensics - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$317.63	Tri Tech Forensics - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$105.75	Jimmy Johns - 1646 - E - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$22.00	Pilot - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$16.00	Pilot - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$233.66	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$19.98	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$7.97	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$18.12	The Home Depot #3101 - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	General	\$16.62	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$21.91	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$13.97	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$37.86	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$13.47	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$225.70	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$1.40	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$82.00	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$150.14	The Home Depot #3101 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$1,400.00	Msu Northern - Tuition - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$1,125.00	Msu Northern - Tuition - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$275.00	Msu Northern - Tuition - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$32.75	Albertsons Sto00000380 - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$74.45	Albertsons Sto00000380 - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$2.49	Albertsons Sto00000380 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$62.40	Albertsons Sto00000471 - PCard
04/10/2017	ACH	U.S. Bank PCards	City Health Ins Fund	\$70.00	Albertsons Sto00000471 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$21.95	Albertsons Sto00000471 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$24.45	Albertsons Sto00000471 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$31.99	Albertsons Sto00000471 - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$50.66	Alsco Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$75.24	Alsco Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$449.76	Alsco Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$273.32	Alsco Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$58.95	Alsco Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$101.77	Ecolab Pest Elimination - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$86.77	Ecolab Pest Elimination - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$153.72	Ecolab Pest Elimination - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$96.41	Ecolab Pest Elimination - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$125.00	Ecolab, Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$191.46	Heartland Services - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$209.75	Heartland Services - PCard
04/10/2017	ACH	U.S. Bank PCards	Fleet	\$363.00	Oil Price Info Serv - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$141.21	Waytek - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$321.44	Gaylord Bros Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Building Inspection	\$199.00	Ncs*Itl Cde Council Ex - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$95.00	Mountainside Auto & Recov - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	-\$198.86	Spencer Fluid Power - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	-\$18.47	Spencer Fluid Power - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	-\$8.28	Spencer Fluid Power - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$16.12	Spencer Fluid Power - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$45.64	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$275.87	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$219.09	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Information Resources	\$198.80	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Central Services	\$69.80	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$79.90	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$226.00	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Fleet	\$22.47	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Fleet	-\$6.70	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Fleet	\$256.49	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$173.39	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$173.39	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$193.69	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$173.39	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$7.63	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$197.80	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$197.80	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$23.80	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$15.87	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$102.17	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$24.75	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$93.88	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$76.74	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$76.74	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$6.48	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$6.48	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$35.72	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$19.64	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$18.96	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$3.07	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$5.63	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$5.64	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$5.64	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$5.64	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$14.10	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$4.84	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$4.83	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$4.83	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$7.90	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$7.90	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$190.73	360 Office Solutions Inc - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Parking	\$69.88	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$33.99	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$266.28	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$177.52	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$5.43	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$544.68	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$604.45	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$328.36	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$14.56	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Engineering	\$299.73	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Central Services	\$34.90	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Central Services	\$69.80	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Central Services	\$291.20	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$40.76	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	-\$29.57	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$192.97	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$8.42	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$164.51	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$198.89	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$111.87	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$424.26	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$1,630.98	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$379.99	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$24.33	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$457.89	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$160.60	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$61.87	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$128.31	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$6.99	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$75.28	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$48.57	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$4.68	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Building Inspection	\$33.49	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$4.18	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$34.98	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Information Resources	\$44.23	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$14.18	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$46.11	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$6.37	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$16.57	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$2.54	360 Office Solutions Inc - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$52.97	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$59.98	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$55.00	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$59.64	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$513.30	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$707.23	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$257.41	360 Office Solutions Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$17.99	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$30.71	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$10.24	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$41.22	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$13.74	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$22.49	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$26.98	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$3.59	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$26.97	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$8.99	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$30.80	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$3.99	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$3.04	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$2.59	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$5.38	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$8.99	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$16.97	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$4.96	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$67.96	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$0.90	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$51.10	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$66.84	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$19.99	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$12.95	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$103.49	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$12.57	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$19.99	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$358.00	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$4.99	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$131.31	Heartland Paper Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$82.46	Heartland Paper Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$37.58	Heartland Paper Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$328.00	Heartland Paper Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$95.00	Pow R Tow - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Parks Programs	\$615.45	4Imprint - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$1,924.03	4Imprint - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$175.00	Jims Auto Repair - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$100.00	Jims Auto Repair - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$100.00	Jims Auto Repair - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$236.96	Caesars Place Adv Rsvn - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$104.00	In *Billings Precast - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$24.36	In *Frontier Fence Compan - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$300.00	In *Gibson Advertising, M - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$760.00	In *Tel Net Systems Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$618.56	Nartron Corporation - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$498.18	Red Cross Store - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$49.73	Ereplacementparts.Com - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$124.10	Fsa Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$169.60	American Flagpole & Flag - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$8.00	Zeecreative - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$39.90	Brownells Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$151.53	Brownells Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$95.00	Budget Towing - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$102.09	Rimrock Tire - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$238.18	Rimrock Tire - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$1,189.50	Bettymillsc - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$147.30	Tlo Transunion - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$1,193.84	Tyointegratedsecurity - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$16.00	Credit Technologies, Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$36.95	Credit Technologies, Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$36.95	Credit Technologies, Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$36.95	Credit Technologies, Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$24.00	Love S Country00002204 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$32.65	Maverik #422 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$90.85	Sp * Schonstedt - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$60.57	Sp * Schonstedt - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$400.00	Sq *Agave Towing - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$100.00	Sq *Agave Towing - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$365.00	Sq *Billings Carpet & Wat - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$150.00	Sq *Genevra Carlson - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$2,500.00	Sq *Roger Connor - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$443.00	Sq *Roger Connor - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$1,256.50	Sq *Rolling Right Door Se - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$652.00	Sq *Rolling Right Door Se - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$91.00	Sq *Rolling Right Door Se - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Parking	\$71.66	Sq *Skyline Services, Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$71.68	Sq *Skyline Services, Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$71.66	Sq *Skyline Services, Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$55.00	Sq *Skyline Services, Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$92.00	Sq *Yellowstone Cou - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$309.00	Wav*Imsa Northwest Sectio - PCard
04/10/2017	ACH	U.S. Bank PCards	Municipal Court Grants	\$72.00	Jefferson Lines - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$57.91	Arborwear Llc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$48.00	Send Technology Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$107.21	Firstaidsuppliesonl - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$81.00	Volgistics Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$364.26	Enterprise Rent-A-Car - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$447.50	Fischer Comm Flooring - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$499.00	Lincoln Marketing Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$34.86	Fickler Oil Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$11.95	Conoco - Dons C W & Exp L - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$23.84	Conoco - High Country Tra - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$25.95	Conoco - Wheat Montana Fa - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$26.36	Conoco - Wheat Montana Fa - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$16.75	Conoco - Wheat Montana Fa - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$17.08	Conoco - Wheat Montana Fa - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$102.96	Blue Force Gear, In - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$100.00	Kc Towing & Repair Svc - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$87.44	At&T Smd7 15579 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$97.95	Pstc - 911 Cares - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$406.90	Cityservicevalcon Llc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$132.00	Dickeys Mt-619 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$1,784.48	Springer Controls Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$92.51	Cintas 60A Sap - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$33.98	Cintas 961 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$8.78	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$8.78	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$43.75	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$10.29	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$11.76	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$77.49	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$24.19	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$24.18	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$20.10	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$20.10	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$21.91	Tacoma Screw Products B - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$37.30	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$105.27	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$11.21	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$61.05	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$61.04	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$38.03	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$68.11	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$108.46	Tacoma Screw Products B - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$208.87	Oreilly Auto #1551 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$9.99	Oreilly Auto #1551 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$14.18	Oreilly Auto #1551 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$20.98	Oreilly Auto #1548 - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$29.28	Ups*1Zjt1L32P220025216 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$12.09	Ups (800) 811-1648 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$53.21	The Ups Store 2594 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$228.50	Lexisnexis Risk Dat - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$103.20	Genesis Lamp Corp - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$103.69	Genesis Lamp Corp - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$297.00	Ramkota Hotel And Confere - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$297.00	Ramkota Hotel And Confere - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$80.00	Boxwood Technology - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$80.00	Boxwood Technology - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$105.98	Office Depot #450 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$104.95	Office Depot #450 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$11.36	Napa Store 3547001 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$14.98	Napa Store 3547001 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$16.96	Northwest Industrial Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$11.30	Northwest Industrial Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$30.14	Northwest Industrial Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$11.98	Northwest Industrial Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$7.98	Northwest Industrial Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$30.00	Northwest Industrial Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$20.00	Northwest Industrial Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$64.61	Northwest Industrial Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$339.84	Northwest Industrial Supp - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$120.03	Northwest Pipe Fitting - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$38.34	Northwest Pipe Fitting - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$59.64	Northwest Pipe Fitting - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$111.73	Northwest Scientific Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$267.90	Northwest Scientific Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$132.24	Northwest Scientific Inc - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Water	\$15.85	Northwest Scientific Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$364.71	Northwest Scientific Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$183.49	Northwest Scientific Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$20.10	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$13.40	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$75.98	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$50.65	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$501.00	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$34.65	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$45.83	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$48.08	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$55.11	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$36.74	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$18.72	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$58.72	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$39.14	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$19.57	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$13.05	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$223.27	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$126.63	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$36.76	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$22.84	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$357.19	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$200.19	Pacific Steel #02 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$122.00	Pepsi-Cola Bottling Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$83.00	Permaletter Sign Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$84.00	Permaletter Sign Company - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$225.00	Permaletter Sign Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$54.00	Permaletter Sign Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$79.44	Pierce Rv Parts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$22.98	Radio Shack - Mt - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$102.00	Ratco Trailer And Hitch - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$84.00	Reddi Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$373.50	Reliable Tent Awning Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$91.00	Reliable Tent Awning Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$249.73	A Rifkin Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	-\$256.16	A Rifkin Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$25.00	The Rubber Stamp Shop, In - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$70.00	S&P Brake Supply Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$34.77	S Bar S Supply Co. - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$5.99	Shipton'S Big R-West - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$3.99	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$78.49	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$209.96	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	General	-\$164.97	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$164.98	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$64.98	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$55.90	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$33.98	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$231.97	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$1,632.95	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$74.94	Shipton'S Big R-West - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$14.99	Shiptons Big R Heights - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$9.99	Shiptons Big R Heights - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$549.98	Shiptons Big R Heights - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$2.99	Shipton'S Big R-East - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$2.00	Shipton'S Big R-East - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$2.50	Shipton'S Big R-East - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$137.60	Shipton'S Big R-East - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$9.99	Shipton'S Big R-East - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$193.65	Six Robblees No 6 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$460.10	State Chemic*State Che - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$460.10	State Chemic*State Che - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$2,133.89	Sundown Security - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$2,123.50	Sundown Security - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$2,100.25	Sundown Security - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$2,102.90	Sundown Security - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$2,100.25	Sundown Security - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$112.50	Tinys Tavern Inc 2 - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$112.50	Tinys Tavern Inc 2 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$65.98	Tractor-Supply-Co #0303 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$284.50	Tractor-Supply-Co #0303 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$99.99	Tractor-Supply-Co #0303 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$299.99	Tractor-Supply-Co #0303 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$19.99	Tractor-Supply-Co #0303 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$9.00	Universal Awards - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$20.58	Carquest 3103 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$20.23	Carquest 3103 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$5.50	Carquest 3104 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$334.50	Wilbur Ellis Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	Building Inspection	\$103.00	Yellowstone County Treas - PCard
04/10/2017	ACH	U.S. Bank PCards	Engineering	\$61.80	Yellowstone County Treas - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	General	\$82.40	Yellowstone County Treas - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$8.24	Yellowstone County Treas - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$20.60	Yellowstone County Treas - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$25.75	Yellowstone County Treas - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$335.91	Yellowstone Electric Comp - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$171.42	Yellowstone County Implem - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$1,984.41	Yellowstone County Implem - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$19.34	Yellowstone Valley Elec - PCard
04/10/2017	ACH	U.S. Bank PCards	Parks Maintenance	\$20.12	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$1,243.37	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$87.12	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Parks Maintenance	\$215.64	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Parks Maintenance	\$107.86	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$190.00	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Parks Maintenance	\$63.92	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Parks Maintenance	\$19.45	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Parks Maintenance	\$20.01	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$223.96	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$1,306.16	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$19.00	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$201.14	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$258.87	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$1,377.30	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$34.61	Yellowstone Valley Elect - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$2,155.72	Cooper Crouse Hinds Llc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$120.00	Cooper Crouse Hinds Llc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$2,360.47	Cooper Crouse Hinds Llc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$45.67	Cooper Crouse Hinds Llc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$362.25	Firemaster - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$153.50	Firemaster - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$139.95	Interstate All Battery - PCard
04/10/2017	ACH	U.S. Bank PCards	Engineering	\$304.53	Bozeman Holiday Inn - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$99.00	Bighorn Boots - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$129.00	Bighorn Boots - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$54.00	Redds Prints And Signs In - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$15.00	Arbor Day Foundation N - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$479.00	Blr/Hcpro - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$347.97	House Of Clean, Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$7.99	Harbor Freight Tools 207 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$37.98	Harbor Freight Tools 207 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$35.93	Harbor Freight Tools 207 - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Library	\$235.15	Upstart/Edupress - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$342.50	Peavey Corp. - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$764.52	United Laboratories - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$543.30	United Laboratories - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$257.31	C Specialties - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$115.00	Scheels Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$25.00	Scheels Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$561.28	Kone Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$561.45	Kone Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$561.27	Kone Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$351.00	Kone Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$1,475.66	Kone Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$509.21	Kone Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$177.00	Cjs Ribs - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$324.10	Delta Air 0062374342664 - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$998.10	Delta Air 0062374681017 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$173.30	Delta Air 0062374734393 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$474.10	Delta Air 0062375771431 - PCard
04/10/2017	ACH	U.S. Bank PCards	Municipal Court Grants	\$599.10	Delta Air 0062375826376 - PCard
04/10/2017	ACH	U.S. Bank PCards	Municipal Court Grants	\$599.10	Delta Air 0062375826377 - PCard
04/10/2017	ACH	U.S. Bank PCards	Municipal Court Grants	\$599.10	Delta Air 0062375915542 - PCard
04/10/2017	ACH	U.S. Bank PCards	Information Resources	\$541.10	Delta Air 0062376119896 - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$484.10	Delta Air 0067950678201 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$20.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$15.00	National Registry Emt - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$187.74	Foundations Ww - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$361.46	Npc*New Pig Corp - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$27.75	Cdw Govt #Gxp8309 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$27.75	Cdw Govt #Gxp8309 - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$130.00	Iaai - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$695.00	Iaai - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$43.74	Costco Whse #0069 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$66.92	Costco Whse #0069 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$1,081.42	Professional Plumbing Gro - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$1,433.00	Pcm Tigerdirect - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$93.00	Pcm Tigerdirect - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$204.87	Pcm Tigerdirect - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$10.77	Billings Hardware & Ga - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$18.04	Billings Hardware & Se - PCard
04/10/2017	ACH	U.S. Bank PCards	EOC 911	\$513.10	United 0162337212650 - PCard
04/10/2017	ACH	U.S. Bank PCards	EOC 911	\$513.10	United 0162337212651 - PCard
04/10/2017	ACH	U.S. Bank PCards	EOC 911	\$504.10	United 0162337212845 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$622.10	United 0162338223240 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$25.00	United 0162601341510 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$25.00	United 0162601547407 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$25.00	United 0162602460542 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$25.00	United 0162602460694 - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$260.09	United 0167954369419 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$472.09	United 0168603776731 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$459.18	Idu*Insight Public Sec - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$765.31	Idu*Insight Public Sec - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$510.20	Idu*Insight Public Sec - PCard
04/10/2017	ACH	U.S. Bank PCards	Building Inspection	\$459.18	Idu*Insight Public Sec - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$306.13	Idu*Insight Public Sec - PCard
04/10/2017	ACH	U.S. Bank PCards	Information Resources	\$315.00	Idu*Insight Public Sec - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$89.32	Alphagraphics #387 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$200.00	Dee Jay Bee Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$250.00	Community Transportati - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$1,525.00	Community Transportati - PCard
04/10/2017	ACH	U.S. Bank PCards	EOC 911	\$665.00	National Academy Of Emd - PCard
04/10/2017	ACH	U.S. Bank PCards	EOC 911	\$665.00	National Academy Of Emd - PCard
04/10/2017	ACH	U.S. Bank PCards	EOC 911	\$470.00	National Academy Of Emd - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$58.80	Jakes Bar And Grill - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$1,107.00	S&S Machine Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$1,107.00	S&S Machine Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Fleet	\$54.95	Gih*Globalindustrialeq - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$39.99	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$5.40	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$3.60	Kings Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$19.99	Kings Ace Hdwe - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Water	\$175.00	Sprocket'S Mach. & Weld - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$195.19	Heights Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$79.99	Heights Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	Fire Grants	\$899.00	Heights Ace Hdwe - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$15.33	Forestry Suppliers - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$53.97	Pizza Hut #1714 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$234.50	Rf Communications Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$35.00	Rf Communications Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$25.00	Associatedemployers - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$25.00	Associatedemployers - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$1,628.55	Montana Broom & Brush Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$589.97	Montana Broom & Brush Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$207.10	Montana Broom & Brush Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$173.75	Spic And Span Cleaners - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$1,317.05	Emergency Medical Produc - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$189.26	Big Sky Fire Equipment - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$179.87	Big Sky Fire Equipment - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$82.80	Big Sky Fire Equipment - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$258.54	Big Sky Fire Equipment - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$225.39	Big Sky Fire Equipment - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$1,544.46	Palacio Del Rio Hilton - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$4.98	Albertsons Sto00040253 - PCard
04/10/2017	ACH	U.S. Bank PCards	City Health Ins Fund	\$230.00	Albertsons Sto00040253 - PCard
04/10/2017	ACH	U.S. Bank PCards	Building Inspection	\$421.44	Orleans Hotel & Casino - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$1,217.32	Harrah'S Hotel Las Vegas - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$1,217.32	Harrah'S Hotel Las Vegas - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$149.00	Skillpath National - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$149.00	Skillpath National - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$36.51	Mcmaster-Carr - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$317.42	Mcmaster-Carr - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$441.20	Mcmaster-Carr - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$136.93	Mcmaster-Carr - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$277.06	Mcmaster-Carr - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$133.39	Dxp Enterprises - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$60.00	Dxp Enterprises - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$132.99	Dxp Enterprises - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$70.00	Dxp Enterprises - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$550.00	Metro Marketing Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$755.00	Aces - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$528.08	Aces - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$299.90	Aces - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$10.00	Aces - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$122.67	Zee Service 07355142 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$6.28	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$10.89	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$9.48	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$31.53	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$20.73	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$60.50	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$59.43	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$26.95	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$53.95	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$11.45	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$36.88	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$49.58	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$129.30	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$99.72	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$9.70	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$15.61	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$6.92	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$24.68	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$198.43	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$111.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$21.97	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$23.98	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$192.00	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$56.21	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$159.96	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$33.84	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$17.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$125.55	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$62.02	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$25.23	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$43.86	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$19.95	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$759.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$759.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Building Inspection	\$45.12	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Building Inspection	\$41.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$50.57	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$7.95	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$7.59	Amazon Mktplace Pmts - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Library	\$62.49	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$16.27	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$9.94	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$9.96	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$27.21	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$19.94	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$9.48	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$16.89	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$6.53	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$3.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$16.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$19.33	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$10.04	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$26.68	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$7.15	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	-\$53.97	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$9.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$21.84	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$12.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$63.42	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$10.58	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$131.59	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$27.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$8.48	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$4.69	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$7.98	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$65.80	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$5.99	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$79.47	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$104.75	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$80.25	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$38.20	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$48.82	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$38.00	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$684.60	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$540.56	Amazon Mktplace Pmts - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$17.99	Amazon Video On Demand - PCard
04/10/2017	ACH	U.S. Bank PCards	General	-\$17.99	Amazon Video On Demand Am - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$121.83	Amazon.Com - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$117.31	Amazon.Com - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$64.99	Amazon.Com - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Library	\$200.68	Amazon.Com - PCard
04/10/2017	ACH	U.S. Bank PCards	Information Resources	\$56.53	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$27.92	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$322.50	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$10.24	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	Engineering	\$29.95	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$43.51	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$4.52	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$27.10	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$6.06	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$7.96	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$57.69	Amazon.Com Amzn.Com/Bill - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	-\$3.63	Amazonprime Membership - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$99.00	Amazonprime Membership - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$99.00	Amazonprime Membership - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	-\$98.01	Amazonprime Membership - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$10.99	Amazonprime Membership - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$99.00	Amazonprime Membership - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$10.99	Amazonprime Membership - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$62.60	Usa Communications - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$108.16	Usa Communications - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$363.66	Holiday Inn Helena - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$487.49	Best Buy 00005926 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$162.49	Best Buy 00005926 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$24.99	Best Buy 00005926 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$19.99	Best Buy 00005926 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$44.99	Best Buy 00005926 - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$7.10	Usps Po 2907740107 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$199.98	Verizon Wrls 71734-01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$193.72	Batteries Plus #25 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$118.49	Batteries Plus #25 - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$67.49	Batteries Plus #25 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$9.59	Batteries Plus #25 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$194.22	Batteries Plus #25 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$11.00	Batteries Plus #25 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$129.60	Batteries Plus #25 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$43.50	Batteries Plus #25 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$72.77	Batteries Plus #25 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$305.93	Batteries Plus #25 - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$24.60	Great American Bagel Down - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$86.95	Lowes #00319* - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Airport	\$48.78	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$85.00	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$17.99	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$5.99	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$8.98	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$29.88	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$913.00	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$24.98	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$49.98	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$26.82	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$92.31	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$77.94	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$63.81	Lowes #00319* - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$437.80	Lowes #00907* - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$6.99	Albertsons Sto00040410 - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$8.29	Albertsons Sto00040410 - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$6.41	Wal-Mart #1956 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$49.86	Wal-Mart #1956 - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$64.52	Wal-Mart #1956 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$19.97	Wal-Mart #2923 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$10.96	Wal-Mart #2923 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$10.88	Wal-Mart #2923 - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$11.97	Wm Supercenter #1956 - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$11.97	Wm Supercenter #1956 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$69.82	Wm Supercenter #1956 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$67.85	Wm Supercenter #1956 - PCard
04/10/2017	ACH	U.S. Bank PCards	Municipal Court Grants	\$125.00	Wm Supercenter #2923 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$14.62	Wm Supercenter #2923 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$40.00	Nasro - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$129.39	Wingate - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$66.84	U-Haul Moving & Storage A - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$85.00	A1 Jds Lock - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$519.40	Thrifty Car Rental - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$88.80	Kimball Midwest - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$254.00	Billingsgazettethriftync - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$218.40	Billingsgazettethriftync - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$1,499.95	Dell Sales & Service - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$1,776.86	Dmi* Dell Bus Online - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$309.88	Dmi* Dell Bus Online - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$1,809.22	Dmi* Dell Bus Online - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$14.99	Adobe *Acropro Subs - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$14.99	Adobe *Acropro Subs - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$251.56	Best Friends Animal Hosp - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$77.45	General Distributing - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$16.50	West End Lock And Secur - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$589.20	West End Lock And Secur - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$119.75	West End Lock And Secur - PCard
04/10/2017	ACH	U.S. Bank PCards	Building Inspection	\$329.95	Nfpa Natl Fire Protect - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$104.73	Uline *Ship Supplies - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$612.93	Uline *Ship Supplies - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$133.29	Meadow Green Sales - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$34.77	Meadow Green Sales - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$610.98	Meadow Green Sales - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$22.33	Meadow Green Sales - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$15.00	Techsoup - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$79.99	Target 00013334 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$13.09	Bargreen Ellingson #11 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$207.42	City Of Billings Pud - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$71.12	City Of Billings Pud - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$47.41	City Of Billings Pud - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$29.63	City Of Billings Pud - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$35.64	City Of Billings Pud - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$35.64	City Of Billings Pud - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$12.18	Target 00001719 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$48.06	Holiday Stnstore 0420 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$905.00	Pmi*Penton Conf Fees - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$66.50	Online Labels - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$21.37	Fedex 23486013 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$45.41	Fedex 93242403 - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$107.00	The Back Porch Deli - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$1.79	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$35.42	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$27.69	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$25.26	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$18.02	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$13.76	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$166.81	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$8.96	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$57.45	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$53.25	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$85.84	Fastenal Company01 - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$35.65	Full Compass Sys Vt - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$600.00	Ron Smith And Associates - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$469.98	Sears.Com 9300 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$999.99	Sears.Com 9300 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$596.97	National Self Relia - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$350.00	Nli*Sharefile - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$570.62	Allegra - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$88.39	Allegra - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$18.99	Graphic Imprints Awards - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$44.48	Office Depot #1080 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$22.95	Office Depot #1080 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$24.99	Office Depot #2135 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$33.98	Office Depot #2135 - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$142.96	Office Depot #2135 - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$10.00	Office Depot #450 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$69.99	Office Depot #450 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$16.29	Office Depot #450 - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$4.76	Napa Store 3547001 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$16.14	Napa Store 3547001 - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$6.99	Napa Store 3547001 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$312.59	Napa Store 3547001 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$30.42	Napa Store 3547001 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$562.21	Motor Power Equipment Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$382.06	Moore Lane Veterinary Hos - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$46.53	Moore Lane Veterinary Hos - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$270.00	Montana Society Of Cpas - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$325.00	Montana Seals And Packing - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$1,683.10	Midland Mechanical Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$498.78	Midland Implement Co - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$519.93	Midland Implement Co - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$40.09	Midland Implement Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$688.08	Midland Implement Co - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$1,100.00	Midland Implement Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$38.00	A-1 Rentals - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$31.33	Ah Turf Specialties Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$56.00	Accent Print Shop, Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$80.00	Ace Electric, Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$561.65	Ace Electric, Inc. - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$285.14	Air Controls-Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$585.00	Air Controls-Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$315.25	Alpine Plumbing Heating I - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$520.00	American Public Works - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Airport	\$200.00	Lp Anderson Point - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$600.00	Lp Anderson Point - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$10.00	Lp Anderson Point - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$310.00	Artcraft Printer Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$65.19	At&T*Bill Payment - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$32.41	Automated Office Systems - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$34.23	Automated Office Systems - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$9.26	Automated Office Systems - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$82.68	Automated Office Systems - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$7.34	Automated Office Systems - PCard
04/10/2017	ACH	U.S. Bank PCards	Engineering	\$3.86	Automated Office Systems - PCard
04/10/2017	ACH	U.S. Bank PCards	CDBG	\$209.23	Automated Office Systems - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$36.72	Applied Ind Tech 2422 - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$24.48	Applied Ind Tech 2422 - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$1,056.30	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$551.72	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$129.31	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$408.88	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$198.01	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$931.60	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$8.00	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$8.00	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$8.00	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$3.33	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$3.33	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$3.34	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Fleet	\$317.01	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$671.60	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$357.40	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$65.86	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$108.00	Big Sky Linen & Uniform - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$600.00	Billings Army Navy Surplu - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$159.95	Billings Army Navy Surplu - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$207.00	Billings Const. Supply - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$129.92	Billings Const. Supply - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$70.00	Billings Const. Supply - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$1,781.10	Billings Const. Supply - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$40.50	Billings Const. Supply - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$232.00	Billings Const. Supply - PCard
04/10/2017	ACH	U.S. Bank PCards	Park District 1	\$840.61	Bloedorn Lumber Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$31.95	Bloedorn Lumber Billings - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Water	\$8.44	Bloedorn Lumber Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$50.40	Bloedorn Lumber Billings - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$60.00	Billings Overhead Door In - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$10.05	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$10.04	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$22.34	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$22.34	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$311.77	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$61.49	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$263.90	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$68.73	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$57.87	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$92.16	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	-\$133.75	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$36.26	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$165.64	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$96.82	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$362.40	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$64.08	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$345.45	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$370.00	Border States Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$888.37	Bruco - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	-\$888.37	Bruco - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$386.00	Billings Chamber Of Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$44.95	Chalet Market Corporate O - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$127.85	Chalet Market Corporate O - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$13.11	Archie Cochrane Motors - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$347.00	Creative Monograms Smb - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$621.00	Creative Monograms Smb - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$36.00	Creative Monograms Smb - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$73.00	Creative Monograms Smb - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$168.00	Creative Monograms Smb - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$59.61	Crescent Electric 054 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$150.49	Crescent Electric 054 - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$944.06	Crescent Electric 054 - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$560.00	Dale & Jax Door & Glas - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$1,200.00	Dale & Jax Door & Glas - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$500.00	Dale & Jax Door & Glas - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$209.00	Dale & Jax Door & Glas - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$590.00	Dale & Jax Door & Glas - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$386.39	Demco Inc - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Library	\$121.98	Demco Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$400.00	Downtown Billings Assoc - PCard
04/10/2017	ACH	U.S. Bank PCards	City County Planning	\$120.00	Dude Rancher Restaurant - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$77.17	Econo Print - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$264.18	Econo Print - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$65.00	Energy Laboratories - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$425.00	Executive Cleaning Co I - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$30.90	Flowmark High Tech Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$60.00	Flowmark High Tech Co - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$46.14	Tlf Gainans Floral And G - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$30.76	Tlf Gainans Floral And G - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$4.74	Galles Filter And Exhaust - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	-\$143.99	Galls - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$411.39	Galls - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$91.40	Galls - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$230.63	Galls - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$63.98	Galls - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$121.80	Galls - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$405.85	Galls - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$150.00	Government Finance - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$580.00	Government Finance - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$413.91	Graybar Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$64.84	Graybar Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$117.10	Graybar Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$618.72	Graybar Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$435.56	Graybar Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$435.55	Graybar Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$1,039.90	Graybar Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$561.50	Graybar Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$561.50	Graybar Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$28.54	Graybar Electric - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$198.00	Hcl Truck Equipment - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$602.37	Hach Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$95.00	Hansers Wrecker & Salvage - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$95.00	Hansers Wrecker Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$95.00	Hansers Wrecker Company - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$20.00	Hanser Salvage Company - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	-\$480.00	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$42.08	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$52.61	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$97.03	Hanson Chemical - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$97.76	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$125.58	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$224.45	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$312.57	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$315.30	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$274.08	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$88.17	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$44.45	Hanson Chemical - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$110.00	Uhi*U-Haul-Fish-On-A-Fe # - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$110.00	Uhi*U-Haul-Fish-On-A-Fe # - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$110.00	Uhi*U-Haul-Fish-On-A-Fe # - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$15.15	Hose & Rubber Supply Blg - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$10.10	Hose & Rubber Supply Blg - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$3.92	Hose & Rubber Supply Blg - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$74.87	Hose & Rubber Supply Blg - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$106.45	Hose & Rubber Supply Blg - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$65.92	Hose & Rubber Supply Blg - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$19.07	Hose & Rubber Supply Blg - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$12.72	Hose & Rubber Supply Blg - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$65.00	Intl Soc Arboriculture - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$135.00	Intl Soc Arboriculture - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$96.37	Tire Rama 101 Bc - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$19.00	Tire Rama 101 Bc - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$242.40	Johnson Controls Ss - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$255.54	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$203.17	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$30.60	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$30.60	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$147.73	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$147.78	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$147.73	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$14.04	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$14.05	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$14.04	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Library	\$261.20	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$307.79	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$373.60	Kb Commercial Products - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$666.00	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$306.00	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Solid Waste	\$33.50	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$19.50	Kenco Security And Tec - PCard

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	ACH	U.S. Bank PCards	Water	\$15.08	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$10.05	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Water	\$11.16	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Wastewater	\$3.71	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$37.50	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$75.00	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Parking	\$75.00	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$67.00	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Facilities Mngmt	\$46.00	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	P.W. Admin	\$18.40	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Engineering	\$27.60	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Police Programs	\$26.00	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Public Safety	\$67.00	Kenco Security And Tec - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$42.00	Lesman Iron Works - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$47.00	Lesman Iron Works - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$364.94	M B Companies Inc - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$868.00	Macon Supply Billi - PCard
04/10/2017	ACH	U.S. Bank PCards	Street/Traffic Oper	\$896.00	Macon Supply Billi - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$155.00	Macon Supply Billi - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$1,852.75	Overhead Door Co Of South - PCard
04/10/2017	ACH	U.S. Bank PCards	Transit	\$318.27	Marketing Specialtites - PCard
04/10/2017	ACH	U.S. Bank PCards	Airport	\$152.06	Marketing Specialtites - PCard
04/10/2017	ACH	U.S. Bank PCards	Municipal Court Grants	\$24.00	Mental Health Care - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$82.95	Midland Implement Co - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$553.62	Midland Implement Co - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$586.96	Midland Implement Co - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$7.35	Midland Implement Co - PCard
04/10/2017	ACH	U.S. Bank PCards	General	\$767.05	Midland Implement Co - PCard
04/10/2017	803276	Billings Depot Inc	P.W. Admin	\$5,648.77	April 2017 Lease
04/10/2017	803276	Billings Depot Inc	Engineering	\$8,472.90	April 2017 Lease
04/10/2017	803277	Billings Gazette	General	\$1,084.00	102-60001620
04/10/2017	803277	Billings Gazette	General	\$3,488.66	102-60001620
04/10/2017	803277	Billings Gazette	Library	\$399.00	102-6000325
04/10/2017	803278	Billings Machine & Welding Shop Inc.	General	\$8,389.55	MtV irrigation pump rebuild 81297 32717
04/10/2017	803279	Billings Office Systems	Information Resources	\$3,696.00	Kyocera TASKalfa 3051ci Color Copier, Printer,
04/10/2017	803281	Brenntag Pacific Inc	Street/Traffic Oper	\$7,274.50	hicothaw liquid used to melt snow on the streets
04/10/2017	803282	Brockwhite Company Llc	Airport	\$5,170.66	Invoice #12764130-00. Crack Sealer Hose & Wand
04/10/2017	803287	Century Link	Airport	\$36.47	406-245-1044 Airport Terminal Power M
04/10/2017	803287	Century Link	Transit	\$50.40	406-245-1789 Transit STS
04/10/2017	803287	Century Link	Solid Waste	\$61.20	406-245-7193 Solid Waste Landfill
04/10/2017	803287	Century Link	Solid Waste	\$106.14	406-245-9820 Solid Waste Landfil

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	803287	Century Link	Street/Traffic Oper	\$36.47	406-245-9906 PW Traffic Signal 4th 27
04/10/2017	803287	Century Link	EOC 911	\$0.33	406-255-9702 E911 Backup Line 4 Call Reroute
04/10/2017	803287	Century Link	Information Resources	\$37.07	406-245-4437 Kenco Security Alarm IT Alarm
04/10/2017	803287	Century Link	Public Safety	\$37.50	406-245-1743 Fire Elevator
04/10/2017	803287	Century Link	Transit	\$50.40	406-254-7038 MET Transit
04/10/2017	803287	Century Link	EOC 911	\$7,307.15	406-255-9700 E911
04/10/2017	803287	Century Link	Public Safety	\$49.01	406-655-0728 Fire Maintenance Shop
04/10/2017	803287	Century Link	Telephone System	\$80.62	406-248-9124 Met Measured Lines 406-248-9179
04/10/2017	803287	Century Link	Telephone System	\$75.00	406-248-3329 Airport Measured Lines 406-248-
04/10/2017	803287	Century Link	Public Safety	\$36.68	406-245-6600 Crime Prevention Alarm
04/10/2017	803287	Century Link	Parking	\$49.01	406-252-2041 Park 2 Elevator Phone
04/10/2017	803287	Century Link	Airport	\$98.02	406-252-9412 Airport
04/10/2017	803287	Century Link	Airport	\$50.52	406-256-7070 Airport
04/10/2017	803287	Century Link	EOC 911	\$49.01	406-651-0282 Fire 5 911 Line
04/10/2017	803287	Century Link	General	\$49.01	406-652-0269 Cemetery FAX Line
04/10/2017	803287	Century Link	General	\$50.52	406-652-5507 Parks
04/10/2017	803287	Century Link	Street/Traffic Oper	\$37.50	406-652-8104 PW Traffic Signal 24 Central
04/10/2017	803287	Century Link	General	\$39.28	406-652-8403 Stewart Park Batting Cages
04/10/2017	803287	Century Link	City County Planning	\$36.47	406-656-9578 Planning Traffic Central Broadwater
04/10/2017	803287	Century Link	City County Planning	\$36.47	406-656-9604 Planning Traffic Central 9th
04/10/2017	803287	Century Link	General	\$36.47	406-657-3014 Parks 3890 Stillwater
04/10/2017	803287	Century Link	Telephone System	\$2,718.02	406-657-8377 Main System Centrex
04/10/2017	803287	Century Link	Airport	\$55.74	406-256-6014 Airport P9 Building
04/10/2017	803287	Century Link	Airport	\$55.74	406-252-0721 Airport 1FB Line
04/10/2017	803287	Century Link	Telephone System	\$114.60	406-657-3009 PUD Measured Lines 406-247-8579
04/10/2017	803287	Century Link	Solid Waste	\$50.40	406-256-7001 Solid Waste Scale House
04/10/2017	803287	Century Link	Telephone System	\$78.13	406-252-3774 BOC Measured Lines 406-252-3789
04/10/2017	803287	Century Link	Parking	\$36.47	406-657-3054 Park 1 Elevator Phone
04/10/2017	803293	Cummins Rocky Mountain LLC	Transit	\$805.42	AUTO &TRUCK MAINT.ITEMS
04/10/2017	803293	Cummins Rocky Mountain LLC	Transit	\$41.64	AUTO &TRUCK MAINT.ITEMS
04/10/2017	803293	Cummins Rocky Mountain LLC	Transit	\$92.37	AUTO &TRUCK MAINT.ITEMS
04/10/2017	803293	Cummins Rocky Mountain LLC	Transit	-\$150.96	AUTO &TRUCK MAINT.ITEMS
04/10/2017	803293	Cummins Rocky Mountain LLC	Transit	\$90.28	AUTO &TRUCK MAINT.ITEMS
04/10/2017	803293	Cummins Rocky Mountain LLC	Transit	\$40.98	AUTO &TRUCK MAINT.ITEMS
04/10/2017	803293	Cummins Rocky Mountain LLC	Transit	\$5.60	AUTO &TRUCK MAINT.ITEMS
04/10/2017	803293	Cummins Rocky Mountain LLC	Street/Traffic Oper	\$13,485.84	004-41976
04/10/2017	803293	Cummins Rocky Mountain LLC	Solid Waste	\$305.98	004-41929
04/10/2017	803293	Cummins Rocky Mountain LLC	Solid Waste	\$16.67	004-42038
04/10/2017	803293	Cummins Rocky Mountain LLC	Street/Traffic Oper	\$308.33	004-42101
04/10/2017	803293	Cummins Rocky Mountain LLC	Street/Traffic Oper	\$30.97	004-42148
04/10/2017	803293	Cummins Rocky Mountain LLC	Street/Traffic Oper	-\$86.25	004-42254

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	803293	Cummins Rocky Mountain LLC	Street/Traffic Oper	\$312.63	004-42274
04/10/2017	803297	Data Imaging System, Inc.	Building Inspection	\$3,804.85	I17-021268 Data Imaging System, Inc.
04/10/2017	803299	Dell Computer L P	Public Safety	\$13,032.00	Qty 8 XPS 8920 Dell Computers for Fire Training
04/10/2017	803299	Dell Computer L P	Public Safety	\$1,809.52	Qty 8 Dell 24in Monitors S2418HX, Fire Training
04/10/2017	803300	Desert Mountain Corporation	Street/Traffic Oper	\$4,916.31	ice slicer used to melt snow on streets
04/10/2017	803302	Dorsey & Whitney Llp	Wastewater	\$4,147.00	3337787 - Sewer System Revenue Bonds, Series
04/10/2017	803304	Downtown Billings BID, Inc.	Parks Maintenance	\$3,313.00	BID contract services. Jan-Mar 2017
04/10/2017	803304	Downtown Billings BID, Inc.	Parks Maintenance	\$3,313.00	BID contract services. Jan-Mar 2017
04/10/2017	803304	Downtown Billings BID, Inc.	Parks Maintenance	\$3,313.00	BID contract services. Oct-Dec 2016
04/10/2017	803304	Downtown Billings BID, Inc.	Parks Maintenance	\$3,313.00	BID contract services. Oct-Dec 2016
04/10/2017	803307	Ed Bartlett, LLC	General	\$5,900.00	Lobbyist Contract April 2017
04/10/2017	803311	First Montana Title Co	CDBG	\$10,000.00	FTHB Amber Bear 428 Kuhlman Drive
04/10/2017	803312	First Montana Title Co	CDBG	\$15,000.00	FTHB Travis Gruel 2820 Oakland Drive
04/10/2017	803313	First Montana Title Co	CDBG	\$15,000.00	FTHB Ciera Rash 1413 Naples Street
04/10/2017	803314	First Montana Title Co	CDBG	\$15,000.00	FTHB Angel Carpenter 1138 Erb Circle
04/10/2017	803322	Great Plains Fence Co LLC	Ballpark Donations	\$10,885.05	Enclose a portion of turf area within the Dehler ball
04/10/2017	803325	Harris Systems USA Inc	General	\$1,125.00	Citizen Access Cash Batches
04/10/2017	803325	Harris Systems USA Inc	Building Inspection	\$1,125.00	Citizen Access Cash Batches
04/10/2017	803325	Harris Systems USA Inc	City County Planning	\$1,125.00	Citizen Access Cash Batches
04/10/2017	803325	Harris Systems USA Inc	Engineering	\$1,125.00	Citizen Access Cash Batches
04/10/2017	803331	Ingram Library Services Inc.	Library	\$21.81	97534715
04/10/2017	803331	Ingram Library Services Inc.	Library	\$22.00	97534716
04/10/2017	803331	Ingram Library Services Inc.	Library	\$9.59	97580214
04/10/2017	803331	Ingram Library Services Inc.	Library	\$38.99	97580215
04/10/2017	803331	Ingram Library Services Inc.	Library	\$10.02	97580216
04/10/2017	803331	Ingram Library Services Inc.	Library	\$179.85	97580217
04/10/2017	803331	Ingram Library Services Inc.	Library	\$40.67	97598625
04/10/2017	803331	Ingram Library Services Inc.	Library	\$4.79	97598626
04/10/2017	803331	Ingram Library Services Inc.	Library	\$85.22	97617878
04/10/2017	803331	Ingram Library Services Inc.	Library	\$619.75	97617878
04/10/2017	803331	Ingram Library Services Inc.	Library	\$1,012.66	97617878
04/10/2017	803331	Ingram Library Services Inc.	Library	\$107.79	97617878
04/10/2017	803331	Ingram Library Services Inc.	Library	\$21.99	97617879
04/10/2017	803331	Ingram Library Services Inc.	Library	\$6.59	97617880
04/10/2017	803331	Ingram Library Services Inc.	Library	\$91.93	97635214
04/10/2017	803331	Ingram Library Services Inc.	Library	\$45.99	97635214
04/10/2017	803331	Ingram Library Services Inc.	Library	\$163.07	97667117
04/10/2017	803331	Ingram Library Services Inc.	Library	\$142.14	97667117
04/10/2017	803331	Ingram Library Services Inc.	Library	\$37.29	97667118
04/10/2017	803331	Ingram Library Services Inc.	Library	\$70.06	97667119
04/10/2017	803331	Ingram Library Services Inc.	Library	\$94.36	97667119

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	803331	Ingram Library Services Inc.	Library	\$38.50	97667119
04/10/2017	803331	Ingram Library Services Inc.	Library	\$19.24	97691902
04/10/2017	803331	Ingram Library Services Inc.	Library	\$366.56	97691902
04/10/2017	803331	Ingram Library Services Inc.	Library	\$15.93	97691903
04/10/2017	803331	Ingram Library Services Inc.	Library	\$12.95	97691904
04/10/2017	803331	Ingram Library Services Inc.	Library	\$9.59	97691905
04/10/2017	803331	Ingram Library Services Inc.	Library	\$15.90	97691905
04/10/2017	803331	Ingram Library Services Inc.	Library	\$11.20	97691906
04/10/2017	803331	Ingram Library Services Inc.	Library	\$9.00	97691907
04/10/2017	803331	Ingram Library Services Inc.	Library	\$8.39	97707155
04/10/2017	803331	Ingram Library Services Inc.	Library	\$9.57	97707156
04/10/2017	803331	Ingram Library Services Inc.	Library	\$19.25	97711351
04/10/2017	803331	Ingram Library Services Inc.	Library	\$66.08	97711351
04/10/2017	803331	Ingram Library Services Inc.	Library	\$35.40	97711351
04/10/2017	803331	Ingram Library Services Inc.	Library	\$123.18	97711352
04/10/2017	803331	Ingram Library Services Inc.	Library	\$523.25	97711352
04/10/2017	803331	Ingram Library Services Inc.	Library	\$305.25	97711352
04/10/2017	803331	Ingram Library Services Inc.	Library	\$45.83	97711352
04/10/2017	803331	Ingram Library Services Inc.	Library	\$22.46	97711352
04/10/2017	803331	Ingram Library Services Inc.	Library	\$21.99	97711352
04/10/2017	803331	Ingram Library Services Inc.	Library	\$31.74	97711352
04/10/2017	803331	Ingram Library Services Inc.	Library	\$21.99	97711353
04/10/2017	803331	Ingram Library Services Inc.	Library	-\$75.71	CR 95270522
04/10/2017	803331	Ingram Library Services Inc.	Library	-\$345.00	CR 95798450
04/10/2017	803331	Ingram Library Services Inc.	Library	-\$300.00	CR 94992657
04/10/2017	803337	Jeffrey W Jacobs, Arbitrator	Solid Waste	\$3,476.93	Arbitrator for Solid Waste
04/10/2017	803340	Knife River (JTL Group Inc.)	Street/Traffic Oper	\$4,255.03	sand/salt material
04/10/2017	803340	Knife River (JTL Group Inc.)	Street/Traffic Oper	\$864.66	1 1/2" crushed base
04/10/2017	803340	Knife River (JTL Group Inc.)	Street/Traffic Oper	\$65.34	1 1/2" crushed base
04/10/2017	803340	Knife River (JTL Group Inc.)	Street/Traffic Oper	\$177.86	1 1/2" crushed base
04/10/2017	803346	Leigh Fisher Associates	Airport	\$382.75	Amendment No. 2 for Airport Financial, Planning
04/10/2017	803346	Leigh Fisher Associates	Airport	\$33,157.25	Amendment #3 Airport Financial, Planning &
04/10/2017	803346	Leigh Fisher Associates	Airport	\$1,774.76	Reimbursable
04/10/2017	803361	Morrison Maierle Inc	Water	\$12,105.50	2017 Water & Sewer Projects - Sch 2
04/10/2017	803361	Morrison Maierle Inc	Wastewater	\$49,657.24	2017 Water & Sewer Projects - Sch 2
04/10/2017	803367	NorthWestern Energy	Library	\$5,540.25	Electric usage
04/10/2017	803367	NorthWestern Energy	Airport	\$114.99	0712533-9. Airport Entrance. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$245.23	0712535-4. Employee Parking. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$23.77	0712791-3. Gate 16. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$26.70	0712795-4. Gate 17. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$16.83	0712797-0. Gate 9. March 2017

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	803367	NorthWestern Energy	Airport	\$12.06	0712813-5. Burn Pit. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$2,418.16	0719543-1. Airport Parking Lot Lights. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$22.92	0719759-3. Gate 12. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$21.57	0719760-1. Gate 14. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$23.40	0719761-9. Gate 15. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$25.24	0719762-7. Gate 13. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$18.67	0720296-3. Gate 29. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$26.33	2114868-9. Runway Weather System. March 2017
04/10/2017	803367	NorthWestern Energy	Airport	\$6.21	0712805-1. IP-10. March 2017
04/10/2017	803367	NorthWestern Energy	General	\$114.44	0712539-6
04/10/2017	803367	NorthWestern Energy	General	\$158.90	0720841-6
04/10/2017	803367	NorthWestern Energy	Water	\$9.45	0722249-0
04/10/2017	803367	NorthWestern Energy	General	\$5.97	0722253-2
04/10/2017	803367	NorthWestern Energy	General	\$223.70	0722256-5
04/10/2017	803367	NorthWestern Energy	General	\$8.09	0722258-1
04/10/2017	803367	NorthWestern Energy	Street/Traffic Oper	\$6.71	2047017-5
04/10/2017	803367	NorthWestern Energy	Street/Traffic Oper	\$7.19	2047018-3
04/10/2017	803367	NorthWestern Energy	Street/Traffic Oper	\$6.94	2047019-1
04/10/2017	803367	NorthWestern Energy	General	\$31.58	3020837-5
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$1.23	2041362-1
04/10/2017	803367	NorthWestern Energy	Street/Traffic Oper	\$6.84	2047000-1
04/10/2017	803367	NorthWestern Energy	Street/Traffic Oper	\$6.71	2047007-6
04/10/2017	803367	NorthWestern Energy	Street/Traffic Oper	\$7.31	2047010-0
04/10/2017	803367	NorthWestern Energy	Street/Traffic Oper	\$7.19	2047011-8
04/10/2017	803367	NorthWestern Energy	Street/Traffic Oper	\$6.94	2047013-4
04/10/2017	803367	NorthWestern Energy	General	\$20.36	1635289-0
04/10/2017	803367	NorthWestern Energy	General	\$0.90	1692666-9
04/10/2017	803367	NorthWestern Energy	Wastewater	\$11.45	1704025-4
04/10/2017	803367	NorthWestern Energy	Wastewater	\$32.78	1704030-4
04/10/2017	803367	NorthWestern Energy	Street/Traffic Oper	\$34.25	1738989-1
04/10/2017	803367	NorthWestern Energy	General	\$7.31	1902257-3
04/10/2017	803367	NorthWestern Energy	General	\$1.45	1409394-2
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$0.00	1513796-1
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$17.55	1513800-1
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$26.45	1513802-7
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$7.68	1513804-3
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$6.59	1564209-3
04/10/2017	803367	NorthWestern Energy	General	\$6.33	0999807-1
04/10/2017	803367	NorthWestern Energy	Radio	\$132.14	1006915-1
04/10/2017	803367	NorthWestern Energy	General	\$5.97	1156527-2
04/10/2017	803367	NorthWestern Energy	General	\$157.04	1160780-1

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	803367	NorthWestern Energy	General	\$5.85	1230066-1
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$0.67	1312707-1
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$6.33	0723883-5
04/10/2017	803367	NorthWestern Energy	General	\$133.00	0723884-3
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$6.59	0723885-0
04/10/2017	803367	NorthWestern Energy	General	\$17.76	0723887-6
04/10/2017	803367	NorthWestern Energy	General	\$7.55	0920801-8
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$0.90	0971824-8
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$5.97	0723398-4
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$5.97	0723835-5
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$8.09	0723836-3
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$5.85	0723840-5
04/10/2017	803367	NorthWestern Energy	Wastewater	\$391.84	0723878-5
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$25.64	0723879-3
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$7.71	0723392-7
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$6.71	0723393-5
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$5.97	0723394-3
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$5.97	0723395-0
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$5.97	0723396-8
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$5.97	0723397-6
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$7.71	0723385-1
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$7.71	0723386-9
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$7.71	0723387-7
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$7.71	0723388-5
04/10/2017	803367	NorthWestern Energy	General	\$3.80	0723391-9
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$2.53	0723391-9
04/10/2017	803367	NorthWestern Energy	General	\$5.85	0723049-3
04/10/2017	803367	NorthWestern Energy	General	\$12.76	0723053-5
04/10/2017	803367	NorthWestern Energy	General	\$17.76	0723064-2
04/10/2017	803367	NorthWestern Energy	General	\$17.76	0723065-9
04/10/2017	803367	NorthWestern Energy	Wastewater	\$89.11	0723383-6
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$5.97	0723384-4
04/10/2017	803367	NorthWestern Energy	General	\$7.31	0722976-8
04/10/2017	803367	NorthWestern Energy	General	\$287.69	0722995-8
04/10/2017	803367	NorthWestern Energy	General	\$85.60	0723005-5
04/10/2017	803367	NorthWestern Energy	General	\$5.97	0723025-3
04/10/2017	803367	NorthWestern Energy	General	\$0.00	0723039-4
04/10/2017	803367	NorthWestern Energy	General	\$5.85	0723046-9
04/10/2017	803367	NorthWestern Energy	General	\$5.97	0722283-9
04/10/2017	803367	NorthWestern Energy	General	\$5.97	0722284-7
04/10/2017	803367	NorthWestern Energy	General	\$16.99	0722808-3

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	803367	NorthWestern Energy	General	\$8.41	0722852-1
04/10/2017	803367	NorthWestern Energy	General	\$8.09	0722862-0
04/10/2017	803367	NorthWestern Energy	General	\$85.46	0722901-6
04/10/2017	803367	NorthWestern Energy	General	\$111.03	0722275-5
04/10/2017	803367	NorthWestern Energy	General	\$39.95	0722277-1
04/10/2017	803367	NorthWestern Energy	General	\$33.13	0722278-9
04/10/2017	803367	NorthWestern Energy	General	\$16.99	0722279-7
04/10/2017	803367	NorthWestern Energy	General	\$5.97	0722280-5
04/10/2017	803367	NorthWestern Energy	General	\$5.97	0722281-3
04/10/2017	803367	NorthWestern Energy	General	\$14.91	0722259-9
04/10/2017	803367	NorthWestern Energy	Water	\$2,396.70	0722270-6
04/10/2017	803367	NorthWestern Energy	General	\$9.96	0722272-2
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$6.65	0722272-2
04/10/2017	803367	NorthWestern Energy	General	\$162.48	0722273-0
04/10/2017	803367	NorthWestern Energy	General	\$13.29	0722274-8
04/10/2017	803367	NorthWestern Energy	Water	\$1,467.88	1699 HIGH SIERRA BLVD
04/10/2017	803367	NorthWestern Energy	Water	\$310.24	805 Constitution
04/10/2017	803367	NorthWestern Energy	Wastewater	\$1,021.33	2750 Bitterroot Dr Lift
04/10/2017	803367	NorthWestern Energy	Parks Maintenance	\$6.84	1514388-6
04/10/2017	803367	NorthWestern Energy	General	\$5.85	1588262-4
04/10/2017	803369	Public Utilities	General	\$91.73	137793
04/10/2017	803369	Public Utilities	Parks Maintenance	\$9.67	136098
04/10/2017	803369	Public Utilities	Airport	\$6,247.50	136516
04/10/2017	803369	Public Utilities	Facilities Mngmt	\$318.48	158260
04/10/2017	803369	Public Utilities	Wastewater	\$9.67	180645
04/10/2017	803373	Rimrock Foundation	Municipal Court Grants	\$5,878.45	Rimrock March 2017
04/10/2017	803373	Rimrock Foundation	Municipal Court Grants	\$5,704.15	March Aftercare
04/10/2017	803373	Rimrock Foundation	Municipal Court Grants	\$2,281.55	March 2017 Day Treatment
04/10/2017	803373	Rimrock Foundation	Municipal Court Grants	\$4,849.22	March 2017 IOP
04/10/2017	803373	Rimrock Foundation	Municipal Court Grants	\$1,699.38	March 17 Coordinator
04/10/2017	803373	Rimrock Foundation	Municipal Court Grants	\$2,524.98	March 17 LAC
04/10/2017	803373	Rimrock Foundation	Municipal Court Grants	\$6,778.26	March 2017 Co-Occurring
04/10/2017	803374	Rimrock Tire Inc	Public Safety	\$1,364.18	5-GS102862
04/10/2017	803374	Rimrock Tire Inc	Street/Traffic Oper	\$71.00	5-102823
04/10/2017	803374	Rimrock Tire Inc	Public Safety	\$74.00	5-102837
04/10/2017	803374	Rimrock Tire Inc	Street/Traffic Oper	\$2,813.68	5-GS102750
04/10/2017	803374	Rimrock Tire Inc	Street/Traffic Oper	\$589.10	5-GS102794
04/10/2017	803374	Rimrock Tire Inc	General	\$732.72	5-GS102905
04/10/2017	803374	Rimrock Tire Inc	Street/Traffic Oper	\$25.00	5-102831
04/10/2017	803374	Rimrock Tire Inc	Street/Traffic Oper	\$242.85	5-102845
04/10/2017	803374	Rimrock Tire Inc	Street/Traffic Oper	\$45.00	5-102866

Check Date	Check Number	Name	Fund Name	Amount	Item Desc
04/10/2017	803374	Rimrock Tire Inc	Street/Traffic Oper	\$45.00	5-102912
04/10/2017	803377	Rutherford & Assoc	Arterial Streets	\$3,700.00	WO 16-22 62nd & Rimrock Rd Intersection -
04/10/2017	803386	St Vincent Occupational Health	General	\$1,810.00	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803386	St Vincent Occupational Health	Water	\$370.00	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803386	St Vincent Occupational Health	Water	\$203.40	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803386	St Vincent Occupational Health	Wastewater	\$70.00	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803386	St Vincent Occupational Health	Wastewater	\$135.60	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803386	St Vincent Occupational Health	Solid Waste	\$475.00	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803386	St Vincent Occupational Health	Airport	\$50.00	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803386	St Vincent Occupational Health	Airport	\$190.00	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803386	St Vincent Occupational Health	Transit	\$285.00	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803386	St Vincent Occupational Health	Transit	\$95.00	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803386	St Vincent Occupational Health	City Health Ins Fund	\$765.00	Drug Tests, DOT Physicals, On-site Nursing,
04/10/2017	803387	Swanson	Airport	\$9,741.54	Tuition/Book Reimbursement - Lisa Swanson
04/10/2017	803393	Town & Country Supply Association	Public Safety	\$390.44	244343: FIRE 5 UNLEADED DELIVERED
04/10/2017	803393	Town & Country Supply Association	Public Safety	\$622.16	244343: FIRE 5 DIESEL DELIVERED 3/30/2017
04/10/2017	803393	Town & Country Supply Association	Public Safety	\$780.89	244345: FIRE 1 UNLEADED DELIVERED
04/10/2017	803393	Town & Country Supply Association	Public Safety	\$622.16	244344: FIRE 5 UNLEADED DELIVERED
04/10/2017	803393	Town & Country Supply Association	Fleet	\$13,134.45	243195 PO NUM 302821
04/10/2017	803393	Town & Country Supply Association	Public Safety	\$355.52	244346 FIRE 2: DIESEL DELIVERED 3/30/2017
04/10/2017	803393	Town & Country Supply Association	Public Safety	\$355.52	244347 FIRE 6; DIESEL DELIVERED 3/30/2017

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Payment of Claims April 18 & 19, 2017

PRESENTED BY: Andy Zoeller

Department: City Hall Administration

PROBLEM/ISSUE STATEMENT

Claims in the amount of \$1,554,666.39 have been audited and are presented for City Council payment approval. A complete listing of the claims dated April 18 & 19, 2017, is available in the Finance Department.

ALTERNATIVES ANALYZED

No other alternatives were analyzed.

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 the Payment of Claims.

APPROVED BY CITY ADMINISTRATOR

Attachments

councilmemo_April 18 & 19, 2017

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/18/2017	803406	A & I Distributors	Solid Waste	\$991.65	Blue DEF and Oil for the garbage
04/18/2017	803406	A & I Distributors	Fleet	\$526.81	2933600 PO NUM 302136
04/18/2017	803406	A & I Distributors	Fleet	\$2,464.39	2933600 PO NUM 302136
04/18/2017	803406	A & I Distributors	Transit	\$92.95	AUTO &TRUCK MAINT.ITEMS
04/18/2017	803406	A & I Distributors	Fleet	\$3,040.30	2939443 PO NUM 302136
04/18/2017	803406	A & I Distributors	Fleet	\$61.38	2939443 PO NUM 302136
04/18/2017	803406	A & I Distributors	Street/Traffic Oper	\$185.90	2936355
04/18/2017	803406	A & I Distributors	Street/Traffic Oper	\$72.97	2937201
04/18/2017	803406	A & I Distributors	Street/Traffic Oper	\$51.11	2938846
04/18/2017	803406	A & I Distributors	Public Safety	\$39.79	2945625
04/18/2017	803406	A & I Distributors	Public Safety	\$133.48	2945625
04/18/2017	803406	A & I Distributors	Street/Traffic Oper	\$39.79	2945625
04/18/2017	803406	A & I Distributors	Solid Waste	\$40.34	2945625
04/18/2017	803406	A & I Distributors	Fleet	\$3,001.48	2945625 PO NUM 302136
04/18/2017	803406	A & I Distributors	Fleet	\$60.90	2945625 PO NUM 302136
04/18/2017	803406	A & I Distributors	Fleet	-\$17.75	2942415 PO NUM 302136
04/18/2017	803406	A & I Distributors	Water	\$24.64	WATER PARTS AND SUPPLIES
04/18/2017	803406	A & I Distributors	Transit	\$119.95	AUTO &TRUCK MAINT.ITEMS
04/18/2017	803411	Advanced Engineering and Environmental Services Inc	Water	\$11,435.20	Water & Waste Water Rate Study
04/18/2017	803411	Advanced Engineering and Environmental Services Inc	Wastewater	\$17,152.80	Water & Waste Water Rate Study
04/18/2017	803413	Advanced Traffic Products Inc	Street/Traffic Oper	\$4,990.00	opticom 721 one channel, two dir.
04/18/2017	803413	Advanced Traffic Products Inc	Street/Traffic Oper	\$27,510.00	opticom 764, 4 channel multimode
04/18/2017	803416	Airgas Ncn	Wastewater	\$2,940.00	detector single gas packed altair
04/18/2017	803418	Alpine Plumbing, Heating & Cooling	Airport	\$5,326.20	Final Water Main Replacement
04/18/2017	803420	American Title & Escrow	CDBG	\$10,000.00	FTHB Travis Sears 3722
04/18/2017	803426	BASF Corpooration	Water	\$46,081.02	WATER PARTS AND SUPPLIES
04/18/2017	803431	Big Sky Linen & Uniform	Water	\$343.41	March Uniforms
04/18/2017	803431	Big Sky Linen & Uniform	Water	\$53.79	March Uniforms
04/18/2017	803431	Big Sky Linen & Uniform	Water	\$886.10	March Uniforms
04/18/2017	803431	Big Sky Linen & Uniform	Water	\$525.99	March Uniforms
04/18/2017	803431	Big Sky Linen & Uniform	Wastewater	\$16.55	March Uniforms
04/18/2017	803431	Big Sky Linen & Uniform	Wastewater	\$768.10	March Uniforms
04/18/2017	803431	Big Sky Linen & Uniform	Wastewater	\$350.66	March Uniforms
04/18/2017	803438	Billings Tourism	Tourism BID #2	\$16,968.00	Distributed April 2017, paid March
04/18/2017	803439	Bison Motor Company	Water	\$18,858.96	Schedule 8 - Order for one new
04/18/2017	803439	Bison Motor Company	Wastewater	\$12,572.64	Schedule 8 - Order for one new
04/18/2017	803439	Bison Motor Company	Water	\$35,720.86	Schedule 7 - Order for one new
04/18/2017	803439	Bison Motor Company	Water	\$33,702.86	Schedule 6 - Order for one new
04/18/2017	803441	Brenntag Pacific Inc	Wastewater	\$2,470.00	Silcone antifoam
04/18/2017	803441	Brenntag Pacific Inc	Water	\$1,069.00	Salt
04/18/2017	803453	CDW Government Inc	Water	\$2,596.75	NETWORK Firewall for control

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/18/2017	803456	Chicago Title of Montana LLC	CDBG	\$15,000.00	FTHB Steve and Wilda Guy 235
04/18/2017	803466	Dana Safety Supply Inc	Police Programs	\$14,897.30	This is an order per quote
04/18/2017	803466	Dana Safety Supply Inc	Police Programs	\$20,235.33	This is an order per quote
04/18/2017	803467	Data Imaging System, Inc.	Facilities Mngmt	\$371.00	Inv. #31310
04/18/2017	803467	Data Imaging System, Inc.	Building Inspection	\$2,841.88	I17-021844 Data Imaging System,
04/18/2017	803467	Data Imaging System, Inc.	Building Inspection	\$3,571.07	I17-021844 Data Imaging System,
04/18/2017	803468	Dell Computer L P	Transit	\$1,256.29	OptiPlex 5040 MT and 24"monitor
04/18/2017	803468	Dell Computer L P	Transit	\$1,256.29	OptiPlex 5040 MT and 24"monitor
04/18/2017	803468	Dell Computer L P	Transit	\$1,256.29	OptiPlex 5040 MT and 24"monitor
04/18/2017	803473	DOWL	Storm Sewer	\$27,522.50	WO 16-14 West Billings
04/18/2017	803475	Econo Print Inc.	Water	\$307.82	WATER PARTS AND SUPPLIES
04/18/2017	803475	Econo Print Inc.	Solid Waste	\$3,233.14	Landfill invoices
04/18/2017	803475	Econo Print Inc.	General	\$67.35	Stefani Siegle business cards
04/18/2017	803476	Ecoverse Industries Ltd	Solid Waste	\$6,995.66	Discharge belt unit 0252
04/18/2017	803478	Electric Lightwave	Airport	\$44.07	Airport Alarm 406-294-8370
04/18/2017	803478	Electric Lightwave	CDBG	\$39.63	Community Development Services
04/18/2017	803478	Electric Lightwave	Public Safety	\$39.00	CPC line 247-8592
04/18/2017	803478	Electric Lightwave	City County Planning	\$39.00	laning FAX 406-657-8327
04/18/2017	803478	Electric Lightwave	Telephone System	\$281.63	Main Bill T-1
04/18/2017	803478	Electric Lightwave	Building Inspection	\$39.00	Building FAX 406-657-8252
04/18/2017	803478	Electric Lightwave	Telephone System	\$4,862.91	Main Bill New Account # 330046
04/18/2017	803489	Galles Filter Service	Water	\$26.49	T-67062
04/18/2017	803489	Galles Filter Service	Fleet	\$163.66	P-67853-01 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Fleet	\$182.98	P-68030-01 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Street/Traffic Oper	\$39.81	P-67825-01
04/18/2017	803489	Galles Filter Service	Street/Traffic Oper	\$184.04	T-66769
04/18/2017	803489	Galles Filter Service	Street/Traffic Oper	\$13.24	T-66788
04/18/2017	803489	Galles Filter Service	Street/Traffic Oper	-\$13.39	T-66827
04/18/2017	803489	Galles Filter Service	Street/Traffic Oper	\$35.68	P-68088-01
04/18/2017	803489	Galles Filter Service	Transit	\$52.14	AUTO &TRUCK MAINT.ITEMS
04/18/2017	803489	Galles Filter Service	Solid Waste	\$330.50	Filters for Landfill equipment
04/18/2017	803489	Galles Filter Service	Transit	\$155.99	BUS MET PO NUM 302140
04/18/2017	803489	Galles Filter Service	Transit	\$98.92	AUTO &TRUCK MAINT.ITEMS
04/18/2017	803489	Galles Filter Service	Water	\$827.60	WATER PARTS AND SUPPLIES
04/18/2017	803489	Galles Filter Service	Solid Waste	\$354.63	Filters for Landfill Equipment
04/18/2017	803489	Galles Filter Service	Fleet	\$151.35	P-67900-01 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Fleet	\$158.50	T-66825 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Solid Waste	\$457.90	Filters for Landfill equipment
04/18/2017	803489	Galles Filter Service	Transit	\$273.78	BUS MET PO NUM 302140
04/18/2017	803489	Galles Filter Service	Fleet	\$238.66	P-67718-01 PO NUM 302140

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/18/2017	803489	Galles Filter Service	Solid Waste	\$184.04	Filters for Landfill equipment
04/18/2017	803489	Galles Filter Service	Water	\$237.84	WATER PARTS AND SUPPLIES
04/18/2017	803489	Galles Filter Service	Fleet	\$81.67	P-67563-01 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Fleet	\$204.14	P-67656-01 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Fleet	\$93.65	P-67390-01 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Fleet	\$150.31	P-67502-01 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Solid Waste	\$539.84	Filters for Landfill equipment
04/18/2017	803489	Galles Filter Service	Water	\$108.66	WATER PARTS AND SUPPLIES
04/18/2017	803489	Galles Filter Service	Fleet	\$127.82	P-68112-01 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Fleet	\$5.31	P-68031-01 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Fleet	\$412.11	P-68089-01 PO NUM 302140
04/18/2017	803489	Galles Filter Service	Water	\$72.99	WATER PARTS AND SUPPLIES
04/18/2017	803489	Galles Filter Service	Fleet	\$204.06	P-67828-01 PO NUM 302140
04/18/2017	803493	Goetz Baldwin & Geddes PC	General	\$32,478.98	Watters et al v. COB
04/18/2017	803500	Hansers Wrecker Service	Public Safety	\$3,026.60	HAZMAT CLEANUP/FUEL TANK
04/18/2017	803501	Harris Systems USA Inc	Solid Waste	\$87.50	Addition to WasteWorks
04/18/2017	803501	Harris Systems USA Inc	Solid Waste	\$131.25	Modification to style sheet
04/18/2017	803501	Harris Systems USA Inc	Solid Waste	\$2,412.00	CIS Web Services
04/18/2017	803508	Iaff	Sidewalk Debt Svc	\$4,640.90	Payroll Summary
04/18/2017	803509	Ingram Library Services Inc.	Library	\$112.17	97727180
04/18/2017	803509	Ingram Library Services Inc.	Library	\$187.54	97805339
04/18/2017	803509	Ingram Library Services Inc.	Library	\$52.26	97805339
04/18/2017	803509	Ingram Library Services Inc.	Library	\$9.59	97805340
04/18/2017	803509	Ingram Library Services Inc.	Library	\$17.10	97805340
04/18/2017	803509	Ingram Library Services Inc.	Library	\$37.99	97805340
04/18/2017	803509	Ingram Library Services Inc.	Library	\$5.97	97913217
04/18/2017	803509	Ingram Library Services Inc.	Library	\$17.10	97913218
04/18/2017	803509	Ingram Library Services Inc.	Library	\$40.57	97913218
04/18/2017	803509	Ingram Library Services Inc.	Library	\$463.89	97913218
04/18/2017	803509	Ingram Library Services Inc.	Library	\$31.26	97913219
04/18/2017	803509	Ingram Library Services Inc.	Library	\$4.19	97913220
04/18/2017	803509	Ingram Library Services Inc.	Library	\$27.48	97913216
04/18/2017	803509	Ingram Library Services Inc.	Library	\$50.94	97913216
04/18/2017	803509	Ingram Library Services Inc.	Library	\$46.73	97913217
04/18/2017	803509	Ingram Library Services Inc.	Library	\$90.66	97913217
04/18/2017	803509	Ingram Library Services Inc.	Library	\$43.50	97913217
04/18/2017	803509	Ingram Library Services Inc.	Library	\$16.93	97913217
04/18/2017	803509	Ingram Library Services Inc.	Library	\$4.79	97845813
04/18/2017	803509	Ingram Library Services Inc.	Library	\$510.20	97845814
04/18/2017	803509	Ingram Library Services Inc.	Library	\$16.51	97845815
04/18/2017	803509	Ingram Library Services Inc.	Library	\$10.19	97845816

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/18/2017	803509	Ingram Library Services Inc.	Library	\$15.34	97845816
04/18/2017	803509	Ingram Library Services Inc.	Library	\$102.00	97845817
04/18/2017	803509	Ingram Library Services Inc.	Library	\$148.82	97805346
04/18/2017	803509	Ingram Library Services Inc.	Library	\$18.30	97805346
04/18/2017	803509	Ingram Library Services Inc.	Library	\$1,465.85	97805346
04/18/2017	803509	Ingram Library Services Inc.	Library	\$43.77	97823525
04/18/2017	803509	Ingram Library Services Inc.	Library	\$15.90	97845812
04/18/2017	803509	Ingram Library Services Inc.	Library	\$17.70	97845812
04/18/2017	803509	Ingram Library Services Inc.	Library	\$9.00	97805341
04/18/2017	803509	Ingram Library Services Inc.	Library	\$30.40	97805342
04/18/2017	803509	Ingram Library Services Inc.	Library	\$10.59	97805343
04/18/2017	803509	Ingram Library Services Inc.	Library	\$10.61	97805344
04/18/2017	803509	Ingram Library Services Inc.	Library	\$71.95	97805345
04/18/2017	803509	Ingram Library Services Inc.	Library	\$78.54	97805346
04/18/2017	803510	Insight Public Sector	Public Safety	\$4,952.48	Qty.94 -Police, NM Mobility
04/18/2017	803510	Insight Public Sector	Public Safety	\$263.43	Qty.5 -Animal Control, NM Mobility
04/18/2017	803510	Insight Public Sector	Public Safety	\$1,159.09	Qty.22 -Fire, NM Mobility Premium
04/18/2017	803514	Jay's Waterline Repair	Water	\$4,750.00	285 Sahara Dr water repair
04/18/2017	803514	Jay's Waterline Repair	Water	\$1,200.00	water repair 1201 custer ave
04/18/2017	803514	Jay's Waterline Repair	Water	\$4,950.00	water repair 901 Senora
04/18/2017	803514	Jay's Waterline Repair	Water	\$2,500.00	water repair 1125 Custer
04/18/2017	803529	Lamar Companies	General	\$1,140.00	Advertising
04/18/2017	803529	Lamar Companies	General	\$1,908.00	Advertising
04/18/2017	803530	Land Design Inc	Street/Traffic Oper	\$6,774.30	Design for Broadway concept
04/18/2017	803531	LMG Security	Information Resources	\$2,503.75	Analysis-Consultant
04/18/2017	803532	M-B Companies, Inc.	Airport	\$18,403.20	Broom Core Replacement Wafers
04/18/2017	803533	Mailing Technical Services	General	\$638.28	Finance
04/18/2017	803533	Mailing Technical Services	Central Services	\$4,226.59	Postage Fund (weekly bills)
04/18/2017	803538	Midland West Manufacturing Co	Water	\$1,375.00	NONSTOCKING ITEMS-P.U.D.
04/18/2017	803538	Midland West Manufacturing Co	Wastewater	\$1,375.00	NONSTOCKING ITEMS-P.U.D.
04/18/2017	803544	Montana CSED	Sidewalk Debt Svc	\$4,081.95	Payroll Summary
04/18/2017	803546	Montana Department Of Environmental Quality	Solid Waste	\$29,530.70	Quarterly Fee for the Landfill
04/19/2017	803639	Montana Municipal Interlocal Authority	Sidewalk Debt Svc	\$518,594.27	Workers' Compensation January
04/18/2017	803552	Montana State Fireman's Assoc	Sidewalk Debt Svc	\$3,798.42	Payroll Summary
04/18/2017	803554	Morrison Maierle Inc	Airport	\$28,695.31	AIP 52 Pond D Storm Water
04/18/2017	803554	Morrison Maierle Inc	Airport	\$3,188.37	AIP 52 Pond D Storm Water
04/18/2017	803554	Morrison Maierle Inc	Airport	\$19,620.18	AIP 54 Taxilane West Construction
04/18/2017	803554	Morrison Maierle Inc	Airport	\$2,180.02	AIP 54 Taxilane West Construction
04/18/2017	803554	Morrison Maierle Inc	Airport	\$5,380.89	AIP 54 Taxilane West Construction
04/18/2017	803554	Morrison Maierle Inc	Airport	\$597.88	AIP 54 Taxilane West Construction
04/18/2017	803554	Morrison Maierle Inc	Airport	\$90,172.53	Runway 10R/28L Shift Project -

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/18/2017	803554	Morrison Maierle Inc	Airport	\$10,019.17	Runway 10R/28L Shift Project -
04/18/2017	803555	Moulton Bellingham PC	General	\$3,729.00	Good Stuff Zoning Violations
04/18/2017	803555	Moulton Bellingham PC	General	\$7,766.75	Ernie Watters et al v. COB
04/18/2017	803555	Moulton Bellingham PC	General	\$2,295.00	Ron Hill v. COB & City Clerk
04/18/2017	803557	MPPA Montana Police Protective Association	Sidewalk Debt Svc	\$2,633.76	Payroll Summary
04/18/2017	803559	MT Waterworks	Water	\$562.37	WATER PARTS AND SUPPLIES
04/18/2017	803559	MT Waterworks	Water	\$3,750.58	SYSTEMS PO NUM 302857
04/18/2017	803559	MT Waterworks	Water	\$2,228.35	SYSTEMS PO NUM 302848
04/18/2017	803559	MT Waterworks	Water	\$301.00	WATER PARTS AND SUPPLIES
04/18/2017	803559	MT Waterworks	Water	\$4,245.74	SYSTEMS PO NUM 302852
04/18/2017	803559	MT Waterworks	Water	\$815.55	SYSTEMS PO NUM 302860
04/18/2017	803559	MT Waterworks	Water	\$4,069.40	Valves & fittings for water main
04/18/2017	803562	Northwest Pipe Fittings	Water	\$228.13	VALVE
04/18/2017	803562	Northwest Pipe Fittings	Street/Traffic Oper	\$37.86	pvc pipe and coupling for project
04/18/2017	803562	Northwest Pipe Fittings	Water	\$360.00	FUSION TRAINING SCHOOL
04/18/2017	803562	Northwest Pipe Fittings	Wastewater	\$240.00	FUSION TRAINING SCHOOL
04/18/2017	803562	Northwest Pipe Fittings	Water	\$12,140.00	WATER PARTS AND SUPPLIES
04/18/2017	803562	Northwest Pipe Fittings	Water	\$11,900.00	WATER PARTS AND SUPPLIES
04/18/2017	803562	Northwest Pipe Fittings	Street/Traffic Oper	\$74.47	cement/primer/ball valve for deice
04/18/2017	803562	Northwest Pipe Fittings	Water	\$12.93	Weld nipples/cross
04/18/2017	803562	Northwest Pipe Fittings	Water	\$21.30	Union and coupling
04/18/2017	803562	Northwest Pipe Fittings	Fleet	\$11.16	1779870 PO NUM 302143
04/18/2017	803562	Northwest Pipe Fittings	Public Safety	\$9.69	1779870
04/18/2017	803562	Northwest Pipe Fittings	Wastewater	\$134.12	AIRLINE REPAIR SOLIDS
04/18/2017	803562	Northwest Pipe Fittings	Water	\$11,613.48	WATER PARTS AND SUPPLIES
04/18/2017	803562	Northwest Pipe Fittings	Water	\$19,616.00	WATER PARTS AND SUPPLIES
04/18/2017	803563	NorthWestern Energy	Airport	\$169.13	2001867-7. Detail Bay 5
04/18/2017	803563	NorthWestern Energy	Wastewater	\$101.65	Electricity EA
04/18/2017	803563	NorthWestern Energy	Transit	\$3,312.01	Electricity at Metroplex 2/24/17 to
04/18/2017	803563	NorthWestern Energy	Water	\$1,968.08	5809 Canyonwoods Dr
04/18/2017	803563	NorthWestern Energy	Wastewater	\$101.24	389 62ND ST LIFT
04/18/2017	803563	NorthWestern Energy	Public Safety	\$17.67	0712532-1
04/18/2017	803563	NorthWestern Energy	General	\$127.40	0712538-8
04/18/2017	803563	NorthWestern Energy	Transit	\$356.58	0719225-5
04/18/2017	803563	NorthWestern Energy	Public Safety	\$279.27	0720817-6
04/18/2017	803563	NorthWestern Energy	General	\$29.98	0813489-2
04/18/2017	803563	NorthWestern Energy	Street/Traffic Oper	\$6.21	0855404-0
04/18/2017	803563	NorthWestern Energy	Parks Maintenance	\$7.06	0881455-0
04/18/2017	803563	NorthWestern Energy	General	\$15.24	0978917-3
04/18/2017	803563	NorthWestern Energy	Parks Maintenance	\$0.33	1045813-1
04/18/2017	803563	NorthWestern Energy	Street/Traffic Oper	\$38.87	1045820-6

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/18/2017	803563	NorthWestern Energy	Water	\$191.69	1142253-2
04/18/2017	803563	NorthWestern Energy	Water	\$5.85	1160807-2
04/18/2017	803563	NorthWestern Energy	Public Safety	\$1,346.40	1183483-5
04/18/2017	803563	NorthWestern Energy	General	\$5.85	1242222-6
04/18/2017	803563	NorthWestern Energy	Water	\$6.45	1346673-5
04/18/2017	803563	NorthWestern Energy	Building Inspection	\$51.67	1569631-3
04/18/2017	803563	NorthWestern Energy	General	\$56.18	1849408-8
04/18/2017	803563	NorthWestern Energy	Water	\$5.85	1867265-9
04/18/2017	803563	NorthWestern Energy	General	\$43.72	1904944-4
04/18/2017	803563	NorthWestern Energy	General	\$18.40	1941243-6
04/18/2017	803563	NorthWestern Energy	Parks Maintenance	\$0.88	1948667-9
04/18/2017	803563	NorthWestern Energy	Parks Maintenance	\$5.00	2055817-7
04/18/2017	803563	NorthWestern Energy	General	\$5.85	3178260-0
04/18/2017	803563	NorthWestern Energy	Parks Maintenance	\$0.00	1425364-5
04/18/2017	803565	Officer Survival Solutions	Police Programs	\$16,440.00	Lightweight Fire/Rescue Armor Rig
04/18/2017	803565	Officer Survival Solutions	Police Programs	\$245.00	Shipping
04/18/2017	803565	Officer Survival Solutions	Police Programs	-\$185.00	Discount
04/18/2017	803566	Omega Industries Inc	Water	\$8,843.00	Materials for new crossing
04/18/2017	803569	PeopleReady Inc	Solid Waste	\$1,305.41	Paper Pickers for the Landfill
04/18/2017	803569	PeopleReady Inc	Solid Waste	\$2,308.22	Paper Pickers for the Landfill
04/18/2017	803577	Public Works-Administration	Water	\$2,261.00	PWU March 2017 Engineering
04/18/2017	803577	Public Works-Administration	Water	\$1,480.00	PWU March 2017 Engineering
04/18/2017	803580	RDO Equipment Co.	Water	\$1,974.72	P18791
04/18/2017	803580	RDO Equipment Co.	Water	-\$50.00	P18923
04/18/2017	803580	RDO Equipment Co.	Water	\$1,381.65	P17939
04/18/2017	803580	RDO Equipment Co.	Water	\$83.90	NONSTOCKING ITEMS-P.U.D.
04/18/2017	803592	Sherwin Williams	Street/Traffic Oper	\$7,520.00	paint striper #1006-64846 2 mech
04/18/2017	803593	SHI International Corp	Fleet	\$991.16	(4)MS Office Standard
04/18/2017	803593	SHI International Corp	Telephone System	\$247.79	(1)MS Office Standard
04/18/2017	803593	SHI International Corp	Information Resources	\$247.79	(1)MS Office Standard
04/18/2017	803593	SHI International Corp	Transit	\$586.14	(1)MS Standard
04/18/2017	803593	SHI International Corp	Transit	\$338.35	(1)MS Office Professional, Rusty -
04/18/2017	803593	SHI International Corp	Public Safety	\$991.16	(4)MS Office Standard
04/18/2017	803593	SHI International Corp	General	\$247.79	(1)MS Office Standard 0100 16110
04/18/2017	803596	Solid Waste Systems Inc	Solid Waste	\$63.71	94453
04/18/2017	803596	Solid Waste Systems Inc	Solid Waste	\$14.44	94453
04/18/2017	803596	Solid Waste Systems Inc	Solid Waste	\$319.01	94454
04/18/2017	803596	Solid Waste Systems Inc	Solid Waste	\$1,166.81	94461
04/18/2017	803596	Solid Waste Systems Inc	Solid Waste	\$2,763.04	94494
04/18/2017	803596	Solid Waste Systems Inc	Solid Waste	\$1,057.19	94551
04/18/2017	803596	Solid Waste Systems Inc	Solid Waste	\$105.16	94552

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/18/2017	803596	Solid Waste Systems Inc	Solid Waste	\$76.17	94552
04/18/2017	803596	Solid Waste Systems Inc	Solid Waste	\$790.58	94676
04/18/2017	803596	Solid Waste Systems Inc	Fleet	\$964.57	94507 PO NUM 302892
04/18/2017	803598	Springsted	Facilities Mngmt	\$948.00	17-003 - 2017 Continuing
04/18/2017	803598	Springsted	Airport	\$674.56	17-003
04/18/2017	803598	Springsted	Storm Sewer Debt Svc	\$337.28	17-003
04/18/2017	803598	Springsted	Storm Sewer Debt Svc	\$337.28	17-003
04/18/2017	803598	Springsted	Tax Increment South	\$337.28	17-003
04/18/2017	803598	Springsted	Tax Increment South	\$337.28	17-003
04/18/2017	803598	Springsted	Tax Increment East	\$337.28	17-003
04/18/2017	803598	Springsted	Tax Increment N 27th	\$337.28	17-003
04/18/2017	803598	Springsted	Tax Increment N 27th	\$337.28	17-003
04/18/2017	803598	Springsted	Library GO Debt	\$269.82	17-003
04/18/2017	803598	Springsted	Parks Series 2000 GO Debt	\$269.82	17-003
04/18/2017	803598	Springsted	2015 GO Refunding Bonds	\$269.84	17-003
04/18/2017	803598	Springsted	BallPark Series A	\$269.82	17-003
04/18/2017	803598	Springsted	BallPark Series B	\$269.82	17-003
04/18/2017	803598	Springsted	SID Fund	\$2,439.36	17-003
04/18/2017	803601	Stewart Title Company	CDBG	\$15,000.00	FTHB Dustin Dusek 1134 Central
04/18/2017	803602	Sunset Excavation	Water	\$3,700.00	2310 Ave B water repair
04/18/2017	803609	Titan Machinery Inc	Street/Traffic Oper	\$322.80	9108613
04/18/2017	803609	Titan Machinery Inc	Street/Traffic Oper	\$25.96	9108613
04/18/2017	803609	Titan Machinery Inc	Street/Traffic Oper	\$173.75	9121155
04/18/2017	803609	Titan Machinery Inc	Street/Traffic Oper	\$9.30	9121178
04/18/2017	803609	Titan Machinery Inc	Street/Traffic Oper	\$103.44	9126608
04/18/2017	803609	Titan Machinery Inc	Street/Traffic Oper	\$28.24	9127330
04/18/2017	803609	Titan Machinery Inc	Street/Traffic Oper	\$2,115.12	9155869
04/18/2017	803609	Titan Machinery Inc	Street/Traffic Oper	\$108.30	9155869
04/18/2017	803613	Town & Country Supply Association	Fleet	\$12,914.39	243200 PO NUM 302877
04/18/2017	803613	Town & Country Supply Association	Airport	\$16,744.80	Invoice #244158. QTA Car Rental
04/18/2017	803613	Town & Country Supply Association	Fleet	\$7,188.00	244276 PO NUM 302871
04/18/2017	803614	Tractor & Equipment Co.	Solid Waste	\$762.45	parts for Landfill equipment
04/18/2017	803614	Tractor & Equipment Co.	Solid Waste	\$4,545.87	BLW00174105
04/18/2017	803614	Tractor & Equipment Co.	Solid Waste	\$4,369.31	BLW00174781
04/18/2017	803614	Tractor & Equipment Co.	Solid Waste	\$1,485.89	BLW00174880
04/18/2017	803614	Tractor & Equipment Co.	Street/Traffic Oper	\$1,056.17	BLW00174881
04/18/2017	803614	Tractor & Equipment Co.	Street/Traffic Oper	\$739.87	BLW00174882
04/18/2017	803614	Tractor & Equipment Co.	Solid Waste	\$1,434.50	BLW00174883
04/18/2017	803614	Tractor & Equipment Co.	Water	\$636.65	BLW00174884
04/18/2017	803614	Tractor & Equipment Co.	Fleet	\$6,810.00	B2383901 PO NUM 302897
04/19/2017	803640	Unemployment Ins Contributions Bureau	Sidewalk Debt Svc	\$26,120.08	Montana Employer's

Check Date	Check #	Name	Fund Name	Amount	Item Desc
04/18/2017	803626	Water Environment Federation	Wastewater	\$2,530.25	Biological nutrient Removal
04/18/2017	803638	Yellowstone County Finance Dpt	Public Safety	\$12,100.00	March 2017 Jail Boarders

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Public Hearing and Consideration of Proposed Annexation Policy Amendments

PRESENTED BY: Wyeth Friday

Department: Planning & Community Services

-- **PROBLEM/ISSUE STATEMENT**

The City Council adopted the current City Annexation Policy on May 23, 2016. The Annexation Policy requires the City to review and consider updates to the policy and map whenever the Capital Improvements Plan is revised. Council approved the 2018-2022 Capital Improvements Plan on March 27, 2017. The City Annexation Committee brought proposed amendments to the City Council at its Work Session on February 21, 2017. The Council directed staff to bring the proposed Policy changes back for consideration at a regular Council meeting. The Council is expected to conduct a public hearing and consider taking formal action on the Annexation Committee's recommended amendments to the City Annexation Policy at this meeting. It is expected that the Council will consider amendments to the Limits of Annexation Map at a future meeting.

ALTERNATIVES ANALYZED

In making its recommendations to amend the City Annexation Policy, the Committee is seeking to enable the City to address unusual circumstances that some Limits of Annexation Map amendment requests from property owners may create, and provide process and protection for the City as it continues to make decisions on Annexation Map amendments in the future.

In considering the Annexation Committee's recommendation, the Council may:

- Approve the Annexation Committee's recommendation to amend the City Annexation Policy.
- Modify the Annexation Committee's recommendation to amend the City Annexation Policy. This option would require that the Council delay final action until the May 22 meeting because the changes must be adopted by Resolution and staff would need a few days to amend the policy as directed by Council.
- Not approve the Annexation Committee's recommendation to amend the City Annexation Policy, leaving the Policy as it is.

FINANCIAL IMPACT

-- Annexation of property to the City of Billings increases the City's tax base. At the same time, the City bears the cost of additional service demands. The Annexation Policy and the Limits of Annexation Map are management tools to help City staff and the Council balance this cost versus benefit of adding property to the City and providing services to that property. The proposed Policy amendments would have an impact on future annexations as some properties that are located outside of the City Annexation Petition Area and Long Range Urban Planning Area could be brought into the City Annexation Petition Area directly and then annexed into the City, requiring City services be provided.

The Annexation Committee in 2015 recommended that the City Council consider conducting a cost of service analysis to help in determining the cost-to-benefit ratio of allowing certain property proposed to be developed in certain ways to be annexed into the City. The Council favored this recommendation and the Council will be following up on discussion of a Cost of Service Study at a Work Session in September 2017.

BACKGROUND

The City Council first adopted an Annexation Policy and accompanying Map on May 28, 2002, almost 15 years ago. The original adoption of the Policy was driven by annexations in the early 2000s of areas like Rehberg Ranch, Ironwood and Briarwood that were placing significant service demands on City services and the Council realized it needed a formal process and criteria to make future annexation decisions. To provide guidance on Annexation Policy and Map amendments, an Annexation Committee, consisting of representatives from the Parks, Recreation and Public Lands, Police, Fire, Public Works, Transit, Administration, and Planning Departments, Billings School District 2, and County Water District of Billings Heights advises the City Council. The Committee reviews map amendment requests from private property owners as well as City Departments, and makes recommendations to the Council on updates to the Policy and Map brought to the Committee. In this case, the Committee reviewed a Map Amendment Request and it prompted the Committee to bring Annexation Policy Amendment recommendations to the Council.

Staley/Forbes/Oakland Request to Amend Map

This request involves about 116 acres of land at the northwest corner of the intersection of Rimrock Road and 70th Street West. The property is currently used for dry land farming with no buildings on it. The Oakland Companies would like to annex the property to the City and continue similar residential single-family development that is adjacent to the subject property to the east in Copper Ridge Subdivision. The request is unusual as the property is currently located outside of the City's Limits of Annexation Map jurisdiction. It is neither within the Long Range Urban Planning Area or the City Annexation Petition Area. The request is to bring the property directly to the City Annexation Petition Area for immediate annexation without first bringing it into the Long Range Urban Planning Area. This approach does not follow the City's past practice of first having owners request to bring a property that is outside of the Limits of Annexation Map into the Long Range Urban Planning Area. The applicant prepared an Urban Planning Study and has taken the position that since all of the work for both a Long Range Urban Planning Area request and a Red Area request have been met, the City should consider the request and find it complies with the Annexation Policy. The Annexation Committee Members have analyzed and discussed this at length and have formulated a recommendation to the City Council for Policy amendments to address this situation.

Annexation Policy Amendments

The Committee is recommending the Council amend the Annexation Policy to address the very unusual circumstances this type of request has presented, and to provide process and protection for the City as it continues to make decisions on Annexation Map amendments in the future. The Committee found that while this property is not within the Limits of Annexation Map boundaries and is at the extreme western edge of the City:

- City water and sewer lines are sized appropriately and are already run to the eastern edge of the subject property.
- The property is directly adjacent to the City Limits.
- The property in the City adjacent to the subject property is already developed and

designed to connect to the subject property.

- Most City services providers (Public Works, Police, Fire) say they are able to serve the property even with some reservations regarding the distance to City operations facilities for services like solid waste, utilities and street and traffic, and potential increases in response times for public safety services.

The Committee has drafted Annexation Policy amendments (See attached). These proposed amendments are meant to both address the unusual circumstances of requests like the Staley/Forbes/Oakland situation but also seek to clarify that most future requests must follow the progression of first requesting inclusion in the Long Range Urban Planning Area before requesting inclusion in the City Annexation Petition Area. The Committee is in agreement that it would prefer to see more requests for annexation into the City from property already in the existing City Annexation Petition Area versus requests to expand either the City Annexation Petition Area or the Long Range Urban Planning Area. These desires notwithstanding, the Committee used the following base criteria to develop the proposed Policy amendments before the Council at this meeting:

- Has an Urban Planning Study been completed on the subject property and has the City performed any long range service studies that include the property?
- Are City water and sewer lines directly adjacent to the property and sized appropriately to serve development on the property?
- Is the property directly adjacent to the City Limits?
- Is the adjacent City property already developed to City standards and designed to connect via roads?
- Are City service providers (Public Works, Police, Fire) able to adequately serve the property without immediate increases in resources.

If criteria like these are met under the proposed Policy amendments, the Council could consider adding property directly into the Red City Annexation Petition Area. However, the Policy would still allow the Council to not include the property in any Limits of Annexation area.

STAKEHOLDERS

Public comment will be taken at the May 8 City Council public hearing concerning the Annexation Committee's recommended Policy amendments. The public hearing has been advertised as required in the Billings Times. Agents for the property owner requesting the amendment to the Limits of Annexation Map also were informed of the meeting and provided the link to this memo and proposed Policy amendments.

CONSISTENCY WITH ADOPTED POLICIES OR PLANS

In making any Policy recommendations, the Annexation Committee takes into consideration many plans and policies, including, but not limited to, the City's current Water and Wastewater Master Plan, the current Storm Water Master Plan, the 2016 City of Billings Growth Policy, the 2014 Billings Urban Area Long Range Transportation Plan, neighborhood or area plans as applicable, and the latest adopted CIP. Recommendations are based on an effort to be consistent with adopted policies, plans and approved CIP projects, and attempt not to favor one department's ability to provide service over another department's limitation.

SUMMARY

RECOMMENDATION

The Annexation Committee recommends that the City Council conduct the public hearing and amend the City Annexation Policy.

APPROVED BY CITY ADMINISTRATOR

Attachments

Proposed Annexation Policy Amendments
Resolution Amending the Annexation Policy

CITY ANNEXATION POLICY
Revised, May 8, 2017

1. Statement of Intent

The City of Billings intends to permit the annexation of land as to provide for orderly growth, adequate provision of municipal services, and equal benefits to both the annexed territory and existing City properties.

2. Policy Statement

The City Council shall consider land annexations that adhere to the provisions specified in Montana Annexation Statutes (7-2-4201 through 7-2-4761, MCA) and the Billings Municipal City Code, Section 26-204 and Sections 20-301 through 305. The Council may approve, deny or conditionally approve petitions or initiatives for annexation based on the following criteria:

- The area must be located within the Red Area of the Limits of Annexation as defined herein;
- The City must be able provide adequate city services within a time period mutually agreed to by the property owners requesting annexation and the City;
- Existing or proposed public improvements within the area to be annexed must meet City standards;
- All property owners within the area to be annexed must sign a Waiver of Right to Protest the creation of Special Improvement Districts;
- All residential property owners within the area to be annexed must create or join an existing park maintenance district;
- Residential densities planned for development within the area to be annexed must equal or exceed sixfour dwelling units per acre as per the 2016 City of Billings Growth Policy; and
- The proposed land use within the area to be annexed must conform to the goals of the Adopted City of Billings and Yellowstone County Growth Policy.

3. Limits of Annexation Map (attached) - The City shall prepare a map showing limits of annexation for two time periods. The first time period shall be known as the City Annexation Petition Area (Red Area). The City will utilize its Five-Year Capital Improvements Plan and ongoing analysis of its ability to provide services when considering amendments to the Red Area. The second time period shall be called the Long Range Urban Planning Area (Orange Area) and shall be reviewed by the City for amendments based on its service master plans and ongoing analysis of its ability to provide services. In order for a property to be considered for annexation, it shall be located within the City Annexation Petition Area (Red Area) on the Limits of Annexation Map.

a. Map Amendments

A map update-amendment shall be prepared for Council consideration whenever the Capital Improvements Plan is revised. A map update-amendment may be initiated by City staff, or requested by a property owner, in preparation for a future annexation

request. Unless a property may be considered under the criteria outlined in subsection 'b' below, a property may not request inclusion in the City Annexation Petition Area unless it has first been included in the Long Range Urban Planning Area.

-For any map amendment update involving addition of property to the Long Range Urban Planning Area, the property owner must submit a letter requesting inclusion of the property in the Long Range Urban Planning Area. For any map update amendment involving the addition of property to the Red Area of the map, an Urban Planning Study shall be completed by the petitioner who requests the amendmentupdate. An Urban Planning Study shall evaluate how a development proposal will impact the following elements:

- Streets and transportation
- Traffic circulation and generation
- Storm sewers and storm water management
- Wastewater service
- Sanitation and solid waste management
- Water service
- Parks, recreation and public lands
- Public safety (police, fire and other emergency services)
- Public schools
- Projected and estimated population
- Soils, geology and topography
- Effects of urbanization on the existing environment
- Effects on agriculture
- Existing and potential land use
- Historic sites
- Development timetables
- Capital improvements
- Methods of funding for public improvements
- Other considerations

Map updates-amendments will be recommended to City Council by a committee of representatives from City Administration, Public Works DepartmentDistribution and Collection Division, Engineering Division, Fire Department, Parks Department, Planning Division, Police Department, and MET Transit.

Rationale

When proposing updates-amendments to the map, the committee shall consider and document for Council:

- distance from existing city services and response times;
- capacity and location of existing facilities and future upgrades or construction of new facilities;
- cost of city services;
- effect on existing residents; and
- conformance with all adopted plans including the Capital Improvements Plan, the Growth Policy, applicable area plans, the Billings Area Bikeway and Trails Master Plan, the most current Transportation Plan, the most current sewer,

water and storm sewer plans, and other applicable adopted planning documents.

The Council will then determine at its discretion whether to~~and~~ approve appropriate Limits of Annexation consistent with the adopted Annexation Policy.

b. Consideration for property outside the Long Range Urban Planning Area being brought directly into the City Annexation Petition Area.

There may be circumstances when previous development and infrastructure improvements within the City have created situations where the City may choose to consider bringing a property outside of the Long Range Urban Planning Area directly into the City Annexation Petition Area. In this instance, the City Council will use all of the following criteria in guiding its decision:

- An Urban Planning Study as outlined in subsection 'a' above has been completed on the subject property and the City has performed long range service studies that include the property.
- City water and sewer lines are directly adjacent to the property and are sized appropriately to serve development on the property
- The property is directly adjacent to the City Limits
- The City property adjacent already is developed and designed to connect via roads to the property
- City services providers are able to serve the property while there is the potential for increases in response times for public safety services.~~City service providers are able to adequately serve the property without increases in resources~~

After review of all of these criteria, the City Council may consider adding the property into the Red City Annexation Petition Area. However, it remains the City Council's discretion as to whether to include any property in any Limits of Annexation area.

4. Obligation of City

The City may choose to annex any property in accordance with the provisions of the following state statutes:

- Annexations of Additions to Municipalities (7-2-4201 et. seq., MCA)
- Annexations of Contiguous Land (7-2-4301 et. seq., MCA)
- Annexations of Contiguous Government Land (7-2-4401 et. seq., MCA)
- Annexations of Wholly Surrounded Land (7-2-4501 et. seq., MCA)
- Annexation by Petition (7-2-4601 et. seq., MCA)
- Annexation with the Provision of Services (7-2-4701 et. seq., MCA)

The City may decide to condition the approval of the annexation in order to meet the criteria listed under the Policy Statement. The conditions of approval must be clearly stated in the resolution of annexation. In the case where the property to be annexed is not developed, the conditions of approval shall include a requirement for; a) a development agreement prior to the issuance of a building permit, or b) a subdivision improvements agreement at the time of final subdivision plat approval. In the event the property to be annexed is already developed and contains public improvements that are not constructed to city standards, the City shall require an annexation

agreement. The agreement shall specify which public improvements are to be upgraded and/or installed to city standards, and a time period and mechanism to finance the construction and installation of those improvements. In any case, all public improvements, whether existing or proposed, shall meet city standards.

5. Obligation of Petitioner

Petitions for annexation must comply with the provisions of Annexation by Petition (7-2-4601 et. seq., MCA) and Section 26-204 and Sections 20-301 through 305, BMCC. A fee, to be established by the City Administrator, must be paid at the time the petition is submitted. If the area to be annexed is not developed, petitioners are required to comply with the conditions of approval prior to the issuance of a building permit or at the time of final subdivision plat approval. If the area to be annexed is developed and requires the construction or installation of public improvements, the petitioner must enter into an annexation agreement prior to the City Council acting on the resolution of annexation.

DRAFT

RESOLUTION NO 17-

A RESOLUTION OF THE CITY OF BILLINGS, MONTANA PURSUANT TO ARTICLE II. CITY BOUNDARIES, MCA 7-1-114(1)(a); ANNEXATION PROCEDURES, MCA 7-2-4201 ET SEQ. AND SETTING FORTH AN ANNEXATION POLICY;

WHEREAS, the City Council adopted the City of Billings Annexation Policy by Resolution on November 22, 2004, further amended it by Resolution on April 10, 2006, May 23, 2011, and on May 23, 2016, and it is amended from time to time.

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

That the City Council now makes and adopts the following amendments to the Annexation Policy:

**ANNEXATION POLICY
Revised, May 8, 2017**

1. Statement of Intent

The City of Billings intends to permit the annexation of land as to provide for orderly growth, adequate provision of municipal services, and equal benefits to both the annexed territory and existing City properties.

2. Policy Statement

The City Council shall consider land annexations that adhere to the provisions specified in Montana Annexation Statutes (7-2-4201 through 7-2-4761, MCA) and the Billings Municipal City Code, Section 26-204 and Sections 20-301 through 305. The Council may approve, deny or conditionally approve petitions or initiatives for annexation based on the following criteria:

- The area must be located within the Red Area of the Limits of Annexation as defined herein;
- The City must be able provide adequate city services within a time period mutually agreed to by the property owners requesting annexation and the City;
- Existing or proposed public improvements within the area to be annexed must meet City standards;
- All property owners within the area to be annexed must sign a Waiver of Right to Protest the creation of Special Improvement Districts;
- All residential property owners within the area to be annexed must create or join an existing park maintenance district;

- Residential densities planned for development within the area to be annexed must equal or exceed six dwelling units per acre as per the 2016 City of Billings Growth Policy; and
- The proposed land use within the area to be annexed must conform to the goals of the Adopted City of Billings Growth Policy.

3. Limits of Annexation Map (attached) - The City shall prepare a map showing limits of annexation for two time periods. The first time period shall be known as the City Annexation Petition Area (Red Area). The City will utilize its Five-Year Capital Improvements Plan and ongoing analysis of its ability to provide services when considering amendments to the Red Area. The second time period shall be called the Long Range Urban Planning Area (Orange Area) and shall be reviewed by the City for amendments based on its service master plans and ongoing analysis of its ability to provide services. In order for a property to be considered for annexation, it shall be located within the City Annexation Petition Area (Red Area) on the Limits of Annexation Map.

a. Map Amendments

A map amendment shall be prepared for Council consideration whenever the Capital Improvements Plan is revised. A map amendment may be initiated by City staff, or requested by a property owner, in preparation for a future annexation request. Unless a property may be considered under the criteria outlined in subsection 'b' below, a property may not request inclusion in the City Annexation Petition Area unless it has first been included in the Long Range Urban Planning Area.

For any map amendment involving addition of property to the Long Range Urban Planning Area, the property owner must submit a letter requesting inclusion of the property in the Long Range Urban Planning Area. For any map amendment involving the addition of property to the Red Area of the map, an Urban Planning Study shall be completed by the petitioner who requests the amendment. An Urban Planning Study shall evaluate how a development proposal will impact the following elements:

- Streets and transportation
- Traffic circulation and generation
- Storm sewers and storm water management
- Wastewater service
- Sanitation and solid waste management
- Water service
- Parks, recreation and public lands
- Public safety (police, fire and other emergency services)
- Public schools
- Projected and estimated population
- Soils, geology and topography
- Effects of urbanization on the existing environment
- Effects on agriculture
- Existing and potential land use
- Historic sites
- Development timetables

- Capital improvements
- Methods of funding for public improvements
- Other considerations

Map amendments will be recommended to City Council by a committee of representatives from City Administration, Public Works Department, Fire Department, Parks Department, Planning Division, Police Department, and MET Transit.

Rationale

When proposing amendments to the map, the committee shall consider and document for Council:

- distance from existing city services and response times;
- capacity and location of existing facilities and future upgrades or construction of new facilities;
- cost of city services;
- effect on existing residents; and
- conformance with all adopted plans including the Capital Improvements Plan, the Growth Policy, applicable area plans, the Billings Area Bikeway and Trails Master Plan, the most current Transportation Plan, the most current sewer, water and storm sewer plans, and other applicable adopted planning documents.

The Council will then determine at its discretion whether to approve appropriate Limits of Annexation consistent with the adopted Annexation Policy.

b. Consideration for property outside the Long Range Urban Planning Area being brought directly into the City Annexation Petition Area.

There may be circumstances when previous development and infrastructure improvements within the City have created situations where the City may choose to consider bringing a property outside of the Long Range Urban Planning Area directly into the City Annexation Petition Area. In this instance, the City Council will use all of the following criteria in guiding its decision:

- An Urban Planning Study as outlined in subsection 'a' above has been completed on the subject property and the City has performed long range service studies that include the property.
- City water and sewer lines are directly adjacent to the property and are sized appropriately to serve development on the property
- The property is directly adjacent to the City Limits
- The City property adjacent already is developed and designed to connect via roads to the property
- City services providers are able to serve the property while there is the potential for increases in response times for public safety services.

After review of all of these criteria, the City Council may consider adding the property into the Red City Annexation Petition Area. However, it remains the City Council's discretion as to whether to include any property in any Limits of Annexation area.

4. Obligation of City

The City may choose to annex any property in accordance with the provisions of the following state statutes:

- Annexations of Additions to Municipalities (7-2-4201 et. seq., MCA)
- Annexations of Contiguous Land (7-2-4301 et. seq., MCA)
- Annexations of Contiguous Government Land (7-2-4401 et. seq., MCA)
- Annexations of Wholly Surrounded Land (7-2-4501 et. seq., MCA)
- Annexation by Petition (7-2-4601 et. seq., MCA)
- Annexation with the Provision of Services (7-2-4701 et. seq., MCA)

The City may decide to condition the approval of the annexation in order to meet the criteria listed under the Policy Statement. The conditions of approval must be clearly stated in the resolution of annexation. In the case where the property to be annexed is not developed, the conditions of approval shall include a requirement for; a) a development agreement prior to the issuance of a building permit, or b) a subdivision improvements agreement at the time of final subdivision plat approval. In the event the property to be annexed is already developed and contains public improvements that are not constructed to city standards, the City shall require an annexation agreement. The agreement shall specify which public improvements are to be upgraded and/or installed to city standards, and a time period and mechanism to finance the construction and installation of those improvements. In any case, all public improvements, whether existing or proposed, shall meet city standards.

5. Obligation of Petitioner

Petitions for annexation must comply with the provisions of Annexation by Petition (7-2-4601 et. seq., MCA) and Section 26-204 and Sections 20-301 through 305, BMCC. A fee, to be established by the City Administrator, must be paid at the time the petition is submitted. If the area to be annexed is not developed, petitioners are required to comply with the conditions of approval prior to the issuance of a building permit or at the time of final subdivision plat approval. If the area to be annexed is developed and requires the construction or installation of public improvements, the petitioner must enter into an annexation agreement prior to the City Council acting on the resolution of annexation.

APPROVED AND PASSED by the City Council of the City of Billings, this 8th day of May, 2017.

THE CITY OF BILLINGS:

BY: _____
Thomas W. Hanel MAYOR

ATTEST:

BY: _____

Denise Bohlman

City Clerk

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Public hearing and resolution creating Tourism Business Improvement District No. 0002

PRESENTED BY: Tina Volek, City Administrator

Department: City Hall Administration

PROBLEM/ISSUE STATEMENT

The City Council created the Tourism Business Improvement District (BID) No. 0002 on October 1, 2007. The State law that allows cities to create BIDs also sunsets districts after 10 years and renewing them requires the same procedure as the original formation. Property owners who control over 60% of the city's total hotel square footage submitted a petition to extend/re-create the district. On April 10, the City Council adopted Resolution No. 17-10614, which stated the Council's intention to create the district. A public hearing was advertised for May 8 and notifications were sent to all assessable property owners. After the Council conducts the public hearing, it may adopt the attached resolution that will extend or re-create the district, effective October 1, 2017.

BIDs require a governing board. State law is specific about how to create the initial district's board, even specifying how many years the initial members may serve on the board. However, it is silent about how to create a Board when a district is extended or renewed. City and TBID staff have agreed that the safest course is to follow State law and to treat the renewed district board as if this was an entirely new district. Therefore, if the Council approves the resolution and creates the TBID, staff will work with the Mayor to solicit new TBID Board applications in June or July 2017. The Mayor will review the applications and nominate 5-7 board members. The Council will review and may approve the Mayor's nominations before October 1, when the renewed district goes into effect.

ALTERNATIVES ANALYZED

City Council may:

- Approve the resolution creating an extended or renewed Billings Tourism Business Improvement District No. 0002, or;
- Amend and adopt the resolution, as long as the amendments conform to state law, or
- Disapprove the resolution and provide guidance to staff.

FINANCIAL IMPACT

The hotels report the number of occupied room nights each quarter, the City Finance Department creates an annual assessment statement and the County Treasurer collects the fees. The City may not charge BIDs for this service.

The Visit Billings marketing budget to draw tourists to Billings has increased from \$238,000 to \$2.2 million under the TBID. Since it has been approved, there have been 259 major conventions, totaling 211,400 room nights in Billings, with an economic impact of \$47.6 million on gas, retail, convenience stores and hotels.

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing and approve the resolution that extends or renews the Billings Tourism Business Improvement District No. 0002.

APPROVED BY CITY ADMINISTRATOR

Attachments

TBID creation reso

RESOLUTION NO. 17- _____

A RESOLUTION RENEWING A TOURISM BUSINESS IMPROVEMENT DISTRICT
FOR THE PURPOSE OF PROMOTING TOURISM, CONVENTIONS, TRADE
SHOWS AND TRAVEL TO THE CITY OF BILLINGS, MONTANA

WHEREAS, a Tourism Business Improvement District will increase tourist trips and promote and benefit the tourism and lodging industry in Billings; and

WHEREAS, a Tourism Business Improvement District will provide funding that will promote the health, safety, prosperity, security, and general welfare and will convey a special benefit to the properties within the boundaries of the District; and

WHEREAS, the City of Billings created a Tourism Business Improvement District in 2007, which has an automatic termination date of September 30, 2017, and State law allows cities to renew districts by using procedures identical to their original formation; and

WHEREAS, Billings hotels have petitioned the City Council to renew the Tourism Business Improvement District.

BE IT RESOLVED by the City Council of the City of Billings (the “City”), Montana, as follows:

Section 1. Creation of Tourism Business Improvement District (T.B.I.D.); In accordance with Billings Resolution No. 17-10614, the City Council hereby creates a Tourism Business Improvement District (TBID) for the purpose of promoting and marketing Billings and creating special benefit for the lodging businesses in the city. The assessments collected shall be used for the purposes that are allowed by Title 7, Chapter 12, Part 11, MCA as amended and as specified in the Billings TBID work plan and budget.

Section 2. Number of District. The District shall be known and designated as the Tourism Business Improvement District No. 0002 of the City of Billings, Montana.

Section 3. Boundaries of District. The limits and boundaries of the District are the limits and boundaries of the City of Billings, as depicted on a map attached as “Exhibit A”, and as may be amended from time to time, which boundaries are designated and confirmed as the boundaries of the District.

Section 4. Benefited Property. The District and territory included within the limits and boundaries described in Section 3 are hereby declared to be the TBID and every hotel, defined as any structure or any portion of any structure which is occupied or intended or designed for occupancy by transients for dwelling, lodging, or sleeping purposes, and including any hotel, inn, motel, or other similar structure or portion thereof, within the District will be benefitted by the TBID.

Section 5. General Character of the Services to be Performed. The services to be performed shall be for the purposes that are allowed by Title 7, Chapter 12 Part 11 MCA, including the funding of all uses and projects for tourism promotion within Billings as specified in the Billings TBID work plan and budget. It includes the marketing of conventions and trade shows that benefit local tourism and lodging businesses in Billings; the marketing of Billings to the travel industry in order to benefit local tourism and the lodging businesses in Billings; and the marketing of Billings to recruit major events in order to promote local tourism and to benefit the lodging businesses within the Billings TBID.

Section 6. Appointment of Board of Trustees. Following adoption of this Resolution, the Mayor, with the approval of the City Council, shall appoint not less than 5 or more than 7 owners of property or their assignees within the T.B.I.D. to comprise the Board of Trustees of the District. The members of the Board shall be appointed and their terms of office and the procedure for filling unexpired terms shall be in compliance with Section 7-12-1121, M.C.A., which supersedes Billings Montana Municipal Code Section 2-504 and 2-505.

Section 7. Powers and Duties of Trustees. The appointed Trustees shall have the powers and duties set out in Sections 7-12-1121 through 7-12-1133, M.C.A. and any other applicable laws, ordinances or regulations. At a time determined by the City Council, the Board of Trustees shall submit to the City Council for approval, a work plan and budget for the ensuing fiscal year. The City Council may modify the work plan and budget as it considers necessary and appropriate.

Section 8. Property To Be Assessed. The assessments to fund the work plan for each fiscal year are to be collected from all hotels, as defined in Section 4, with 6 or more rooms. The assessments may be modified annually by City Council resolution or adoption of the City budget. A listing of each of the properties in the District to be assessed is shown and labeled "Exhibit "B," attached hereto.

Section 7. Assessments. All hotels, as described in Section 4, with six (6) or more rooms, will be assessed for their proportionate share of the costs of maintaining the activities of the Tourism Business Improvement District as prescribed in Section 7-12-1133 (2) (c), M.C.A. All hotels meeting these qualifications shall be subject to an assessment of two dollars (\$2) per occupied room night, except that stays by persons who are otherwise exempt from paying a transient occupancy tax, also known as a lodging facility use tax, as provided in 15-65-101 through 15-65-136 MCA, shall be exempt from the assessment.

Section 8. Payment of Assessments. The assessments for the costs of maintaining the services provided by the Tourism Business Improvement District shall be payable, as prescribed in Section 7-12-1133 (2) (c), M.C.A and as established by the Billings City Council and collected by the Yellowstone County Treasurer.

Section 9. Duration of District. The duration of the Tourism Improvement District shall be for a period of 10 years as prescribed in Section 7-12-1141, M.C.A. Upon receipt of a petition signed by the owners of more than 50% of the area of the property included in the district, the governing body shall terminate the district at the end of any fiscal year.

Section 10. Effective Date. This resolution shall be effective on October 1, 2017.

APPROVED by the Billings City Council this 8th day of May, 2017.

THE CITY OF BILLINGS:

By: _____
Thomas W. Hanel, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk

EXHIBIT A
BILLINGS CITY LIMITS 4-2017

Property	Contact/Voting Member*	Property Address	Ownership Group
Baymont Inn & Suites	Nasima Khan	2030 Overland Avenue	Khan Organization LLC
Best Western Clock Tower Inn	Steve Wahrlich	2511 1st Avenue North	Clocktower Inn LLC
Best Western Kelly Inn	Joyce Bratland	4915 Southgate Drive	Kelly Midwest Ventures LLP
Big 5 Motel	John Newman	2601 4th Avenue North	Contract Buying Services Inc c/o Wayne Shawver
Big Horn Resort	Richard Todd	1801 Majestic Lane	Billings Ventures LLP
Boothill Inn & Suites	Shelli Mann	242 East Airport Road	Bottrell Family Investments LLP
Bourbon Street Hotel Tower III	LuAnne Pekovich	3420 First Avenue North	Greg and Becky Pekovich
Bourbon Street Hotel Towers I & II	LuAnne Pekovich	3314 1st Avenue North	Greg Pekovich
C'Mon Inn	Justin Manning	2020 Overland Avenue	Billco Investments LLCT Inc
Carlin Hotel	Susan Smith	2501 Montana Avenue	Computers Unlimited
Cherry Tree Inn	Douglas G. Kirby	823 North Broadway	Kirby Development Co Inc c/o Douglas Kirby
Comfort Suites	Phenny Bowers	4908 Southgate Drive	Khan Organization LLC
Country Inn & Suites	Michelle Breitwiser	231 Main Street	Billings Hospitality LLC
Days Inn	Robbie Schneider	843 Parkway Lane	Billings Hotel Investors LLC
Double Tree Inn by Hilton	LaReil Baldwin	27 North 27th Street	Makenna Hotel Investment LLC c/o Randy Meyer
Dude Rancher Lodge	Todd Graves	415 North 29th Street	Virginia Karlsen c/o Gordon Graves
Econo Lodge	Shawna Smith	5425 Midland Road	Big Sky Hotels LLC c/o Stephen Cranston
Extended Stay America - Billings Westend	Troy Mginis	4950 Southgate Drive	BRE/ESA Portfolio LLC
Fairfield Inn	Beth Cantrell	2026 Overland Avenue	F I Midwest Inn of Billings Inc c/o TMI Hospitality
Hampton Inn	Joe Studiner	5110 Southgate Drive	Billings Lodging Investors, c/o Ruby Erck
Hampton Inn & Suites	Stacy Lind	3550 Ember Lane	Broso Valley Lodging Investors c/o Dustin Williams
Heights Inn Motel	Sam Quigwy	1206 Main Street	CMYL Inc
Hilltop Inn	Ivah Collins	1116 North 28th Street	Hilltop Inn Limited Partnership
Hilton Garden Inn-Billings	Tina Wiser	2465 Grant Road	JWT Hospitality Group c/o Kevin Walsh
Holiday Inn Express & Suites	Keri Wilson	3431 Ember Lane	Billings Hospitality Inc
Home 2 Suites by Hilton	Boone Jones	2611 7th Ave N	7th Avenue Hospitality, LLC
Homewood Suites	Stacy Lind	3420 Ember Lane	Ember Lane Lodging Investors LLC
Howard Johnson Billings	Nasima Khan	1345 Mullowney Lane	Khan Organization LLC
Kelly Inn	Shinead Field	5610 South Frontage Road	Kelly Midwest Ventures LLP
La Quinta Inn & Suites	Gail Linnell	5620 S Frontage Rd	Kelly Midwest Ventures Limited Partnership
Lazy KT Motel	Kerry Struckman	1403 1st Avenue North	Solo Holdings LLC
Ledgestone Hotel	Jennifer Benson	4863 King Ave East	Northern Lights Investments LLC c/o Kristine Tanaka
Lewis & Clark Inn	Mike Pekovich	1709 1st Avenue North	Greg and Becky Pekovich
Lexington Inn & Suites	Kacy Kieth	3040 King Avenue West	Father and Sons Hospitality LLC
Motel 6 North #115	Crystal Swanson	5353 Midland Road	G6 Hospitality Property LLC
Motel 6 South #178	Crystal Swanson	5400 Midland Road	G6 Hospitality Property LLC
My Place Hotel	Dalton Emig-Wahran	4770 King Ave East	RW Billings LLC
Northern Hotel	Mike Nelson	19 N. Broadway	Zootist Hotel LLC
Parkway Motel	John Stanley	4808 Underpass Avenue	MTSU LLC c/o Larey & Marlene Thiel Trustees
Picture Court Motel	Greg McFarland	5146 Laurel Road	Jovanovich Enterprises LLC c/o Greg McFarland
Quality Inn Homestead	Brian Arneson	2036 Overland Avenue	Billings Hospitality LLC
Radisson	Tony Contreaz	5500 Midland Road	Midland Holdings LLC c/o Inner Circle Investments
Red Lion Hotel and Convention Center	Ron Spence	1223 Mullowney Lane	BHCC II Inc c/o Ron or Jeff Muri
Residence Inn by Marriott	Ginny Hart	956 South 25th Street West	Lads Hospitality Associates LLC c/o David Veeder
Riversage Billings Inn	Vanda Bishop	880 North 29th Street	Riversage Billings Inn c/o Raymond Clark
Rodeway Inn	Usman Khan	1315 North 27th Street	Rimrock Hospitality LLC c/o Usman Khan
Sleep Inn Motel Billings	Jance Varela	4904 Southgate Drive	Khan Investments
SpringHill Suites by Marriott Billings	Wes Carter	1818 King Avenue West	Billings Hospitality Inc
Super 8 Lodge	Steven Hill	5400 Southgate Drive	Supertel LP
The Vegas Hotel	Tom Miner	2612 Belknap Avenue	Greg and Becky Pekovich
Towne Place Suites by Marriott	Becy Meidig	2480 Grant Rd.	Billings Hospitality LLC
Twin Cubs Motel	Bill Chilton	1818 Main Street	Wayne and Celia Chilton
Western Executive Inn	Faye Adams	3121 King Avenue West	Cindy Duncan
Western Inn	David Kahn	3311 2nd Avenue North	Kahn Real Estate LLC
Westwood Rimview Inn	Art Westwood	1025 North 27th Street	Hillcrest Inc c/o Art Westwood

Regular City Council Meeting

Meeting Date: 05/08/2017

TITLE: Acceptance of Western Sugar Trail Easement

PRESENTED BY: Tina Volek, City Administrator

Department: City Hall Administration

PROBLEM/ISSUE STATEMENT

The City Council is being asked to accept the donation from the Western Sugar Cooperative of an easement through its property along the Yellowstone River near Garden Avenue to accommodate a segment of the Marathon Loop, a 26-mile trail that is intended to run from Garden Avenue west to the Zoo and north to Billings Logan Airport before returning to its starting site.

The donation was arranged by the Billings Area Chamber of Commerce with the assistance of the City's Parks, Recreation and Public Lands (PRPL) and Legal Departments. In 2009, the Chamber prioritized development of trails in the area for both health and tourism reasons. The City will develop and maintain the site.

The property will be available to walking, biking and other non-motorized activities. It will be opened sometime in 2018-2019, when a current grazing easement expires and appropriate fencing and signage is complete. Aside from its importance to helping to complete the Marathon Loop, it has historic significance because it is near Clark's Crossing, the area where the Lewis and Clark expedition crossed the Yellowstone River.

ALTERNATIVES ANALYZED

City Council may:

- Accept the easement;
- Direct staff to modify the effort; or
- Disapprove acceptance of the easement.

FINANCIAL IMPACT

The easement is being given to the City at no cost. The City will be responsible for constructing and maintaining the trail. Since easement negotiations have just been completed between Western Sugar Cooperative, the Chamber and the City, the exact costs of the development and maintenance are not yet known.

RECOMMENDATION

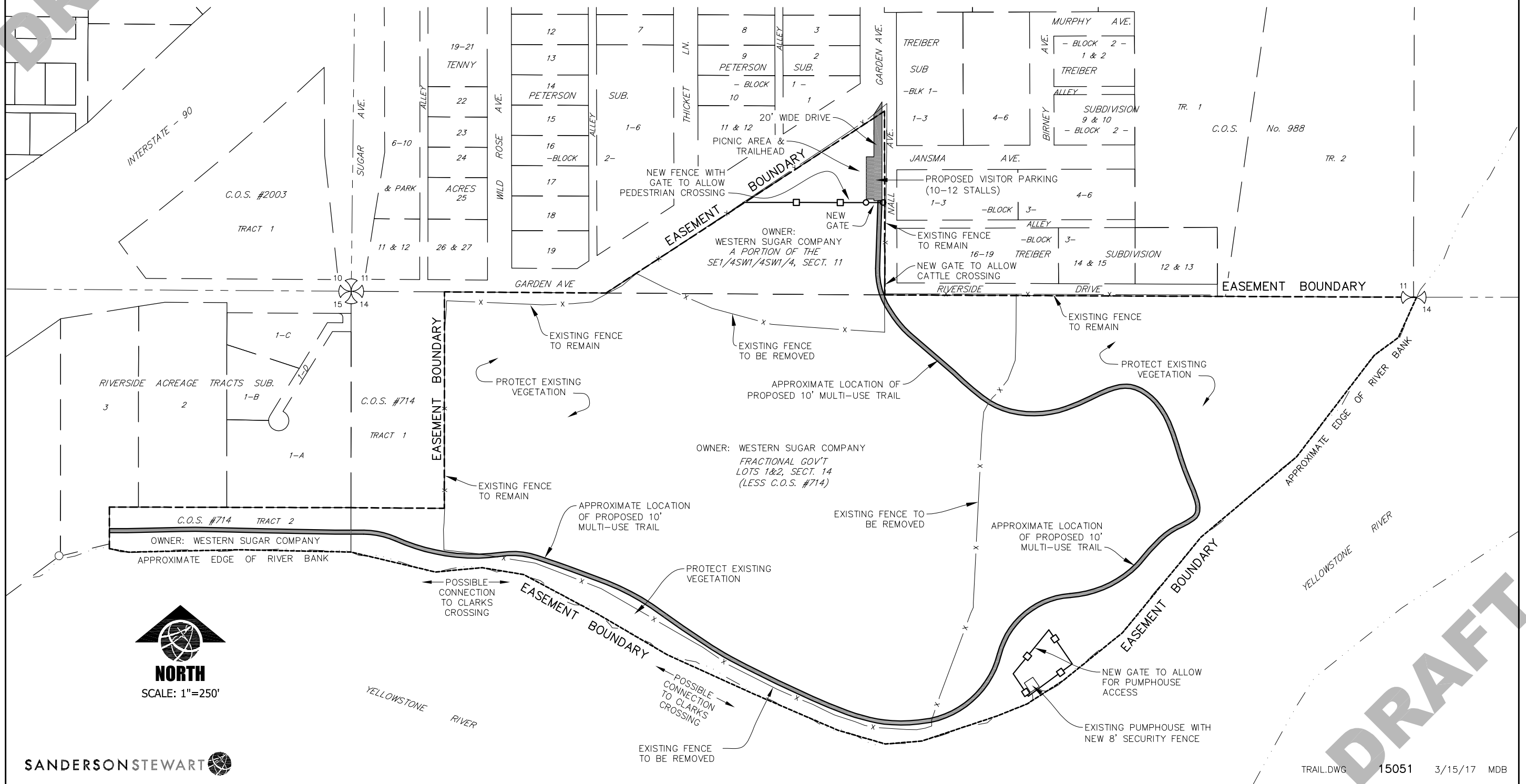
Staff recommends that the City Council accept the easement from Western Sugar Cooperative for the future construction of a segment of the Marathon Trail..

APPROVED BY CITY ADMINISTRATOR

EXHIBIT A

TRAIL & RECREATION EASEMENT

BEING TRACT 2 OF C.O.S. 714, A PORTION OF SE1/4SW1/4SW1/4 OF SECTION 11, AND GOV'T LOT 1 & FRACTIONAL GOV'T LOT 2 OF SECTION 14 (LESS C.O.S. 714), T. 1 S., R. 26 E., P.M.M., YELLOWSTONE COUNTY, MONTANA



SANDERSON STEWART

P:\15051_Western_Sugar_Clarks_Crossing_Trail_PMICADD_C3DIBASE_DWG\TRAIL.dwg, EXHIBIT A 11X17, 3/15/2017 11:04:18 AM, mbertram, 1:1

3-25-2017 DRAFT

Trail and Recreational Use Easement

The Western Sugar Cooperative, Grantor, a Colorado corporation, whose address is 7555 East Hampden Avenue, Suite 520, Denver, Colorado 80231-4837, is the owner of the following parcels that are, except as specifically provided below, hereafter referred to collectively as the “Easement Area”:

Government Lot 1 of Section 14; a fraction of Government Lot 2 of Section 14; Tract 2 of Certificate of Survey No. 714 located in the north portions of fractional Section 14 and Section 15; a portion of the SE1/4 of the SW1/4 of the SW1/4 of Section 11 lying southerly of the County Road as now established and known as Garden Avenue; and any adjacent accreted property lying between said foregoing parcels and the Yellowstone River, all located in Township 1 South, Range 26 East of the Montana Principal Meridian, in Yellowstone County, Montana.

The Western Sugar Cooperative does hereby grant unto the **City of Billings**, Grantee, a Montana municipal corporation, and its successor(s) or assigns, for the use and benefit of the public, an in-gross easement, for, except as otherwise expressly provided herein, non-motorized trail and recreational use by pedestrians, bicyclists, and other users of non-motorized-conveyances for travel across, over, through, and along each and every part of the Easement Area, which is generally depicted on the attached Exhibit “A” that is hereby incorporated herein by this reference. The term of the easement shall be for twenty (20) years commencing as of the date this Easement has been signed by both Grantor and Grantee. The easement shall renew automatically and perpetually for successive ten (10) year periods unless either party provides written notice to the other of its intent to terminate no less than one (1) year before the date of the next automatic ten-year renewal period.

The Easement Area shall not include property located within any fence installed by Grantor around the existing pumphouse in Government Lot 1 (“Pumphouse Protection Area”). Grantor may determine the dimensions of the Pumphouse Protection Area in its sole discretion and may reconfigure, expand, or relocate the same at any time, including, if deemed necessary by Grantor, to entirely relocate the pumphouse. Fencing around the Pumphouse Protection Area shall be the responsibility of Grantor to install and maintain. Grantor also reserves the right to approve the location of any developed trail or pathway constructed in the general vicinity of the Pumphouse Protection Area so as to insure adequate separation between the pumphouse and any such trail or pathway as determined in the discretion of Grantor.

The easement granted hereby shall run with the land and be binding upon successors and assigns of Grantor. The City of Billings and its successor(s) and/or assigns, on behalf of the public, shall be

solely responsible for the construction and maintenance of any trails and recreational amenities now or hereafter located in the Easement Area and shall mow, spray, or otherwise control noxious weeds and excessive vegetation. The City of Billings and its successor(s) or assigns, on behalf of the public, shall construct, maintain, keep in good condition, free of debris and shall use the Easement Area so as to minimize any unreasonable adverse impact on the lands of Grantor. Upon completion of construction or maintenance of any trail or recreational amenity authorized hereunder Grantee shall restore any impacted lands of Grantor to a similar or better condition as existed prior to such construction or maintenance. Motorized vehicles may only be used to access and park at the proposed "Picnic Area/Trailhead" adjacent to Garden Avenue as depicted on Exhibit "A" and for construction or maintenance of recreational trails and amenities in the Easement Area. The Picnic Area/Trailhead shall include a perimeter fence installed at Grantee's expense that will confine motor vehicles to the Picnic Area/Trailhead and prevent all motor vehicles other than authorized maintenance vehicles from accessing the remainder of the Easement Area. Historical interpretive panels, way-finding signage, benches and similar trail and recreation-related amenities may be installed in the Easement Area, but picnic tables and any restroom facilities shall be restricted to the Picnic Area/Trailhead. The Grantor may reserve any part of the Easement Area on an occasional basis for its temporary, exclusive use by providing reasonable advance notice to the Grantee, provided that such use does not materially prevent the contemporaneous use of any developed trail constructed by Grantee in the Easement Area, and Grantor shall be responsible for posting signs or barricades in the affected area or areas to prevent access by members of the public, if so desired by Grantor.

Except as expressly acknowledged in this paragraph, this easement is intended to reserve exclusive use of the Easement Area for Grantor and Grantee, and Grantor shall not grant additional easements, leases, or similar rights to any other person or party without the express written consent of Grantee. Grantee acknowledges that the Easement Area is currently subject to a grazing lease that will expire April 26, 2018 unless the same is earlier voluntarily terminated by either party to the lease. Grantee agrees that it will not interfere with the lessee's rights under the grazing lease while it is in effect, and Grantor agrees that the lease will terminate no later than April 26, 2018. Grantee shall not permit any construction or trail use to occur in the Easement Area during the term of the grazing lease if it would materially interfere with the lessee's cattle or rights arising under the lease.

The parties acknowledge that an important purpose of this easement is to facilitate a connection to existing and future recreational trails on the island/locale known as "Clarks Crossing" located southerly of the Easement Area. This Easement is intended to permit the construction of improvements associated with the installation of a low-water crossing, bridge, or other passageway over or across the waterway that divides the two properties. Grantee or its successors or assigns shall be solely responsible for the construction and maintenance of any such crossing, bridge or other passageway.

Grantee agrees to indemnify, save and hold Grantor, and its directors and employees, harmless from and against all liabilities, claims, demands, losses and damages, including, without limitation, personal injury, death, property loss or damage to others or to Grantor or its employees, in any way arising out of or related to the use of the Easement Area by the public or Grantee or related to Grantee's (or its designee's) construction or maintenance of the Easement Area.

