

****ATTENTION****

Due to the COVID-19 health concerns, the format of the City Council meeting will be held in a virtual videoconferencing environment. In order to honor the Right of Participation and the Right to Know in Article II, sections 8 and 9, of the Montana Constitution, the City of Billings and City Council are making every effort to meet the requirements of the open meeting laws:

- The Agenda Packet is available for viewing on the City's website at:
<https://ci.billings.mt.us/117/Agendas-Minutes>
- Councilmembers will attend the meeting via a remote location, using a virtual meeting method. City Hall and the Council Chambers will be closed during the meeting.
- The Public may view the meeting on the Community 7 TV - Channel 7 or Channel 507 – Spectrum Cable. The Public may also view online at www.comm7tv.com and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel in which to view the meeting.
- Public comment will be taken only during the Public Comment periods as indicated on the agenda. Comments may be sent to Council via email before 3:00 PM on Monday, April 20th, at: <https://ci.billings.mt.us/1538/City-Council-E-mail-Messages>
- Emails received after 3:00 PM and prior to 5:00 PM, may be read during the meeting.
- The Public may call in during specific Public Comment periods at **406.237.6196**. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary.

Future delivery methods may be explored as best practice is learned.

Please contact City Clerk, Denise Bohlman, at bohlmand@billingsmt.gov, or 657-8210 with any questions.

CITY OF BILLINGS

CITY OF BILLINGS VISION STATEMENT:

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

WORK SESSION AGENDA

May 4, 2020

5:30 P.M.

Council Chambers are Closed.
The meeting will be held remotely via virtual meeting room. Please see coversheet for details and instructions for viewing and participation.

CALL TO ORDER: Mayor Cole

1. **COVID-19 Update by Unified Incident Command (UIC)**
- Public Comment

2. **FY2021 Budget Overview**
(Presented by Chris Kukulski, City Administrator)
 - a. **Administration**
(Presented by Chris Kukulski, City Administrator)

 - b. **Fleet Services**
(Presented by Larry Deschene, Fleet Services Manager)

 - c. **Finance**
(Presented by Andy Zoeller, Finance Director)

 - d. **Library**
(Presented by Gavin Wolter, Library Director)

 - e. **Municipal Court**
(Presented by Sheila Kolar, Municipal Court Judge)

- Public Comment

3. **Miscellaneous Sidewalk Program Policy Discussion**
(Presented by David Mumford, Public Works Director)
- Public Comment

COUNCIL DISCUSSION:

PUBLIC COMMENT on “NON-AGENDA ITEMS”. **Speaker Sign-in required.** *(Restricted to ONLY items not on this printed agenda. Comments are limited to 3 minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium.)*

ADJOURN:

Note:

- This meeting is an “informal” meeting of the City Council. The content of the Agenda is subject to change at the meeting.
- In the event there is a Closed Executive Session at the end of a Work Session, the sole purpose is to discuss litigation strategy. The other parties to the case(s) discussed are not public bodies or associations as described in Section 2-3-203(1) and (2), MCA. The meeting is closed, as allowed by Section 2-3-203(4)(a), MCA, “to discuss a strategy to be followed with respect to litigation when an open meeting would have a detrimental effect on the litigating position” of the City of Billings.
- Council meetings may be viewed at any time by accessing Community 7 Television online at www.comm7tv.com and clicking on archived programs.

Council Work Session

2.

Meeting Date: 05/04/2020

TITLE: City of Billings FY21 Proposed Budget Overview

Department: Finance

Presentation: Yes

PROBLEM/ISSUE STATEMENT

The City Administrator will provide an overview of the FY21 budget for the City of Billings. The presentation packet will be provided at the Council Work Session. The full proposed budget is too large for attachment here, but will be e-mailed to City Council and can be found online at <https://ci.billings.mt.us/475/Budgets-Financial-Reports>. A brief overview and the budget message are attached.

The budget document is presented in two formats, outlined within the table of contents. Each section of the table of contents can be clicked upon to go directly to that section of the budget. The first section of the budget "Budget Highlights By Fund" can be used to view specific city funds. This is in the same format as years past. The second section titled "Department Budget Overview" contains the same financial information, but summarized by department. This is done because one department may oversee a variety of funds. These sections should be referenced for an overview of the department as a whole, and all expenses associated with that department.

RECOMMENDATION

No action is required, individual departments will be providing their respective budgets in the following weeks.

Attachments

Budget Message and Summary

5/4/2020



Honorable Mayor and City Council Members:

It is a privilege to present the proposed City of Billings Fiscal Year 2021 (FY21) Operating and Capital budget. The effective date of this budget is July 1, 2020, and runs through June 30, 2021. Adopting the budget is one of the most significant policy decisions the Council makes annually. City staff have spent many hours discussing issues with the City's leadership team before proposing the budget to City Council on May 4, 2020.

During the development of the proposed FY21 budget, Billings and our Nation are experiencing a global pandemic. The COVID-19 pandemic caused "stay at home" orders throughout the world including Montana, which became effective March 28, 2020. It is too early to fully understand the economic impact however we know it will be significant. Decisions were made for the FY21 budget across the City to reduce costs, reduce or eliminate assessment increases, and delay a Public Safety Levy ask to the voters until FY2022. This will have impacts on the services provided by the City for the coming year.

Accomplishments in Fiscal Year 2020 (FY20)

The City experienced moderate growth in Fiscal Year 2020, as evidenced by the City's property tax revenue, which increased 3% (estimated as of 3/31/2020) from Fiscal Year 2019. During calendar year 2019 the City issued 427 new construction permits with a total value of \$136 million. In the short-term, growth is critical to the City overcoming inflationary challenges; however, over the long-term, growth also places increased demands on services across the entire organization. Because of the City Charter's hard mill levy cap, the ability to pay for the increased demand for services primarily relies on voter approved mill levy increases or the creation of districts as permitted under Montana Code. Significant capital projects in the FY20 budget were:

Airport Terminal Project	\$40 million
Police Evidence Building	\$3.8 million
Street & Transportation Projects	\$14 million
Water & Wastewater Infrastructure Projects	\$33.8 million

Council Adopted Goals

On March 9, 2020, the City Council adopted its priorities for the coming year. Many of these priorities require budgetary support and are incorporated into the adopted spending plan for FY21.

HIGH

✚ Improve the safety of Billings

- Adopt Public Safety Mill Levy (PSML) Ordinance for 2020 ballot measure
- Educate the community on the impacts of the PSML
- Implement 911, PD, FD, Code Enforcement, Legal, Municipal Courts strategies to improve safety
- Resolve criminal justice system facility space deficiencies
- Adopt spa/massage parlor business license ordinance
- Pursue supplemental funding sources (Impact fees, increase cost of fines, BUFGSA)
- Support critical partnerships w/Substance Abuse Connect, Yellowstone County, and Continuum of Care partnership
- Continue improving “Safe Routes to Schools”

✚ Complete Project Re-Code

✚ Complete Airport Terminal Reconstruction Project (2023)

✚ Advance West-End Reservoir and Water Treatment Plant Projects (reservoir 2022/H2O 2024)

✚ Create a Park Development Fund

✚ Improve Communication with our citizens

- Create a Public Information Officer position for the City
- Overhaul City Website

✚ Approve 2021 Legislative Agenda/Priorities

✚ Implement Lean Six Sigma/Continuous Improvement program

MEDIUM

✚ Improve Intergovernmental Collaboration

✚ Stimulate Downtown Revitalization

- Improve legislative tools
- Implement downtown transportation study/one-way conversion plan
- Install traffic light N 27th/MT Ave

✚ Complete the Cost of Services Study

✚ Resolve Heights Water Issues

✚ Improve Transportation/Land-use System

- Advance Billings Bypass Interchange project – including adjacent land use and utility extension plans and Targeted Economic Development District (TEDD)
- Inner Belt Loop – including adjacent land use and utility extension plans

✚ Improve city parks and trails system

- Complete - Centennial Park improvements Phase I
- Adopt - Coulson Park Master Plan
- Adopt Castlerock Park Master Plan

- Advance Poly Vista Park partnership w/Landan's Legacy Foundation
- Advance Marathon Loop
- ✚ **Determine scope of the South Billings Recreation Center**

The Financial Forecast

During the development of the proposed FY21 budget, Billings, Montana and our Nation are experiencing a global pandemic. The COVID-19 pandemic caused “stay at home” orders throughout the world including Montana, which became effective March 28, 2020. It is too early to fully understand the economic impact however we know it will be significant. Therefore, for FY21, the City is estimating no increase in the taxable value at the City. This means tax revenues are estimated to remain mostly flat when compared to FY20. In FY20, City Council levied 160.02 mills, while in FY21 City staff estimate the mills to decrease to 159.84. The reduction is a result of the final General Obligation debt payment on the GO Parks project from 2000. The actual number of mills needed for FY21 will not be known until the City receives its certified taxable value from the State of Montana.

While the City has historically maintained healthy reserves within the General Fund, the City has become reliant on these reserves to cover ongoing operational expenses. Similar to FY 2020, expenses are expected to outpace the future year's growth in revenues. This is the result of a number of issues, including the loss of approx. \$2.4 M annually in franchise fee revenue and significant increases in police officers and firefighters hired in FY17 and FY18, combined with limited vacancy savings. We anticipate the General Fund/Public Safety Fund will use \$3.0 million of existing reserves to balance the budget. This is not sustainable.

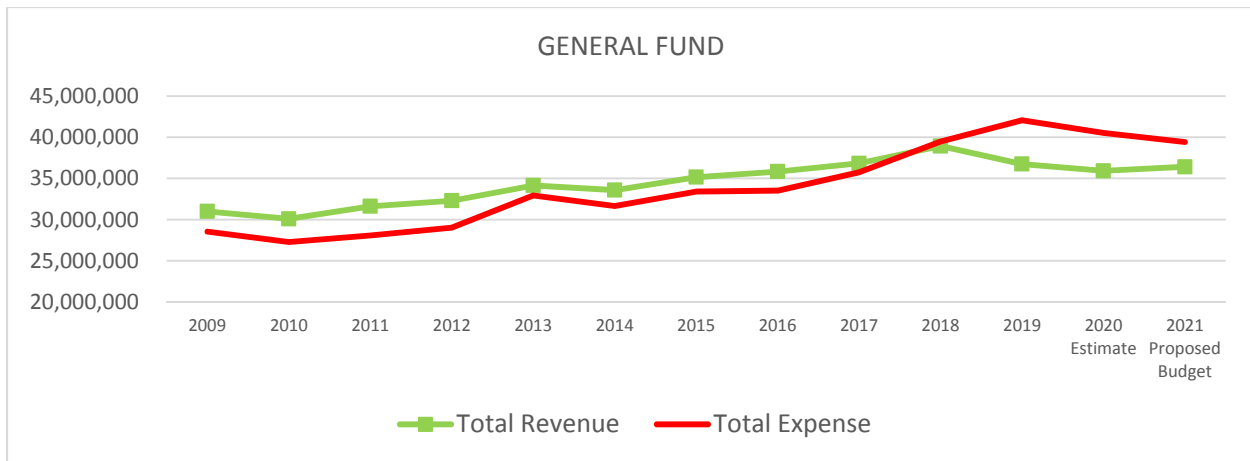
The City has spent the past eighteen months developing a plan to resolve the budget imbalance while at the same time vetting strategies to accomplish our number one priority to improve the safety of Billings. Over the past two fiscal years the City has used \$9.6 million dollars in reserves (\$5.3M in FY19 and \$4.3M FY20). Of this \$9.6 million, only \$2.0 was spent on capital to develop Centennial Park.

There are three primary ways the City can resolve this financial structural imbalance:

One – we can cut expenditures in the General Fund and Public Safety Fund by ~\$6.5M. This cannot be accomplished without reducing the City's workforce by roughly 75 full time positions. The entire capital budget for the GF and PSF equal \$300,000.

Two – shift \$3.5 million in parks, recreation, cemetery and public lands out of the GF and over to Park District One.

Three – take a public safety levy to the voters during the fall of 2020.



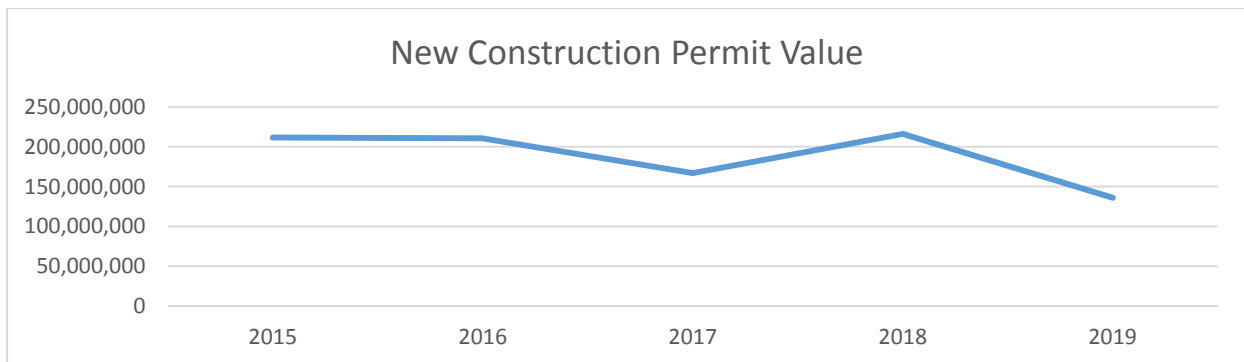
The General Fund proposed budget decreased in FY21 to \$39.4 million from \$42.3 million in FY19; this was mainly a result of the proposal to move the Parks and Recreation Department entirely out of the General Fund and into Park District 1. Additionally, there were some one time capital expenses in FY20, specifically the Police Evidence Building expansion project.

Overall, the FY21 budget decreased to \$319 million from \$376 million in FY20. This decrease is due to a reduction in Capital projects, primarily the majority of the Airport Terminal Remodel.

Other property tax supported funds (Planning, Library, MET Transit) will also continue to struggle to match expenses to available funding.

Significant changes during the past 12 months

Our Building Inspection division has experienced good growth over the past few years, however in 2019 this trend declined. The major decline in value was seen within the commercial construction industry. Residential and multi-family remain strong when compared to prior years. When reviewing preliminary data for Q1 2020, it appears that much of this decline may be related to timing, rather than a true decline in commercial permits.



Staffing Level Changes

The FY21 proposed budget includes 9 new staff.

Department	Position	FTE
Administration	Lean Six Sigma	3.0
Administration	Public Information Officer	1.0
Parks, Rec, and Public Lands	Asset Coordinator	1.0
Public Works	Solid Waste Maintenance Workers	2.0
Building	Plumbing Inspector	1.0
Legal	Prosecutor	1.0

Lean Six Sigma

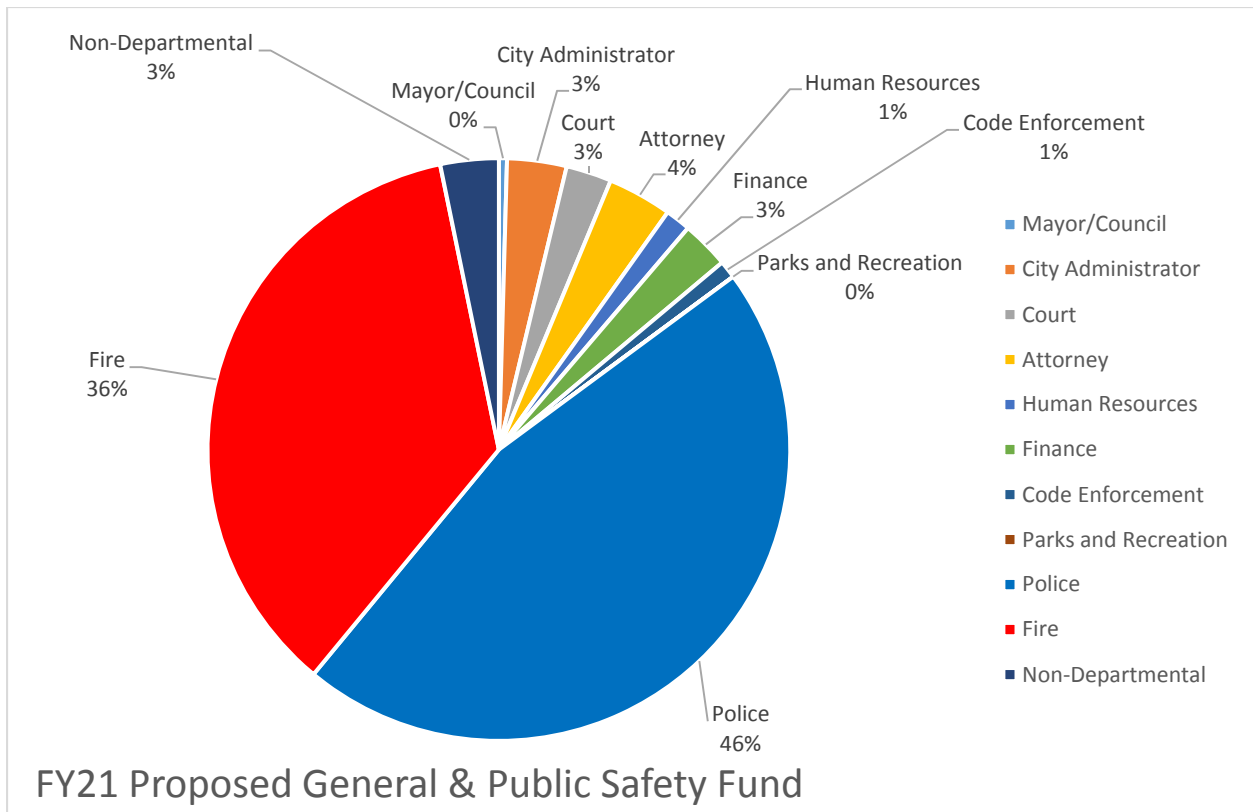
One of our most impactful investments within this proposed budget is to fully implement the principals of Lean Six Sigma. Lean Six is a continual improvement strategy that has been used globally to train and empower employees across organizations to improve efficiency, service delivery and employee satisfaction. In 2019 the City reviewed six proposals from national entities and selected Avior Group to lead this effort. At the local level, Avior group has been working with Billings Clinic and Riverstone Health and comes highly regarded. We will also be hiring the Center for Public Safety Management (CPCM) to collect and review all Billings public safety data. CPCM was created out of the International City/County Managers Association to improve public safety services. Their expertise in police, fire, emergency management and criminal justice are invaluable to helping Billings become a safer city. This data analysis will be critical to our planed 2022 public safety mill levy discussions. Three of the City's best staff members will promoted from within the organization to lead our Lean Six program. We will need to backfill their positions. We will not be successful if we simply add these new responsibilities to their current job descriptions. This strategy to promote from within is one of the reasons I believe this will be successful. On the personnel side, I plan to leave three to five positions vacant throughout our workforce of 920 to help offset this new investment. Once it is proven that service delivery has improved at a higher than one to one ratio we will determine how best to reinvest these dollars either into better service delivery or revenue reductions. Avior will be tracking, in real dollars what the return on our investment is. We are confident that this can be done on a dollar to dollar ratio in each of the first year three years. The consultant training fees for both Avior Group and CPCM will be taken from reserves.

General Fund and Public Safety Funds:

The City's General Fund and Public Safety Fund support the majority of administration, public safety and operations. The most significant source of revenue comes from local property taxes. As a result, the General Fund's operating budget and fund balance are critically important to the financial health of the city.

The General Fund has been operating at a deficit since 2019, using reserves to balance the budget. For 2021, City Administration is recommending that the entire Parks, Recreation, and Public Lands be moved from the General Fund and into the Park District 1. This will require an increase in the Park District Assessment to cover the increased costs, however, it will reduce the amount of reserves being used to balance the General Fund budget. This will afford City Council one fiscal year to take a public safety levy to the voters in 2021 to address the long term funding issues within the General and Public Safety Funds. The proposed FY21 budget is still using \$3,000,000 of reserves to balance the budget, a trend that is not sustainable. Had it not been for the COVID19 Pandemic, the city was prepared to ask the voters to approve a public safety levy that would have both fixed the structural imbalance in our finances and substantially increase our investments in the criminal justice system and emergency response. These strategies will need to be executed in 2021.

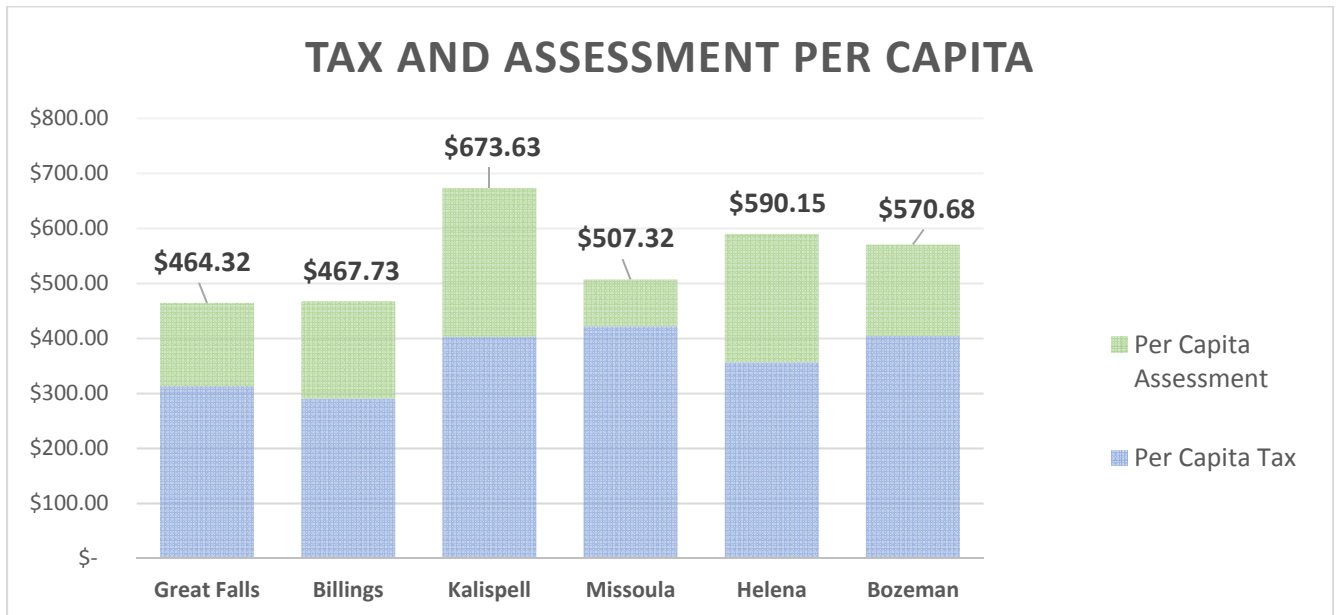
Department	FY21 Proposed	FY 20 Adopted
Mayor/Council	\$ 264,919	\$ 261,042
City Administrator	1,930,702	906,846
Court	1,479,095	1,493,143
Attorney	2,092,530	1,891,799
Human Resources	825,565	826,205
Finance	1,552,163	1,527,061
Code Enforcement	575,602	564,362
Parks and Recreation	-	5,617,665
Police	27,017,423	26,195,458
Fire	20,973,126	21,561,438
Non-Departmental	<u>1,895,897</u>	<u>1,864,686</u>
Total	\$ 58,607,022	\$ 62,709,705



As shown in the above graph, the criminal justice system equates to ~52% (PD, Code Enforcement, Courts & Prosecution) and Fire services are equal to 36%. Therefore, public safety expenditure of \$52 million represent ~88% of the General Fund and Public Safety Fund spending. This percentage has increased, as the Parks Department, the next largest department in the General Fund (~9% of GF FY20), has been moved to the Park District 1 fund, and is proposed to be funded through an increased special assessment. Six other departments/divisions comprise the balance of the expenditures.

Mill Levy Comparisons:

While most communities fund general government services through mill levies, special districts assessments also play a significant role in individual property tax bills. Each community in Montana uses a variety of districts to fund government services. We have compiled the mix of assessments and taxes among cities throughout the State of Montana to provide the following comparison of assessments and taxes per capita in each of the 6 major cities in Montana. Billings ranks 6th among the major cities in Montana for the lowest per capita revenue. A further discussion of special assessments in Billings can be found below.



Though no other Montana city is comparable in size to Billings, it is interesting to see how our property tax levy compares to the other six trade centers in the state (Butte is excluded as a consolidated city/county government). The FY20 Adopted Budget, with a total levy of 160.02 mills, positioned Billings in 6th place compared to other cities. The table below shows the city tax levy for a number of communities in Montana.

City	2018 Estimated Pop.	FY20 Mills	Levy Rank	As a % of Billings
Missoula	74,428	237.24	1	148%
Bozeman	48,532	209.15	2	131%
Great Falls	58,701	200.78	3	125%
Kalispell	23,938	193.30	4	121%
Helena	32,315	169.08	5	106%
Billings	109,550	160.02	6	100%

Residential City Property Taxes for FY20 and FY21

In total, the proposed budget estimates a levy of 159.84 mills on all taxable property within the city limits. This will generate \$39 million and cost the median homeowner \$455 dollars per year; a slight reduction from the prior year. The median home cost per mill is \$2.85. The FY21 tax reduction is attributable to the final debt payment being made on the 2000 General Obligation Park Debt, which will no longer need to be assessed.

Assessed Market Value	FY20 Taxable Value	FY20 City Tax Levy = 160.02 mills	FY21 Estimated City Tax Levy = 159.84
Median Home \$211,000	2,848.50	\$ 455.82	\$ 455.30
\$300,000 Home	4,050.00	\$ 648.08	\$ 647.35

General Taxes - Cost per Mill

For FY21, due to a decline in building permit issuance and the 2-year reappraisal cycle (occurring in FY22), we are estimating a 0% increase in taxable values. Taxable values for the city have had an average increase of 2.4% per year for the past four years, which was when the State Legislature significantly changed the property valuation process. At this time it is too early to predict what impact the economic decline due to COVID19 will have on property tax values. Actual valuation of the City will not be available until August 2020.

Citywide Street Maintenance, Storm Sewer, Arterial Construction, Park District 1, Park Maintenance Assessment Districts

City property owners pay annual assessments based upon the square footage of the lot, zoning classification, and the property value. These assessments are the major funding for street, storm sewer, and park maintenance throughout the city.

As a result of the COVID-19 Pandemic, we are making every effort to hold down cost increases. The one exception is in the construction industry where our strategy is to make sure fees cover our costs so that we don't shift the burden to general property owners and residents. We anticipate changing this approach in FY22 in order to increase investments in the City's infrastructure and quality of life amenities.

Assessment District	FY 20 Annual Assessment - Median Home	FY 21 Annual Assessment - Median Home
Street Maintenance	129.15	129.15
Storm Sewer	47.40	47.40
Arterial Construction	51.36	51.36
Citywide Park District 1	<u>27.53</u>	<u>87.38</u>
Total	\$255.44	\$315.29

Water, Wastewater, and Solid Waste Utility Rates

Water, Wastewater, and Solid Waste: City property owners are by and large required to utilize the City's water and sewer treatment systems and garbage collection. The adopted facility plans outline large capital projects that will need to be funded in the coming years.

The typical homeowner will see an increase on their utility bill amounting to \$3.07 additional each month. A majority of this increase is being used to help fund the construction of an additional water reservoir and treatment plant on the city's west end.

Average Residential Customer	Adopted FY20 Monthly Bill	Proposed FY21 Monthly Bill
Water	\$44.17 per month	\$45.99 per month
Wastewater	\$27.80 per month	\$28.45 per month
Solid Waste	\$11.25 per month	\$11.25 per month
Total	\$82.62 per month	\$85.69 per month

Capital Improvement Impact on Operating Budget

Project	Amount	Operating Budget Effects
Airport Terminal Expansion	\$7 Million	The project broke ground in September 2019 and is expected to be completed in 2023. (total project est. \$50 Million)
MET Transit Facility Improvements	\$485,000	Maintenance at our Transit facility will allow for improved services and safety and less damage to equipment and facilities in disrepair
Parks Projects	\$2.5 Million	
Road & Transportation Projects	\$15 Million	
Water & Wastewater Pipe Replacements	\$7 Million	This project should reduce our annual operating costs by lowering the need for repairs and leak detection on older pipes.

In Conclusion

We understand the effects this budget will have on preserving and improving property values and the quality of life in Billings, as well as the financial impacts to residents, businesses, and property owners. To summarize, a typical residential property owner will likely see taxes and assessments increase by \$83.25 for the year, or \$6.94 per month.

Typical Resident:	Annual Increase/(Decrease)
Property Taxes	(6.24)
Park District 1	59.85
Arterial Construction	-
Storm Sewer	-
Street Maintenance	-
Water Services	21.84
Sewer Services	7.80
Solid Waste	-
Annual Increase	\$ 83.25
Monthly Increase	\$ 6.94

A number of investments are being proposed in the FY21 budget to further the adopted 2020 City Council Goals.

Goal: Improve the safety of Billings/ Implement Lean Six Sigma/Continuous Improvement program

The proposed budget for FY21 includes investments in improving the effectiveness and efficiency of our operations. Specifically, funds are allocated for Lean Six Sigma/Continuous improvement. The initial focus will be on the public safety departments (Police, Fire, Legal, and Courts). Additionally, shifting Parks, Rec, and Public Lands out of the General Fund will concentrate all but 12% of the general fund to be invested in public safety.

Goal: Complete Project Re-Code

The adoption and implementation of Project Re-Code is included and anticipated as a part of the FY21 proposed budget. Adoption of the code is scheduled to take place during the fourth quarter of FY20 and the first quarter of FY21.

Goal: Airport Terminal Reconstruction/West-End Reservoir

Both of these projects are multi-year projects, and will not be completed until 2023/2024. The planning, design, and funding for these projects is continuing as planned as a part of the FY21 proposed budget. The total project is expected to cost over \$60 million dollars.

Goal: Create a Park Development Fund

The realities of COVID19 and its impact on our community are not yet known. As a result, the proposed budget does not include any investments that create a Park Development Fund. This will be attempted in a future year.

Goal: Improve Communication with our Citizens

The proposed FY21 Budget includes resources for website redevelopment, branding for continuity across departments, and staffing for a Public Information Officer.

We know that there are differences of opinion among our community members and citizens about how to best prioritize issues, such as levels of customer service, financial position and reserves, and service delivery and expansion. We have worked hard during this spring to develop a budget that will move our community forward – and, at the same time, continue to meet the obligations we have accrued from the past. The City’s future economic health is dependent on how we choose to invest today.

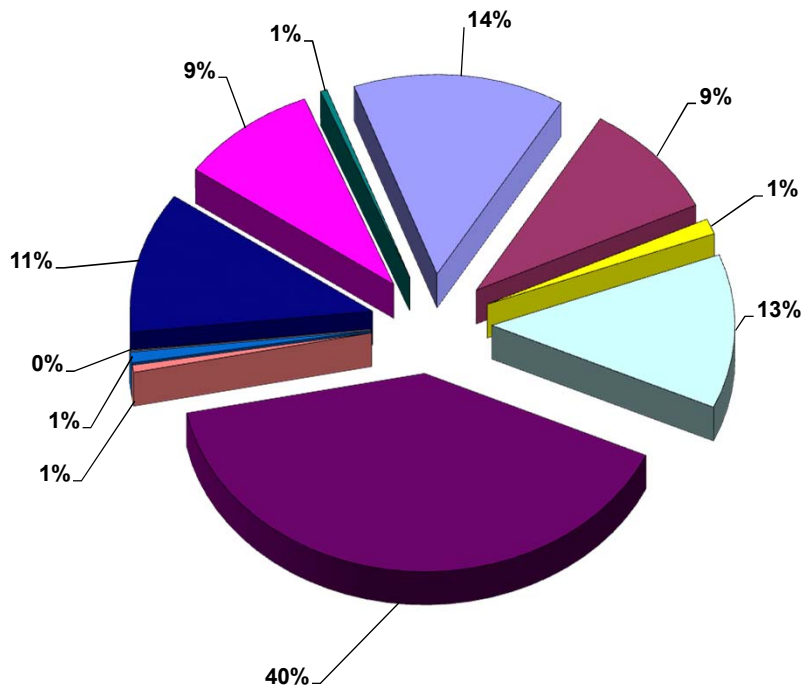
Respectfully,

Chris Kukulski, City Administrator

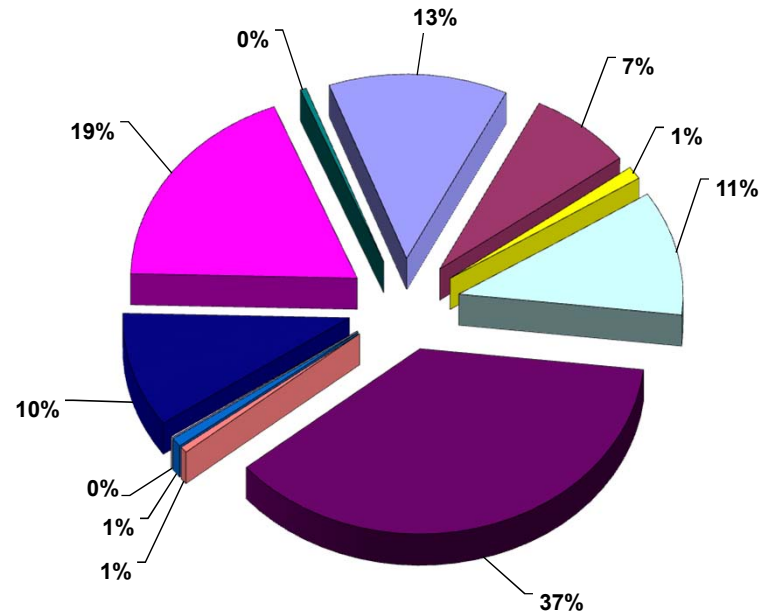
Andrew Zoeller, Finance Director

All Funds Summary of Revenues

<u>FY 21</u>			<u>FY 20</u>	
\$	43,998,003		\$	42,343,380
	29,417,552	TAXES		24,895,176
	3,922,613	SPECIAL ASSESSMENTS		3,724,213
	38,911,490	LICENSES & PERMITS		36,224,368
	125,043,162	INTER-GOVERNMENTAL		122,826,547
	1,815,897	CHARGES FOR SERVICE		1,765,765
	2,708,911	FINES & FORFEITS		2,574,485
	191,600	INVESTMENT EARNINGS		447,300
	35,633,309	DONATIONS / CONTRIBUTIONS		33,273,791
	28,827,660	INTERFUND TRANSFERS		61,712,300
	1,363,361	DEBT PROCEEDS		1,396,932
		MISCELLANEOUS		
<u>\$</u>	<u>311,833,558</u>	TOTAL	<u>\$</u>	<u>331,184,257</u>



Fiscal Year 2021

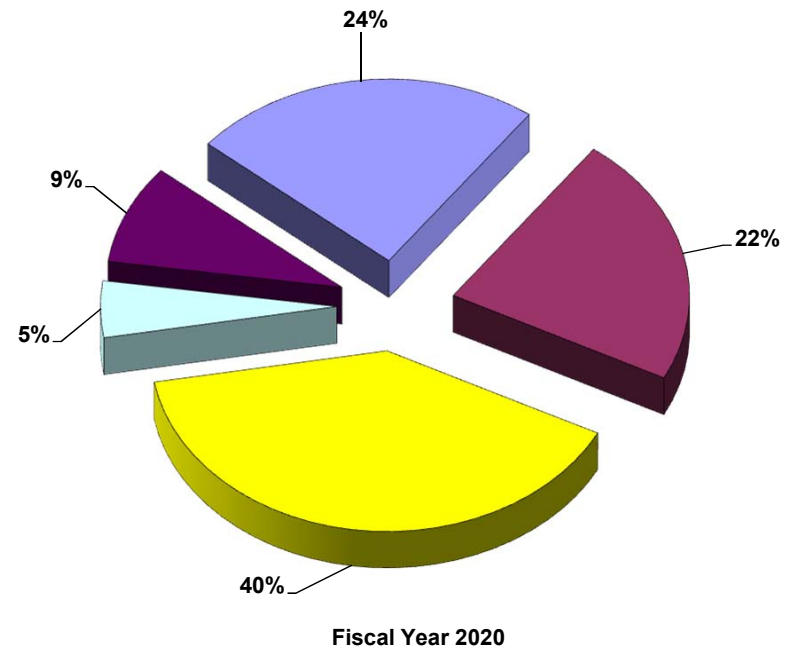
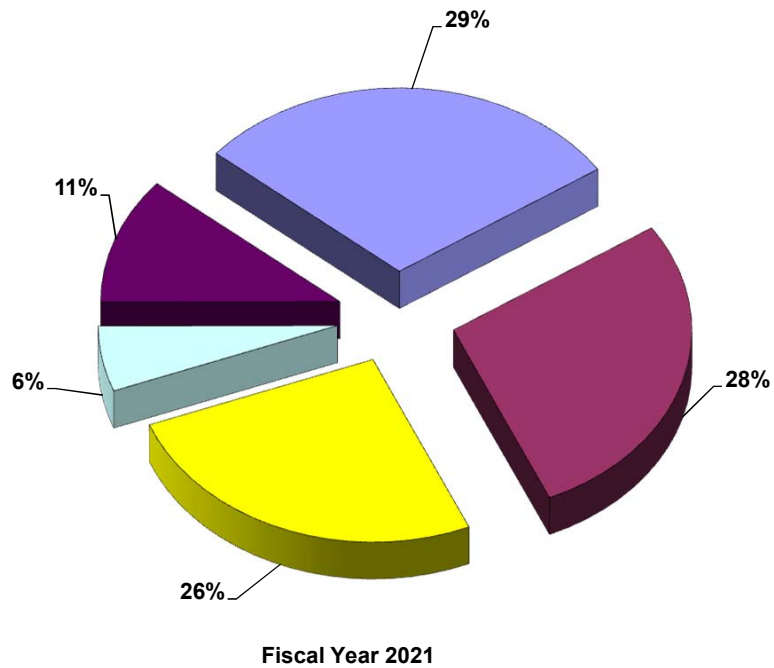


Fiscal Year 2020

All Funds

Summary of Expenditures

<u>FY 21</u>		<u>FY 20</u>
\$ 94,193,499	PERSONAL SERVICES	\$ 90,394,897
88,871,696	OPERATION & MAINTENANCE	84,138,909
82,340,425	CAPITAL	149,634,052
18,345,154	DEBT SERVICE	18,921,217
35,633,309	INTERFUND TRANSFERS	33,243,791
<u>\$ 319,384,083</u>	<u>TOTAL</u>	<u>\$ 376,332,866</u>



**SUMMARY
ALL FUNDS
OPERATING BUDGET
FY 21**

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	ENTERPRISE	INTERNAL SERVICE	PERMANENT
FUND BALANCE - BEGINNING	\$ 18,149,609	\$ 91,766	\$ 8,016,173	\$ 7,032,753			\$ 743,254
WORKING CAPITAL - BEGINNING					\$ 65,416,110	\$ 15,671,079	
REVENUES:							
TAXES	\$ 17,644,369	\$ 21,839,836	\$ 2,129,613	\$ -	\$ 2,384,185	\$ -	\$ -
SPECIAL ASSESSMENTS	-	27,921,552	1,470,000	-	-	26,000	-
LICENSES & PERMITS	2,081,038	1,745,675	-	-	-	95,900	-
INTER-GOVERNMENTAL	12,030,752	15,761,238	-	-	11,119,500	-	-
CHARGES FOR SERVICE	2,907,714	13,120,143	-	-	80,789,577	28,210,978	14,750
FINES & FORFEITS	1,511,877	214,020	-	-	90,000	-	-
INVESTMENT EARNINGS	233,000	724,689	51,260	81,400	1,425,652	184,250	8,660
DONATIONS / CONTRIBUTIONS	-	181,600	-	10,000	-	-	-
INTERFUND TRANSFERS	-	32,213,667	1,015,000	1,725,585	147,000	532,057	-
DEBT PROCEEDS	-	-	-	3,827,660	25,000,000	-	-
MISCELLANEOUS	-	485,202	-	-	47,978	830,181	-
TOTAL REVENUES	<u>\$ 36,408,750</u>	<u>\$ 114,207,622</u>	<u>\$ 4,665,873</u>	<u>\$ 5,644,645</u>	<u>\$ 121,003,892</u>	<u>\$ 29,879,366</u>	<u>\$ 23,410</u>
EXPENDITURES:							
PERSONAL SERVICES	\$ 6,141,387	\$ 54,781,811	\$ -	\$ -	\$ 24,686,084	\$ 8,584,217	\$ -
OPERATION & MAINTENANCE	3,156,063	36,997,314	105,441	125,184	27,039,041	21,448,653	-
CAPITAL	-	16,008,779	-	5,865,179	60,128,049	338,418	-
DEBT SERVICE	-	2,321,195	4,653,401	-	10,838,502	532,056	-
INTERFUND TRANSFERS	30,118,239	5,413,700	-	-	-	95,770	5,600
TOTAL EXPENDITURES	<u>\$ 39,415,689</u>	<u>\$ 115,522,799</u>	<u>\$ 4,758,842</u>	<u>\$ 5,990,363</u>	<u>\$ 122,691,676</u>	<u>\$ 30,999,114</u>	<u>\$ 5,600</u>
FUND BALANCE - ENDING	<u>\$ 15,142,670</u>	<u>\$ (1,223,411)</u>	<u>\$ 7,923,204</u>	<u>\$ 6,687,035</u>			<u>\$ 761,064</u>
WORKING CAPITAL NOT BUDGETED					-	-	
WORKING CAPITAL - ENDING					\$ 63,728,326	\$ 14,551,331	
LESS OPERATING RESERVE					13,302,654	3,034,272	
LESS BOND/LOAN RESERVE REQUIREMENTS					<u>5,501,044</u>	<u>-</u>	
AVAILABLE WORKING CAPITAL					<u>\$ 44,924,628</u>	<u>\$ 11,517,059</u>	

**SUMMARY
ALL FUNDS
OPERATING BUDGET
FY 21**

	BUDGET FY 21	BUDGET FY 20	INCREASE (DECREASE)	ACTUAL FY 19
FUND BALANCE - BEGINNING	\$ 34,033,555	\$ 83,270,258	\$ (49,236,703)	\$ 102,810,522
WORKING CAPITAL - BEGINNING	\$ 81,087,189	\$ 85,645,069	\$ (4,557,880)	\$ 146,538,619
REVENUES:				
TAXES	\$ 43,998,003	\$ 42,343,380	\$ 1,654,623	\$ 42,051,700
SPECIAL ASSESSMENTS	29,417,552	24,895,176	4,522,376	24,896,601
LICENSES & PERMITS	3,922,613	3,724,213	198,400	4,039,572
INTER-GOVERNMENTAL	38,911,490	36,224,368	2,687,122	29,577,174
CHARGES FOR SERVICE	125,043,162	122,826,547	2,216,615	120,637,488
FINES & FORFEITS	1,815,897	1,765,765	50,132	1,847,171
INVESTMENT EARNINGS	2,708,911	2,574,485	134,426	5,974,499
DONATIONS / CONTRIBUTIONS	191,600	447,300	(255,700)	716,446
INTERFUND TRANSFERS	35,633,309	33,273,791	2,359,518	33,996,037
DEBT PROCEEDS	28,827,660	61,712,300	(32,884,640)	5,185,367
MISCELLANEOUS	1,363,361	1,396,932	(33,571)	1,962,061
TOTAL REVENUES	<u>\$ 311,833,558</u>	<u>\$ 331,184,257</u>	<u>\$ (19,350,699)</u>	<u>\$ 270,884,115</u>
EXPENDITURES:				
PERSONAL SERVICES	\$ 94,193,499	\$ 90,394,897	\$ 3,798,602	\$ 87,664,866
OPERATION & MAINTENANCE	88,871,696	84,138,909	4,732,787	78,396,446
CAPITAL	82,340,425	149,634,052	(67,293,627)	74,419,931
DEBT SERVICE	18,345,154	18,921,217	(576,063)	10,730,555
INTERFUND TRANSFERS	35,633,309	33,243,791	2,389,518	33,797,862
TOTAL EXPENDITURES	<u>\$ 319,384,083</u>	<u>\$ 376,332,866</u>	<u>\$ (56,948,783)</u>	<u>\$ 285,009,660</u>
FUND BALANCE - ENDING	<u>\$ 29,290,562</u>	<u>\$ 76,142,737</u>	<u>\$ (46,852,175)</u>	<u>\$ 95,216,854</u>
WORKING CAPITAL NOT BUDGETED	-	-	-	16,867,867
WORKING CAPITAL - ENDING	<u>\$ 78,279,657</u>	<u>\$ 50,287,665</u>	<u>\$ 27,991,992</u>	<u>\$ 156,874,608</u>
LESS OPERATING RESERVE	16,336,926	15,006,062	1,330,864	14,410,912
LESS BOND/LOAN RESERVE REQUIREMENTS	<u>5,501,044</u>	<u>5,501,294</u>	<u>(250)</u>	<u>5,519,206</u>
AVAILABLE WORKING CAPITAL	<u>\$ 56,441,687</u>	<u>\$ 29,780,309</u>	<u>\$ 26,661,378</u>	<u>\$ 136,944,491</u>

Council Work Session

2. a.

Meeting Date: 05/04/2020

TITLE: Administration Budget

Department: City Hall Administration

Presentation: Yes

PROBLEM/ISSUE STATEMENT

The Administrator and Finance Director will present the FY21 Proposed Budget. The proposed Administration Department includes a team of eight professionals that work in four primary areas, administration, city clerk's office, Lean Six/Continues Improvement and Public Information. We expect a minimum of a dollar for dollar return on our Lean Six/Continues Improvement investment in the first year. The financial return will be more significant in years two and three.

RECOMMENDATION

Review the administrative department's budget overview found on pages 142-146

Council Work Session

2. b.

Meeting Date: 05/04/2020

TITLE: Fleet Services FY 2021 Budget Presentation

Department: Motor Pool

Presentation: Yes

PROBLEM/ISSUE STATEMENT

Fleet Services FY 2021 Budget will be presented to Mayor and Council.
The Fleet Services budget is an Internal Services fund.

RECOMMENDATION

No action will be required by Council on this item.

Attachments

Fleet Presentation



FLEET SERVICES

**FY 2021 BUDGET
PRESENTATION**

FLEET SERVICES DIVISION FY21 BUDGET





SERVICES

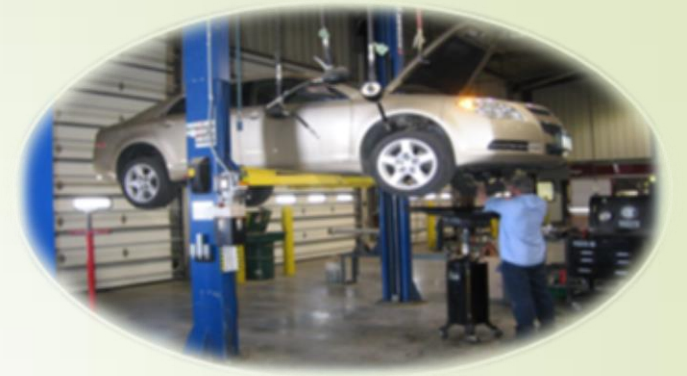
- ▶ Fleet Management
 - ▶ 1100 pieces/86 Classes of Equipment
 - ▶ Repair and Maintenance
 - ▶ Fleet Inventory
 - ▶ Equipment Replacement
 - ▶ Evening After Hours & On-Call
 - ▶ Parts & Fuel Inventory
 - ▶ Warranty Administration
 - ▶ Reporting and Accounting
 - ▶ Computerized Fleet Mgmt. System
 - ▶ Vehicle Bids, Specs & Licensing
 - ▶ Facility Security
 - ▶ Courier Service

FLEET FUNCTIONS

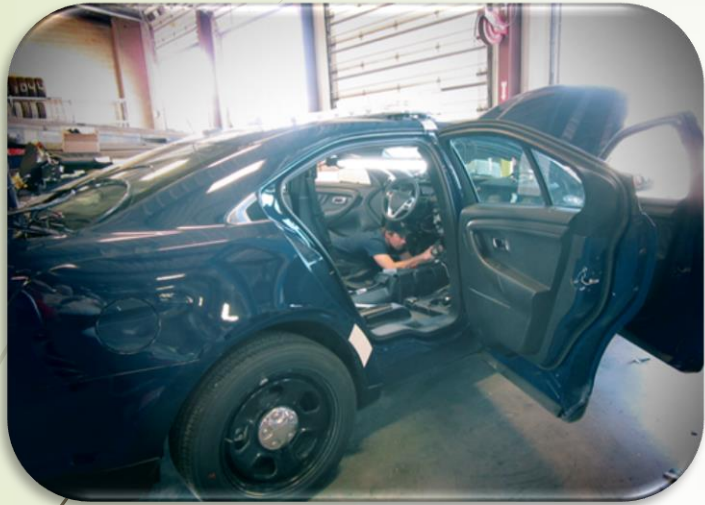
Maintenance & Repair
Scheduled Maintenance
Diagnostics
Emissions
Engine & Drive Train
Brakes & Suspension
Electrical & Lighting
Vehicle & Equipment Builds

Inventory Control
Parts & Bulk Fuel Inventory
Vendor Relations
Shop Technician Support
Parts Running

Accounting & Data Processing
Fleet Management Computer Systems
Work Order Processing
Accounts Payable
Payroll
Billing
Budgeting
Courier Service



FLEET SERVICES OPERATIONS





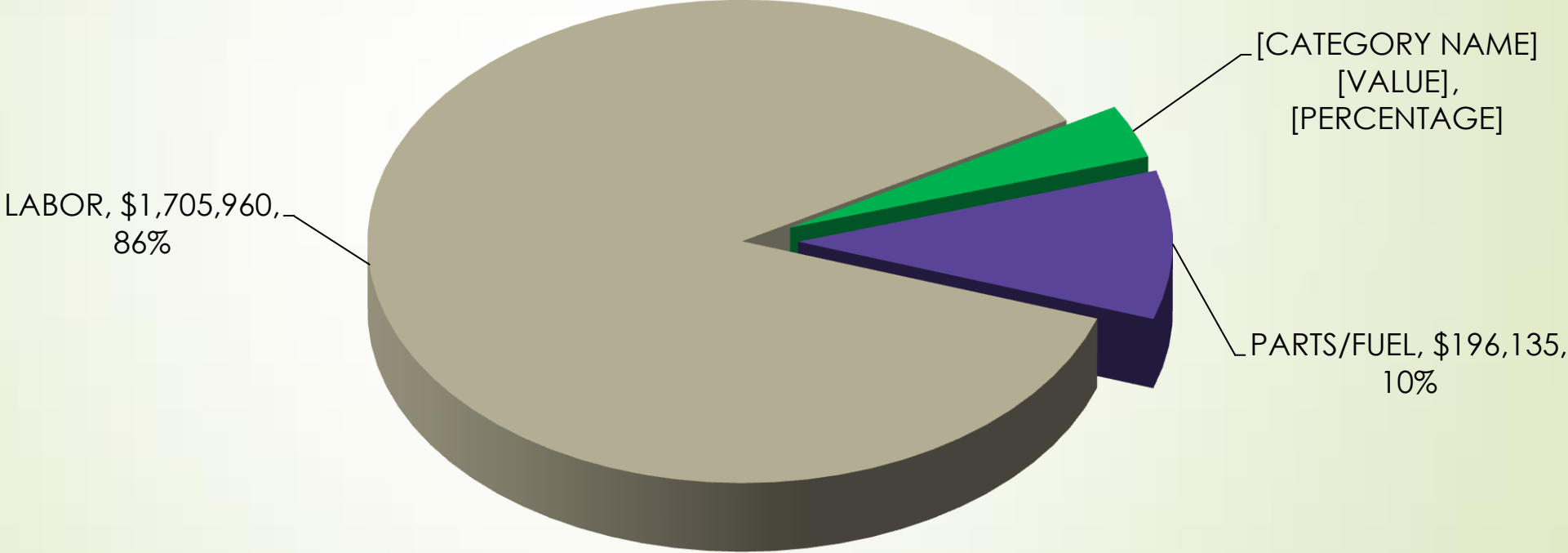
STAFFING



➤ Fleet Services Manager	1
➤ Shop Foreman	1
➤ Lead Mechanic	1
➤ Mechanic II	5
➤ Mechanic III	1
➤ Mechanic IV	2
➤ Vehicle Service Technician	3
➤ Admin Support II	1
➤ Courier/Account Clerk II	1
➤ Inventory Control Specialist	<u>2</u>
➤ Total	18

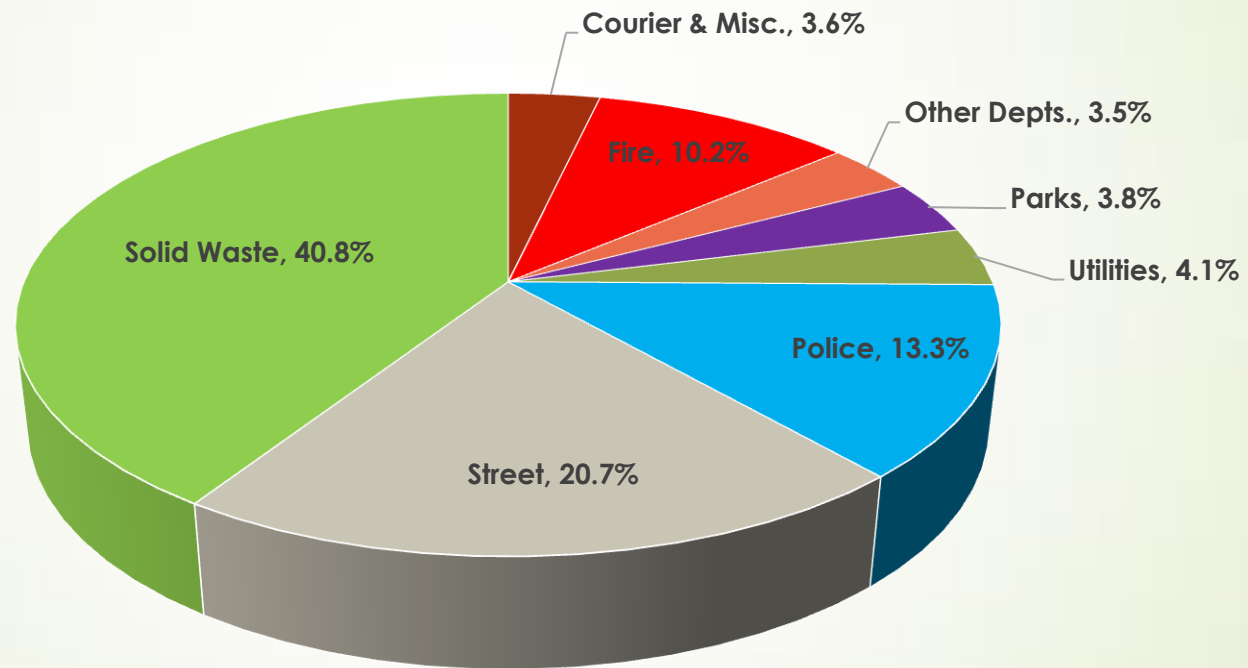
FLEET SERVICES REVENUES

FY21 \$1,972,565

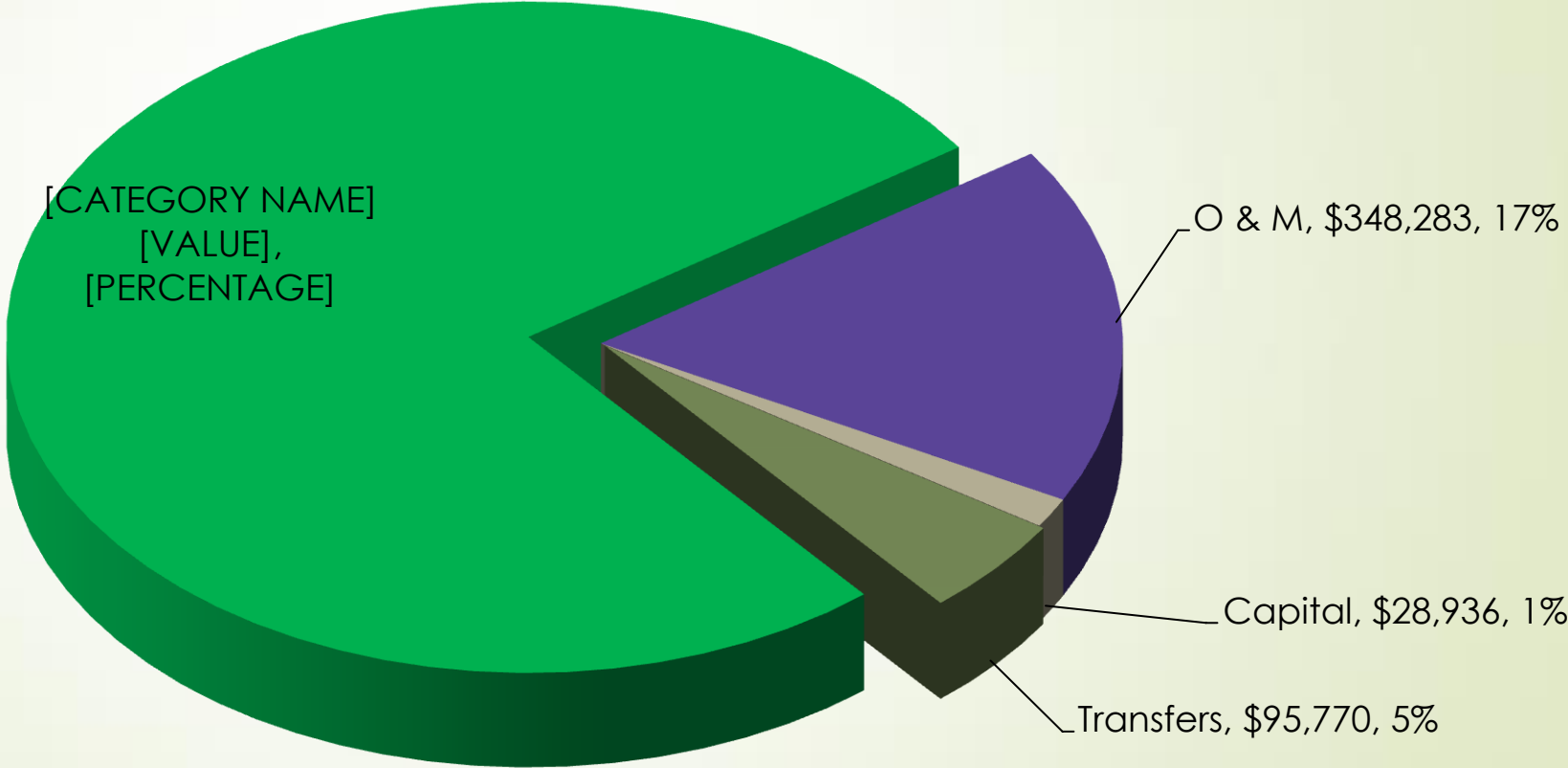


■ MISC./COURIER ■ PARTS/FUEL ■ LABOR

REVENUE BY DEPARTMENT



FLEET SERVICES EXPENDITURES FY21 \$2,016,649



■ Personal Services ■ O & M ■ Capital ■ Transfers



FY 2021 GOALS

- Fleet Software Implementation
 - Technology Development
 - Employee Training & Development
 - Equipment Replacement
- 

EQUIPMENT READINESS





QUESTIONS?



Council Work Session

2. c.

Meeting Date: 05/04/2020

TITLE: Finance Department FY21 Budget Presentation

Department: Finance

Presentation: Yes

PROBLEM/ISSUE STATEMENT

The Finance Department will present the FY21 Proposed Budget. The Finance Department includes Purchasing, Accounts Payable, Business Licenses, Debt and Investment Management, Property Tax and Assessment Administration, Accounting, Budgeting, and Financial Reporting. Finance Department overview is attached for further detail.

RECOMMENDATION

No action is required

Attachments

Finance Department Overview

Finance Department

Current Year Department Budgeted Expense Total: \$6,377,329

Change from Prior year: - \$167,463

Overall Budget Justification:

The FY21 operating budget for the Finance Department is \$1.6 million, this is an increase in costs of \$25,102 over the prior year. The finance department fills many roles at the City including Purchasing, Accounts Payable, Business Licenses, Debt and Investment Management, Property Tax and Assessment Administration, Accounting, Budgeting, and Financial Reporting. Increases in the FY21 budget are related to the 2.9% COLA that was approved in prior negotiations (\$26,426) and 8% increase is anticipated for accounting software costs, combined with decreases in computer equipment replacement make up the other changes.

Additionally, the Finance Department oversees the payment of many debt obligations at the City. Total Debt Service payments for the FY21 Finance Department budget are anticipated to be \$4.65M, a decrease of \$300,000 from FY20.

New or Expanded Programs:

The Finance Department does not anticipate any new or expanded programs for FY21. Existing programs will be monitored to identify areas for improvement in efficiency and customer service.

Staffing Changes:

No additional staffing requests are included in the Finance Department's FY21 budget. However, the Finance Department has identified a need for additional resources within the Purchasing Division. Currently the division has one FTE. The need for additional resources would allow for a more centralized purchasing process. This would allow the City to participate in bulk purchasing, reducing purchasing costs of supplies. This position will be requested in the future when resources are available, along with office space, both which are currently lacking.



Department Goals:

Goal: Assist Administration and City Council to develop a long-range funding plan for the General and Public Safety Funds.

Action:

- Provide long-range financial projections and recommendations on how to develop a long-range plan.

Outcome: Long-range funding for the General and Public Safety Funds.

Goal: Expand Purchasing assistance to staff Citywide.

Action:

- Create a cross-referenced list of potential vendors to include registered vendors, interested parties, authorized bidders, Architectural/Engineering listing, etc.
- Continue to look for opportunities to create Citywide, centralized contracts to leverage volume for discounts.
- Conduct additional purchasing training to coincide with new, updated procedures.
- Increase utilization of cooperative purchasing agreements through the State of Montana’s pre-competed agreements, NASPO-WSCA, or other cooperative agencies, as allowed.

Outcome: Improved purchasing process to the highest attainable efficiency level.

Budgeted Expenditure:

EXPENSE BY CLASSIFICATION	FINANCE DEPARTMENT ALL FUNDS				
	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
PERSONAL SERVICES	\$ 839,604	\$ 894,135	\$ 1,024,583	\$ 895,000	\$1,051,009
OPERATIONS AND MAINTENANCE	568,883	708,507	676,040	636,873	675,925
CAPITAL	16,869	14,593	-	43,000	-
DEBT SERVICE	12,357,597	4,531,774	4,844,169	4,844,169	4,650,395
TRANSFERS	<u>7,897,187</u>	<u>177,878</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 21,680,140</u>	<u>\$ 6,326,887</u>	<u>\$ 6,544,792</u>	<u>\$6,419,042</u>	<u>\$6,377,329</u>

EXPENSE BY FUND

**FINANCE
DEPARTMENT EXPENSE**

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
GENERAL FUND	\$ 1,282,578	\$ 1,426,538	\$ 1,527,061	\$1,398,000	\$1,552,163
CENTRAL SERVICES FUND	112,163	91,353	61,689	65,000	63,949
CAPITAL REPLACEMENT FUND	1,885	1,284	1,990	1,990	2,375
SPECIAL IMPROVEMENT DISTRICT BONDS	2,990,251	724,715	1,078,800	1,078,800	857,500
SIDEWALK DISTRICT BONDS	418,153	419,307	421,750	421,750	462,900
STORM SEWER DEBT SERVICE	1,008,228	1,013,081	1,013,649	1,013,649	1,013,595
<i>GENERAL OBLIGATION DEBT</i>					
LIBRARY G.O.	1,216,462	1,214,960	1,205,280	1,205,280	1,186,456
PARKS G.O. SERIES 2000	123,920	121,271	121,453	121,453	123,551
STREET IMPROVEMENTS G.O. 2004A	342,940	340,069	349,436	349,436	351,807
BALLPARK G.O. 2015 REFUNDING	14,183,560	974,309	763,684	763,684	763,033
TOTAL EXPENDITURES	<u>\$ 21,680,140</u>	<u>\$ 6,326,887</u>	<u>\$ 6,544,792</u>	<u>\$6,419,042</u>	<u>\$6,377,329</u>

**FINANCE
OPERATING BUDGET**

GENERAL FUND

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
PERSONAL SERVICES	\$ 839,604	\$ 894,136	\$ 1,024,583	\$ 895,000	\$1,051,009
OPERATIONS AND MAINTENANCE	442,973	517,809	502,478	460,000	501,154
CAPITAL	-	14,593	-	43,000	-
TOTAL EXPENDITURES	<u>\$ 1,282,577</u>	<u>\$ 1,426,538</u>	<u>\$ 1,527,061</u>	<u>\$1,398,000</u>	<u>\$1,552,163</u>

STAFFING AUTHORIZATION

POSITION	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	PROPOSED FY 21
FINANCE DIRECTOR	1.0	1.0	1.0	1.0
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
ACCOUNTING MANAGER	1.0	-	-	-
ACCOUNTANT II	2.0	3.0	3.0	3.0
ACCOUNTING TECHNICIAN	1.0	1.0	1.0	1.0
ACCOUNT CLERK II	3.0	3.0	3.0	3.0
DEBT/INVESTMENT COORDINATOR	1.0	1.0	1.0	1.0
PURCHASING AGENT	1.0	1.0	1.0	1.0
TOTAL	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>

Revenue:**FINANCE
DEPARTMENT ALL FUNDS**

REVENUE BY TYPE

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
TAXES	\$ 30,503,556	\$ 31,949,059	\$ 32,421,476	\$32,921,476	\$32,917,838
SPECIAL ASSESSMENTS	1,771,287	1,478,601	1,380,000	1,380,000	1,470,000
LICENSES & PERMITS	4,616,711	2,226,825	2,184,363	2,184,363	2,081,038
INTERGOVERNMENTAL	12,997,244	13,223,853	13,597,222	13,597,222	14,019,261
CHARGES FOR SERVICE	3,304,590	3,192,390	2,928,358	2,928,358	3,003,888
INVESTMENT EARNINGS	298,220	810,989	450,560	450,560	379,760
CONTRIBUTIONS/DONATIONS	350,000	300,000	300,000	300,000	-
DEBT PROCEEDS	31,850	17,563	-	-	-
INTERFUND TRANSFERS	36,093,663	28,432,168	30,006,382	30,006,382	31,539,801
MISCELLANEOUS	<u>4,444</u>	<u>263,001</u>	<u>1,060</u>	<u>1,060</u>	<u>-</u>
TOTAL REVENUE	<u>\$ 89,971,565</u>	<u>\$ 81,894,449</u>	<u>\$ 83,269,421</u>	<u>\$83,769,421</u>	<u>\$85,411,586</u>

**FINANCE
DEPARTMENT REVENUE**

REVENUE BY FUND

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
GENERAL FUND	\$ 36,236,740	\$ 34,243,291	\$ 34,177,688	\$34,677,688	\$34,881,873
PUBLIC SAFETY FUND	40,483,307	40,486,306	42,286,769	42,286,769	43,944,381
CENTRAL SERVICES FUND	116,664	119,015	102,615	102,615	113,474
CAPITAL REPLACEMENT FUND	1,938,700	1,796,534	1,740,464	1,740,464	1,805,985
SPECIAL IMPROVEMENT DISTRICT BONDS	918,850	973,880	1,065,000	1,065,000	972,000
SIDEWALK DISTRICT BONDS	393,002	537,046	385,000	385,000	533,000
STORM SEWER DEBT SERVICE	1,019,417	1,038,196	1,028,300	1,028,300	1,026,900
<i>GENERAL OBLIGATION DEBT</i>					
LIBRARY G.O.	1,209,435	1,218,391	1,238,455	1,238,455	1,107,222
PARKS G.O. SERIES 2000	115,650	116,330	114,967	114,967	-
STREET IMPROVEMENTS G.O. 2004A	342,350	379,217	366,509	366,509	324,194
BALLPARK G.O. 2015 REFUNDING	<u>7,197,450</u>	<u>986,243</u>	<u>763,654</u>	<u>763,654</u>	<u>702,557</u>
TOTAL REVENUE	<u>\$ 89,971,565</u>	<u>\$ 81,894,449</u>	<u>\$ 83,269,421</u>	<u>\$83,769,421</u>	<u>\$85,411,586</u>

Council Work Session

2. d.

Meeting Date: 05/04/2020

TITLE: Library FY21 Budget

Department: Library

Presentation: Yes

PROBLEM/ISSUE STATEMENT

The FY21 Library Budget Presentation is attached.

RECOMMENDATION

No action is required at this time.

Attachments

FY21CouncilPresentation

Billings Public Library



**City Council
FY21 Budget Presentation
May 4, 2020**

RESIDENTS EMBRACE LIBRARY SERVICES



858,685

Items checked out of
the Library



476,181

Downloads from Library
website and other
online resources



351,588

People in the building



COMMUNITY IMPACT

Library as Community Center: Meeting and Learning Together

1,770 Library
programs
attended by
43,483 people

640 meetings
by community
organizations
attended by
11,428 people

1,793
individuals used
personal study
rooms

ACCESS TO TECHNOLOGY

Meeting the demand for internet access

85,645 computer sessions on Library computers or WiFi

FY20 BUDGET EXPENDITURES

Excluding personal services and uncontrollable costs, there are no significant changes to the FY21 operations and maintenance budget from the FY20 budget.

FUND BALANCE FY21 PROJECTION

FY21 Fund Balance	\$3,006,812
Plus FY21 projected revenues	\$ 4,013,180
Less FY21 projected expenses	\$ 3,959,113
Less Obligated Cash Reserves	
25% of Current Year Expenditures	\$ 989,778
25% Designated to cover Sick/Vacation	\$ 81,000
Building Maintenance Fund	\$ 500,000
Unobligated Available Cash	\$1,490,101

REVENUE

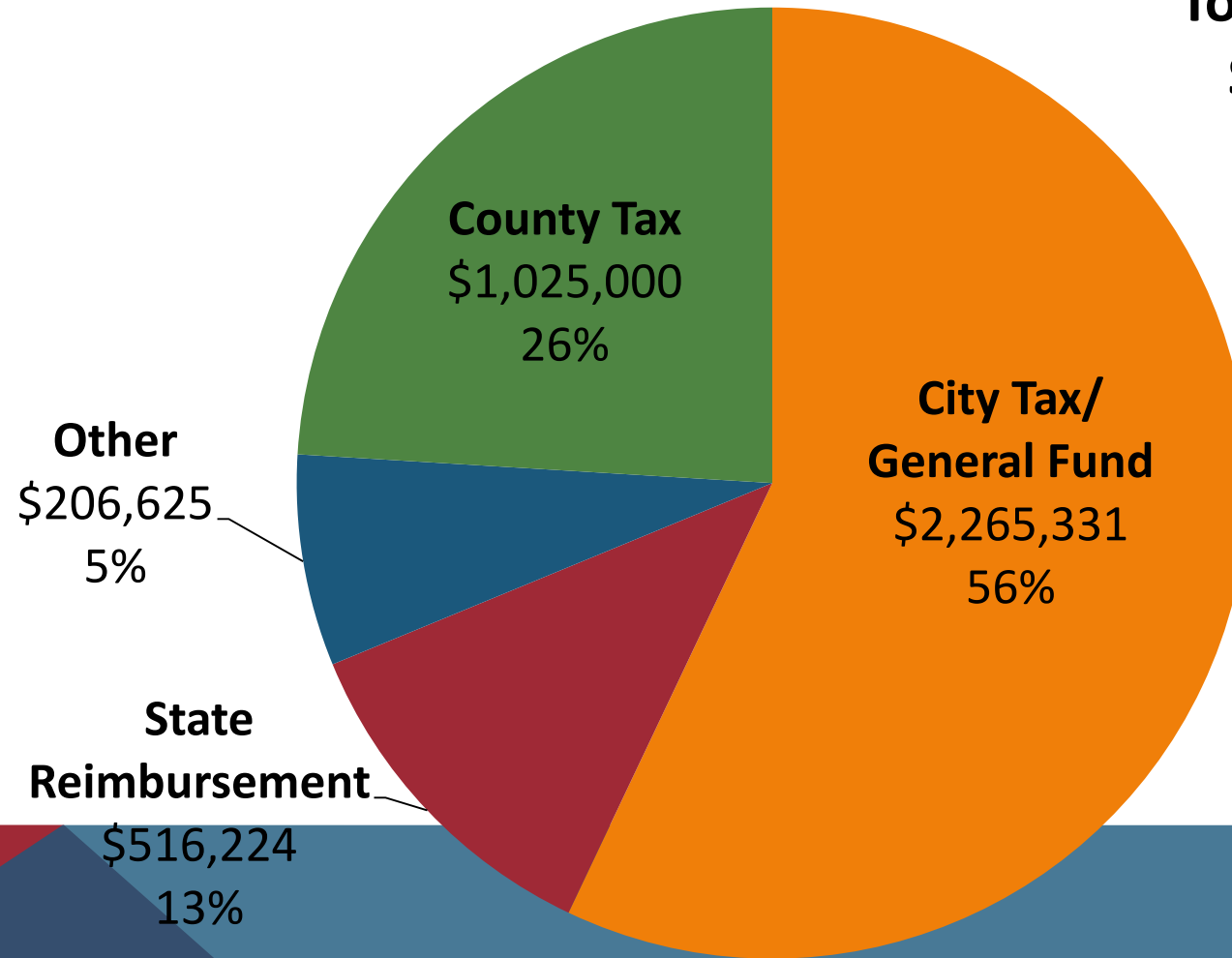


The FY21 estimated revenue is \$4,013,180.

The largest revenue change is projected increases in County Property Tax Revenue (\$60,000).

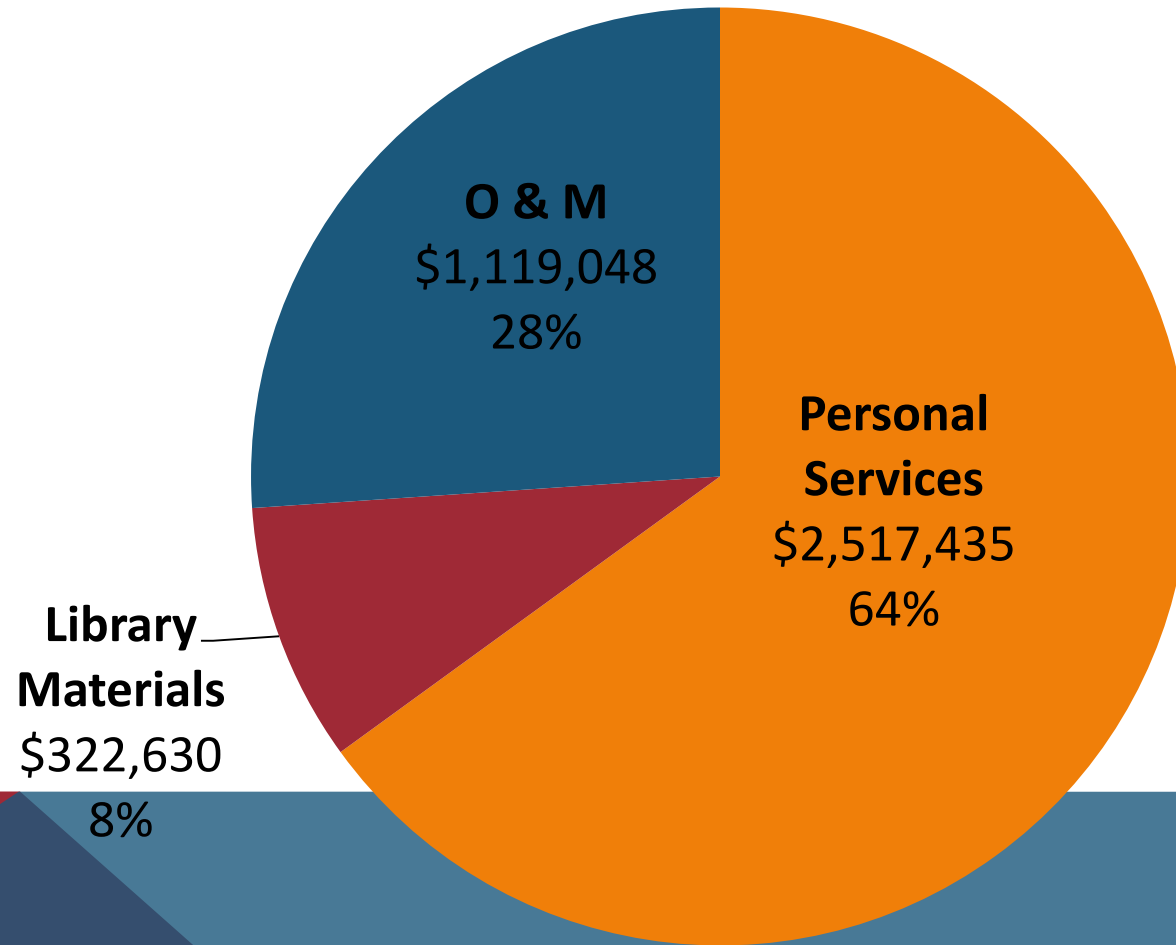
REVENUE

**Total Revenue:
\$4,013,180**



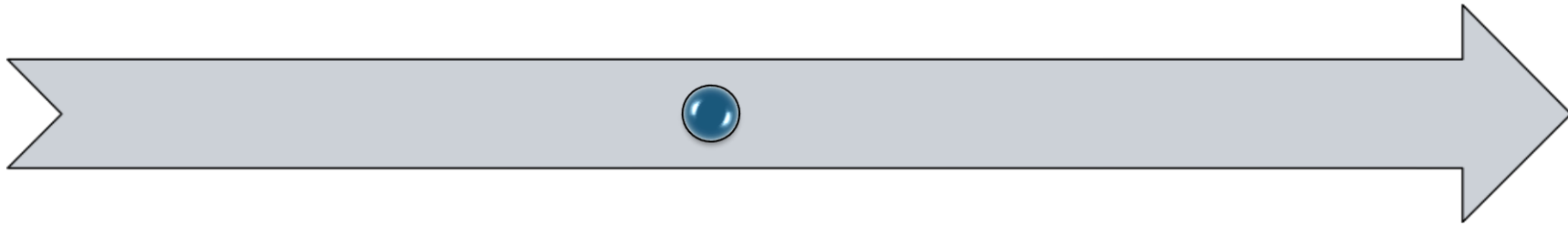
EXPENDITURES

**Total
Expenditures:
\$3,959,113**

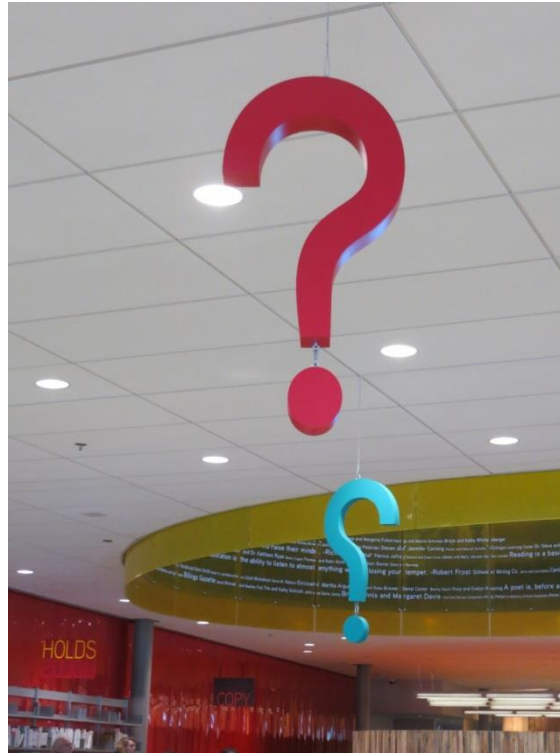


CAPITAL

There are no capital requests



BILLINGS PUBLIC LIBRARY



Council Work Session

2. e.

Meeting Date: 05/04/2020

TITLE: Municipal Court Budget Presentation

Department: Court

Presentation: Yes

PROBLEM/ISSUE STATEMENT

Municipal Court

Current Year Department Budgeted Expense Total:

Municipal Court: \$1,479,095

Court Grants: \$684,700

Change from Prior year:

Municipal Court: (\$14,048)

Court Grants: \$37,577

Overall Budget Justification:

The Billings Municipal Court is a Court of Limited Jurisdiction and processes misdemeanor cases within the City of Billings. The court processes over 17,000 citations per year and over 30,000 hearings per year, making it one of the largest courts in the State of Montana.

Billings Adult Misdemeanor Treatment Court (BAMTC) consists of three specialty courts: Drug Treatment Court, DUI Treatment Court, and Co-Occurring Treatment Court. These courts are 100% funded by Federal Grants and secured by the Billings Municipal Court. The grants are reflected below under inter-governmental and grants. Court grants are used to aid offenders in treatment of mental, drug, and/or alcohol related ailments to become contributing citizens of the community and to reduce the chance of repeat-offending.

The Municipal Court budget consists of two divisions: the Judicial Division and the Receipts and Records Division. The Judicial budget funds one full time Municipal Court Judge, one part-time Assistant Judge, a Judicial Assistant, and three Bailiffs. The Receipts and Records budget funds the Municipal Court Administrator, seven full-time Account Clerks, a Courtroom/Collections Clerk, and Municipal Infraction Clerk. The grant budget funds four positions at 32 hours per week.

The personnel proposed budget shows an overall decrease of \$14,048 for FY 21. Decrease is due to retirement of higher-level staff. O&M proposed budget shows a very slight increase of \$305. Slight increase is due to internal services reducing their costs. The court is projected to come in under FY 20 budget with a decrease of \$146,143. The court did not request any supplemental budget requests.

RECOMMENDATION

No action is required at this time.

Attachments

Municipal Court Budget Overview

Municipal Court Powerpoint Presentation

Municipal Court

Current Year Department Budgeted Expense Total:

Municipal Court: \$1,479,095

Court Grants: \$684,700

Change from Prior year:

Municipal Court: (\$14,048)

Court Grants: \$37,577

Overall Budget Justification:

The Billings Municipal Court is a Court of Limited Jurisdiction and processes misdemeanor cases within the City of Billings. The court processes over 17,000 citations per year and over 30,000 hearings per year, making it one of the largest courts in the State of Montana.

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Budget Revenues:

**MUNICIPAL COURT
REVENUE BY CLASSIFICATION**

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
CHARGES FOR SERVICES	\$ 1,517	\$ 1,462	\$ 2,060	\$ 1,850	\$ -
FINES AND FORFEITURES	1,499,620	1,271,808	1,513,333	1,075,000	1,511,877
INTER-GOVERNMENTAL	287,311	409,200	647,123	480,000	684,410
INVESTMENT EARNINGS	-	-	-	400	290
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL EXPENDITURES	<u>\$1,788,448</u>	<u>\$1,682,470</u>	<u>\$ 2,162,516</u>	<u>\$1,557,250</u>	<u>\$2,196,577</u>

**MUNICIPAL COURT
REVENUE BY FUND**

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
MUNICIPAL COURT	\$1,501,137	\$1,273,270	\$ 1,515,393	\$1,076,850	\$1,511,877
COURT GRANTS	287,311	409,200	647,123	480,400	684,700
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL EXPENDITURES	<u>\$1,788,448</u>	<u>\$1,682,470</u>	<u>\$ 2,162,516</u>	<u>\$1,557,250</u>	<u>\$2,196,577</u>

Budgeted Expenditures:

**MUNICIPAL COURT
OPERATING BUDGET BY CLASSIFICATION**

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
PERSONAL SERVICES	\$1,223,126	\$1,237,531	\$ 1,363,406	\$1,267,000	\$1,413,639
OPERATIONS AND MAINTENANCE	<u>455,209</u>	<u>552,463</u>	<u>776,860</u>	<u>487,000</u>	<u>749,866</u>
TOTAL EXPENDITURES	<u>\$1,678,335</u>	<u>\$1,789,994</u>	<u>\$ 2,140,266</u>	<u>\$1,754,000</u>	<u>\$2,163,505</u>

**MUNICIPAL COURT
OPERATING BUDGET BY FUND**

	ACTUAL FY 18	ACTUAL FY 19	BUDGET FY 20	ESTIMATE FY 20	PROPOSED FY 21
MUNICIPAL COURT	\$1,334,714	\$1,349,483	\$ 1,493,143	\$1,347,000	\$1,479,095
COURT GRANTS	<u>343,621</u>	<u>440,511</u>	<u>647,123</u>	<u>407,000</u>	<u>684,410</u>
TOTAL EXPENDITURES	<u>\$1,678,335</u>	<u>\$1,789,994</u>	<u>\$ 2,140,266</u>	<u>\$1,754,000</u>	<u>\$2,163,505</u>

STAFFING AUTHORIZATION

POSITION	ACTUAL	ACTUAL	BUDGET	PROPOSED
	FY 18	FY 19	FY 20	FY 21
MUNICIPAL JUDGE	1.0	1.0	1.0	1.0
JUDGE	0.5	0.5	0.5	0.5
MUNICIPAL COURT BAILIFF/CLERK	3.0	3.0	3.0	3.0
ADMINISTRATIVE SUPPORT II	1.0	1.0	1.0	1.0
COURT ADMINISTRATOR	1.0	1.0	1.0	1.0
ACCOUNT CLERK II	7.0	7.0	7.0	7.0
CIVIL INFRACTIONS/FILING CLERK	2.0	1.0	1.0	1.0
COLLECTION CLERK	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
SUBTOTAL MUNICIPAL COURT	16.5	15.5	15.5	15.5
GRANT POSITION:				
MENTAL HEALTH COORD	0.8	0.8	0.8	0.8
DUI COORD	1.0	0.8	0.8	0.8
TREATMENT COURT SUPPORT SPEC	1.0	0.8	0.8	0.8
DRUG COURT COORD	<u>1.0</u>	<u>0.8</u>	<u>0.8</u>	<u>0.8</u>
TOTAL MUNICIPAL COURT	<u>20.3</u>	<u>18.7</u>	<u>18.7</u>	<u>18.7</u>

Municipal Court Council Presentation

PRESENTED BY JUDGE SHEILA KOLAR

City of Billings Municipal Court

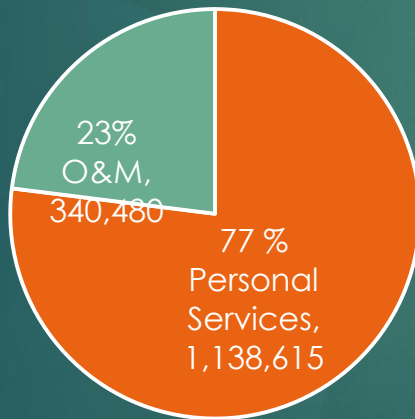
OVERVIEW

- * Court of Record since 1996
- * Over 17,000 charges filed and adjudicated in 2019
- * Jurisdiction – All misdemeanor/code violation within the limits of the City of Billings.
- * Three Specialty Billings Adult Misdemeanor Treatment Courts: Drug, DUI and Co-Occurring Treatment Courts

City of Billings Municipal Court

FY21 CITY OF BILLINGS MUNICIPAL COURT OPERATING BUDGET

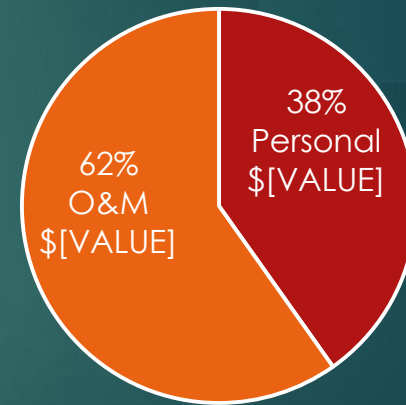
Court Budget



77 % Personal Services 23% O&M

Total Court Budget: \$1,479,095

Grant Budget

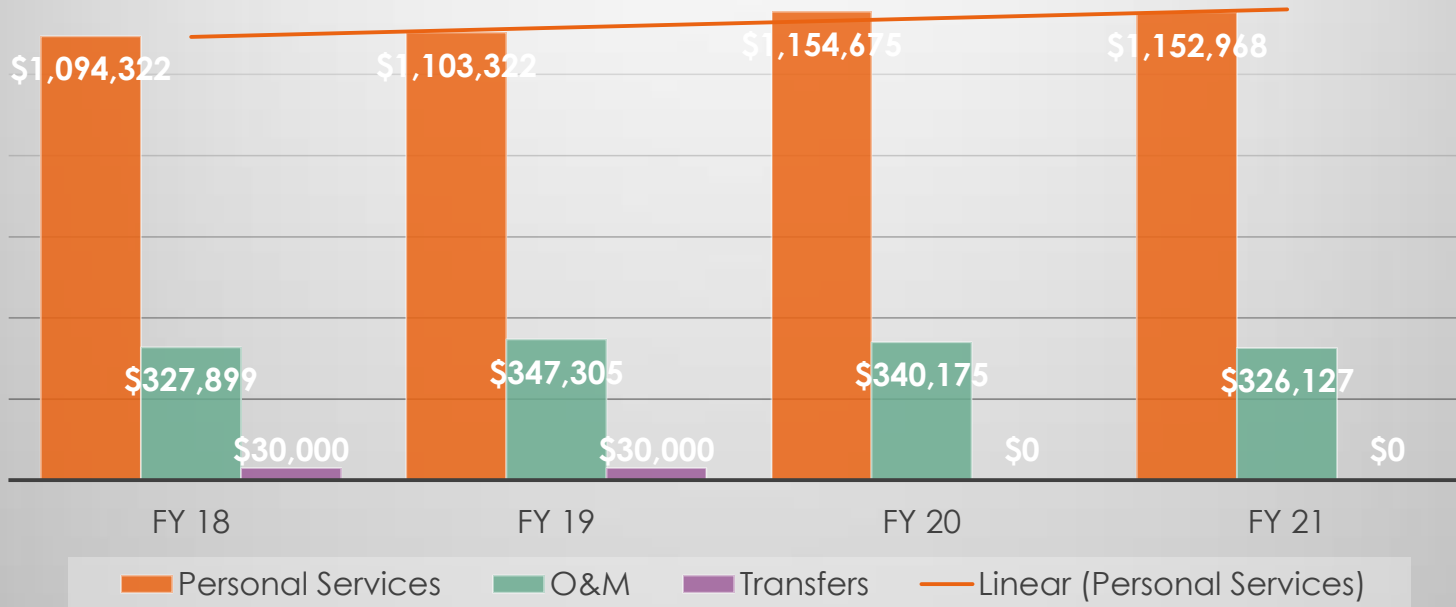


40% Personnel Services 60% O&M

Total Grant Budget: \$684,410

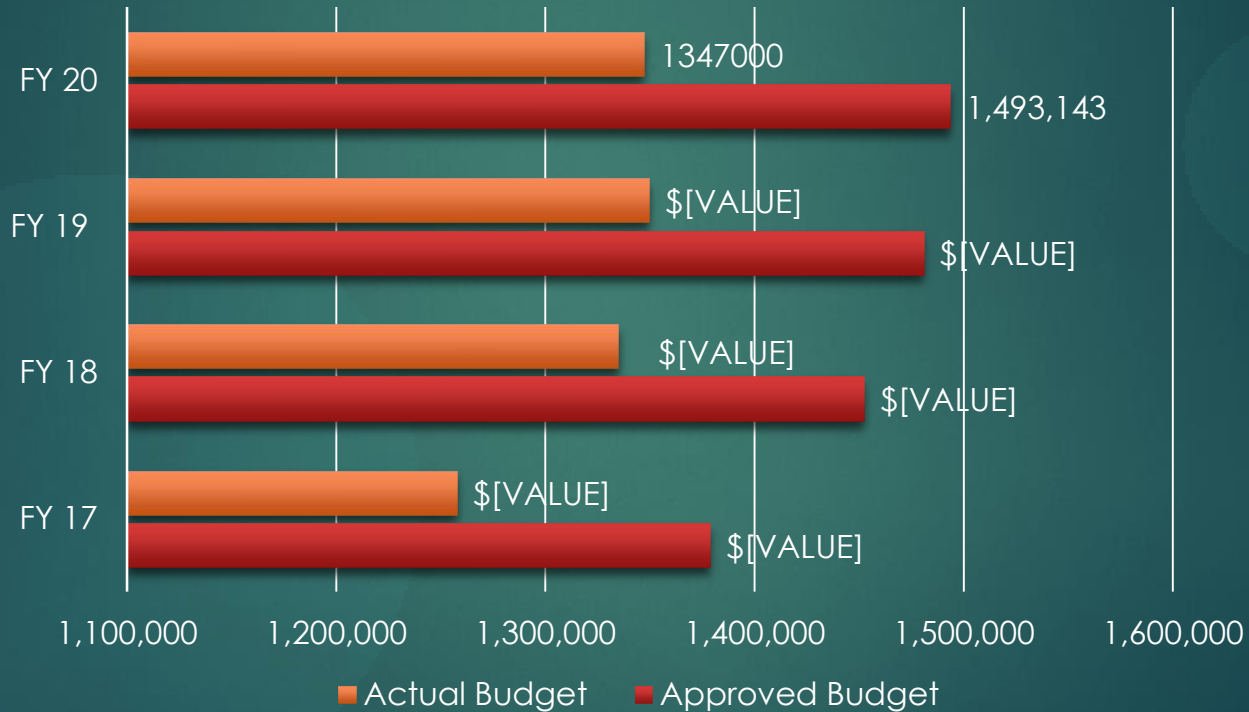
City of Billings Municipal Court

Approved Municipal Court Operating Budget



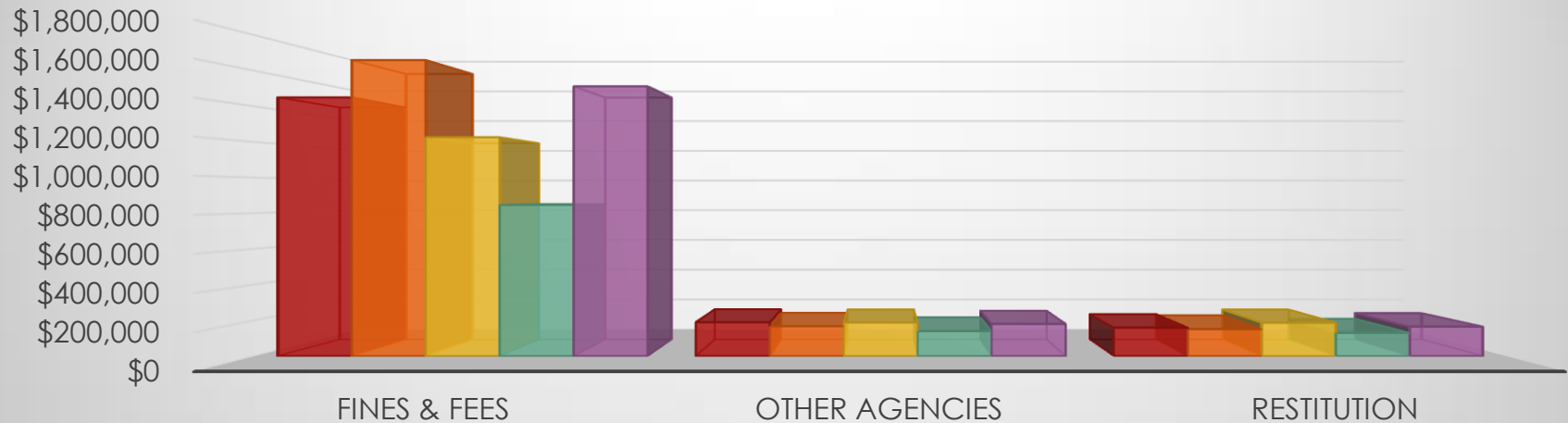
City of Billings Municipal Court

Approved Budget vs. Actual Budget



City of Billings Municipal Court

Court Revenue

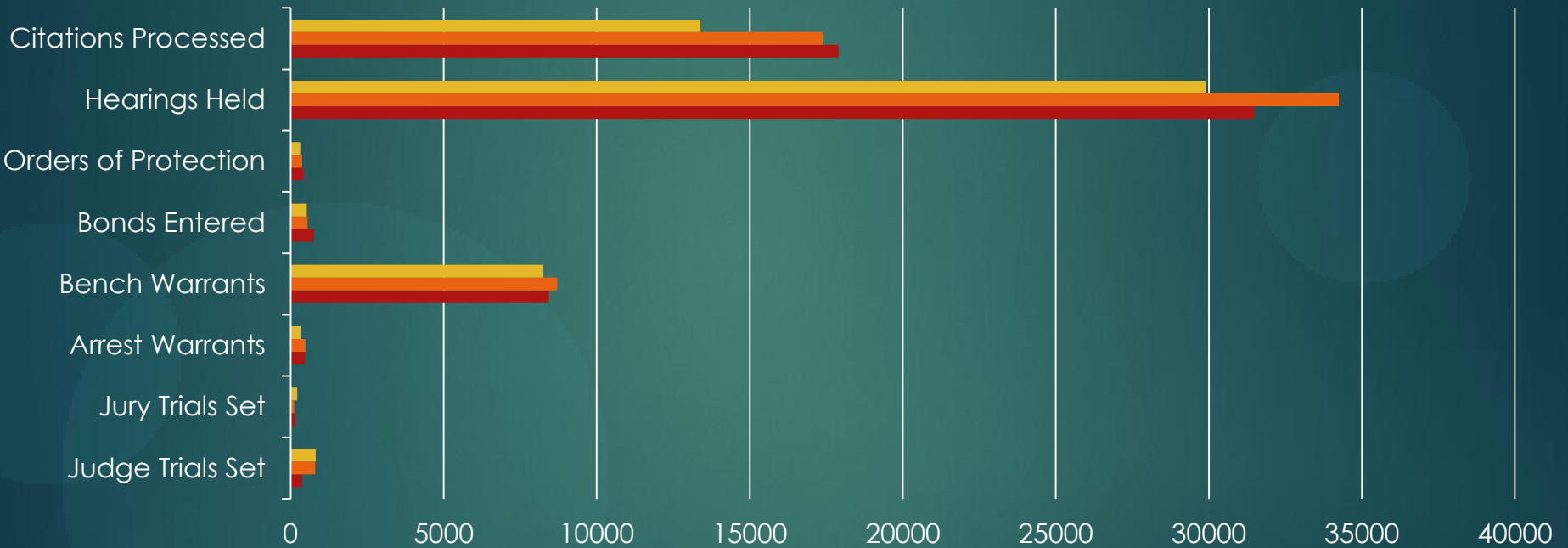


	Fines & Fees	Other Agencies	Restitution
■ FY 17	\$1,449,682	\$189,781	\$158,738
■ FY 18	\$1,659,173	\$167,349	\$151,473
■ FY 19	\$1,226,062	\$188,433	\$187,292
■ FY 20 YTD	\$845,951	\$139,857	\$129,554
■ FY 21	\$1,511,877	\$180,000	\$165,000

■ FY 17 ■ FY 18 ■ FY 19 ■ FY 20 YTD ■ FY 21

City of Billings Municipal Court

Workload



	Judge Trials Set	Jury Trials Set	Arrest Warrants	Bench Warrants	Bonds Entered	Orders of Protection	Hearings Held	Citations Processed
FY 2020 YTD	821	211	322	8,260	522	311	29,900	13,386
FY 2019	799	113	480	8,712	549	372	34,250	17,383
FY 2018	370	162	461	8,433	763	412	31,468	17,899

FY 2020 YTD FY 2019 FY 2018

City of Billings Municipal Court

GRANTS / OTHER PROGRAMS

- ▣ SAMHSA Grant: Expires 09.30.2024
- ▣ BJA Co-Occurring Grant: Expires 09.30.2020
- ▣ BJA DUI Grant: Expires 09.30.2021

City of Billings Municipal Court

Co-Occurring Court

- 25 Graduates
- 14.3 % Recidivism Rate

DUI Court

- 95 Graduates
- 14.2% Recidivism Rate

Drug Court

2006 - 2016

- 205 Graduates
- 52% Recidivism Rate

City of Billings Municipal Court

Q & A

Council Work Session

3.

Meeting Date: 05/04/2020

TITLE: Miscellaneous Sidewalk Program Policy Discussion

Department: Public Works

Presentation: Yes

PROBLEM/ISSUE STATEMENT

The Miscellaneous Sidewalk Program has been a part of the city's annual construction projects for over 20 years. This program is based on Resolution 18-10719 which was approved by the City Council in May 2018. Prior to this resolution, there were two other similar resolutions approved by previous councils in 1999 and 2004 that governed the program. The goal of the program is to repair or replace defective concrete and to install sidewalks along streets that currently do not have sidewalk. MCA 7-14-4109 gives the city the authority and requirements to order in concrete infrastructure and assess property owners for the improvements.

The main focus of this agenda item is to discuss the missing sidewalk portion of this program versus the repair or replacement. Historically, the city installed sidewalk in areas where small gaps existed, one or two lots, but it was determined in 2018 that the city wanted to take a more proactive approach to missing sidewalk and try to complete larger areas of missing sidewalk. The priorities are missing sidewalks on arterials, collectors, school routes, and areas of high pedestrian traffic.

City staff reviews areas of missing sidewalk each year and submits a resolution ordering in improvements to the City Council that addresses areas of priority. If the resolution is approved by the City Council, staff proceeds to a construction phase to install the sidewalk. The installation of sidewalk in existing neighborhoods can be very difficult given encroachments that have been installed in the right of way and sometimes lack of right of way. City staff works with every individual property owner to try to design a sidewalk that meets the needs of the public while also improving the property. The design approach has been to install 5 foot sidewalk beside a 5 foot boulevard. This approach is based on design guidelines to create a walkable community. If the preferred design can not be installed due to lack of right of way; existence of major encroachments such as walls, trees, etc.; grade issues; or other reasons, a narrower boulevard is considered. If there are still issues, staff will plan to install a 7 foot wide walk at the back of the curb. There are occasions where even a 7 foot curb walk will not fit so the design reduces to the widest curb walk that can be constructed.

The assessments for the installation of the sidewalks is in accordance with the resolution and MCA 7-14-4122.

Staff will present information about existing policies, practices, design guidelines and the assessment structure.

RECOMMENDATION

This agenda item is intended to provide information on the existing policies and practices of the city regarding the Missing Sidewalk Program. There is not formal action associated with this agenda item, however, discussion with the council may lead to subsequent items being brought before council for action.

Attachments

Resolution 18-10719
MCA 7-14-4109 and 4122

RESOLUTION 18-10719

A RESOLUTION REPEALING 99-17447 AND 04-18137 AND ADOPTING THE CITY OF BILLINGS POLICY FOR CONSTRUCTION AND REPAIR OF CURB, GUTTER AND SIDEWALKS

WHEREAS, the City of Billings desires to construct and maintain a safe and efficient street network, including the installation and maintenance of curb, gutter, and sidewalk, and

WHEREAS, the safety of pedestrians is a concern properly addressed by the City of Billings, and

WHEREAS, streets within the City of Billings not previously constructed to a full maintainable standard, including the installation of curb, gutter, and sidewalk should be upgraded on an ongoing basis, and

WHEREAS, curb, gutter, and sidewalk improvements, once installed, need to be subject to a regular maintenance program;

WHEREAS, for the purpose of this resolution, residential properties are defined as lots or parcels with single family or duplex dwelling units on it. Non-residential properties are defined as lots or parcels with commercial buildings on it and lots or parcels with 3 or more residential dwelling units on it.

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

Installation of New or Missing Curb, Gutter, and Sidewalk Improvements in Established Neighborhoods

For this program, curb, gutter, and sidewalk, together with or without corresponding street improvements are completed within those areas of the city where the work has not previously been addressed.

1. The City Engineer's office shall periodically recommend infill improvements to the City Council based on one or more of the following:
 - a. Citizen request.
 - b. Staff recommendations.
 - c. Coordination with other projects.
 - d. Along school walking routes.
 - e. Other public interest.
2. Improvements are to be assessed to fronting property owners.

3. For residential corner lots, improvements along the addressed side of the lot and private property specific improvements (i.e. drive approaches) along the non-addressed side serving the property will be assessed to the property owner. All other improvements along the non-addressed side of the lot will be paid by the City.
4. For non-residential corner lots, improvements along both sides will be assessed to the property owner.

Repair and Maintenance of Existing Curb, Gutter and Sidewalk Improvements

These projects provide for the ongoing maintenance of curb, gutter and sidewalk previously constructed. The general policy for repair and maintenance programs is as follows:

1. The City Engineer's office shall periodically recommend repair and maintenance programs based upon:
 - a. Complaints.
 - b. Staff recommendations.
 - c. Property owner requests.
2. The City Engineer's office has developed a policy statement for defective sidewalk, curb, and gutter and driveways which shall be used as a baseline for the inventory of work recommended for repair, followed by discussions with individual property owners.
3. The following construction costs are assessed to the fronting property owners as follows:
 - a. Sidewalk repair or replacement.
 - b. Landscaping necessary for sidewalk repair or replacement.
 - c. Tree removal necessary to repair sidewalk.
 - d. Drive approaches and driveway repair or replacement.
 - e. Adjacent asphalt to assessed improvements
4. Curb and gutter repair or replacement, storm drain improvements, and adjacent asphalt will be paid for by the City of Billings.
5. For residential corner lots, improvements along the addressed side of the lot and drive approaches along the non-addressed side serving the property will be assessed to the property owner. All other improvements along the non-addressed side of the lot will be paid by the City.

6. For non-residential corner lots, improvements along both sides will be assessed to the property owner.

PASSED AND ADOPTED by the City Council of the City of Billings, Montana, this 14th day of May 2018.



CITY OF BILLINGS

By: William A. Cole
William A. Cole, Mayor

ATTEST:

By: Toni Keehner
Toni Keehner, Deputy City Clerk

Montana Code Annotated 2019

TITLE 7. LOCAL GOVERNMENT

CHAPTER 14. TRANSPORTATION

Part 41. General Provisions Related to Municipal Trafficways and Public Grounds

Power To Order Certain Improvements Without Creation Of Special Improvement District

7-14-4109. Power to order certain improvements without creation of special improvement district. (1) Without the formation of a special improvement district, the city council may order sidewalks, curbs, or gutters constructed in front of any lot or parcel of land and may order alley approaches constructed or replaced adjacent to any lot or parcel of land.

(2) Whenever the council orders a sidewalk, curb, or gutter constructed or an alley approach constructed or replaced, the order must be entered upon the minutes of the council and must name the street along which the sidewalk, curb, or gutter is to be constructed or along which the alley approach is to be constructed or replaced.

(3) After issuing an order, the council shall provide a written notice to the owner or agent of the owner and to any purchaser under contract for deed of the property or the owners or agents of all adjacent owners having access to their properties by the alley approach, as appropriate.

(4) If the owner or agent of the owner of a lot or parcel of land or if the owners or agents of all adjacent owners having access to their property by the alley approach fail or neglect for a period of 30 days after the date of service of the notice to cause the sidewalk, curb, or gutter to be constructed or to cause the alley approaches to be constructed or replaced, the city may construct or cause the sidewalk, curb, or gutter to be constructed or may construct or cause the alley approach to be constructed and shall assess the cost of those improvements, including engineering costs and the costs enumerated in 7-12-4121 and 7-12-4169, against the property in front of which those improvements are constructed or against the lots or parcels of land having access via the constructed alley approaches. The collection of the assessed costs is provided in 7-12-4181 through 7-12-4191.

(5) (a) When any sidewalk, curb, or gutter or alley approach is constructed by or under direction of the city council, payment for the construction must be made by special warrants or bonds in a form that is prescribed by ordinance or resolution and drawn against a fund to be known as the special sidewalk, curb, and gutter fund or the special alley approach fund. The council may provide for the payment of interest annually or semiannually. Except as otherwise expressly provided in 7-14-4110 and this section, the warrants or bonds that the city council authorizes may be issued subject to the terms and security provisions provided in Title 7, chapter 12, parts 41 and 42.

(b) The warrants drawn on the special alley approach fund shall bear interest at a rate pursuant to 17-5-102.

History: Ap. p. Sec. 20, Ch. 89, L. 1913; re-en. Sec. 5244, R.C.M. 1921; amd. Sec. 1, Ch. 12, L. 1929; re-en. Sec. 5244, R.C.M. 1935; amd. Sec. 1, Ch. 19, L. 1965; amd. Sec. 15, Ch. 234, L. 1971; Sec. 11-2226, R.C.M. 1947; Ap. p. 11-2226.1 by Sec. 1, Ch. 206, L. 1971; Sec. 11-2226.1, R.C.M. 1947; R.C.M. 1947, 11-2226(part), 11-2226.1(part); amd. Sec. 10, Ch. 253, L. 1979; amd. Sec. 1, Ch. 457, L. 1983; amd. Sec. 7, Ch. 526, L. 1983; amd. Sec. 15, Ch. 451, L. 2005.

Montana Code Annotated 2019

TITLE 7. LOCAL GOVERNMENT

CHAPTER 14. TRANSPORTATION

Part 41. General Provisions Related to Municipal Trafficways and Public Grounds

Construction And Maintenance Of Sidewalks, Curbs, And Gutters

7-14-4122. Construction and maintenance of sidewalks, curbs, and gutters. (1) The city or town council has power to regulate and provide for the construction or repair of sidewalks, foot pavements, curbs, gutters, or any combination thereof.

(2) If the owner of any lot fails to comply with the provisions of the ordinance within such time as may be prescribed thereby, the council may contract for the construction and repair of such sidewalks, pavements, curbs, gutters, or any combination thereof and the city or town may pay for the same. The amount so paid is a lien upon the lot and may be enforced or the amount may be recovered against the owner by a suit before any court of competent jurisdiction.

History: En. Subd. 65, Sec. 5039, R.C.M. 1921; amd. Sec. 1, Ch. 115, L. 1925; amd. Sec. 1, Ch. 20, L. 1927; re-en. Sec. 5039.64, R.C.M. 1935; R.C.M. 1947, 11-967.