

****ATTENTION****

The City Council meeting will be held in a hybrid format that includes both in-person AND Zoom. Councilmembers may choose to attend the meeting virtually or in person at the **Billings Public Library Community Room**. 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.

Citizens are invited to:

- Review the Agenda Packet on the City's website at: www.billingsmt.gov and click on "Your Government," "City Council," and "Agendas & Minutes".
- View the meeting:
 - On Community 7 TV - Channel 7 or Channel 507 -- Spectrum Cable. *(On evenings when there is a conflict with School District No. 2 Board meetings, the City Council meeting will be broadcast on Channel 8 - Spectrum Cable.)*
 - Online at www.com7tv.com and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel.
 - On the City's website at www.billingsmt.gov and click on "Watch Meetings Online" on the homepage.
 - In-Person -- capacity is limited to approximately 15 spectators with overflow available in the lobby. Mask and social distancing requirements will be enforced.

Citizens may submit public comment via the following methods:

- Mail: City Clerk, P.O. Box 1178, Billings, MT 59103
- Email: Council@billingsmt.gov.
 - Emails received after 3:00 PM on the day of the meeting, may be posted on the Council's webpage the following day for public viewing.
- Attend the meeting in person - capacity is limited to approximately 15 spectators with overflow available in lobby. Mask and social distancing requirements will be enforced. Speakers may be asked to exit after speaking to comply with social distancing protocols.
- Attend the meeting virtually by registering at Zoom.us and "join a meeting", enter the Webinar ID and Passcode indicated below. Click on *Zoom Meeting Instructions* and *Zoom Hybrid Meeting Details* below for more information. Attendees are asked to register by Noon the day of the meeting. After registering, a link into the meeting will be sent to the attendee. The link will allow you to attend, view and participate in the meeting on your computer, laptop or smart phone. (You must have the Zoom App on your device [Click Here to Download Zoom App](#)) To provide public comment at the appropriate time, click on the "raise hand" icon located at the bottom of the screen and the moderator will unmute your device.
 - **Don't have a smart phone, computer or laptop?** That's okay -- you can attend a Zoom meeting using your **landline phone**. Call the Zoom phone number, **1.253.215.8782** to join the meeting and follow the operator's instructions. Want to give public comment? Simply "*raise your hand*" by pressing *9 and the moderator will give you permission to speak when it is your turn. **Note this is a long distance toll number and charges may apply depending on your plan.*
- Click Here for [City Council Zoom Hybrid Meeting Details and Schedule](#)
- Click Here for [Zoom Meeting Instructions for Attendees \(as guests\)](#)

Webinar ID: 851 6875 4566

Webinar Passcode: 139470

Or join by phone: US: +1-253-215-8782

The practice of receiving phone calls to a specific Public Comment telephone line has been discontinued. Please contact Denise Bohlman, City Clerk, at bohlmand@billingsmt.gov.



VISION STATEMENT:
"The Magic City: A diverse,
welcoming community
where people prosper and
business succeeds."

REVISED Title on Item 6a to read as "Adding" and not "Repealing and Replacing"

**CITY COUNCIL
REGULAR BUSINESS MEETING**

AGENDA

June 28, 2021

5:30 P.M.

Billings Public Library and remotely via Zoom. Please see coversheet for details and instructions for viewing and participation.

CALL TO ORDER: Mayor Cole

PLEDGE OF ALLEGIANCE: Mayor Cole

INVOCATION: Councilmember Shaw

ROLL CALL: Councilmembers present on roll call were: Shaw, Yakawich, Neese, Ewalt, Joy, Choriki, Purinton, Ronning, Boyett, Brown

MINUTES:

- May 24, 2021
- June 14, 2021

COURTESIES:

PROCLAMATIONS:

COUNCIL REPORTS:

ADMINISTRATOR REPORTS - CHRIS KUKULSKI

PUBLIC COMMENT on "NON-PUBLIC HEARING" Agenda Items: 1, 6a and 6b ONLY. Speaker identification required. (Comments are limited to three (3) minutes or as set by the Mayor. Comments 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. Public comments during the meeting may be made in-person or remotely by registering as an attendee through Zoom as outlined in the Agenda coversheet.)

1. **CONSENT AGENDA** -- Separations:

A. **Bid Awards:**

1. **W.O. 20-28: Songbird Drive Construction.** (Opened 6/15/21) Recommend Knife River - Billings; \$1,144,137.
 2. **W.O. 21-08: Bike Boulevard Avenue D.** (Opened 6/15/21) Recommend Montana Lines, Inc.; \$216,120.
 3. **W.O. 21-11: Highwood Drive Reconstruction.** (Opened 6/15/21) Recommend rejecting all bids.
 4. **W.O. 21-12: Harrow Drive Reconstruction.** (Opened 6/15/21) Recommend COP Construction; \$915,209.
 5. **W.O. 21-22: Signal Conduit Upgrade.** (Opened 6/15/21) Recommend Elcon Corporation; \$127,878.
 6. **W.O. 21-35: WRF Administration Building Second Floor Remodel.** (Opened 6/15/21) Recommend Cucancic Construction, Inc; \$143,345.
 7. **SID 1411 Park Lane Paving.** (Opened 6/15/21). Recommend rejecting all bids.
 8. **SID 1418 Holiday Avenue Improvements.** (Opened 6/15/21) Recommend Knife River - Billings; \$251,815.
 9. **Solid Waste Hooklift Truck and Containers.** (Opened 6/15/21) Recommend NorMont Equipment Co.; \$129,375.
- B. **Consultant Agreement** for W.O. 21-32: Bitterroot Drive and Wicks Lane Corridor Drainage Improvements with Performance Engineering, LLC; \$255,690.
- C. **Consultant Agreement** for W.O. 21-33: Babcock Boulevard Drainage Area Improvements with AE2S, LLC; \$354,100.
- D. **Professional Services Contract** for W.O. 21-37: Solid Waste Maintenance and Parking Building with Morrison-Maierle, Inc; \$100,100.
- E. **Change Order No. 1, W.O. 20-30: Hallowell Lane Improvements,** to add Bruce Lane for an amount not to exceed \$350,000 per the Council direction on April 26, 2021.
- F. **Amendment No. 1, W.O. 20-37: Stormwater Utility Development, Phase II,** Professional Services Agreement, FCS Group; \$397,095.
- G. **Amendment No. 1, Asset Management Program, Phase II,** Consulting Agreement; Jacobs Engineering Group; \$798,597.
- H. **Donation** to Billings Public Library from Billings Library Foundation for contactless book locker outside the Library entrance; \$21,750.
- I. **Cancellation** of checks and warrants.
- J. **Resolution** authorizing the issuance and calling for the negotiated sale of SID bonds for SID 1418, SID 1417, and SID 1416.

K. Bills for the Weeks of:

1. May 24, 2021
2. June 1, 2021

Recommended Motion: I move to approve the items of the Consent Agenda as submitted, with the exception of items moved for separation.

REGULAR AGENDA:

2. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR ZONE CHANGE 992:** A zone change from N3 -- Suburban Neighborhood to N2 -- Mid-Century Neighborhood on Lot 2, Block 29 of Lake Hills Subdivision, 5th Filing, an 18,466 square foot parcel of land, generally located at 117 and 119 Glenhaven Drive. Eric Schnelbach, owner/applicant. Zoning Commission recommends approval and adoption of the findings of the 10 criteria. (Action: approval or disapproval of Zoning Commission recommendation.) ***Quasi-Judicial**

- *Presented by: Karen Husman, Planner*

Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve and adopt the findings of the 10 criteria for Zone Change 992, as recommended by the Zoning Commission.

*** Quasi-Judicial** -- Caution must be exercised concerning any potential ex parte communications with interested parties. This policy-making body may exercise approval or other adjudication authority which is "judicial" because it directly affects the legal rights of a person.

3. **PUBLIC HEARING** and amendment to the Consolidated Plan and FY20-21 Annual Action Plan to the CDBG-CV budget. Community Development (CD) Board recommends approval. (Action: approval or disapproval of the Community Development (CD) Board recommendation.)

- *Presented by: Brenda Beckett, Community Development Manager*

Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve the amendment to the Consolidated Plan and FY20-21 Annual Action Plan to the CDBG-CV budget, as recommended by staff and the Community Development (CD) Board.

4. **PUBLIC HEARING AND RESOLUTION** adopting and approving the FY22 Budget. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

- *Presented by: Andy Zoeller, Finance Director*

Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve a resolution adopting and approving the FY22 Budget, as recommended by staff.

5. PUBLIC HEARING AND RESOLUTIONS setting FY22 annual assessments on the following:
- a. Business Improvement District, Tourism Business Improvement District, Mill Levy Rates for General Fund, Transit, Library and Public Safety
 - Presented by: Andy Zoeller, Finance Director
 - b. Road Maintenance District 6
 - Presented by: Andy Zoeller, Finance Director
 - c. Street Maintenance District
 - Presented by: Jennifer Duray, Public Works Deputy Director

Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve the Resolutions setting assessments on: 5a) BID, TBID, Mill Levy Rates for General Fund, Transit, Library and Public Safety; 5b) Road Maintenance District 6; and 5c) Street Maintenance District, as recommended by staff.

6. PUBLIC SAFETY MILL LEVY:

- a. **SECOND/FINAL READING ORDINANCE** amending City Charter by ~~repealing and replacing~~ **adding** Section 1.05.2. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

- Presented by: Chris Kukulski, City Administrator

Recommended Motion: I move to approve an ordinance amending the City Charter by ~~repealing and replacing~~ **adding** the current public safety mill levy in Section 1.05.02, as recommended by staff.

- b. **RESOLUTION** approving ballot language. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

- Presented by: Chris Kukulski, City Administrator

Recommended Motion: I move to approve the Resolution providing ballot language to be submitted to the voters on the November 2, 2021, general election ballot, as recommended by staff.

PUBLIC COMMENT on "NON-AGENDA ITEMS". Speaker Identification required. (Restricted to ONLY items not on this printed agenda. Comments are limited to 3 minutes or as set by the Mayor. Public comments during the meeting may be made in-person or remotely by registering as an attendee through Zoom as outlined in the Agenda coversheet.)

COUNCIL INITIATIVES:

ADJOURN:

Billings Public Library is readily accessible to individuals with physical disabilities.

For more information or to make requests for special arrangements, please contact the City Clerk's Office at 657-8210 or e-mail bohlmand@billingsmt.gov, 72 hours prior to the meeting date.

City Council Regular

Date: 06/28/2021
Title: W.O. 20-28: Songbird Drive Construction, Bid Award
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends the City Council award a contract for WO 20-28 Songbird Drive Construction to Knife River - Billings in the amount of \$1,144,137.00.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

WO 20-28 Songbird Drive Construction consists of approximately 2,400 linear feet of street improvements, including installation of new curb and gutter, boulevard sidewalk, drive approaches and driveways, pedestrian accessibility ramps, new asphalt pavement, storm drain improvements, and irrigation ditch improvements on Songbird Drive between Midland Road and Frontier Drive.

Songbird Drive, south of Frontier Drive, provides access to Riverfront Pointe Subdivision and Josephine Crossing Subdivision from the east. Currently, Riverfront Pointe and Josephine Crossing residents use Mallowney Lane as the main access. The City plans to improve Mallowney Lane during FY23, which will limit access to these subdivisions. The Songbird Drive Construction project, to be completed by May 2022, will provide a secondary access route for these communities both during construction and as the population of the area continues to increase.

The resolution ordering improvements for Songbird Drive was approved by City Council during the June 14, 2021 council meeting. The project was advertised on May 28, June 4, and June 11, 2021 in the *Yellowstone County News* and on the City's website. Bids were opened on June 15, 2021. Three (3) bids were received. Knife River - Billings submitted the lowest responsible bid.

ALTERNATIVES

City Council may:

- Award WO 20-28 Songbird Drive Construction to Knife River - Billings, in the amount of \$1,144,137.00; or
- Not Award a contract and reject all bids. If the contract is not awarded, the improvements will not be constructed. If the improvements are not constructed, a secondary access route during construction of Mallowney Lane will not be available and continued growth in the area will cause congestion on Mallowney Lane.

FISCAL EFFECTS

The following bids were received:

Knife River - Billings	\$1,144,137.00
Weave Construction	\$1,332,423.00
Riverside Contracting	\$1,373,292.00

The project was budgeted in FY21 using gas tax funds and assessments. There are sufficient funds in the FY21 budget for this contract.

City Council Regular

Date: 06/28/2021
Title: W.O. 21-08 Bike Boulevard - Avenue D
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends the City Council award a contract for W.O. 21-08 Bike Boulevard - Avenue D to Montana Lines, Inc. in the amount of \$216,120.00.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

W.O. 21-08 Bike Boulevard - Avenue D is intended to install pavement markings and signage along low-speed, low-volume local roads to create a bicycle route from the Rose Park area to North Park. The project was identified in the 2016 Billings Bikeway + Trails Master Plan Update. The improvements will also include the installation of rectangular rapid flashing beacons and pushbuttons for pedestrian crossings at major street intersection crossings. The project was advertised on May 28, June 4, and June 11, 2021 in the *Yellowstone County News* and on the City's website. Bids were opened on June 15, 2021, and one bid was received. Montana Lines, Inc. submitted the lowest, responsible bid.

ALTERNATIVES

City Council may:

- Award the base bid of W.O. 21-08 Bike Boulevard - Avenue D to Montana Lines, Inc. in the amount of \$216,120.00, or;
- Do not award a contract and reject all bids. If the project is not awarded, the bike route will not be constructed.

FISCAL EFFECTS

The following bid was received:

Contractor	Bid Amount
Montana Lines, Inc.	\$216,120.00

The project was budgeted in FY21 using gas tax funds. Staff reviewed the one bid in detail and work item prices are in-line with staff estimated pricing.

City Council Regular

Date: 06/28/2021
Title: W.O. 21-11 Highwood Drive Reconstruction, Bid Award
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends the City Council reject all bids received for WO 21-11 Highwood Drive Reconstruction.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

WO 21-11 Highwood Drive Reconstruction will construct curb and gutter, drive approaches, storm and sanitary sewer improvements, water main and appurtenances, and re-construct a collection of non-maintainable streets situated between Rimrock Road and Poly Drive, including Highwood Drive, Highwood Circle, Circle Drive, and Highland Park Place. The side streets are cul-de-sacs extending to the west of Highwood Drive.

The streets included in WO 21-11 have deteriorated to the point that other asphalt concrete surface treatment options are not feasible. The side streets have limited right-of-way, and widening of Highwood Drive would unfavorably impact adjacent property owners; therefore, significant project area roadway widening is not proposed. The approach being used for this project is consistent with other similar areas, including the Poet Street area which adjoins Highwood Drive.

The resolution ordering improvements for Highwood Drive was approved by City Council during the June 14, 2021 council meeting. The project was advertised on May 28, June 4, and 11, 2021 in the *Yellowstone County News* and on the City's website. Bids were opened on June 15, 2021. Two (2) bids were received. COP Construction submitted the lowest responsible bid. The bids came in above the engineer's estimate. The bid was weighted heavily in assessed items, resulting in increased assessment amounts and exceeding the amounts provided in the preliminary assessment estimate for a majority of the assessed property owners. Staff believes that rebidding the contract in the winter of 2022 will result in additional bidders and reduced assessed costs for the property owners.

ALTERNATIVES

City Council may:

- Award WO 21-11: Highwood Drive Reconstruction to COP Construction in the amount of \$1,520,411.00 and acknowledge that the assessed amounts will be higher than previous notifications to property owners; or,
- Not Award a contract and reject all bids.

FISCAL EFFECTS

The following bids were received:

COP Construction	\$1,520,411.00
KLE Construction	\$1,701,575.00

The project was budgeted in FY21 using gas tax funds, assessments, water replacement funds, and wastewater funds. Due to the high bid prices for concrete, many property owners would see a large increase in assessments, ranging from 13% to 35%.

City Council Regular

Date: 06/28/2021
Title: W.O. 21-12 Harrow Drive Reconstruction, Bid Award
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends the City Council award a contract for WO 21-12 Harrow Drive Reconstruction to COP Construction in the amount of \$915,208.80.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

WO 21-12 Harrow Drive Reconstruction will construct curb and gutter, drive approaches, storm and sanitary sewer improvements, water main and appurtenances, along approximately 950 linear feet of Harrow Drive, north from its intersection at Rimrock Road. Harrow Drive is a deteriorated paved street and includes some sections of existing curb and gutter. Historically, Harrow Drive featured a median area through the southern half of the project. The median area was previously removed, leaving a section of barren earth. This area currently functions as random parking, splitting the travel lanes. The existing asphalt remaining on Harrow Drive has deteriorated to the extent that other alternatives of pavement rehabilitation will not provide additional pavement life. The approach being used for this project is consistent with other similar areas, including the Highwood Drive area, in that this project is intended to address a deteriorated street section while maintaining the current functionality of the area. The water main will be replaced as part of this project as it is old and undersized.

The resolution ordering improvements for Harrow Drive was approved by City Council during the June 14, 2021 council meeting. The project was advertised on May 28, June 4, and 11, 2021 in the *Yellowstone County News* and on the City's website. Bids were opened on June 15, 2021. Two (2) bids were received. COP Construction submitted the lowest responsible bid.

ALTERNATIVES

City Council may:

- Award WO 21-12: Harrow Drive Reconstruction to COP Construction in the amount of \$915,208.80; or,
- Not Award a contract and reject all bids. If the contract is not awarded, the improvements will not be constructed and Harrow Drive will remain deteriorated.

FISCAL EFFECTS

The following bids were received:

COP Construction	\$915,208.80
KLE Construction	\$921,675.00

The project was budgeted in FY21 using gas tax funds, assessments, water replacement funds, and wastewater replacement funds. Adequate funds are available for this project.

City Council Regular

Date: 06/28/2021
Title: W.O. 21-22 Signal Conduit Upgrade, Bid Award
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends the City Council award a contract for W.O. 21-22 Signal Conduit Upgrade to Elcon Corporation in the amount of \$127,878.00.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

W.O. 21-22 Signal Conduit Upgrade is part of the on-going traffic signal replacement project. The City has been upgrading the existing traffic controllers, communication equipment, and detection to allow staff to immediately respond to traffic demands. There are two existing signals on Central Avenue (15th Street West & Moore Lane) that have collapsed conduits that need to be replaced to perform the necessary upgrades. These two intersections are remaining schedules from W.O. 20-38 Broadwater & Central Signal Conduit that were not awarded. Staff opened bids on June 15, 2021, for the project. The contract was advertised on May 28, June 4, and June 11, 2021, in *The Yellowstone County News* and on the City's website. Two bids were received, and Elcon Corporation submitted the lowest, responsible bid.

ALTERNATIVES

City Council may:

- Award all schedules of W.O. 21-22 Signal Conduit Upgrades to Elcon Corporation in the amount of \$127,878.00; or,
- Do not award the contract and reject all bids. If the project is not awarded, the traffic signals at these intersections will not be upgraded.

FISCAL EFFECTS

The following bids were received:

Contractor	Bid Amount
Elcon Corporation	\$127,878.00
Montana Lines, Inc.	\$129,641.00

The project was budgeted in FY21 using arterial funds and is within the budgeted amount.

City Council Regular

Date: 06/28/2021
Title: W.O. 21-35, WRF Administration Building Second Floor Remodel Project
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends that the City Council award a contract for W.O. 21-35, WRF Administration Building Second Floor Remodel to Cucancic Construction, Inc. in the amount of \$143,345.00 which consists of the \$139,898.00 Base Bid plus the \$3,447.00 Add Alternate.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The W.O. 21-35, WRF Administration Building Second Floor Remodel Project consists of modifications and upgrades to the existing office spaces on the second floor of the Water Reclamation Facility (WRF) administration building. This project was designed by AT Architecture in the spring of 2020. Contractor quotes were obtained at that time but exceeded \$80,000; therefore, staff publicly bid the project.

The Base Work generally includes:

- Removing existing walls, constructing new walls, adding windows and replacing acoustical panel ceiling to improve the functionality of the Electrical Supervisor and Control Systems work spaces,
- Replacing existing floor tile and carpet in all offices, hallways and stairwells with new vinyl plank flooring,
- Miscellaneous electrical, lighting, and HVAC system adjustments, and
- Painting new and existing walls.

An Add Alternate bid item is also included in the project which, if awarded, would remove and replace the ceiling in the main hallway.

The project was advertised on May 28, June 4 and June 11 in the *Yellowstone County News*, on the City's website, and on *QuestCDN*. Bids were opened on June 15 and two (2) were received. Cucancic Construction submitted the lowest, responsible bid.

ALTERNATIVES

City Council may:

- Award W.O. 21-35, WRF Administration Building Second Floor Remodel Project to Cucancic Construction for the Base Bid amount of \$139,898.00 with the option of an Add Alternate amount of \$3,447.00; or,
- Not award a contract and reject all bids. If a contract is not awarded, the inefficiency of the Electrical Supervisor and Control Systems work spaces will remain, and the existing office and common area finishes will continue to deteriorate.

FISCAL EFFECTS

The following bids were received:

Contractor	Base Bid	Add Alternate
Cucancic Construction	\$139,898.00	\$3,447.00
TW Clark Construction	\$154,900.00	\$9,800.00

The project was budgeted in FY21 using wastewater capital funds. The bid was within the expected cost range for the project.

City Council Regular

Date: 06/28/2021
Title: SID 1411 Park Lane Paving, Bid Award
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends the City Council reject all bids received for SID 1411 Park Lane Paving.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

Park Lane is an existing gravel street located west of Highwood Drive, between Rimrock Road and Poly Drive. Park Lane is currently a City maintenance challenge. As part of the gravel street program, Park Lane will be improved to a paved street, bounded with curb and gutter. The project also features new drive approach and driveway connections, and the replacement of an outdated storm drain inlet.

The resolution of intent to create SID 1411 was approved by City Council at the May 24, 2021 council meeting. The resolution ordering improvements for SID 1411 was approved by City Council during the June 14, 2021 council meeting. The project was advertised on May 28, June 4, and June 11, 2021 in the Yellowstone County News and on the City's website. Bids were opened on June 15, 2021. Two (2) bids were received. COP Construction submitted the lowest responsible bid. The bid is over the engineer's estimate. The bid was weighted heavily in assessed items, resulting in assessed costs that exceed the amount specified in the resolution ordering improvements for SID 1411. Staff believes that rebidding the contract in the winter of 2022 will bring additional bidders and reduced costs.

ALTERNATIVES

City Council may:

- Award SID 1411 Park Lane Paving to COP Construction, in the amount of \$107,704.00 and acknowledge that assessments will exceed the previous estimates sent to property owners; or
- Not Award a contract and reject all bids.

FISCAL EFFECTS

The following bids were received:

COP Construction	\$107,704.00
KLE Construction	\$154,840.00

The project was budgeted in FY21 using gas tax funds and SID assessments. The lowest bid results in a 16% increase in property owner assessments.

City Council Regular

Date: 06/28/2021
Title: SID 1418 Holiday Avenue Improvements, Bid Award
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends the City Council award a contract for SID 1418 Holiday Avenue Improvements to Knife River - Billings in the amount of \$251,815.00.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

SID 1418 Holiday Avenue Improvements consists of approximately 340 linear feet of street improvements, including installation of new curb and gutter, boulevard sidewalk on both sides of Holiday Avenue, drive approaches and driveways, new asphalt pavement, and storm drain improvements on Holiday Avenue between Weil Street and Songbird Drive.

This section of Holiday Avenue is currently a gravel street with storm runoff ponding issues. Holiday Avenue provides access to the Weil Subdivision and Holiday Business Park Subdivision from the east. Currently, Weil Subdivision and Holiday Business Park Subdivision commuters use Mallowney Lane as the main access. The City plans to improve Mallowney Lane during FY 2023, which will limit access to these subdivisions. The Holiday Avenue Improvements project will be completed by May 2022, and will provide a secondary access route for those local businesses and residents.

The resolution of intent to create SID 1418 was approved by City Council during the May 24, 2021 council meeting. The resolution ordering improvements for SID 1418 was approved by City Council during the June 14, 2021 council meeting. The project was advertised on May 28, June 4, and June 11, 2021 in the *Yellowstone County News* and on the City's website. Bids were opened on June 15, 2021. Three (3) bids were received. Knife River - Billings submitted the lowest responsible bid.

ALTERNATIVES

City Council may:

- Award SID 1418 Holiday Avenue Improvements to Knife River - Billings, in the amount of \$251,815.00; or
- Not Award a contract and reject all bids. If the contract is not awarded, the improvements will not be constructed. If the improvements are not constructed, a secondary access route will not be available and the gravel street will continue to require regular maintenance by city crews.

FISCAL EFFECTS

The following bids were received:

Knife River - Billings	\$251,815.00
Weave Construction	\$267,047.00
Riverside Contracting	\$338,011.00

The project was budgeted in FY21 using gas tax funds and SID assessments. The construction bid is less than the engineer's estimate and within budgeted FY21 funds.

City Council Regular

Date: 06/28/2021
Title: Bid Award: Billings Solid Waste Hooklift Truck and Containers
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends the City Council award a contract for one Solid Waste medium-duty hook-lift truck and 10 containers to NorMont Equipment Co. in the amount of \$129,375.00.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The Billings Solid Waste Division desires to procure a medium-duty, work ready hook-lift truck with 10 containers that have an approximate size of 12 cubic yards. The smaller sized truck will be utilized to deliver into tighter and more difficult spaces to drop the containers. The 12 cubic yard containers will be used for smaller jobs around town. The truck and containers were advertised on May 21, 28, and June 4, 11, 2021 in the *Yellowstone County News* and on the City's website. Bids were opened on June 15, 2021. Three bids were received. NorMont Equipment Co. submitted the lowest responsible bid.

ALTERNATIVES

City Council may:

- Award procurement of the medium duty hook-lift truck and 10 containers to NorMont Equipment Co., in the amount of \$129,375.00; or,
- Do not award the procurement and reject all bids. If the procurement is not awarded, the Billings Solid Waste will not have equipment available to deliver in tighter locations and drop containers for smaller jobs when necessary.

FISCAL EFFECTS

The following bids were received:

Bidder	One-medium duty hook- lift truck Total Bid Cost	10- Containers Total Bid Cost	Total Procurement Cost
NorMont Equipment Co.	\$82,980	\$46,395	\$129,375
Kois Brothers Equipment Co.	\$79,952	\$53,900	\$133,852
SWS Equipment Co.	\$91,183	\$93,562	\$184,745

The equipment and containers were budgeted in FY21 using Solid Waste funds.

Regular City Council Meeting

Meeting Date: 06/28/2021
Title: W.O. 21-32: Bitterroot Drive and Wicks Lane Corridor Drainage Improvements, Consultant Agreement
Presented by: Debi Meling
Department: Public Works **Division:** Engineering

RECOMMENDATION

Staff recommends the City Council award a contract for W.O. 21-32: Bitterroot Drive and Wicks Lane Corridor Drainage Improvements, to Performance Engineering, LLC in the amount of \$255,690.00.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

W.O. 21-32: Bitterroot Drive and Wicks Lane Corridor Drainage Improvements, is a project that will complete drainage improvements within Bitterroot Drive from Wicks Lane to North Cherry Creek Loop. In addition, this project includes a potential addition of drainage improvements within Wicks Lane from Hawthorne Lane to Bitterroot Drive pending available budget. These projects are in accordance with the City's Stormwater Master Plan Implementation process. The purpose of this contract is to provide design and construction administration services for both the Bitterroot Drive and Wicks Lane corridors. Construction of the improvements identified by this contract will be completed in FY22.

Performance Engineering, LLC was selected for this project using the proposal process. Nine other proposals were received from AE2S, DOWL, Great West Engineering, HDR, Herrera, KLJ Engineering, Morrison Maierle, Pioneer Technical, and Sanderson Stewart. The selection was based on project team and availability; project approach; and firm qualifications and experience as related to project needs.

ALTERNATIVES

City Council may:

- Award W.O. 21-32: Bitterroot Drive and Wicks Lane Corridor Drainage Improvements, to Performance Engineering, LLC in the amount of \$255,690.00; or;
- Do not award a contract. If the contract is not awarded, construction of the improvements will be delayed.

FISCAL EFFECTS

A contract for design and construction administration of this project was budgeted in FY21 using stormwater funds. Construction of the improvements will occur in FY22 with FY22 stormwater funds. There are sufficient funds to award this contract.

Attachments

WO 21-32, Bitterroot Storm, PEC, Consultant Contract

Contract for Professional Architectural and Engineering Services

Project W.O. 21-32 Bitterroot Drive and Wicks Lane Corridor Drainage Improvements

In consideration of the mutual promises herein, City of Billings and Performance Engineering, LLC agree as follows. This Contract consists of:

Part I, consisting of 15 Sections of Special Provisions;

Part II, consisting of 11 Sections of General Provisions;

Appendix A consisting of 7 pages (Basic Services of Contractor);

Appendix B consisting of 1 pages (Methods and Times of Payment);

Appendix C consisting of 1 pages (Additional Services of Contractor);

Appendix D consisting of 2 pages (Schedule of Professional Fees);

Appendix E consisting of 1 pages (Project Schedule);

Appendix F consisting of 3 pages (Certificate(s) of Insurance); and

PART I SPECIAL PROVISIONS

Section 1. Definitions.

In this Contract:

- A. "Administrator" means the City Engineer of the Engineering Division of the Public Works Department or his designee.
- B. "Billings" means the City of Billings.
- C. "Contractor" means Performance Engineering, LLC.

Section 2. Scope of Services.

- A. The Contractor shall perform professional services in accordance with Appendix A, which is attached hereto and incorporated in this Section by reference.
- B. Billings shall pay the Contractor in accordance with the Schedule of Professional Fees attached as Appendix D and incorporated herein by reference for services actually performed under this Contract.

- C. Billings shall not allow any claim for services other than those described in this Section. However, the Contractor may provide, at its own expense, any other services that are consistent with this Contract.
- D. The Engineer shall provide as-built drawings as approved by the City of Billings, to the Administrator within 30 days after the project completion date. Final payment will be withheld until the as-built drawings are received by the City of Billings. Requirements for submitting as constructed documents of completed Private Contracts, Work Orders, Special Improvement Districts and Site plans involving any City of Billings infrastructure: a point file; 1 (*.asc, *.txt, comma delimited; point number, northing, easting, elevation and description) / 2 (*.csv, with headings for; point number, northing, easting, elevation and description), with northings and eastings to the nearest tenth of a foot, elevations to the nearest hundredth of a foot, representing new, updated or relocated City of Billings infrastructure features such as, but not limited to Sanitary Sewer Manholes, Storm Drain Manholes, Water Valves, Water Bends, Signals, Street Light, etc., in the coordinates of Montana State Plane, Zone 2500 using NAD83(2011), Horizontal and NAVD88 Vertical, Horizontal units and Vertical units will be International feet, one half size paper copy to scale, one full size paper copy to scale, two CD's or DVD's with PDF files being half size to scale and full size to scale and AutoCAD DWG files as-constructed / as-built, Version 2016, or equivalent.
- E. The Contractor shall provide certified construction payrolls to the Administrator stating in writing that the payrolls have been reviewed and are acceptable.

Section 3. Time for Performance.

- A. This Contract becomes effective when signed on behalf of Billings.
- B. The Contractor shall commence performance of the Work described in Section 2 on receipt of written Notice to Proceed and complete that performance in accordance with the schedule set forth in Appendix E.
- C. This Contract shall terminate at midnight on December 31, 2024.

Section 4. Compensation; Method of Payment.

- A. Each month, or at the conclusion of each phase of the Work for which payment is due, as negotiated on a per-task basis, the Contractor shall present a bill to the Administrator describing the Work for which it seeks payment and documenting expenses and fees to the satisfaction of the Administrator. If any payment is withheld because the Contractor's performance is unsatisfactory, the Administrator must, within ten (10) days of the payment denial, notify the Contractor of the payment denial and set forth, with reasonable specificity, what was unsatisfactory and why. Billings will pay Contractor within 30 days of receiving an acceptable invoice.
- B. The Contractor is not entitled to any compensation under this Contract, other than is expressly provided for in this Section.
- C. As a condition of payment, the Contractor shall have paid all City taxes currently due and owing by the Contractor.

Section 5. Termination of the Contractor's Services.

The Contractor's services under Section 2 of this Part may be terminated:

- A. By mutual consent of the parties.
- B. For the convenience of Billings, provided that Billings notifies the Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination.
- C. For cause, by either party where the other party fails in any material way to perform its obligations under this Contract. Termination under this Subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefor, and the other party fails to cure the default within 30 days after receiving the notice.

Section 6. Duties Upon Termination

- A. If Billings terminates the Contractor's services for convenience, Billings shall pay the Contractor for its actual costs reasonably incurred in performing before termination and Billings shall pay for services rendered prior to termination. Payment under this Subsection shall never exceed the total compensation allowable under Section 4 of this Part. All finished and unfinished documents and materials prepared by the Contractor shall become the property of Billings.
- B. If the Contractor's services are terminated for cause, Billings shall pay the Contractor the reasonable value of the services satisfactorily rendered prior to termination, less any damages suffered by Billings because of the Contractor's failure to perform satisfactorily. The reasonable value of the services rendered shall never exceed ninety percent (90%) of the total compensation allowable under Section 4 of this Part. Any finished or unfinished documents or materials prepared by the Contractor under this Contract shall become the property of Billings at its option.
- C. If the Contractor receives payments exceeding the amount to which it is entitled under Subsections A or B of this Section, he shall remit the excess to the Administrator within 30 days of receiving notice to do so.
- D. The Contractor shall not be entitled to any compensation under this Section until the Contractor has delivered to the Administrator all documents, records, Work product, materials and equipment owned by Billings and requested by the Administrator.
- E. If the Contractor's services are terminated for whatever reason the Contractor shall not claim any compensation under this Contract, other than that allowed under this Section.
- F. If a final audit has not been performed before the Contractor's services are terminated, Billings may recover any payments for costs disallowed as a result of the final audit.
- G. Except as provided in this Section, termination of the Contractor's services under Section 5 of this Part does not affect any other right or obligation of a party under this Contract.

Section 7. Insurance.

- A. The Contractor shall maintain in good standing the insurance described in Subsection B of this Section. Before rendering any services under this Contract, the Contractor shall furnish the Administrator with proof of insurance in accordance with Subsection B of this Section.
- B. The Contractor shall provide the following insurance:
 - 1. Workers' compensation and employer's liability coverage as required by Montana law.
 - 2. Commercial general liability, including contractual and personal injury coverage's -- \$1,500,000 per occurrence.
 - 3. Commercial automobile liability -- \$1,500,000 per accident.
 - 4. Professional liability in the amount of \$1,500,000 per claim.
- C. Each policy of insurance required by this Section shall provide for no less than 30 days' advance notice to Billings prior to cancellation.
- D. Billings SHALL be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies. In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against Billings.

Section 8. Assignments.

Unless otherwise allowed by this Contract or in writing by the Administrator, any assignment by the Contractor of its interest in any part of this Contract or any delegation of duties under this Contract shall be void, and an attempt by the Contractor to assign any part of its interest or delegate duties under this Contract shall give Billings the right immediately to terminate this Contract without any liability for Work performed.

Section 9. Ownership; Publication, Reproduction and Use of Material.

- A. Except as otherwise provided herein, all data, documents and materials produced by the Contractor under this Contract shall be the property of Billings, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents, or other materials. Exclusive rights shall not be attributed to portions of such materials presently in the public domain or which are not subject to copyright. Contractor shall retain rights to pre-existing proprietary property including but not limited to interactive models. The Contractor shall have the right to include photographic or artistic representations of the design and construction of the Project among the Contractor's promotional and professional materials. The Contractor's materials shall not include Billings' confidential or proprietary information regardless of whether Billings has previously advised the Contractor in writing of the specific information considered by Billings to be confidential and proprietary.
- B. Equipment purchased by the Contractor with Contract funds: See Appendix A, Section 3. Scope of Work.
- C. Should Billings elect to reuse Work products provided under this Contract for other than the original project and/or purpose, Billings will indemnify and hold harmless

the Contractor from any and all claims, demands and causes of action of any kind or character arising as a result of reusing the documents developed under this contract. Additionally, any reuse of design drawings or specifications provided under this Contract must be limited to conceptual or preliminary use for adaptation, and the original Contractor's or subcontractor's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed, and dated by the professional who is in direct supervisory control and responsible for adaptation.

Section 10. Notices.

Any notice required pertaining to the subject matter of this Contract shall be either sent via facsimile (FAX) or mailed by prepaid first class registered or certified mail, return receipt requested to the following addresses:

Billings: Tyler Westrope
City of Billings
Engineering Department
2224 Montana Ave
Billings, Montana 59101

Contractor: Craig Dalton
Performance Engineering
608 N. 29th Street
Billings, Montana 59101

Notices are effective upon the earlier of receipt, proof of good transmission (facsimiles only), or 5 days after proof of proper posting.

Section 11. Contract Budget.

In connection with its performance under this Contract, the Contractor shall not make expenditures other than as provided in line items in the Contract budget.

Section 12. Force Majeure.

- A. Any failure to perform by either party due to force majeure shall not be deemed a violation or breach hereof.
- B. As used in this Contract, force majeure is an act or event of substantial magnitude, beyond the control of the delayed party, which delays the completion of this Contract, including without limitation:
 - 1. Any interruption, suspension or interference resulting solely from the act of Billings or neglect of Billings not otherwise governed by the terms of this Contract.
 - 2. Strikes or Work stoppages.
 - 3. Any interruption, suspension or interference with the project caused by acts of God, or acts of a public enemy, wars, blockades, insurrections, riots, arrests or restraints of governments and people, civil disturbances or similar occurrences.

4. Order of court, administrative agencies or governmental officers other than Billings.

Section 13. Financial Management System.

The Contractor shall establish and maintain a financial management system that:

- A. Provides accurate, current, and complete disclosure of all financial transactions relating to the Contract;
- B. Maintains separate accounts by source of funds for all revenues and expenditures and identifies the source and application of funds for the Contractor's performance under this Contract, including information pertaining to subcontracts, obligations, unobligated balances, assets, liabilities, outlays and income;
- C. Effectively controls and accounts for all municipal funds and Contract property;
- D. Compares actual expenditures with budgeted amounts and relates financial information to performance or productivity data including unit cost information where applicable;
- E. Allocates administrative costs to direct service delivery units;
- F. Minimizes the time between receipt of funds from Billings and their disbursement by the Contractor;
- G. Provides accounting records supported by source documentation; and
- H. Provides a systematic method assuring the timely and appropriate resolution of audit findings and recommendations.

Section 14. Funding Requirements.

In the event that any funding source for this Contract should impose additional requirements upon Billings for the use of those funds, the Contractor agrees to abide by those additional requirements immediately upon receipt of written notice thereof from Billings.

Section 15. Subcontracts.

The Contractor may enter into subcontracts for the purchase of goods and services necessary for the performance of this Contract, provided:

- A. Every subcontract shall be reduced to writing and contain a precise description of the services or goods to be provided and the nature of the consideration paid therefor.
- B. Every subcontract under which the Contractor delegates the provision of services shall be subject to review and approval by the Administrator before it is executed by the Contractor.
- C. Every subcontract in an amount exceeding \$1,000 shall require reasonable access to business records of the subcontractor relating to the purchase of goods or services pursuant to the subcontract.

**PART II
GENERAL CONTRACT PROVISIONS**

Section 1. Relationship of Parties.

The Contractor shall perform its obligations hereunder as an independent Contractor of Billings. Billings may administer the Contract and monitor the Contractor's compliance with its obligations hereunder. Billings shall not supervise or direct the Contractor other than as provided in this Section.

Section 2. Nondiscrimination.

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, or marital status or who is a "qualified individual with a disability" (as that phrase is defined in the Americans With Disabilities Act of 1990). The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, or mental or physical impairment/disability. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- B. The Contractor shall state, in all solicitations or advertisements for employees to Work on Contract jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex or marital status, or mental or physical impairment/disability.
- C. The Contractor shall comply with any and all reporting requirements that may apply to it which the City of Billings may establish by regulation.
- D. The Contractor shall include the provisions of Subsections A through C of this Section in every subcontract or purchase order under this Contract, so as to be binding upon every such subcontractor or vendor of the Contractor under this Contract.
- E. The Contractor shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination.
- F. 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.
- G. The Contractor and subcontractor shall abide by the requirements of 41 CRF 60-1.4, which states employees or applicates may not be discharges or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees

or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Section 3. Permits, Laws, and Taxes.

The Contractor shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this Contract. All actions taken by the Contractor under this Contract shall comply with all applicable statutes, ordinances, rules and regulations. The Contractor shall pay all taxes pertaining to its performance under this Contract.

Section 4. Nonwaiver.

The failure of either party at any time to enforce a provision of this Contract shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Contract or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

Section 5. Amendment.

- A. This Contract shall only be amended, modified or changed by a writing, executed by authorized representatives of the parties, with the same formality as this Contract was executed.
- B. For the purposes of any amendment modification or change to the terms and conditions of this Contract, the only authorized representatives of the parties are:

Contractor: Craig Dalton, Principal

Billings: City Council or Authorized Designee

- C. Any attempt to amend, modify, or change this Contract by either an unauthorized representative or unauthorized means shall be void.

Section 6. Jurisdiction; Choice of Law.

Any civil action rising from this Contract shall be brought in the District Court for the Thirteenth Judicial District of the State of Montana, Billings. The law of the State of Montana shall govern the rights and obligations of the parties under this Contract.

Section 7. Severability.

Any provision of this Contract decreed invalid by a court of competent jurisdiction shall not invalidate the remaining provisions of the Contract.

Section 8. Integration.

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties hereto.

Section 9. Liability.

The Contractor shall indemnify, defend, save, and hold Billings harmless from any and all claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees and costs, arising from any wrongful or negligent act, error or omission of the Contractor or any agent, employee or subcontractor as a result of the Contractor's or any subcontractor's performance pursuant to this Contract.

- A. The Contractor shall not indemnify, defend, save and hold Billings harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful or negligent acts, error or omission solely of Billings occurring during the course of or as a result of the performance of the Contract.
- B. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful or negligent act of both Billings and the Contractor, the Contractor shall indemnify, defend, save, and hold Billings harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the Contractor's or any subcontractor's wrongful or negligent acts occurring as a result from the Contractor's performance pursuant to this Contract.

Section 10. Inspection and Retention of Records.

The Contractor shall, at any time during normal business hours and as often as Billings may deem necessary, make available to Billings, for examination, all of its records with respect to all matters covered by this Contract for a period ending three years after the date the Contractor is to complete performance in accordance with Section 2 of the Special Provisions. Upon request, and within a reasonable time, the Contractor shall submit such other information and reports relating to its activities under this Contract, to Billings, in such form and at such times as Billings may reasonably require. The Contractor shall permit Billings to audit, examine and make copies of such records, and to make audits of all invoices, materials, payrolls, records of personnel, and other data relating to all matters covered by this Contract. Billings may, at its option, permit the Contractor to submit its records to Billings in lieu of the retention requirements of this Section.

Section 11. Availability of Funds.

Payments under this Contract may require funds from future appropriations. If sufficient funds are not appropriated for payments required under this Contract, this Contract

shall terminate without penalty to Billings; and Billings shall not be obligated to make payments under this Contract beyond those which have previously been appropriated.

IN WITNESS WHEREOF, the parties have executed this Contract on the date and at the place shown below.

City of Billings

Contractor

William A. Cole, Mayor

Date: _____

Name: Craig Dalton

Title: Principal

Date: _____

ATTEST:

IRS Tax ID # 82-3633817

City Clerk

APPROVED AS TO FORM:

Date: _____

By _____

BRENT BROOKS, City Attorney

Appendix A

Basic Services of Engineer

Section 1. Engineer's Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Engineer's portion of the project as defined in the scope of work and to prepare and deliver to Billings all plans, specifications, bid documents, and other material as designated herein.
- B. Ascertain such information as may have a bearing on the work from local units of government, utility companies, and private organizations and shall be authorized to procure information from other authorities besides Billings, but shall keep Billings advised as to the extent of these contacts and the results thereof.
- C. Prepare and present such information as may be pertinent and necessary in order for Billings to pass critical judgment on the features of the work. The Engineer shall make changes, amendments or revisions in the detail of the work as may be required by Billings. When alternates are being considered, Billings shall have the right of selection.
- D. Engineer's work shall be in accordance with the standards of sound engineering and present City, State, and National standards and policies currently in use.
- E. Conform to the requirements of the Montana Code Annotated Title 18 "Public Contracts" and more particularly Sections 18-2-121 and 18-2-122, and all other codes of the State of Montana applicable to providing professional services including codes and standards nationally recognized.
- F. The Engineer shall certify with the submission of final plans that the plans are in conformance with applicable sections of Title 69, Chapter 4, Part 5, of the Montana Code Annotated as pertaining to existing utilities.
- G. To perform professional services in connection with the project and will serve as Billings' representative in those phases of the project to which this agreement applies.
- H. Where Federal funds are involved, the necessary provisions to meet all requirements will be complied with and documents secured and placed in the bidding documents.
- I. Submit an estimated progress schedule as to time and costs at the beginning of the work, and monthly progress reports thereafter until complete. The reports will include any problems, potential problems, and delays as foreseen by the Engineer. Reports will be submitted in a timely manner to permit prompt resolution of problems.
- J. Name a Task Director who shall be the liaison between Billings and the Engineer. For this project the Task Director designated for the Engineer is Craig Dalton.

Section 2. Billings Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete Billings' portion of the project as designated in the scope of work.
- B. Name a Task Director who shall be the liaison between the Engineer and Billings. For this project, the Task Director designated is Tyler Westrope.

Section 3. Scope of Work.

The scope of work covered by this agreement is described hereafter.

The project consists of the survey, design, permitting, bidding, and construction services for the "City of Billings W.O. 21-32 – Bitterroot Drive and Wicks Lane Corridor Drainage Improvements" project. The project includes installation of drainage improvements within Wicks Lane from Hawthorn Lane to Bitterroot Drive and along Bitterroot Drive from Wicks Lane to North Cherry Creek Loop. The scope of work and budget assumes a single construction contract covering all necessary work.

Professional services include design of stormwater collection and routing infrastructure, preparation of construction plans and specifications, special provisions, bidding process administration, review of contractor pay requests and observation of construction for the stormwater infrastructure within the designated project area. Engineer will coordinate work efforts with the other related improvement projects expected to be completed concurrently in the project areas, if necessary. The scope of work covered by this contract shall include the following tasks:

Phase 100 – Preliminary Design

- Task 1. General project management and coordination of work, including internal QAQC of project deliverables
- Task 2. Meetings and correspondence with City of Billings staff on project-related items
- Task 3. Weekly project status update correspondence to City of Billings
- Task 4. Review of existing maps, utility maps, and record drawings provided to PE by the City of Billings, Heights Water and other private utility companies
- Task 5. Pre-design field site visit
- Task 6. ROW research and preparation for field survey
- Task 7. Survey control field work and placement of control throughout project corridor
- Task 8. Boundary survey to define right-of-way limits
- Task 9. LiDAR drone flight plan and submittal for approval to FAA

- Task 10. LiDAR flight for data collection of the Emma Jean and Cherry Creek detention areas and post-flight data processing with review of point cloud for any data gaps
- Task 11. LiDAR data collection of the Wicks Lane corridor from Hawthorne Lane to River View Drive (1-mile). LiDAR data collection of the Bitterroot Drive corridor from Yellowstone River Road to Wicks Lane (0.5 miles). Post-mission data processing with review of point cloud for any data gaps
- Task 12. Topographic survey to supplement LiDAR flight data with utility locations and measure down information where necessary
- Task 13. Potholing and measure down of utilities as necessary
- Task 14. Creation of corridor base map within CAD
- Task 15. Geotechnical drilling and field investigation by Tetra Tech. Task includes 10 boreholes and 3 infiltration tests near Emma Jean detention pond.
- Task 16. Preliminary hydrologic analysis and projections
- Task 17. Preliminary road profile design through corridor
- Task 18. Preliminary storm drain modeling and sizing
- Task 19. Alternative cost estimating based on preliminary design information
- Task 20. Prepare and submit concept-level design exhibits and information to City of Billings for review and comment (30%)
- Task 21. Revisions to concept level design (30%) based on City of Billings comments (as required)
- Task 22. Evaluate and analyze existing stormwater detention facility on Emma Jean Subdivision lots
- Task 23. Develop preliminary detention facility design for consideration and evaluation for cost estimating with City of Billings
- Task 24. Evaluate and analyze existing stormwater detention facility within Cherry Creek Mobile Home Park
- Task 25. Develop preliminary detention facility routing and design for consideration and evaluation for cost estimating with City of Billings
- Task 26. Assist City with landowner negotiations for Emma Jean and/or Cherry Creek detention facilities as determined through alternatives analysis and review with City personnel.
- Task 27. Prepare preliminary facility design (70%) and engineering's estimate of probable costs for construction

Task 28. Revisions and adjustments to preliminary design (70%) plans and specifications based on internal QAQC review and submit to City of Billings for review

Phase 100 Deliverables:

1. Weekly project status update reports
2. Conceptual layout and design (30%) plans
3. Preliminary geotechnical report
4. Analysis and conceptual (30%) layout of Emma Jean and Cherry Creek detention facilities
5. Preliminary layout and design (70%) plans
6. Preliminary specifications
7. Preliminary engineer's estimate of probable costs

Phase 200 – Final Design

- Task 1. General project management and coordination of work, including internal QAQC review of project deliverables
- Task 2. Meetings and correspondence with City of Billings staff on project-related items
- Task 3. Weekly project status update correspondence to City of Billings
- Task 4. Final road profile design for use in stormwater analysis and design
- Task 5. Final hydrologic and hydraulic design for storm drain infrastructure
- Task 6. Final design of stormwater detention and outlet facilities
- Task 7. Final analysis and design of water quality facilities
- Task 8. Detention area grading and landscaping design
- Task 9. Completion of final design plan set and specifications for improvement work in corridor
- Task 10. Completion of project manual and bid documents for bidding purposes
- Task 11. Completion of engineer's estimate of probable construction costs for project
- Task 12. Submittal of final project plan set, project manual, bid documents, and engineer's estimate for review and comment by City of Billings
- Task 13. Make final adjustments to design, plan set, project manual, bid documents and specifications based on City of Billings comments

Phase 200 Deliverables:

1. Weekly project status update reports
2. Final plan set in hard and electronic versions
3. Final project manual, specifications and bid documents
4. Final geotechnical report
5. Final engineer's estimate of probable construction costs

Phase 300 – Construction Services & Contract Administration

- Task 1. General project management and coordination of work
- Task 2. Meetings and correspondence with City of Billings staff on project-related items
- Task 3. Weekly project status update correspondence to City of Billings
- Task 4. Assist in preparation of bid advertisement and provide documents to prospective bidders and suppliers
- Task 5. Organize and attend one pre-bid meeting
- Task 6. Answer bid questions from contractors and issue bid addendums as necessary
- Task 7. Attend bid opening, tabulate bids, and make recommendation to City of Billings for award
- Task 8. Assist City with procurement of final contract agreement, verifications of insurance and bonds, and issue notice to proceed
- Task 9. Schedule and conduct pre-construction conference and provide meeting minutes to all parties
- Task 10. Implement and coordinate QAQC testing program with Tetra Tech for materials testing developed in the design phase. Task includes estimated material testing services provided by Tetra Tech during construction.
- Task 11. Review contractor shop drawing submittals in conformance with the information given in the project manual
- Task 12. Respond to contractor requests for information and issue necessary clarifications and interpretations of contract documents
- Task 13. Recommend and prepare change orders and work change directives to City as necessary through project

- Task 14. Attend weekly construction meetings during construction
- Task 15. Coordinate and schedule quality assurance testing during all phases of construction
- Task 16. Provide full-time construction observation through a Resident Project Representative (RPR) for the City throughout construction of infrastructure improvements (Assumes a 60 working day construction contract)
- Task 17. Provide weekly construction progress reporting with testing results and progress photos to the City
- Task 18. Review and recommend payment and contract requests to the City
- Task 19. Conduct final inspection and prepare punchlist
- Task 20. Prepare construction record drawings for City files from records prepared by the contractor
- Task 21. Conduct one-year inspection with City staff and contractor

Phase 300 Deliverables:

1. Pre-bid meeting minutes and addenda as necessary
2. Bid tabulations
3. Recommendation of Award
4. Final contracts
5. Notice to proceed
6. Pre-construction meeting minutes
7. Shop drawing review records
8. Pay applications and change orders as necessary
9. Weekly construction progress reports
10. Final inspection and one-year warranty inspection punchlist
11. Final record drawings
12. Project construction binder including copies of all weekly progress reports, testing results, daily inspection logs, photos and ancillary additional data

Appendix B

Methods and Times of Payment

Section 1. Payments for Basic Services.

Billings shall authorize payment to the Engineer for services performed under Appendix A of this Agreement. Partial payment shall be due the Engineer upon receipt of the Engineer's pay estimate, said estimate being proportioned to the work completed by the Engineer.

Partial payment shall be made to the Engineer upon receipt of the Engineer's pay estimate, said estimate being proportioned to the work completed by the Engineer. Billings shall deduct five percent (5%) from each monthly pay estimate to be held until the completion of the final scope of work. The final payment shall be made only after acceptance of final documents by Billings, and determination that the scope of work has been satisfactorily completed.

- A. For services rendered prior to construction, Appendix A, the Engineer shall be paid based upon actual time accrued, but not to exceed the total contract amount.

1. Phase 100 - Preliminary Design	\$105,270
2. Phase 200 – Final Design	\$50,840
3. Phase 300 – Construction/Contract Administration	\$99,580
Total Contract	\$255,690

- B. Final payment shall be the above stated basic fee less all previous payments.

Section 2. Payments for Extra Services when Authorized by Billings.

Requests made or conditions identified by interested groups at the agency or public meetings, which are beyond the scope and intent of this study shall be paid for on an hourly basis at the applicable fees in Appendix D.

Section 3. Corrections.

Costs of Billings work that is required for corrections to the Engineer's work which requires redoing by Billings shall be deducted from any payments due the Engineer, if the Engineer fails to make the required corrections.

Section 4. Fee Increases

For contracts and services that are expected to require more than one (1) year to complete, the above stated basic services payments may be reviewed and adjusted annually by mutual agreement of the parties, based upon documented evidence that the Engineer's costs and hourly rates as shown in Appendix D have increased for all comparable clients.

Appendix C

Additional Services of Engineer

Extra Services of the Engineer will be paid only with written prior authorization by Billings.

- A. Field and laboratory testing of materials and reports.
- B. Requests made or conditions identified by interested groups at the agency or public meetings, which are beyond the scope and intent of this study.

Appendix D

Schedule of Professional Fees

Current agreements for engineering services stipulate that the standard hourly rates are subject to review and adjustments. Hourly rates for services effective on the date of this Agreement are included below.

The itemized schedule provided below includes direct labor costs, normal payroll and overhead costs, transportation, furnishing equipment and materials normally required for performance of the work and reasonable profit. Direct project costs not itemized herein shall be paid for at actual cost.

(Please see attached rate schedule)



PERFORMANCE ENGINEERING

2021 SCHEDULE OF CHARGES

<u>PERSONNEL</u>	<u>HOURLY RATE*</u>	<u>PERSONNEL</u>	<u>HOURLY RATE*</u>
Engineer Level E5	\$165.00	Two Man Survey Crew	\$190.00
Engineer Level E4	\$140.00	Surveyor Level E3	\$135.00
Engineer Level E3	\$135.00	Surveyor Level E2	\$120.00
Engineer Level E2	\$120.00	Surveyor Level E1	\$105.00
Engineer Level E1	\$105.00		
Admin Specialist	\$65.00		
Intern / Technician	\$75.00		
Technical Supervisor	\$110.00		

**Note: The above charges include fringe benefits, overhead, etc.
No Multiplier is used for billing purposes.**

EXPENSES

Subcontracts (Labor and Services)	Cost + 5%
Equipment Rental/Supply Purchases	Cost + 10%
Personal Travel Expenses	Cost + 10%
Mileage	85¢/mile (\$25/day min.)

FEE

OFFICE

Photocopies	\$0.25/page
Computer Plots (Full Size)	\$3/page
Computer Plots (Half Size - 11"x 17")	\$1/page
Telefax	\$1/page
Expendables	Cost

FEE

SURVEYING EQUIPMENT

GPS (handheld)	\$20 per day
RTK GPS	\$20 per hour
Robotic Total Station	\$20 per hour
Differential Levels, etc.	\$15 per hour
Underground Line Locator	\$100 per day

FEE

FIELD EQUIPMENT

Data Logger (Transducer)	\$15 per day
Each Additional Transducer	\$10 per day
ATV	\$100 per day (\$400 per week)

FEE

This schedule of charges is evaluated on a quarterly basis and is subject to change as determined by Performance Engineering.

Appendix E

Project Schedule

Based on a notice to proceed by Billings date no later than July 26, 2021, the completion date for the Engineer's work through final design shall be:

- | | |
|---|----------------------------------|
| A. Phase 100 – Preliminary Design | October 29 th , 2021 |
| B. Phase 200 – Final Design and Bidding Services | December 31 st , 2021 |
| C. Phase 300 – Construction/Contract Administration | July 30 th , 2022 |

Delays affecting the completion of the work within the time specified of more than ninety (90) days, not attributable to or caused by the Parties hereto, may be considered as cause for the renegotiation or termination of this Contract.

If the Engineer is behind on this Contract due to no fault of Billings, then the Engineer hereby acknowledges the right of Billings to withhold future Contracts to the Engineer in addition to any other remedy until this Contract is brought back on schedule or otherwise resolved.

City Council Regular

Date: 06/28/2021
Title: W.O. 21-33: Babcock Boulevard Drainage Area Improvements, Consultant Agreement
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends the City Council award a contract for W.O. 21-33: Babcock Boulevard Drainage Area Improvements, to Advanced Engineering and Environmental Services (AE2S), LLC in the amount of \$354,100.00.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

W.O. 21-33: Babcock Boulevard Drainage Area Improvements, is a project that will complete drainage improvements within Babcock Boulevard from Bohl Avenue to Nutter Boulevard. In addition, as the contributing drainage area for this roadway is large, upstream improvements will be evaluated to determine their feasibility of improving drainage on Babcock Boulevard. This project is in accordance with the City's Stormwater Master Plan Implementation process. The purpose of this contract is to provide design and construction administration services for improvements on Babcock Boulevard and within the overall Babcock Boulevard drainage basin to reduce flooding. Construction of the improvements identified by this contract will be completed in FY22.

Advanced Engineering and Environmental Services (AE2S), LLC was selected for this project using the pre-qualified proposal process. Seven other proposals were received from DOWL, KLJ Engineering, Morrison Maierle, Pioneer Technical, Sanderson Stewart, Stahly Engineering and Tetra Tech. The selection was based on project team and availability; project approach; and firm qualifications and experience as related to project needs.

ALTERNATIVES

City Council may:

- Award W.O. 21-33: Babcock Boulevard Drainage Area Improvements, to AE2S, LLC in the amount of \$354,100.00; or;
- Do not award a contract. If the contract is not awarded, construction of the improvements will be delayed.

FISCAL EFFECTS

A contract for design and construction administration of this project was budgeted in FY21 using stormwater funds. Construction of the improvements will occur in FY22 with FY22 stormwater funds. There are sufficient funds to award this contract.

Attachments

WO 21-33, Babcock Storm, AE2S, Consultant Contract

Contract for Professional Architectural and Engineering Services

Project W.O. 21-33 Babcock Boulevard Drainage Area Improvements

In consideration of the mutual promises herein, City of Billings and Advanced Engineering and Environmental Service, LLC (AE2S) agree as follows. This Contract consists of:

- Part I, consisting of 15 Sections of Special Provisions;
- Part II, consisting of 11 Sections of General Provisions;
- Appendix A consisting of 2 pages (Basic Services of Contractor);
- Appendix B consisting of 1 pages (Methods and Times of Payment);
- Appendix C consisting of 1 pages (Additional Services of Contractor);
- Appendix D consisting of 1 pages (Schedule of Professional Fees);
- Appendix E consisting of 1 pages (Project Schedule);
- Appendix F consisting of 2 pages (Certificate(s) of Insurance);

PART I SPECIAL PROVISIONS

Section 1. Definitions.

In this Contract:

- A. "Administrator" means the City Engineer of the Engineering Division of the Public Works Department or his designee.
- B. "Billings" means the City of Billings.
- C. "Contractor" means Advanced Engineering and Environmental Services, LLC (AE2S).

Section 2. Scope of Services.

- A. The Contractor shall perform professional services in accordance with Appendix A, which is attached hereto and incorporated in this Section by reference.
- B. Billings shall pay the Contractor in accordance with the Schedule of Professional Fees attached as Appendix D and incorporated herein by reference for services actually performed under this Contract.

- C. Billings shall not allow any claim for services other than those described in this Section. However, the Contractor may provide, at its own expense, any other services that are consistent with this Contract.
- D. The Engineer shall provide as-built drawings as approved by the City of Billings, to the Administrator within 30 days after the project completion date. Final payment will be withheld until the as-built drawings are received by the City of Billings. Requirements for submitting as constructed documents of completed Private Contracts, Work Orders, Special Improvement Districts and Site plans involving any City of Billings infrastructure: a point file; 1 (*.asc, *.txt, comma delimited; point number, northing, easting, elevation and description) / 2 (*.csv, with headings for; point number, northing, easting, elevation and description), with northings and eastings to the nearest tenth of a foot, elevations to the nearest hundredth of a foot, representing new, updated or relocated City of Billings infrastructure features such as, but not limited to Sanitary Sewer Manholes, Storm Drain Manholes, Water Valves, Water Bends, Signals, Street Light, etc., in the coordinates of Montana State Plane, Zone 2500 using NAD83(2011), Horizontal and NAVD88 Vertical, Horizontal units and Vertical units will be International feet, one half size paper copy to scale, one full size paper copy to scale, two CD's or DVD's with PDF files being half size to scale and full size to scale and AutoCAD DWG files as-constructed / as-built, Version 2016, or equivalent.
- E. The Contractor shall provide certified construction payrolls to the Administrator stating in writing that the payrolls have been reviewed and are acceptable.

Section 3. Time for Performance.

- A. This Contract becomes effective when signed on behalf of Billings.
- B. The Contractor shall commence performance of the Work described in Section 2 on receipt of written Notice to Proceed and complete that performance in accordance with the schedule set forth in Appendix E.
- C. This Contract shall terminate at midnight on December 31, 2024.

Section 4. Compensation; Method of Payment.

- A. Each month, or at the conclusion of each phase of the Work for which payment is due, as negotiated on a per-task basis, the Contractor shall present a bill to the Administrator describing the Work for which it seeks payment and documenting expenses and fees to the satisfaction of the Administrator. If any payment is withheld because the Contractor's performance is unsatisfactory, the Administrator must, within ten (10) days of the payment denial, notify the Contractor of the payment denial and set forth, with reasonable specificity, what was unsatisfactory and why. Billings will pay Contractor within 30 days of receiving an acceptable invoice.
- B. The Contractor is not entitled to any compensation under this Contract, other than is expressly provided for in this Section.
- C. As a condition of payment, the Contractor shall have paid all City taxes currently due and owing by the Contractor.

Section 5. Termination of the Contractor's Services.

The Contractor's services under Section 2 of this Part may be terminated:

- A. By mutual consent of the parties.
- B. For the convenience of Billings, provided that Billings notifies the Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination.
- C. For cause, by either party where the other party fails in any material way to perform its obligations under this Contract. Termination under this Subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefor, and the other party fails to cure the default within 30 days after receiving the notice.

Section 6. Duties Upon Termination

- A. If Billings terminates the Contractor's services for convenience, Billings shall pay the Contractor for its actual costs reasonably incurred in performing before termination and Billings shall pay for services rendered prior to termination. Payment under this Subsection shall never exceed the total compensation allowable under Section 4 of this Part. All finished and unfinished documents and materials prepared by the Contractor shall become the property of Billings.
- B. If the Contractor's services are terminated for cause, Billings shall pay the Contractor the reasonable value of the services satisfactorily rendered prior to termination, less any damages suffered by Billings because of the Contractor's failure to perform satisfactorily. The reasonable value of the services rendered shall never exceed ninety percent (90%) of the total compensation allowable under Section 4 of this Part. Any finished or unfinished documents or materials prepared by the Contractor under this Contract shall become the property of Billings at its option.
- C. If the Contractor receives payments exceeding the amount to which it is entitled under Subsections A or B of this Section, he shall remit the excess to the Administrator within 30 days of receiving notice to do so.
- D. The Contractor shall not be entitled to any compensation under this Section until the Contractor has delivered to the Administrator all documents, records, Work product, materials and equipment owned by Billings and requested by the Administrator.
- E. If the Contractor's services are terminated for whatever reason the Contractor shall not claim any compensation under this Contract, other than that allowed under this Section.
- F. If a final audit has not been performed before the Contractor's services are terminated, Billings may recover any payments for costs disallowed as a result of the final audit.
- G. Except as provided in this Section, termination of the Contractor's services under Section 5 of this Part does not affect any other right or obligation of a party under this Contract.

Section 7. Insurance.

- A. The Contractor shall maintain in good standing the insurance described in Subsection B of this Section. Before rendering any services under this Contract, the Contractor shall furnish the Administrator with proof of insurance in accordance with Subsection B of this Section.
- B. The Contractor shall provide the following insurance:
 - 1. Workers' compensation and employer's liability coverage as required by Montana law.
 - 2. Commercial general liability, including contractual and personal injury coverage's -- \$1,500,000 per occurrence.
 - 3. Commercial automobile liability -- \$1,500,000 per accident.
 - 4. Professional liability in the amount of \$1,500,000 per claim.
- C. Each policy of insurance required by this Section shall provide for no less than 30 days' advance notice to Billings prior to cancellation.
- D. Billings SHALL be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies. In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against Billings.

Section 8. Assignments.

Unless otherwise allowed by this Contract or in writing by the Administrator, any assignment by the Contractor of its interest in any part of this Contract or any delegation of duties under this Contract shall be void, and an attempt by the Contractor to assign any part of its interest or delegate duties under this Contract shall give Billings the right immediately to terminate this Contract without any liability for Work performed.

Section 9. Ownership; Publication, Reproduction and Use of Material.

- A. Except as otherwise provided herein, all data, documents and materials produced by the Contractor under this Contract shall be the property of Billings, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents, or other materials. Exclusive rights shall not be attributed to portions of such materials presently in the public domain or which are not subject to copyright. Contractor shall retain rights to pre-existing proprietary property including but not limited to interactive models. The Contractor shall have the right to include photographic or artistic representations of the design and construction of the Project among the Contractor's promotional and professional materials. The Contractor's materials shall not include Billings' confidential or proprietary information regardless of whether Billings has previously advised the Contractor in writing of the specific information considered by Billings to be confidential and proprietary.
- B. Equipment purchased by the Contractor with Contract funds: See Appendix A, Section 3. Scope of Work.
- C. Should Billings elect to reuse Work products provided under this Contract for other than the original project and/or purpose, Billings will indemnify and hold harmless

the Contractor from any and all claims, demands and causes of action of any kind or character arising as a result of reusing the documents developed under this contract. Additionally, any reuse of design drawings or specifications provided under this Contract must be limited to conceptual or preliminary use for adaptation, and the original Contractor's or subcontractor's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed, and dated by the professional who is in direct supervisory control and responsible for adaptation.

Section 10. Notices.

Any notice required pertaining to the subject matter of this Contract shall be either sent via facsimile (FAX) or mailed by prepaid first class registered or certified mail, return receipt requested to the following addresses:

Billings: Tyler Westrope
City of Billings
Public Works Engineering
2224 Montana Avenue
Billings, Montana 59101

Contractor: AE2S
2624 Minnesota Avenue
Billings, MT 59101

Phone: (406) 702-7716

Notices are effective upon the earlier of receipt, proof of good transmission (facsimiles only), or 5 days after proof of proper posting.

Section 11. Contract Budget.

In connection with its performance under this Contract, the Contractor shall not make expenditures other than as provided in line items in the Contract budget.

Section 12. Force Majeure.

- A. Any failure to perform by either party due to force majeure shall not be deemed a violation or breach hereof.
- B. As used in this Contract, force majeure is an act or event of substantial magnitude, beyond the control of the delayed party, which delays the completion of this Contract, including without limitation:
 - 1. Any interruption, suspension or interference resulting solely from the act of Billings or neglect of Billings not otherwise governed by the terms of this Contract.
 - 2. Strikes or Work stoppages.
 - 3. Any interruption, suspension or interference with the project caused by acts of God, or acts of a public enemy, wars, blockades, insurrections, riots, arrests or restraints of governments and people, civil disturbances or similar occurrences.

4. Order of court, administrative agencies or governmental officers other than Billings.

Section 13. Financial Management System.

The Contractor shall establish and maintain a financial management system that:

- A. Provides accurate, current, and complete disclosure of all financial transactions relating to the Contract;
- B. Maintains separate accounts by source of funds for all revenues and expenditures and identifies the source and application of funds for the Contractor's performance under this Contract, including information pertaining to subcontracts, obligations, unobligated balances, assets, liabilities, outlays and income;
- C. Effectively controls and accounts for all municipal funds and Contract property;
- D. Compares actual expenditures with budgeted amounts and relates financial information to performance or productivity data including unit cost information where applicable;
- E. Allocates administrative costs to direct service delivery units;
- F. Minimizes the time between receipt of funds from Billings and their disbursement by the Contractor;
- G. Provides accounting records supported by source documentation; and
- H. Provides a systematic method assuring the timely and appropriate resolution of audit findings and recommendations.

Section 14. Funding Requirements.

In the event that any funding source for this Contract should impose additional requirements upon Billings for the use of those funds, the Contractor agrees to abide by those additional requirements immediately upon receipt of written notice thereof from Billings.

Section 15. Subcontracts.

The Contractor may enter into subcontracts for the purchase of goods and services necessary for the performance of this Contract, provided:

- A. Every subcontract shall be reduced to writing and contain a precise description of the services or goods to be provided and the nature of the consideration paid therefor.
- B. Every subcontract under which the Contractor delegates the provision of services shall be subject to review and approval by the Administrator before it is executed by the Contractor.
- C. Every subcontract in an amount exceeding \$1,000 shall require reasonable access to business records of the subcontractor relating to the purchase of goods or services pursuant to the subcontract.

PART II
GENERAL CONTRACT PROVISIONS

Section 1. Relationship of Parties.

The Contractor shall perform its obligations hereunder as an independent Contractor of Billings. Billings may administer the Contract and monitor the Contractor's compliance with its obligations hereunder. Billings shall not supervise or direct the Contractor other than as provided in this Section.

Section 2. Nondiscrimination.

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, or marital status or who is a "qualified individual with a disability" (as that phrase is defined in the Americans With Disabilities Act of 1990). The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, or mental or physical impairment/disability. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- B. The Contractor shall state, in all solicitations or advertisements for employees to Work on Contract jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex or marital status, or mental or physical impairment/disability.
- C. The Contractor shall comply with any and all reporting requirements that may apply to it which the City of Billings may establish by regulation.
- D. The Contractor shall include the provisions of Subsections A through C of this Section in every subcontract or purchase order under this Contract, so as to be binding upon every such subcontractor or vendor of the Contractor under this Contract.
- E. The Contractor shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination.
- F. 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.
- G. The Contractor and subcontractor shall abide by the requirements of 41 CRF 60-1.4, which states employees or applicates may not be discharges or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees

or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Section 3. Permits, Laws, and Taxes.

The Contractor shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this Contract. All actions taken by the Contractor under this Contract shall comply with all applicable statutes, ordinances, rules and regulations. The Contractor shall pay all taxes pertaining to its performance under this Contract.

Section 4. Nonwaiver.

The failure of either party at any time to enforce a provision of this Contract shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Contract or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

Section 5. Amendment.

- A. This Contract shall only be amended, modified or changed by a writing, executed by authorized representatives of the parties, with the same formality as this Contract was executed.
- B. For the purposes of any amendment modification or change to the terms and conditions of this Contract, the only authorized representatives of the parties are:

Contractor: David Carlson, Operations Manager
(title of position)

Billings: City Council or Authorized Designee

- C. Any attempt to amend, modify, or change this Contract by either an unauthorized representative or unauthorized means shall be void.

Section 6. Jurisdiction; Choice of Law.

Any civil action rising from this Contract shall be brought in the District Court for the Thirteenth Judicial District of the State of Montana, Billings. The law of the State of Montana shall govern the rights and obligations of the parties under this Contract.

Section 7. Severability.

Any provision of this Contract decreed invalid by a court of competent jurisdiction shall not invalidate the remaining provisions of the Contract.

Section 8. Integration.

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties hereto.

Section 9. Liability.

The Contractor shall indemnify, defend, save, and hold Billings harmless from any and all claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees and costs, arising from any wrongful or negligent act, error or omission of the Contractor or any agent, employee or subcontractor as a result of the Contractor's or any subcontractor's performance pursuant to this Contract.

- A. The Contractor shall not indemnify, defend, save and hold Billings harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful or negligent acts, error or omission solely of Billings occurring during the course of or as a result of the performance of the Contract.
- B. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful or negligent act of both Billings and the Contractor, the Contractor shall indemnify, defend, save, and hold Billings harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the Contractor's or any subcontractor's wrongful or negligent acts occurring as a result from the Contractor's performance pursuant to this Contract.

Section 10. Inspection and Retention of Records.

The Contractor shall, at any time during normal business hours and as often as Billings may deem necessary, make available to Billings, for examination, all of its records with respect to all matters covered by this Contract for a period ending three years after the date the Contractor is to complete performance in accordance with Section 2 of the Special Provisions. Upon request, and within a reasonable time, the Contractor shall submit such other information and reports relating to its activities under this Contract, to Billings, in such form and at such times as Billings may reasonably require. The Contractor shall permit Billings to audit, examine and make copies of such records, and to make audits of all invoices, materials, payrolls, records of personnel, and other data relating to all matters covered by this Contract. Billings may, at its option, permit the Contractor to submit its records to Billings in lieu of the retention requirements of this Section.

Section 11. Availability of Funds.

Payments under this Contract may require funds from future appropriations. If sufficient funds are not appropriated for payments required under this Contract, this Contract

shall terminate without penalty to Billings; and Billings shall not be obligated to make payments under this Contract beyond those which have previously been appropriated.

IN WITNESS WHEREOF, the parties have executed this Contract on the date and at the place shown below.

City of Billings

Contractor

William A. Cole, Mayor

Advanced Engineering and Environmental Services, LLC

Date: _____

Name: _____
Title: _____
Date: _____

ATTEST:

IRS Tax ID # _____

City Clerk

APPROVED AS TO FORM:

Date: _____

By _____
BRENT BROOKS, City Attorney

Appendix A

Basic Services of Engineer

Section 1. Engineer's Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Engineer's portion of the project as defined in the scope of work and to prepare and deliver to Billings all plans, specifications, bid documents, and other material as designated herein.
- B. Ascertain such information as may have a bearing on the work from local units of government, utility companies, and private organizations and shall be authorized to procure information from other authorities besides Billings, but shall keep Billings advised as to the extent of these contacts and the results thereof.
- C. Prepare and present such information as may be pertinent and necessary in order for Billings to pass critical judgment on the features of the work. The Engineer shall make changes, amendments or revisions in the detail of the work as may be required by Billings. When alternates are being considered, Billings shall have the right of selection.
- D. Engineer's work shall be in accordance with the standards of sound engineering and present City, State, and National standards and policies currently in use.
- E. Conform to the requirements of the Montana Code Annotated Title 18 "Public Contracts" and more particularly Sections 18-2-121 and 18-2-122, and all other codes of the State of Montana applicable to providing professional services including codes and standards nationally recognized.
- F. The Engineer shall certify with the submission of final plans that the plans are in conformance with applicable sections of Title 69, Chapter 4, Part 5, of the Montana Code Annotated as pertaining to existing utilities.
- G. To perform professional services in connection with the project and will serve as Billings' representative in those phases of the project to which this agreement applies.
- H. Where Federal funds are involved, the necessary provisions to meet all requirements will be complied with and documents secured and placed in the bidding documents.
- I. Submit an estimated progress schedule as to time and costs at the beginning of the work, and monthly progress reports thereafter until complete. The reports will include any problems, potential problems, and delays as foreseen by the Engineer. Reports will be submitted in a timely manner to permit prompt resolution of problems.

- J. Name a Task Director who shall be the liaison between Billings and the Engineer. For this project the Task Director designated for the Engineer is David Carlson working under the Principal-in-Charge, Grant Meyer.

Section 2. Billings Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete Billings' portion of the project as designated in the scope of work.
- B. Name a Task Director who shall be the liaison between the Engineer and Billings. For this project, the Task Director designated is David Carlson.

Section 3. Scope of Work.

Alternatives Analysis and Preliminary Design for Regional Improvements in the Babcock Boulevard, Nutter Boulevard, Wicks Lane, and Castle Rock Park Area

Final Design, Bidding & Construction for Improvements along Babcock Boulevard corridor (including Sourdough basin)

Phase 020 – Study and Report: Selecting Preferred Alternatives for Babcock Boulevard and Regional Drainage Improvements

Task 20-1 – Project Management and Meetings

Task Background / Goal

Completing the technical aspects of the project is only one component of a successful project. Keeping the client informed of project progress, particularly related to budget and schedule, and leading the team in the right direction throughout the entire project also drives project success.

Scope of Services

- Prepare for, attend, and prepare minutes for internal project meetings as follows:
 - o Kickoff Meeting
 - o 3 Project Progress / Review Meetings
 - o Meeting(s) with Parks Department
- Provide project management to monitor budget and schedule and keep Client informed of project progress with emailed monthly updates.

Task 20-1 Deliverables

- Agendas, minutes, and supporting materials for meetings
- Monthly project updates, including progress to date, upcoming tasks, any issues or concerns, and items needed from the client to continue progress.

Task 20-2 – Existing Conditions Analysis / Assessment

Task Background / Goal

Building on the preliminary analysis we completed as part of our proposal, the existing conditions analysis and assessment will identify flood risk areas and how the system performs relative to the City's drainage standards. Key areas of concern are:

1. Babcock Boulevard street drainage from about Nutter Boulevard to Wicks Lane due to a lack of storm sewer infrastructure and flat longitudinal slope along portions of the roadway.
2. Undersized storage / outlet capacity at Castle Rock Park causing roadway overtopping at Nutter and Babcock Boulevard downstream.
3. Undersized storage / pipe outlet capacity at Sourdough Basin.
4. Potential for roadway cross-flow across Wicks Lane at the intersection with Broadmoor Drive.

In order to understand the causes (and more importantly, potential solutions) for these four areas, the extents of the existing conditions assessment will include the watershed draining to the intersection of Wicks Lane and Lake Elmo Drive, since fixing Sourdough Basin capacity issues may include increasing pipe / storage capacity downstream.

Scope of Services

- Prepare rainfall-runoff-routing model for the area.
- Evaluate existing flow depths along Babcock Boulevard and compare to City of Billings standards.
- Evaluate overtopping frequency and severity at Nutter Boulevard and Babcock Boulevard and compare to City of Billings standards.
- Evaluate cross-flow potential at Wicks Lane and Broadmoor Drive.
- Evaluate flow versus storage / pipe capacity for the Sourdough Basin.
- Determine if any structures are inundated in the 100-year event along the drainage-way between Nutter and Babcock Boulevard.

Task 20-2 Deliverables

- Exhibits and tables summarizing the existing conditions analysis results including:
 - o 2-, 10-, and 100-year design storm peak flows (surface and conduit) at critical design locations
 - o 2-, 10-, and 100-year design storm depths/elevations at critical design locations (Babcock curblin throughout project area, Sourdough detention, culvert headwater, Castle Rock detention)
- Summary of findings and technical analysis documentation, to be included in report prepared as part of Task 5.

Task 20-3 – Alternatives Evaluation

Task Background / Goal

The goal for this task would be to identify and evaluate alternatives to address the concern areas listed in Task 2 in order to determine the most cost-effective, practical solution to move forward with.

Scope of Services

Babcock Boulevard Alternatives

- Evaluate up to three alternatives for Babcock Boulevard drainage improvements. Alternatives anticipated to be:
 1. Conventional inlets and storm sewer to meet standard City design requirements between Nutter Boulevard and Wicks Lane.
 2. Same as option 1 but capacity would be to a lower design standard.
 3. Design high-capacity inlets south of Nutter Boulevard to intercept the flow coming thru the sideyards between Declaration Avenue and Babcock Boulevard.
 4. Modify road profile to remove crest in Babcock Boulevard north of the intersection with Nutter Boulevard.
- Complete hydraulic sizing for connecting the surcharge inlets at Wicks Lane and Babcock Boulevard to a local storm sewer that discharges to the main drainage-way.
- Prepare plan view schematics of each alternative.
- Prepare opinions of probable costs for each alternative.
- Coordinate with City staff on selecting preferred alternative.

Undersized Storage / Pipe Outlet Capacity at Sourdough Basin

- Coordinate with City to determine appropriate performance standard
- Evaluate increasing pipe capacity from the Sourdough basin outlet to the intersection of Wicks Lane and Cody Drive, reversing pipe direction and increasing pipe size to the north along Cody Drive, and creating new regional detention facility in the open space north of Covert Lane and west of Cody Drive that would function as a surge basin for storm sewer flow running down Wicks Lane.
- Compare and summarize flow changes and feasibility.
- Prepare opinion of probable cost for alternative.
- Coordinate with City staff on findings.

Undersized Storage / Outlet Capacity at Castle Rock Park

- Evaluate up to four alternatives for regional drainage improvements. Alternatives anticipated to be:
 1. Increasing storage in Castle Rock Park
 2. Increasing conveyance capacity under Nutter Boulevard, Babcock Boulevard, and through the drainage-way.
 3. TBD but potentially hybrid of alternatives 1-3.
- Prepare plan view schematics of each alternative.
- Prepare conceptual landscape design / rendering for modifications to Castle Rock Park detention area.
- Compare and summarize flow changes, benefits, and drawbacks to each approach.
- Prepare opinions of probable costs for each alternative.
- Coordinate with City staff on selecting preferred alternative.

Wicks Lane at Broadmoor Drive Cross-Flow

- Coordinate with City to determine appropriate performance standard
- Evaluate potential to increase inlet capacity on Broadmoor Drive north of Wicks Lane to reduce cross-flow issues.

- Prepare schematic plan view of alternative.
- Prepare opinion of probable cost for alternative.
- Coordinate with City staff on findings.

Task 20-4 Deliverables

- Plan view schematics of each alternative.
- Conceptual landscape design / rendering for Castle Rock Park detention area .
- Opinions of probable costs.
- Narrative about each alternative, rationale for selecting preferred alternatives, included in technical memorandum (Task 5).

Task 20-5 – Alternatives Report

Task Background / Goal

Recognizing that regional improvements that are identified as part of Task 4 may not be constructed immediately, documenting the process for the recommended improvements is important, as city staff or elected officials may change. Further, for the improvements along and immediately adjacent to the Babcock Boulevard corridor documented in the report provides the basis of design that summarizes the hydraulic sizing and associated performance.

Scope of Services

- Prepare draft memorandum for City review and comment.
- Finalize memorandum based on City comments.

Task 20-5 Deliverables

- Draft memorandum
- Final memorandum

Phase 040 – Final Design for Babcock Boulevard Corridor Improvements (including Sourdough Basin)

Task 40-1 – Final Design

Task Background / Goal

Drainage improvements along Babcock Boulevard corridor, which will include the inlets and laterals, about 2,500' of new storm sewer pipeline, a new culvert crossing Babcock, and improvements to the sourdough outlet structure.

Scope of Services

- Data Collection and Review
 - o Review available data / information related to both Babcock Boulevard and regional drainage, including past reports, storm events, drawings, City utility GIS data, etc.
 - o Coordinate with One-Call (Montana811) to mark utilities along Babcock Boulevard and Sourdough Basin
 - o Collect survey data via both drone and conventional GPS/RTK methods.
 - o Collect 5 borings along Babcock Boulevard between Nutter Boulevard and Wicks Lane and two borings in Sourdough basin footprint with monitoring wells.
 - o Complete site visit to observe conditions and take photographs of key areas.
- Develop Final Plans and Specifications (MPWSS & City Mods)– Milestone review sets at 30% and 90% with informal interim check-ins.
- Coordinate Temporary Work Site Locations with City
- Prepare opinions of probable costs and note any significant changes at milestone review sets
- Prepare 100% plans and specifications based on City's 90% review comments.

- If upstream detention develops into a desired solution, AE2S will work with the City to revise scope, as reasonable, to stay within the contract amounts to include final design, bidding, and construction phase services of any improvements.

Deliverables

- Survey data for area shown in Exhibit A, in AutoCAD and ASCII file formats.
- Georeferenced photographs in ArcGIS geodatabase format
- Meeting agendas, minutes, and Drawings, Specifications and Construction Cost Estimates (30% and 90% reviews)
- Bidding Sets, Bid Tabs, Bid Award

Phase 050 - Bidding Services for Babcock Boulevard Corridor Improvements (including Sourdough Basin)

Task 50-1 – Bidding

Task Background / Goal

After completion of the final design phase, assist the City with bidding and contracting of the Project.

Scope of Services

- Prepare Electronic Bidding Sets
- Conduct Pre-Bid Meeting with City
- Prepare Addenda, as needed
- Prepare recommendation of award & final executed contract documents

Deliverables

- Bidding Sets, Bid Tabs, Bid Award

Phase 060 - Construction Services for Babcock Boulevard Corridor Improvements (including Sourdough Basin)

Task Background / Goal

After successful award of the Project, AE2S will assist the City in Construction Phase Services by providing daily onsite Resident Project Representatives (RPR) for construction observation, data collection, and provide field coordination with the Contractor to ensure QA/QC to the Plans and Specifications. It is anticipated that the Project will consist of about 90 Calendar Days of construction in 2022.

Scope of Services

- Facilitate Preconstruction Conference
- Conduct phone call progress meetings
- Review Shop Drawings, Pay Applications
- Provide On-Site Resident Project Representative (RPR) Services
- Certified Payroll Reviews
- Materials Testing (MPWSS Basis)
- Final Completion Certificates & Punchlist Walkthrough
- Electronic Asbuilt Plans Production
- At a later date, Construction Services may be removed entirely and/or revised to reflect the City provide Construction Phase Services.

Deliverables

- Construction Contracts, Submittals, Progress Meeting Agendas and Minutes, RPR reports, Electronic Asbuilts

Final Design, Bidding & Construction for Regional Drainage Improvements

Since the type and location for regional drainage improvements would be identified as part of the alternatives analysis described above (Phase 020), the scope for the final design, bidding, and construction for the regional drainage improvements will be determined at a future date. Further, because these improvements would likely be new City CIP projects, the timing of these projects are also unknown at this time.

Scope of Services

- To Be Determined

Deliverables

- To Be Determined

Key Assumptions

- To Be Determined

Appendix B

Methods and Times of Payment

Section 1. Payments for Basic Services.

Billings shall authorize payment to the Engineer for services performed under Appendix A of this Agreement. Partial payment shall be due the Engineer upon receipt of the Engineer's pay estimate, said estimate being proportioned to the work completed by the Engineer.

Partial payment shall be made to the Engineer upon receipt of the Engineer's pay estimate, said estimate being proportioned to the work completed by the Engineer. Billings shall deduct five percent (5%) from each monthly pay estimate to be held until the completion of the final scope of work. The final payment shall be made only after acceptance of final documents by Billings, and determination that the scope of work has been satisfactorily completed.

A. For services rendered prior to construction, Appendix A, the Engineer shall be paid based upon actual time accrued, but not to exceed the total contract amount.

1. Phase 020 Preliminary Design/Regional Alternatives Study	\$102,200
2. Phase 040 Final & Bidding Design of Babcock Boulevard	\$131,900
3. Phase 060 Construction Services of Babcock Boulevard	\$120,000

B. Final payment shall be the above stated basic fee less all previous payments.

Section 2. Payments for Extra Services when Authorized by Billings.

Requests made or conditions identified by interested groups at the agency or public meetings, which are beyond the scope and intent of this study shall be paid for on an hourly basis at the applicable fees in Appendix D.

Section 3. Corrections.

Costs of Billings work that is required for corrections to the Engineer's work which requires redoing by Billings shall be deducted from any payments due the Engineer, if the Engineer fails to make the required corrections.

Section 4. Fee Increases

For contracts and services that are expected to require more than one (1) year to complete, the above stated basic services payments may be reviewed and adjusted annually by mutual agreement of the parties, based upon documented evidence that the Engineer's costs and hourly rates as shown in Appendix D have increased for all comparable clients.

Appendix C

Additional Services of Engineer

Extra Services of the Engineer will be paid only with written prior authorization by Billings.

- A. Field and laboratory testing of materials and reports.
- B. Requests made or conditions identified by interested groups at the agency or public meetings, which are beyond the scope and intent of this study.
- C. Additional Landscape Architectural planning, if needed.

Appendix D

Schedule of Professional Fees

Current agreements for engineering services stipulate that the standard hourly rates are subject to review and adjustments. Hourly rates for services effective on the date of this Agreement are included below.

The itemized schedule provided below includes direct labor costs, normal payroll and overhead costs, transportation, furnishing equipment and materials normally required for performance of the work and reasonable profit. Direct project costs not itemized herein shall be paid for at actual cost.

ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES, LLC **2021 HOURLY FEE AND EXPENSE SCHEDULE**

Labor Rates*

Engineer I	\$119.00
Engineer II	\$141.00
Engineer III	\$168.00
Engineer IV	\$193.00
Engineer V	\$205.00
Engineer VI	\$223.00
Engineering Technician I	\$72.00
Engineering Technician II	\$92.00
Engineering Technician III	\$112.00
Engineering Technician IV	\$126.00
Engineering Technician V	\$143.00
Engineering Technician VI	\$158.00
GIS Specialist I	\$93.00
GIS Specialist II	\$112.00
GIS Specialist III	\$132.00

Reimbursable Expense Rates

Transportation	\$0.65/mile
Outside Services/Subconsultants	cost *1.10
Geotechnical Services	cost *1.10
Out of Pocket Expenses	cost*1.10
Project Specific Equipment	Negotiable

* Position titles are for labor rate grade purposes only.

These rates are subject to adjustment each year on January 1.

Appendix E

Project Schedule

Based on a notice to proceed by Billings date no later than June 28, 2021 the completion date for the Engineer's work through final design shall be:

A. Design Study and Regional Alternatives

1. Study Kickoff July 2021
2. Field Surveying and Data Collection July – August 2021
3. Completion and Recommendations November 2021

B. Final Design of Babcock Boulevard

1. Kickoff August 2021
2. Completion December 2021

C. Bidding Services Design of Babcock Boulevard

1. December 2021 – February 2022

D. Construction Services of Babcock Boulevard

1. Summer 2022 (Based on Award and Contractor Schedule) Anticipated to consist of 3 months of construction.

Delays affecting the completion of the work within the time specified of more than ninety (90) days, not attributable to or caused by the Parties hereto, may be considered as cause for the renegotiation or termination of this Contract.

If the Engineer is behind on this Contract due to no fault of Billings, then the Engineer hereby acknowledges the right of Billings to withhold future Contracts to the Engineer in addition to any other remedy until this Contract is brought back on schedule or otherwise resolved.

City Council Regular

Date: 06/28/2021
Title: W.O. 21-37 Solid Waste Maintenance & Parking Building, Professional Services Contract with Morrison-Maierle
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends that City Council approve the Professional Services Contract with Morrison-Maierle, Inc. for W.O. 21-37 Solid Waste Maintenance & Parking Building in the amount of \$100,100.00.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The City of Billings Solid Waste Division plans to construct a new maintenance and parking building. The new building will be constructed on the parcel of land recently purchased by the City, south of the existing Billings Operations Center (BOC). The building will include a dedicated welding bay with required ventilation, possibly two bays with necessary ventilation for maintenance of compressed natural gas (CNG) trucks, indoor parking for diesel-engine trucks, and restroom facilities. The building will require new water, sewer, natural gas, and electrical services. The building construction may be phased, pending available funds. The project includes all site work, with the intent of having a hard surface (paved or concrete) surrounding the building, on adjacent traffic paths, and possibly for exterior storage space. Storm water mitigation will also be addressed, as well as access to the new building from the existing BOC facility.

This initial contract provides the necessary professional services to include project programming, preliminary design, and preliminary opinion of probable construction costs. Subsequent contract amendments will be executed for final design, bidding services, and construction contract administration. Proposals were solicited for these professional services. Four firms submitted proposals, and Morrison-Maierle was selected as the preferred consultant based on qualifications.

ALTERNATIVES

City Council may:

- Approve award of a Professional Services Contract to Morrison-Maierle, Inc.; or,
- Not Approve a contract to Morrison-Maierle. If this agreement is not approved, construction will be delayed and Solid Waste operations could be negatively affected.

FISCAL EFFECTS

The contract is in the amount of \$100,100.00 and is being funded with Solid Waste funds as approved in the FY21 budget. There are adequate funds for this contract amount.

Attachments

WO 21-37 Professional Services Contract

Contract for Professional Architectural and Engineering Services

W.O. 21-37 Solid Waste Maintenance & Parking Building

In consideration of the mutual promises herein, City of Billings and Morrison-Maierle, Inc. agree as follows. This Contract consists of:

- Part I, consisting of 15 Sections of Special Provisions;
- Part II, consisting of 11 Sections of General Provisions;
- Appendix A consisting of 5 pages (Basic Services of Contractor);
- Appendix B consisting of 2 pages (Methods and Times of Payment);
- Appendix C consisting of 1 page (Additional Services of Contractor);
- Appendix D consisting of 2 pages (Schedule of Professional Fees);
- Appendix E consisting of 1 page (Project Schedule);
- Appendix F consisting of ___ pages (Certificate(s) of Insurance); and

PART I SPECIAL PROVISIONS

Section 1. Definitions.

In this Contract:

- A. "Administrator" means the City Engineer of the Engineering Division of the Public Works Department or his designee.
- B. "Billings" means the City of Billings.
- C. "Contractor" means Morrison-Maierle, Inc.

Section 2. Scope of Services.

- A. The Contractor shall perform professional services in accordance with Appendix A, which is attached hereto and incorporated in this Section by reference.
- B. Billings shall pay the Contractor in accordance with the Schedule of Professional Fees attached as Appendix D and incorporated herein by reference for services actually performed under this Contract.
- C. Billings shall not allow any claim for services other than those described in this Section. However, the Contractor may provide, at its own expense, any other services that are consistent with this Contract.
- D. The Engineer shall provide as-built drawings as approved by the City of Billings, to the Administrator within 30 days after the project completion date. Final payment will be withheld until the as-built drawings are received by the City of Billings.

Requirements for submitting as constructed documents of completed Private Contracts, Work Orders, Special Improvement Districts and Site plans involving any City of Billings infrastructure: a point file; 1 (*.asc, *.txt, comma delimited; point number, northing, easting, elevation and description) / 2 (*.csv, with headings for; point number, northing, easting, elevation and description), with northings and eastings to the nearest tenth of a foot, elevations to the nearest hundredth of a foot, representing new, updated or relocated City of Billings infrastructure features such as, but not limited to Sanitary Sewer Manholes, Storm Drain Manholes, Water Valves, Water Bends, Signals, Street Light, etc., in the coordinates of Montana State Plane, Zone 2500 using NAD83(2011), Horizontal and NAVD88 Vertical, Horizontal units and Vertical units will be International feet; one half size paper copy to scale, one full size paper copy to scale, two CDs, DVDs, or flash drives with PDF files being half size to scale and full size to scale and AutoCAD DWG files as-constructed / as-built, Version 2016, or equivalent.

- E. If required, the Contractor shall provide certified construction payrolls to the Administrator stating in writing that the payrolls have been reviewed and are acceptable.

Section 3. Time for Performance.

- A. This Contract becomes effective when signed on behalf of Billings.
- B. The Contractor shall commence performance of the Work described in Section 2 on receipt of written Notice to Proceed and complete that performance in accordance with the schedule set forth in Appendix E.
- C. This Contract shall terminate at midnight on December 31, 2022.

Section 4. Compensation; Method of Payment.

- A. Each month, or at the conclusion of each phase of the Work for which payment is due, as negotiated on a per-task basis, the Contractor shall present a bill to the Administrator describing the Work for which it seeks payment and documenting expenses and fees to the satisfaction of the Administrator. If any payment is withheld because the Contractor's performance is unsatisfactory, the Administrator must, within ten (10) days of the payment denial, notify the Contractor of the payment denial and set forth, with reasonable specificity, what was unsatisfactory and why. Billings will pay Contractor within 30 days of receiving an acceptable invoice.
- B. The Contractor is not entitled to any compensation under this Contract, other than is expressly provided for in this Section.
- C. As a condition of payment, the Contractor shall have paid all City taxes currently due and owing by the Contractor.

Section 5. Termination of the Contractor's Services.

The Contractor's services under Section 2 of this Part may be terminated:

- A. By mutual consent of the parties.
- B. For the convenience of Billings, provided that Billings notifies the Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination.
- C. For cause, by either party where the other party fails in any material way to perform its obligations under this Contract. Termination under this Subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefor, and the other party fails to cure the default within 30 days after receiving the notice.

Section 6. Duties Upon Termination

- A. If Billings terminates the Contractor's services for convenience, Billings shall pay the Contractor for its actual costs reasonably incurred in performing before termination and Billings shall pay for services rendered prior to termination. Payment under this Subsection shall never exceed the total compensation allowable under Section 4 of this Part. All finished and unfinished documents and materials prepared by the Contractor shall become the property of Billings.
- B. If the Contractor's services are terminated for cause, Billings shall pay the Contractor the reasonable value of the services satisfactorily rendered prior to termination, less any damages suffered by Billings because of the Contractor's failure to perform satisfactorily. The reasonable value of the services rendered shall never exceed ninety percent (90%) of the total compensation allowable under Section 4 of this Part. Any finished or unfinished documents or materials prepared by the Contractor under this Contract shall become the property of Billings at its option.
- C. If the Contractor receives payments exceeding the amount to which it is entitled under Subsections A or B of this Section, he shall remit the excess to the Administrator within 30 days of receiving notice to do so.
- D. The Contractor shall not be entitled to any compensation under this Section until the Contractor has delivered to the Administrator all documents, records, Work product, materials and equipment owned by Billings and requested by the Administrator.
- E. If the Contractor's services are terminated for whatever reason the Contractor shall not claim any compensation under this Contract, other than that allowed under this Section.
- F. If a final audit has not been performed before the Contractor's services are terminated, Billings may recover any payments for costs disallowed as a result of the final audit.
- G. Except as provided in this Section, termination of the Contractor's services under Section 5 of this Part does not affect any other right or obligation of a party under this Contract.

Section 7. Insurance.

- A. The Contractor shall maintain in good standing the insurance described in Subsection B of this Section. Before rendering any services under this Contract, the Contractor shall furnish the Administrator with proof of insurance in accordance with Subsection B of this Section.
- B. The Contractor shall provide the following insurance:
 - 1. Workers' compensation and employer's liability coverage as required by Montana law.
 - 2. Commercial general liability, including contractual and personal injury coverage's -- \$1,500,000 per occurrence.
 - 3. Commercial automobile liability -- \$1,500,000 per accident.
 - 4. Professional liability in the amount of \$1,500,000 per claim.
- C. Each policy of insurance required by this Section shall provide for no less than 30 days' advance notice to Billings prior to cancellation.
- D. Billings SHALL be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies. In addition, all policies except Professional Liability and Worker's Compensation shall contain a waiver of subrogation against Billings.

Section 8. Assignments.

Unless otherwise allowed by this Contract or in writing by the Administrator, any assignment by the Contractor of its interest in any part of this Contract or any delegation of duties under this Contract shall be void, and an attempt by the Contractor to assign any part of its interest or delegate duties under this Contract shall give Billings the right immediately to terminate this Contract without any liability for Work performed.

Section 9. Ownership; Publication, Reproduction and Use of Material.

- A. Except as otherwise provided herein, all data, documents and materials produced by the Contractor under this Contract shall be the property of Billings, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents, or other materials. Exclusive rights shall not be attributed to portions of such materials presently in the public domain or which are not subject to copyright. Contractor shall retain rights to pre-existing proprietary property including but not limited to interactive models. The Contractor shall have the right to include photographic or artistic representations of the design and construction of the Project among the Contractor's promotional and professional materials. The Contractor's materials shall not include Billings' confidential or proprietary information regardless of whether Billings has previously advised the Contractor in writing of the specific information considered by Billings to be confidential and proprietary.
- B. Equipment purchased by the Contractor with Contract funds: See Appendix A, Section 3. Scope of Work.

- C. Should Billings elect to reuse Work products provided under this Contract for other than the original project and/or purpose, Billings will indemnify and hold harmless the Contractor from any and all claims, demands and causes of action of any kind or character arising as a result of reusing the documents developed under this contract. Additionally, any reuse of design drawings or specifications provided under this Contract must be limited to conceptual or preliminary use for adaptation, and the original Contractor's or subcontractor's signature, professional seals and dates removed. Such reuse of drawings and specifications, which require professional seals and dates removed, will be signed, sealed, and dated by the professional who is in direct supervisory control and responsible for adaptation.

Section 10. Notices.

Any notice required pertaining to the subject matter of this Contract shall be either sent via e-mail, facsimile (FAX), or mailed by prepaid first class registered or certified mail, return receipt requested to the following addresses:

Billings: Will Robbins
City of Billings
Public Works/Engineering
2224 Montana Avenue
Billings, Montana 59101
e-mail: robbinsw@billingsmt.gov
FAX: (406) 237-6291

Contractor: Kurtis DeShaw, PE
Morrison-Maierle, Inc.
315 N. 25th Street, Suite 102
Billings, MT 59101
e-mail : kdeshaw@m-m.net

Notices are effective upon the earlier of receipt, proof of good transmission (facsimiles only), or 5 days after proof of proper posting.

Section 11. Contract Budget.

In connection with its performance under this Contract, the Contractor shall not make expenditures other than as provided in line items in the Contract budget.

Section 12. Force Majeure.

- A. Any failure to perform by either party due to force majeure shall not be deemed a violation or breach hereof.
- B. As used in this Contract, force majeure is an act or event of substantial magnitude, beyond the control of the delayed party, which delays the completion of this Contract, including without limitation:
 - 1. Any interruption, suspension or interference resulting solely from the act of Billings or neglect of Billings not otherwise governed by the terms of this Contract.
 - 2. Strikes or Work stoppages.

3. Any interruption, suspension or interference with the project caused by acts of God, or acts of a public enemy, wars, blockades, insurrections, riots, arrests or restraints of governments and people, civil disturbances or similar occurrences.
4. Order of court, administrative agencies or governmental officers other than Billings.

Section 13. Financial Management System.

The Contractor shall establish and maintain a financial management system that:

- A. Provides accurate, current, and complete disclosure of all financial transactions relating to the Contract;
- B. Maintains separate accounts by source of funds for all revenues and expenditures and identifies the source and application of funds for the Contractor's performance under this Contract, including information pertaining to subcontracts, obligations, unobligated balances, assets, liabilities, outlays and income;
- C. Effectively controls and accounts for all municipal funds and Contract property;
- D. Compares actual expenditures with budgeted amounts and relates financial information to performance or productivity data including unit cost information where applicable;
- E. Allocates administrative costs to direct service delivery units;
- F. Minimizes the time between receipt of funds from Billings and their disbursement by the Contractor;
- G. Provides accounting records supported by source documentation; and
- H. Provides a systematic method assuring the timely and appropriate resolution of audit findings and recommendations.

Section 14. Funding Requirements.

In the event that any funding source for this Contract should impose additional requirements upon Billings for the use of those funds, the Contractor agrees to abide by those additional requirements immediately upon receipt of written notice thereof from Billings.

Section 15. Subcontracts.

The Contractor may enter into subcontracts for the purchase of goods and services necessary for the performance of this Contract, provided:

- A. Every subcontract shall be reduced to writing and contain a precise description of the services or goods to be provided and the nature of the consideration paid therefor.
- B. Every subcontract under which the Contractor delegates the provision of services shall be subject to review and approval by the Administrator before it is executed by the Contractor.
- C. Every subcontract in an amount exceeding \$1,000 shall require reasonable access to business records of the subcontractor relating to the purchase of goods or services pursuant to the subcontract.

PART II GENERAL CONTRACT PROVISIONS

Section 1. Relationship of Parties.

The Contractor shall perform its obligations hereunder as an independent Contractor of Billings. Billings may administer the Contract and monitor the Contractor's compliance with its obligations hereunder. Billings shall not supervise or direct the Contractor other than as provided in this Section.

Section 2. Nondiscrimination.

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, or marital status or who is a "qualified individual with a disability" (as that phrase is defined in the Americans With Disabilities Act of 1990). The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, or mental or physical impairment/disability. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- B. The Contractor shall state, in all solicitations or advertisements for employees to Work on Contract jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex or marital status, or mental or physical impairment/disability.
- C. The Contractor shall comply with any and all reporting requirements that may apply to it which the City of Billings may establish by regulation.
- D. The Contractor shall include the provisions of Subsections A through C of this Section in every subcontract or purchase order under this Contract, so as to be binding upon every such subcontractor or vendor of the Contractor under this Contract.
- E. The Contractor shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination.
- F. 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.
- G. The Contractor and subcontractor shall abide by the requirements of 41 CRF 60-1.4, which states employees or applicates may not be discharges or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to

compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Section 3. Permits, Laws, and Taxes.

The Contractor shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this Contract. All actions taken by the Contractor under this Contract shall comply with all applicable statutes, ordinances, rules and regulations. The Contractor shall pay all taxes pertaining to its performance under this Contract.

Section 4. Nonwaiver.

The failure of either party at any time to enforce a provision of this Contract shall in no way constitute a waiver of the provision, nor in any way affect the validity of this Contract or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

Section 5. Amendment.

- A. This Contract shall only be amended, modified or changed by a writing, executed by authorized representatives of the parties, with the same formality as this Contract was executed.
- B. For the purposes of any amendment modification or change to the terms and conditions of this Contract, the only authorized representatives of the parties are:

Contractor: Vice President – Jill Cook, PE
(title of position)

Billings: City Council or Authorized Designee

- C. Any attempt to amend, modify, or change this Contract by either an unauthorized representative or unauthorized means shall be void.

Section 6. Jurisdiction; Choice of Law.

Any civil action rising from this Contract shall be brought in the District Court for the Thirteenth Judicial District of the State of Montana, Billings. The law of the State of Montana shall govern the rights and obligations of the parties under this Contract.

Section 7. Severability.

Any provision of this Contract decreed invalid by a court of competent jurisdiction shall not invalidate the remaining provisions of the Contract.

Section 8. Integration.

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties hereto.

Section 9. Liability.

The Contractor shall indemnify, defend, save, and hold Billings harmless from any and all claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees and costs, arising from any wrongful or negligent act, error or omission of the Contractor or any agent, employee or subcontractor as a result of the Contractor's or any subcontractor's performance pursuant to this Contract.

- A. The Contractor shall not indemnify, defend, save and hold Billings harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or attorneys' fees and costs arising from wrongful or negligent acts, error or omission solely of Billings occurring during the course of or as a result of the performance of the Contract.
- B. Where claims, lawsuits or liability, including attorneys' fees and costs arise from wrongful or negligent act of both Billings and the Contractor, the Contractor shall indemnify, defend, save, and hold Billings harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, which result from the Contractor's or any subcontractor's wrongful or negligent acts occurring as a result from the Contractor's performance pursuant to this Contract.

Section 10. Inspection and Retention of Records.

The Contractor shall, at any time during normal business hours and as often as Billings may deem necessary, make available to Billings, for examination, all of its records with respect to all matters covered by this Contract for a period ending three years after the date the Contractor is to complete performance in accordance with Section 2 of the Special Provisions. Upon request, and within a reasonable time, the Contractor shall submit such other information and reports relating to its activities under this Contract, to Billings, in such form and at such times as Billings may reasonably require. The Contractor shall permit Billings to audit, examine and make copies of such records, and to make audits of all invoices, materials, payrolls, records of personnel, and other data relating to all matters covered by this Contract. Billings may, at its option, permit the Contractor to submit its records to Billings in lieu of the retention requirements of this Section.

Section 11. Availability of Funds.

Payments under this Contract may require funds from future appropriations. If sufficient funds are not appropriated for payments required under this Contract, this Contract shall terminate without penalty to Billings; and Billings shall not be obligated to make payments under this Contract beyond those which have previously been appropriated.

IN WITNESS WHEREOF, the parties have executed this Contract on the date and at the place shown below.

City of Billings

Morrison-Maierle, Inc.

William A. Cole, Mayor

Date: _____

Name: Jill Cook, PE

Title: Vice President

Date: _____

ATTEST:

IRS Tax ID # 81-0217149

City Clerk

APPROVED AS TO FORM:

Date: _____

By _____

City Attorney

Appendix A

Basic Services of Engineer

W.O. 21-37 Solid Waste Maintenance & Parking Building

Section 1. Engineer's Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Engineer's portion of the project as defined in the scope of work and to prepare and deliver to Billings all plans, specifications, bid documents, and other material as designated herein.
- B. Ascertain such information as may have a bearing on the work from local units of government, utility companies, and private organizations and shall be authorized to procure information from other authorities besides Billings but shall keep Billings advised as to the extent of these contacts and the results thereof.
- C. Prepare and present such information as may be pertinent and necessary in order for Billings to pass critical judgment on the features of the work. The Engineer shall make changes, amendments or revisions in the detail of the work as may be required by Billings. When alternates are being considered, Billings shall have the right of selection.
- D. Engineer's work shall be in accordance with the standards of sound engineering and present City, State, and National standards and policies currently in use.
- E. Conform to the requirements of the Montana Code Annotated Title 18 "Public Contracts" and more particularly Sections 18-2-121 and 18-2-122, and all other codes of the State of Montana applicable to providing professional services including codes and standards nationally recognized.
- F. The Engineer shall certify with the submission of final plans that the plans are in conformance with applicable sections of Title 69, Chapter 4, Part 5, of the Montana Code Annotated as pertaining to existing utilities.
- G. To perform professional services in connection with the project and will serve as Billings' representative in those phases of the project to which this agreement applies.
- H. Where Federal funds are involved, the necessary provisions to meet all requirements will be complied with and documents secured and placed in the bidding documents.
- I. Submit an estimated progress schedule as to time and costs at the beginning of the work, and monthly progress reports thereafter until complete. The reports will include any problems, potential problems, and delays as foreseen by the Engineer. Reports will be submitted in a timely manner to permit prompt resolution of problems.

- J. Name a Task Director who shall be the liaison between Billings and the Engineer. For this project the Task Director designated for the Engineer is Kurtis DeShaw, P.E. working under Vice President, Jill Cook, P.E.

Section 2. Billings Rights and Duties.

- A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete Billings' portion of the project as designated in the scope of work.
- B. Name a Task Director who shall be the liaison between the Engineer and Billings. For this project, the Task Director designated is Will Robbins, working under the City Engineer, Mac Fogelsong.

Section 3. Scope of Work.

The Engineer shall perform the work outlined within this agreement that includes the completion of preliminary design phase services for W.O. 21-37 Solid Waste Maintenance & Parking Building. Preliminary design work for W.O. 21-37 Solid Waste Maintenance & Parking Building is based on the following:

TASK 010 - PROJECT MANAGEMENT

Project management for the preliminary design phase will include all project coordination between the City and the consultant team members. This management task includes communication of ideas, questions, and issues to ensure the design encompasses the input from the project personnel for both the City and Morrison-Maierle. Project management also includes the effort necessary to control the quality, schedule, and budget of the project.

The Project Management Task also includes a Kick-off Meeting and Brainstorming Session. The design team will attend an all-discipline meeting with the City and the end-users of the building. This meeting will be used to determine items and features that need to be incorporated into the project to design the best use of space for the building end-user. Outcomes from this meeting will be documented and shared with the City in meeting notes, drafted following the meeting.

TASK 030 – SURVEY

Preliminary design phase survey services will consist of the following:

- Establish horizontal and vertical control for the project area. The horizontal and vertical datums for this project shall be approved by the City. It is anticipated and recommended that survey use the Billings Coordinate System, Low Distortion Projection, but will be confirmed with City personnel.
- Topographic survey of the approximately 20-acre site for the new solid waste building west of and including the Suburban Ditch. Survey work will also be completed in the existing Billings Operations Center (BOC) area and the adjacent Songbird Drive area bordering the building site to the west.

- Survey in the BOC area will include the main approach and access off Midland Road, buildings, fencing, surface improvements such as concrete and asphalt areas, and site drainage.
- City of Billings utilities in Songbird Drive, the existing BOC area, Midland Road around the main approach/access, and South Billings Boulevard will be tied. Such utilities include water, sanitary sewer, and storm. Measure downs at water valves and bounding upstream and downstream sewer and storm manholes will be obtained.
- Survey of the area between the Suburban Ditch and South Billings Boulevard is excluded from this scope of services. If connection to City of Billings utilities is determined to be required in South Billings Boulevard, topographic survey of this area will be included in the final design phase.
- A One Call utility locate will be completed prior to survey work.
- Geotechnical boreholes will be tied.
- The City of Billings acquired the 20-acre property by Personal Representative's Deed, Document No. 3961824, recorded on March 3, 2021. Morrison-Maierle recommends preparation and filing of a Certificate of Survey to retrace the outside boundaries of the tract (N1/2, N1/2, N1/2, SE1/4, Sec 17, T1S, R26E). This work is excluded from this scope of services but can be included in the final design phase as requested by the City of Billings.

TASK 039 – GEOTECHNICAL EVALUATION

Geotechnical engineering will be provided by a subconsultant (TetraTech) and shall include field sampling, laboratory testing and review of subsurface soils to determine appropriate pavement section design alternatives, subgrade treatment, groundwater conditions, foundations and backfill recommendations for utility installations, thrust block recommendations, cathodic protection, and foundation and slab recommendations for the building. Recommendations for specific construction materials established in this review will be included in the project plans and specifications. Design geotechnical work will include six soil borings to varying depths (based on prospective site use near the borings) with the deepest boring completed to a depth of 35 feet (or refusal).

TASK 040 – PRELIMINARY DESIGN

Preliminary Design efforts will begin with review of existing record drawings to verify depths and locations of existing utilities and nearby facilities. In concert with this work, an architectural subconsultant will perform pre-design activities. These activities will include programming analysis, IBC code strategy development, verification of zoning compliance, and building code requirement analysis that will guide the work following.

With information and ideas generated from the Project Kick-off Meeting, the design team will develop schematic layouts for the site, weld shop, vehicle service bays, and vehicle storage bays for review and comment by the City. Detail will be given to development of a detailed floor plan and workflow planning for the weld shop. Overall site planning to accommodate for future building expansion will be considered, but not detailed. The

building frame design will be laid out in a manner that allows for future expansion of the Phase 1 facility.

Site drawings will include general locations of structures and access roads along with proposed utility routing. Building drawings will show the footprint of the space and preliminary building elevations. Plan views will depict the space layout within the building, including rooms and key equipment contained within each room (where applicable to future discussions). These drawings will be used in a meeting with City staff to verify that end-user needs can be met with the proposed design.

Mechanical, electrical, and plumbing preliminary design services will consist of the following:

Electrical

- Provide preliminary design of the electrical service entrance equipment for the building. This requires an initial estimated load calculation, in addition to final NEC calculated demand loads. The estimate for the new service load will consider the existing cold storage building (southeast corner of the existing BOC).
- Provide preliminary design of electrical site and lighting plan for the area surrounding the building.
- Provide preliminary design of a power system layout for the building.
- Provide preliminary design of the lighting layout for the building.
- Provide preliminary design of telephone/data system rough-ins that includes outlet boxes with empty conduit stubbed to accessible ceiling or cable tray.
- Prepare a square foot cost estimate for the proposed electrical systems.

Mechanical

- Provide heating and cooling load calculations.
- Provide preliminary sizing of building HVAC equipment.
- Provide preliminary sizing of the welding dust collection system.
- Provide preliminary design of building ductwork distribution mains.
- Prepare a square foot cost estimate for the proposed mechanical systems.

Plumbing

- Provide preliminary design of the building utility sizing including water, sewer, storm, and gas.
- Provide preliminary sizing of the domestic hot water system.
- Provide preliminary planning for the welding gas systems.
- Prepare a square foot cost estimate for the proposed plumbing systems.

Site civil preliminary design services will consist of the following:

- Evaluate routing of new water and sanitary sewer facilities and tie-in locations to existing water and sanitary sewer utilities and capability to serve a future facility addition. These utilities are available in Songbird Drive (preferred), Midland Road, and South Billings Boulevard.

- Evaluate stormwater for the new building site and in accordance with the *City of Billings Stormwater Management Manual*. Detention and retention will be evaluated. Detention will consider connection to the City of Billings storm system in either Midland Road or South Billings Boulevard. Infiltration rate for a retention system will be estimated and if retention is the preferred option, then a field investigation completed in the final design phase will determine the infiltration rate to be used for design of the system. This design will not consider the entire 20-acre site, but rather Maggie Lane to the east.
- Evaluate water quality treatment to capture sediment and other pollutants including oils, grease, and fuel.
- In support of the stormwater evaluation, Morrison-Maierle will utilize existing geotechnical boring data (from City of Billings) and geotechnical investigation data from this current project.
- A technical memo will be prepared summarizing the stormwater evaluation and recommendations.

The preliminary design work will result in a set of multi-disciplinary drawings that can be used to develop a preliminary construction cost estimate for the facility. Drawings will be produced for Architectural, Structural, Mechanical, Electrical, Plumbing, and Civil disciplines. These drawings will depict general building layouts for each discipline and will indicate the architectural and engineering systems for the project. The drawings and estimate will be transmitted to the City for review. Morrison-Maierle's project team will meet with the City to review the documents and we will incorporate comments and submit final Preliminary Design Phase deliverables to the City, for your use.

Final deliverables developed as part of this task will include preliminary plans at 35% completion, specification table of contents, and opinion of probable cost at 35% complete for review by the City. An electronic file (PDF) of each review set will be provided to the City for review. In addition, one (1) 11"x17" copy of 35% plans will be provided.

TASK 088 – QUALITY ASSURANCE

Internal quality assurance will be provided for all preliminary design phase documents that are submitted to the City or other agencies.

Appendix B

Methods and Times of Payment

W.O. 21-37 Solid Waste Maintenance & Parking Building

Section 1. Payments for Basic Services.

Billings shall authorize payment to the Engineer for services performed under Appendix A of this Agreement. Partial payment shall be due the Engineer upon receipt of the Engineer's pay estimate, said estimate being proportioned to the work completed by the Engineer.

Partial payment shall be made to the Engineer upon receipt of the Engineer's pay estimate, said estimate being proportioned to the work completed by the Engineer. Billings shall deduct five percent (5%) from each monthly pay estimate to be held until the completion of the final scope of work. The final payment shall be made only after acceptance of final documents by Billings, and determination that the scope of work has been satisfactorily completed.

- A. For services rendered prior to construction, Appendix A, the Engineer shall be paid based upon actual time accrued, but not to exceed the total contract amount.

Task 010 – Project Management	\$ 9,800
Task 030 - Survey	\$ 11,100
Task 039 - Geotechnical	\$ 16,600
Task 040 – Preliminary Design	\$ 61,700
<u>Task 088 – Quality Assurance</u>	<u>\$ 900</u>
TOTAL	\$100,100

- B. Final payment shall be the above stated basic fee less all previous payments.

Section 2. Payments for Extra Services when Authorized by Billings.

Requests made or conditions identified by interested groups at the agency or public meetings, which are beyond the scope and intent of this study shall be paid for on an hourly basis at the applicable fees in Appendix D.

Section 3. Corrections.

Costs of Billings work that is required for corrections to the Engineer's work which requires redoing by Billings shall be deducted from any payments due the Engineer, if the Engineer fails to make the required corrections.

Section 4. Fee Increases

For contracts and services that are expected to require more than one (1) year to complete, the above stated basic services payments may be reviewed and adjusted annually by mutual agreement of the parties, based upon documented evidence that the Engineer's costs and hourly rates as shown in Appendix D have increased for all comparable clients.

Appendix C

Additional Services of Engineer

W.O. 21-37 Solid Waste Maintenance & Parking Building

Extra Services of the Engineer will be paid only with written prior authorization by Billings.

- A. Requests made or conditions identified which are beyond the scope and intent of the services identified under Appendix A.

Appendix D

Schedule of Professional Fees

W.O. 21-37 Solid Waste Maintenance & Parking Building

Current agreements for engineering services stipulate that the standard hourly rates are subject to review and adjustments. Hourly rates for services effective on the date of this Agreement are included on the following page.

The itemized schedule provided includes direct labor costs, normal payroll and overhead costs, transportation, furnishing equipment and materials normally required for performance of the work and reasonable profit. Direct project costs not itemized herein shall be paid for at actual cost.

		Standard Rate	Overtime Rate
Engineer	Supervising Engineer IV	226.00	226.00
	Supervising Engineer III	211.00	211.00
	Supervising Engineer II	201.00	201.00
	Supervising Engineer I	190.00	190.00
	Senior Engineer II	180.00	180.00
	Senior Engineer I	163.00	163.00
	Design Engineer II	153.00	153.00
	Design Engineer I	143.00	143.00
	Engineer Intern II	124.00	124.00
	Engineer Intern I	109.00	109.00
Planner	Supervising Senior Planner	196.00	196.00
	Senior Planner	163.00	163.00
	Planner III	132.00	132.00
	Planner II	120.00	120.00
	Planner I	105.00	105.00
Scientist	Supervising Environmental Scientist	204.00	204.00
	Environmental Scientist III	163.00	163.00
	Environmental Scientist II	122.00	122.00
	Environmental Scientist I	105.00	105.00
	Environmental Technician	92.00	92.00
	Supervising Geologist	205.00	205.00
	Senior Geologist	194.00	194.00
	Geologist III	167.00	167.00
	Geologist II	143.00	143.00
Geologist I	122.00	122.00	
Designer and Technician	Senior Communications Designer	153.00	153.00
	CAD Designer III	136.00	136.00
	CAD Designer II	125.00	125.00
	CAD Designer I	116.00	116.00
	CAD Tech III	114.00	114.00
	CAD Tech II	99.00	99.00
	CAD Tech I	87.00	87.00
	Senior Engineering Technician	158.00	158.00
	Engineering Technician	109.00	109.00
Resident Project Representative	Senior Resident Project Representative	152.00	152.00
	Resident Project Representative III	145.00	145.00
	Resident Project Representative II	128.00	128.00
	Resident Project Representative I	110.00	110.00
Administrative	Administrative Manager	110.00	110.00
	Administrative Coordinator III	102.00	102.00
	Administrative Coordinator II	96.00	96.00
	Administrative Coordinator I	79.00	79.00
	Project Coordinator III	103.00	103.00
	Project Coordinator II	91.00	91.00
	Project Coordinator I	79.00	79.00
	Technical Intern	75.00	75.00
	Senior Communication Specialist	108.00	108.00
	Graphic Designer	92.00	92.00
Health & Safety Administrator	122.00	122.00	
Survey	Senior Survey Manager	179.00	179.00
	Survey Manager	153.00	153.00
	Land Surveyor IV	147.00	147.00
	Land Surveyor III	138.00	138.00
	Land Surveyor II	126.00	126.00
	Land Surveyor I	116.00	116.00
	Remote Sensing Specialist	116.00	116.00
	Survey Technician IV	107.00	107.00
	Survey Technician III	100.00	100.00
	Survey Technician II	87.00	87.00
Survey Technician I	73.00	73.00	

Expert Witness

Recommended rate for expert witness services (depositions and/or time in court) is charged at an hourly rate of 150-200% of the standard billing rate.

Appendix E

Project Schedule

W.O. 21-37 Solid Waste Maintenance & Parking Building

Based on a notice to proceed by Billings date no later than July 1, 2021, the targeted completion dates for the Engineer's work through preliminary design shall be:

1. Kick-Off Meeting – July 2021
2. Preliminary Engineering Services (35% Design) – September 2021

Delays affecting the completion of the work within the time specified of more than ninety (90) days, not attributable to or caused by the Parties hereto, may be considered as cause for the renegotiation or termination of this Contract.

If the Engineer is behind on this Contract due to no fault of Billings, then the Engineer hereby acknowledges the right of Billings to withhold future Contracts to the Engineer in addition to any other remedy until this Contract is brought back on schedule or otherwise resolved.

Appendix F

Certificate(s) of Insurance

W.O. 21-37 Solid Waste Maintenance & Parking Building

Attach Certificate(s) of Insurance

City Council Regular

Date: 06/28/2021
Title: W.O. 20-30, Hallowell Lane, Bruce Lane Addition Change Order
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends that Council approve the change order to add Bruce Lane to W.O. 20-30 for an amount not to exceed \$350,000 per the Council direction on April 26, 2021 and increase City Administrator signing authority an additional 10%.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

At the April 26, 2021 Council meeting, Council separated the Consent item for the bid award of W.O. 20-30, Hallowell Lane Improvements to discuss adding construction of Bruce Lane from Hallowell Lane to Stephens Lane to the W.O. 20-30 project. At the conclusion of the discussion, it was stated that a budget amendment would be brought forward once expenses for the addition of Bruce Avenue were fully realized. The motion to add Bruce Lane for an additional cost up to \$350,000 was approved 6-4.

It is anticipated that the cost to construct Bruce Avenue from Hallowell Lane to Stephen's Lane will be approximately \$300,000. A concurrent consultant contract amendment will be processed through the City Administrator for design and construction administration services needed. The cost for design and construction administration services necessary to complete Bruce Avenue is anticipated to be approximately \$35,000.

Because this change order is in the amount of approximately 10% of the construction contract, city staff would like to ask that the city administrator's signing authority be increased another 10%. The current policy allows the City Administrator to sign change orders up to 10% of the contract amount but given the amount of this change order, his authority is essentially gone.

ALTERNATIVES

City Council may:

- Approve the change order to add Bruce Avenue to W.O. 20-30 and increase City Administrator signing authority; or,
- Approve the change order to add Bruce Avenue to W.O. 20-30 but do not increase City Administrator signing authority; or,
- Not Approve the change order. If not approved, Bruce Avenue would not be included in the current W.O. 20-30 project.

FISCAL EFFECTS

The amount to design, administer the contract, and construct Bruce Avenue between Hallowell Lane and Stephen's Lane is less than \$350,000 and adequate funds are available in the South Tax Increment Financing District fund. An FY21 budget amendment will need to be approved by Council at a future meeting for this change order.

City Council Regular

Date: 06/28/2021
Title: W.O. 20-37 Stormwater Utility Development, Phase II Scope, Contract Amendment #1
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends that Council approved Contract Amendment #1 with FCS Group for W.O. 20-37 Stormwater Utility Development, Phase II Scope in the amount of \$397,095.00.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

On May 11, 2020, Council awarded a contract with FCS Group in the amount of \$159,619 to proceed with Phase I of the stormwater utility development. Phase I provided a framework around which the utility will be created and identified gaps in the City's current stormwater program that will need to be completed in order for the stormwater utility to progress. Phase II includes a detailed assessment of infrastructure, policy, and programmatic administration needs that will be used to generate a refined rate based on a Level-of-Service matrix. Council can use the Level-of-Service matrix to determine rate structuring, depending on the level of capital improvements and maintenance desired. It is anticipated that a subsequent contract amendment for Phase III will be needed at a later date to implement the rate and rate structure identified in Phase II. The contract amount for Phase II is \$397,095.00.

ALTERNATIVES

City Council may:

- Approve Contract Amendment #1 with FCS Group in the amount of \$397,095.00 ; or,
- Do not Approve Contract Amendment #1 with FCS Group. If not approved, the City will be unable to proceed with progression and development of a stormwater utility.

FISCAL EFFECTS

Work for W.O. 20-37 Stormwater Utility Development, Phase II Scope, Contract Amendment #1, was budget in FY21 using stormwater funds. There are sufficient funds to award this contract.

Attachments

WO 20-37, Storm Utility, FCS Group, Contract Amendment#1

AMENDMENT NO. 1
TO
CONTRACT FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES
CITY OF BILLINGS WORK ORDER 20-37,
STORMWATER UTILITY DEVELOPMENT PLAN

THIS AGREEMENT, made and entered into on _____, 2021, by and between the following:

CITY OF BILLINGS, a Municipal Corporation,
Billings, Montana 59103,
Hereinafter designated the City

and

FCS GROUP
7525 166th Avenue NE, Suite D-215
Redmond, Washington 98052
Hereinafter designated the Contractor

WITNESSETH:

WHEREAS, the City and Contractor have entered into a contract dated May 11, 2020, for Contractor to provide preliminary design professional services to the City for Work Order 20-37, and;

WHEREAS, the City has need for additional professional services, and;

WHEREAS, the City has authority to contract for professional services, and;

WHEREAS, the Contractor represents that he is qualified to perform such services, is in compliance with Montana Statutes relating to the registration of professional engineers and is willing to furnish such services to the City;

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated herein, the Parties hereto agree as follows:

Exhibit A is amended to include the following design services:

SEE ATTACHED

TOTAL INCREASE THIS AMENDMENT:

Contract Amendment #1	\$397,095
<u>Original Contract Amount</u>	<u>\$159,619</u>
Total W.O. 20-37 Contract	\$556,714

All other terms and conditions of the contract, as amended, to which this amendment applies, shall remain in full effect.

CONSULTANT

NAME: FCS GROUP

BY: 

TITLE: President

DATE: June 17, 2021

CITY OF BILLINGS, MONTANA

BY: _____

TITLE: _____

DATE: _____

CITY OF BILLINGS

STORMWATER UTILITY DEVELOPMENT – PHASE II

Assuming the Council directs us to continue, Phase II would include further development of the stormwater utility program, the compilation of customer information needed for rate calculation and billing, a detailed financial plan for several possible service levels, the calculation of rates, and City Council check-in meetings. This phase would also include broad public outreach, Council adoption of a preferred approach, study documentation, and implementation assistance.

TASK PLAN

Task 1 | Project Initiation & Administration

This task initiates the Phase II study and provides for data collection and project administration. This task includes the following elements:

- 1.1** Data collection. A data needs list will be provided, and data received will be reviewed, analyzed, and validated for inclusion in the study process. Note: It is assumed that aerial imagery and 1-ft contour interval topographic mapping from Quantum Spatial will be available across the City to facilitate the Phase II work.
- 1.2** Onsite kickoff meeting. A meeting will be scheduled to establish the goals and objectives of the overall project phase and focus the efforts of the project team. The items covered at the meeting include a review of the scope of work, identify project objectives, expectations and deliverables, outline the project schedule and key milestone review points.
- 1.3** Regular check-in meetings. Brief check-in meetings will be held twice per month throughout the study and will be used to discuss progress, objectives, and schedule. The budget assumes a twelve-month study period with 24, thirty-minute remote meetings.
- 1.4** Project management. Perform routine project administration tasks such as invoicing and monthly status reports.

Task 2 | Refine Program Development

Task 2 includes further evaluation of program needs and costs. Many of the subtasks are scalable, and it is understood that subtask levels of effort and associated subtask budgets may be subject to reallocation within the task 2 total – likely to target less defined program elements such as water quality, replacement of boulder pits, and pond, ditch and drain maintenance.

2.1 Operation and Maintenance

- 2.1.1** Project annual increase in operation and maintenance personal and equipment costs based on continued expansion of stormwater infrastructure. DOWL will coordinate with FCS on the

methodology to be used for these projections. It is assumed that this growth rate will be consistent with the City population growth projections.

2.2 Deferred Maintenance and Replacement

2.2.1 DOWL will coordinate with City staff to refine initial assumptions of the percentage distribution for the various physical conditions used in Phase I and will update the cost estimates accordingly.

2.2.2 Refine the Phase I methodology for establishing deferred maintenance cleaning costs for storm drains.

- DOWL will inspect four (4) large storm drain segments of at least 300 feet across the City. These large pipe segments will include major storm drain components including the City County Drain, the downtown system, one major system in the heights, and the Bannister Drain.
 - » DOWL will collect photo documentation, pipe size measurements, sediment depth, and identify any structural deficiencies.
 - » DOWL will work with a local construction contractor to determine required methods and associated costs that represent a variety of cleaning and/or rehabilitation needs.
- Review 50 videos already assessed by City Street and Traffic to validate sediment rating methodology. Use this review to make refinements to the Phase I methodology which utilizes the City’s current assessment rating.
- Update the deferred maintenance costs associated with cleaning storm drains.

2.2.3 Refine the Phase I methodology for establishing deferred rehabilitation and replacement cost estimates for storm drains.

- DOWL has assumed that the City Street and Traffic will provide all additional storm drain assessment data. The Phase I data set will be updated to include information for these newly assessed storm drains. It is assumed that only one update cycle will be completed using the available data at the time of the processing.
- Expand the storm drain material types to include the costly reinforced concrete box (RCB) culverts. Investigate pipe segments, with “unknown” material type in the GIS, that are known to be RCB and incorporate size and material type into the storm drain database.
- Test the Phase I assessment methodology by reviewing 150 videos that haven’t yet been reviewed to compare the assumed maintenance need with the actual maintenance need. DOWL will select videos based on regional representation developed in Phase I. Initial Condition Assessment guidelines will be updated and refined based on review of these videos. Screen captures will be used to provide clear guidance and consistency for future Asset Management Condition Assessments.
- Review the same 50 videos as in **Task 2.2.2** for validation of the City Street and Traffic rating system of structural condition. Use this review to make refinements to the Phase I methodology which utilizes the City’s current assessment rating.
- Update the storm drain data set of known information. Remove storm drain features identified for capital replacements to avoid double accounting. Update the assumed percentages of the “unknown” pipe sizes, material types, and structural condition.

- Update the deferred maintenance costs associated with rehabilitation and replacement of storm drains.

2.2.4 Update the deferred maintenance costs for the open drain facilities.

- Review the 89 miles of open drain ditches assumed in Phase I with the City to establish which are under the City’s control and responsibility.
- Perform inspection for a representative sampling of the open drains to determine shape, size, vegetation encroachment, sediment accumulation, and erosion issues and develop remediation cost estimates.
- Use the results from this sampling to extrapolate the cost estimates for ditch cleaning, reshaping, and rehabilitation of erosion or bank instability issues for all open drains under the City’s authority.

2.2.5 Update the deferred maintenance costs for the stormwater detention/retention ponds.

- Coordinate with City Engineering, Street & Traffic, and Environmental staff to determine the actual number of stormwater ponds that fall under the control and responsibility of the City of Billings.
- Perform inspections for a representative sampling of the detention/retention ponds to assess deferred maintenance needs by collecting qualitative and quantitative information, including vegetation encroachment, sediment accumulation, presence of groundwater, capacity, infrastructure conditions, and maintenance access.
- Prepare a budget-level estimate of deferred maintenance and retrofit needs and associated costs.
- Use the results from this sampling to extrapolate the cost estimates for deferred maintenance and retrofits for all City stormwater detention/retention ponds.

2.2.6 Update the deferred maintenance and replacement costs for the outfalls.

- Complete condition assessment for all of the primary outfalls and develop cost estimates for needed maintenance, rehabilitation, or full replacement.
- Complete condition assessments for a sampling (15) of the 165 secondary outfalls identified in the GIS. Use the results from this sampling to extrapolate the costs of needed maintenance, rehabilitation, or replacement for the remaining secondary outfalls.

2.2.7 Update the deferred maintenance, rehabilitation and replacement costs for culverts.

- Perform a review of aerial imagery and mapping of open drain features to check the completeness of culverts identified in the City GIS.
- Complete condition assessments for a representative sampling (40) culverts distributed across the City by collecting information on size, material type, sediment accumulation, culvert condition, inlet and outlet erosion, and storage potential upstream.
- Work with a local construction contractor to establish the methods and cost estimates for cleaning, rehabilitation and replacement for the various culvert sizes, including large SSPP and RCB crossings.
- Estimate the cost of deferred maintenance, rehabilitation, and replacement for the sample set.
- Use the results from the sampling to extrapolate the cost estimates for deferred maintenance, rehabilitation, and replacement of the remainder of the culverts across the City.

2.3: Capital Improvements

2.3.1 Provide recommendations for an Asset Priority Ranking system. It is envisioned that the Asset Priority Ranking system will include the following considerations:

- Size of contributing drainage area. It is envisioned that basins will be divided into classes, similar to HUC classifications, reflective of the relative size of the contributing area (i.e. 1 being the largest and 5 the smallest).
- Zoning of the service area (residential, industrial, high-value downtown commercial, etc...)
- Importance of the storm drainage feature (inlet, lateral, trunkline, manhole, outfall, detention pond, etc...) based on the risk of failure (i.e. plugging of a single inlet versus the outfall into the Yellowstone River washing out).
- Establish weighting systems for overall priority ranking.
- Apply the asset priority assignment to the current GIS data. This will be helpful in prioritizing future inspections to define unknown material, size, and conditions of high priority storm drain assets. This will also be helpful in prioritizing capital improvement projects.

2.3.2 Identify Capital Replacement needs for the mid-town drainage system (City-County Drain contributing area).

- Model the core storm drain system (trunklines and manholes only) throughout the study area. Focal areas with known flooding/poor drainage issues, as identified by the City of Billings, will be modeled at the individual inlet/lateral level of detail.
- Review and request as-built construction drawings from the City for facilities within the focal areas to assist in model development.
- Survey rim elevations and complete measure downs at key manholes within the study area. Where easily accessible, DOWL will collect photos of the trunklines to help assess pipe condition and maintenance needs through the mid-town area.
- The information collected will be incorporated into stormwater models of the study area to identify and prioritize drainage issues.
- Develop recommendation drainage solutions for inclusion in Capital Replacement project list.
- DOWL will coordinate with the City to balance the number of model areas and level of detail for this task against the available budget for this work.

2.3.3 Identify Capital Replacement needs for other fully developed areas across the City, beyond mid-town.

- Utilize the drainage basin delineations used for Asset Priority ranking to identify potentially undersized storm drain segments.
- DOWL will develop a drainage area map showing subbasins contributing to each key trunkline segment.
- Determine the ratio of contributing drainage area to stormwater conveyance pipe size for each key storm drain segment.
- Identify upstream detention storage.
- The drainage area to size ratios will be used to identify potentially undersized storm drain segments.

- Coordinate with the City on performance history and collect as-built construction drawings to validate the findings.
- Develop recommended drainage solutions, including replacement and enlargement of select storm drain segments and potential detention storage.
- Develop Capital Replacement project list.
- DOWL will coordinate with the City to balance the extent and level of detail for this task against the available budget for this work.

2.3.4 Remodel the existing capital improvement projects for future growth areas identified on Page 25 of the Phase I report (19 locations).

- Utilize information from the Master Plan reports to develop a model of the recommended drainage solutions.
 - » Delineate drainage basins and define drainage basin characteristics using topographic mapping data provided by Quantum Spatial.
- Evaluate the proposed system utilizing the synthetic 24-hour design storm as well as actual storm in the 10-year class to review and update the proposed design.
- Coordinate with the City to update the recommended drainage solutions from the Master Plan reports to better reflect current development and drainage strategies, such as in the Southwest Billings area. DOWL will coordinate with the City to balance the level of effort for this expanded modeling against the available budget for this work.
- DOWL will develop cost estimates for the updated CIP projects based on 2021 unit costs (rather than through cost indexing) consistent with the level of detail of the Billings West End cost estimates already completed.
- The Billings West End stormwater model will be updated to be reflective of the current vision and strategy for stormwater management:
 - » Runoff from the area north of the High Ditch will be conveyed down 54th Street to a new detention pond west of Cottonwood Park. Storm drain will be extended south down 54th Street, along Grand Avenue, south down 52nd Street, into the Big Ditch, and ultimately into the Snow Ditch.
 - » Sizing of the storm drain down 48th Street will be updated reflective of these changes and the cost estimate will be updated accordingly.
 - » Cost estimates for needed improvements to the Open Drain system will also be developed.

2.3.5 Prioritize the identified Capital Improvement project needs using the priority asset rankings developed in **Task 2.3.1**.

2.4: Regulatory Water Quality Compliance

2.4.1 Utilizing the drainage basins developed for the asset priority rankings, DOWL will develop a map showing the contributing drainage areas to the existing water quality treatment facilities. DOWL will coordinate with City's Engineering and Environmental Affairs to identify gaps in water quality treatment and highlight potential water quality capital improvement projects.

- Develop a map showing existing and proposed stormwater treatment facilities and the areas they serve.

- Develop 2021 cost estimates for the recommended new water quality treatment facilities.

2.4.2 Further coordination with City Engineering and Environmental Affairs staff to provide additional detail to support potential expansion of the level of service for the Environmental Affairs Division. This includes additional staffing and equipment needs to support:

- increased inspection of post construction BMP facilities,
- expanded public outreach and education,
- increased water quality sampling, and
- increased inspection and performance monitoring of treatment devices.

This additional level of detail will be used to refine the budget projections.

2.5: Flood Protection and Risk Assessment

2.5.1 Review and update cost estimates for West End flood mitigation capital improvement projects.

- Update budget estimate using DOWL’s current conceptual flood mitigation pond layouts for Little Cove Creek and Cove Creek.
- Include costs associated with acquiring the land for these facilities.

2.5.2 Review locations of irrigation ditch unloaders (wasteways) identified in the Integrated Water Plan for Stormwater completed by the City to identify strategic locations for wasteways to protect the City against flooding caused by stormwater inflows or canal breaches.

- Develop a map to show the location of existing and proposed flood mitigation Canal Wasteways.
- Develop cost estimates for needed improvements.

2.6: Reporting & Presentation

2.6.1 Review and update Stormwater Program Report

- Update methodology for determine deferred maintenance costs and capital improvement costs.

2.6.2 Presentation preparation & presenting to City Council

- Develop figures, tables, and draft PowerPoint presentation slides.
- Collaboration with the team on presentations.
- Present to the City Council.

Deliverables for Task 2 likely to include the following (subject to change with any Task 2 re-allocation):

- Updated Storm Drain Condition Assessment Tool (Access database) to facilitate Asset Management
- Illustrated Guidelines for Condition Assessment of Storm Drains
- Contributing Drainage Area Map for Storm Drain Asset Priority Ranking
- Contributing Area / Storm Drain Size Ratios for Trunklines
- Capital Improvement Project List
- Map of Existing and Proposed Water Quality Treatment Facilities
- Map of Existing and Proposed Irrigation Canal Flood Mitigation Wasteways

- Final Stormwater Program Report – Phase II Stormwater Utility Development

Task 3 | Financial and Rate Analysis

Task 3 determines the stormwater rates that are needed to fund each level-of-service option defined in **Task 2**. This task will enable us to present the City Council with a clear set of rate options and a clear understanding of the services that can be expected for each level of rates and resulting funding. An example level of service matrix (**Exhibit 1**) illustrates how service level options and rates can be effectively presented to decision makers.

Exhibit 1: Example Level of Service Matrix

Levels of Service	Deferred Maintenance & Replacement	Operation & Maintenance	Capital Improvements	Flood Protection & Risk Assmt.	Regulatory Water Quality Compliance	Program Management & Administration
Status Quo	\$ + description...					
Bronze						
Silver						
Gold						

This task includes the following elements:

- 3.1** Cost forecast. Develop multi-year cost projections for both operations and capital, for each option defined in Task 2.
- 3.2** Customer data compilation. Compile customer information into equivalent service units (ESUs) to be used in the rate calculation and ultimately, for billing.
- 3.3** Rate calculation. Calculate multi-year stormwater rates for each service level option defined in Task 2.
- 3.4** Staff review meetings. Meet with City staff up to six times (3 remote; 3 on-site) to review and revise the analysis as needed.

Task 4 | Communication

By involving community leaders, key stakeholders, media, and the general public in the project, we will work to establish project advocates to help relay information further than the reach of our team alone. The FCS GROUP team understands best practices for implementing stormwater utility projects. DOWL’s local presence and network of relevant contacts will allow for a custom approach to address the unique needs of the Billings community. This task involves the following elements:

- 4.1** City Council meetings. Throughout the study, meet with the City Council up to four (4) times to discuss study methodology, findings, and recommendations. These meetings assume on-site meetings and include the budget for presentation materials.
- 4.2** Coordinate with the City to finalize the outreach plan.

- 4.3 Conduct stakeholder outreach. We will work with the City to identify key stakeholder groups (large commercial customers, developers, City maintenance team, etc.) whose input and concerns will be integral to acceptance of the utility programs and resulting rate. We will customize our approach – whether it’s one-on-one conversations, group work sessions, or presentations – based on the stakeholder group.
- 4.4 Local coordination. Coordinate with local media representatives to provide thorough and comprehensive information to the public. Messaging will focus on the care that went into plan development, benefits to individual property owners, and the long-term civic benefits of the overall system.
- 4.5 Open houses. Work with the City to publicize and facilitate up to three open houses to discuss study findings and options and solicit input from the general public.

Task 5 | Documentation

This task provides for documentation of findings in a comprehensive study report, and in the adopting ordinance and resolution needed to implement the utility and supporting rate. This task includes the following elements:

- 5.1 Draft an initial, comprehensive stormwater utility ordinance and accompanying rate resolution that address, among other things, rate structure, rate levels, credits, and appeals.
- 5.2 Revise the ordinance based on feedback from the City.
- 5.3 Draft a full report documenting the findings, calculations, and recommendations of the study.
- 5.4 Revise the full report based on feedback from the City.
- 5.5 Provide a list of answers to frequently asked questions for use by City staff after utility / rate adoption and implementation.

BUDGET

The following budget is for the task plan described above.

Task Number	Task Description	Budget
Task 1	Project Initiation & Expenses	\$49,002
Task 2	Refine Program Development	\$224,508
Task 3	Financial & Rate Analysis	\$39,279
Task 4	Communication & Outreach	\$58,937
Task 5	Documentation	\$25,369
	Total Contract Amendment #1	\$397,095

City Council Regular

Date: 06/28/2021
Title: Amendment to Consultant Agreement Asset Management Program Support
Presented by: Debi Meling
Department: Public Works
Presentation: No

RECOMMENDATION

Staff recommends the City Council approve the amendment to the consulting Agreement with Jacobs Engineering Group in the amount of \$798,597 for phase 2 of the asset management project.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The Public Works Department has identified the need for an Asset Management Program (AMP) that will help Public Works manage a large set of public assets. These assets have an estimated \$6.5 billion value and include equipment, streets, alleys, sidewalks, multi-use trails, landscaping, streetlights, all traffic control infrastructure, solid waste containers, and landfill buildings, as well as all water, wastewater, and storm infrastructure. The expected benefits of the AMP are maximizing the return on investment on assets, reduced cost of asset ownership without sacrificing service levels, increased ability to consider life cycle costs, better understanding of risks in decision-making, a better focus on priorities, and better informed funding decisions.

City Council approved phase 1 of this project at the November 12, 2019, Council meeting and was notified that project scoping and fees for phase 2 would be presented to City Council through a future contract amendment proposal. Phase 1 included the work needed to assess the current conditions, develop a roadmap, and create asset management plans. Phase 2 of the project is the implementation phase which includes implementing 30 asset management initiatives that were identified and prioritized in Phase 1. Public Works will be completing the work for 16 of the asset management initiatives entirely in-house and requires the assistance and support from the consultant for the following 14 initiatives:

- Data Management Initiatives
 - Asset hierarchies
 - Data standards
 - Computerized maintenance management system coding
 - Inventory management system
- Life Cycle Initiatives
 - AMP development
 - CIP prioritization process
 - Business case analysis strategy
- Maintenance Initiatives
 - Failure analysis
 - Asset risk
 - Maintenance strategies
 - Preventative maintenance optimization
- Service Level Initiatives
 - Service level and performance
 - Risk framework
 - SOPs and business processes

ALTERNATIVES

City Council may:

- Approve the Amendment to the Agreement for consulting services with Jacobs Engineering Group; or,
- Not approve the Amendment. If not approved, the asset management initiatives identified in the phase 1 needs assessment and roadmap will not be able to be completed without substantial increases in Public Works staffing levels.

FISCAL EFFECTS

The Asset Management Program project phase 2 is in the amount of \$759,597 and funding is available in the FY21

Public Works budget. The project will utilize water, wastewater, storm, streetlight, street maintenance, and solid waste funds.

Attachments

Amendment



AMENDMENT NO. 2

TO

AGREEMENT FOR CONSULTANT SERVICES (PO 20-000314)

PUBLIC WORKS ASSET MANAGEMENT PROGRAM SUPPORT

THIS AGREEMENT, made and entered into on _____, 2021, by and between the following:

CITY OF BILLINGS, A MUNICIPAL CORPORATION
P.O. BOX 1178
Billings, Montana 59103,
hereinafter designated the CITY

and

JACOBS ENGINEERING GROUP
1301 W Summit St
Livingston, MT 59047
hereinafter designated the CONSULTANT

WITNESSETH:

WHEREAS, the City and Consultant have entered into an agreement dated November 12, 2019, for Consultant to provide asset management support services to the City, and;

WHEREAS, the City has need for additional consultant services, and;

WHEREAS, the City has authority to contract for consulting services, and;

WHEREAS, the Consultant represents that it is qualified to perform such services and is willing to furnish such services to the City;

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated herein, the Parties hereto agree as follows:

- 1. SCOPE OF CONSULTANT'S SERVICES:** The scope of the work has been amended to add the services and fees outlined in Appendix A.
- 2. TERM OF CONSULTANT'S SERVICES:** The term has been amended to extend the period of the agreement for two (2) years to November 12, 2023.
- 3. PAYMENT IN CONSIDERATION OF CONSULTANT'S SERVICES:** The price that the City agrees to pay the Consultant has been amended as outlined in Appendix B.



APPENDIX A

Add the following to the Scope of Work:

D2 Asset Hierarchies

Project Purpose: To improve asset hierarchies as needed to align with stakeholder needs (O&M, Finance, and Stakeholders who receive Reports on asset performance related to Regulatory, Public, Council, Capital Planning).

Task 1 – Kick-Off Meeting

- Facilitate Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Prepare Asset Hierarchy Recommendations

- Obtain asset hierarchy exports from existing tracking systems (from the supporting system) and O&M metrics (from S6 – Service Levels and Performance).
- Review asset reporting needs for Stakeholders.
- Review and compare existing asset hierarchies to reporting needs and best practice examples.
- Prepare initial high-level recommendations for improvement as needed.
- Facilitate a discussion with each of the asset group leads to discuss recommendations.
 - Water Treatment (O&M and Finance rep).
 - Wastewater Reclamation (O&M and Finance rep).
 - Distribution (O&M and Finance rep).
 - Collections (O&M and Finance rep).
 - Storm Water (O&M and Finance rep).
 - Solid Waste/Landfill (O&M and Finance rep).
 - Transportation Systems (O&M and Finance rep).

Deliverables:

- Initial asset hierarchy recommendations for each of the seven asset groups.

Task 3 –Revise Asset Hierarchies

- Prepare DRAFT asset hierarchies for the asset groups listed in Task 2 based on feedback obtained during Task 2 with existing hierarchies mapped to new asset hierarchies.
- Facilitate meetings with each of the asset groups listed in Task 2 that includes: (O&M; Finance, Deputy Director, and Asset Manager) to obtain feedback on the DRAFT versions.
- Update the asset hierarchies and mapping to FINAL.

Deliverables:

- Updated asset hierarchies with existing hierarchies mapped to the new structure – DRAFT.
- Updated asset hierarchies with existing hierarchies mapped to the new structure – FINAL.

Assumptions:

- PWD will provide the updated asset hierarchies to HDR to update the asset registries in the supporting databases (Cityworks/FastMaintenance).
- PWD may also need to make the updated changes to the asset hierarchy in the financial system.

D5 Data Standards

Project Purpose: To establish consistent standards for required attribute information that is in alignment with performance reporting and operational decision-making needs.

Task 1 – Kick-Off Meeting

- Facilitate Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.
- Identify any assets and attribute information that are not the responsibility of PWD but that would be helpful to understand overall system operation.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Identify Required Data Attributes for each Asset Group in the Asset Hierarchy

- Review stakeholder reports and discuss asset reporting needs (that inform asset reporting needs with representatives from Management, Finance, O&M, asset management, and regulatory).
- Summarize existing data elements tracked for each asset in the asset hierarchy (from D2 – Asset Hierarchies).
 - Water Treatment (O&M and Asset Manager).
 - Wastewater Reclamation (O&M and Asset Manager).
 - Distribution (O&M and Asset Manager).
 - Collections (O&M and Asset Manager).
 - Storm Water (O&M and Asset Manager).
 - Solid Waste/Landfill (O&M and Asset Manager).
 - Transportation Systems (O&M and Asset Manager).
- Identify asset data that comes from stakeholders for assets that are not the responsibility of PWD but that are important for PWD to track and any attributes that are critical to understand.

Deliverables:

- Summary of attributes per asset type.

Task 3 – Review Attribute Needs with Asset Groups

- Facilitate a discussion with each of the asset groups listed in Task 2 to review the summary list of attributes, data owners, supporting technology where data is stored, and identify strategies to collect any missing attribute information required for reporting and/or to inform operational decision-making.
- Summarize discussion results per asset group.

Deliverables:

- Meeting Materials.
- Meeting Summary (reflecting strategies to collect missing attributes, data owners, and master databases).

Task 4 – Develop Data Dictionary

- Summarize the results of Task 3 and prepare a DRAFT Data Dictionary.
- Facilitate a discussion with identified staff to review the DRAFT Data Dictionary.
- Define an owner and process to keep the Data Dictionary updated over time and ensure attribute information is being collected.
- Update the Data Dictionary to FINAL following review meeting and submitted comments.

Deliverables:

- Data Dictionary – DRAFT.



- Data Dictionary – FINAL.

Assumptions:

- PWD will facilitate activities to gather missing attribute information in alignment with strategies defined in Task 3.
- PWD will provide the asset attribute information desired for tracking to HDR to update and align to the asset registries in the supporting databases (Cityworks/FastMaintenance).
- PWD will communicate data standards to outside stakeholders who maintain assets that are important for PWD to understand.

D7 CMMS Coding

Project Purpose: To review and update pull-down menus in the CMMS (Cityworks and/or FastMaintenance) to capture and track asset failures (causes and mitigation/remedy activities) by asset and work order type.

Task 1 – Kick-Off Meeting

- Facilitate Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Identify Asset Failure Types

- Facilitate Meetings with each asset group leader to define asset failure types (reflected in the work order types).
 - Water Treatment.
 - Wastewater Reclamation.
 - Distribution.
 - Collections.
 - Storm Water.
 - Solid Waste/Landfill.
 - Transportation Systems.
- Summarize asset failures by asset type/work order type in a spreadsheet format and create candidate codes and identify the affected supporting technology where codes will be captured.

Deliverables:

- Failures Codes - - spreadsheet format for configuring into the CMMS.

Task 3 – Define Mitigation Tasks by Asset Failure Type

- Using the results of Task 2, work with each asset group to define high-level mitigation tasks that can be captured using codes in the CMMS.
- Summarize high-level activities in alignment with the mitigation codes that can be recorded in the CMMS or in an SOP (from M2 – Failure Analysis).
- Present results to identified staff and update to a final version following comments received.

Deliverables:

- Mitigation Codes and Activity Lists – spreadsheet format for configuring into the CMMS – DRAFT.
- Mitigation Codes and Activity Lists – spreadsheet format for configuring into the CMMS – FINAL.

Assumptions:

- PWD will set up the failure and mitigation codes in the CMMS technologies.



D8 Inventory Management System

Project Purpose: To update the supporting technology that tracks inventory to support the Inventory Management Strategy (M6). Investigate the option of replacing CitySuite with the Cityworks Storeroom Module. Document configuration specifications to integrate Cityworks and/or FastMaintenance with CitySuite/Cityworks Storeroom. Automate pulling items from inventory as parts and materials are used to perform work through configuration. Include min/max counts of parts and materials in the configuration specifications.

Task 1 – Kick-Off Meeting

- Facilitate Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Define Functionality Needs and Assess CitySuite/Cityworks Storeroom

- Compare CitySuite's to Cityworks' Storeroom functionality and facilitate demos of those two options.
- Facilitate a meeting with identified staff to review existing functionality provided by CitySuite compared to Cityworks Storeroom to define desired functionality.
- Facilitate meeting to determine which software best supports desired functionality.

Deliverables:

- Facilitated Demo of CitySuite and Cityworks Storeroom.
- Functionality Requirements – summarized in spreadsheet format.

Task 3 – Develop Configuration Specifications to Set Up Inventory Management System

- Depending on the results of M6 – Inventory Management Strategy and Task 2 of this Task Order – develop a configuration specifications spreadsheet to support integration of CitySuite/Cityworks Storeroom with Cityworks and/or FastMaintenance.
- Obtain min/max counts for parts and materials documented in the Inventory Management Strategy (M6).
- Review the draft configuration specifications with identified PWD staff.
- Update the configuration specifications with comments to a final version.

Deliverables:

- Configuration Specifications Document – DRAFT.
- Configuration Specifications Document – FINAL.

Assumptions:

- PWD will use their CitySuite or Cityworks vendor to use the Configuration Specifications Document and set up supporting technology to work as defined.

L2 Asset Management Plan Development

Project Purpose: To identify assets on which to develop AMPs and prioritize the development of them so that the highest risk assets for each asset group are completed first. Create a strategy and schedule for completing the AMPs. Jacobs will develop a pilot AMP for each of the seven asset groups.

Note: This project relies on obtaining information developed from separate Improvement Initiatives D2; M2 – M5; S6, and S7.

Task 1 – Kick-Off Meeting

- Facilitate Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Develop AMP Template

- Facilitate a meeting with representatives from each of the asset groups to review a DRAFT AMP Template.
 - Water Treatment.
 - Wastewater Reclamation.
 - Distribution.
 - Collections.
 - Storm Water.
 - Solid Waste/Landfill.
 - Transportation Systems.
- Update the AMP Template to a FINAL version based on comments received.

Deliverables:

- AMP Template – DRAFT.
- AMP Template – FINAL.

Task 3 – Identify Assets to Develop AMPs

- Identify assets for each of the asset groups.
- Summarize the assets in a spreadsheet format and with the asset group representatives to prioritize.
- Determine the top asset(s) for each group that a pilot AMP will be developed.

Deliverables:

- List of assets for which AMPs will be developed.

Task 4 – Develop AMPs

- Collect data to initiate development of the AMPs.
- Prepare DRAFT AMPs using known data and strategies (coordinate input with D2; M2 – M5; S6, and S7).
- Facilitate up to three meetings with each asset group to complete the sections contained in the AMP.
- Submit the DRAFT AMPs for review to each asset group.
- Finalize each AMP based on comments received.

Deliverables:

- AMPs (7) – DRAFT.
- AMPs (7) – FINAL.

Task 5 – Establish an AMP Maintenance Process and Usage Strategy

- Facilitate a meeting to document a process and AMP owners who will update the AMPs as new information is received with identified staff.
- Discuss AMP Usage Strategy and triggers
- Draft the AMP Maintenance Process.
- Facilitate a meeting to validate the business process to update the AMPs and subsequently make FINAL.

Deliverables:

- List of AMP owners.
- AMP Maintenance Process – DRAFT.
- AMP Maintenance Process – FINAL.

Assumptions:



- PWD will use the piloted AMPs to further develop AMPs on the remaining critical assets or will secure additional assistance from Jacobs as part of a separate Task Order.

L3 CIP Prioritization Strategy

Project Purpose: To finalize development of a formalized and repeatable CIP Prioritization Process. (Reference pilot work completed in 2020).

Task 1 – Kick-Off Meeting

- Facilitate Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs. Include a description of the pilot CIP prioritization work completed.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Finalize Evaluation Criteria

- Facilitate a meeting with staff to review evaluation criteria and modify, as necessary.
- Develop service-specific sub-criteria and measurement scales.
- Facilitate a meeting with staff to review and finalize service-specific sub-criteria.

Deliverables:

- Evaluation Criteria – DRAFT.
- Evaluation Criteria – FINAL.

Task 3 – Identify Projects and Scoring Teams

- Obtain a list of projects to be scored and prioritized.
- Assess and establish a Scoring Team consisting of senior managers.

Deliverables:

- Scoring Teams.

Task 4 – Score and Prioritize Projects

- Facilitate a meeting with the Scoring Team to score projects.
- Facilitate a meeting with the Scoring Team review and refine project scores.

Deliverables:

- Scoring Results – DRAFT.
- Scoring Results – FINAL.

Task 5 – Finalize CIP Results

- Facilitate a meeting with the Scoring Team to assess weights assigned during prioritization pilot test and refine as needed.
- Calculate MODA evaluation of CIP projects.
- Conduct sensitivity analysis and establish project ranking.
- Conduct CIP harmonization (typical PWD process to address sequencing, funding sources, etc.).

Deliverables:

- CIP Projects Prioritized – DRAFT.
- CIP Projects Prioritized – FINAL.

Task 6 – Define CIP Prioritization Business Process

- Facilitate a meeting with identified staff to define a CIP Prioritization business process.
- Develop the business process and How-To documentation.
- Validate the business process with staff.

Deliverables:

- CIP Prioritization Documentation – DRAFT.
- CIP Projects Documentation – FINAL.



L5 Business Case Analysis Strategy

Project Purpose: To develop a formalized Business Case Analysis (BCA) process and define criteria for when BCAs need to be prepared to initiate requirements for BCA development.

Task 1 – Kick-Off Meeting

- Facilitate Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Determine BCA Approach

- Facilitate a meeting with identified staff to review example BCA approaches and tools and select the approach and tool appropriate for PWD.

Deliverables:

- Example BCA Approaches and Tools.
- BCA Approach and Tool for PWD.

Task 3 – Identify BCA Criteria

- Facilitate a meeting with identified staff to determine criteria and weightings for use in the BCA Tool.

Deliverables:

- List of criteria and weightings.

Task 4 – Pilot BCA Analysis

- Obtain sample data for up to six BCA projects.
- Prepare the BCAs using received data.
- Facilitate a meeting with identified staff to review the BCAs results.
- Update the BCA Tool with input received from identified staff.

Deliverables:

- BCA Results (six projects) – DRAFT.
- BCA Results (six projects) – FINAL.

Task 5 – Establish a Process for use of the BCA Analysis

- Facilitate a meeting with identified staff to document the triggers for using the BCA Tool.

Deliverables:

- Documented business process reflecting triggers.

Task 6 – Train Staff on Usage of the BCA Tool

- Develop Training Manual on the BCA Analysis.
- Facilitate two training sessions with identified staff to use the BCA Tool.

Deliverables:

- Training Manual.
- Training Sessions (2).

Assumptions:

- PWD will enforce the BCA Analysis process within Billings PWD based on triggers identified in Task 5.

M2 Failure Analysis

Project Purpose: To standardize a process to record and investigate failure modes, root causes, and remedies. Identify staff roles responsible for trend analysis and revising preventive maintenance and risk mitigation strategies to improve asset reliability. Assign responsibility and document a business process to initiate and conduct investigations for asset failures.

Task 1 – Kick-Off Meeting



- Facilitate Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Identify Failure Modes and Mitigation Strategies for Critical Assets

- Facilitate a meeting with representatives from each asset group to define failure modes on critical assets.
- Facilitate a meeting with each asset group representative(s) to define mitigation strategies to respond to each failure mode on critical assets (coordinate with M3 Asset Risk).
- Document the results from the meetings.
- Facilitate a review meeting with each asset group representative(s) to review the results and validate.
- Finalize the failure modes and mitigation strategies (coordinate with D7 – CMMS Coding).

Deliverables:

- Spreadsheet of Failure Modes and Mitigation Strategies for each of the Asset Groups – DRAFT.
- Spreadsheet of Failure Modes and Mitigation Strategies for each of the Asset Groups – FINAL.

Task 3 – Define a Failure Identification, Investigation, and Mitigation Process

- Facilitate a meeting with the asset group representative(s) to document a standardized business process to identify, investigate and respond to failed assets.
- Draft the business processes and supporting text SOP and reflect defined roles and responsibilities for each asset group.
- Review the draft business processes and supporting text SOP with asset group representative(s).
- Finalize the business process and supporting text SOP following comments/edits received.

Deliverables:

- Failure Identification, Investigation and Mitigation Business Process – Business Process Diagram and supporting text SOP – DRAFT.
- Failure Identification, Investigation and Mitigation Business Process – Business Process Diagram and supporting text SOP – FINAL.

Task 4 – Train Staff on the Failure Identification, Investigation, and Mitigation Process

- Facilitate up to three training sessions with identified staff to ensure understanding of the documented business processes and SOPs.
- Coordinate with the Change Management Communication Coordinator to support roll-out and tracking of the new business process implementation.

Deliverables:

- Training Materials.
- Training Sessions (3).

Assumptions:

- PWD will update any related job descriptions with identified responsibilities as needed.

M3 Asset Risk



Project Purpose: To determine asset risk scores for critical assets using likelihood and consequence of failure determinations. Identify risk tolerance levels that trigger defined risk mitigation strategies. Incorporate data fields into supporting technology. This project coordinates with S7 – Risk Frameworks. The Asset Risk Framework will be developed as part of S7 and built out as part of M3 – Asset Risk.

Task 1 – Kick-Off Meeting

- Facilitate a Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Determine Risk Scores for Critical Assets

- Facilitate a meeting with identified staff to review the Risk Score calculation methodology.
- Facilitate a meeting with each of the asset groups to identify critical assets on which to calculate risk scores and criteria.
- Obtain available data to calculate risk scores (this may be a combination of quantitative and qualitative data).
- Calculate risk scores on identified assets.
- Review risk score results with each of the asset groups.
- Update risk score results following validation meetings.

Deliverables:

- Spreadsheet of Risk Score Calculations – DRAFT.
- Spreadsheet of Risk Score Calculations – FINAL.

Task 3 – Define Risk Tolerance Levels

- Facilitate a meeting with identified staff from each of the asset groups to review the Risk Tolerance Level approach.
- Facilitate meetings with each of the asset groups to define asset specific risk tolerance levels to trigger mitigation strategies (coordinate with M4- Mitigation Strategies).
- Prepare a results and review with identified staff in a meeting.

Deliverables:

- Risk Tolerance Strategy for each asset group– DRAFT.
- Risk Tolerance Strategy for each asset group– FINAL.

Task 4 – Train Staff

- Facilitate up to three Training Sessions with staff to understand how to use risk scores to prioritize and trigger work activities.

Deliverables:

- Training Materials.
- Training Sessions (3).

Assumptions:

- PWD provide risk scores to IT to build into the CMMS.

M4 Maintenance Strategies

Project Purpose: To document planned and reactive maintenance strategies aligned to risk tolerance levels.

Task 1 – Kick-Off Meeting

- Facilitate a Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.

Deliverables:



- Meeting Materials.
- Meeting Summary.

Task 2 – Align Maintenance Strategies to Risk Tolerance Levels

- Confirm asset types on which to define maintenance strategies in alignment with risk tolerance levels.
- Facilitate meetings with each of the asset groups to align maintenance strategies with risk tolerance levels. These include routine planned preventive maintenance to increased escalation of frequencies and specific activities.
- Prepare Draft results and review with identified staff in each of the asset groups.
- Update results to Final versions following review and comments.

Deliverables:

- Spreadsheet of Maintenance Strategies – DRAFT.
- Spreadsheet of Maintenance Strategies – FINAL.

Task 3 – Train Staff

- Facilitate up to three Training Sessions with staff to review maintenance strategies in alignment with risk tolerance levels.

Deliverables:

- Training Materials.
- Training Sessions (3).

Assumptions:

- PWD to update the CMMS with mitigation strategy options to track work.

M5 Preventive Maintenance Optimization

Project Purpose: To conduct a preventive maintenance optimization (PMO) assessment and update preventive maintenance activities and frequencies as documented in M4-Maintenance Strategies and in the supporting technology to support implementation. Include an assessment of work orders, costs, and failures to determine optimization opportunities.

Task 1 – Kick-Off Meeting

- Facilitate a Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Assess Maintenance Work Activities

- Confirm asset types on which to conduct the PMO Assessment.
- Obtain required data.
- Perform assessment.
- Facilitate meetings with the asset groups to review results of the PMO Assessment.

Deliverables:

- Assessment Results.

Task 3 – Develop PMO Recommendations

- Based on PMO Assessment results, draft optimization recommendations.
- Facilitate meetings with each of the asset groups to review the recommendation results.
- Update the recommendations following feedback from staff.
- Update the Maintenance Strategy documentation (M4 – Maintenance Strategies).

Deliverables:

- Optimization Recommendations – DRAFT.
- Optimization Recommendations – FINAL.



- Updated Maintenance Strategy Documentation (M4 – Maintenance Strategies).

Assumptions:

- PWD to update the CMMS with maintenance optimization recommendations that impact PM frequencies.

S6 Service Levels and Performance

Project Purpose: To develop a Service Level Framework that defines terms, use, and stakeholder expectations. Document performance indicators (leading and lagging) and service level targets per asset group and stakeholder and define how performance will be tracked and reported. Formalize future trend analysis business process and identify staff responsible to perform this work that will inform decision making on maintenance and asset investments.

Task 1 – Kick-Off Meeting

- Facilitate a Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project and describe data needs.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Define the Service Level Framework and Service Level Targets

- Obtain PWD Strategic Goals.
- Obtain listing of PWD Division functional responsibilities.
- Develop Service Level Framework that aligns Division functional responsibilities under the Strategic Goals.
- Facilitate a meeting with identified staff to review the draft Strategic Level Framework.
- Update the Strategic Level Framework to final version following receipt of comments.

Deliverables:

- Strategic Framework – DRAFT.
- Strategic Framework – FINAL.

Task 3 – Identify Performance Metrics

- Work with each Division to identify strategic and operational metrics and service level targets valuable for reporting performance and informing operational decision-making. Jacobs will present a library of optional leading and lagging metrics at these meetings in alignment with industry best practices.
- Summarize the metrics in a spreadsheet format under the Strategic Goals and Operational Functions reflecting service level targets and from which supporting technologies will provide the required data.
- Review the metrics spreadsheets with each Division.
- Update the metrics spreadsheets to a final version based on comments received.

Deliverables:

- Metrics Spreadsheets – DRAFT.
- Metrics Spreadsheets – FINAL.

Task 4 – Define Future Trend Analysis Business Processes and SOPs

- Facilitate two meetings with identified staff from each Division to document a business process and define responsibilities for performing trend analysis.
- Ensure staff understand how to use the data to inform decision-making and reflect in the business processes.

Deliverables:

- Future Trend Analysis SOP and Business Process for each Division – DRAFT.
- Future Trend Analysis SOP and Business Process for each Division – FINAL.



S7 Risk Frameworks

Project Purpose: To create Risk Frameworks and implementation processes for Enterprise-wide, Operational, Project, and Asset risks.

Task 1 – Kick-Off Meeting

- Facilitate a Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Define an Enterprise-wide Risk Framework and Implementation Process

- Facilitate a meeting with identified staff to define an Enterprise-wide Risk Framework. As part of this meeting, identify Enterprise Risks.
- Document mitigation strategies in response to each Enterprise Risk.
- Draft the Enterprise-wide Risk Framework and review with identified staff.
- Finalize the Enterprise-wide Risk Framework following staff comments and edits.
- Facilitate a meeting to define an Enterprise-wide Risk Mitigation Implementation Process with identified staff.
- Draft the Enterprise-wide Risk Mitigation Process and review with staff in a meeting.
- Update the Enterprise-wide Risk Mitigation Process following comments received.

Deliverables:

- Enterprise-wide Risk Framework – DRAFT.
- Enterprise-wide Risk Framework – FINAL.
- Enterprise-wide Risk Mitigation Process – DRAFT.
- Enterprise-wide Risk Mitigation Process – FINAL.

Task 3 – Define an Operational Risk Framework and Implementation Process

- Facilitate a meeting with identified staff to define an Operational Risk Framework. As part of this meeting, identify Operational Risks.
- Document mitigation strategies in response to each Operational Risk.
- Draft the Operational Risk Framework and review with identified staff.
- Finalize the Operational Risk Framework following staff comments and edits.
- Facilitate a meeting to define an Operational-wide Risk Mitigation Implementation Process with identified staff.
- Draft the Operational Risk Mitigation Process and review with staff in a meeting.
- Update the Operational Risk Mitigation Process following comments received.

Deliverables:

- Operational Risk Framework – DRAFT.
- Operational Risk Framework – FINAL.
- Operational Risk Mitigation Process – DRAFT.
- Operational Risk Mitigation Process – FINAL.

Task 4 – Define Project Risk Framework and Implementation Process

- Facilitate a meeting with identified staff to define a Project Risk Framework. As part of this meeting, identify Project Risks.
- Document mitigation strategies in response to each Project Risk.
- Draft the Project Risk Framework and review with identified staff.
- Finalize the Project Risk Framework following staff comments and edits.
- Facilitate a meeting to define a Project Risk Mitigation Implementation Process with identified staff.
- Draft the Project Risk Mitigation Process and review with staff in a meeting.
- Update the Project Risk Mitigation Process following comments received.

Deliverables:

- Project Risk Framework – DRAFT.
- Project Risk Framework – FINAL.
- Project Risk Mitigation Process – DRAFT.
- Project Risk Mitigation Process – FINAL.

Task 5 – Define Asset Risk Framework and Implementation Process

- Facilitate a meeting with identified staff to define an Asset Risk Framework. As part of this meeting, identify Asset Risks.
- Document mitigation strategies in response to each Asset Risk.
- Draft the Asset Risk Framework and review with identified staff.
- Finalize the Asset Risk Framework following staff comments and edits.
- Facilitate a meeting to define an Asset Risk Mitigation Implementation Process with identified staff.
- Draft the Asset Risk Mitigation Process and review with staff in a meeting.
- Update the Asset Risk Mitigation Process following comments received.

Deliverables:

- Asset Risk Framework – DRAFT.
- Asset Risk Framework – FINAL.
- Asset Risk Mitigation Process – DRAFT.
- Asset Risk Mitigation Process – FINAL.

Task 6 – Train Staff on the Risk Frameworks

- Facilitate up to three Training Sessions to train staff on how to implement the Risk Frameworks in alignment with the defined Business Processes.

Deliverables:

- Training Materials.
- Training Sessions (3).

S8 Standard Operating Procedures and Business Processes

Project Purpose: To list business processes and Standard Operating Procedures (SOPs) that are desired. Inventory and assess quality of existing SOPs, identify missing SOPs, and prioritize SOPs for update/completion. Include asset management business processes that span asset operations, maintenance, managing maintenance and construction contractors, asset onboarding and asset management quality assurance. Define standardized SOP and Business Process templates and complete SOP and Business Process documentation. *Note: Some business processes are embedded in other Improvement Initiatives and may be documented as part of those efforts.*

Task 1 – Kick-Off Meeting

- Facilitate a Kick-Off Meeting with the staff who will be involved in the project to provide an overview of the project.

Deliverables:

- Meeting Materials.
- Meeting Summary.

Task 2 – Identify Business Processes and SOPs to be Documented

- Inventory those that exist to support identification of gaps and update needs.
- Facilitate a meeting with identified staff to identify Business Processes and SOPs to be documented prioritize Business Process and SOPs to be updated/created.

Deliverables:

- Inventory List of Business Processes and SOPs – prioritized.

Task 3 – Identify Business Process and SOP templates



- Facilitate a meeting with identified staff to review example Business Process and SOP templates. Options will include existing Business Process and SOP templates from PWD.
- Prepare standardized templates as needed.
- Facilitate a meeting with identified staff to gain consensus on templates.
- Finalize the templates upon feedback from staff.

Deliverables:

- Business Process Template – DRAFT.
- SOP Template – DRAFT.
- Business Process Template – FINAL.
- SOP Template – FINAL.

Task 4 – Document Identified Business Processes

- In alignment with priorities defined in Task 2, facilitate meetings to document business processes using the identified template. As part of these sessions, optimization, data collection, and communication channels will be reflected.
- Draft Business Processes.
- Review optimized business processes with staff.
- Finalize Business process.

Deliverables:

- Business Process Diagrams (up to 10) – DRAFT.
- Business Process Diagrams (up to 10) – FINAL.

Task 5 – Document Identified SOPs

- In alignment with priorities defined in Task 2, facilitate meetings to document SOPs using the identified template.
- Draft SOPs using existing data.
- Review SOPs with identified staff and obtain missing details as needed.
- Finalize SOPs.

Deliverables:

- SOPs (up to 10) – DRAFT.
- SOPs (up to 10) – FINAL.

Assumptions:

- PWD will roll-out the optimized business processes to identified staff and work with the Change Management Communication Coordinator to enforce and track implementation.
- Jacobs will focus on the top 10 Business Processes and top 10 SOPs for this Task Order unless otherwise directed. PWD will complete the remaining internally using the approach and templates provided.



APPENDIX B

Add to the not to exceed price paid to Consultant as follows:

Improvement Initiative	Jacobs Cost
D2 - Asset Hierarchies	\$ 51,952
D5 - Data Standards	\$ 51,012
D7 - CMMS Coding	\$ 64,300
D8 - Inventory Management System	\$ 30,662
L2 - AMP Development	\$ 100,297
L3 - CIP Prioritization Strategy	\$ 29,875
L5 - Business Case Analysis Strategy	\$ 33,042
M2 - Failure Analysis	\$ 58,996
M3 - Asset Risk	\$ 52,458
M4 - Maintenance Strategies	\$ 47,182
M5 - Preventive Maintenance Optimization	\$ 88,299
S6 - Service Levels and Performance	\$ 67,556
S7 - Risk Frameworks	\$ 101,579
S8 - SOPs and Business Processes	\$ 80,387
SUB-TOTAL	\$ 857,597
<i>Deduct for Phase 1 Budget Not Spent</i>	<i>-\$ 59,000</i>
AMENDMENT TOTAL	\$ 798,597

All other Sections of the original Contract remain the same.

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

CITY OF BILLINGS, MONTANA

By _____
 William A. Cole
 Mayor

Jacobs Engineering Group Inc.
 CONSULTANT (Print Name Above)

By  _____
 Print Name Court Harris

Print Title: VP/Client Account Manager

City Council Regular

Date: 06/28/2021
Title: Billings Public Library Donation
Presented by: Jamie Bratlie
Department: Library
Presentation: No

RECOMMENDATION

Staff recommends that the City Council accept the donation to the Billings Public Library.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The Billings Public Library will be installing a book locker outside the main entrance of the library. The book locker will serve as a convenient location for library patrons to pick up items after hours that they have placed on hold. Also, it will serve as a quick stop during regular business hours, reducing the lines at the self-checkout stations inside the library, and providing a contactless options for patrons. The Billings Library Foundation, through their fund-raising efforts, are donating \$21,750 toward the purchase of the book locker.

ALTERNATIVES

City Council may:

- Approve the donation; or,
- Not Approve the donation

FISCAL EFFECTS

There is no budgetary impact.

City Council Regular

Date: 06/28/2021
Title: Cancellation of Checks and Warrants
Presented by: Andy Zoeller, Finance Director
Department: Finance
Presentation: No

RECOMMENDATION

Staff recommends that the City Council authorize canceling stale dated outstanding checks and warrants.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The Finance department annually reviews outstanding checks and warrants. Under State law MCA 7-6-4303, City council has the authority to cancel municipal checks and warrants that have remained outstanding or unpaid for a period of one year. Vendors were notified that they had outstanding checks and were give the option to pay the stop payment fee for \$16 to have a check reissued.

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve canceling the checks. If Council does not approve the cancellation, the checks and warrants will remain outstanding.

FISCAL EFFECTS

The amounts contained the canceled checks and warrants will revert to the affected funds. Vendors were notified and given the opportunity to pay the stop payment fee and have their checks reissued. The final cancellations may not exactly match the attachment because payees are still responding and checks that are reissued will not be canceled. The affected departments and the amounts are as follows:

Municipal Court	\$397.00
Parks & Rec	200.00
Police	162.55
Animal Control	25.00
Fire	48.41
Water	37.63
Parking	70.00
Solid Waste	94.50
Airport	55.00
Insurance fund	8.62
Total	\$1,098.71

Attachments

Voided Check Listing

VOIDED CHECKS TO C. COUNCIL- JUNE 2021
ACCOUNTS PAYABLE CHECKS TO BE VOIDED

Check #	Date	Name	Amount
825225	07/22/2019	Timothy Harmon	12.00
825337	07/29/2019	Ivan Buller	10.00
825340	07/29/2019	Joel Pike	25.00
825798	08/13/2019	Grant Romo	12.00
825809	08/13/2019	Hedstrom, Olaf	17.98
826060	08/19/2019	Larry Willey	20.00
826231	08/26/2019	Jones, Shale	20.00
826624	09/09/2019	Nevesa Littleowl	12.00
826665	09/09/2019	Tara Keehn	25.00
827187	09/30/2019	Six Robbles Inc	14.43
827417	10/07/2019	Willis, Amy	5.74
827776	10/21/2019	Sean Ohayre	25.00
827799	10/21/2019	Vandersloot, Jerome	43.00
827930	10/28/2019	Kevin Lambert	12.00
828612	11/25/2019	Cook, Rita	10.00
828839	12/03/2019	Gregory Miller	12.00
828862	12/03/2019	Jaclyn Colebank	12.00
828869	12/03/2019	Katherine Bentley	12.00
828870	12/03/2019	Katherine Bentley	12.00
828887	12/03/2019	McKenzie Opitz	12.00
829704	01/06/2020	DPHHS EMSTS	35.00
829861	01/13/2020	Dennler, Jeremy	10.56
829921	01/13/2020	Kom Tatsakron	12.00
830543	02/03/2020	Taylor Haynes	12.00
831085	02/18/2020	Nissan Infiniti LT	10.00
831162	02/24/2020	Brandon Case	12.00
831215	02/24/2020	Katy Nelson	12.00
831243	02/24/2020	Norma Morning	12.00
831454	03/02/2020	Ryan Hernandex	12.00
831829	03/16/2020	Trigg, Seth E	51.50
831960	03/23/2020	Ostby, Alan	25.00
832072	03/30/2020	Douglas Berg	12.00
832125	03/30/2020	Lanny Schneider	12.00
832131	03/30/2020	Luz Icenoggle	12.00
832186	03/30/2020	Richard Setterstrom	12.00
832206	03/30/2020	Stephen Volek	12.00
832248	04/06/2020	Bianca Ovalle	12.00
832335	04/06/2020	Jessie Krank	12.00
832396	04/06/2020	Randi Arave	12.00
832407	04/06/2020	Scott Lindgren	12.00
832588	04/13/2020	Stuarts House Of Vacuums	16.00
832937	05/04/2020	Barany of Skystone	100.00
833052	05/04/2020	Trenton Handlin	100.00
833381	05/18/2020	Verizon Wireless	115.00
833506	05/26/2020	SHELBY LEHMAN	8.62
833832	06/08/2020	Wallis, Zachary	36.99
833884	06/15/2020	Caitlyn VAndersloot	12.00
833967	06/15/2020	Jaron Mullin	12.00
834071	06/15/2020	Tracy Hylland	25.00
834086	06/15/2020	White, Branden	5.00
834484	06/29/2020	TERRY REINHARDT	31.89

TOTAL 1,098.71

City Council Regular

Date: 06/28/2021
Title: Authorizing the Issuance and Calling for a Negotiated Sale for Pooled SID Bonds
Presented by: Teri Walker
Department: Finance
Presentation: No

RECOMMENDATION

Staff recommends the City Council approve the resolution authorizing the issuance and negotiated sale for SID 1418, SID 1417, and SID 1416,

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The City will be selling bonds to finance three construction projects. Council approved the bid award for Special Improvement District 1417 on 5/28/2021 to construct street, curb and gutter, water, landscaping, streetlights, and storm drain improvements on Elysian Road and streetlights in Annafeld North 1st Filing and Annafeld 3rd Filing. Special Improvement District 1416 shall construct street, curb and gutter, water, sanitary sewer, and storm drain improvements on Gleneagles Boulevard. Council approved the bid award on 6/14/2021.

Special Improvement District 1418 is on the agenda tonight for the construction bid approval.

Approval of this resolution will authorize staff to issue up to \$3,040,000 in bonds to cover the cost of construction.

ALTERNATIVES

City Council may:

- Approve; or,
- Not approve the resolution and find alternative financing

FISCAL EFFECTS

The properties in the Districts will be assessed for the principal and interest costs of the bonds. The total amount issued will be \$3,040,000, will not have an interest rate greater than 4.50%, and will not exceed 15 years. Actual interest rates will be known at the time of signing the bond purchase agreement.

Attachments

resolution

CERTIFICATE AS TO RESOLUTION AND ADOPTING VOTE

I, the undersigned, being the duly qualified and acting recording officer of the City of Billings, Montana (the "City"), hereby certify that the attached resolution is a true copy of Resolution No. _____, entitled: "RESOLUTION RELATING TO UP TO \$3,040,000 POOLED SPECIAL IMPROVEMENT DISTRICT BONDS (SPECIAL IMPROVEMENT DISTRICT NOS. 1416, 1417, AND 1418); AUTHORIZING THE ISSUANCE AND PRIVATE NEGOTIATED SALE THEREOF AND AUTHORIZING THE PLEDGE OF THE REVOLVING FUND TO THE SECURITY THEREOF" (the "Resolution"), on file in the original records of the City in my legal custody; that the Resolution was duly adopted by the City Council of the City at a regular meeting on June 28, 2021, and that the meeting was duly held by the City Council and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

I further certify that, upon vote being taken on the Resolution at said meeting, the following Council Members voted in favor thereof: _____; voted against the same: _____; abstained from voting thereon: _____; or were absent: _____.

WITNESS my hand officially this 28th day of June, 2021.

City Clerk

RESOLUTION NO. _____

RESOLUTION RELATING TO UP TO \$3,040,000 POOLED SPECIAL IMPROVEMENT DISTRICT BONDS (SPECIAL IMPROVEMENT DISTRICT NOS. 1416, 1417, AND 1418); AUTHORIZING THE ISSUANCE AND PRIVATE NEGOTIATED SALE THEREOF AND AUTHORIZING THE PLEDGE OF THE REVOLVING FUND TO THE SECURITY THEREOF

BE IT RESOLVED by the City Council (the “Council”) of the City of Billings, Montana (the “City”), as follows:

Section 1. Recitals.

1.01. Prior Acts. This Council has duly and validly created and established in the City under Montana Code Annotated, Title 7, Chapter 12, Parts 41 and 42, as amended (the “Act”), special improvement districts, Special Improvement District No. 1416 (“District No. 1416”), Special Improvement District No. 1417 (“District No. 1417”), and Special Improvement District No. 1418 (“District No. 1418” and, collectively with District No. 1416, and District No. 1417, the “Districts”), for the purpose of financing costs of certain public improvements of special benefit to the properties within the Districts (the “Improvements”) and paying costs incidental thereto (the “Incidental Costs”), including costs associated with the sale and the security of special improvement district bonds of the City drawn on the Districts, the creation of the Districts and the funding of deposits to the City’s Special Improvement District Revolving Fund (the “Revolving Fund”).

1.02. Proposed Bond Issue. The City proposes to issue special improvement district bonds of the City in one or more series, and which may be taxable and or tax-exempt, drawn against the Districts in the maximum aggregate principal amount of \$3,040,000 to pay a portion of the costs of the Improvements and Incidental Costs (the “Bonds”). The Bonds are to be payable primarily from special assessments to be levied against property within the Districts, which property will be specially benefited by the Improvements. Assessments will be levied against the property within the Districts in an amount not less than the aggregate principal amount of the Bonds to be issued.

The costs of the Improvements and Incidental Costs are currently estimated as follows:

	<u>District No. 1416</u>	<u>District No. 1417</u>	<u>District No. 1418</u>
Construction	\$674,869.20	\$2,477,123.90	\$251,815.00
Contingency	3,500.00	-	12,501.51
Design & CA	104,548.00	-	-
Engineering	19,996.15	57,189.70	30,217.80
Total Project Costs	\$802,913.35	\$2,534,313.60	\$294,534.31
Less City Contribution	(181,026.43)	-	(66,057.00)
Less Developer Contribution	(523,177.83)	-	-
Total Project Costs to be Assessed	\$98,709.09	\$2,534,313.60	\$228,477.31
Finance Fee	\$500.00	\$500.00	\$500.00
Revolving Fund 5%	5,495.00	134,277.32	12,227.68
Bank Fees	774.56	2,500.00	1,725.44
Issuance Costs	4,421.32	13,955.42	1,623.26
Bond Amount	\$109,899.97	\$2,685,546.34	\$244,553.69

1.03. Pooling. The City is authorized pursuant to Montana Code Annotated, Section 7-12-4193, to issue and sell special improvement district bonds of more than one district on a pooled basis upon a determination that such pooling is in the best interests of the City and the Districts and will facilitate the sale of the bonds under more advantageous terms or with lower interest rates.

Section 2. Sale and Term of Bonds.

2.01. Principal Amount. Pursuant to Sections 7-12-4204 and 17-5-107, Montana Code Annotated, this Council hereby determines that it is in the best interests of the City and the Districts to sell the Bonds on a pooled basis, at one or more private negotiated sales at a price not less than 97% of the principal amount thereof, including interest thereon to the date of delivery. The City Finance Director is hereby authorized to select one or more purchasers for the Bonds (the "Purchaser(s)") and to negotiate the sales thereof, subject to Section 2.02.

<u>District</u>	<u>Principal Amount</u>
District No. 1416	\$ 109,899.97
District No. 1417	2,685,546.34
District No. 1418	244,553.69

2.02. Pricing and Terms. The Bonds shall be sold to the Purchaser(s) on the terms and at purchase prices subject to the following limitations and conditions: (1) the aggregate principal amount of the Bonds shall not exceed \$3,040,000; (2) the interest rates on the Bonds shall not exceed 4.50%; (3) the purchase prices of the Bonds shall not be less than 100% of the principal amount thereof; (4) the term of each series of Bonds shall not exceed 15 years; (5) the Bonds

shall be payable from special assessments to be levied against property in the Districts; and (6) the Bonds shall be callable from the prepayment of special assessments.

All costs of issuing the Bonds (including, without limitation, the fees and expenses of Dorsey & Whitney LLP, the City's Bond Counsel) shall be paid by the City as part of the financing from proceeds of the Bonds or other available sources.

2.03. Bond Purchase Agreement. The City Administrator and City Finance Director are hereby authorized and directed to approve the final aggregate principal amount of the Bonds, dated dates, the amounts of the serial maturities, interest rates and redemption provisions of the Bonds, subject to the limitations contained in Section 2.02 and the Act. Upon approving such terms, the City Administrator and City Finance Director are hereby authorized and directed to approve, execute and deliver to the Purchaser(s) the bond purchase agreement(s) (the "Bond Purchase Agreement(s)"), containing the agreement of the City to sell, and the agreement of the Purchaser(s) to purchase, the Bonds on the terms so approved, and containing such other provisions as such persons shall deem necessary and appropriate. In the event of the absence or disability of the City Administrator and City Finance Director, the Mayor or Chair of this Council make such approvals and execute and deliver the Bond Purchase Agreement(s). The execution and delivery by such persons of the Bond Purchase Agreement(s) shall be conclusive as to the approval of such persons of the terms of the applicable series of Bonds and the agreement of the City to sell such Bonds on such terms in accordance with the provisions thereof.

The form of the Bonds and the final terms and conditions thereof shall be prescribed by subsequent resolution to be adopted by this Council.

Section 3. Pledge of Revolving Fund. In the Resolutions of Intention To Create the Districts, adopted on February 22, 2021, April 12, 2021, and May 24, 2021, respectively, this Council found it to be in the public interest, and in the best interest of the City and the Districts, to secure payment of principal of and interest on the Bonds by the Revolving Fund and authorized the City to enter into the undertakings and agreements authorized in the Act in respect of the Bonds, based on the factors required to be considered under Section 7-12-4225(4) of the Act. Those findings and determinations were ratified and confirmed in the resolutions creating the Districts adopted by this Council on March 22, 2021, May 10, 2021, and June 14, 2021, respectively, and are hereby ratified and confirmed. It is hereby covenanted and recited that the City has the power under the Act to pledge the Revolving Fund to payment of the principal of and interest on the Bonds.

PASSED AND APPROVED by the City Council of the City of Billings, Montana, this 28th day of June, 2021.

William A. Cole, Mayor

Attest: _____
Denise R. Bohlman, City Clerk

City Council Regular

Date: 06/28/2021
Title: Payment of Claims for week of May 24, 2021
Presented by: Andy Zoeller, Finance Director
Department: Finance
Presentation: No

RECOMMENDATION

Staff recommends Council approve the Payment of Claims

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

Claims in the amount of \$1,890,306.42 have been reviewed and are presented for City Council payment approval. A complete listing of the claims for the week are available in the Finance Department.

Payment Approval Process

Every invoice for payment is entered into the City's accounting system and the backup documentation is scanned in and attached (physical invoices, additional e-mails explaining payments, bids, contracts, etc.) Each invoice goes through a multi-step approval process depending upon the amount of the payment.

First, invoices are entered by the department requesting the payment and the department director or designee must perform an initial review and approval of the purchase. The number of approvals within the department can vary based upon the size of the department, but no less than one approver within each department must verify the payment.

Second, all payments, regardless of size, must be approved by the Purchasing Agent or designee. The Purchasing Agent will review the payment to ensure purchasing procedures are followed and appropriate documentation is attached.

If the payment is greater than \$1,000, then it must be approved by the Finance Director or designee. If that payment is greater than \$10,000, then it must be approved by the City Administrator or Assistant City Administrator.

Once all approvals are completed, the payment is able to be made and the Accounts Payable Clerk can print the check. After all checks are printed, a list of all checks in excess of \$2,500 is generated and placed on the next City Council meeting for review.

ALTERNATIVES

- No other alternatives were analyzed

FISCAL EFFECTS

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.

Attachments

Councilmemo wk of 05242021

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	842980	Ace Electric Inc	Water	\$ 6,707.25	WO 19-37 WTP High Service Pump Station H2-2 Pump Replacement
05/24/2021	842986	AT & T Corp	Airport	\$ 541.95	Airport
05/24/2021	842986	AT & T Corp	Building	\$ 45.23	BUILDING
05/24/2021	842986	AT & T Corp	Building	\$ 11.58	BUILDING
05/24/2021	842986	AT & T Corp	Building	\$ 510.40	PW-Building Cell Phones
05/24/2021	842986	AT & T Corp	Building	\$ 361.26	PW-Building Tablets (Planning)
05/24/2021	842986	AT & T Corp	CDBG	\$ 145.77	Comm Dev Dina Harmon, Carly Collings and Tam Rodier
05/24/2021	842986	AT & T Corp	Court Grants	\$ 212.10	Muni Court DC
05/24/2021	842986	AT & T Corp	Engineering	\$ 104.52	Engineering Tablets
05/24/2021	842986	AT & T Corp	Engineering	\$ 157.45	PW-Engineering Cell Phones and MiFi
05/24/2021	842986	AT & T Corp	Engineering	\$ 83.39	PW-Engineering Cell Phones and MiFi
05/24/2021	842986	AT & T Corp	Facilities	\$ 90.46	Facilities
05/24/2021	842986	AT & T Corp	Facilities	\$ 122.34	Facilities BOC Plus 70% of 406-672-3027
05/24/2021	842986	AT & T Corp	Facilities	\$ 103.81	Facilities City Hall
05/24/2021	842986	AT & T Corp	Facilities	\$ 34.84	Facilities iPad
05/24/2021	842986	AT & T Corp	General	\$ 95.81	City Attorney -Legal
05/24/2021	842986	AT & T Corp	General	\$ 283.57	Code Enforcement
05/24/2021	842986	AT & T Corp	General	\$ 31.49	Code Enforcement +Trina Arnold
05/24/2021	842986	AT & T Corp	General	\$ 45.54	Legal Dept -Domestic Violence
05/24/2021	842986	AT & T Corp	General	\$ 47.54	Municipal Court
05/24/2021	842986	AT & T Corp	General	\$ 17.57	PLANNING
05/24/2021	842986	AT & T Corp	General	\$ 321.65	PRPL - Recreation Division
05/24/2021	842986	AT & T Corp	General	\$ 135.16	REC Tablets
05/24/2021	842986	AT & T Corp	IT Resources	\$ 50.27	IT Department -On call Phone -added hotspot
05/24/2021	842986	AT & T Corp	Library	\$ 243.50	Library
05/24/2021	842986	AT & T Corp	Library	\$ 107.39	Library Out Reach
05/24/2021	842986	AT & T Corp	P.W. Admin	\$ 27.84	PWBLKNP OFFICE -60/40
05/24/2021	842986	AT & T Corp	P.W. Admin	\$ 41.23	PWBLKNP OFFICE -60/40
05/24/2021	842986	AT & T Corp	Park Dist 1	\$ 64.41	Parks Dept.
05/24/2021	842986	AT & T Corp	Park Dist 1	\$ 636.74	Parks Dept.
05/24/2021	842986	AT & T Corp	Park Dist 1	\$ 617.12	PRPL Parks Tablets Plus 13 new iPads and service \$654.99
05/24/2021	842986	AT & T Corp	Parking	\$ 87.63	Parking Division Meter Maintenance
05/24/2021	842986	AT & T Corp	Parking	\$ 283.17	Parking Phones
05/24/2021	842986	AT & T Corp	PD Program	\$ 80.28	CCSIU Toughbook
05/24/2021	842986	AT & T Corp	PD Program	\$ 45.54	Domestic Violence -Katie Nash
05/24/2021	842986	AT & T Corp	Phone System	\$ 17.57	Donation Center phone YCT. 406.208.8154

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	842986	AT & T Corp	Phone System	\$ 3.46	Metro Cell #140.100.1797
05/24/2021	842986	AT & T Corp	Phone System	\$ 67.84	TeleComm Manager Doug and Brenda
05/24/2021	842986	AT & T Corp	Planning	\$ 45.23	PLANNING
05/24/2021	842986	AT & T Corp	Public Safety	\$ 261.65	Animal Control Cell Phones
05/24/2021	842986	AT & T Corp	Public Safety	\$ 240.84	Animal Control -MDT
05/24/2021	842986	AT & T Corp	Public Safety	\$ 288.95	Comm. Center 9-1-1
05/24/2021	842986	AT & T Corp	Public Safety	\$ 40.14	Detective Chartier -Toughbook
05/24/2021	842986	AT & T Corp	Public Safety	\$ 1,226.97	Fire Department Cell Phones
05/24/2021	842986	AT & T Corp	Public Safety	\$ 85.68	ICAC -Campbell and Spare
05/24/2021	842986	AT & T Corp	Public Safety	\$ 1,238.40	MDT Fire
05/24/2021	842986	AT & T Corp	Public Safety	\$ 3,021.50	Police Department Cell Phone
05/24/2021	842986	AT & T Corp	Public Safety	\$ 401.40	Police MDT Toughbooks and Loaner MDT's
05/24/2021	842986	AT & T Corp	Public Safety	\$ 3,773.16	Police MDT Toughbooks and Loaner MDT's
05/24/2021	842986	AT & T Corp	Public Safety	\$ 272.97	Police -Resource Officers
05/24/2021	842986	AT & T Corp	Public Safety	\$ 200.70	Yellowstone County Cellular Charges -Three cradlepoints
05/24/2021	842986	AT & T Corp	Street/Traffic	\$ 372.55	School Flashers
05/24/2021	842986	AT & T Corp	Street/Traffic	\$ 273.24	Street Traffic iPads
05/24/2021	842986	AT & T Corp	Transit	\$ 1,003.50	MET Transit Max Transit
05/24/2021	842986	AT & T Corp	Transit	\$ 17.57	MET Transit On Call
05/24/2021	842986	AT & T Corp	Transit	\$ 642.24	MET Transit Tablets
05/24/2021	842986	AT & T Corp	Transit	\$ 306.38	MET Transit Tablets
05/24/2021	842986	AT & T Corp	Wastewater	\$ 167.10	PW Environmental added Erin Mooer
05/24/2021	842986	AT & T Corp	Wastewater	\$ 280.88	PWBELKNAP-DIST COLL 60/40
05/24/2021	842986	AT & T Corp	Wastewater	\$ 476.49	PWBLKNP Electricians -Phones
05/24/2021	842986	AT & T Corp	Wastewater	\$ 27.69	PWBLKNP STORES -75/25
05/24/2021	842986	AT & T Corp	Wastewater	\$ 861.69	PWBLNP-WWTRMNT1 Wastewater Treatment Plant
05/24/2021	842986	AT & T Corp	Wastewater	\$ 445.07	PW-Distribution Collection Tablets 60/40
05/24/2021	842986	AT & T Corp	Water	\$ 421.33	PWBELKNAP-DIST COLL 60/40
05/24/2021	842986	AT & T Corp	Water	\$ 1,047.40	PWBELKNAP-WT Water Treatment
05/24/2021	842986	AT & T Corp	Water	\$ 609.89	PWBLKNP COMM-METER CityWorks/Neptune
05/24/2021	842986	AT & T Corp	Water	\$ 121.84	PWBLKNP MTRSHOP
05/24/2021	842986	AT & T Corp	Water	\$ 215.56	PWBLKNP MTRSHOP
05/24/2021	842986	AT & T Corp	Water	\$ 83.08	PWBLKNP STORES -75/25
05/24/2021	842986	AT & T Corp	Water	\$ 667.60	PW-Distribution Collection Tablets 60/40
05/24/2021	842988	Bailey Nurseries	Park Dist 1	\$ 3,894.75	trees for parks
05/24/2021	842992	Billings Tourism	Tourism BID #2	\$ 14,218.00	Paid April Distributed May 2021

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	842994	Brenntag Pacific	Street/Traffic	\$ 8,102.00	Hicothaw
05/24/2021	842994	Brenntag Pacific	Street/Traffic	\$ 8,227.00	hicothaw
05/24/2021	842994	Brenntag Pacific	Wastewater	\$ 4,150.44	12.5% sodium hypochlorite
05/24/2021	842996	Business Tax Section	Airport	\$ 134.43	Access Control and CCTV Systems - Eligible Share
05/24/2021	842996	Business Tax Section	Airport	\$ 11.37	Access Control and CCTV Systems - Ineligible Share
05/24/2021	842996	Business Tax Section	Arterial Streets	\$ 204.98	Rectangular Rapid Flashing Beaxons
05/24/2021	842996	Business Tax Section	Gas Tax	\$ 31.26	SID 1410 Annafeld Park Trail Improvements
05/24/2021	842996	Business Tax Section	Gas Tax	\$ 8.14	SID 1410 Annafeld Park Trail Improvements
05/24/2021	842996	Business Tax Section	Gas Tax	\$ 1,150.10	WO20-02 MISSING SIDEWALK/MISCELLANEOUS
05/24/2021	842996	Business Tax Section	Haz Sidewalk Rpr	\$ 101.80	WO 20-21 Sidewalk Tripper Repair
05/24/2021	842996	Business Tax Section	Library	\$ 56.50	Concrete pad for book locker
05/24/2021	842996	Business Tax Section	SID Const	\$ 58.66	SID 1410 Annafeld Park Trail Improvements
05/24/2021	842996	Business Tax Section	Sidewalk Const	\$ 931.97	WO20-02 MISSING SIDEWALK/MISCELLANEOUS
05/24/2021	842996	Business Tax Section	Tax Incrmnt N27	\$ 4,037.91	WO 20-42 North 29th & 30th Streets Two-Way Conversion
05/24/2021	842996	Business Tax Section	Water	\$ 1,267.00	W.O. 21-21 Water Treatment Plant Sediment Hauling
05/24/2021	842998	C&C Designs Ltd	Public Safety	\$ (630.00)	DISCOUNT 15% (LESS \$5.25 PER SHIELD)
05/24/2021	842998	C&C Designs Ltd	Public Safety	\$ 4,200.00	ESTIMATE: 314 - BA SHIELDS, SCOTT AV3000 MASKS
05/24/2021	843001	Century Link	Airport	\$ 44.18	406-252-0721 Airport 1FB Line
05/24/2021	843001	Century Link	Airport	\$ 45.58	406-256-6014 Airport P9 Building
05/24/2021	843001	Century Link	Airport	\$ 63.98	406-256-7070 Airport
05/24/2021	843001	Century Link	Engineering	\$ 127.88	406-259-7758 Measured Lines Depot
05/24/2021	843001	Century Link	EOC 911	\$ 6,426.78	406-245-8527 New 9-1-1 Center
05/24/2021	843001	Century Link	Fleet	\$ 43.80	406-256-5047 Motor Pool
05/24/2021	843001	Century Link	General	\$ 54.37	monthly charges 406-248-9851 May21
05/24/2021	843001	Century Link	P.W. Admin	\$ 85.25	406-259-7758 Measured Lines Depot
05/24/2021	843001	Century Link	Parking	\$ 33.63	406-252-2041 Park 2 Elevator Phone
05/24/2021	843001	Century Link	Phone System	\$ 46.45	406.259.7121 CPC
05/24/2021	843001	Century Link	Phone System	\$ 465.28	406.259.7214 CPC
05/24/2021	843001	Century Link	Phone System	\$ 33.45	406.259.7752 PRPL
05/24/2021	843001	Century Link	Phone System	\$ 117.87	406-247-8641 PRPL -Fax and 406-657-3052 Senior center fax
05/24/2021	843001	Century Link	Phone System	\$ 141.23	BOC Alarms
05/24/2021	843001	Century Link	Phone System	\$ 46.93	South Park 406.247.8575
05/24/2021	843001	Century Link	Phone System	\$ 189.48	Water Department Alarm 406-247-8511
05/24/2021	843001	Century Link	Phone System	\$ 144.78	WWTP Conference Room 406.247.8564
05/24/2021	843001	Century Link	Planning	\$ 46.93	406-656-9578 Planning Traffic Central Broadwater
05/24/2021	843001	Century Link	Planning	\$ 46.93	406-656-9604 Planning Traffic Central 9th

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	843001	Century Link	Public Safety	\$ 57.31	406-651-0282 Fire 5 911 Line
05/24/2021	843001	Century Link	Solid Waste	\$ 58.94	406-256-7001 Solid Waste Scale House
05/24/2021	843004	Chicago Title of MT	CDBG	\$ 10,000.00	FTHB Martin Jones 145 Monarch
05/24/2021	843009	Crescent Electric	Street/Traffic	\$ 294.31	S508814394.003 PO NUM 312504
05/24/2021	843009	Crescent Electric	Street/Traffic	\$ 60.39	S509086918.001
05/24/2021	843009	Crescent Electric	Street/Traffic	\$ 1,221.62	S509086918.001 PO NUM 312502
05/24/2021	843009	Crescent Electric	Street/Traffic	\$ 232.08	S509087051.001 PO NUM 312503
05/24/2021	843009	Crescent Electric	Street/Traffic	\$ (0.01)	S509092812.001
05/24/2021	843009	Crescent Electric	Street/Traffic	\$ 384.74	S509092812.001 PO NUM 312501
05/24/2021	843009	Crescent Electric	Street/Traffic	\$ 14.26	S509097264.001 PO NUM 312500
05/24/2021	843009	Crescent Electric	Street/Traffic	\$ 0.02	S509100890.001
05/24/2021	843009	Crescent Electric	Street/Traffic	\$ 627.90	S509100890.001 PO NUM 312499
05/24/2021	843013	Dell Marketing	Library	\$ 25,917.64	10485894660 Library computers per the TRP
05/24/2021	843014	Demco Inc.	Library	\$ 2,674.11	INV00012931 Room Reserve Annual
05/24/2021	843016	Digital Video System	Solid Waste	\$ 5,870.00	Exterior cameras installed at landfill
05/24/2021	843019	E Oregon Communication	Wastewater	\$ 4,917.00	Radio upgrades for lift stations
05/24/2021	843020	Econo Print	P.W. Admin	\$ 59.86	Digital print for Jamie Young
05/24/2021	843020	Econo Print	P.W. Admin	\$ 6,880.22	Letter head and envelopes
05/24/2021	843020	Econo Print	Planning	\$ 285.30	307615
05/24/2021	843020	Econo Print	Water	\$ 59.86	D & C print
05/24/2021	843021	Ekblad	Public Safety	\$ 765.65	Tuition assist- Fall 2020- MSU Blgs
05/24/2021	843021	Ekblad	Public Safety	\$ 3,796.73	Tuition assist- Oct 2020 to Apr 2021- Columbia S-14 online courses
05/24/2021	843023	EnvisionWare	Library	\$ 3,645.00	New public scanner
05/24/2021	843028	FirstMark Const	Gas Tax	\$ 806.37	SID 1410 Annafeld Park Trail Improvements
05/24/2021	843028	FirstMark Const	Gas Tax	\$ 3,093.75	SID 1410 Annafeld Park Trail Improvements
05/24/2021	843028	FirstMark Const	SID Const	\$ 5,806.89	SID 1410 Annafeld Park Trail Improvements
05/24/2021	843029	Galles Filter	Fleet	\$ 5.28	P1=04941.01 PO NUM 312241
05/24/2021	843029	Galles Filter	Fleet	\$ 72.04	P1-04415.01 PO NUM 312242
05/24/2021	843029	Galles Filter	Fleet	\$ 366.35	P1-04606.01 PO NUM 312241
05/24/2021	843029	Galles Filter	Fleet	\$ 163.07	P1-04719.01 PO NUM 312241
05/24/2021	843029	Galles Filter	Fleet	\$ 103.50	P1-04811.01 PO NUM 312242
05/24/2021	843029	Galles Filter	Fleet	\$ 285.00	P1-04838.01 PO NUM 312241
05/24/2021	843029	Galles Filter	Fleet	\$ 243.40	P1-04940.01 PO NUM 312241
05/24/2021	843029	Galles Filter	Fleet	\$ 140.92	P1-05006.01 PO NUM 312241
05/24/2021	843029	Galles Filter	Fleet	\$ 148.59	P1-05146.01 PO NUM 312241
05/24/2021	843029	Galles Filter	Fleet	\$ 67.71	P1-05211.01 PO NUM 312241

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	843029	Galles Filter	Fleet	\$ (8.07)	T-95625 PO NUM 312241
05/24/2021	843029	Galles Filter	Fleet	\$ 95.96	T-95859 PO NUM 312242
05/24/2021	843029	Galles Filter	General	\$ 23.64	P1-04720.02
05/24/2021	843029	Galles Filter	Solid Waste	\$ 359.22	Outer and Inner Air Elements. Filter. Landfill.
05/24/2021	843029	Galles Filter	Solid Waste	\$ 262.04	Outer and Inner Air Elements. Filter. Landfill.
05/24/2021	843029	Galles Filter	Solid Waste	\$ 408.63	Outer and Inner Air Elements. Filters. Landfill.
05/24/2021	843029	Galles Filter	Solid Waste	\$ 367.93	Outer and Inner Air Elements. Landfill.
05/24/2021	843029	Galles Filter	Solid Waste	\$ 411.90	Outer, Inner, and Cab Air Elements. Landfill.
05/24/2021	843029	Galles Filter	Street/Traffic	\$ 62.52	air filters for units 1343 and 1393
05/24/2021	843029	Galles Filter	Wastewater	\$ 115.88	Motor vehicle parts
05/24/2021	843029	Galles Filter	Water	\$ 12.24	NONSTOCKING ITEMS-P.U.D.
05/24/2021	843029	Galles Filter	Water	\$ 465.28	NONSTOCKING ITEMS-P.U.D.
05/24/2021	843029	Galles Filter	Water	\$ 11.38	NONSTOCKING ITEMS-P.U.D.
05/24/2021	843029	Galles Filter	Water	\$ 2.91	NONSTOCKING ITEMS-P.U.D.
05/24/2021	843029	Galles Filter	Water	\$ 122.51	NONSTOCKING ITEMS-P.U.D.
05/24/2021	843029	Galles Filter	Water	\$ 15.94	NONSTOCKING ITEMS-P.U.D.
05/24/2021	843029	Galles Filter	Water	\$ 340.32	WATER PARTS AND SUPPLIES PO NUM 312266
05/24/2021	843032	Gillig Corp	Transit	\$ 121.50	40805088 PO NUM 312513. Lift Supports
05/24/2021	843032	Gillig Corp	Transit	\$ 187.46	40805175 PO NUM 312513. Gasket, Surge Tank Cap, Cap, Surge Tank
05/24/2021	843032	Gillig Corp	Transit	\$ 272.30	40805546 PO NUM 312513. LED Lamps
05/24/2021	843032	Gillig Corp	Transit	\$ 3,924.14	40806808 PO NUM 312513. Fan Controller
05/24/2021	843033	Grainger Parts	Public Safety	\$ 133.93	9884589764
05/24/2021	843033	Grainger Parts	Wastewater	\$ 284.52	AC clamp and manhole cover hook
05/24/2021	843033	Grainger Parts	Wastewater	\$ 26.04	Anchor set tool
05/24/2021	843033	Grainger Parts	Wastewater	\$ 522.88	INSULATION
05/24/2021	843033	Grainger Parts	Water	\$ 284.52	AC clamp and manhole cover hook
05/24/2021	843033	Grainger Parts	Water	\$ 26.04	Anchor set tool
05/24/2021	843033	Grainger Parts	Water	\$ 149.00	Battery
05/24/2021	843033	Grainger Parts	Water	\$ 522.89	INSULATION
05/24/2021	843033	Grainger Parts	Water	\$ 789.76	LEATHERMAN - WAVE - #123530 P/N: 456K80
05/24/2021	843033	Grainger Parts	Water	\$ 83.00	PERMATEX CLEAR RTV SILICONE (66BR 3OZ TUBE)
05/24/2021	843033	Grainger Parts	Water	\$ 116.40	PIPE LUBE - AKA DUCK BUTTER P/N: 39AP05
05/24/2021	843034	Granite Peak Pump	Park Dist 1	\$ 717.65	castlrock pump repair - 21086
05/24/2021	843034	Granite Peak Pump	Park Dist 1	\$ 1,084.04	pump repair at pioneer - 21056
05/24/2021	843034	Granite Peak Pump	Park Dist 1	\$ 1,105.40	pump repair at pioneer - 21065
05/24/2021	843039	High Point Network	IT Resources	\$ 5,700.00	Prepaid Time Block -T-2

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	843039	High Point Network	IT Resources	\$ 4,968.00	Qty.4 10GB SFP Modules and EX3400 24 port switch -Airport
05/24/2021	843039	High Point Network	Phone System	\$ 3,417.68	Qty.5 licenses for the Mitel Call Recording -MET Transit
05/24/2021	843039	High Point Network	Transit	\$ 1,833.14	Qty.5 licenses for the Mitel Call Recording -MET Transit
05/24/2021	843042	Iaff	Payroll Clearing	\$ 5,197.14	Payroll Summary
05/24/2021	843044	InfoSend Inc	P.W. Admin	\$ 12,814.61	March 2021 Service
05/24/2021	843044	InfoSend Inc	P.W. Admin	\$ 3,129.79	March 2021 Service
05/24/2021	843049	Invoice Cloud Inc	Building	\$ 8.32	For Service Period of 04/01/2021 through 4/30/2021
05/24/2021	843049	Invoice Cloud Inc	City Ins Fund	\$ 15.42	For Service Period of 04/01/2021 through 4/30/2021
05/24/2021	843049	Invoice Cloud Inc	Parking	\$ 143.02	For Service Period of 04/01/2021 through 4/30/2021
05/24/2021	843049	Invoice Cloud Inc	Solid Waste	\$ 7,892.97	For Service Period of 04/01/2021 through 4/30/2021
05/24/2021	843049	Invoice Cloud Inc	Wastewater	\$ 10,087.39	For Service Period of 04/01/2021 through 4/30/2021
05/24/2021	843049	Invoice Cloud Inc	Water	\$ 11,867.52	For Service Period of 04/01/2021 through 4/30/2021
05/24/2021	843057	Knife River	Street/Traffic	\$ 476.88	1 1/2" crushed base
05/24/2021	843057	Knife River	Street/Traffic	\$ 253.62	1 1/2" crushed base
05/24/2021	843057	Knife River	Street/Traffic	\$ 389.64	1 1/2" crushed base
05/24/2021	843057	Knife River	Street/Traffic	\$ 8,957.97	asphalt
05/24/2021	843057	Knife River	Street/Traffic	\$ 1,623.09	asphalt
05/24/2021	843057	Knife River	Street/Traffic	\$ 159.30	asphalt
05/24/2021	843057	Knife River	Street/Traffic	\$ 3,108.68	asphalt
05/24/2021	843057	Knife River	Street/Traffic	\$ 2,452.63	asphalt
05/24/2021	843058	Kois Brothers	Fleet	\$ 440.00	122948 PO NUM 312242
05/24/2021	843058	Kois Brothers	Solid Waste	\$ 1,192.06	122777
05/24/2021	843058	Kois Brothers	Solid Waste	\$ 811.15	122812
05/24/2021	843058	Kois Brothers	Street/Traffic	\$ 900.00	122944
05/24/2021	843061	L N Curtis & Sons	Public Safety	\$ 950.00	CADET TITAN STRUCTURAL GLOVES
05/24/2021	843061	L N Curtis & Sons	Public Safety	\$ 950.00	CADET TITAN STRUCTURAL GLOVES
05/24/2021	843061	L N Curtis & Sons	Public Safety	\$ 950.00	CADET TITAN STRUCTURAL GLOVES
05/24/2021	843061	L N Curtis & Sons	Public Safety	\$ -	COBRA ULTIMATE SURE FIT 2-PLY HOOD, CARBON SHIELD
05/24/2021	843061	L N Curtis & Sons	Public Safety	\$ 28,132.50	JACKET, GLOBE G XTREME 3.0
05/24/2021	843061	L N Curtis & Sons	Public Safety	\$ 2,100.00	KANGAROO LEATHER GLOVES W/SHORT CUFF
05/24/2021	843061	L N Curtis & Sons	Public Safety	\$ 1,575.00	KANGAROO LEATHER GLOVES W/SHORT CUFF
05/24/2021	843061	L N Curtis & Sons	Public Safety	\$ 1,575.00	KANGAROO LEATHER GLOVES W/SHORT CUFF
05/24/2021	843061	L N Curtis & Sons	Public Safety	\$ -	PANT, GLOBE G XTREME 3.0
05/24/2021	843062	Lamar Companies	General	\$ 2,680.00	advertising for recreation - 112472588
05/24/2021	843062	Lamar Companies	Park Dist 1	\$ 200.00	posterpaper for advertising - 112475996
05/24/2021	843063	Land Design	Park Dist 1	\$ 45,163.25	phase I of the Poly Vista project

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05/24/2021	843063	Land Design	Tax Incrmnt S	\$ 5,914.00	shelter at Optimist Park
05/24/2021	843078	MFPE	Payroll Clearing	\$ 2,677.50	Payroll Summary
05/24/2021	843075	Montana CSED	Payroll Clearing	\$ 3,291.43	Payroll Summary
05/24/2021	843079	Montana Lines	Arterial Streets	\$ 14,839.78	Rectangular Rapid Flashing Beaxons
05/24/2021	843079	Montana Lines	Tax Incrmnt N27	\$399,753.92	WO 20-42 North 29th & 30th Streets Two-Way Conversion
05/24/2021	843083	Motorola Solution	EOC 911	\$ 80,200.41	Vesta P25 Radio system maint- Jan 2021 thru Jan 2023
05/24/2021	843083	Motorola Solution	Radio	\$187,134.29	Vesta P25 Radio system maint- Jan 2021 thru Jan 2022
05/24/2021	843084	MPPA	Payroll Clearing	\$ 3,549.70	Payroll Summary
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 327.89	129 573 1000 1. Mud Wash. May 2021
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 97.96	160 723 3573 6. USDA. May 2021
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 187.40	185 580 1000 7. TSA. May 2021
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 118.25	283 116 0655 3. Alpine. May 2021
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 676.24	285 580 1000 6
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 79.57	295 580 1000 4. Aero Interiors. May 2021
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 28.18	329 573 1000 9. Detail Bay 3 Enterprise. May 2021
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 45.93	429 573 1000 8. Avis/Budget. May 2021
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 36.42	529 573 1000 7. Detail Bay 5 Thrifty/Dollar. May 2021
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 3,513.98	595 580 1000 1
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 35.16	629 573 1000 0. Detail Bay 1 Hertz. May 2021
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 52.92	629 573 1000 6. Detail Bay 2 National/Alamo. May 2021
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 735.42	706 580 1000 7
05/24/2021	843076	MT Dakota Utilities	Airport	\$ 827.03	889 373 1000 6. Car Wash. May 2021
05/24/2021	843076	MT Dakota Utilities	Park Dist 1	\$ 47.85	501 473 1000 2
05/24/2021	843076	MT Dakota Utilities	Public Safety	\$ 269.31	668 670 1000 2
05/24/2021	843076	MT Dakota Utilities	Wastewater	\$ 66.19	596 733 1000 5
05/24/2021	843076	MT Dakota Utilities	Wastewater	\$ 64.31	713 064 3190 0
05/24/2021	843076	MT Dakota Utilities	Wastewater	\$ 66.19	843 879 2205 1
05/24/2021	843076	MT Dakota Utilities	Water	\$ 12.51	373 580 1000 9
05/24/2021	843076	MT Dakota Utilities	Water	\$ 12.50	373 580 1000 9
05/24/2021	843076	MT Dakota Utilities	Water	\$ 45.29	541 380 1000 1
05/24/2021	843076	MT Dakota Utilities	Water	\$ 63.69	921 580 1000 6
05/24/2021	843082	MT State Fireman	Payroll Clearing	\$ 4,430.88	Payroll Summary
05/24/2021	843086	MT Waterworks	Wastewater	\$ 365.00	NONSTOCKING ITEMS-P.U.D.
05/24/2021	843086	MT Waterworks	Water	\$ 190.00	#34 UPPER VALVE WASHER - PILOTED SP-AFCPACER34
05/24/2021	843086	MT Waterworks	Water	\$ 18.00	102 SPIROL PIN FOR WB67 - SP-W102
05/24/2021	843086	MT Waterworks	Water	\$ 189.44	2-8" MJ 45 Bends

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05/24/2021	843086	MT Waterworks	Water	\$ 32.88	3/4" CTS PE INSERT (STIFFINER)
05/24/2021	843086	MT Waterworks	Water	\$ 321.00	3/4" SOFT COPPER PIPE - TYPE K
05/24/2021	843086	MT Waterworks	Water	\$ 321.00	3/4" SOFT COPPER PIPE - TYPE K P/N: KSOFT3460
05/24/2021	843086	MT Waterworks	Water	\$ 45.00	3/4" X 100 SDR9 CTS 250# POLY PIPE
05/24/2021	843086	MT Waterworks	Water	\$ 900.00	48 X 48 CURB BOX L/ROD 1-1/2" TAP W/ PENTAGON LID
05/24/2021	843086	MT Waterworks	Water	\$ 260.00	DRAIN VALVE K8136 (2316152)
05/24/2021	843086	MT Waterworks	Water	\$ 108.00	GASKET STANDPIPE UPPER
05/24/2021	843086	MT Waterworks	Water	\$ 190.00	PACER CROSSARM BRZ - AFCPACER30
05/24/2021	843086	MT Waterworks	Water	\$ 1,084.09	PIPE BURSTING - 3/4" CORP (74701BQ34) P/N: 74701BQ34
05/24/2021	843086	MT Waterworks	Water	\$ 127.51	Saddle for pipe bursting
05/24/2021	843090	Network Info System	Parking	\$ 2,330.00	Replace camera in N stairwell at Park 1
05/24/2021	843090	Network Info System	Parking	\$ 400.00	Replace camera in N stairwell at Park 1
05/24/2021	843094	NorthWestern Energy	Airport	\$ 2,085.19	0100483-7. Runway Lights. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 1,337.96	0100484-5. ARFF Facility. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 96.02	1138926-9. Aero Interiors. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 95.47	1647695-4. De Icer. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 494.32	1669567-8. TSA. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 1,162.32	1993430-6. Car Wash. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 294.33	2001846-1. Mud Wash. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 405.67	2001848-7. Detail Bay 1 Hertz. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 166.05	2001855-2. Detail Bay 2 National/Alamo. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 136.37	2001862-8. Detail Bay 3 Enterprise. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 207.77	2001865-1. Detail Bay 4 Avis/Budget. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 56.04	2001867-7. Detail Bay 5 Thrifty/Dollar. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 63.59	3085107-5. New Employee Parking. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 164.57	3446396-8. USDA. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 905.74	3477231-9. Parking Zone. May 2021
05/24/2021	843094	NorthWestern Energy	Airport	\$ 30.56	3733186-5. Airport Storage. May 2021
05/24/2021	843094	NorthWestern Energy	Facilities	\$ 1,372.84	0975808-7
05/24/2021	843094	NorthWestern Energy	Facilities	\$ 581.60	1160802-3
05/24/2021	843094	NorthWestern Energy	Facilities	\$ 1,691.18	1160804-9
05/24/2021	843094	NorthWestern Energy	Facilities	\$ 2,718.09	1269391-7
05/24/2021	843094	NorthWestern Energy	General	\$ 47.79	0712387-0
05/24/2021	843094	NorthWestern Energy	General	\$ 81.10	0712536-2
05/24/2021	843094	NorthWestern Energy	General	\$ 34.94	0720818-4
05/24/2021	843094	NorthWestern Energy	General	\$ 233.86	0720821-8

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05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 582.91	SILMD 10 Acct# 0712546-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,996.68	SILMD 100 Acct# 0712559-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,708.11	SILMD 107 Acct# 0712560-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 4,283.85	SILMD 109 Acct# 0712561-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 193.05	SILMD 113 Acct# 0712562-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 921.85	SILMD 114 Acct# 0712563-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 216.92	SILMD 115 Acct# 0712564-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 569.37	SILMD 116 Acct# 0712565-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 3,095.34	SILMD 117 Acct# 0712566-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 197.65	SILMD 118 Acct# 0712567-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 120.01	SILMD 119 Acct# 0712568-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 2,440.17	SILMD 121 Acct# 0712570-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 182.84	SILMD 122 Acct# 0712571-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 325.35	SILMD 123 Acct# 0712572-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 948.95	SILMD 124 Acct# 0712573-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 379.57	SILMD 125 Acct# 0712574-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 189.79	SILMD 126 Acct# 0712575-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 685.57	SILMD 127 Acct# 0712576-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 479.91	SILMD 128 Acct# 0712577-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 325.35	SILMD 129 Acct# 0712578-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 4,391.59	SILMD 13 Acct# 0721276-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 116.01	SILMD 130 Acct# 0712579-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 840.50	SILMD 131 Acct# 0712580-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 215.44	SILMD 133 Acct# 0712581-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 497.16	SILMD 134 Acct# 0712582-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 502.74	SILMD 135 Acct# 0712583-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 460.92	SILMD 136 Acct# 0712584-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 357.82	SILMD 137 Acct# 0712585-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 732.05	SILMD 138 Acct# 0712586-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 244.02	SILMD 139 Acct# 0712587-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 2,160.50	SILMD 14 Acct# 0721277-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 569.37	SILMD 143 Acct# 0712588-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 27.07	SILMD 144 Acct# 0712589-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 457.06	SILMD 145 Acct# 0712590-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 352.46	SILMD 146 Acct# 0712591-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 426.61	SILMD 147 Acct# 0712592-5

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05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,464.52	SILMD 149 Acct# 0712593-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 731.28	SILMD 150 Acct# 0712594-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 623.58	SILMD 151 Acct# 0712595-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 4,208.02	SILMD 152 Acct# 0712596-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 525.60	SILMD 153 Acct# 0712597-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,188.36	SILMD 154 Acct# 0712598-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 488.04	SILMD 155 Acct# 0712599-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 891.26	SILMD 157 Acct# 0712600-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 786.26	SILMD 158 Acct# 0712601-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 938.10	SILMD 159 Acct# 0712602-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 704.95	SILMD 160 Acct# 0712603-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,028.39	SILMD 161 Acct# 0712604-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 45.73	SILMD 162 Acct# 0712605-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 709.52	SILMD 163 Acct# 0712606-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 365.66	SILMD 164 Acct# 0712607-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 867.60	SILMD 165 Acct# 0712608-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 228.54	SILMD 167 Acct# 0712609-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,121.69	SILMD 17 Acct# 0712553-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 548.48	SILMD 171 Acct# 0712610-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 497.17	SILMD 172 Acct# 0712611-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,142.65	SILMD 173 Acct# 0712612-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 959.82	SILMD 174 Acct# 0712613-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 319.93	SILMD 175 Acct# 0712614-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 32.66	SILMD 176 Acct# 0712615-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 251.39	SILMD 178 Acct# 0712616-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 502.74	SILMD 179 Acct# 0712617-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 94.13	SILMD 18 Acct# 0712554-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 342.80	SILMD 180 Acct# 0712618-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,653.89	SILMD 181 Acct# 0712619-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 571.32	SILMD 182 Acct# 0712620-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,142.65	SILMD 183 Acct# 0712621-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 365.66	SILMD 184 Acct# 0712622-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 137.12	SILMD 185 Acct# 0712623-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 650.54	SILMD 186 Acct# 0712624-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 228.54	SILMD 187 Acct# 0712625-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 274.23	SILMD 188 Acct# 0712626-1

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05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 228.54	SILMD 189 Acct# 0712627-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,188.36	SILMD 190 Acct# 0712628-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 407.86	SILMD 191 Acct# 0712629-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 297.08	SILMD 192 Acct# 0712630-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 731.28	SILMD 193 Acct# 0712631-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 285.33	SILMD 194 Acct# 0712632-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 228.26	SILMD 195 Acct# 0712633-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 73.01	SILMD 196 Acct# 0712634-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 73.01	SILMD 197 Acct# 0712635-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 114.26	SILMD 198 Acct# 0712636-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 83.21	SILMD 200 Acct# 0712637-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 479.91	SILMD 201 Acct# 0712638-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 605.83	SILMD 202 Acct# 0712639-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 19.48	SILMD 203 Acct# 0712640-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 386.57	SILMD 204 Acct# 0712641-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 26.14	SILMD 205 Acct# 0712642-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 319.93	SILMD 206 Acct# 0712643-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 365.66	SILMD 207 Acct# 0712644-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 230.33	SILMD 208 Acct# 0712645-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 525.60	SILMD 209 Acct# 0712646-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 87.61	SILMD 210 Acct# 0712647-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 48.67	SILMD 211 Acct# 0712648-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 48.67	SILMD 212 Acct# 0712649-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 29.21	SILMD 213 Acct# 0712650-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 367.59	SILMD 214 Acct# 0712651-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 137.12	SILMD 216 Acct# 0712652-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 370.50	SILMD 217 Acct# 0712653-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 262.68	SILMD 220 Acct# 0712654-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 6.52	SILMD 221 Acct# 0712655-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 77.14	SILMD 222 Acct# 0712656-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 116.82	SILMD 223 Acct# 0712657-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,381.52	SILMD 224 Acct# 0712658-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 375.27	SILMD 225 Acct# 0712659-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 240.81	SILMD 226 Acct# 0712660-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 636.96	SILMD 227 Acct# 0712661-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 786.26	SILMD 228 Acct# 0712662-6

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05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 406.70	SILMD 229 Acct# 0712663-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 948.95	SILMD 230 Acct# 0712664-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 569.37	SILMD 231 Acct# 0712665-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 2,467.27	SILMD 232 Acct# 0712666-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 860.10	SILMD 233 Acct# 0712667-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 481.60	SILMD 234 Acct# 0712668-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 538.67	SILMD 235 Acct# 0712669-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 171.20	SILMD 236 Acct# 0712670-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 388.51	SILMD 237 Acct# 0712671-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 13.05	SILMD 238 Acct# 0712672-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 91.42	SILMD 239 Acct# 0712673-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 410.88	SILMD 240 Acct# 0712674-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 568.08	SILMD 241 Acct# 0712675-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 81.34	SILMD 242 Acct# 0712676-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 108.46	SILMD 244 Acct# 0712677-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 71.79	SILMD 245 Acct# 0712678-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 325.35	SILMD 246 Acct# 0712679-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 951.89	SILMD 247 Acct# 0712680-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 2,684.18	SILMD 249 Acct# 0718734-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 205.43	SILMD 250 Acct# 0719001-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 3,798.45	SILMD 251 Acct# 0718801-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 542.26	SILMD 252 Acct# 0719162-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,777.82	SILMD 253 Acct# 0719644-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 154.25	SILMD 254 Acct# 0719763-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 154.74	SILMD 255 Acct# 0720813-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 916.42	SILMD 257 Acct# 0720360-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 2,552.77	SILMD 258 Acct# 0720606-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,381.40	SILMD 259 Acct# 0720810-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 488.04	SILMD 261 Acct# 0720705-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 3,031.19	SILMD 262 Acct# 0720937-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 960.55	SILMD 263 Acct# 0720716-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 168.27	SILMD 264 Acct# 0721427-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 356.29	SILMD 265 Acct# 0721556-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 50.43	SILMD 266 Acct# 0721684-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 448.91	SILMD 270 Acct# 0906944-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 933.75	SILMD 271 Acct# 0995095-7

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 2,779.35	SILMD 272 Acct# 0905005-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 201.61	SILMD 273 Acct# 0926386-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 488.90	SILMD 276 Acct# 0961926-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 837.46	SILMD 277 Acct# 1058710-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 216.84	SILMD 278 Acct# 1087619-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 58.09	SILMD 279 Acct# 1124127-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 715.84	SILMD 280 Acct# 1045653-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 452.29	SILMD 283 Acct# 1172743-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 319.35	SILMD 285 Acct# 1206985-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 239.95	SILMD 286 Acct# 1296582-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,823.45	SILMD 288 Acct# 1303978-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 229.01	SILMD 289 Acct# 1685375-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 135.37	SILMD 290 Acct# 1433921-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 596.46	SILMD 292 Acct# 1481532-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 228.54	SILMD 293 Acct# 1481534-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 457.06	SILMD 294 Acct# 1481535-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 108.46	SILMD 295 Acct# 1481536-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,211.21	SILMD 296 Acct# 1481537-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 205.68	SILMD 297 Acct# 1481539-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 182.84	SILMD 298 Acct# 1481540-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 401.43	SILMD 300 Acct# 1662840-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 5,376.68	SILMD 301 Acct# 1687005-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 227.36	SILMD 302 Acct# 1607534-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 822.89	SILMD 305 Acct# 1695873-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 162.26	SILMD 306 Acct# 1740353-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 2,912.09	SILMD 307 Acct# 2049005-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 266.65	SILMD 308 Acct# 2072459-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 345.73	SILMD 309 Acct# 2001311-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 211.16	SILMD 310 Acct# 2060519-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 281.09	SILMD 311 Acct# 3014475-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 253.56	SILMD 312 Acct# 3146127-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 345.51	SILMD 315 Acct# 3305804-1
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,190.22	SILMD 316 Acct# 3291842-7
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 75.40	SILMD 317 Acct# 3253826-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 799.89	SILMD 318 Acct# 3372018-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 56.21	SILMD 320 Acct# 0712569-3

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 388.89	SILMD 321 Acct# 3338917-2
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 71.58	SILMD 322 Acct# 3402033-9
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 625.99	SILMD 323 Acct# 3597170-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 277.25	SILMD 324 Acct# 1246537-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 244.89	SILMD 325 Acct# 3587598-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 92.07	SILMD 326 Acct# 3840455-4
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 182.87	SILMD 327 Acct# 3810801-5
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 373.07	SILMD 8 Acct# 0712544-6
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 347.67	SILMD 9 Acct# 0712545-3
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 488.01	SILMD 95 Acct# 0712556-0
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 9,435.90	SILMD 97 Acct# 0712557-8
05/24/2021	843095	NorthWestern Energy	Light Maint	\$ 1,069.75	SILMD 99 Acct# 0712558-6
05/24/2021	843094	NorthWestern Energy	Park Dist 1	\$ 357.74	0722287-0
05/24/2021	843094	NorthWestern Energy	Park Dist 1	\$ 141.95	0723045-1
05/24/2021	843094	NorthWestern Energy	Park Dist 1	\$ 45.20	0839280-5
05/24/2021	843094	NorthWestern Energy	Park Dist 1	\$ 395.76	0925496-2
05/24/2021	843094	NorthWestern Energy	Park Dist 1	\$ 157.45	1191404-1
05/24/2021	843094	NorthWestern Energy	Park Dist 1	\$ 22.30	1836666-6
05/24/2021	843094	NorthWestern Energy	Public Safety	\$ 605.41	0871546-8
05/24/2021	843094	NorthWestern Energy	Solid Waste	\$ 2,309.93	3252194-0
05/24/2021	843094	NorthWestern Energy	Street/Traffic	\$ 45.44	1740357-7
05/24/2021	843094	NorthWestern Energy	Street/Traffic	\$ 45.77	1748896-6
05/24/2021	843095	NorthWestern Energy	Street/Traffic	\$ 11,671.59	Signal Bills 5.18.2021
05/24/2021	843094	NorthWestern Energy	Wastewater	\$ 63,643.10	0100591-7
05/24/2021	843094	NorthWestern Energy	Wastewater	\$ 837.19	0100606-5
05/24/2021	843095	NorthWestern Energy	Wastewater	\$ 156.66	389 62nd st lift entrance
05/24/2021	843094	NorthWestern Energy	Wastewater	\$ 399.76	May usage for 822 Shiloh Crossing
05/24/2021	843094	NorthWestern Energy	Water	\$ 615.97	0100485-2
05/24/2021	843094	NorthWestern Energy	Water	\$ 63,625.76	0100606-3
05/24/2021	843094	NorthWestern Energy	Water	\$ 2,511.55	0100606-4
05/24/2021	843094	NorthWestern Energy	Water	\$ 2,463.83	0722264-9
05/24/2021	843094	NorthWestern Energy	Water	\$ 2,114.85	0723040-2
05/24/2021	843094	NorthWestern Energy	Water	\$ 11.85	0723059-2
05/24/2021	843094	NorthWestern Energy	Water	\$ 777.32	1116452-2
05/24/2021	843094	NorthWestern Energy	Water	\$ 198.80	1142253-2
05/24/2021	843099	P & H Concrete Inc	Library	\$ 5,593.50	Concrete pad for book locker

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	843102	PayneWest Insurance	Wastewater	\$ 9,268.00	WO 19-21 WRF Lift Station
05/24/2021	843108	Precision Concrete Cutting	Haz Sidewalk Rpr	\$ 10,078.20	WO 20-21 Sidewalk Tripper Repair
05/24/2021	843109	Prorover	Park Dist 1	\$ 4,500.00	route out trees and clean holes - 051121
05/24/2021	843112	Rimrock Foundation	Court Grants	\$ 600.00	21 April Rimrock BAMTC Ancillary
05/24/2021	843112	Rimrock Foundation	Court Grants	\$ 1,400.00	21 April Rimrock BAMTC Other Services
05/24/2021	843112	Rimrock Foundation	Court Grants	\$ 100.00	21 April Rimrock Drug Screening
05/24/2021	843112	Rimrock Foundation	Court Grants	\$ 630.00	21 April Rimrock DUI Ancillary
05/24/2021	843112	Rimrock Foundation	Court Grants	\$ 1,989.68	21 April Rimrock DUI Other Services
05/24/2021	843112	Rimrock Foundation	Court Grants	\$ 200.00	21 April Rimrock DUI Screening
05/24/2021	843112	Rimrock Foundation	Court Grants	\$ 480.00	21 March Rimrock BAMTC Anicllary
05/24/2021	843112	Rimrock Foundation	Court Grants	\$ 1,750.00	21 March Rimrock BAMTC Other
05/24/2021	843112	Rimrock Foundation	Court Grants	\$ 810.00	21 March Rimrock DUI Ancillary
05/24/2021	843112	Rimrock Foundation	Court Grants	\$ 2,436.68	21 March Rimrock DUI Other
05/24/2021	843113	Riverside Contracting	Gas Tax	\$113,860.18	WO20-02 MISSING SIDEWALK/MISCELLANEOUS
05/24/2021	843113	Riverside Contracting	Sidewalk Const	\$ 92,264.88	WO20-02 MISSING SIDEWALK/MISCELLANEOUS
05/24/2021	843115	Rocky Mt Compost	Park Dist 1	\$ 1,225.00	north park landscaping mulch - 19226
05/24/2021	843115	Rocky Mt Compost	Parks Maint	\$ 3,120.00	playground chips for PMD 31
05/24/2021	843116	Sanderson Stewart	Storm Sewer	\$ 3,400.85	proposed culvert alignments & outfall to Ylwstn Rvr-MDT-I90 project
05/24/2021	843122	Solid Waste System	Fleet	\$ 1,339.59	132342 PO NUM 312495
05/24/2021	843122	Solid Waste System	Solid Waste	\$ 542.76	132141
05/24/2021	843122	Solid Waste System	Solid Waste	\$ 243.46	132159
05/24/2021	843122	Solid Waste System	Solid Waste	\$ 280.33	132209
05/24/2021	843122	Solid Waste System	Solid Waste	\$ 736.18	132227
05/24/2021	843122	Solid Waste System	Solid Waste	\$ 2,881.67	132338
05/24/2021	843122	Solid Waste System	Solid Waste	\$ 176.33	132376
05/24/2021	843132	Tire-Rama	Solid Waste	\$ 924.50	Repair tires. Collections.
05/24/2021	843132	Tire-Rama	Solid Waste	\$ 140.00	Tire Repair. Collections.
05/24/2021	843132	Tire-Rama	Solid Waste	\$ 393.96	Tire Repair. Collections.
05/24/2021	843132	Tire-Rama	Solid Waste	\$ 3,829.00	Tire Repairs. Collections.
05/24/2021	843132	Tire-Rama	Solid Waste	\$ 2,050.50	Tire repairs. Collections.
05/24/2021	843132	Tire-Rama	Solid Waste	\$ 1,591.00	Tire Repairs. Collections.
05/24/2021	843132	Tire-Rama	Solid Waste	\$ 200.00	Tire Repairs. Landfill.
05/24/2021	843133	Town & Country Supply	Fleet	\$ 21,142.71	417498 PO NUM 312480
05/24/2021	843133	Town & Country Supply	Public Safety	\$ 582.20	417622 FIRE 6: DIESEL
05/24/2021	843133	Town & Country Supply	Public Safety	\$ 1,164.40	417623 FIRE 1: DIESEL
05/24/2021	843133	Town & Country Supply	Public Safety	\$ 988.51	417623 FIRE 1: UNLEADED

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	843133	Town & Country Supply	Public Safety	\$ 465.76	417624 FIRE 3 DIESEL
05/24/2021	843133	Town & Country Supply	Public Safety	\$ 931.52	417625 FIRE 5 - DIESEL
05/24/2021	843133	Town & Country Supply	Water	\$ 17,134.95	WATER PARTS AND SUPPLIES PO NUM 312284
05/24/2021	843134	Tractor & Equipment	Solid Waste	\$ (83.15)	BLCR0092877
05/24/2021	843134	Tractor & Equipment	Solid Waste	\$ 1,115.80	BLCS0753653
05/24/2021	843134	Tractor & Equipment	Solid Waste	\$ 438.28	BLCS0754411
05/24/2021	843134	Tractor & Equipment	Solid Waste	\$ 83.15	BLCS0754743
05/24/2021	843134	Tractor & Equipment	Solid Waste	\$ 181.94	BLCS0755159
05/24/2021	843134	Tractor & Equipment	Solid Waste	\$ 246.69	BLCS0755260
05/24/2021	843134	Tractor & Equipment	Solid Waste	\$ 1,017.48	BLCS0755474
05/24/2021	843134	Tractor & Equipment	Solid Waste	\$ 29.34	BLCS0755931
05/24/2021	843135	Uniforms2gear	Public Safety	\$ 5,869.26	Invoice 113433. Police uniform Pants/Polos.
05/24/2021	843135	Uniforms2gear	Public Safety	\$ 2,851.47	Point Blank Carriers.
05/24/2021	843138	Utility Specialties	Wastewater	\$ 10,050.00	30-5 Gallon Units of Sanafoam Chemical Vaporooter II
05/24/2021	843142	Verizon Wireless	Airport	\$ 51.81	Airport
05/24/2021	843142	Verizon Wireless	Engineering	\$ 136.60	PW-Engineering
05/24/2021	843142	Verizon Wireless	General	\$ 99.23	City Administrator
05/24/2021	843142	Verizon Wireless	Parking	\$ 27.32	Parking 406-690-5822
05/24/2021	843142	Verizon Wireless	PD Program	\$ 397.35	CCSIU Cell/PTT
05/24/2021	843142	Verizon Wireless	PD Program	\$ 54.64	CCSIU MDT
05/24/2021	843142	Verizon Wireless	PD Program	\$ 80.02	CCSIU RAVEN
05/24/2021	843142	Verizon Wireless	Public Safety	\$ 600.58	MDT Toughbooks
05/24/2021	843142	Verizon Wireless	Public Safety	\$ 80.02	Police iPads
05/24/2021	843142	Verizon Wireless	Public Safety	\$ 40.01	Police MiFi
05/24/2021	843142	Verizon Wireless	Public Safety	\$ 51.81	Police -Mike Robinson
05/24/2021	843142	Verizon Wireless	Solid Waste	\$ 27.32	PW Dozer Trimble Dozer
05/24/2021	843142	Verizon Wireless	Solid Waste	\$ 109.28	PW-Solid Waste
05/24/2021	843142	Verizon Wireless	Solid Waste	\$ 259.76	PW-SW-ON CALL Solid Waste On Call
05/24/2021	843142	Verizon Wireless	Solid Waste	\$ 479.90	Solid Waste Tablets -Routware
05/24/2021	843142	Verizon Wireless	Street/Traffic	\$ 163.92	PW-Streets City Works
05/24/2021	843142	Verizon Wireless	Street/Traffic	\$ 81.96	PW-Streets iPads
05/24/2021	843142	Verizon Wireless	Transit	\$ 309.02	MET AVL
05/24/2021	843142	Verizon Wireless	Wastewater	\$ 32.78	PW-Distribution Collection Tablets 60/40
05/24/2021	843142	Verizon Wireless	Water	\$ 27.32	PW Belknap Meter Shop
05/24/2021	843142	Verizon Wireless	Water	\$ 27.32	PWBLKNP Water Treatment
05/24/2021	843142	Verizon Wireless	Water	\$ (59.11)	PWBLNP Comm-Meter CityWorks/Neptune

Check Date	Check#	Name	Fund Name	Amount	Item Desc
05/24/2021	843142	Verizon Wireless	Water	\$ 49.18	PW-Distribution Collection Tablets 60/40
05/24/2021	843144	WatchGuard Video	PD Program	\$ 35,217.00	Body Cam Program.
05/24/2021	843144	WatchGuard Video	PD Program	\$ 7,728.00	This is an order per quote.
05/24/2021	843144	WatchGuard Video	Public Safety	\$ 40,153.00	Body Cameras
05/24/2021	843144	WatchGuard Video	Public Safety	\$ 50,000.00	Body Cameras.
05/24/2021	843147	Yellowstone Electric	Airport	\$ 13,308.33	Access Control and CCTV Systems - Eligible Share
05/24/2021	843147	Yellowstone Electric	Airport	\$ 1,125.87	Access Control and CCTV Systems - Ineligible Share

City Council Regular

Date: 06/28/2021
Title: Payment of Claims for week of June 1, 2021
Presented by: Andy Zoeller, Finance Director
Department: Finance
Presentation: No

RECOMMENDATION

Staff recommends Council approve the Payment of Claims

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

Claims in the amount of \$1,949,717.86 have been reviewed and are presented for City Council payment approval. A complete listing of the claims for the week are available in the Finance Department.

Payment Approval Process

Every invoice for payment is entered into the City's accounting system and the backup documentation is scanned in and attached (physical invoices, additional e-mails explaining payments, bids, contracts, etc.) Each invoice goes through a multi-step approval process depending upon the amount of the payment.

First, invoices are entered by the department requesting the payment and the department director or designee must perform an initial review and approval of the purchase. The number of approvals within the department can vary based upon the size of the department, but no less than one approver within each department must verify the payment.

Second, all payments, regardless of size, must be approved by the Purchasing Agent or designee. The Purchasing Agent will review the payment to ensure purchasing procedures are followed and appropriate documentation is attached.

If the payment is greater than \$1,000, then it must be approved by the Finance Director or designee. If that payment is greater than \$10,000, then it must be approved by the City Administrator or Assistant City Administrator.

Once all approvals are completed, the payment is able to be made and the Accounts Payable Clerk can print the check. After all checks are printed, a list of all checks in excess of \$2,500 is generated and placed on the next City Council meeting for review.

ALTERNATIVES

- No other alternatives were analyzed

FISCAL EFFECTS

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.

Attachments

Councilmemo wk of 06012021

Check Date	Check#	Name	Fund Names	Amount	Item Desc
06/01/2021	843156	AAAE	Airport	\$ 9,000.00	Invoice #21FA_VOLSUPP185512. 2021 Supplemental Membership
06/01/2021	843159	Advanced Eng & Enviro Service	Wastewater	\$ 12,278.88	Services Agreement for Water and Wastewater Rate Study FY22/24
06/01/2021	843159	Advanced Eng & Enviro Service	Wastewater	\$ 3,470.39	Services Agreement for Water and Wastewater Rate Study FY22/26
06/01/2021	843159	Advanced Eng & Enviro Service	Water	\$ 11,243.87	Services Agreement for Water and Wastewater Rate Study FY22/23
06/01/2021	843159	Advanced Eng & Enviro Service	Water	\$ 3,177.86	Services Agreement for Water and Wastewater Rate Study FY22/25
06/01/2021	843167	Aqua Knife Precision Water Jet	Park Dist 1	\$ 3,626.00	cut centennial park signs - 1908
06/01/2021	843168	Archie Cochrane	Public Safety	\$ 55.60	5369358
06/01/2021	843168	Archie Cochrane	Public Safety	\$ (33.75)	5369511
06/01/2021	843168	Archie Cochrane	Public Safety	\$ 108.76	5369704
06/01/2021	843168	Archie Cochrane	Public Safety	\$ 168.77	5369788
06/01/2021	843168	Archie Cochrane	Public Safety	\$ 105.86	5369833
06/01/2021	843168	Archie Cochrane	Public Safety	\$ 44.24	5370771
06/01/2021	843168	Archie Cochrane	Solid Waste	\$ 6,104.90	5369302
06/01/2021	843168	Archie Cochrane	Street/Traffic	\$ 164.95	5369292
06/01/2021	843168	Archie Cochrane	Street/Traffic	\$ 164.95	5369293
06/01/2021	843168	Archie Cochrane	Transit	\$ 4,785.61	5370927. DPF Filter & Sensors Unit 1820. W/O 200486
06/01/2021	843168	Archie Cochrane	Transit	\$ 205.63	5371197. DEF Injector Unit 1820. W/O 200486
06/01/2021	843169	Askin Construction	Wastewater	\$ 5,053.06	Hauling Sediment from circular sludge drying beds at the WRF
06/01/2021	843178	Border States Electric	Wastewater	\$ 228.00	Anchors for electrical shop inventory
06/01/2021	843178	Border States Electric	Wastewater	\$ 137.63	contactor for heaters
06/01/2021	843178	Border States Electric	Wastewater	\$ 28.80	Fuse cover
06/01/2021	843178	Border States Electric	Wastewater	\$ 132.66	Fuses in WRF Boxcar replacement
06/01/2021	843178	Border States Electric	Wastewater	\$ 1,876.26	FY21 TRP REPLACEMENT HMI CLIENTS
06/01/2021	843178	Border States Electric	Wastewater	\$ 53.66	Label cartridges
06/01/2021	843178	Border States Electric	Wastewater	\$ 36.06	Number book for wire marking
06/01/2021	843178	Border States Electric	Wastewater	\$ 3,389.00	Panel view for headworks
06/01/2021	843178	Border States Electric	Wastewater	\$ 99.37	PLC control jumper
06/01/2021	843178	Border States Electric	Wastewater	\$ 31.80	PLC Jumpers
06/01/2021	843178	Border States Electric	Wastewater	\$ 21.00	Switches for lab lights
06/01/2021	843178	Border States Electric	Wastewater	\$ 196.50	Terminals and terminal block
06/01/2021	843178	Border States Electric	Wastewater	\$ 216.70	Wire relays
06/01/2021	843178	Border States Electric	Water	\$ 583.50	3500K LED (BALLAST OR NO BALLAST) LIGHTS.
06/01/2021	843178	Border States Electric	Water	\$ 3,943.14	FY21 TRP HIM Client replacements. Versaview single box and panel
06/01/2021	843178	Border States Electric	Water	\$ 938.13	FY21 TRP HMI Client replacement for WTPSECLIENT
06/01/2021	843178	Border States Electric	Water	\$ 53.67	Label cartridges
06/01/2021	843178	Border States Electric	Water	\$ 116.70	LED (NO BALLAST) LIGHTS.

Check Date	Check#	Name	Fund Names	Amount	Item Desc
06/01/2021	843178	Border States Electric	Water	\$ 466.80	LED (NO BALLAST) LIGHTS.
06/01/2021	843178	Border States Electric	Water	\$ 392.28	LOW VOLTAGE POWER SUPPLIES FOR DUAL MONITOR THIN CLIENTS
06/01/2021	843178	Border States Electric	Water	\$ 6,003.25	Network appliances for water stations
06/01/2021	843178	Border States Electric	Water	\$ 325.00	Power supply hardware
06/01/2021	843178	Border States Electric	Water	\$ 1,300.00	Power supply upgrade
06/01/2021	843178	Border States Electric	Water	\$ 38.84	WEATHERHEAD FOR RADIO INSTALLATION
06/01/2021	843178	Border States Electric	Water	\$ 8,238.99	WTP PLC Processor Upgrade-Electrical Improvements
06/01/2021	843178	Border States Electric	Water	\$ 5,585.46	WTP PLC UPGRADE - FILTER GALLERY
06/01/2021	843181	Business Tax Section	Facilities	\$ 895.08	Fire Station #6 - 2019 Hail Damage
06/01/2021	843181	Business Tax Section	Public Safety	\$ 38.73	Fire Station #4 Roof & Siding Replacement Project Rebid 2/25/2021
06/01/2021	843181	Business Tax Section	Tax Incrmnt N27	\$ 1,365.00	Replacement Full Smart Kiosk from damage report
06/01/2021	843181	Business Tax Section	Wastewater	\$ 51.04	Hauling Sediment from circular sludge drying beds at the WRF
06/01/2021	843181	Business Tax Section	Water	\$ 193.75	Repair 18 water service problems-1/29/2021 Bid List
06/01/2021	843181	Business Tax Section	Water	\$ 2,260.03	WO 18-22 Leavens Reservoir Waterline and Improvement
06/01/2021	843181	Business Tax Section	Water	\$ 67.75	WO 19-37 WTP High Service Pump Station H2-2 Pump Replacement
06/01/2021	843184	Century Link	Airport	\$ 61.86	406-252-9412 Airport
06/01/2021	843184	Century Link	General	\$ 32.27	406-652-0269 Cemetery FAX Line
06/01/2021	843184	Century Link	General	\$ 53.69	406-652-8403 Stewart Park Batting Cages
06/01/2021	843184	Century Link	Park Dist 1	\$ 63.98	406-652-5507 Parks
06/01/2021	843184	Century Link	Park Dist 1	\$ 46.93	406-657-3014 Parks 3890 Stillwater
06/01/2021	843184	Century Link	Parking	\$ 46.93	406-657-3054 Park 1 Elevator Phone
06/01/2021	843184	Century Link	Phone System	\$ 103.45	406-252-3774 BOC Measured Lines 406-252-3789
06/01/2021	843184	Century Link	Phone System	\$ 150.13	406-657-3009 PUD Measured Lines 406-247-8579
06/01/2021	843184	Century Link	Phone System	\$ 2,733.93	406-657-8377 Main System Centrex
06/01/2021	843184	Century Link	Phone System	\$ 48.26	406-657-8419 MET Fax and 406-247-8520 Kenco Fax
06/01/2021	843184	Century Link	Phone System	\$ 46.93	Fire Alarm 406.657.3058
06/01/2021	843184	Century Link	Phone System	\$ 46.93	Four Dances 406.657.3040
06/01/2021	843184	Century Link	Phone System	\$ 40.88	-Miller Building -406.252.3988
06/01/2021	843184	Century Link	Phone System	\$ 46.93	Pioneer Park 406.657.8298
06/01/2021	843184	Century Link	Phone System	\$ 48.26	Streets Fax 406.657.8338
06/01/2021	843184	Century Link	Street/Traffic	\$ 48.26	406-652-8104 PW Traffic Signal 24 Central
06/01/2021	843190	Combustion Tech	Transit	\$ 3,107.22	Invoice #2021-0410. Fuel Treatment
06/01/2021	843197	CTC Solutions Inc	Wastewater	\$ 229,382.50	WRF 15kV Switchgear Rehab Project
06/01/2021	843205	DOWL	Planning	\$ 6,015.00	Billings ByPass Corridor Study
06/01/2021	843207	Downtown Billings BID	Parks Maint	\$ 2,500.00	FY21 quarter four park maintenance contract April - June 2021
06/01/2021	843207	Downtown Billings BID	Parks Maint	\$ 2,500.00	FY21 quarter four park maintenance contract April - June 2021

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06/01/2021	843208	Downtown Billings Partners	Tax Incrmnt N27	\$ 3,000.00	Sign Program; Cafe Zydeco
06/01/2021	843208	Downtown Billings Partners	Tax Incrmnt N27	\$ 2,700.00	Sign Program; Kibler & Kirch
06/01/2021	843208	Downtown Billings Partners	Tax Incrmnt N27	\$ 23,286.75	Urban Revitalization District Operating Agreement
06/01/2021	843219	Ferguson Enterprises	Wastewater	\$ 1,959.42	H2o booster pumps
06/01/2021	843219	Ferguson Enterprises	Water	\$ 2,127.40	5-1/4" MAIN VALVE RUBBER
06/01/2021	843219	Ferguson Enterprises	Water	\$ 1,177.40	PIPE BURSTING - 6" PUSH-ON VALVE
06/01/2021	843219	Ferguson Enterprises	Water	\$ 3,224.01	PIPE BURSTING - 8" PUSH-ON VALVE
06/01/2021	843219	Ferguson Enterprises	Water	\$ 962.56	UPPER STEM 1987 TO PRESENT 27-9/16" LONG
06/01/2021	843220	FlashParking	Parking	\$ 18.55	Inv_53500 Mobile Payments for Month of April 2021
06/01/2021	843220	FlashParking	Parking	\$ 12,285.00	Replacement Full Smart Kiosk from damage report
06/01/2021	843221	Gaynor's Auto Body	Property Ins	\$ 4,993.94	Repairs to Police Car 1511 P2021-130
06/01/2021	843231	Hawkins Inc.	Water	\$ 18,732.00	AQUA HAWK 457
06/01/2021	843232	HDR, Inc.	Engineering	\$ 2,942.90	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Engineering	\$ 817.51	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Engineering	\$ 516.87	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Light Maint	\$ 319.88	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Light Maint	\$ 157.21	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Light Maint	\$ 99.40	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	P.W. Admin	\$ 1,663.38	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	P.W. Admin	\$ 1,446.37	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	P.W. Admin	\$ 914.46	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Solid Waste	\$ 24,501.17	WO 17-12 Landfill Drop-off Facility; 1200342671/45
06/01/2021	843232	HDR, Inc.	Solid Waste	\$ 1,407.48	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Solid Waste	\$ 691.74	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Solid Waste	\$ 437.35	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Storm Sewer	\$ 3,742.61	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Storm Sewer	\$ 1,839.40	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Storm Sewer	\$ 1,162.96	WO 20-33 Public Works GIS Services Pmt 14
06/01/2021	843232	HDR, Inc.	Street/Traffic	\$ 3,358.75	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Street/Traffic	\$ 1,650.75	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Street/Traffic	\$ 1,043.68	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Wastewater	\$ 30,529.14	W.O. 21-31: WRF Electrical Improvements
06/01/2021	843232	HDR, Inc.	Wastewater	\$ 4,382.37	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Wastewater	\$ 2,153.83	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Wastewater	\$ 1,361.75	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Water	\$ -	WO 18-22 WTF High Service Pump H2-2 Replacement

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06/01/2021	843232	HDR, Inc.	Water	\$ 762.67	WO 19-37 High Service Pump Replacement H2-2
06/01/2021	843232	HDR, Inc.	Water	\$ 14,170.72	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Water	\$ 6,964.58	WO 20-33 Public Works GIS Services
06/01/2021	843232	HDR, Inc.	Water	\$ 4,403.33	WO 20-33 Public Works GIS Services
06/01/2021	843233	InfoSend Inc	P.W. Admin	\$ 12,405.34	April 2021 statements, letters, postage
06/01/2021	843233	InfoSend Inc	P.W. Admin	\$ 3,039.63	April 2021 statements, letters, postage
06/01/2021	843234	Insight Public Sector	Building	\$ 657.90	NetMotion Renewal -Non Public Safety
06/01/2021	843234	Insight Public Sector	General	\$ 73.10	NetMotion Renewal -Non Public Safety
06/01/2021	843234	Insight Public Sector	General	\$ 73.10	NetMotion Renewal -Non Public Safety
06/01/2021	843234	Insight Public Sector	General	\$ 73.10	NetMotion Renewal -Non Public Safety
06/01/2021	843234	Insight Public Sector	IT Resources	\$ 342.52	NetMotion Renewal -Non Public Safety
06/01/2021	843234	Insight Public Sector	Park Dist 1	\$ 1,023.40	NetMotion Renewal -Non Public Safety
06/01/2021	843234	Insight Public Sector	PD Program	\$ 1,016.23	Printers. 2018 JAG.
06/01/2021	843234	Insight Public Sector	PD Program	\$ 5,311.12	Printers. 2019 JAG.
06/01/2021	843234	Insight Public Sector	Public Safety	\$ 511.70	Annual Renewal -Public Safety NetMotion Licenses
06/01/2021	843234	Insight Public Sector	Public Safety	\$ 2,119.90	Annual Renewal -Public Safety NetMotion Licenses
06/01/2021	843234	Insight Public Sector	Public Safety	\$ 8,772.00	Annual Renewal -Public Safety NetMotion Licenses
06/01/2021	843234	Insight Public Sector	Solid Waste	\$ 146.20	NetMotion Renewal -Non Public Safety
06/01/2021	843234	Insight Public Sector	Street/Traffic	\$ 950.30	NetMotion Renewal -Non Public Safety
06/01/2021	843234	Insight Public Sector	Water	\$ 657.90	NetMotion Renewal -Non Public Safety
06/01/2021	843234	Insight Public Sector	Water	\$ 1,973.70	NetMotion Renewal -Non Public Safety
06/01/2021	843238	Knife River	Street/Traffic	\$ 591.90	1 1/2" crushed base
06/01/2021	843238	Knife River	Street/Traffic	\$ 3,944.00	asphalt
06/01/2021	843238	Knife River	Street/Traffic	\$ 4,063.48	asphalt
06/01/2021	843238	Knife River	Street/Traffic	\$ 251.34	1 1/2" crushed base
06/01/2021	843238	Knife River	Street/Traffic	\$ 232.58	asphalt
06/01/2021	843238	Knife River	Street/Traffic	\$ 585.96	1 1/2" crushed base
06/01/2021	843238	Knife River	Street/Traffic	\$ 64.82	6+ boulders
06/01/2021	843238	Knife River	Street/Traffic	\$ 113.30	asphalt
06/01/2021	843238	Knife River	Street/Traffic	\$ 411.96	1 1/2" crushed base
06/01/2021	843250	Machine Power & Equip	Water	\$ 3,198.42	Excavator rental
06/01/2021	843253	Michael Sanom	Transit	\$ 5,000.00	Invoice #21053. Ford Fleet On-Site Training.
06/01/2021	843255	Midland Implement	Park Dist 1	\$ 4,315.01	toro parts - 102918001
06/01/2021	843261	Montana Peterbilt	Solid Waste	\$ 190,159.00	Three Waste Hauler Trucks for the Landfill
06/01/2021	843261	Montana Peterbilt	Solid Waste	\$ 190,159.00	Three Waste Hauler Trucks for the Landfill
06/01/2021	843261	Montana Peterbilt	Solid Waste	\$ 190,159.00	Three Waste Hauler Trucks for the Landfill

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06/01/2021	843262	Morrison Maierle	Wastewater	\$ 4,547.77	WO 20-01 Water/Sewer Replacement Project
06/01/2021	843262	Morrison Maierle	Water	\$ 33,615.49	WO 21-01 Water/Sewer Replacement Project Pioneer Park
06/01/2021	843262	Morrison Maierle	Water	\$ 654.33	WO1815 Voelker Pump Station Improvements
06/01/2021	843265	Moulton Bellingham	General	\$ 18,815.00	Inv.#141567 Houser WWFF
06/01/2021	843265	Moulton Bellingham	General	\$ 5,223.25	Inv.#141568 Abromeit et al v. COB
06/01/2021	843265	Moulton Bellingham	General	\$ 8,243.50	Inv.#141569 County Water District Heights
06/01/2021	843265	Moulton Bellingham	General	\$ 17,176.72	Inv.#141570 McDaniel v. COB
06/01/2021	843260	MT Dakota Utilities	Engineering	\$ 139.68	595 373 1000 1
06/01/2021	843260	MT Dakota Utilities	Facilities	\$ 509.85	130 733 1000 8
06/01/2021	843260	MT Dakota Utilities	Facilities	\$ 1,455.77	757 633 1000 2
06/01/2021	843260	MT Dakota Utilities	Facilities	\$ 1,766.72	929 780 1000 4
06/01/2021	843260	MT Dakota Utilities	Facilities	\$ 1,957.38	989 733 1000 0
06/01/2021	843260	MT Dakota Utilities	Facilities	\$ 364.03	993 733 1000 4
06/01/2021	843260	MT Dakota Utilities	General	\$ 63.69	061 943 1000 6
06/01/2021	843260	MT Dakota Utilities	General	\$ 97.33	437 780 1000 9
06/01/2021	843260	MT Dakota Utilities	General	\$ 108.10	571 295 3342 8
06/01/2021	843260	MT Dakota Utilities	General	\$ 51.66	927 890 1000 3
06/01/2021	843260	MT Dakota Utilities	Library	\$ 1,880.12	219 924 4851 0
06/01/2021	843260	MT Dakota Utilities	P.W. Admin	\$ 34.93	595 373 1000 1
06/01/2021	843260	MT Dakota Utilities	Park Dist 1	\$ 49.11	371 101 1000 6
06/01/2021	843260	MT Dakota Utilities	Parking	\$ 65.61	303 725 2591 2
06/01/2021	843260	MT Dakota Utilities	Parking	\$ 21.83	717 353 1000 6
06/01/2021	843260	MT Dakota Utilities	Parking	\$ 47.22	799 152 1209 0
06/01/2021	843260	MT Dakota Utilities	Public Safety	\$ 30.09	062 907 9494 7
06/01/2021	843260	MT Dakota Utilities	Public Safety	\$ 494.28	169 233 1000 3
06/01/2021	843260	MT Dakota Utilities	Public Safety	\$ 145.92	442 190 1000 4
06/01/2021	843260	MT Dakota Utilities	Public Safety	\$ 44.68	514 117 0478 9
06/01/2021	843260	MT Dakota Utilities	Public Safety	\$ 191.44	533 653 1000 1
06/01/2021	843260	MT Dakota Utilities	Public Safety	\$ 64.92	602 589 7178 1
06/01/2021	843260	MT Dakota Utilities	Public Safety	\$ 323.52	885 880 1000 4
06/01/2021	843260	MT Dakota Utilities	Solid Waste	\$ 314.18	284 225 1320 1
06/01/2021	843260	MT Dakota Utilities	Solid Waste	\$ 91.10	602 680 9335 2
06/01/2021	843260	MT Dakota Utilities	Solid Waste	\$ 529.28	770 390 1000 2
06/01/2021	843260	MT Dakota Utilities	Transit	\$ 771.57	962 880 1000 0
06/01/2021	843260	MT Dakota Utilities	Wastewater	\$ 6,241.36	293 780 1000 2
06/01/2021	843260	MT Dakota Utilities	Wastewater	\$ 3,120.69	293 780 1000 2

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06/01/2021	843260	MT Dakota Utilities	Wastewater	\$ 3,120.69	293 780 1000 2
06/01/2021	843260	MT Dakota Utilities	Wastewater	\$ 148.03	310 490 1000 7
06/01/2021	843260	MT Dakota Utilities	Wastewater	\$ 58.92	410 490 1000 6
06/01/2021	843260	MT Dakota Utilities	Wastewater	\$ 73.04	735 453 1000 2
06/01/2021	843260	MT Dakota Utilities	Wastewater	\$ 78.64	868 563 1000 7
06/01/2021	843260	MT Dakota Utilities	Water	\$ 89.08	010 490 1000 0
06/01/2021	843260	MT Dakota Utilities	Water	\$ 66.19	076 225 9180 3
06/01/2021	843260	MT Dakota Utilities	Water	\$ 28.81	110 490 1000 9
06/01/2021	843260	MT Dakota Utilities	Water	\$ 22.47	209 077 5055 6
06/01/2021	843260	MT Dakota Utilities	Water	\$ 168.35	210 490 1000 8
06/01/2021	843260	MT Dakota Utilities	Water	\$ 444.08	310 490 1000 7
06/01/2021	843260	MT Dakota Utilities	Water	\$ 176.76	410 490 1000 6
06/01/2021	843260	MT Dakota Utilities	Water	\$ 1,764.83	500 490 1000 7
06/01/2021	843260	MT Dakota Utilities	Water	\$ 29.94	510 490 1000 5
06/01/2021	843260	MT Dakota Utilities	Water	\$ 27.54	527 033 1000 4
06/01/2021	843260	MT Dakota Utilities	Water	\$ 33.89	566 923 1000 8
06/01/2021	843260	MT Dakota Utilities	Water	\$ 16.64	600 490 1000 6
06/01/2021	843260	MT Dakota Utilities	Water	\$ 16.63	600 490 1000 6
06/01/2021	843260	MT Dakota Utilities	Water	\$ 21.83	610 490 1000 4
06/01/2021	843260	MT Dakota Utilities	Water	\$ 31.36	666 923 1000 7
06/01/2021	843260	MT Dakota Utilities	Water	\$ 125.24	700 490 1000 5
06/01/2021	843260	MT Dakota Utilities	Water	\$ 75.52	800 490 1000 4
06/01/2021	843260	MT Dakota Utilities	Water	\$ 23.73	832 001 1000 1
06/01/2021	843260	MT Dakota Utilities	Water	\$ 232.57	900 490 1000 3
06/01/2021	843267	MT Waterworks	Water	\$ 886.64	12" GRIP RING BOLT PACK - RGRAPDT12
06/01/2021	843267	MT Waterworks	Water	\$ 779.72	12" HYMAX 2 COUPLING (LONG BODY)
06/01/2021	843267	MT Waterworks	Water	\$ 391.20	3/4" COMPRESSION COUPLING SLIP
06/01/2021	843267	MT Waterworks	Water	\$ 1,940.00	3/4" METER LOOPS AKA YOKE
06/01/2021	843267	MT Waterworks	Water	\$ 6,912.00	6" HYDRANT EXTENSION - WATEROUS
06/01/2021	843267	MT Waterworks	Water	\$ 266.30	BONNET GASKETS - K8109 - FOR K11 & K81 HYDRANTS
06/01/2021	843267	MT Waterworks	Water	\$ 1,130.16	K11 - DRAIN VALVE FACING - K1131
06/01/2021	843267	MT Waterworks	Water	\$ 214.00	LOWER COUPLING PINS K8122 - WITH CLIPS
06/01/2021	843267	MT Waterworks	Water	\$ 675.78	MJ GLAND PACK 12"
06/01/2021	843267	MT Waterworks	Water	\$ 1,392.74	PIPE BURSTING - 6" PUSH-ON VALVE
06/01/2021	843267	MT Waterworks	Water	\$ 8,457.36	PIPE BURSTING - 8" PUSH-ON VALVE
06/01/2021	843275	Northwest Pipe	Street/Traffic	\$ 16.80	rubber meter gasket

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06/01/2021	843275	Northwest Pipe	Street/Traffic	\$ 34.94	pipe/coupling/sealant for irrigation
06/01/2021	843275	Northwest Pipe	Wastewater	\$ 12.24	Building/Equipment Maintenance
06/01/2021	843275	Northwest Pipe	Wastewater	\$ 9.08	CL Lines in secondary complex
06/01/2021	843275	Northwest Pipe	Wastewater	\$ 946.00	Flanged gate valve and bolts
06/01/2021	843275	Northwest Pipe	Wastewater	\$ 1,500.00	Flanged plug valve
06/01/2021	843275	Northwest Pipe	Wastewater	\$ 198.03	Gaskets, valves and bolts
06/01/2021	843275	Northwest Pipe	Wastewater	\$ 144.14	Primer, cement and sandpaper
06/01/2021	843275	Northwest Pipe	Wastewater	\$ 2.41	PVC
06/01/2021	843275	Northwest Pipe	Wastewater	\$ 372.78	PVC
06/01/2021	843275	Northwest Pipe	Water	\$ 72.60	2" MAIN CASE GASKET - T-10
06/01/2021	843275	Northwest Pipe	Water	\$ 858.48	3" BRONZE METER STRAINER
06/01/2021	843275	Northwest Pipe	Water	\$ 20,253.12	3/4" E-CODER WALL CU/FT METER W/RECPT
06/01/2021	843275	Northwest Pipe	Water	\$ 18.70	3/4" X 3" PVC SCH 80 NIPPLE
06/01/2021	843275	Northwest Pipe	Water	\$ 355.04	6" BELL JOINT CLAMP 6.90-7.10
06/01/2021	843275	Northwest Pipe	Water	\$ 55.72	Brass nipple (PW Water High Service)
06/01/2021	843275	Northwest Pipe	Water	\$ 281.84	CURB BOX LID W/PLUG 1-1/4"
06/01/2021	843275	Northwest Pipe	Water	\$ 97.96	L Structure River Pump
06/01/2021	843275	Northwest Pipe	Water	\$ 5,920.00	Modem and belt clip transceiver (Reading device)
06/01/2021	843275	Northwest Pipe	Water	\$ 35.44	PVC
06/01/2021	843275	Northwest Pipe	Water	\$ 4,403.00	R-900 ENHANCED WALL RR
06/01/2021	843275	Northwest Pipe	Water	\$ 23,800.00	R-900 ENHANCED WALL RR
06/01/2021	843275	Northwest Pipe	Water	\$ 11,900.00	R-900 ENHANCED WALL RR
06/01/2021	843276	NorthWestern Energy	Airport	\$ 24,348.49	0100482-9. Vault Main Account. May 2021
06/01/2021	843276	NorthWestern Energy	Airport	\$ 347.64	0712792-1. IP-7. May 2021
06/01/2021	843276	NorthWestern Energy	Airport	\$ 835.71	0712800-2. IP-9. May 2021
06/01/2021	843276	NorthWestern Energy	Airport	\$ 351.60	0712809-3. IP-11(12) Alpine. May 2021
06/01/2021	843276	NorthWestern Energy	Engineering	\$ 656.63	1741314-7
06/01/2021	843276	NorthWestern Energy	Engineering	\$ 59.65	Depot parking lot electricity
06/01/2021	843276	NorthWestern Energy	Facilities	\$ 6,419.19	0100507-3
06/01/2021	843276	NorthWestern Energy	Facilities	\$ 65.60	3602453-7
06/01/2021	843276	NorthWestern Energy	Facilities	\$ 1,045.86	3602454-5
06/01/2021	843276	NorthWestern Energy	General	\$ 1,421.84	0100506-5
06/01/2021	843276	NorthWestern Energy	General	\$ 186.96	0712683-2
06/01/2021	843276	NorthWestern Energy	P.W. Admin	\$ 164.15	1741314-7
06/01/2021	843276	NorthWestern Energy	P.W. Admin	\$ 14.91	Depot parking lot electricity
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 6.11	0722237-5

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06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 6.00	0722247-4
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 179.16	0722251-6
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 45.19	0722254-0
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 103.32	0722255-7
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 389.22	0722257-3
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 461.76	0722260-7
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 42.67	0722261-5
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 44.09	0722262-3
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 40.93	0722263-1
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 36.38	0722265-6
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 88.13	0722266-4
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 44.29	0722268-0
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 15.44	0722269-8
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 45.20	0722285-4
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 10.40	0722292-0
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 26.71	0722293-8
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 11.34	0722905-7
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 114.97	0722933-9
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 106.50	0723027-9
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 111.68	0723035-2
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 7.37	0723036-0
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 163.42	0723037-8
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 42.74	0723038-6
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 45.20	0723041-0
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 43.39	0723042-8
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 117.57	0723044-4
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 103.86	0723048-5
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 99.34	0723050-1
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 43.79	0723051-9
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 51.23	0723052-7
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 186.45	0723054-3
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 6.00	0723055-0
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 27.26	0723056-8
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 9.34	0723057-6
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 19.17	0723058-4
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 8.70	0723090-7

Check Date	Check#	Name	Fund Names	Amount	Item Desc
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 6.00	0723162-4
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 294.78	0723170-7
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 89.32	0789437-1
06/01/2021	843276	NorthWestern Energy	Park Dist 1	\$ 6.00	0831702-6
06/01/2021	843276	NorthWestern Energy	Parking	\$ 609.75	0720829-1
06/01/2021	843276	NorthWestern Energy	Parking	\$ 2,478.93	0720834-1
06/01/2021	843276	NorthWestern Energy	Parking	\$ 1,419.02	1569636-2
06/01/2021	843276	NorthWestern Energy	Parking	\$ 767.66	1594282-4
06/01/2021	843276	NorthWestern Energy	Parking	\$ 1,677.71	3067416-2
06/01/2021	843276	NorthWestern Energy	Parking	\$ 323.04	3279035-4
06/01/2021	843276	NorthWestern Energy	Parking	\$ 115.67	3463478-2
06/01/2021	843276	NorthWestern Energy	Parks Maint	\$ 98.88	1059093-3
06/01/2021	843276	NorthWestern Energy	Public Safety	\$ 2,047.66	0100476-1 FIRE1: ELECTRICAL SERVICE
06/01/2021	843276	NorthWestern Energy	Public Safety	\$ 301.73	0712537-0
06/01/2021	843276	NorthWestern Energy	Public Safety	\$ 342.44	0720840-8
06/01/2021	843276	NorthWestern Energy	Public Safety	\$ 235.46	1984150-1
06/01/2021	843276	NorthWestern Energy	Public Safety	\$ 229.02	1984155-0
06/01/2021	843276	NorthWestern Energy	Public Safety	\$ 1,571.03	3448739-7
06/01/2021	843276	NorthWestern Energy	Radio	\$ 198.78	0721580-9
06/01/2021	843276	NorthWestern Energy	Street/Traffic	\$ 6.00	0723645-8
06/01/2021	843276	NorthWestern Energy	Transit	\$ 24.46	0712764-0
06/01/2021	843276	NorthWestern Energy	Transit	\$ 184.49	1784756-7
06/01/2021	843276	NorthWestern Energy	Water	\$ 6,001.54	0100540-4
06/01/2021	843279	Palm Tree Const	Water	\$ 19,181.25	Repair 18 water service problems- 1/29/2021 Bid List
06/01/2021	843279	Palm Tree Const	Water	\$ 625.00	Repair 18 water service problems-1/29/2021 Bid List
06/01/2021	843282	Pen-Link LTD	PD Program	\$ 3,139.58	software maint, support, & academy training subscription for 1 year.
06/01/2021	843284	Peterson Office Furniture	Facilities	\$ 9,800.00	Furniture disassembly, storage and reassembly
06/01/2021	843284	Peterson Office Furniture	Solid Waste	\$ 1,650.00	Furniture disassembly, storage and reassembly
06/01/2021	843284	Peterson Office Furniture	Street/Traffic	\$ 550.00	Furniture disassembly, storage and reassembly
06/01/2021	843286	Public Utilities	Wastewater	\$ 3,244.47	111176
06/01/2021	843293	Sanderson Stewart	Planning	\$ 2,483.00	ComDev Refund
06/01/2021	843293	Sanderson Stewart	Storm Sewer	\$ 8,907.15	Pothole Survey-proposed culvert alignments & outfall to Ylwnstn Rvr
06/01/2021	843304	T.W. Clark Construction	Facilities	\$ 88,612.90	Fire Station #6 - 2019 Hail Damage Sub Project #FS6
06/01/2021	843304	T.W. Clark Construction	Public Safety	\$ 3,834.02	Fire Station #4 Roof & Siding Replacement Project
06/01/2021	843307	Tetra Tech, Inc.	Solid Waste	\$ 3,982.22	Landfill consulting
06/01/2021	843311	Town & Country Supply	Airport	\$ 21,157.84	Invoice #417843. QTA Car Rental Fuel

Check Date	Check#	Name	Fund Names	Amount	Item Desc
06/01/2021	843311	Town & Country Supply	Fleet	\$ 20,338.33	417516 PO NUM 312552
06/01/2021	843311	Town & Country Supply	Fleet	\$ 16,017.59	417518 PO NUM 312555
06/01/2021	843311	Town & Country Supply	Wastewater	\$ 1,272.66	NONSTOCKING ITEMS-P.U.D.
06/01/2021	843312	TPG Pressure	Water	\$ 7,654.00	36" LCP PS X MJB ADAPTER - 1F3 (1071594)
06/01/2021	843315	Tvetene Turf	Park Dist 1	\$ 1,160.00	bluegrass sod - 828331
06/01/2021	843315	Tvetene Turf	Park Dist 1	\$ 2,880.00	bluegrass sod for centennial park - 828312
06/01/2021	843315	Tvetene Turf	Park Dist 1	\$ 75.00	tall fescue
06/01/2021	843323	Western Municipal Const	Water	\$ 223,742.86	WO 18-22 Leavens Reservoir Waterline and Improvements
06/01/2021	843330	Ylwstn Valley An Shelter	Public Safety	\$ 23,000.00	city contract

City Council Regular

Date: 06/28/2021
Title: City Zone Change 992 - 1st reading - 117 and 119 Glenhaven Drive
Presented by: Karen Husman
Department: Planning & Community Services
Presentation: Yes

RECOMMENDATION

The City Zoning Commission recommends approval and adoption of the findings of the 10 criteria for Zone Change 992.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

City Zone Change 992 -- 117 and 119 Glenhaven Drive - A zone change from N3 -- Suburban Neighborhood to N2 -- Mid-Century Neighborhood on Lot 2, Block 29 of Lake Hills Subdivision, 5th Filing, an 18,466 square foot parcel of land. The purpose of the zone change is to allow an existing two-family dwelling to be conforming to the zone district. Presented by: Karen Husman, Planner I

APPLICATION DATA OWNER: Eric Schnelbach
LEGAL DESCRIPTION: Lot 2, Block 29 of Lake Hills Subdivision, 5th Filing
ADDRESS: 117 & 119 Glenhaven Drive
CURRENT ZONING: N3
PROPOSED ZONING: N2 EXISTING LAND USE: Residential Two-family
PROPOSED LAND USE: Residential Two-family
SIZE OF PARCEL: 18,466 sf
ON CURRENT APPLICATIONS None
SURROUNDING LAND USE & ZONING
NORTH: Zoning: P1 Land Use: Open space (golf course)
SOUTH: Zoning: N3 Land Use: Residential single family
EAST: Zoning: N3 Land Use: Residential single family
WEST: Zoning: P1 Land Use: Open space (golf course)

The applicant is requesting to rezone the property to allow the existing nonconforming use -- a two-family dwelling -- to be conforming with zoning. Duplex dwellings are not an allowed use in the N3 zone. The proposed zoning of N2 would bring the dwelling into conformity with zoning. The lots surrounding this property are zoned N3 and P1. There are parcels in the NX2 and NX3 district south of Almadin Lane, and N2 zoned parcels to the east of Saint Andrews Drive. The duplex structure was built in 1962, prior to zoning requirements and has been a residential duplex since that time. The existing residential and accessory structures appear to meet the N2 zone district regulations for site and structure. The owners are seeking a rebuild letter and do not intend any new construction or re-construction at this time.

Before making a decision on the proposed zone change, the City Council shall consider the following findings as recommended by the City Zoning Commission:

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

The proposed zone change does conform to the following guidelines of the 2016 Growth Policy:

Strong 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

Home Base:

- A mix of housing types that meet the needs of a diverse population is important
- The Housing Needs Assessment is an important tool to ensure Billings recognizes and meets the demands of future development
- Common to all types of housing choices is the desire to live in surroundings that are affordable, healthy and safe

The proposed zone change is consistent with the following goals of the 2006 Billings Heights Neighborhood Plan:

- To provide safe, good quality and affordable housing in the Heights. Develop housing patterns that are compatible with existing neighborhoods. Encourage high density multi-family development along arterial routes. Maintain similar housing in established neighborhoods.

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 existing parcel has already been developed and used as a two family residential structure since it was built in the 1960's. The proposed zoning would allow the owner to acquire a rebuild letter under the new zoning. This will also allow the owner to reduce the risk associated with insuring the property and investing in property improvements.

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 have little impact on the surrounding transportation systems.

Water and Sewer: The property has City water and sewer services. There will be no additional impacts to the system from the proposed zoning.

Schools and Parks: Schools and parks should not be significantly affected by the proposed zone change.

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 will have no effect on vehicle and pedestrian traffic.

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

The new zoning does promote compatibility with urban growth. The proposed zoning will allow an existing structure to become conforming as a two dwelling unit structure.

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 existing structure is compatible with the homes in the area.

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

The value of existing building should be preserved 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 an existing structure to be rebuilt if it were destroyed. This is an appropriate location for the zoning to allow additional density that already exists on this parcel.

STAKEHOLDERS

The Zoning Commission conducted a public hearing on June 1, 2021 and received the staff report and testimony from the applicant, Eric Schnellbach, who concurred with staff's recommendation. No other testimony was received.

The Zoning Commission voted 3-0 to recommend approval of the zone change and adoption of the findings of the 10 criteria.

ALTERNATIVES

City Council may:

- Adopt the findings of the 10 criteria as recommended by the Zoning Commission and approve the application; or
- Amend the findings of the 10 criteria as recommended by the Zoning Commission and approve or deny the application; or
- Delay action up to 30 days.

FISCAL EFFECTS

Approval or denial of the proposed zone change should not have an effect on the Planning Division budget.

Attachments

Zoning Map & Site Photos
Application & Applicant Letter
Site Plan
Zoning History

Ordinance Zone Change 992

Subject Property



Northeast



Southwest



Southeast



North



East



West

Application

APPLICATION FORM

CITY ZONE CHANGE Billings Zone Change # _____ - Project # Pz-21-00113

The undersigned as owner(s) of the following described property hereby request a Zone Change as outlined in the City of Billings Zoning Regulations.

Present Zoning N3

Proposed Zoning: N2

TAX ID# A22352 CITY ELECTION WARD 2

Legal Description of Property: Lake Hills Subd 5th Flwy, S16, T01 N, R26 E, Block 29, Lot 2

Address or General Location (If unknown, contact City Engineering): 117/119 Glenhaven Dr

Size of Parcel (Area & Dimensions): 424 acres 180' x 90' x 200' 18,466 sq ft

Present Land-Use: residential multi-family

Proposed Land-Use: residential multi-family

Covenants or Deed Restrictions on Property: Yes X No _____

If yes, please attach to application

*** Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the application.

Owner(s): Eric Schnebach

(Recorded Owner) 119 Glenhaven Dr Billings, MT 59105

(Address) (406) 209-2650 eric.schnebach@gmail.com

(Phone Number) (email)

Agent(s): _____

(Name)

(Address)

(Phone Number) (email)

I understand that the filing fee accompanying this application is not refundable, that it pays for the cost of processing, and that the fee does not constitute a payment for a Zone Change. Also, I attest that all the information presented herein is factual and correct.

Signature: _____ Date: 4/23/21

(Recorded Owner)



Applicant Letter

Statement

April 9, 2021

To whom it may concern:

There are two reasons to change the zoning for the property at 117/ 119 Glenhaven Dr Billings, MT 59105. The first being bringing the zoning in line with the historic use of the property. The current duplex was built in 1962, which according to my research, was prior to the lot being incorporated into the city and zoned. It seems that the property was possibly zoned incorrectly, as it will not allow for a rebuild of what was already in existence. The duplex is not an "up/ down" duplex, that being a duplex that was once a single family residence. This duplex has always been a duplex and was constructed in a near mirror image in side by side style. The second being to refinance the property out of an FHA loan into a conventional loan. The current building on the property is a duplex. The current zoning is N3, which does not allow for a rebuild of a duplex in the event of a loss of more than fifty percent of the building. Therefore, I am unable to refinance unless the zoning is changed to N2, which would allow for a rebuild of a duplex.

The proposed new zoning will meet each of the 10 zone change criteria to include but not limited to the following. The change in zoning would be consistent with the Growth Policy. The property is centrally located in the Heights in an established neighborhood. Infrastructure is already in place. The change would not affect traffic, as it is already a duplex. The zone change would accommodate the character of the district, as N2 is for neighborhoods built mid-century. The zone change would allow for the current density to be retained and allow for an improved duplex be built in the event of a loss, maintaining the mixed use character of the neighborhood. The zone change would also preserve the value of the current building and property. I look forward to working through the zone change process.



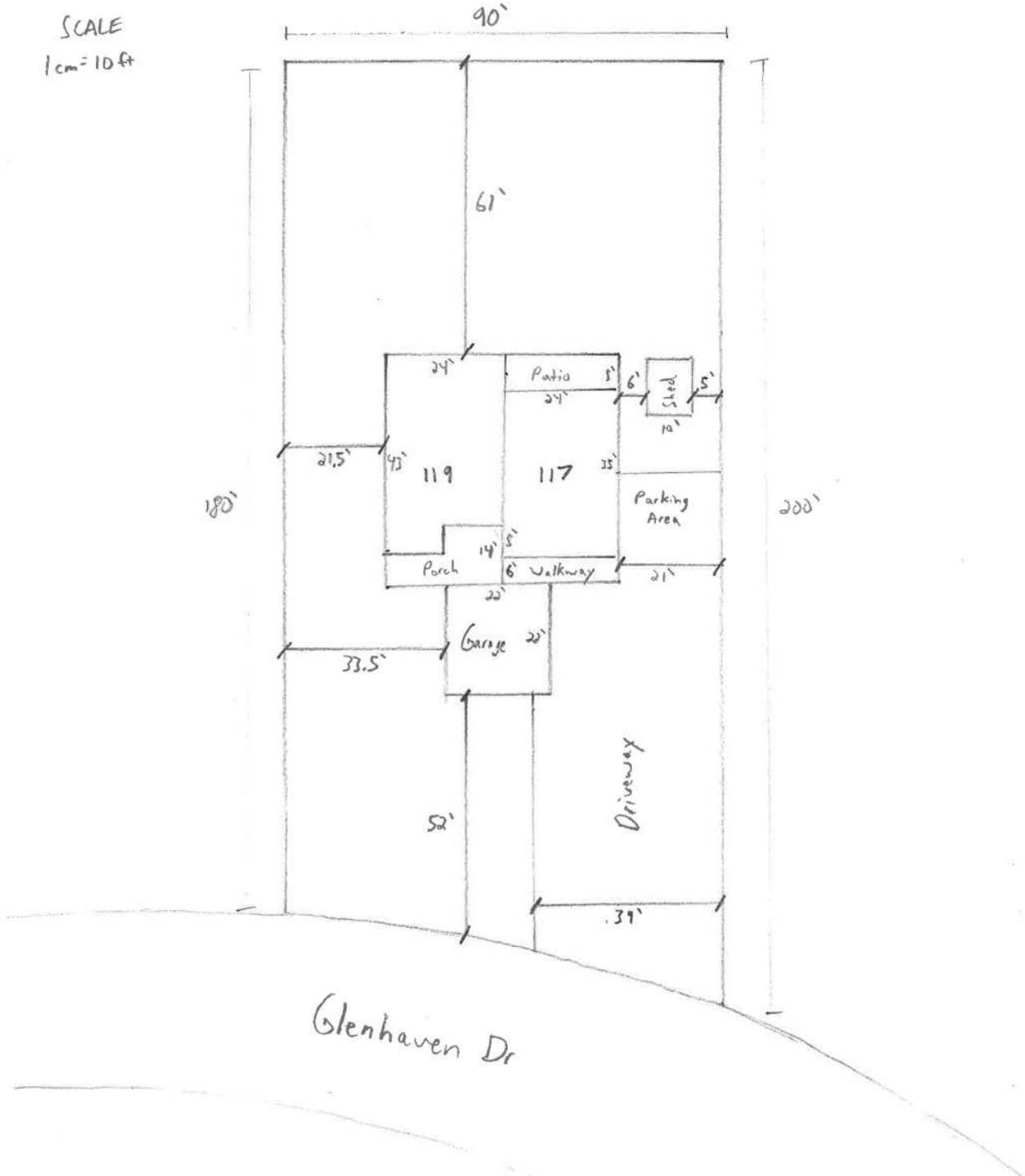
Eric Schnelbach

Site Plan

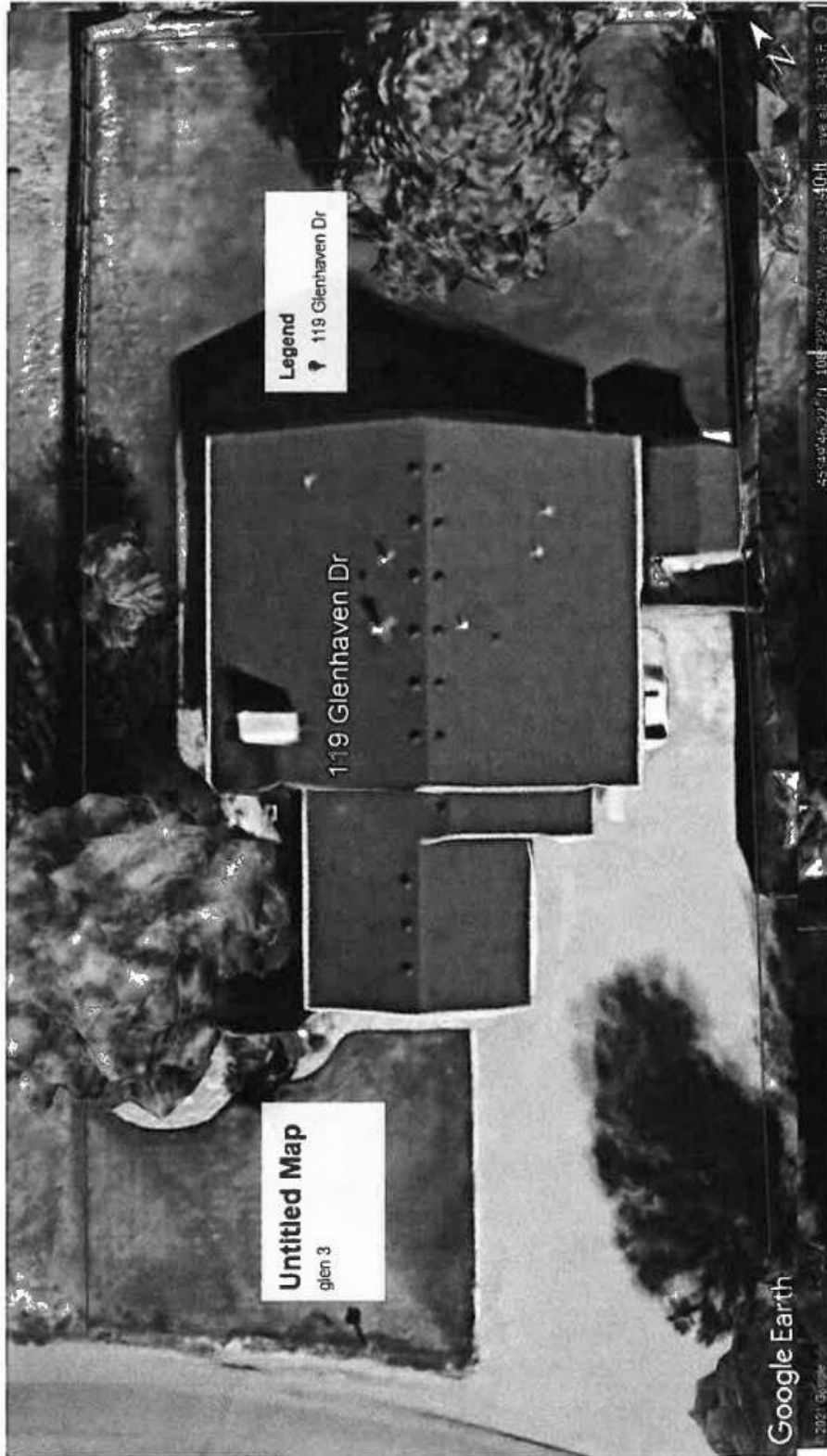
117/119 Glenhaven Dr



SCALE
1cm = 10ft



Existing



APPLICABLE ZONING HISTORY

SUBJECT PROPERTY	Zone Change	DATE	FOR	APPROVED (Y/N)	ADDITIONAL DATA
		1962	Original zoning		R-96
SURROUNDING PROPERTY	Zone Change	DATE	FOR	APPROVED (Y/N)	ADDITIONAL DATA
Lake Hills 3rd	Annexed	11/4/84	R-96 to RMF	Y	
Lots 5-8 blk 22, Lake Hills th	Annexed	11/4/84	RMF	Y	
6 th filing	665		R96 to R70	Y	Eagle Ridge
2300 Block of Gleneagles	949	11/14/16	R-60-R to R-50	Y	
27 th filing	791	10/10/06	Public to R-96	Y	

ORDINANCE 21-_____

AN ORDINANCE OF THE CITY OF BILLINGS,
PROVIDING THE ZONE CLASSIFICATION ON LOT 2,
BLOCK 29 OF LAKE HILLS SUBDIVISION, 5TH FILING,
GENERALLY LOCATED AT 117 & 119 GLENHAVEN
DRIVE, BE AMENDED

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BILLINGS THAT:

Section 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.

Section 2. DESCRIPTION. **Lot 2, Block 29 of Lake Hills Subdivision, 5th Filing,** is presently zoned **Suburban Neighborhood (N3)** and is shown on the official zoning map within this zone.

Section 3. ZONE DISTRICT AMENDMENT. The official zoning map is hereby amended and the zoning for **Lot 2, Block 29 of Lake Hills Subdivision, 5th Filing,** is hereby changed from **Suburban Neighborhood (N3)** to **Mid-century Neighborhood (N2)**, and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining to **Mid-century Neighborhood (N2)** as set out in the Billings, Montana City Code.

Section 4. EFFECTIVE DATE. This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

Section 5. REPEALER. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

Section 6. SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions of this ordinance which may be given effect without the invalid provisions or application, and, to this end, the provisions of this ordinance are declared to be severable.

PASSED by the City Council on first reading this 28th Day of June, 2021.

PASSED, ADOPTED and APPROVED on second reading this 12th day of July, 2021.

CITY OF BILLINGS

BY: _____

William A. Cole, Mayor

Attest:

BY: _____

Denise R. Bohlman, City Clerk

Zone Change 992, 117/119 Glenhaven Drive

City Council Regular

Date: 06/28/2021
Title: CDBG-CV Substantial Amendment to Consolidated Plan and FY2020-2021 Annual Action Plan
Presented by: Brenda Beckett
Department: Planning & Community Services
Presentation: Yes

RECOMMENDATION

Staff and the Community Development Board recommend the City Council hold a public hearing on this substantial amendment to the Consolidated Plan and FY20-21 Annual Action Plan, consider comments, and approve the amendment and CDBG-CV budget recommendations.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

Federal Funding Allocation: In April 2020, the City of Billings was awarded \$386,973 in CARES Act Community Development Block Grant (CDBG-CV) funding exclusively to prevent, prepare for and respond to the coronavirus pandemic in the Billings community. Just after the U.S. Department of Housing and Urban Development (HUD) published the final rule and regulations for CDBG-CV funding in August 2020, the City was awarded an additional \$522,153 bringing the total allocation to \$909,126. The City must expend 80 percent of the CDBG-CV funding allocation within three years of the executed grant agreement following amendment submission to HUD. Projects and activities also must benefit low-income individuals, families, and/or neighborhoods.

Surveys, Assessment, and Community Development Board Priorities: AmeriCorps VISTA members and staff recently concluded two surveys designed to gather feedback from local community members and social service agencies regarding COVID-19 pandemic impact. The Coronavirus Community Member Survey resulted in 3,512 responses and the Service Provider Survey resulted in 26 responses. After analyzing survey data, AmeriCorps VISTA members published a detailed [Community Assessment Report](#) illustrating community member and social service agency needs relative to the pandemic (December 2020). By March 2021, the Community Development Board completed reviewing the Community Assessment and established funding priorities (see Attachment C Priorities Presentation):

- **Low-Income Beneficiaries:** Rent, mental health care, meal distribution, mortgage payments, internet access, utility assistance, childcare, etc.
- **Public Improvements & Facilities:** Handwashing stations, additional public restrooms/cleaning, infrastructure, etc.
- **Social Service Agencies Public Health Support:** Client remote access, vaccination activities, virtual service ability, exposure prevention - staff training, unmet hospital / public health needs, FEMA match, and facility social distancing.

CDBG-CV Application: City staff developed an online application process and launched the platform on April 19, 2021. Funding availability notices were extensively distributed via email, public notices, and direct contacts. The City received two applications by the May 14 deadline:

- **The Salvation Army:** \$55,000 to purchase food and trays for the Mobile Meals program.
- **Downtown Billings Business Improvement District:** \$117,715 for equipment and supplies to develop a new downtown public restroom and hand-washing station.

Community Development Board Recommendations: City staff must submit an amendment to HUD as soon as possible with general descriptions of projects and activities the City plans on carrying out with CDBG-CV resources. Therefore, the Community Development Board recommends the following:

- **Awardees:** Grant full funding awards to The Salvation Army and the Downtown Billings Business Improvement District, as submitted.
- **Awardee Agreements:** Documents will include amendment language to continue funding activities if community need exceeds the initial CDBG-CV allocation and /or if additional facilities can be installed. This would require full regulatory compliance with the first allocation, application submission for additional funds, Community Development Board review and recommendation, and submission to the City Council for final decision.
- **CDBG-CV Administration:** Twenty percent of the total CDBG-CV award (\$181,825) will be allocated for staff costs and supplies necessary to carry out grant monitoring and management activities. This is a one-time allocation

to fund many years of project monitoring and reporting.

• **Amendment Submission Language:** The CDBG-CV amendment will include the Board's prioritized activities and projects as listed above (Low-Income Beneficiaries, Public Improvements & Facilities, Social Service Agencies, and Public Health Support). This will enable the Board to maintain compliance with HUD's current amendment submission deadline. They can also reopen the application process later on this year and in future years to meet the three-year expenditure deadline.

• **Infrastructure Facility Projects:** The Board recommends Community Development staff coordinate with other City departments to identify eligible CDBG-CV projects and activities including, but not limited to public restrooms, sanitation, handwashing stations, and other infrastructure projects.

STAKEHOLDERS

Stakeholders include the community as a whole in terms of the benefits of these funds assisting Billings in addressing impacts and affects of COVID-19 in the community. While there have been multiple opportunities for public comment and participation, including the meeting tonight, the specific stakeholders and focus of the funding allocations include:

• Low-income individuals and families benefiting from public service and public facility improvement activities.

• Low-income neighborhood residents benefiting from facility and infrastructure improvements.

• Public service and healthcare agencies serving low-income individuals and families by carrying out public service and facility improvement activities.

ALTERNATIVES

City Council may:

• Approve the Community Development Board's recommended CDBG-CV allocations to fund projects, with or without conditions.

• Not approve the Community Development Board's recommended CDBG-CV allocations to fund projects.

Delays in funding allocations and amendment approval will put the City's CDBG-CV allocation in jeopardy due to untimely submission to HUD.

FISCAL EFFECTS

An adverse financial outcome to the City is not anticipated due to the CD staff's monitoring and management of the program and projects per HUD guidelines and requirements. The commitment of these funds will help the City to meet CDBG-CV federal timeliness requirements as well as provide needed services to the community in line with the HUD funding requirements.

SUMMARY

Staff and the Community Development Board recommend the City Council hold a public hearing on the substantial amendment to the Consolidated Plan and FY20-21 Annual Action Plan, consider comments, and approve the amendment and CDBG-CV budget recommendations.

Attachments

CDBG-CV Amendment

Community Assessment Report

CD Board Priorities Presentation



Consolidated Plan & FY2020-2021 Annual Action Plan

Amended: CDBG-CV Allocations and Activities

Community Development Division
2825 Third Avenue North
Billings, Montana 59101
406.657.8281, 711 TTY
www.BillingsMT.gov/comdev



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SP-35 & AP-15: Expected Resources	2
SP-45 & AP-20: Annual Goals and Objectives	3
AP-35: Projects	4
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To view the complete
Consolidated Plan
and Annual Action Plan,
please visit

www.BillingsMT.gov/CDreports.

Consolidated Plan & FY2020-2021 Annual Action Plan Changes

SP-35 and AP-15 Expected Resources

91.220(c)(1,2)

Introduction

CDBG administration allocations are capped at 20% of the new CDBG allocation in addition to eligible program income received during the project year. Maximum amounts for public service activities are capped at 15% of the new CDBG allocation and 15% of the previous year’s program income. HOME administration activities are capped at 10% of the new HOME allocation and eligible program income received following the required affordability period. Revenue received during a project’s affordability period is considered recaptured and may not be used for administration.

Expected revenues from the CDBG program include repayments for funding loaned through the Housing Rehabilitation Loan program and other revitalization efforts. The City expects to receive approximately \$75,000 in repayments for the upcoming fiscal year which will be reprogrammed for programs identified herein. The City will not receive proceeds for Section 108 loan guarantees, surplus funds from urban renewal settlements, or float-funded activities.

Revenue expected for the HOME program includes recaptured and program income funding generated by the First Time Homebuyer Loan program. The City expects to receive approximately \$150,000 in HOME funding through these venues, and the funding will be utilized to further programs identified in this Consolidated Plan. The City of Billings programs utilize 100% of CDBG and HOME funding to benefit low to moderate income households and / or areas. The City may also receive program income attributable to the Neighborhood Stabilization Program and other previously funded federal and state programs.

Routine revenues including program income, recaptured / repaid funds, and re-programmed monies will be utilized for existing and previously approved programs as it is received during each fiscal year. Routine revenues are allocated on a close- and shovel-ready basis to ensure timely commitment and expenditure. These changes are customary and facilitate funding allocations to projects and activities most in demand and do not require a substantial or minor amendment to the Consolidated Plan.

The City also received \$909,126 in CARES Act CDBG-CV funding to prevent, prepare for, and respond to the coronavirus. Funding will be allocated to public service and public facility improvements.

Anticipated Resources

Program	Source of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan	Narrative Description
		Annual Allocation	Program Income	Prior Year Resources	Total		
CDBG	Public / Federal	\$657,719	\$75,000	\$0	\$732,719	\$2,520,000	Entitlement Allocation
	Uses of Funds: Administration, Homeowner Rehabilitation, Homebuyer Acquisition, New Housing Development, Public Services						
HOME	Public / Federal	\$349,053	\$150,000	\$0	\$499,053	\$1,280,000	Entitlement Allocation
	Uses of Funds: Administration, Homebuyer Acquisition, New Housing Development						
CDBG-CV	Public / Federal	\$909,126	\$0	\$0	\$909,126	Leave Blank	CARES Act
	Uses of Funds: Prevent, prepare for, and respond to coronavirus						

HUD Table 48 & 52 - Expected Resources - Priority Table

SP-45 & AP-20 Goals and Objectives

Goal Summary Information: Projects are funded on a close- and shovel-ready basis for core programs as described in this Plan.

An asterisk indicates *Housing development organizations housing development activities must be implemented by housing development organizations.

#	Goal Name	Category & Needs	Outcome	Objective	\$	City Program	Goal Outcome Indicator	One Year Goal
1	Create, preserve, and expand affordable housing options	Affordable Housing	Affordability	Decent Affordable Housing	CDBG \$351,256 HOME \$314,216 NSP TBD	Affordable Housing Development	Public Infrastructure: Low-Income Housing Benefit	60 Households Assisted
							Rental Units Constructed	# Housing Units*
							Rental Units Rehabilitated	# Housing Units*
							Homeowner Housing Added	# Housing Units*
						Housing Rehabilitation	Homeowner Housing Rehabilitated	4 Housing Units
						First Time Home buyer	Direct Financial Assistance to Homebuyers	35 Households Assisted
<ul style="list-style-type: none"> Encourage the citywide development of new affordable single-family, multi-family and special needs housing in the community through private developers and nonprofit organizations. Provide direct, affordable financing and assistance to low-income homeowners for the completion of needed repairs citywide. Provide affordable financing and support to promote homeownership opportunities citywide. 								
2	Neighborhood Revitalization: Foreclosures	Affordable Housing	Affordability	Decent Affordable Housing	CDBG \$100,000	Foreclosure Acquisition Rehabilitation	Homeowner housing rehabilitated	1 Housing Unit
							Buildings Demolished	# Buildings*
<ul style="list-style-type: none"> Revitalize neighborhoods through foreclosure remediation, redevelopment and infill development. 								
3	Impact Poverty	Other: Poverty Impact	Availability / Accessibility	Create Suitable Living Environment	CDBG \$75,000 CNCS TBD	Billings Metro VISTA Project	Public service activity for low-income benefit	200 Persons Assisted
								<ul style="list-style-type: none"> Provide public service activity funding to support the Billings Metro VISTA Project to support local nonprofit organizations expand services for the homeless and special needs populations: Healthcare; Food Security; Education; Employment; Financial Literacy; and Housing.
4	Prevent, prepare for, and respond to coronavirus	Other: Pandemic	Availability / Accessibility	Create Suitable Living Environment	CDBG-CV \$909,126	CDBG-CV: Public Services	Public service activity for low-income benefit	500 Low-Income Persons Assisted
							CDBG-CV: Public Facility Improvements	Public facility or infrastructure activities
						<ul style="list-style-type: none"> Provide public service activity and public facility improvement funding to prevent, prepare for, and respond to the coronavirus. Priority needs have been identified in the City's Community Assessment Report, including, but not limited to: <ul style="list-style-type: none"> Low-Income Beneficiaries: Rent, mental health care, meal distribution, mortgage payments, internet access, utility assistance, childcare, etc. Public Improvements & Facilities: Handwashing stations, additional public restrooms / cleaning, infrastructure, etc. Social Service Agencies & Public Health Support: Client remote access, vaccination activities, virtual service ability, exposure prevention - staff training, unmet hospital / public health needs, FEMA match, and facility social distancing. 		

HOME Investment Partnerships Program(HOME) Community Development Block Grant (CDBG) Corporation for National and Community Service (CNCS) CARES Act (CDBG-CV)

HUD Table 51 & 53 - Goals Summary

Introduction

The City of Billings is recommending the following projects for CDBG and HOME funding this fiscal year. Revenues received from CDBG, HOME, and other sources will be allocated to current programs under a close- / shovel-ready basis to ensure commitment and expenditure timeliness.

#	Project Name	FY2020-2021 Allocations	
		CDBG	HOME
4 & 5	Administration	\$131,463	\$34,837
6	Affordable Housing Development <i>In addition to \$150,000 in current fiscal year repayment revenue</i>	\$235,000	-
7	Community Housing Development Organizations	-	\$52,358
8	Housing Rehabilitation	\$50,000	-
9	First Time Home Buyer	\$66,256	\$261,858
10	Foreclosure Acquisition and Rehabilitation	\$100,000	-
11	Billings Metro VISTA Project	\$75,000	-
12	CDBG-CV: Administration	\$181,825	-
13	CDBG-CV: Public Services	\$363,650	-
14	CDBG-CV: Public Facility Improvements	\$363,651	-

HUD Table 54 - Project Information, Funding Allocations do not include Program Income

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The allocation priorities were established by identifying community needs through the Needs Assessment and Market Analysis:

- **Affordable Housing:** Single- and multi-housing development, Housing Rehabilitation, and First Time Home Buyer, and Foreclosure Acquisition and Rehabilitation.
- **Poverty Impact:** Billings Metro VISTA Project.

The primary obstacle faced by the City in undertaking the activities described in its Consolidated Plan and meeting under-served needs is limited funding. The Needs Assessment identified the affordable housing needs and conditions of our community. These conditions, particularly the cost burden faced by very low-income renters and homeowners, is difficult to address given existing resources.

AP-38 Project Summary

#	Project Name	Target Area	Goals / Needs	Funding – No Program Income	Target Date	Estimate # / Type Families Benefitting
4 & 5	Administration	City of Billings	Affordable Housing	CDBG \$131,463 HOME \$34,837	June 30, 2021	Not Applicable
		Description: General grant administration for CDBG and HOME programs.				
6	Affordable Housing Development	City of Billings	Affordable Housing	CDBG \$235,000 In addition to \$150,000 current repayment revenue	June 30, 2021	60 Low-Income Households Assisted
		Description: Encourage the citywide development of new affordable single-family, multi-family and special needs housing in the community through private developers and nonprofit organizations. Planned Activities: This funding would be utilized to facilitate the development of new affordable housing.				
7	Community Housing Development Organization	City of Billings	Affordable Housing	HOME \$52,358	June 30, 2023	# Housing Units: Rentals constructed, rehabbed, or owner housing added
		Description: Encourage the citywide development of new affordable single-family, multi-family and special needs housing in the community through private developers and nonprofit organizations. Planned Activities: This funding would be utilized to facilitate the development of new affordable housing.				
8	Housing Rehabilitation	City of Billings	Affordable Housing	CDBG \$50,000	June 30, 2021	4 Low-Income Housing Units
		Description: Provide direct, affordable financing and assistance to low-income homeowners for the completion of needed repairs citywide. Preserve existing affordable housing supply, particularly in older neighborhoods, to support the stability of the current affordable housing stock. Planned Activities: This program provides low-income households with zero interest, no payment financing to make needed improvements. This program revitalizes established neighborhoods and preserve the existing affordable housing stock through the completion of repairs to housing.				
9	First Time Home Buyer	City of Billings	Affordable Housing	HOME \$261,858 CDBG \$66,256	June 30, 2021	35 Low-Income Households Assisted
		Description: Provide affordable financing and support to promote homeownership opportunities citywide. Planned Activities: This program provides financial resources to support low-income first time homebuyers with down payment and closing costs.				
10	Foreclosure Acquisition & Rehabilitation	City of Billings	Affordable Housing	CDBG \$100,000	June 30, 2021	1 Housing Unit – Low-Income Household
		Description: Provide direct, affordable financing and assistance to low-income homeowners for the completion of needed repairs citywide. Revitalize low-income neighborhoods through foreclosure remediation, redevelopment and infill development. Planned Activities: Funding to support the purchase of vacant and foreclosed properties for the purpose of rehabilitation and direct homeownership assistance to income-qualified homebuyers as their primary residence. Properties may also be demolished to make way for new construction of affordable housing. The purpose of the program is to stabilize neighborhoods, stem the decline of house values of neighboring homes due to foreclosure, and to preserve decent affordable housing.				
11	Billings Metro VISTA Project	City of Billings	Poverty Impact	CDBG \$75,000	June 30, 2021	200 Low-Income Persons Assisted
		Description: Provide public service activity funding to support the Billings Metro VISTA Project to support local nonprofit organizations expand services for the homeless and special needs populations: Healthcare; Food Security; Education; Employment; Financial Literacy; and Housing. Planned Activities: AmeriCorps members work on poverty impact issues in the community including hunger, homelessness, education, and veterans / military family support. Members are placed at nonprofit organization Host Sites and the City to assist in strengthening services in the poverty-impact service continuum.				

#	Project Name	Target Area	Goals / Needs	Funding – No Program Income	Target Date	Estimate # / Type Families Benefitting
12	CDBG-CV: Administration	City of Billings	Pandemic	CDBG-CV \$181,825	August 31, 2022	Not Applicable
Description: General grant administration for CDBG-CV programs.						
13	CDBG-CV: Public Services	City of Billings	Pandemic	\$363,650	August 31, 2022	500 Low-Income Persons Assisted
Description: Provide public service activity funding to prevent, prepare for, and respond to the coronavirus.						
<ul style="list-style-type: none"> • Activities benefitting low-income beneficiaries: Rent, mental health care, meal distribution, mortgage payments, internet access, utility assistance, childcare, etc. • Social Service Agencies & Public Health Support: Client remote access, vaccination activities, virtual service ability, exposure prevention - staff training, unmet hospital / public health needs, FEMA match, etc. 						
14	CDBG-CV: Public Facility Improvements	City of Billings	Pandemic	\$363,651	August 31, 2022	500 Low-Income Persons Assisted
Description: Provide public facility improvements funding to prevent, prepare for, and respond to the coronavirus. Priority needs have been identified in the City's Community Assessment Report , including, but not limited to:						
<ul style="list-style-type: none"> ○ Public Improvements & Facilities: Handwashing stations, additional public restrooms / cleaning, infrastructure, etc. ○ Social Service Agencies & Public Health Support: Client remote access, virtual service ability, unmet hospital / public health needs, FEMA match, and facility social distancing. 						
Community Development Block Grant (CDBG)		HOME Investment Partnerships Program (HOME)			CARES Act (CDBG-CV)	

Community Assessment Report

CORONAVIRUS RESPONSE
INITIATIVE PROJECT

December 2020

AmeriCorps Members:
Blake Matthews
Amber Nichols



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EXECUTIVE SUMMARY

As the global caseload of COVID-19 infections continues to grow, the *Coronavirus Community Member Survey* was developed to gather community feedback and glean insight as to how the pandemic has affected the lives of low-income Billings residents. An additional *Service Provider Survey* was used to deepen understanding of how local organizations and agencies have been impacted by COVID-19. In tandem, these surveys aim to uncover service gaps that exist within Billings so as to better inform local leaders on pandemic-related response activities. Through survey results, the City of Billings Community Development Division intends to inform readers about community needs and existing services to facilitate innovative response efforts designed for low-income beneficiaries without duplicating existing local, state, or federal assistance.

This report provides a general overview on how the city, county, state, and nation have been impacted so far while broadly addressing COVID-19 symptomology, transmission, and epidemiology. State and local statistics serve as a linkage between existing data and the novel contributions of the *Coronavirus Community Member Survey* and *Service Provider Survey* results and findings. Results of both surveys are widespread, yet indicative of how the pandemic has impacted the Billings community. A few key findings and respondent demographics include:

- Employment/income, housing stability, and food security have been reported in the *Coronavirus Community Member Survey* as the greatest needs of local, low-income households and individuals – these needs are similarly reflected in the feedback of the *Service Provider Survey*.
- The majority of respondents indicated increased levels of stress since the pandemic began, and those with higher levels of stress report lesser access to support systems and resources.
- Demographically, at least 53% of local, low-income respondents were aged 62 or older, and 94% of survey respondents identified as white – yielding a six percent minority response rate (in comparison to Census data that reports just over 10% of Billings’ residents to be minorities).¹ The largest minority represented by the survey data was “American Indian or Alaskan Native.”

In focusing on low-income respondents in Billings, data collected through both surveys suggest residents are experiencing gaps in services or a lack of basic needs regarding employment, housing, food security, and mental health. Results also indicate that residents are generally unaware of available local and state services. Survey results tend to support that CDBG-CV (Community Development Block Grant – Coronavirus) funding be used to increase access to employment opportunities, food and housing security, computers and internet service, and

mental healthcare while focusing on educating the community on available resources and assistance.

INTRODUCTION

COVID-19 – Overview

COVID-19, a novel coronavirus specifically titled SARS-CoV-2, is a disease that has been the cause of a global health crisis, social and economic devastation, and political strife since the first confirmed case on December 31, 2019.² This pandemic has drastically changed the way the global community learns, works, and interacts – uprooting any semblance of normalcy once implicit to daily life. As it has become necessary to navigate changing regulations and concerns with agility, the novelty of COVID-19 has worn off as communities nationwide have become desensitized to the devastating effects of the virus. Every data point seen in daily case counts, death tolls, and hospitalization numbers represents *somebody* – a neighbor, a friend, a family member – more than just a number, or a statistic in a report.

While there are many unknown aspects of the virus and the future of the pandemic, research has proven COVID-19 to be a zoonotic infectious disease (a disease which can be transmitted to humans from animals) that affects the respiratory system and can be potentially fatal.³ The infection is transmitted through exposure to respiratory droplets and close contact with infected individuals.⁴ Symptoms are heterogenous, and experiences with the virus are disparate between individuals.³ Symptoms can range from mild lower respiratory tract irritation, presenting as a dry cough, or symptoms can be severe, with patients experiencing acute respiratory distress syndrome (ARDS) and/or high fevers.³ Headaches, dizziness, and loss of taste and/or smell are commonly cited symptoms of COVID-19 as well.⁵

A case fatality rate, or CFR, by nation more accurately depicts the variation of expected fatal outcomes than does a general global mortality rate. National variation in CFR is affected by many factors, such as standard of care and access to medical personnel. The CFR for COVID-19 has been globally declining for months.⁶ Even so, infectious disease experts continue to stress to the public that the CFR is not a biological constant, but rather it is contextually fluid and “reflects the severity of the disease *in a particular context, at a particular time, in a particular population*” (Ritchie et al. 2020).⁶ For example, the CFR of COVID-19 is far higher for the elderly and those with pre-existing conditions.⁶ A stipulation of applying CFR in comparative measures is that CFR changes with increasing testing efforts – that is, rate of mortality and scale of testing efforts are encapsulated within a nation’s CFR and are temporally and spatially specific.⁷ The current CFR (as of December 11, 2020) for COVID-19 in the United States is 1.9%, with an average of 86.71 deaths per 100,000 residents. The CFR for COVID-19 in the United States in March of 2020 was 2.2%.⁶

National, State, and Local Coronavirus Statistics

The following national statistics and analyses provide context regarding COVID-19 impacts. The first case in the United States was reported on January 20, 2020, in Washington state.⁸ A Public Health Emergency was declared January 31, 2020. Since that report, and as of December 11, 2020, the United States has confirmed 15.61 million cases and 292,141 deaths (statistics relevant for time of report publication).⁶

Montana state officials formed a Multi-Agency Executive Task Force on March 3, 2020. The first confirmed case of COVID-19 in Montana was reported on March 11, 2020 – a State of Emergency was declared the following day. Since then, and as of December 11, 2020, Montana has seen 70,892 total cases, with 9,972 active cases, and 805 confirmed deaths.⁹ Per 100,000 individuals, there have been an average of 6,673 cases and 73 deaths.⁹ The trendline below shows the number of daily new cases and the cumulative total of confirmed deaths in Montana since the first confirmed case on March 11, 2020.

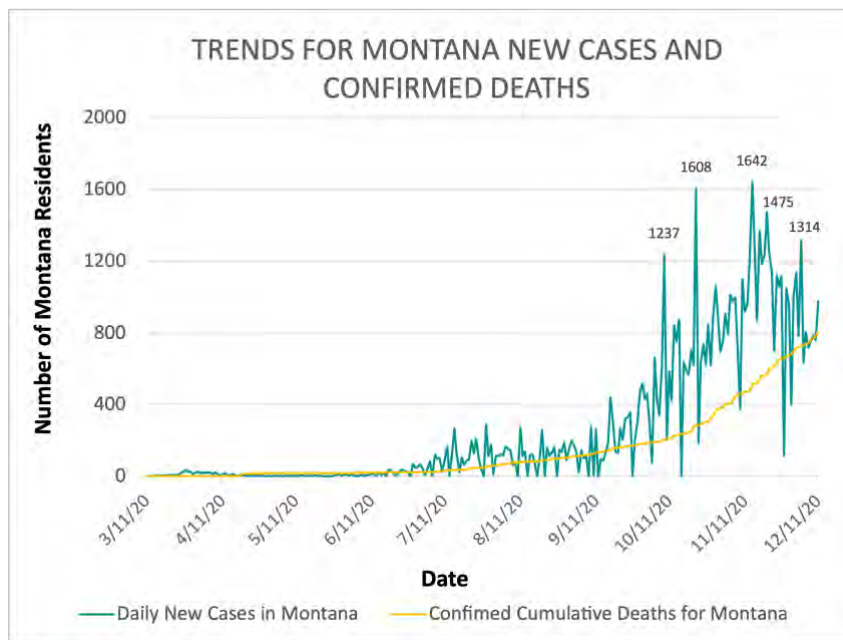


Figure 1.1

Yellowstone County has been the county most impacted in Montana, comprising nearly 17% of all positive cases for the state with 12,399 confirmed cases and 140 deaths (statistics relevant for time of report publication).¹⁰ For comparison, Yellowstone County accounts for 15% of the state's population.¹¹ The discrepancy in infection rate compared to population could be linked to the population density of Billings. Billings is the most densely populated city in Montana, and research shows that there is increased transmissibility in more densely populated regions.¹²

Socioeconomic Considerations

It is well cited and accepted in the global public health community that infectious disease disproportionately affects individuals and populations with low socioeconomic status (SES).¹³ Since low SES individuals have generally less access to personal protective equipment (PPE), disinfecting supplies, and supportive healthcare, their experience with COVID-19 and its resulting impacts may be more devastating.¹³ According to Patel et al. 2020, low SES individuals may also experience difficulty or inability to comply with social distancing mandates, as they “are more likely to live in overcrowded accommodations” and/or have limited outdoor space.¹⁴ Many low SES individuals may not have the ability or opportunity to work from home, resulting in increased susceptibility to infection.¹³ Instability in income and financial uncertainty that comes with choosing work or health can take a toll on mental health and stress levels of an individual. It is well cited that stress and immune response are inversely proportionate, and as experience of stress increases, immune response decreases.^{13,15,16} Further, individuals born into poverty may have an increased propensity for contracting infectious disease, as shown in a 2009 study on indirect markers of cell mediated immunity and SES variance.¹⁷ As more definitive COVID-19 specific evidence emerges, trends regarding mortality and infection rate relative to SES will likely emerge alongside interacting factors of social mobility and testing availability.¹⁸

CARES Act Funding

The federal government began issuing Coronavirus Aid, Relief, and Economic Security (CARES) funding on March 27, 2020. The City of Billings has been awarded a total of \$909,126 in CARES funding to date. This funding will pass through the U.S. Department of Housing and Urban Development (HUD) as additional Community Development Block Grant Coronavirus (CDBG-CV) funding and will be used to support coronavirus response for low-income individuals and families in Billings. The City is required to coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. Activities must:

- Exclusively prevent, prepare for, and/or respond to coronavirus (i.e. SARS-CoV-2 or another coronavirus with pandemic potential).
- Primarily benefit low-income individuals and families in Billings. Extensive documentation relative to the impact of pandemic response activities for low-income beneficiaries, including complete demographics, is required.
- Avoid duplication of other local, state, or federal services or support to prevent fraud, waste, and abuse.

The City of Billings’ Community Development Board will review this **Community Assessment Report** and prioritize activity categories for CDBG-CV funding. City staff will develop a CDBG-CV

application for release to area nonprofit service providers, units of local government, and others. Grant agreements will be developed and executed. Projects will be funded via reimbursements as projects progress. Monitoring and reporting will be required to maintain compliance with CDBG and CDBG-CV rules and requirements.



Figure 1.2

Eligible Activities: Based on priorities identified through the needs assessment, the City may allocate funding for the following activities/projects:

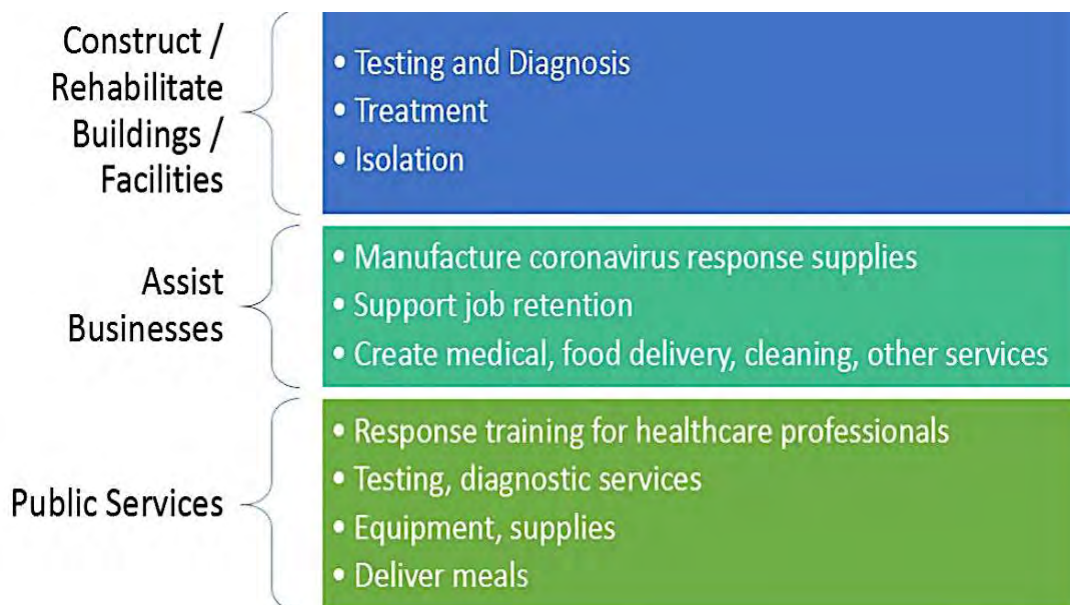


Figure 1.3

Billings Community Assessment Surveys – Intention & Analyses

For local organizations and agencies to apply for funding through the City of Billings CDBG-CV allocations, it was necessary that gaps in services were identified and community members could share feedback on their experience with the pandemic thus far. A community assessment was used to collect data by way of a *Coronavirus Community Member Survey* that was distributed by mail to 33,000 Billings residences via September City water bills. An estimated 2,000 additional surveys were hand-delivered by AmeriCorps members and local partners to residents who may not have received a water bill nor had online access to the survey. This survey asked respondents to identify their greatest needs and share how the pandemic has affected various aspects of their lives.

A separate *Service Provider Survey* was sent to 70 state and local social service agencies asking for their responses as to how the pandemic affected their services and their clients, their client demographics, and their organization's greatest needs. This survey intended to gauge how the offerings of organizations have changed since the start of the pandemic and which community needs still need to be acknowledged and addressed.

*Both surveys can be found in **Appendix A** (pages 61-68). A full list of agencies that received the Service Provider Survey can be found in **Appendix A** (page 88).*

METHODS

Coronavirus Community Member Survey

As the pandemic grew nationally, Montana state officials formed a Multi-Agency Executive Task Force to prepare the state of Montana for COVID-19.¹⁹ In response, the City of Billings staff designed a *Coronavirus Community Member Survey* to gather data about the pandemic's impact within the Billings community. Survey questions were developed according to guidance from the U.S. Department of Housing and Urban Development (HUD). The guidance requires CARES-CV funding to be used primarily for low-income community members and requires extensive documentation of demographic information of beneficiaries. Consequently, the survey was designed to gather required demographic, income, and other data necessary before proceeding to consider funding activities in response to the pandemic. The survey was reviewed by City staff and the Community Development Board who offered edits and revisions. Finally, as coordination with state and local health organizations is required, the survey was reviewed and edited by RiverStone Health, resulting in the addition of mental health related questions. The complete *Coronavirus Community Member Survey* consisted of 21 questions including three open-ended response questions.

The *Coronavirus Community Member Survey* was distributed to 33,000 residences through a full four-week cycle of water bills beginning September 4, 2020 and ending September 25, 2020 thereby generating a large study population. AmeriCorps members assembled a database of apartment complexes and rental housing for later survey distribution, in order to reach populations that may not have received the survey via a water bill. Through this database, property management companies were contacted and additional surveys were distributed at locations including, but not limited to, Housing Authority of Billings, Magic City Properties, Coast Property Management, Prairie Tower Apartments, Volunteers of America Aspen Grove, and South Forty Apartments. Surveys were delivered to these complexes from September 15 to September 25, 2020. *Coronavirus Community Member Survey* collection boxes were placed in convenient locations upon delivering paper surveys to these complexes. Collection boxes provided a means for respondents to deliver their surveys without having to send them by mail. Surveys were continuously retrieved from these locations through November 1, 2020.

Surveys were delivered to United Way of Yellowstone County, RiverStone Health, the Community Crisis Center, the Gardener's Market, Gratitude in Action, CASA of Yellowstone County, and the Billings Community and Senior Center to reach homeless residents and others who may not have received it through water bills. Approximately 2,000 additional paper

surveys were delivered, generating roughly 35,000 total paper surveys delivered to the public. Over 3,500 survey responses were received/entered, yielding a response rate over 10%.

Flyers, social media posts, and media releases were created to raise additional community awareness. These materials were distributed to a cross-section of the community and local businesses including: the Billings Metro VISTA Project Facebook page, the Yellowstone County News (September 25, 2020, edition), community bulletin boards downtown, Kirk's Grocery, Billings Clinic, St. Vincent Healthcare, Gypsy Wind, Castle Rock Park, Heights Dog Park, Best Beginnings Coalition of United Way, Swords Park, North Park, A Few Books More, the YMCA, Downtown Billings Alliance, Pioneer Park, South Park, MoAv Coffee Shop, and the Billings Public Library.

*Examples of outreach materials can be found in **Appendix A** (page 86).*

Coronavirus Community Member Survey Considerations

With the nature of the study method, a snapshot in time is shown by each response. It is not guaranteed that this survey was seen by every Billings resident. Homeowners, financially stable households, or individuals with the leisure time necessary to complete a survey may have been more inclined to complete the survey. There are internal inconsistencies within this survey; the survey did not include an "other" or "prefer not to answer" option for every question. *See further discussion on question ambiguity on page 57.*

The analytical team used professional judgement to analyze the open-ended data questions. This methodology is presented in **Appendix A** (page 91). It may be important to note that this survey was conducted during local, state, and national elections and some feedback from the community was centered around politics, media, and public leadership. This may have contributed to participation bias as individuals interested in the election may have been more inclined to take the survey. *See further analysis on sociopolitical influence on page 58.*

The *Coronavirus Community Member Survey* included a recommended return date of September 30, 2020. However, more time was provided as surveys were still being distributed and collected through November 11, 2020.

Service Provider Survey

A comprehensive list of social service providers was developed using the United Way of Yellowstone County's Montana 211 database and the Resource Map & Notebook, a guide previously developed by AmeriCorps members. Criteria for narrowing down the list included: residing within the City of Billings, medium to large scale organizations, primarily serving low-income residents, and currently open and operating on a normal schedule. This criterion was selected to align with HUD requirements of primarily benefiting low-income individuals and families within the Billings city limits and to exclusively prevent, prepare for, and respond to the coronavirus. A total of 70 service providers were selected and mailed the *Service Provider Survey* accompanied by a letter signed by Billings Mayor, William Cole. The surveys were sent by mail September 17, 2020.

The purpose of the *Service Provider Survey* was to gather information and data to understand pandemic-related impacts on service providers and their clients. The resulting data will assist the City of Billings in allocating funding in the most efficacious way possible. To encourage more service providers to complete and return the survey, follow-up emails and phone calls were conducted to all service providers on the list from November 3, 2020, to November 6, 2020. A total of 26 surveys were received, yielding a response rate of 37%.

Service Provider Survey Considerations

As with the *Coronavirus Community Member Survey*, the results give a snapshot of the state of service providers during the time the survey was completed, rather than a continuous observation. With the first question of "How many clients, on average, does your organization serve each month," service providers were to provide answers in a close-ended, nominal fashion rather than offering a numerical response. Service providers were unable to give the exact number of clients they serve. There are internal inconsistencies within this survey; the survey did not include an "other" or "prefer not to answer" option for every question. *See further discussion on question ambiguity on page 57.*

BILLINGS SURVEY: NEW DATA CONTRIBUTION

Coronavirus Community Member Survey Analytics

The following data examines only individuals who identified as low-income residents and reside locally within the Billings city limits. Individuals within this population will be referred to as “respondents” for the entirety of the subsequent section. Data for all 3,512 survey respondents is presented in **Appendix A** starting on page 70.

- 42% (1,464) respondents of the total survey data pool reported as low-income and local.
- 52% (766) of respondents indicated that they are single heads of household. Single head of household was defined in the survey as “a single individual in one family setting who provides actual support and maintenance to one or more individuals who are related to him or her through adoption, blood, or marriage.”
- 20% (297) of respondents reported being themselves, or someone in their household, active-duty military or of veteran status.
- 91% (1,337) of respondents reported stability in their housing makeup, while 9% (127) reported change in their housing makeup since April 1, 2020.

Q16. What is your household's greatest need relative to the coronavirus pandemic? (938 Responses)

In response to this question, the words “masks,” “need,” “food,” “people,” and “work” are among the most mentioned words. The word cloud on the right shows the most commonly used words throughout all responses to this question. The larger the word appears in the word cloud, the more often it was used by the respondents.



Figure 3.1

There was a total of 938 responses to the open-ended question “What is your household's greatest need relative to the coronavirus pandemic?” Of those that responded, 149 indicated they had no response with answers such as “none,” “nothing,” or “N/A.”

Q16. What is your household's greatest need relative to the coronavirus pandemic?		
	Answered	No Response
Number of Respondents	938	526

Figure 3.2

The remaining 779 individual responses were broken down and analyzed categorically. An individual's response could be divided into multiple categories if they mentioned more than one topic. Therefore, the total number of responses for all categories does not reflect the total number of survey respondents. The most mentioned category was “Money/Assistance” with 129 (16%) responses. This category included any answer that referred to financial or other assistance needs. This was followed by “Socialization/Isolation Concerns” with 115 (15%) responses. This category included any response that mentioned socializing with friends/family and any comment referring to social engagement in the community. The third most mentioned category was “Jobs/More Work” with 88 (11%) responses. This category included responses that referred to a lack of income and/or issues with their current occupation. A complete explanation of all categories and what they include is represented in **Appendix A** (page 91).

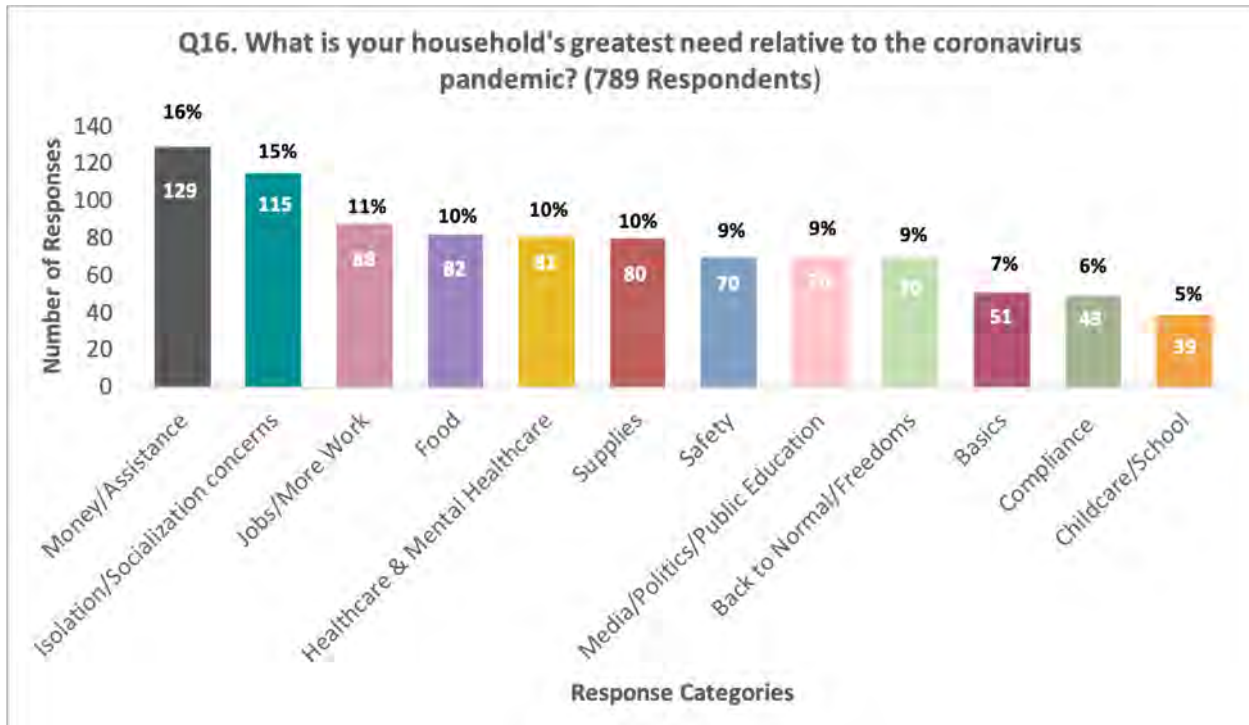


Figure 3.3

Individual/Household Reported Impacts

Respondents were asked to select from a list of 13 options, with the ability to choose more than one answer, to describe how the coronavirus pandemic had impacted their household. There were 1,464 low-income Billings residents who responded to the question presented in Figure 3.4 below. Almost half of all respondents said they were not impacted by the pandemic since April 1, 2020. Beyond this, the top reported impacts were: “Decreased Income and/or Lost Employment,” “Lack of Food/Groceries,” and “Keeping Utility Payments Current.”

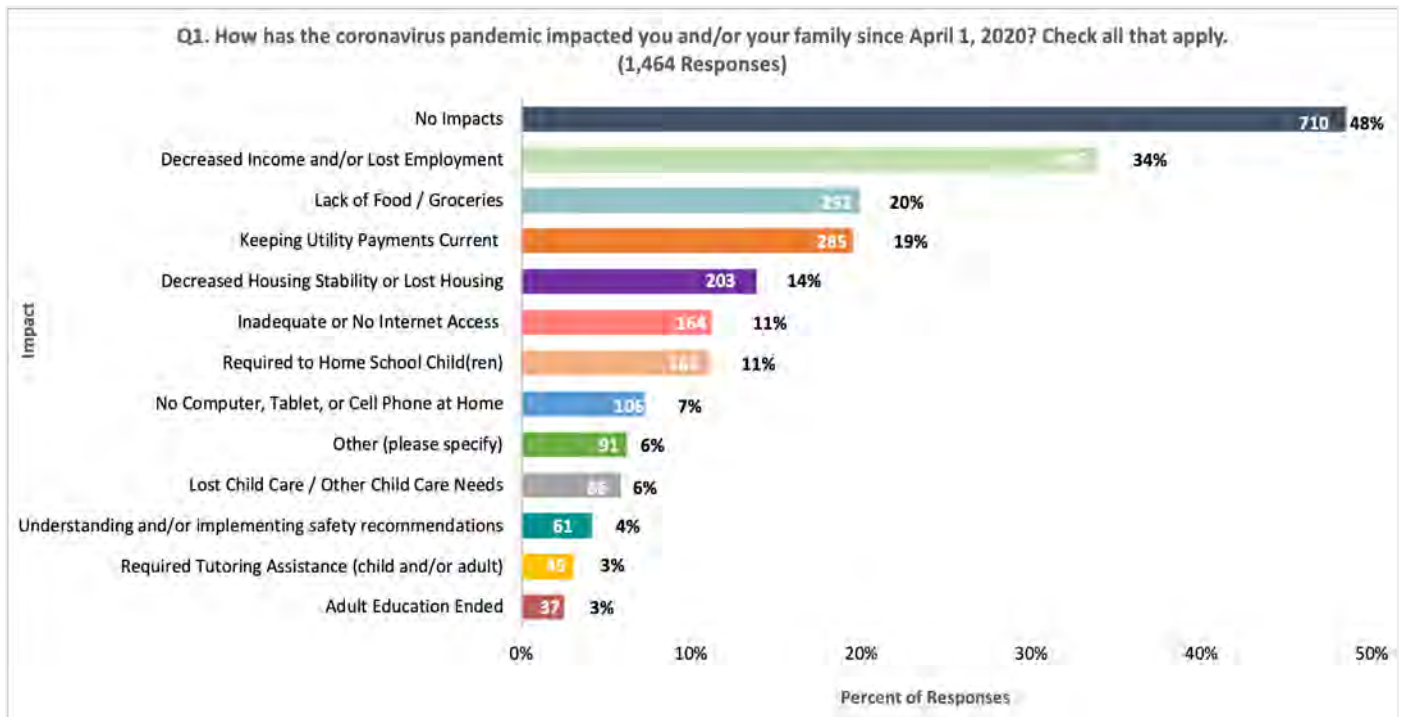


Figure 3.4

Among the “Other” selection, some commonly mentioned phrase/words include “home,” “work,” “stores,” and “mental health.” The option of “Understanding and/or Implementing Safety Recommendations” only appeared on the online survey; it was not present on the paper survey, so further analyses on this option were withheld. See page 57 for further analyses on question ambiguity.

Degree of Impact

Respondents who reported being impacted by any of the previous question's choices were asked to report to what degree they were impacted. If a respondent did not choose an option to the previous question, then they did not have the option to answer this question with the online survey. In response to the question mentioned in the figure below, 19% of respondents reported a high or maximum impact from a decreased income and/or lost employment. Beyond this, 8% of the 1,464 respondents reported a high or maximum impact to “Keeping Utility Payments Current,” “Decreased Housing Stability,” and being “Required to Home School Child(ren).” Lastly, food insecurity was reported as a high or maximum impact by 7% of respondents.

Q2. To what degree were/are you and or your family impacted by the following? (757 Respondents)						
	Not Impacted	Slightly Impacted	Moderately Impacted	Highly Impacted	Maximum Impact	Total Number of Respondents
Decreased Income and/or Lost Employment	4	90	127	126	147	494
Lack of Food / Groceries	3	93	98	52	106	292
Keeping Utility Payments Current (electricity, gas, water, etc.)	9	73	84	54	84	285
Decreased Housing Stability (e.g., late rent/mortgage payments, etc.) or Lost Housing	1	39	50	52	61	203
Inadequate or No Internet Access (e.g., including unstable Internet connection, limited data plan, etc.)	8	36	39	30	50	163
Required to Home School Child(ren)	2	17	27	35	81	162
No Computer, Tablet, or Cell Phone at Home	6	22	21	17	39	105
Lost Child Care / Other Child Care Needs	3	16	15	20	32	86
Understanding and/or implementing safety recommendations (handwashing, cleaning, food handling, mask wearing, testing, etc.)	1	15	22	12	11	61
Required Tutoring Assistance (child and/or adult)	0	6	11	8	20	45
Adult Education Ended	1	7	4	7	18	37
Other (please specify impact type and level of impact)						43

Figure 3.5 For the table above, the darker a cell is shaded, the greater the number of respondents who selected that option.

Categories in which respondents reported having the greatest impact are illustrated in the graph below.

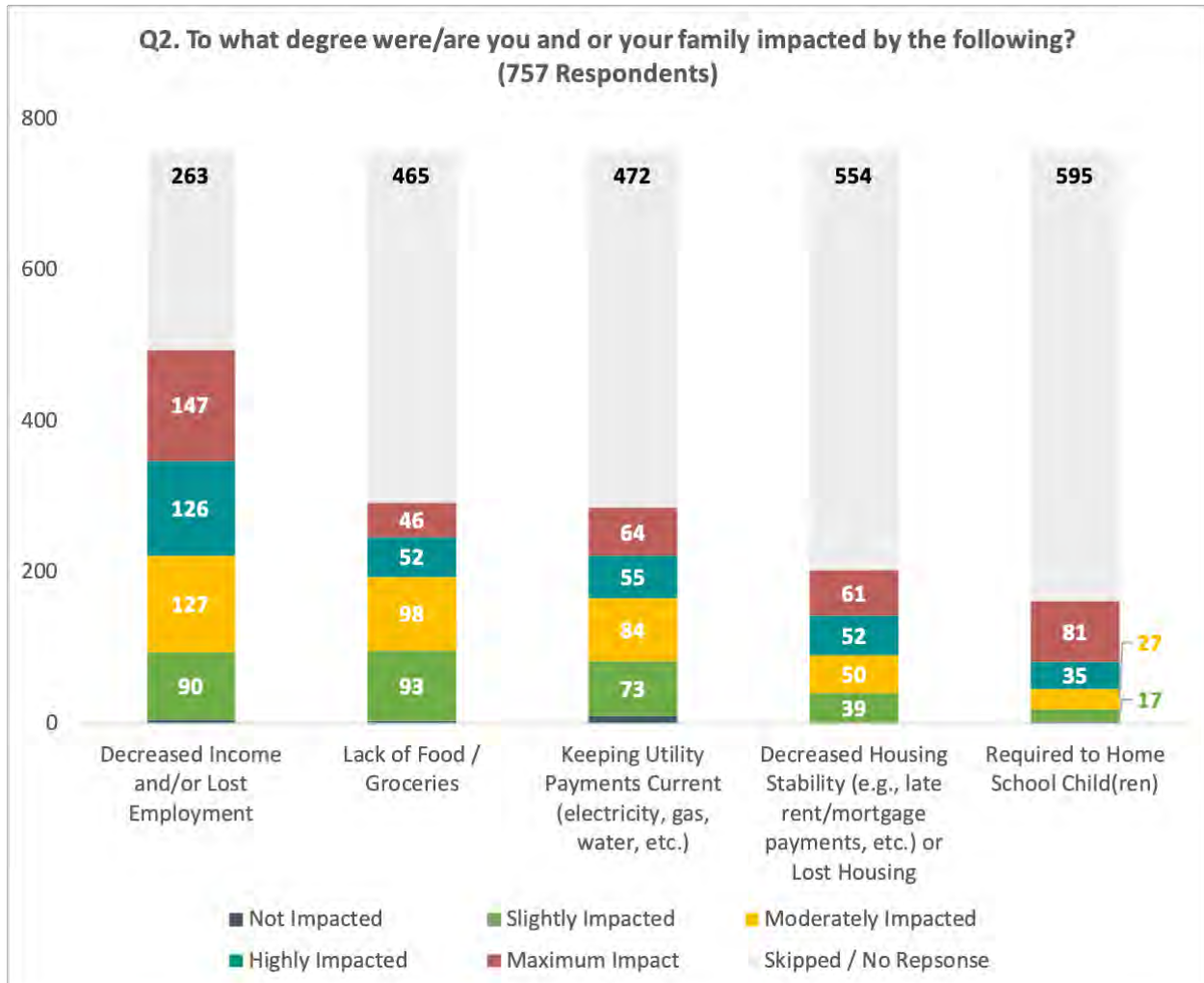


Figure 3.6

Loss of Income or Job

Survey respondents were given an option to provide their job title or job type if they had lost income or their job. Responses were broken down categorically by occupation. Some responses included more than one occupation, as more than one household member may have lost income or their job. Therefore, the total number of responses does not equal the total number of respondents. The top four results are as follows:

- Management (including all self-employed/entrepreneurs): 11%
- Office Administrative: 11%
- Restaurant/Food: 11%
- Sales: 10%

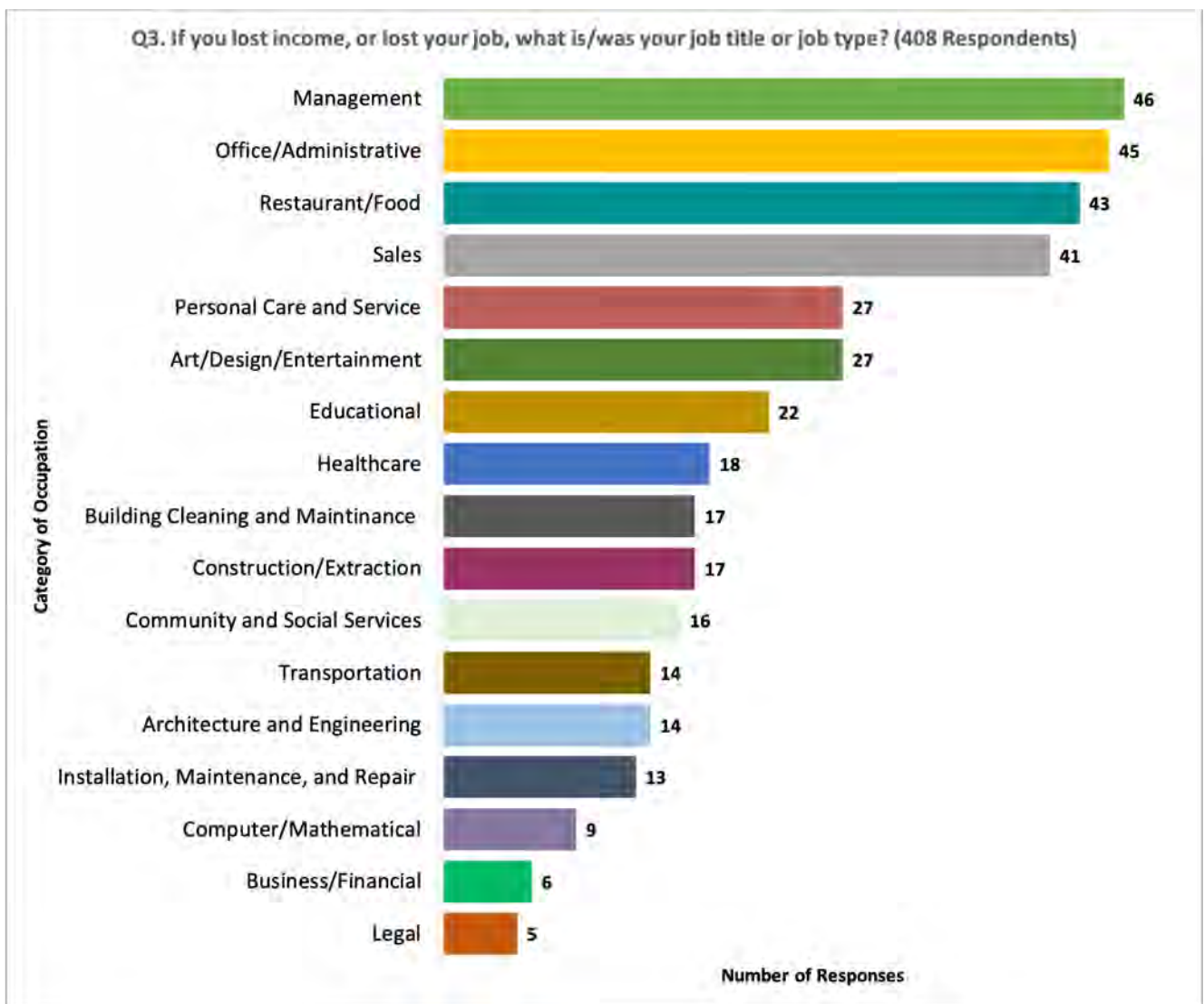


Figure 3.7

Decreased Housing Stability

In responding to the query regarding housing stability (See Figure 3.8 below), the majority of respondents (1,129 / 77%) reported that the question was not applicable to their situation. A total of 335 respondents (16%) indicated housing instability. Of the respondents that reported housing instability, 235 were homeowners and 100 were renters. For surveys entered manually, the option “Does not apply to me or my family” was selected if the question was left blank.

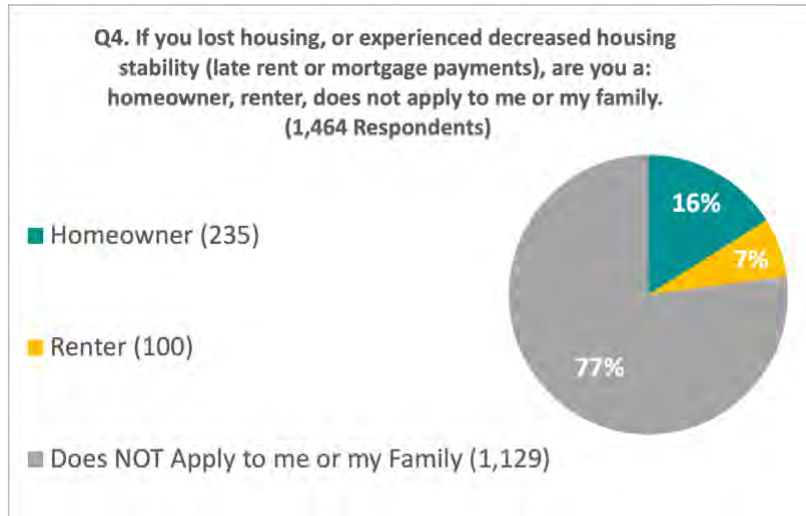


Figure 3.8

Resulting Stress Levels

To the question “How would you rate your stress level as a result of the coronavirus pandemic?” 1,464 respondents answered.

- The majority of respondents (61%) reported increased stress
- 32 respondents reported lower levels of stress

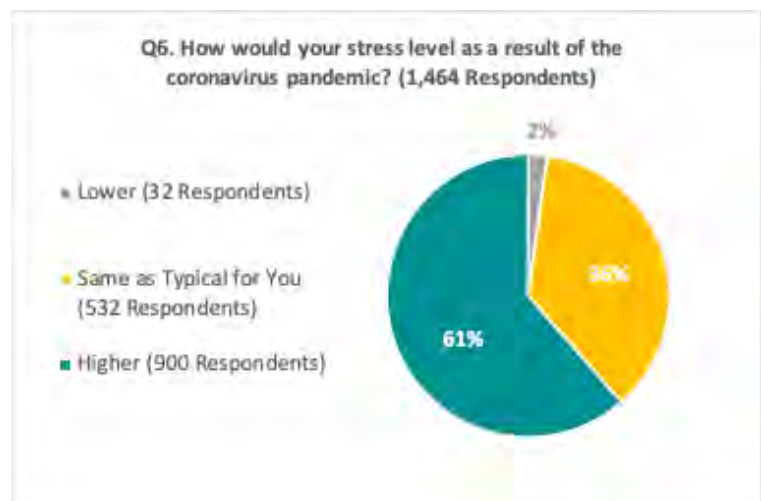


Figure 3.9

Degree of Support System Availability

To assess the level of support within the community, the survey asked “To what degree do you have a support system in each of the following areas?” The varying levels of support respondents had to choose from in are listed in the table below. There were 1,464 total responses to this question.

Q5. To what degree do you have a support system in each of the following areas? (1,464 Respondents)															
	No Support		Minimal Support		Some Support		Enough Support		Very Good Support		All Needs Met		No Response		Total # of Respondents
Take a Break	431	29%	101	7%	120	8%	83	6%	137	9%	324	22%	268	18%	1,196
Children	436	30%	62	4%	66	5%	42	3%	82	6%	282	19%	494	34%	970
Daily Activities	345	24%	148	10%	181	12%	130	9%	217	15%	378	26%	65	4%	1,399
Emergency	219	15%	132	9%	227	16%	165	11%	287	20%	425	29%	9	1%	1,455

Figure 3.10 For the table above, the darker a cell is shaded, the greater the number of respondents who selected that option.

Key Findings

- At least 15% of respondents report having “No Support” regardless of the category
- Between 19-29% of respondents report “All Support Needs Met”
- Nearly 30% of respondents do not have support in place to help them take a break

Just under 35% of respondents skipped the category about support with children. Only 18% of survey respondents indicated having children in their households, yet 24% reported having “No Support” regarding their children. Respondents without children may have been mistakenly inclined to select “No/Minimal Support,” rather than to leave the question blank. Those responses including an “N/A” indication, blank selection, or marking dissimilar to the other lines were not included in the analyses of this question.

Each of the above support categories listed in the table are illustrated below:

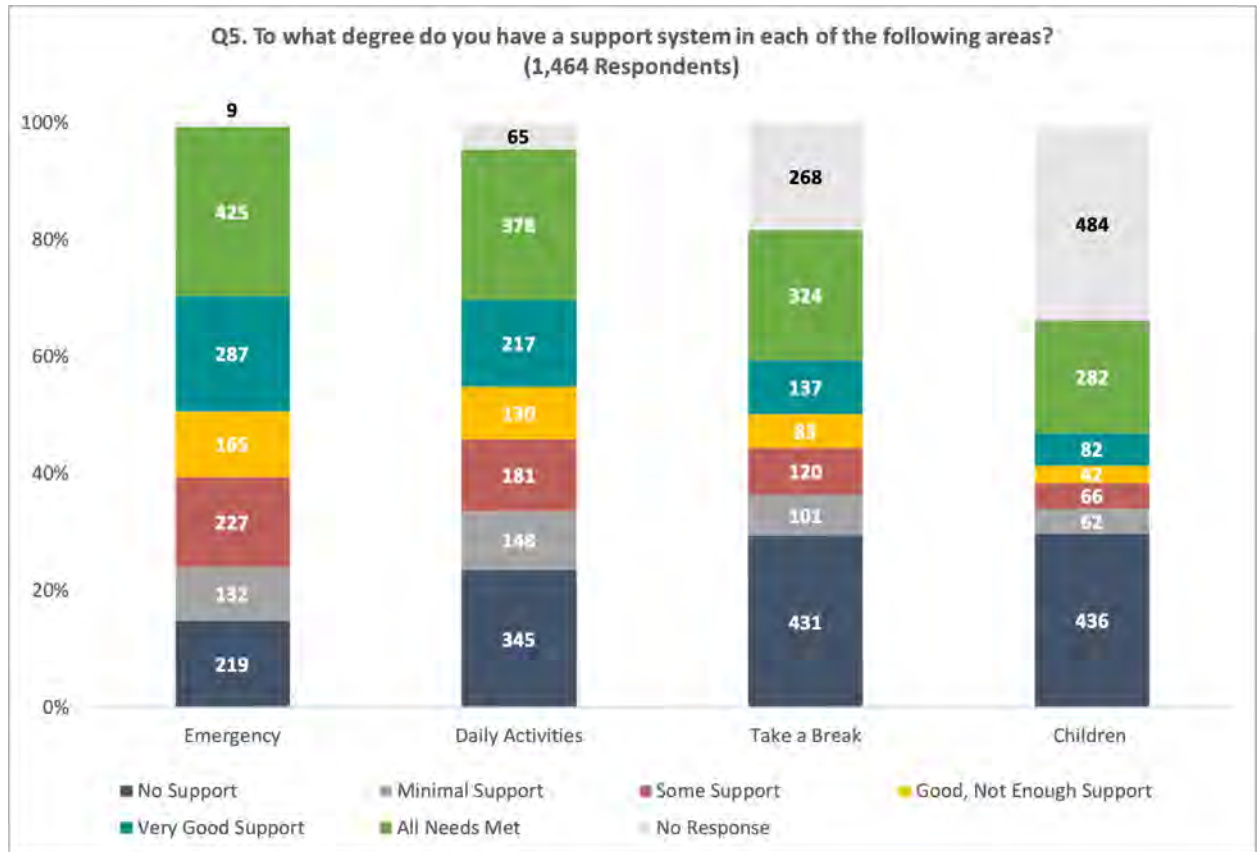


Figure 3.11

Current Access to Resources

Respondents were given ten options to indicate resource access, including an “other” category in which they could comment unlisted resources and their corresponding level of access (see chart below). This indication followed a Likert Scale.

“Translation Services” had 1,041 responses with 423 respondents choosing to not to provide an answer. This discrepancy, combined with the lack of respondents choosing “Moderate Access” or “More, but not Enough Access,” may cause this data to be skewed due to a misunderstanding of the question or the definition of “Translation Services.”

Q8. Please provide the degree to which you and your family have CURRENT access to the following resources. (1,464 Respondents)

	Have None		Minimal Access		Moderate Access		More, but not enough		Have All I/We Need		No Response	Total	
Disinfecting / Sanitizing Wipes	122	8%	155	11%	167	11%	168	11%	835	57%	17	1%	1447
Mental Health Care	170	12%	86	6%	125	9%	111	8%	893	61%	79	5%	1385
Hand Sanitizer	60	4%	90	6%	130	9%	148	10%	1026	70%	10	1%	1454
Reliable Internet Access	159	11%	41	3%	95	6%	117	8%	1003	69%	49	3%	1415
Health Care	58	4%	46	3%	115	8%	166	11%	1050	72%	29	2%	1435
Face Mask(s)	37	3%	69	5%	111	8%	141	10%	1093	75%	13	1%	1451
Transportation	50	3%	38	3%	97	7%	87	6%	1166	80%	26	2%	1438
Hand Soap	23	2%	32	2%	96	7%	104	7%	1206	82%	3	0%	1461
Other (please specify resource and current access level)													22

Figure 3.12 For the table above, the darker a cell is shaded, the greater the number of respondents who selected that option.

Key Findings

- Over 10% of respondents report “Having None” regarding access to mental health care and reliable internet access
- 5% of respondents did not offer a response to their access to mental healthcare

The percentage of respondents indicating that they “Have All I/We Need” as well as those that Do NOT “Have All I/We Need” to all of the above resources is shown to the right. Disinfecting/ Sanitizing Wipes is the resource in which most respondents were lacking, followed by access to Mental Health Care.

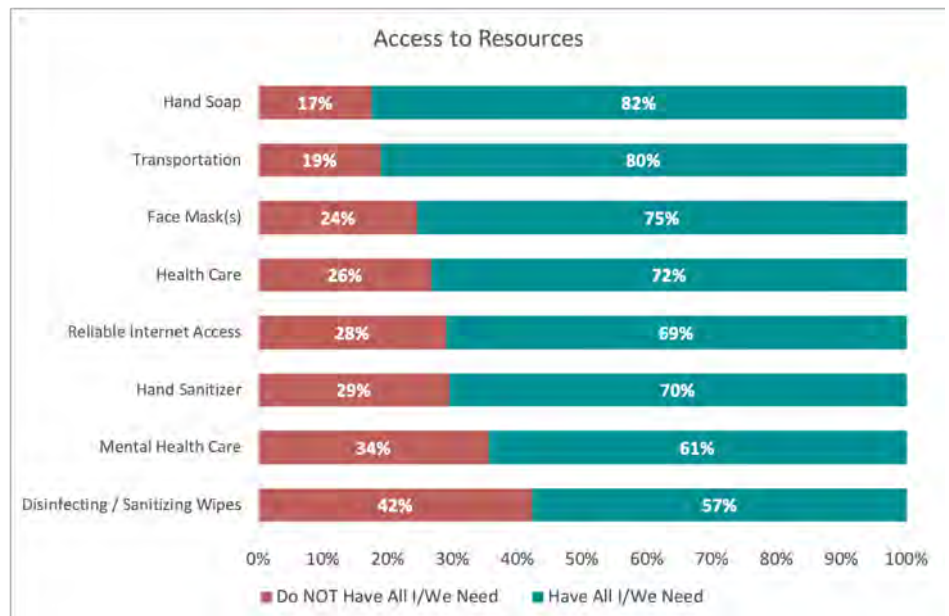


Figure 3.13

Awareness of Public Assistance & Grants

To gauge community awareness regarding public assistance, respondents were asked “How aware are you of the following resources available through the State of Montana?” followed by various types of public assistance/grants. There were 1,464 respondents for this question.

Q7. How aware are you of the following resources available through the State of Montana?									
	No Knowledge		Some Knowledge		Using the Resource		No Response		Total # of Responses
Telework Assistance Grant	79%	1,155	14%	199	2%	36	5%	74	1,390
Stay Connected Grant	79%	1,150	16%	230	3%	41	3%	43	1,421
Affordable Apartment Search	72%	1,053	19%	274	4%	64	5%	73	1,391
Rental Housing Programs	63%	915	27%	391	6%	90	5%	68	1,396
Emergency Housing Assistance Program	59%	870	34%	500	6%	81	1%	13	1,451
Food Bank and Food Pantry Assistance	32%	467	51%	744	16%	227	2%	26	1,438

Figure 3.14

Key Findings

- Over 70% of respondents had “No Knowledge” of the Telework Assistance Grant, the Stay Connected Grant, or the Affordable Apartment Search
- An average of 6% of respondents report using the listed resources
- The majority of respondents indicated “Some Knowledge” of Food Bank and Food Pantry Assistance

Data shows the least used resource is the Telework Assistance Grant, a grant made specifically available to disabled residents. Nearly 18% of survey respondents report at least one member of their household as being disabled. Of the 1,155 respondents without knowledge of this grant, 8% (90) reported being impacted by “No Computer, Phone, Tablet Access at Home” and 12% (142) reported being impacted by “Inadequate or No Internet Access” previously (*See page 15*).

Limited numbers of respondents reported using the Rental Housing Program, Emergency Housing Assistance, and the Affordable Apartment Search program. Of the respondents that reported experiencing housing instability previously in the survey, an average of 65% reported having “No Knowledge” of the aforementioned housing programs. (*See page 15*).

Of the 227 respondents that reported using “Food Bank and Food Pantry Assistance,” 56 reported that the coronavirus pandemic had impacted their access to food/groceries since April 1, 2020. (See page 15).

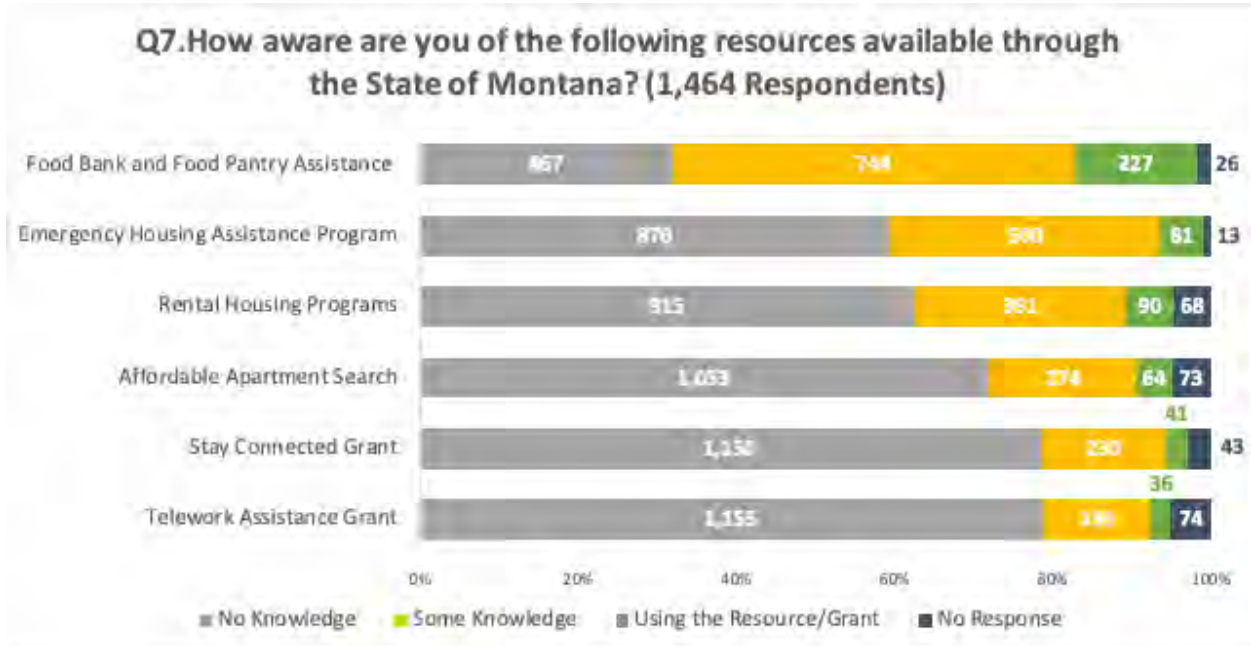


Figure 3.15

Use of Public Assistance Prior to April 1, 2020

The survey asks “Did you, or anyone in your household, receive public assistance BEFORE April 1, 2020? Check all that apply.” In response, 65% (959) of respondents reported receiving no public assistance prior to April 1, 2020. Of the 34% (503) of respondents that reported using public assistance, “Health Insurance (Medicare/Medicaid)” is the most commonly used.

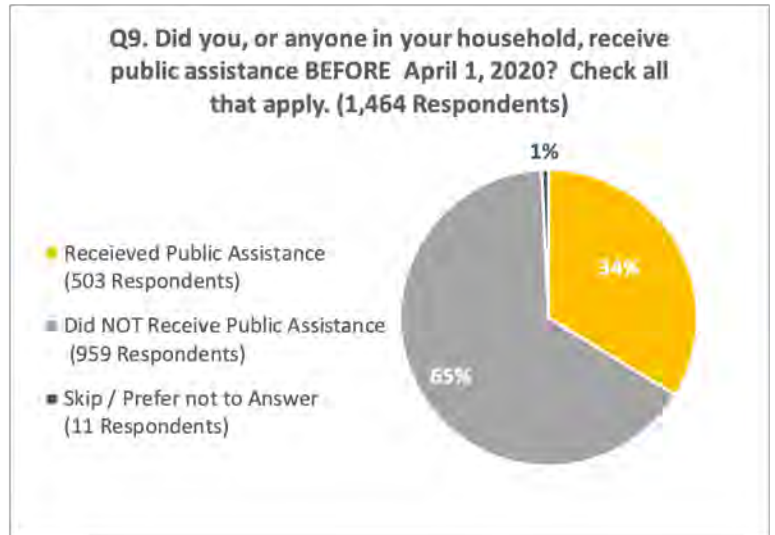


Figure 3.16

Other assistance that respondents listed include: WIC (Women Infants Children), Workers’ Compensation, Big Sky Rx, Paycheck Protection Program, Elderly Homeowner Credit, Obamacare, and Section 8. A complete list of other responses are included in an additional appendix (See page 61).

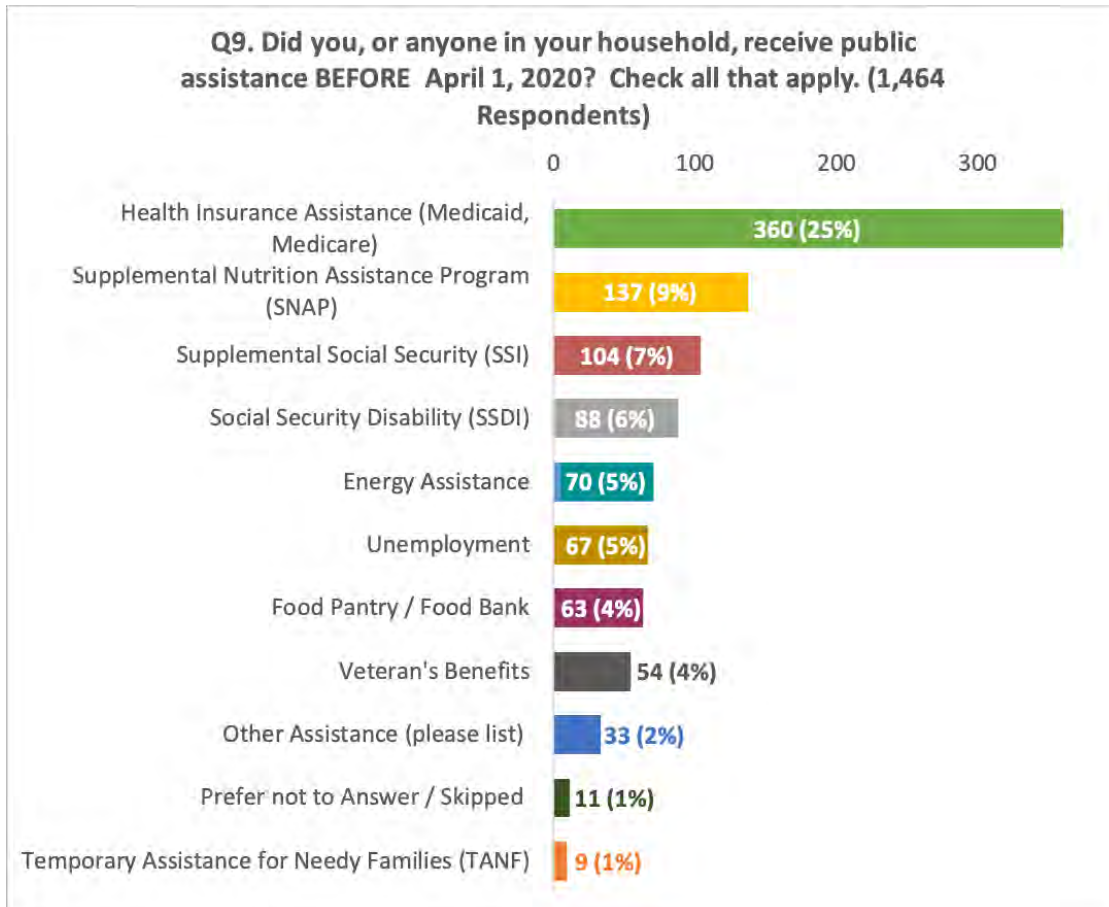


Figure 3.17

Use of Public Assistance After April 1, 2020

The survey then asks respondents “Did you, or anyone in your household, apply for public assistance AFTER April 1, 2020?.” Survey analysis shows that 317 (22%) of the 1,464 respondents applied for public assistance after April 1, 2020. “Unemployment” is the most commonly type of public assistance applied for.

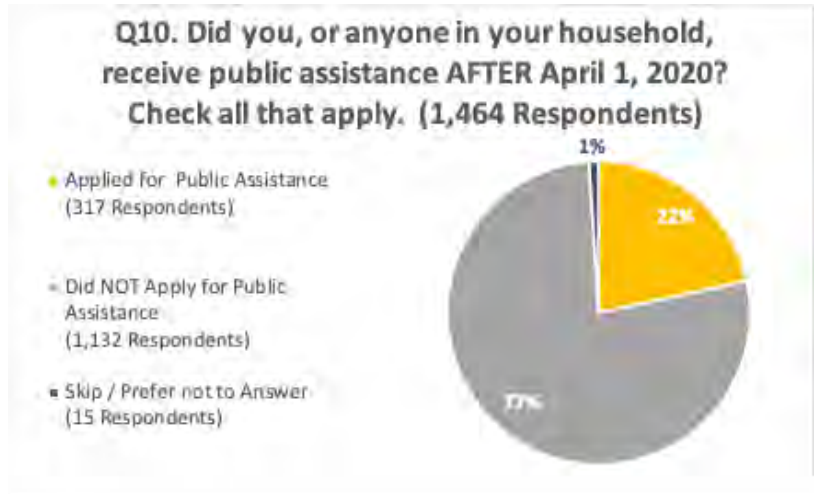


Figure 3.18

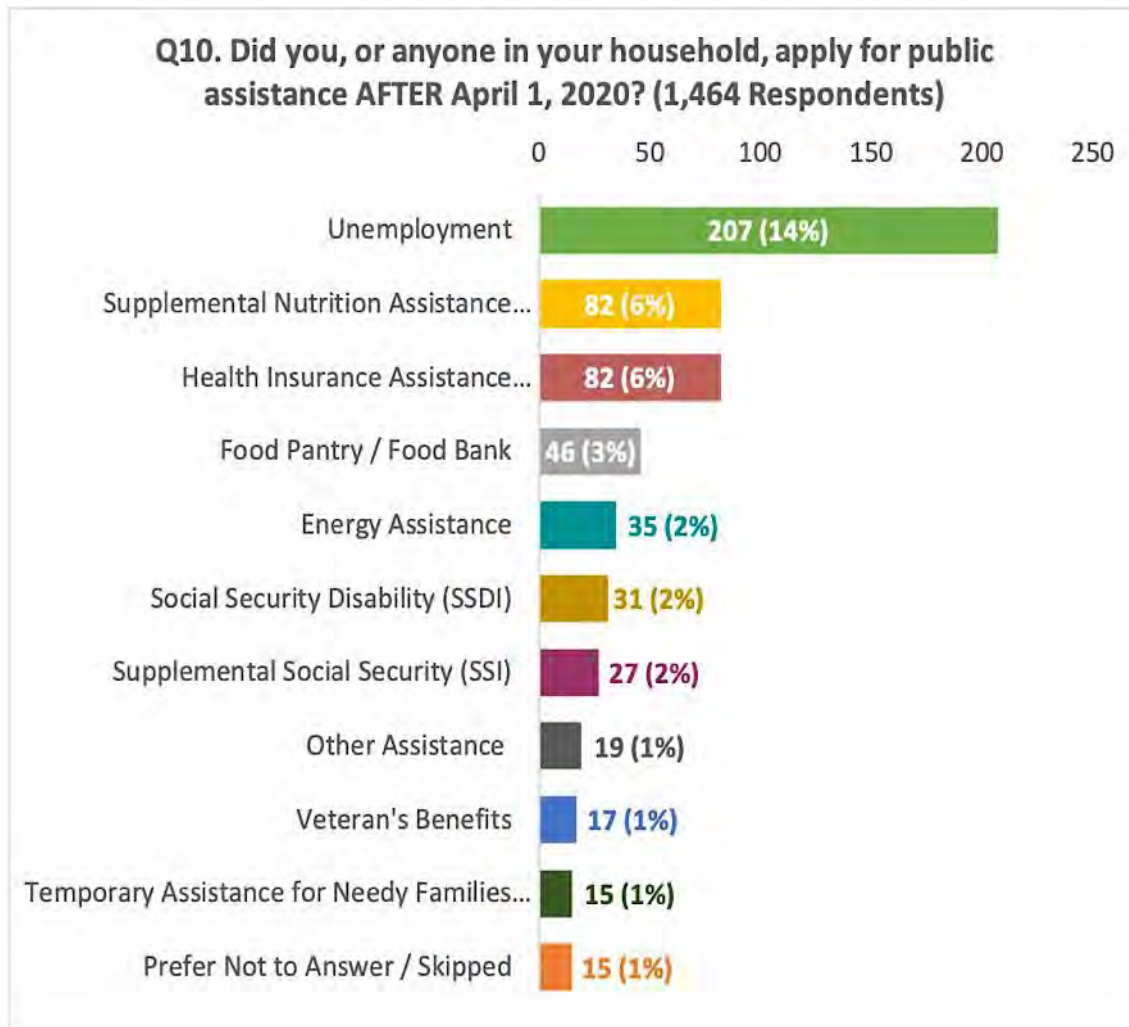


Figure 3.19

The figure below compares the number of respondents who report use of public assistance before April 1, 2020 and respondent use/application of public assistance after April 1, 2020. The only form of public assistance in which more respondents reported use after April 1, 2020 was “Unemployment.”

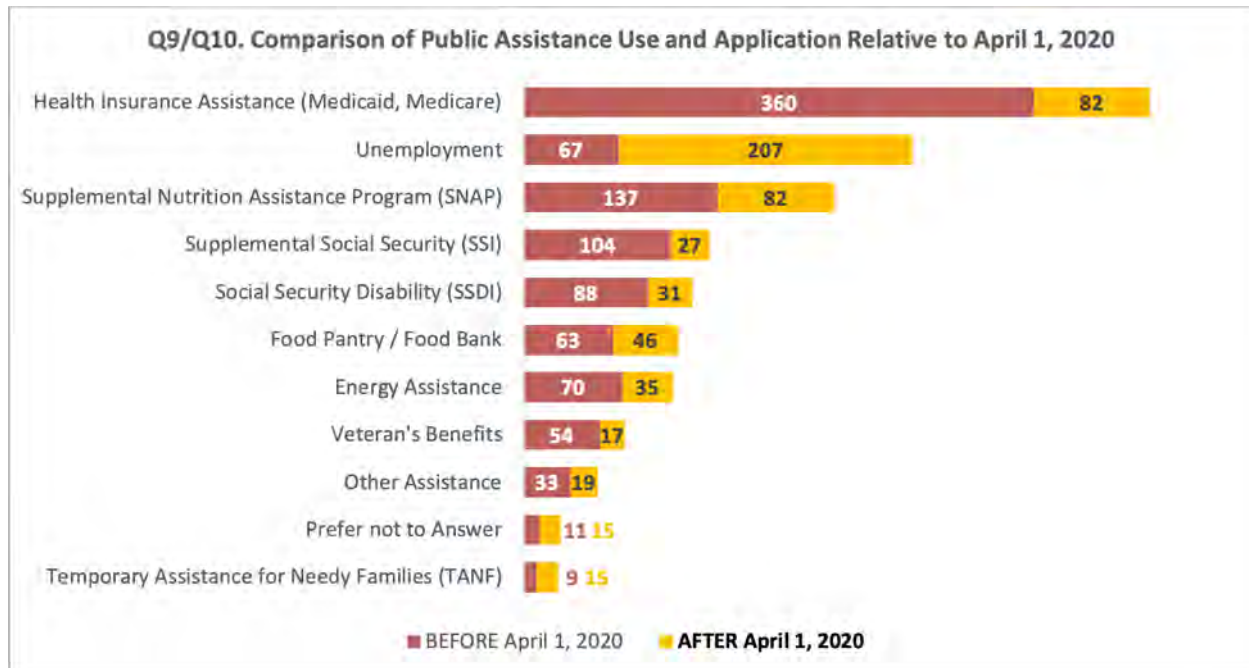


Figure 3.20

Key Findings

- Fewer people reported using/applying for public assistance after April 1, 2020 relative to before April 1, 2020
- The most used assistance after April 1, 2020 was Unemployment, followed by Health Insurance Assistance and SNAP benefits
- “Temporary Assistance for Needy Families (TANF) is the least used and applied for type of public assistance

Public Assistance Application Status

If respondents reported applying for public assistance after April 1, 2020, they were then asked “What is the current status of your application(s)?” and respondents were given the options of *approved*, *denied*, or *pending*. The majority of applications have been approved. This trend is true for all programs except “Temporary Assistance for Needy Families (TANF)” and “Energy Assistance.” “Health Insurance Assistance (Medicare/Medicaid)” had the highest approval rate out of any of the programs listed, with 77% (62) of applicants receiving approval.

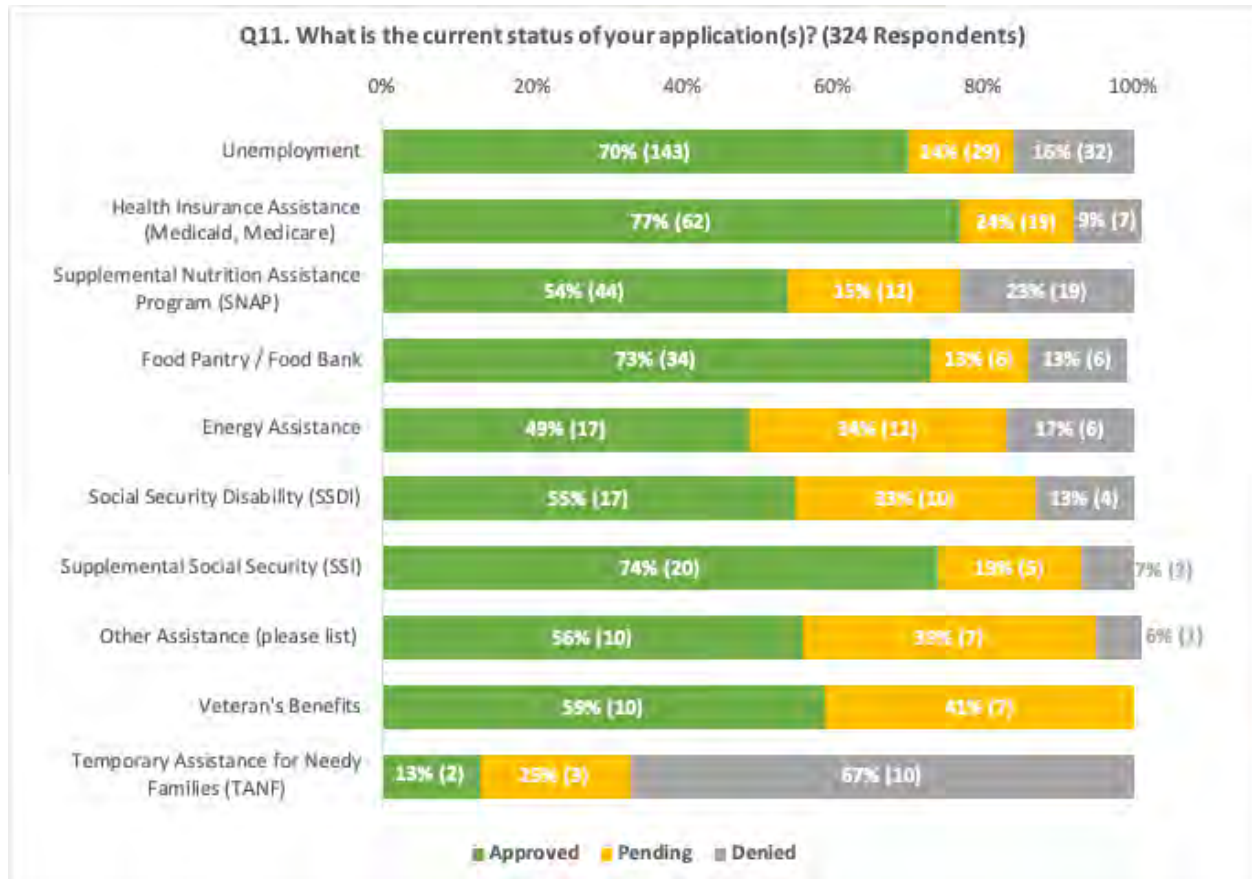


Figure 3.21

Household Size and Makeup

Respondents were asked to share information about their current household members. The question “Please Share the Following information about CURRENT household members” had five parts. *Part 1* asked for the respondent to indicate the total number of individuals living in the household. *Part 2* asked how many household members were under the age of 18. *Part 3* asked how many household members were 62 years of age or older. *Part 4* asked how many household members are disabled. *Part 5* asked how many household members are deemed vulnerable (e.g. impaired immune system).

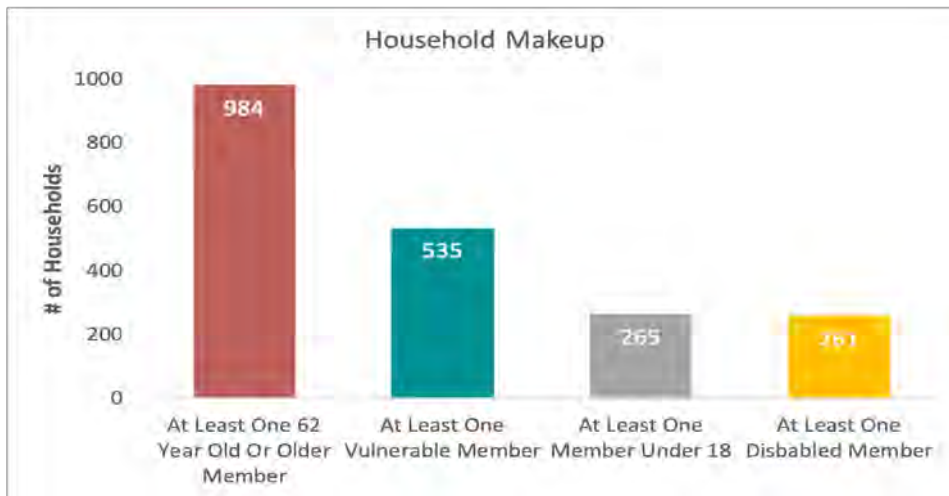


Figure 3.22

Because the survey did not directly ask for age, we are not able to provide exact details into the age demographics of our respondents. However, it was determined that at least 53% (789) of respondents are 62 years of age or older. This was concluded by matching the total household members to the total household members that were 62 years of age or older. If these indications were equal to each other, it was determined the respondent was 62 years of age or older.

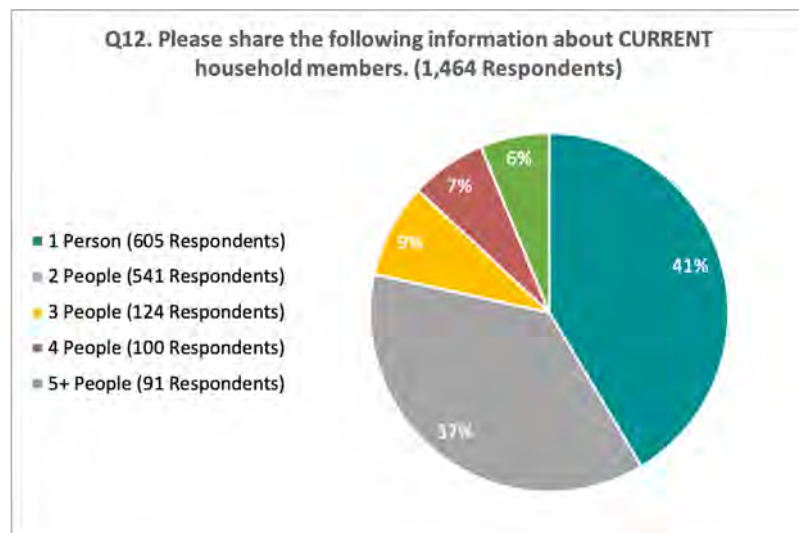


Figure 3.23

Respondent Race and Ethnicity

Respondents were asked to “Share the race / ethnicity with which you and your household members identify. Please select the number of household members in each race(s) line.” In total, there were 1,464 responses. Respondents were able to select all options that were applicable. Therefore, the “Total Respondents” column does not summate to the 1,464 respondents that gave a response to this question. Survey results are similar to US census data reporting on race makeup of residents within the City of Billings.²¹

Of the households that selected the “Other” option, almost half of respondents chose not to define their race/ethnicity and stated they were “human,” “American,” or something similar. Additional answers included “Japanese American,” “Mexican American,” and “Jewish.”

The “Total People” column in the Figure below displays the total number of persons that are represented by each race, as determined by comparison with reported household size. This was calculated by multiplying the number of respondents by the indicated household size (9 was used for the “8+” column). In total, the survey reached 1,464 low-income individuals/ households representing approximately 3,000 individuals.

Q14. Please share the race / ethnicity with which you and your household members identify. Please select the number of household members in each race(s) line. (1,464 respondents)													
	1	2	3	4	5	6	7	8	8+	Total References		Total People	
White	605	500	110	86	40	20	5	2	1	1,369	88%	2,659	88%
Black or African American	12	3	1	1	1	1	0	0	0	19	1%	36	1%
American Indian or Alaska Native	43	13	8	5	5	1	0	2	1	78	5%	169	6%
Asian Alone	10	2	2	0	0	0	0	0	0	14	1%	20	1%
Native Hawaiian and Other Pacific Islander	4	2	0	1	0	0	0	0	1	8	1%	21	1%
Two or more races	25	16	1	2	3	1	0	0	2	50	3%	107	4%
Other (please specify race(s), number of household members, and if Hispanic/Latino)										17	1%		1%
										Total	1,555		3,012

Figure 3.24

The survey asked respondents to “Select yes or no within the Hispanic or Latino column” next to each race/ethnicity. Figure 3.25 displays the number of respondents who selected “Yes.” Through the paper surveys, participants were able to choose the number of household members that identified as Hispanic/Latino. However, on the online version of the survey, there

was only an option to select “Yes.” Therefore, it cannot be specified how many Hispanic/Latino people are represented by each respondent’s answer.

Q14. Number of Respondents Indicating “Yes” to at least one member of the corresponding ethnicity being Hispanic / Latino		
	Hispanic/Latino	
White	46	3%
Black or African American	2	11%
American Indian or Alaska Native	9	12%
Asian Alone	3	21%
Native Hawaiian and Other Pacific Islander	3	38%
Two or more races	12	24%

Figure 3.25

The percentages in the figure above are out of the “Total References” column of Figure 3.24. For example, 46 White respondents indicated that at least one member of their household is Hispanic/Latino. This number, out of 1,369 references (Figure 3.24), generates 3% of White households indicating at least one member as Hispanic/Latino.

Respondent Income Level

A total of 1,464 respondents identified as low-income Billings residents, representing 42% of the total survey respondents (3,512 total respondents).

For the question “What is your income level?” respondents were asked to self-report their household income categorically.

The chart below was displayed for reference, and respondents were asked to calculate their total household income relative to their household size

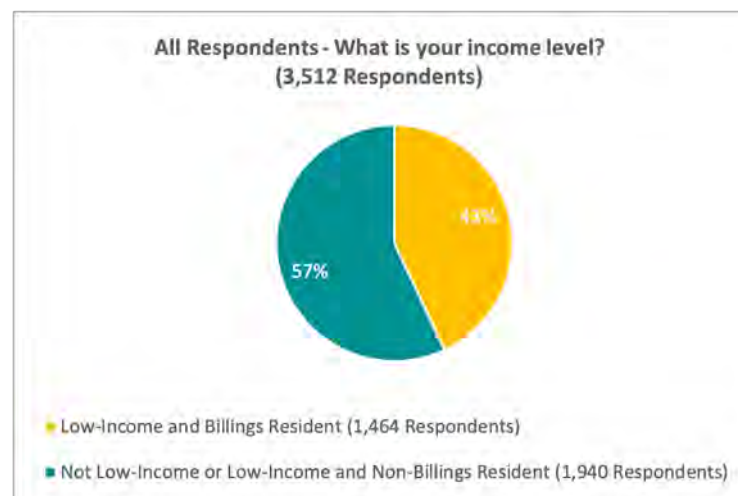


Figure 3.26

in order to determine which income category to report. If respondent income was between two columns, they were instructed to choose the higher column.

Household Size (# household members)	Extremely Low	Very Low	Moderate – 60%	Moderate – 80%	Not Low Income
1	\$16,100	\$26,850	\$32,220	\$42,950	\$42,951+
2	\$18,400	\$30,650	\$36,780	\$49,050	\$49,051+
3	\$20,700	\$34,500	\$41,400	\$55,200	\$55,201+
4	\$23,000	\$38,300	\$45,960	\$61,300	\$61,301+
5	\$24,850	\$41,400	\$49,680	\$66,250	\$66,251+
6	\$26,700	\$44,450	\$53,340	\$71,150	\$71,151+
7	\$28,550	\$47,500	\$57,000	\$76,050	\$76,051+
8	\$30,400	\$50,600	\$60,720	\$80,950	\$80,951+

Figure 3.27

There was no option to withhold from providing a response on the online version of the survey. Also, the survey lacked a “Prefer not to Answer” option. Therefore, if a respondent left this question blank, *Not Low Income* was selected on their behalf.

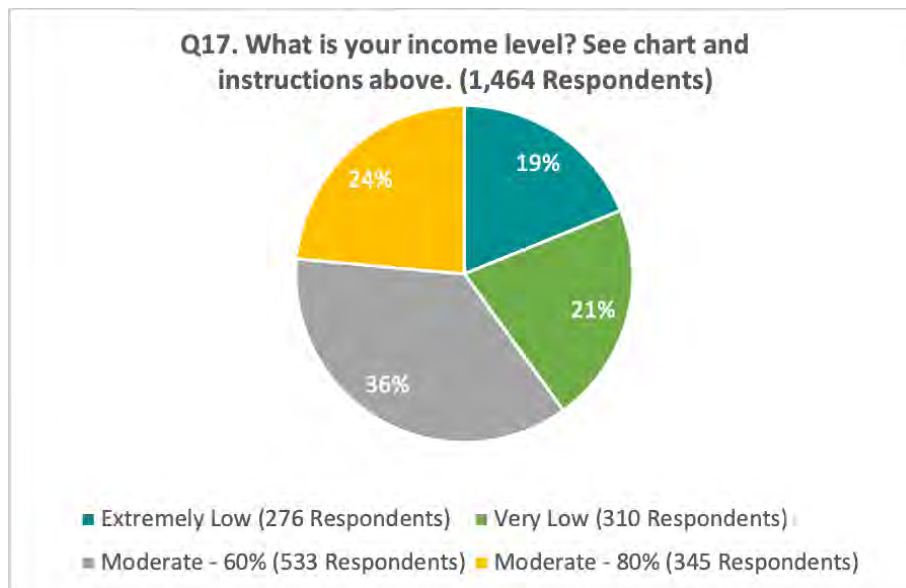


Figure 3.28

Individual comments were broken down and analyzed categorically. An individual's comment could be divided into multiple categories if they mentioned more than one topic. Therefore, the total number of comments for all categories does not equal the total number of respondents.

The most mentioned category was “Media/Politics/Public Information” with 132 (24%) responses. This category contains any responses referring to politics, media and news outlets, and the desire to have information presented to and/or understood by the public. This was followed by “Back to Normal/Negativity” with 118 (22%) responses. This category included any response that referred to a desire that the pandemic and any mandate or social construct associated with the pandemic would cease to exist. The third most popular category was “Compliance” with 109 (20%) responses which included responses that focused on wanting others to comply with mask and social distance mandates. A complete explanation of all categories and what they include is represented in **Appendix A** (page 90).

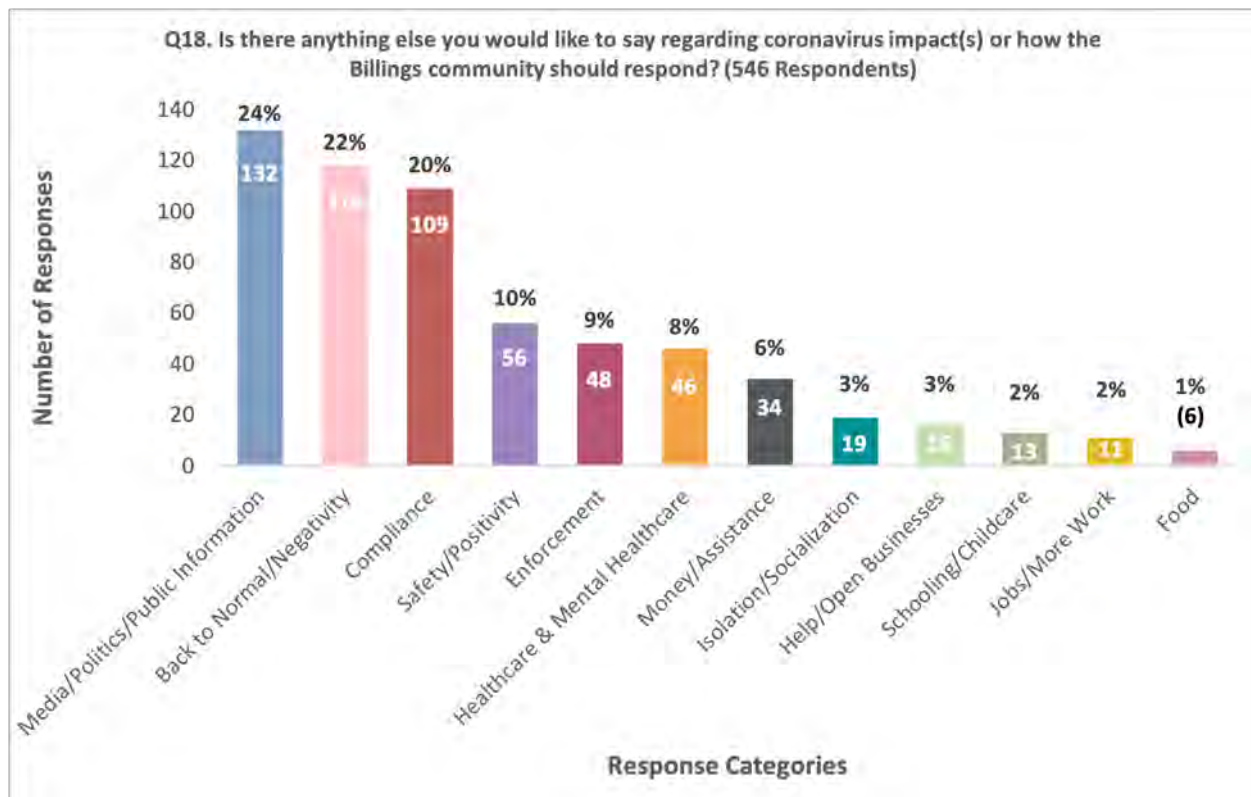


Figure 3.32

Service Provider Survey Analytics

This section summarizes the analytics of the Service Provider Survey that was mailed to 70 local and state-wide organizations, healthcare providers, and nonprofit agencies. This survey gathered data about how the pandemic altered services/efforts, client size and demographics, projected client and organizational needs relative to the pandemic. A total of 26 organizations responded to the survey, yielding a 37% response rate.

Garnering perspective from organizations and potential sub-recipients of CDBG-CV allocations may help create a more cohesive narrative regarding the strengths in our community’s pandemic-related efforts and the current gaps in service. Service Provider Survey data, results and analytics, information regarding preexisting efforts of the community, and the scale of those efforts serve to inform decisions on addressing service gaps and community needs going forward.

Number of Clients Served

Service providers were asked “How many clients, on average, does your organization serve each month? For each category below, please select the total number of clients served AND the number of those clients who are low-income.” Upon selecting an answer choice, service providers were asked to indicate how many of those clients they serve are designated as low-income. The majority of respondents to the Service Provider Survey represent large scale organizations, often indicating that they serve hundreds of individuals and more. Individuals are served more than any other group as indicated by the service provider respondents. This data is represented in Figures 4.1 and 4.2.

Q1. How many clients, on average, does your organization serve each month? For each category below, please select the total number of clients served (23 Respondents)								
	1-10 Clients	11-20 Clients	21-40 Clients	41-60 Clients	61-80 Clients	81-100 Clients	100+ Clients	Total
Individuals		1	2			6	12	21
Families with Children	2	1	3	1	3		6	16
Disabled	6	1	2		1	3	5	18
Addicted Persons	2	4	2	2			4	14
Elderly / Frail Elderly	3	6	4				4	17
Veterans			1				3	4
Homeless	8	3	2				2	15
Survivors of Domestic Violence	6	2	4	2	1			15
HIV / AIDS	8							8

Figure 4.1 For the table above, the darker a cell is shaded, the greater the number of respondents who selected that option.

Q1. How many LOW-INCOME clients, on average, does your organization serve each month? For each category below, please select the number of those clients served who are LOW-INCOME. (23 Respondents)								
	1-10 Clients	11-20 Clients	21-40 Clients	41-60 Clients	61-80 Clients	81-100 Clients	100+ Clients	Total
Individuals		2	2	1	1	3	11	20
Disabled	7	1	2		1	2	5	18
Elderly / Frail Elderly	6	4	3			1	3	17
Families with Children	3	1	3		3		6	16
Homeless	8	3	2				2	15
Survivors of Domestic Violence	6	3	4	2				15
Addicted Persons	3	3	2	2		1	3	14
HIV / AIDS	8							8
Veterans			1		1		1	3

Figure 4.2 For the table above, the darker a cell is shaded, the greater the number of respondents who selected that option.

The below figure indicates the number of agencies serving differing low-income populations per month. A total of 23 service providers provided a response. An “Other” option was offered in which the respondent was then asked to identify the other and list how many clients, as well as low-income clients, they serve. Four service providers selected this option and all designated “Other” as Veterans. Of those four service providers, three designated serving a population of low-income veterans.

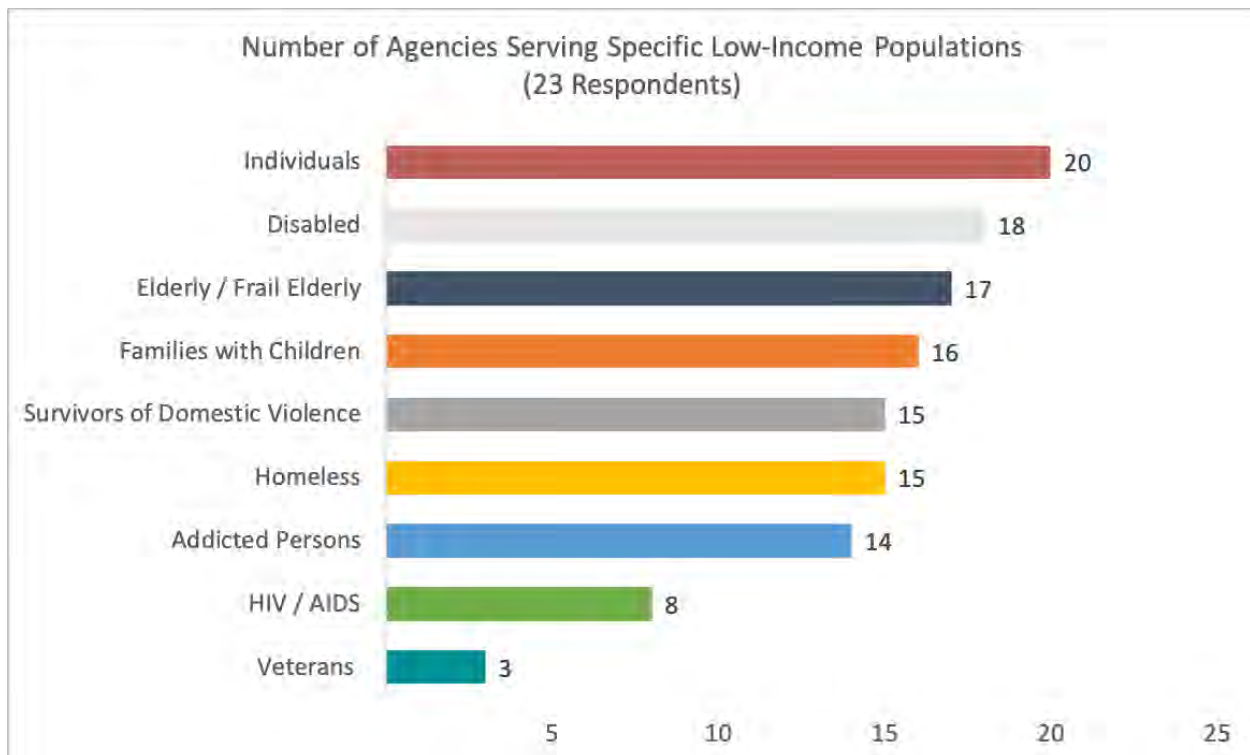


Figure 4.3

Organization Current Resource Access

Respondents to the question presented in the chart below indicate approximately 50% of service providers have access to “Employee Telework Capacity” and the “Ability to Provide Virtual Services to Clients.” These results may indicate an issue with computer/internet capabilities and/or the structural foundations and abilities of an agency itself. In the “Other” category, three service providers responded. These consisted of: “Appointments only, no walk-ins,” “Currently, we are providing a ‘personal shopper’ who ‘gets needed items for clients on an as needed basis and provides contactless delivery’” and “All of our clients need 24/7 care. Telework and virtual services are not doable.”

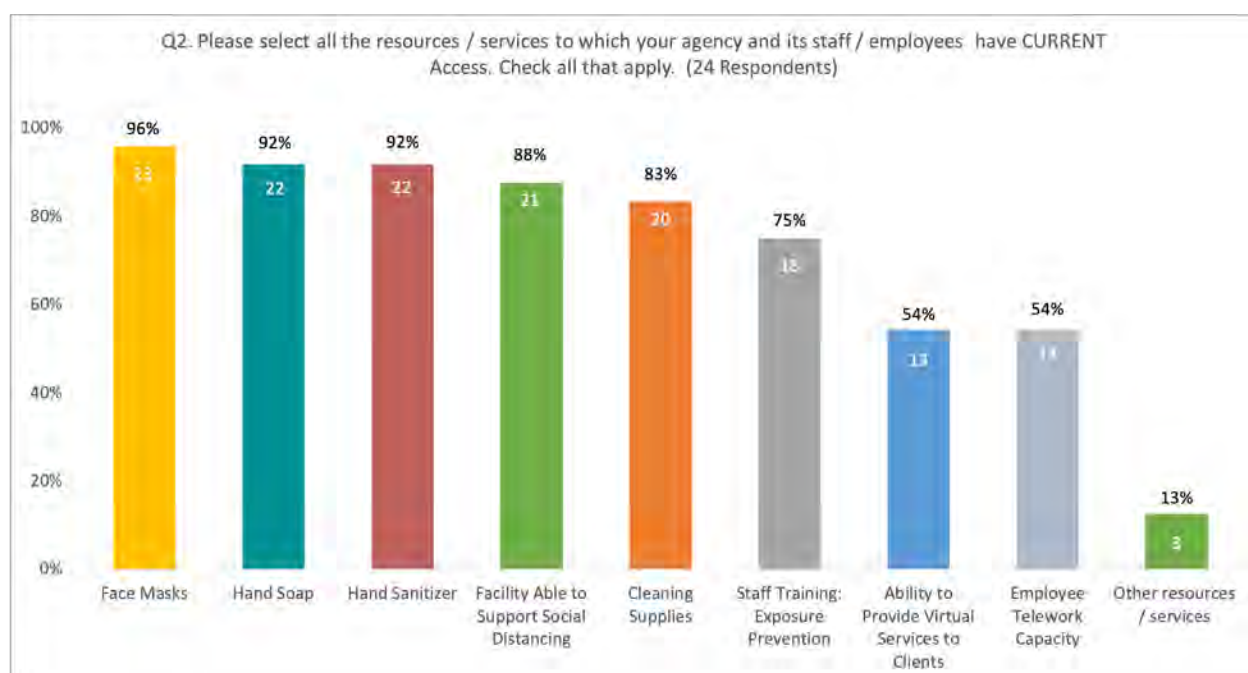


Figure 4.4

Current Ability to Provide Staff/Employees with Resources

To the question, “To what degree can your agency provide the following to staff / employees with CURRENT resources,” service providers could choose *We Have None*, *Minimal Provided*, *Moderately Provided*, *Can Meet Most Needs*, or *Able to Meet All Needs*. Respondents were only able to provide an answer to the resources/services that they had selected in the previous question. A lack of technological ability was a theme in service provider responses. Overall, most agencies are unable to meet all their needs in “Employee Telework Capability” and the agency’s “Ability to Provider Virtual Services to Clients.” The ability for a service provider’s

facility to support social distancing is the third most needed resource, as only 30% of service providers reported that they are able to meet all their needs in that regard.

Q3. To what degree can your agency provide the following to staff / employees with CURRENT resources? (23 Respondents)											
	We Have None		Minimal Provided		Moderately Provided		Can Meet Most Needs		Able to Meet All Needs		Total
Facility Able to Support Social Distancing	0	0%	1	4%	7	30%	5	22%	7	30%	20
Face Masks	0	0%	2	9%	1	4%	6	26%	14	61%	23
Cleaning Supplies, including Disinfecting/Sanitizing Wipes	0	0%	2	9%	2	9%	6	26%	10	43%	20
Employee Telework Capacity	2	9%	0	0%	2	9%	5	22%	4	17%	13
Ability to Provide Virtual Services to Clients	0	0%	2	9%	2	9%	4	17%	5	22%	13
Hand Soap	0	0%	1	4%	0	0%	6	26%	15	65%	22
Hand Sanitizer	0	0%	0	0%	0	0%	8	35%	14	61%	22
Staff Training: Exposure Prevention	1	4%	0	0%	0	0%	6	26%	11	48%	18

Figure 4.5 For the table above, the darker a cell is shaded, the greater the number of respondents who selected that option.

Key Findings

Few service providers report being able to provide their staff/employees access to technological resources as seen by the small number of agencies that are “Able to Meet All Needs” in both “Employee Telework Capacity” and their “Ability to Provide Virtual Services to Clients.”

Clientele Current Access

The majority of responding organizations indicated their clients do not have access to “Translation Services,” “Transportation,” “Reliable Internet Access,” “Mental Health Care,” and “Health Care” when asked the question presented in the figure below.

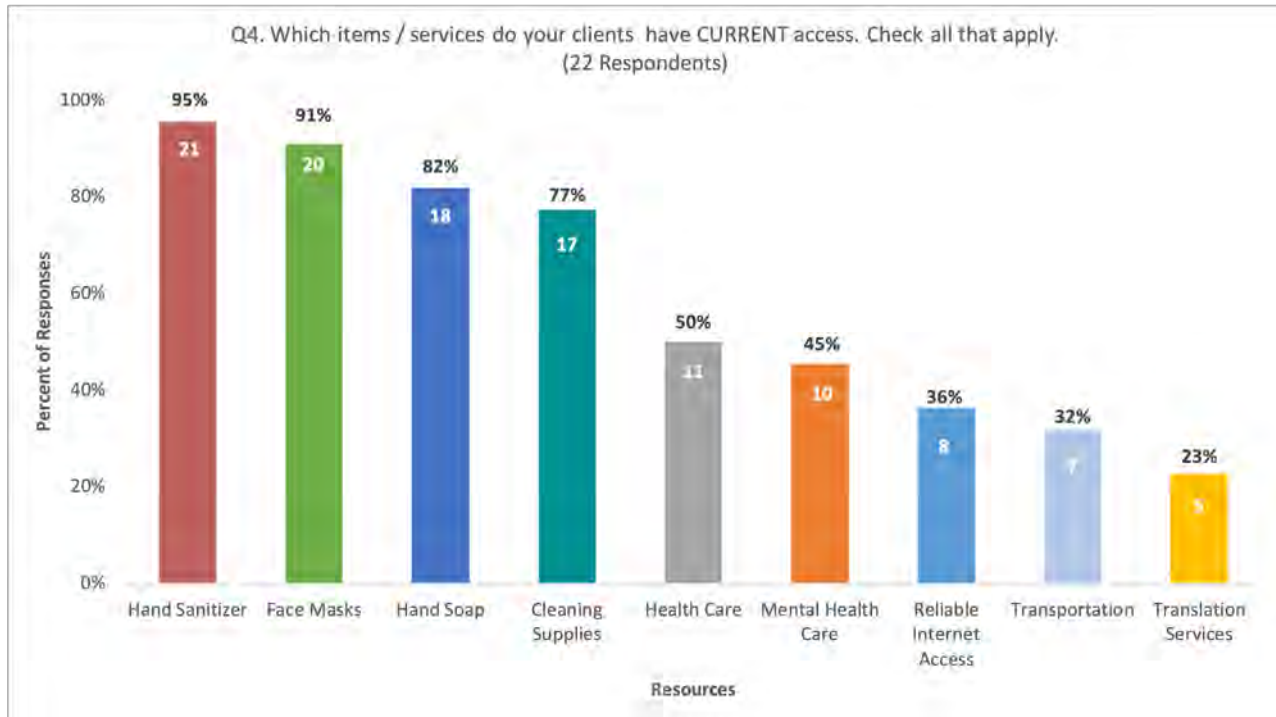


Figure 4.6

Degree of Clientele Access to Resources

The following question sought to understand the degree to which service providers' clients had access to the resources listed in the previous question. Respondents were only able to provide an answer to the items/services that they had selected prior. The question and results are presented in the figure below.

Q5. To what degree do your CLIENTS have current access to the following: (22 Respondents)					
	Minimal Access	Moderate Acces	More Access, But Not Enough	Full Access	Total
Translation Services	2	1	1	1	5
Transportation	2	1	2	2	7
Reliable Internet Access	2	1	2	3	8
Mental Health Care	2	1	4	3	10
Health Care	1	1	5	4	11
Cleaning Supplies, including Disinfecting/ Sanitizing Wipes	4	4	2	7	17
Hand Soap	2	4	4	8	18
Face Masks	2	4	4	10	20
Hand Sanitizer	2	4	4	11	21

Figure 4.7 For the table above, the darker a cell is shaded, the greater the number of respondents who selected that option.

Key Findings

- One (5%) service provider reported their clients have *Full Access* to “Translation Services”
- Two (9%) service providers reported their clients having *Full Access* to “Transportation”
- Three (14%) service providers report their clients having *Full Access* to both “Reliable Internet Access” and “Mental Health Care”

Effects of Coronavirus Pandemic on Clientele

Service providers were asked to select from a list of 13 options, with the ability to choose more than one answer, if applicable, that best describe how the coronavirus pandemic affected or is currently affecting their clients. The responses include:

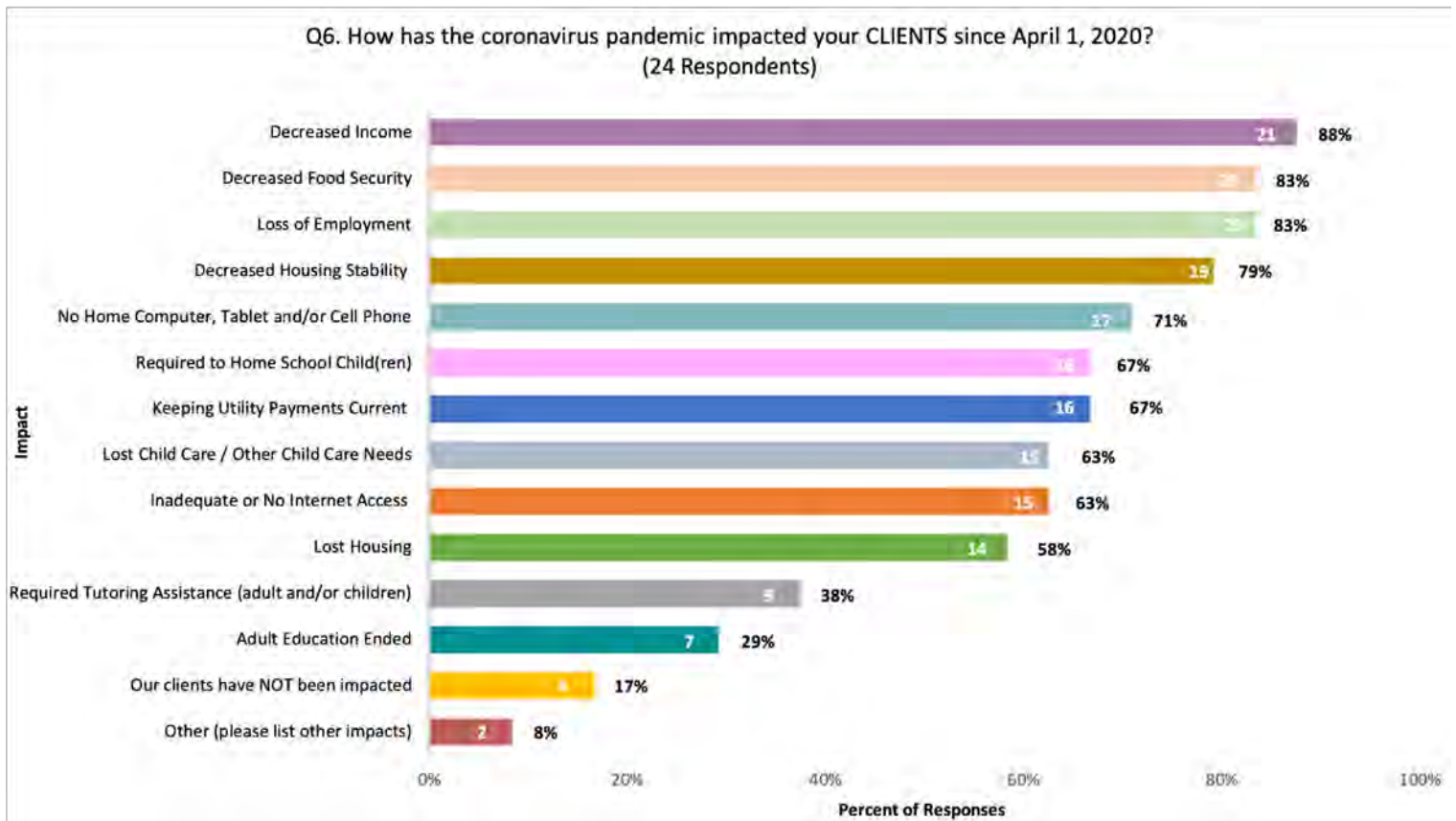


Figure 4.8

Key Findings:

The majority of service providers reported their clients have been impacted by decreased income. This may be related to the reported loss of employment, as 83% reported this as a main impact in their clientele. Lastly, decreased food security for clients is reported by 83% of responding service providers.

Degree of Impact on Clientele

The following question was designed to understand to what degree the service providers' clients were impacted by the same options as the previous question. Respondents were only able to provide an answer to the options that they had selected in the previous question. In responding to "To what degree have your Clients been impacted?" service providers report:

Q7. To what degree have your Clients been impacted since April 1, 2020? (22 Respondents)											
	Not Impacted		Slightly Impacted		Moderately Impacted		Highly Impacted		Maximum Impact		Total # of Service Providers
No Home Computer, Tablet and/or Cell Phone	1	5%	1	5%	4	18%	7	32%	4	18%	17
Lost Child Care / Other Child Care Needs	0	0%	2	9%	4	18%	5	23%	4	18%	15
Decreased Food Security (i.e., lack of food / groceries)	0	0%	3	14%	6	27%	7	32%	4	18%	20
Adult Education Ended	1	5%	1	5%	1	5%	2	9%	2	9%	7
Keeping Utility Payments Current (e.g., electricity, gas, water, etc.)	0	0%	2	9%	5	23%	6	27%	3	14%	16
Required to Home School Child(ren)	0	0%	2	9%	5	23%	4	18%	5	23%	16
Loss of Employment	0	0%	2	9%	7	32%	7	32%	4	18%	20
Decreased Income	0	0%	3	14%	8	36%	7	32%	3	14%	21
Lost Housing	0	0%	1	5%	6	27%	5	23%	2	9%	14
Inadequate or No Internet Access (e.g., no Internet connection, unstable Internet connection, limited data plan, etc.)	1	5%	0	0%	6	27%	4	18%	4	18%	15
Decreased Housing Stability (e.g., late rent/mortgage payments, etc.)	0	0%	3	14%	9	41%	5	23%	2	9%	19
Required Tutoring Assistance (adult and/or children)	1	5%	3	14%	2	9%	2	9%	1	5%	9

Figure 4.9 For the table above, the darker a cell is shaded, the greater the number of respondents who selected that option.

Key Findings

- 11 (50%) service providers reported that their clients experienced high or maximum impact from "No Home Computer, Tablet and/or Cell Phone"
- 11 (50%) service providers reported that their clients experienced high or maximum impact from "Decreased Food Security"
- Ten (45%) service providers reported their clients experienced a high or maximum impact from "Decreased Income"

Organizational Needs

Service providers were asked to rank their greatest organizational needs. Each number below represents the number of service providers who chose that option. The results are presented below:

Q9. Please rank the following organizational needs as they relate to the coronavirus pandemic. (One = Lowest Need; Seven = Greatest Need) (22 Respondents)							
	One	Two	Three	Four	Five	Six	Seven
Client Teleservice Access to Services	3	1	3	6	1	1	7
Facility Supports Social Distancing	1	2	5	3	6	3	2
Cleaning Supplies	4	4	1	1	2	7	3
Personal Protective Equipment (PPE)	2	4	5	0	4	4	3
Flexible Scheduling	5	1	1	5	4	3	3
Work From Home Resources	3	5	1	6	1	4	2
Staff Training	4	5	6	1	4	0	2

Figure 4.10 For the table above, the darker a cell is shaded, the greater the number of respondents who selected that option.

Key Findings

- “Client Teleservice Access to Services” was mentioned seven times as the greatest need
- “Cleaning Supplies” was mentioned nine times as either the first or second greatest need
- “Facility Supports Social Distancing” was mentioned 11 times as either the first, second, or third greatest need

This data was then analyzed using a weighted average for each of the categories. The greatest organizational need as shown by the respondents is Client Teleservice Access to Services. Second is the ability of the organization to supports social distancing, followed by Cleaning Supplies and then PPE. These results are shown below.

Q9. Please rank the following organizational needs as they relate to the coronavirus pandemic. (One = Lowest Need; Seven = Greatest Need) (22 Respondents)								
	One	Two	Three	Four	Five	Six	Seven	Weighted Average
Client Teleservice Access to Services	3	2	9	24	5	6	49	14.00
Facility Supports Social Distancing	1	4	15	12	30	18	14	13.43
Cleaning Supplies	4	8	3	4	10	42	21	13.14
Personal Protective Equipment (PPE)	2	8	15	0	20	24	21	12.86
Flexible Scheduling	5	2	3	20	20	18	21	12.71
Work From Home Resources	3	10	3	24	5	24	14	11.86
Staff Training	4	10	18	4	20	0	14	10.00

Figure 4.11 For the table above, the darker a cell is shaded, the greater the number of respondents who selected that option.

Respondents were given an option to mention any other organizational needs that were not mentioned above. A total of five service providers chose to provide an answer to this option. These responses listed “Tele-health equipment,” “funds” and “permits” for cleaning companies or facility upgrades in relation to sanitation, “financial grants for Veterans,” and “more employees.”

Service Provider Awareness of Montana Grants and Resources

Service providers were asked to “Indicate your agency’s awareness of the following resources / grant opportunities through the State of Montana,” and were given the choices of *No Knowledge*, *Some Knowledge*, or *Using the Resource / Grant*.

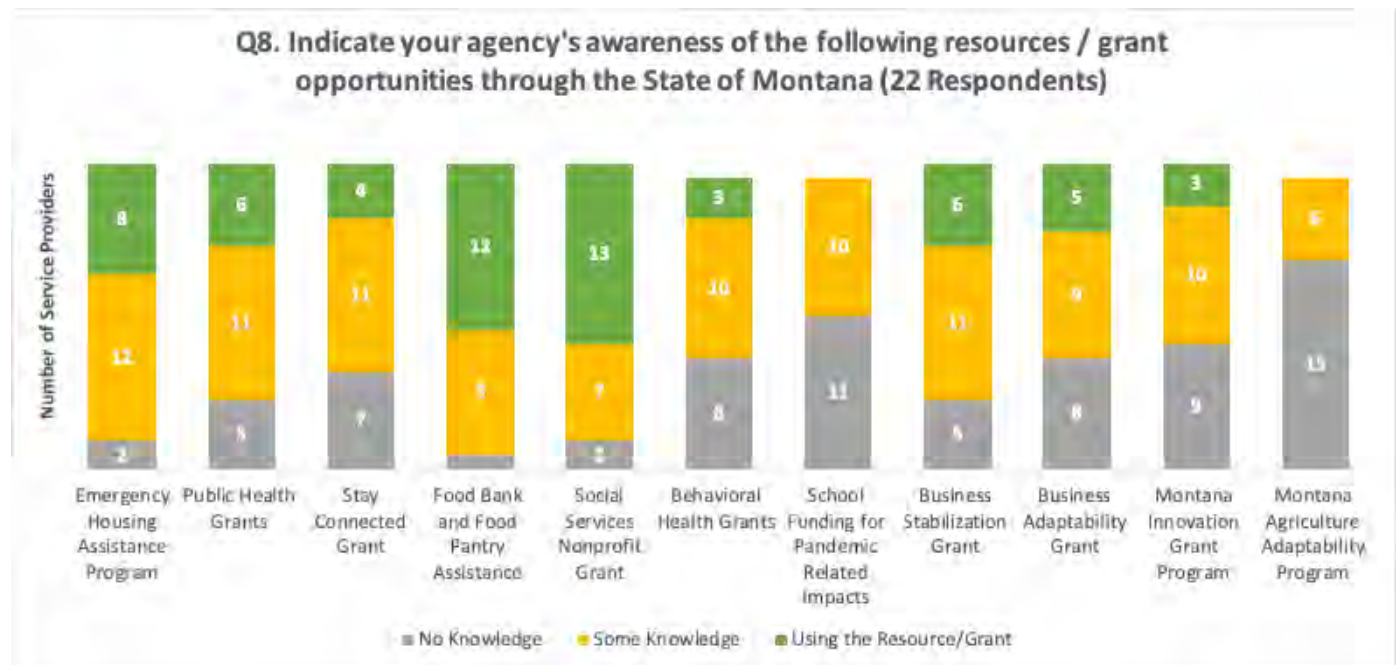


Figure 4.12

Zero of the responding organizations report using the “Montana Agriculture Adaptability Program” or the “School Funding for Pandemic Related Impacts” resources/grants.

One responding organization reported using the School Aged Child Care Grant.

Service Provider’s Feedback and Written Comments Relative to Community’s Greatest Need

A total of 17 of the 26 (65%) service providers answered the question presented on Figure 4.13.

The words that appeared most in their written comments include “wear,” “people,” “food,” “open,” “work,” and “back.”

While respondents often listed multiple opinions to this question, responses were broken down categorically based on each unique subject the service provider identified in their response. The word cloud below shows the most commonly used words throughout all responses to this question. The larger the word appears in the word cloud, the more often it was used by the respondents.

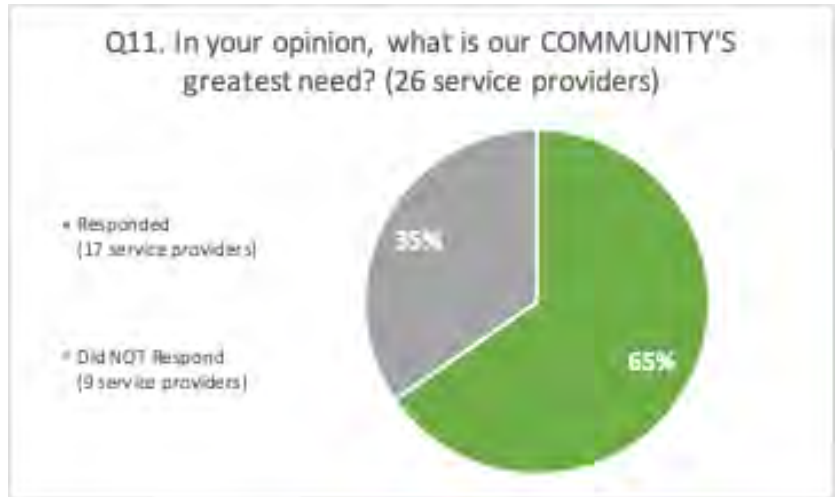


Figure 4.13

Service providers reported:

- “Basic Needs Assistance” such as housing assistance, internet access, employment, and transportation, was the greatest recurring theme with eight mentions
- “Public Education” was mentioned seven times, which included comments about educating the public on relevant coronavirus information
- “Compliance” had seven mentions and included comments about compliance to social distancing/masking mandates
- “Medical/Mental Health Care” had four mentions
- “Help for Businesses” had three mentions
- “Childcare” had two mentions
- “Positivity” had one mention, with “Positivity” including any reference to keeping a focus on the positive things and less on the negative



Figure 4.14

Other Community Needs

After listing what they believed to be the greatest community need, service providers were asked “Does our COMMUNITY have other coronavirus response needs?”

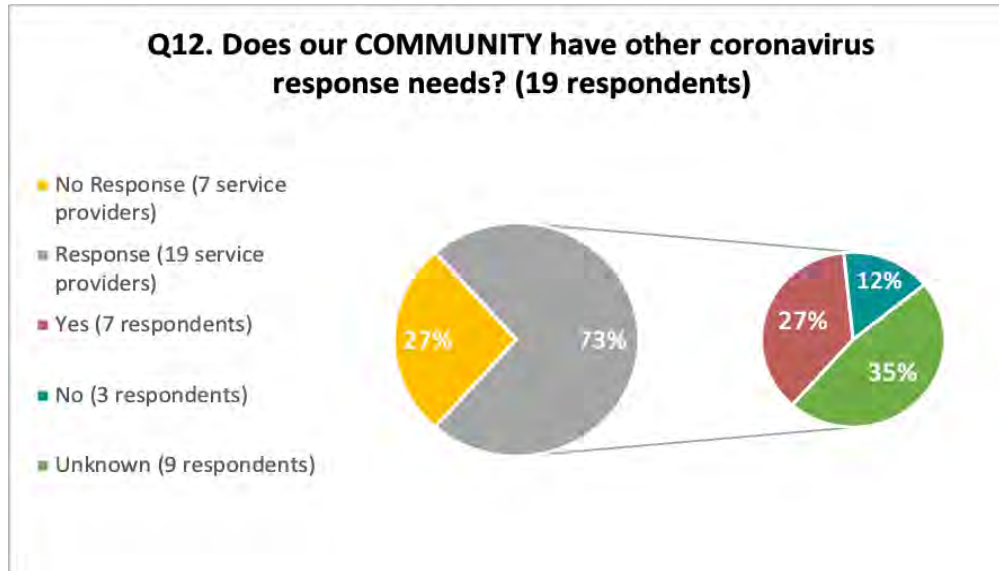


Figure 4.15

If a service provider chose to answer this question they were given the three options of “Yes,” “No,” and “Unknown.”

If a respondent selected “Yes,” they were then given the opportunity to freely write in their response. While respondents often gave multiple answers to this question, responses were broken down into categories based on each unique subject that a service provider identified in their answer.

- The greatest recurring theme in the responses was focused on “Schooling and Childcare” with four mentions
- “Food” had three mentions
- “Basic Needs” had three mentions
- “Medical/Mental Health Care” had two mentions
- “Support for Elderly and Isolated Peoples” had two mentions
- “Other” was mentioned twice and included mentions of crime and unity
- “Needs of the Homeless” had one mention

DISCUSSION

Results Summary

Reported Community Impacts

In responding to the question "How has the coronavirus pandemic impacted you and/or your family since April 1, 2020?" data analyses indicate consistency within the impacts reported by respondents. Income/employment, shelter/utilities, and food/groceries are the most frequently reported impacts and needs on the *Coronavirus Community Member Survey*:

- 495 references to impacts on job stability and/or income loss
- 388 references to impacts on housing and/or utility stability
- 292 references to impacts on food security
- 900 respondents reported increased stress, and 256 report having "No/Minimal" access to mental healthcare

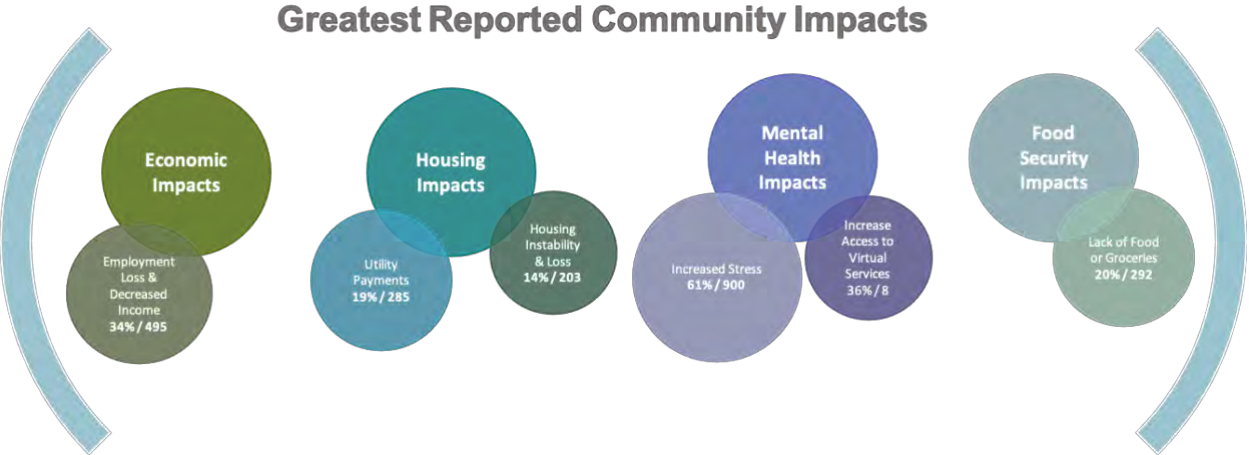


Figure 5.1

These same impacts are mirrored in the question that asks "What is your household's greatest need relative to the pandemic?" wherein 24% (216) of respondents cite "Money/Assistance" or "Jobs/More Work" as their greatest need, 18% (159) report "Food" or "Supplies," and 13% (118) report "Safety" or "Basics" (See page 13).

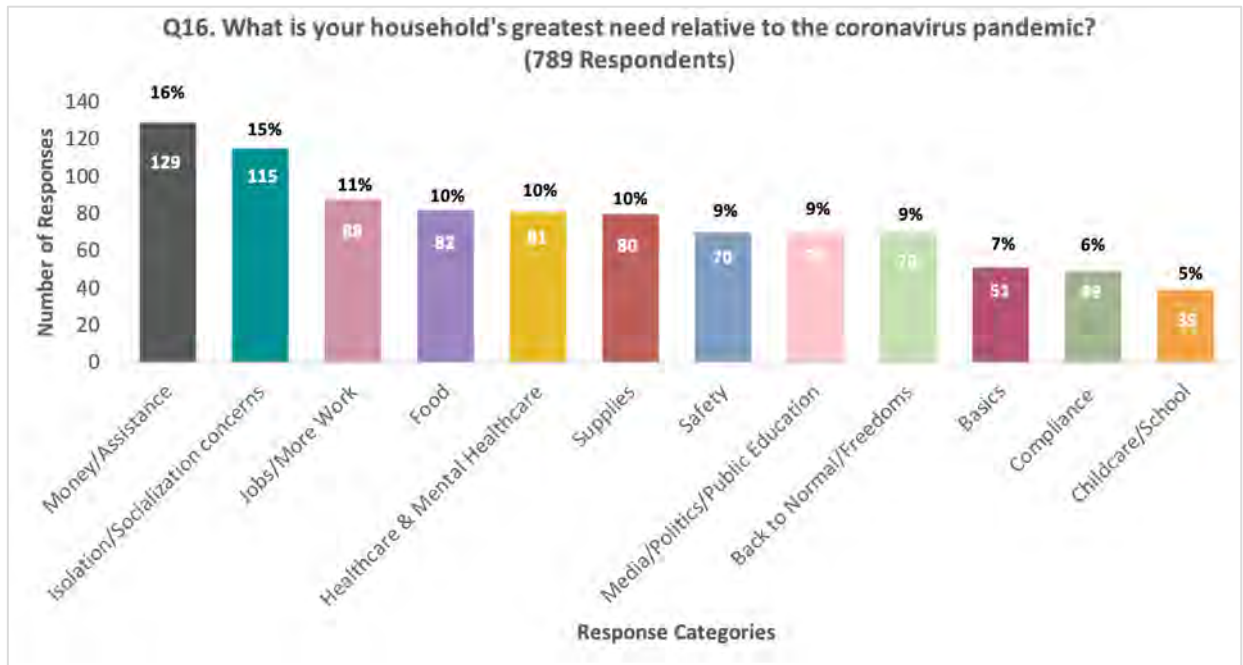


Figure 5.2

Support and Public Assistance

The *Coronavirus Community Member Survey* asked respondents to indicate whether or not they were receiving public assistance before April 1, 2020, and/or if they had applied for assistance after April 1, 2020, and to select any assistance for which they applied.

- 34% of the 1,464 respondents received public assistance prior to April 1, 2020
 - Of the respondents who received public assistance prior to April 1, 2020, “Health Insurance Assistance (Medicare/Medicaid)” was the most used
- 22% of the 1,464 respondents applied for assistance after April 1, 2020
 - Of the respondents who applied for assistance after April 1, 2020, “Unemployment” was the service most applied for

Analytics of survey data presented in this report may not necessarily align with state data trends of public assistance application since April 1, 2020. The Montana Department of Health and Human Services reported that on April 29, 2020, there was a 70% increase in Supplemental Nutrition Assistance Program (SNAP) applicants in the first half of April in comparison to early March figures.²⁰ At the time of that report in late April, there were 107,000 Montanans using SNAP benefits, which is roughly 10% of the state population.²⁰ Survey data indicates that

between 6% and 9% of respondents are using SNAP, considering respondents reporting use both before and after April 1, 2020.

In comparing the degree of support between single adult household respondents and households with at least one other adult, respondents sharing a household with one or more adults indicate a greater level of support in each of the below categories. The term *Some Support* refers to a combination of respondent data for those indicating any level of support other than *No Support* or *Minimal Support*.

Indication of at Least “Some Support” by Household Size			
	Area of Support		
	Take a Break	Daily Activities	Emergency
1 adult household	55%	65%	76%
1+ adult household	60%	70%	78%

Figure 5.3

Comparative data for the degree of support in the “Help with Children” category is shown below for single-adult households versus households with at least two adults present.

- Single-adult households reported less support than dual or multi-adult households.
- 40% of single-adult households report having *No Support* regarding help with their children
- Less than 25% of single-adult households report having any support, regardless of the number of children in their households
- For households with two or more adults, the reported amount of support increases as the number of children per household increases

Percentage of Respondents Reporting “No Support” Regarding “Help with their Children”		
Number of Children	Single-Adult Household	Dual/Multi-Adult Household
1	40%	30%
2	24%	21%
3	15%	19%
4	21%	19%
5	19%	19%
6+	0%	19%

Figure 5.4

The following table summarizes respondent data for those 62 years of age or older and their indicated levels of support.

- An average of 30% of respondents 62 years of age or older that live alone report having *No Support*
- Households with more than one occupant have more support than households with a single occupant across all categories

Percentage of Respondents with “No Support” by Category			
	<i>Help with Taking a Break</i>	<i>Help With Daily Activities</i>	<i>Help in Case of Emergency</i>
<i>1 Member 62+</i>	44%	30%	17%
<i>2 Members 62+</i>	29%	19%	12%
<i>3 Members 62+</i>	26%	20%	13%

Figure 5.5

Analysis was completed for households in which the number of household members 62 years of age or older was equal to the total number of household members, therefore this data may not encompass the levels of support for all household members 62 years of age or older. *See further discussion on question ambiguity on page 57.*

Stress and Mental Health Analysis

The majority of survey respondents (61%) reported increased stress. Respondents that reported higher stress as a result of the pandemic indicated having less support and access to resources when compared to respondents with lower or the same amount of stress. For respondents reporting higher stress:

- 45% (406) reported being impacted by “Decreased Income and/or Lost Employment”
- 28% (248) reported being impacted by “Lack of Food / Groceries”
- 27% (241) reported being impacted by in “Keeping Utility Payments Current”

On average, respondents experiencing higher levels of stress report having 17% less support than respondents with lower or the same amount of stress. An average of 22% of respondents with higher stress indicate all of their support needs as met, when compared to lower/same stress respondents at 37%.

Differing Stress Levels and Support Systems				
	<i>Help with Taking a Break</i>	<i>Help with Daily Activities</i>	<i>Help in Case of Emergency</i>	<i>Help with Children</i>
<i>Higher Stress</i>	20%	21%	22%	24%
<i>Lower or Same Amount of Stress</i>	40%	37%	41%	38%

Figure 5.6

Respondents with higher levels of stress indicated having generally less access to resources than their lower stress/same as typical stress counterparts. An average of 37% of respondents that indicated the same or lower levels of stress reported greater access to resources than those who reported having higher stress.

Differing Stress Level and Access to Resources				
	<i>Mental Health Care</i>	<i>Disinfecting/Sanitizing Wipes</i>	<i>Hand Sanitizer</i>	<i>Health Care</i>
<i>Higher Stress</i>	55%	48%	63%	66%
<i>Lower or Same Amount of Stress</i>	80%	73%	82%	85%

Figure 5.7

Of respondents that reported the same or lower levels of stress, 9% did not signify their level of access to “Mental Health Care.” Comparatively, 3% of respondents who reported higher stress did not signify their level of access to “Mental Health Care.” Absence in indication of the degree of access to “Mental Health Care” could signify a respondent feels the service is irrelevant to their situation or unnecessary altogether. *See further analyses on question ambiguity on page 57.*

Respondent Age and Household Analyses

Survey data indicates that 785 (54%) of respondents are 62 years of age or older. This was determined by matching the total household members to the total household members that reported being 62 years of age or older. If these values were equal, it was affirmed the respondent was 62 years of age or older. Survey results may more aptly reflect the experiences and ideologies of this age group (62+ years of age) more so than other age demographics. Therefore, the data may not be wholly representative of the average low-income household in Billings. The US census data lists the population of persons 65 years and over at 16% for

Billings.²¹ Since COVID-19 affects older populations more severely, this population may have been more inclined to participate in the survey. Similarly, individuals who are retired or spend more time at home may have been more inclined to complete the survey.

The data indicates the average low-income household of Billings residents is 2.03 individuals. This was calculated by multiplying the number of respondents by the indicated household size (9 was used for the “8+” column) and then dividing that number by the total households. The US census data indicates an average household size of 2.3 individuals for Billings. The average household size as indicated by the survey is below the city average.²¹ This could indicate survey respondents represent more single and dual-occupant households than the reported average in Billings.

Responses for household size were directly compared to respondent stress levels. The larger the household size was, the higher the percentage of respondents who indicated higher stress levels due to the pandemic. Higher stress levels were identified by respondents who chose “Higher” to the question “How would you rate your stress levels as a result of the pandemic?” This is summarized in the figure below.

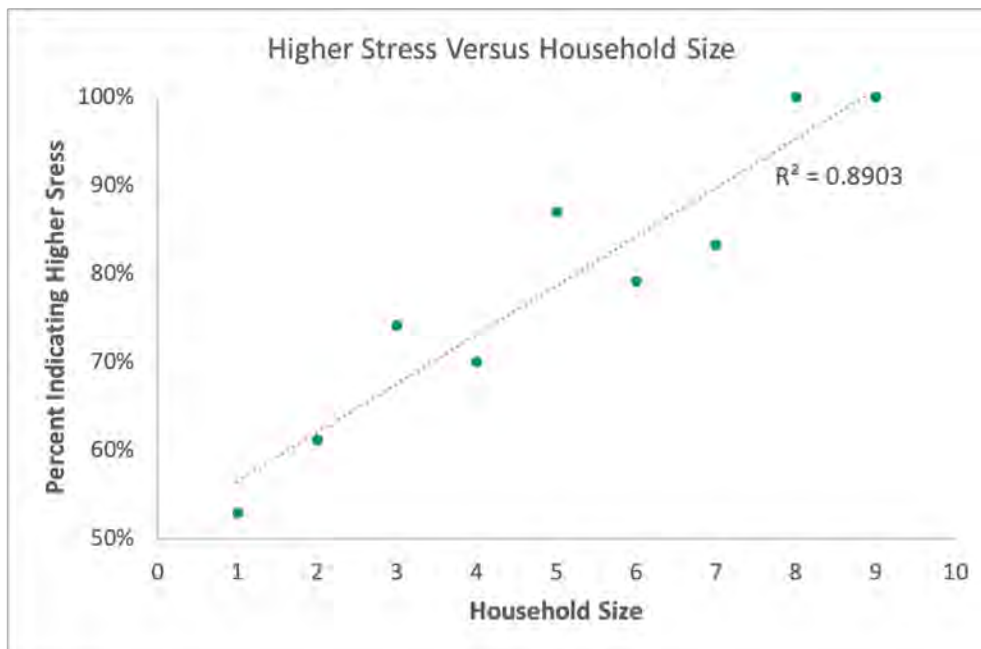


Figure 5.8

Figure 5.8 compares the race/ethnicity percentages for respondents of the Coronavirus Community Member Survey with 2018 US census data for Billings. While survey data is closely aligned with Billings race/ethnicity Census data for 2018, they are not an exact match.

Race/Ethnicity	Coronavirus Community Member Survey Data Percentages	Billings City US Census Data Percentages
<i>White</i>	88.3%	89.7%
<i>Black Or African American</i>	1.2%	0.8%
<i>American Indian Or Alaska Native</i>	5.6%	4.7%
<i>Asian Alone</i>	0.7%	0.7%
<i>Native Hawaiian And Other Pacific Islander</i>	0.7%	0.2%
<i>Two Or More Races</i>	3.6%	3.1%

Figure 5.9 This data is sourced from the [US census data](#) on the city of Billings

Of the respondents that reported housing instability, the majority were homeowners. Of the renters reporting housing instability, 80% reported their household income status as “Very Low” or “Extremely Low” in comparison to the 40% of homeowners reporting housing instability within the same income bracket. This indicates the majority of renters who reported housing instability are also on the bottom half of the low-income classification.

Respondent Income Level					
	<i>Extremely Low</i>	<i>Very Low</i>	<i>Moderate - 60%</i>	<i>Moderate - 80%</i>	Total
<i>Homeowner</i>	41	54	86	54	235
<i>Renter</i>	42	38	14	6	100
Total	82	92	100	60	335

Figure 5.10

Although former Montana Governor Steve Bullock and Billings Mayor William Cole issued executive orders placing a moratorium on evictions, it limits the tenant population who are covered by the moratorium. These limitations must be (1) members of a vulnerable population, (2) are sheltering in place, and (3) have experienced financial hardship due to COVID-19.²² Some tenants who may need help avoiding an eviction will not be able to receive help without proof of this eligibility. Additionally, the same limitations apply to the disconnection of utilities, which could prevent some individuals/families from being protected. Lastly, landlords in Montana are not prohibited from reporting missed or late rent payments to credit agencies.²³ This could cause renters to move out even if they are not ready, or feel an obligation to, causing fear-induced housing instability. Homeowners with federally backed mortgages are protected against foreclosure until February 28, 2021.²⁴

Intersection of Community and Service Provider Analytics

Service provider responses show approximately 89% of clients served are low-income. Therefore, response data may offer another perspective on the needs of the community's low-income population while generally reflecting on how the broader community of service providers that serve low-income clients may have been impacted. The following section uses cross-tabulations between the *Coronavirus Community Survey* and the *Service Provider Survey* to illustrate a more comprehensive perspective on how the community has been impacted. The graph below shows averaged reported impacts by category for both community members who responded to the *Coronavirus Community Member Survey* and service providers who responded to the *Service Provider Survey*.

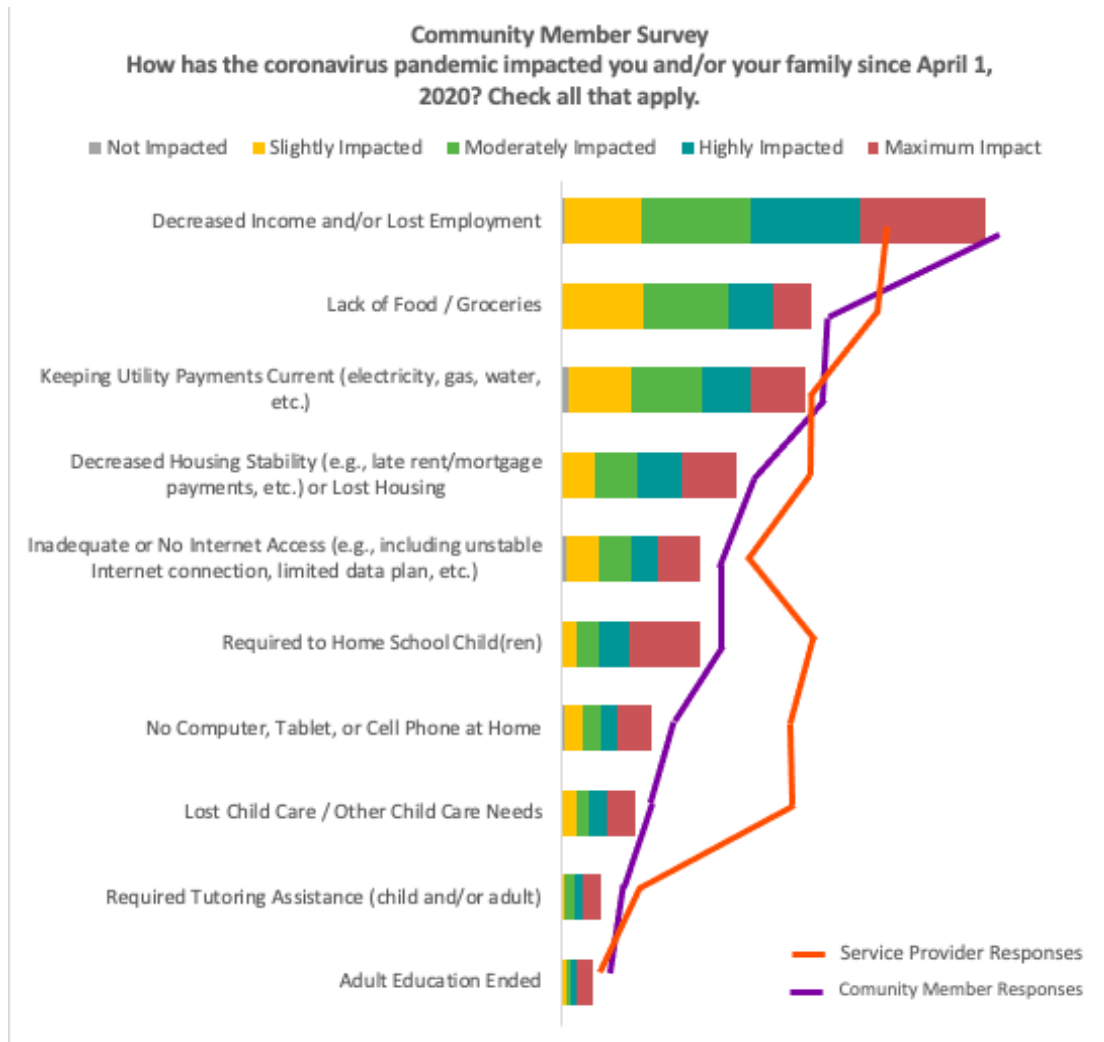


Figure 5.11

On average, service providers reported their clients are experiencing a greater impact from the coronavirus than respondents of the *Coronavirus Community Member Survey* reported. This trend could be attributed to a discrepancy between survey populations – in that the respondents of the *Coronavirus Community Member Survey* do not represent the clientele of service providers.

- 28% of respondents of the *Coronavirus Community Member Survey* reported receiving or applying for some type of public assistance, while all service providers reported their clients have accessed some type of assistance. Community members that seek out public services may be more adversely impacted by the pandemic, in comparison to the respondents who report seeking no public assistance.
- 18% of respondents of the *Coronavirus Community Member Survey* reported having children in the household, which may explain the much greater impact on “Required to Homeschool Child(ren),” “No Computer, Tablet, or Cell Phone at Home,” and “Lost Childcare / Other Childcare Needs” that was reported by service providers.

In comparing results from both surveys, data indicates the needs of low-income residents of Billings closely resemble the clients who are being served by service providers. Service provider respondent data show the greatest impacts as revolving around the basic needs of income/employment, shelter, and food. Survey response data also indicates that the ability to provide remote services to their clients is a commonplace issue within local agencies.

- The greatest need amongst service providers was “Client Teleservice Access”
- Nearly half of the responding service providers reported having limited access to “Employee Telework Capacity”
- 54% of service providers have the “Ability to Provide Virtual Services to Clients”
- 36% of service providers report their clientele have reliable internet access

With the *Coronavirus Community Member Survey*, 28% (409) of the respondents reported having unmet needs regarding “Reliable Internet.” According to US census data, 82% of households in Billings had a broadband internet connection through 2018.²¹ However, according to analytics from both surveys, service providers may not be consistently able to provide virtual services and/or community members are not able to access them. This could be due to a lack of reliable internet connections, broadband internet network, organizational capacity for virtual services, community members’ lack of computers/tablets/cell phones, or other issues.

Problems Encountered – Reasons for Uncertainty

Limitations

There have been several limitations to the study. The ability to retrieve feedback from residents without a home or the population of transient workers was difficult as they never received a water bill with the enclosed *Coronavirus Community Member Survey*. Also, the survey's return envelope was not outfitted with return postage, potentially eliminating responses from households who were unable to provide their own postage. The above limitations may have hindered the ability to gain insight into the experiences of residents who may be most adversely affected by the pandemic. Additionally, some organizations and businesses that served vulnerable populations were unable or unwilling to join in our efforts to distribute surveys to their clients. Consequently, the voices of some low-income populations may have gone unheard and their feedback is not represented in the survey results.

Ambiguity of Survey Questions

The *Coronavirus Community Member Survey* resulted in a 10% response rate, thus meeting the intention of gathering data from a wide-ranging and representative subsection of the Billings community. Even so, the data cannot be wholly conclusive, in that there may be an ambiguity to survey questions that yielded unclear or inconclusive data. Survey questions often asked respondents the degree to which a question is applicable to them, without giving respondents the option of a "Not Applicable" or "Other" category. Without these options, respondents may not have completely identified with an answer choice, thus leaving that question blank or choosing an ill-fitting answer that differed from their actual experience. For example, in response "To what degree do you have a support system in each of the following areas?" (See *page 20*), respondents without children may have been inclined to fill in "No Support," rather than "All Support Needs Met." Similarly, on the question that asks respondents to "Please provide the degree to which you and your family have CURRENT access to the following resources.," respondents who do not require "Translation Services" may have chosen they have "No Access," when in reality, they may have all the access their situation requires and "Have All We/I Need" may have been more applicable (See *page 16*).

There is potential ambiguity in the data involving questions asking respondents to identify their use of public assistance since it cannot be concluded whether or not respondents applied strictly before April 1, 2020, strictly after April 1, 2020, or both. In some scenarios, respondents would report applying for the same forms of public assistance before and after April 1, 2020.

Also, some respondents would indicate that they had not applied for public assistance, but then would check, circle, or write in public assistance they had applied for, rather than selecting the appropriate assistance or the “Other” category.

Discrepancies between the paper survey and the online version resulted in the withholding of reported data analytics from the question, “How has the coronavirus pandemic impacted you and/or your family since April 1, 2020? Check all that apply.” The online version of the survey gave respondents the option of rating their impact regarding “Understanding and/or implementing safety recommendations (handwashing, cleaning, food handling, mask wearing, testing, etc.)” while the paper survey did not give this option.

Sociopolitical Influence on Survey Results

The survey data collected from these surveys may have been influenced in part by the sociopolitical climate during the time of distribution and collection. Beyond the fact that this community assessment was carried out so close to an national election, the virus and its subsequent mandates are widely thought to have been over-politized by the American public, health officials, and legislators.^{25,26} This is reflected in the large volume of political commentary found in respondent feedback, reflecting views that go beyond the topic of COVID-19 and into the political realm. Political commentary was the second most referenced topic in the question, “What do you believe is the Billings community's greatest need related to the coronavirus pandemic?” and the most referenced topic to the prompt, “Is there anything else you would like to say regarding coronavirus impact(s) or how the Billings community should respond?” (See pages 33-35). It is possible the majority of survey respondents identify with political ideals that reflect the seriousness of the pandemic, prompting their participation, while other members of the community, who do not find the pandemic to be as serious, would have chosen not to participate. Because of the politicization of the virus itself, it cannot be concluded that survey responses were collected from an absolutely representative sample of the Billings community.

CONCLUSIONS AND FUTURE DIRECTION

The COVID-19 pandemic has adversely affected millions of people worldwide and hundreds of thousands in our country. As the number of cases continues to rise in Yellowstone County, the results from this community assessment may be used to more effectively guide the response to community needs. Survey data and feedback from 1,464 low-income individuals/households and 26 service providers are summarized and displayed throughout this report. This data and information is intended to be used to inform recommendations on the use of CDBG-CV funding allocations to the City of Billings to prepare for, prevent, and respond to the COVID-19 pandemic. Given the feedback provided by community members and service providers, it is recommended that CDBG-CV funds be used to address the following basic needs and service gaps:

Social Service Agency Identified Needs

- Increase the capacity to provide virtual services to clients (very high need).
- Increase telework capacity to enable agency employees to work from home (high need).
- Enhance the ability of facilities to support social distancing (moderate need).

Community Identified Needs

- Create job opportunities
- Increase food security
- Increase access to utility payment assistance
- Increase computer and internet access
- Increase access to mental health care services
- Expand housing options

Data trends suggest low-income Billings residents are unaware of the resources available to them. It is therefore recommended that public awareness of employment opportunities and housing stability resources are developed for multiple mediums, going above and beyond outreach that requires technology and access to internet. It is also recommended that community infrastructure improvements and other options be pursued to increase access to online resources, services, and support.

Access to food and groceries may have been restricted due to fear of shopping, lack of available access, decreased income and more pandemic related causes. In light of the current situation, residents of Billings may require novel ways to access and acquire food. Therefore, data trends

suggest that new and innovative ways to address food security be implemented to assist in meeting the nutritional needs of residents.

The pandemic continues to transform almost all aspects of normalcy – resulting in profound experiences of loss, fear, stress, and isolation. Concurrent with survey results regarding stress levels and access to mental healthcare, mental health needs of the public should also be addressed and supported throughout Billings through increased access to care and innovative ways of attending to vulnerable residents.

Subsequent research in the form of a longitudinal study may be helpful to understand how the coronavirus pandemic continues to affect Billings' population. Additional studies could be designed to gather more representative data that reflects differing subsections of the Billings community – whether that be parents with school-aged children, the homeless, or the elderly. Limited data on successful interventions and preparative strategies is available because of the novelty of the pandemic, but research into the types of community response and their efficacy in the coming months may provide valuable insight into subsequent project efforts.

APPENDIX A

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<p>This section contains questions from the <i>Coronavirus Community Member Survey</i> and corresponding graphs of relevant data for all survey respondents, regardless of income status and reported place of residence. That is, respondent data included in this section does not exclusively pertain to low-income Billings residents, but rather all survey respondents. Separate appendices contain every comment from the <i>Coronavirus Community Member Survey</i> and <i>Service Provider Survey</i> and can be viewed upon request. Contact the City of Billings Community Development Division for copies of the additional appendices.</p>	
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Coronavirus Survey



Background: The City of Billings will receive Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to support individuals and families in Billings. Activities must exclusively support coronavirus and other infectious disease response, primarily benefit low-income individuals and families, and not duplicate local, state, or federal service or support. This survey was designed to gather data to help determine priorities before allocating funding for a coordinated coronavirus / infectious disease response within the Billings community.

Please complete this survey by September 30, 2020.

You may either complete this paper survey and return it via US mail, complete the survey online at <https://www.surveymonkey.com/r/COB-Coronavirus-Survey> or by clicking the survey link at www.Billingsmt.gov/comdev, or scan the QR code at right to complete the online survey on a smartphone or tablet. If you need assistance, please contact the City of Billings Community Development Division at (406) 657-8284.



1. How has the coronavirus pandemic impacted you and/or your family since <u>April 1, 2020</u> , and to what degree? Check all that apply.						
For each impact checked below, provide the level you and/or your family were/are impacted (0=Not Impacted; 1=Slightly Impacted; 2=Moderately Impacted; 3=Highly Impacted; 4=Maximum Impact)	Level of Impact					
	0	1	2	3	4	
<input type="checkbox"/> Decreased Income If yes, job title or job type _____						
<input type="checkbox"/> Loss of Employment If yes, job title or job type _____						
<input type="checkbox"/> Decreased Housing Stability (e.g., late rent/mortgage payments, etc.) If yes, are you a: <input type="checkbox"/> Homeowner or <input type="checkbox"/> Renter						
<input type="checkbox"/> Lost Housing If yes, were you a: <input type="checkbox"/> Homeowner or <input type="checkbox"/> Renter						
<input type="checkbox"/> Keeping Utility Payments Current (e.g., electricity, gas, water, etc.)						
<input type="checkbox"/> Lack of Food / Groceries						
<input type="checkbox"/> Lost Child Care / Other Child Care Needs						
<input type="checkbox"/> Required to Home School Children						
<input type="checkbox"/> Required Tutoring Assistance (child or adult)						
<input type="checkbox"/> Adult Education Ended						
<input type="checkbox"/> Inadequate or No Internet Access (e.g., no Internet connection, unstable Internet connection, limited data plan, etc.)						
<input type="checkbox"/> No Home Computer, Tablet, or Cell Phone						
<input type="checkbox"/> Other _____						
2. To what degree do you have a support system for each of the following areas?						
For each area below, provide the degree to which you have a support system in place (0=No Support; 2=Minimal Support; 2=Some Support; 3=Good, but not enough Support; 4=Very Good Support; 5=All My Support Needs are Met)	Level of Impact					
	0	1	2	3	4	5
To help you in case of an emergency						
To help with daily activities						
To help you with your children						
To help you take a break						

Other _____					
3. How would you rate your stress level as a result of the coronavirus pandemic?	Lower	Higher	Same		
Is your stress lower, higher or about the same (as is typical for you)?					
4. Do you know about the following resources available through the State of Montana?					
More information available at: https://commerce.mt.gov/Montana-Coronavirus-Relief , https://www.covidreliefmt.org/submit , and https://dphhs.mt.gov/aboutus/news/2020/bullockannouncesgrants					
For each item below, provide the degree to which you are aware of the following resources (0=No Knowledge; 1=Some Knowledge; 2=Using the Resource/Grant)	Degree of Awareness				
	0	1	2		
Emergency Housing Assistance Program					
Stay Connected Grant					
Food Bank and Food Pantry Assistance					
Rental Housing Programs					
Affordable Apartment Search (http://mthousingsearch.com/)					
Telework Assistance Grant					
Other _____					
5. Please provide the degree to which you and your family have <u>CURRENT</u> access to the following resources.					
0=Have None; 1=Minimal Access; 2=Moderate Access; 3=More, but not enough; 4=Have All I/We Need	Degree of Current Access				
	0	1	2	3	4
Hand Soap					
Face Mask(s)					
Hand Sanitizer					
Disinfecting / Sanitizing Wipes					
Health Care					
Mental Health Care					
Transportation					
Reliable Home Internet Access					
Translation Services					
Other (please specify resource and current access level): _____					
6. Did anyone in your household, receive public assistance <u>BEFORE</u> to April 1, 2020?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please check all the public assistance you, or anyone in your household, received PRIOR to April 1, 2020					
<input type="checkbox"/> Did not receive public assistance <input type="checkbox"/> Unemployment <input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP) <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) <input type="checkbox"/> Social Security Disability (SSDI) <input type="checkbox"/> Supplemental Social Security (SSI) <input type="checkbox"/> Health Insurance Assistance (Medicaid, Medicare)					



- Food Pantry / Food Bank
- Utility Assistance (e.g., electricity, gas, water, etc.)
- Veterans Benefits
- Other Assistance (please list): _____
- Prefer not to answer

7. Did you or anyone in your household apply for public assistance AFTER April 1, 2020? If yes, what is the status of your application?

Yes No

If yes, please check all the public assistance you, or anyone in your household, applied for **AFTER** to April 1, 2020, and indicate the current status of each application.

- | | | | |
|---|-----------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> Did not apply for public assistance | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Unemployment | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Supplemental Nutrition Assistance Program (SNAP) | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Temporary Assistance for Needy Families (TANF) | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Social Security Disability (SSDI) | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Supplemental Social Security (SSI) | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Health Insurance Assistance (Medicaid, Medicare) | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Food Pantry / Food Bank | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Utility Assistance (e.g., electricity, gas, water, etc.) | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Veterans Benefits | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Other Assistance (please list): _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| _____ | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | <input type="checkbox"/> Pending |
| <input type="checkbox"/> Prefer not to answer | | | |

8. CURRENT Household Members:

Mark an "X" under the number of **CURRENT** household members in each category below.

	0	1	2	3	4	5	6	7	8	8+
TOTAL Number of people living in your household										
# Household members under the age of 18										
# Household members age 62 or older										
# Disabled household members										
# Vulnerable household members (e.g., impaired immune system)										

9. Did your household makeup change AFTER April 1, 2020?:

Yes No

10. If your household makeup changed AFTER April 1, 2020, how did it change? (e.g., increased or decreased total household members, # under 18, # 62 or older, # disabled, # vulnerable, etc.)

11. Please share the race / ethnicity with which you and your household members identify.

Select all that apply, fill in the total number in each race, and note how many of each are Hispanic or Latino.

White	How many? _____	How many Hispanic or Latino? _____
Black or African American	How many? _____	How many Hispanic or Latino? _____
American Indian or Alaska Native	How many? _____	How many Hispanic or Latino? _____



Asian alone	How many? _____	How many Hispanic or Latino? _____			
Native Hawaiian and Other Pacific Islander	How many? _____	How many Hispanic or Latino? _____			
Two or more races	How many? _____	How many Hispanic or Latino? _____			
Other _____	How many? _____	How many Hispanic or Latino? _____			
Other _____	How many? _____	How many Hispanic or Latino? _____			
12. Are you a single head of household? Defined as a single individual in one family setting who provides actual support and maintenance to one or more individuals who are related to him or her through adoption, blood, or marriage.		<input type="checkbox"/> Yes <input type="checkbox"/> No			
13. Are you, or any member of your household, a veteran or active duty military?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
14. Please check the box next to your household's current gross income status according to the table below. DIRECTIONS: Calculate your household's combined gross income (before taxes are withheld), including all household members over the age of 18. Determine which column your household income falls within (Extremely Low, Very Low, Moderate-60%, Moderate-80%, or Not Low Income). If you are between columns, choose the higher column. Then check the corresponding box at right <input type="checkbox"/>		<input type="checkbox"/> Extremely Low <input type="checkbox"/> Very Low <input type="checkbox"/> Moderate-60% <input type="checkbox"/> Moderate-80% <input type="checkbox"/> Not Low Income			
Household Size (# Household Members)	Extremely Low	Very Low	Moderate - 60%	Moderate - 80%	Not Low Income
1	\$16,100	\$26,850	\$32,220	\$42,950	\$42,951+
2	\$18,400	\$30,650	\$36,780	\$49,050	\$49,050+
3	\$20,700	\$34,500	\$41,400	\$55,200	\$55,200+
4	\$23,00	\$38,300	\$45,960	\$61,300	\$61,300+
5	\$24,850	\$41,400	\$49,680	\$66,250	\$66,250+
6	\$26,700	\$44,450	\$53,340	\$71,150	\$71,150+
7	\$28,550	\$47,500	\$57,000	\$76,050	\$76,050+
8	\$30,400	\$50,600	\$60,720	\$80,950	\$80,950
15. Do you reside within the Billings city limits?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
16. What is your household's greatest need relative to the coronavirus pandemic?					
17. What do you believe is the community's greatest need related to the coronavirus pandemic?					
18. Is there anything else you would like to say regarding coronavirus / infectious disease impact(s)?					

Thank you for responding to this survey. The information you have provided will be used to help us identify community coronavirus / infectious disease response priorities before allocating funding for a coordinated coronavirus / infectious disease response within the Billings community. Please mail this completed survey to:

Survey Response
Community Development Division
2825 3rd Ave. N, Suite 610
Billings, MT 59101



Service Providers Survey



Background: The City of Billings will receive Coronavirus Aid, Relief, and Economic Security (CARES) Act funding to support individuals and families in Billings. Activities must exclusively support coronavirus response, primarily benefit low-income individuals and families, and not duplicate local, state, or federal service or support. This survey was designed to gather data to help determine priorities before allocating funding for a coordinated coronavirus response within the Billings community.

Please complete this survey by September 30, 2020.

You may either complete this paper survey and return it by US mail, complete the survey online at <https://www.surveymonkey.com/r/COB-Provider-Survey>, by clicking the link at www.billingsmt.gov/comdev, or scan the QR code at right to complete the online survey on a smartphone or tablet. If you need assistance, please contact the City of Billings Community Development Division at (406) 657-8284.



1. How many clients, on average, does your organization serve each month? Check all that apply AND fill in the total number of clients served AND the number of those clients who are low-income.						
<input type="checkbox"/> Individuals	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> Families with Children	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> Veteran / Active Military	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> Elderly / Frail Elderly	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> Disabled	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> Addicted Persons	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> HIV / AIDS	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> Homeless	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> Survivors of Domestic Violence	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> Other _____	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> Other _____	Total # served per month _____	# of low-income served per month _____				
<input type="checkbox"/> Other _____	Total # served per month _____	# of low-income served per month _____				
2. Please select all the resources / services to which your AGENCY AND ITS STAFF / EMPLOYEES have CURRENT access. Check all that apply.						
For each resource / service checked below, provide the level at which your agency can provide to staff / employees with CURRENT resources . (0 = Have None; 1 = Minimal Provided; 2 = Moderately Provided; 3 = Can Meet Most Needs; 4 = Able to Meet All Needs)			Agency Degree of Access			
			0	1	2	3
<input type="checkbox"/> Face Masks						
<input type="checkbox"/> Hand Soap						
<input type="checkbox"/> Hand Sanitizer						
<input type="checkbox"/> Staff Training: Exposure Prevention						
<input type="checkbox"/> Cleaning Supplies, including Disinfecting/Sanitizing Wipes						
<input type="checkbox"/> Employee Telework Capacity						

<input type="checkbox"/> Ability to Provide Virtual Services to Clients					
<input type="checkbox"/> Facility Able to Support Social Distancing					
<input type="checkbox"/> Other _____					
<input type="checkbox"/> Other _____					
<input type="checkbox"/> Other _____					

3. Which of the following items / services do your *CLIENTS* have CURRENT access and to what degree do they have access? Check all that apply.

For each item checked below, provide the degree to which your <i>CLIENTS</i> have access (0 = No Access; 1 = Minimal Access; 2 = Moderate Access; 3 = More Access, But Not Enough; 4 = Full Access)	Degree of Client Access				
	0	1	2	3	4
<input type="checkbox"/> Face Masks					
<input type="checkbox"/> Hand Soap					
<input type="checkbox"/> Hand Sanitizer					
<input type="checkbox"/> Cleaning Supplies, including Disinfecting/Sanitizing Wipes					
<input type="checkbox"/> Health Care					
<input type="checkbox"/> Mental Health Care					
<input type="checkbox"/> Transportation					
<input type="checkbox"/> Reliable Internet Access					
<input type="checkbox"/> Translation Services					
<input type="checkbox"/> Other _____					
<input type="checkbox"/> Other _____					
<input type="checkbox"/> Other _____					

4. How has the coronavirus pandemic impacted your *CLIENTS* since April 1, 2020, and to what degree? Check all that apply.

For each impact checked below, provide the level at which your <i>CLIENTS</i> were/are impacted (0 = Not Impacted; 1 = Slightly Impacted; 2 = Moderately Impacted; 3 = Highly Impacted; 4 = Maximum Impact)	Degree Clients Impacted				
	0	1	2	3	4
<input type="checkbox"/> Our Clients Have NOT Been Impacted					
<input type="checkbox"/> Decreased Income					
<input type="checkbox"/> Loss of Employment					
<input type="checkbox"/> Decreased Housing Stability (i.e., late rent/mortgage payments, etc.)					
<input type="checkbox"/> Lost Housing					
<input type="checkbox"/> Keeping Utility Payments Current (e.g., electricity, gas, water, etc.)					
<input type="checkbox"/> Decreased Food Security (i.e., lack of food / groceries)					
<input type="checkbox"/> Lost Child Care / Other Child Care Needs					
<input type="checkbox"/> Required to Home School Child(ren)					
<input type="checkbox"/> Required Tutoring Assistance (adult and/or child)					
<input type="checkbox"/> Adult Education Ended					

<input type="checkbox"/> Inadequate or No Internet Access (e.g., no Internet connection, unstable Internet connection, limited data plan, etc.)					
<input type="checkbox"/> No Home Computer, Tablet, Cell Phone, etc.					
<input type="checkbox"/> Other _____					
<input type="checkbox"/> Other _____					
<input type="checkbox"/> Other _____					

5. Indicate your agency's awareness of the following resources / grant opportunities through the State of Montana More information available at: <https://commerce.mt.gov/Montana-Coronavirus-Relief>, <https://www.covidreliefmt.org/submit>, and <https://dphhs.mt.gov/aboutus/news/2020/bullockannouncesgrants>)

For each item below, provide the degree to which your organization is aware (1 = No Knowledge; 2 = Some Knowledge; 3 = Using the Resource / Grant)	Degree of Agency Awareness		
	1	2	3
Emergency Housing Assistance Program			
Public Health Grants			
Stay Connected Grants			
Food Bank and Food Pantry Assistance			
Social Services Nonprofit Grant			
Behavioral Health Grants			
School Funding for Pandemic Related Impacts			
Business Stabilization Grant			
Business Adaptability Grant			
Montana Innovation Grant Program			
Montana Agriculture Adaptability Program			
Other _____			
Other _____			

6. Please rank the following organizational needs as they relate to the coronavirus pandemic and your organization. (1 = Lowest Need; 10 = Greatest Need)

Rank	
	Staff Training
	Cleaning Supplies
	Personal Protective Equipment (PPE)
	Work From Home Resources
	Facility Supports Social Distancing
	Flexible Scheduling
	Client Teleservice Access to Services
	Other _____
	Other _____
	Other _____

7. Please share what you believe are our *COMMUNITY'S* greatest coronavirus response needs?

#1 Need:

#2 Need:

#3 Need:

#4 Need:

#5 Need:

Thank you for responding to this survey. The information you have provided will be used to help identify community coronavirus response priorities.

Please mail this completed survey to:

**Survey Response
Community Development Division
2825 3rd Ave. N, Suite 610
Billings, MT 59101**

Coronavirus Community Member Survey – All Respondent Analytics

Q1. How has the coronavirus pandemic impacted you and/or your family since April 1, 2020? Check all that apply.

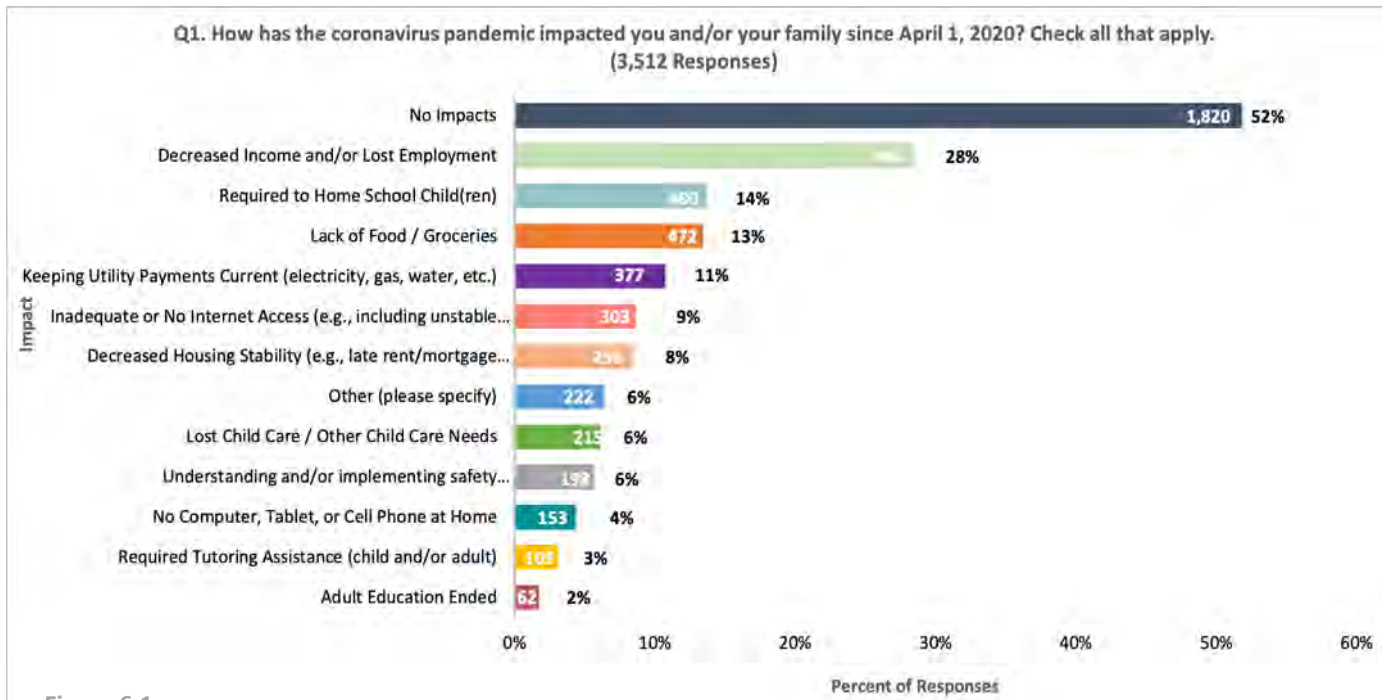


Figure 6.1

Q2. To what degree were/are you and or your family impacted by the following?

Q2. To what degree were/are you and or your family impacted by the following? (1,695 Respondents)						
	Not Impacted	Slightly Impacted	Moderately Impacted	Highly Impacted	Maximum Impact	Total Number of Respondents
Decreased Income and/or Lost Employment	10	260	290	236	194	990
Required to Home School Child(ren)	5	56	121	117	180	479
Lack of Food / Groceries	5	190	149	73	52	469
Keeping Utility Payments Current (electricity, gas, water, etc.)	17	105	115	67	73	377
Inadequate or No Internet Access (e.g., including unstable Internet connection, limited data plan, etc.)	10	87	91	47	65	300
Decreased Housing Stability (e.g., late rent/mortgage payments, etc.) or Lost Housing	6	72	79	65	74	296
Lost Child Care / Other Child Care Needs	5	37	55	59	58	214
Understanding and/or implementing safety recommendations (handwashing, cleaning, food handling, mask wearing, testing, etc.)	5	56	63	49	22	195
No Computer, Tablet, or Cell Phone at Home	8	40	32	26	47	153
Required Tutoring Assistance (child and/or adult)	0	21	30	21	36	108
Other (please specify impact type and level of impact)						96
Adult Education Ended	2	12	12	10	26	62

Figure 6.2

Q3. If you lost income, or lost your job, what is/was your job title or job type?

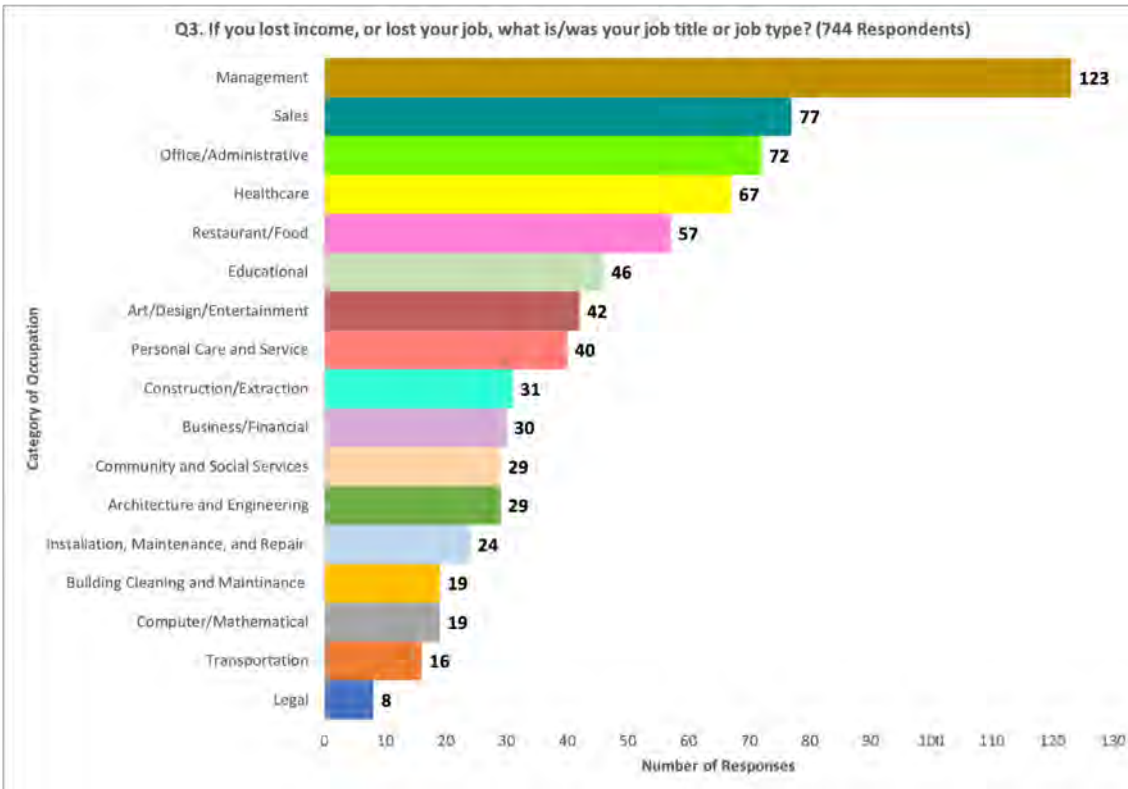


Figure 6.3

Q4. If you lost housing, or experienced decreased housing stability (late rent or mortgage payments), are you a: homeowner, renter, does not apply to me or my family.

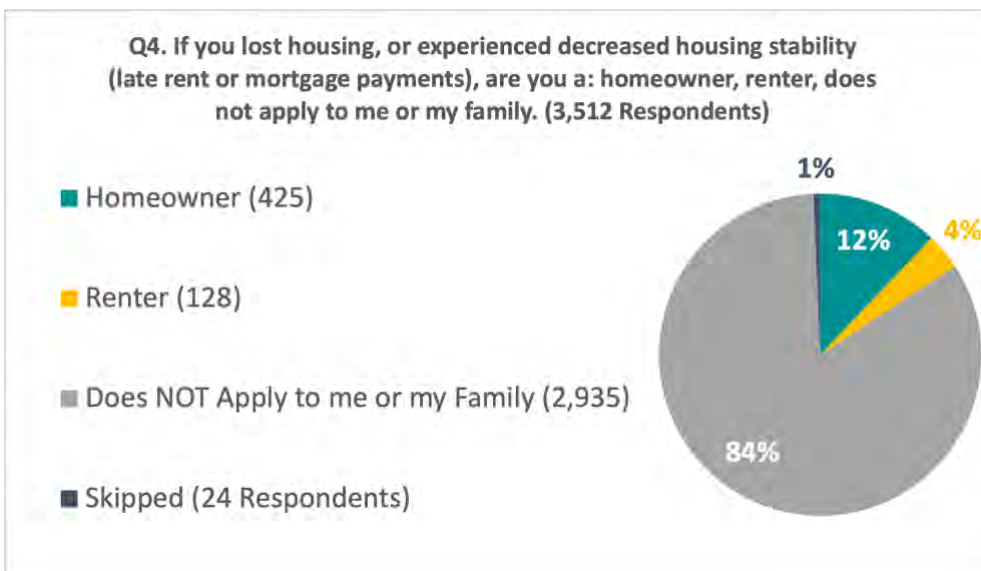


Figure 6.4

Q5. To what degree do you have a support system in each of the following areas?

Q5. To what degree do you have a support system in each of the following areas? (3,473 Respondents)															
	No Support		Minimal Support		Some Support		Good, Not Enough		Very Good Support		All Needs Met		No Response		Total # of Respondents
Take a Break	757	22%	231	7%	237	7%	217	6%	393	11%	1153	33%	485	14%	2,988
Children	787	23%	141	4%	135	4%	123	4%	271	8%	1013	29%	1003	29%	2,470
Daily Activities	600	17%	277	8%	313	9%	269	8%	564	16%	1318	38%	132	4%	3,341
Emergency	382	11%	237	7%	384	11%	341	10%	719	21%	1397	40%	13	0%	3,460

Figure 6.5

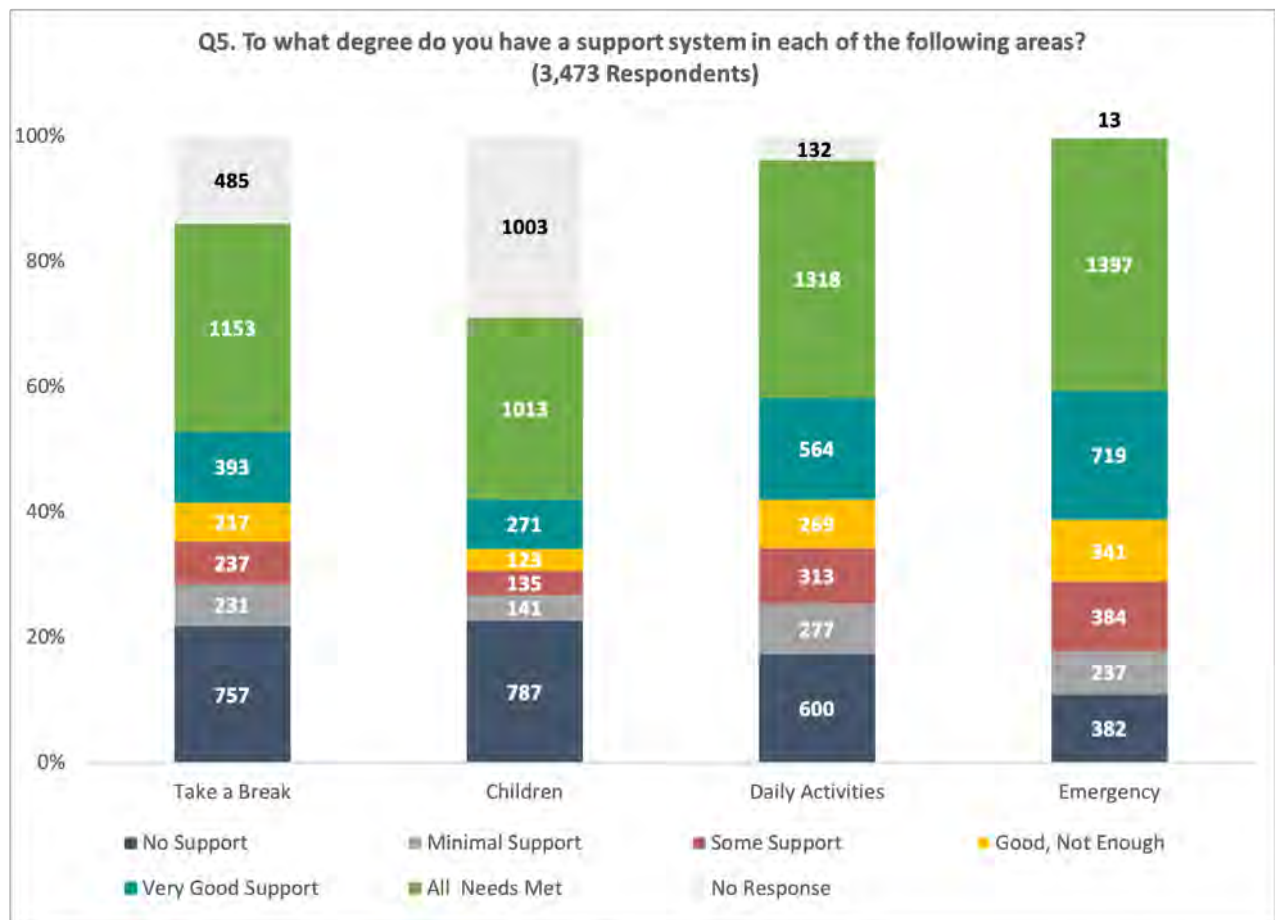


Figure 6.6

Q6. How would you rate your stress level as a result of the coronavirus pandemic?

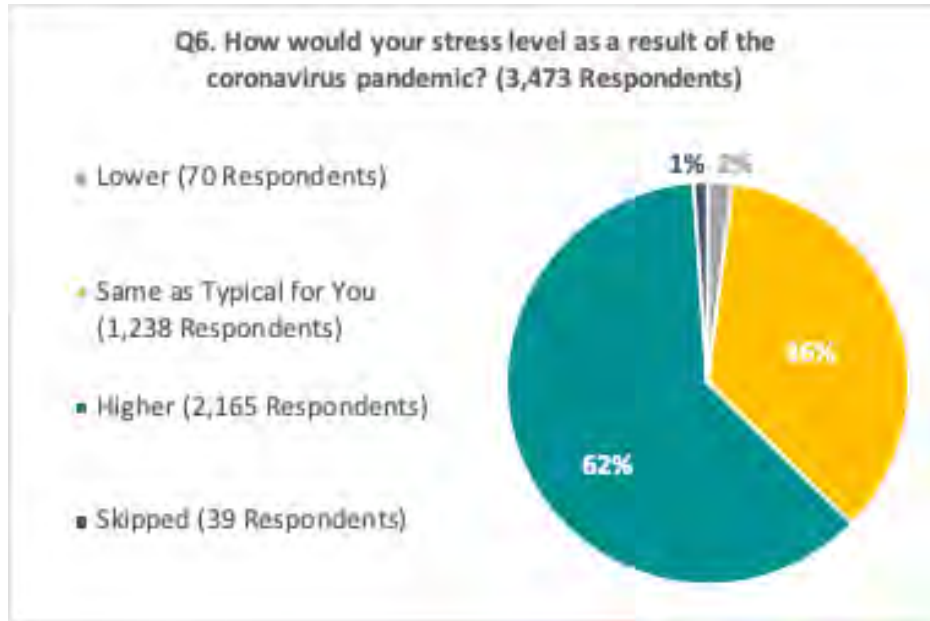


Figure 6.7

Q7. How aware are you of the following resources available through the State of Montana?

Q7. How aware are you of the following resources available through the State of Montana?									
	No Knowledge		Some Knowledge		Using the Resource		No Response		Total # of Responses
Telework Assistance Grant	81%	2,711	16%	538	3%	89	4%	124	3,338
Stay Connected Grant	79%	2,661	18%	623	3%	103	2%	75	3,387
Affordable Apartment Search	73%	2,446	23%	761	4%	132	4%	123	3,339
Rental Housing Programs	62%	2,085	33%	1,073	6%	190	3%	114	3,348
Emergency Housing Assistance Program	57%	1,974	37%	1,284	5%	181	1%	23	3,439
Food Bank and Food Pantry Assistance	32%	1,098	54%	1,846	14%	466	2%	52	3,410

Figure 6.8

Q8. Please provide the degree to which you and your family have CURRENT access to the following resources.

Q8. Please provide the degree to which you and your family have CURRENT access to the following resources.													
	Have None		Minimal Access		Moderate Access		More, but not enough		Have All I/We Need		No Response		Total
Disinfecting / Sanitizing Wipes	234	7%	297	9%	338	10%	364	11%	2192	63%	29	1%	3425
Mental Health Care	264	8%	150	4%	222	6%	243	7%	2437	71%	138	4%	3316
Translation Services	702	20%	26	1%	53	2%	36	1%	1719	50%	918	27%	2536
Hand Sanitizer	98	3%	133	4%	230	7%	297	9%	2676	77%	20	1%	3434
Reliable Internet Access	203	6%	72	2%	149	4%	227	7%	2724	79%	79	2%	3375
Health Care	81	2%	75	2%	178	5%	273	8%	2811	81%	36	1%	3418
Face Mask(s)	71	2%	93	3%	163	5%	240	7%	2865	83%	22	1%	3432
Hand Soap	47	1%	44	1%	134	4%	173	5%	3056	88%	0	0%	3454
Transportation	74	2%	54	2%	120	3%	129	4%	3033	88%	44	1%	3410
Other (please specify resource and current access level)													44

Figure 6.9

Q9. Did you, or anyone in your household, receive public assistance BEFORE April 1, 2020? Check all that apply

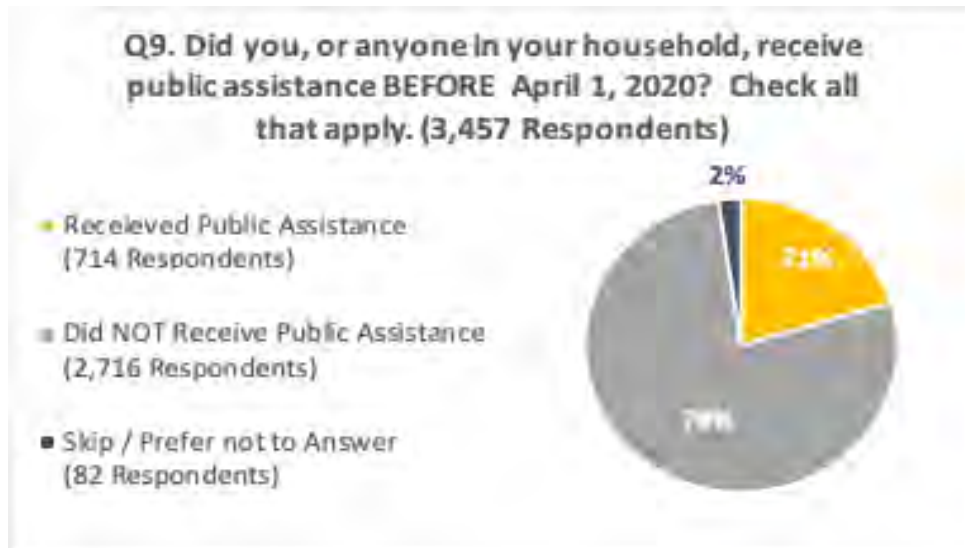


Figure 6.10

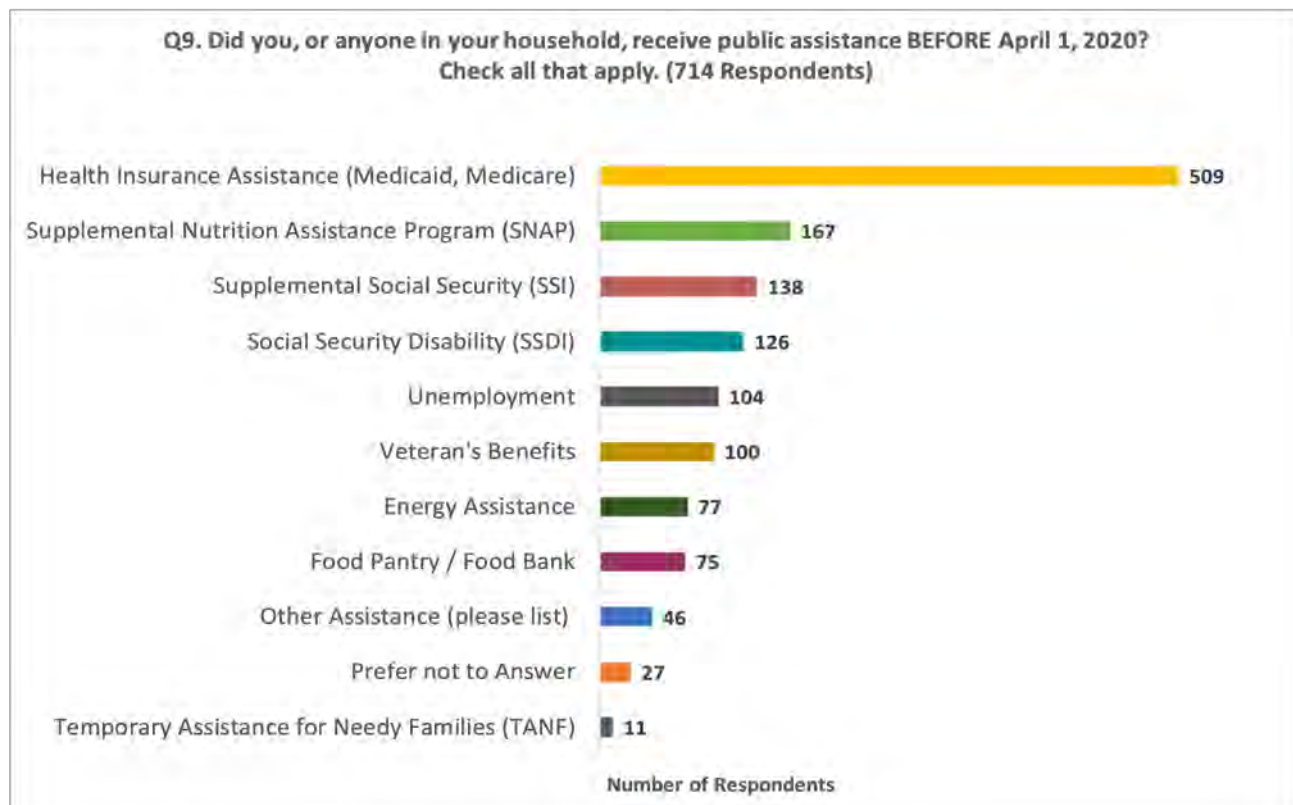


Figure 6.11

Q10. Did you, or anyone in your household, apply for public assistance AFTER April 1, 2020?

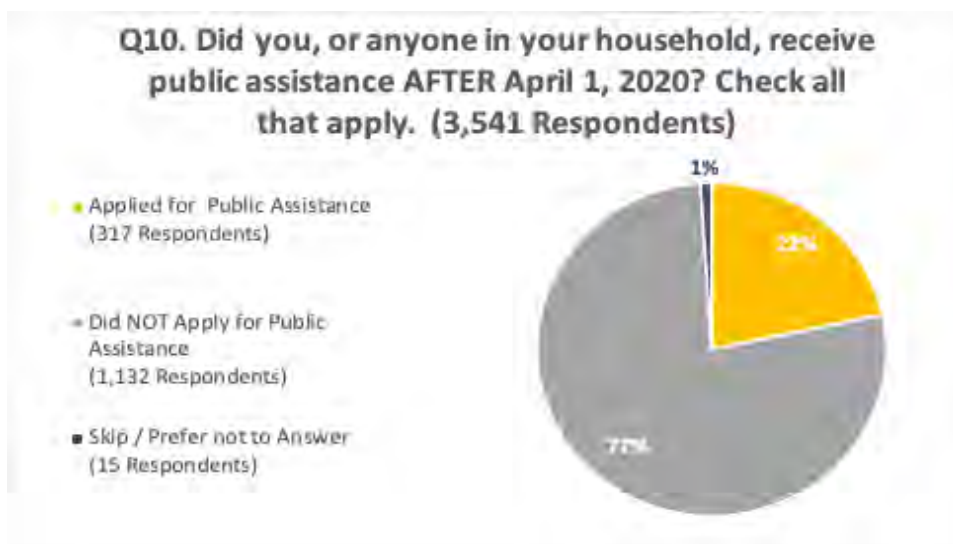


Figure 6.12

Q10. Did you, or anyone in your household, apply for public assistance AFTER April 1, 2020? (487 Respondents)

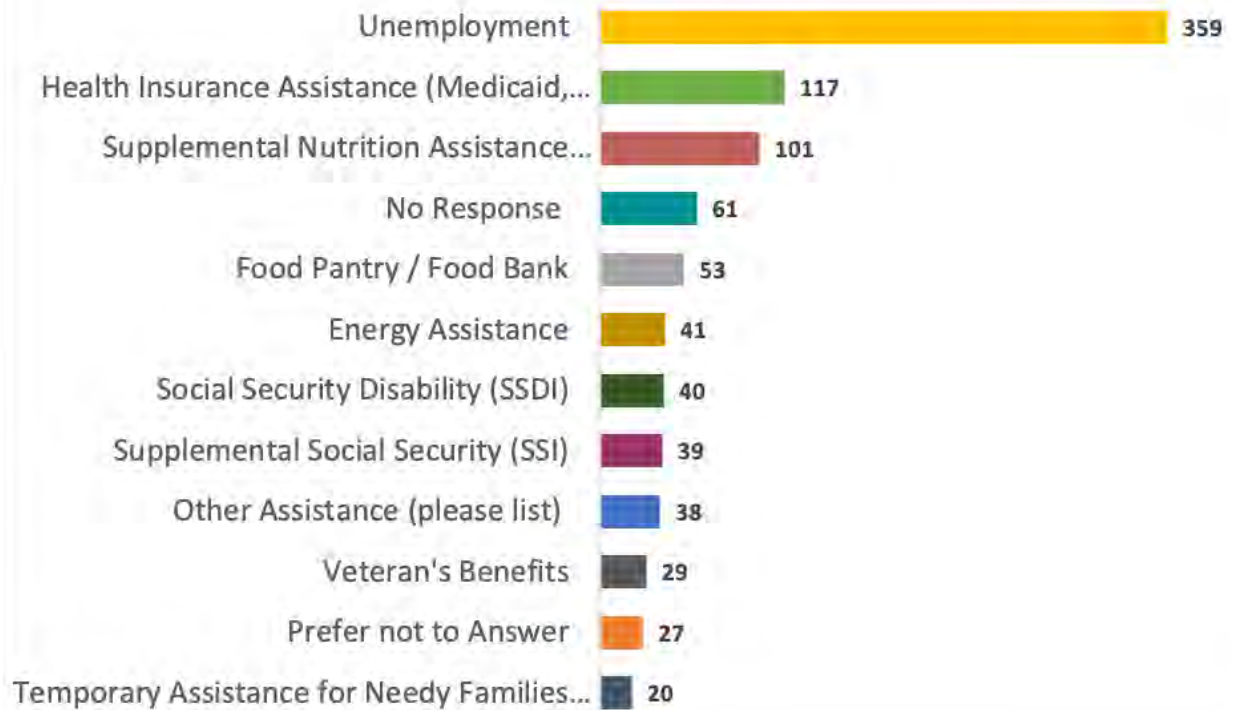


Figure 6.13

Q9/Q10. Comparison of Public Assistance Use

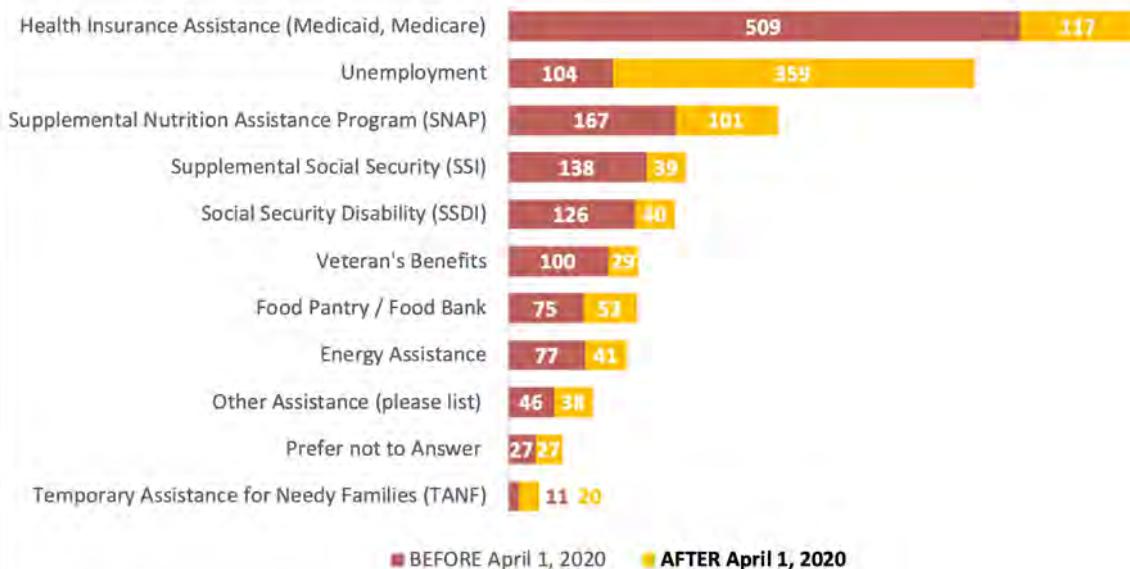


Figure 6.14

Q11. What is the current status of your application(s)?

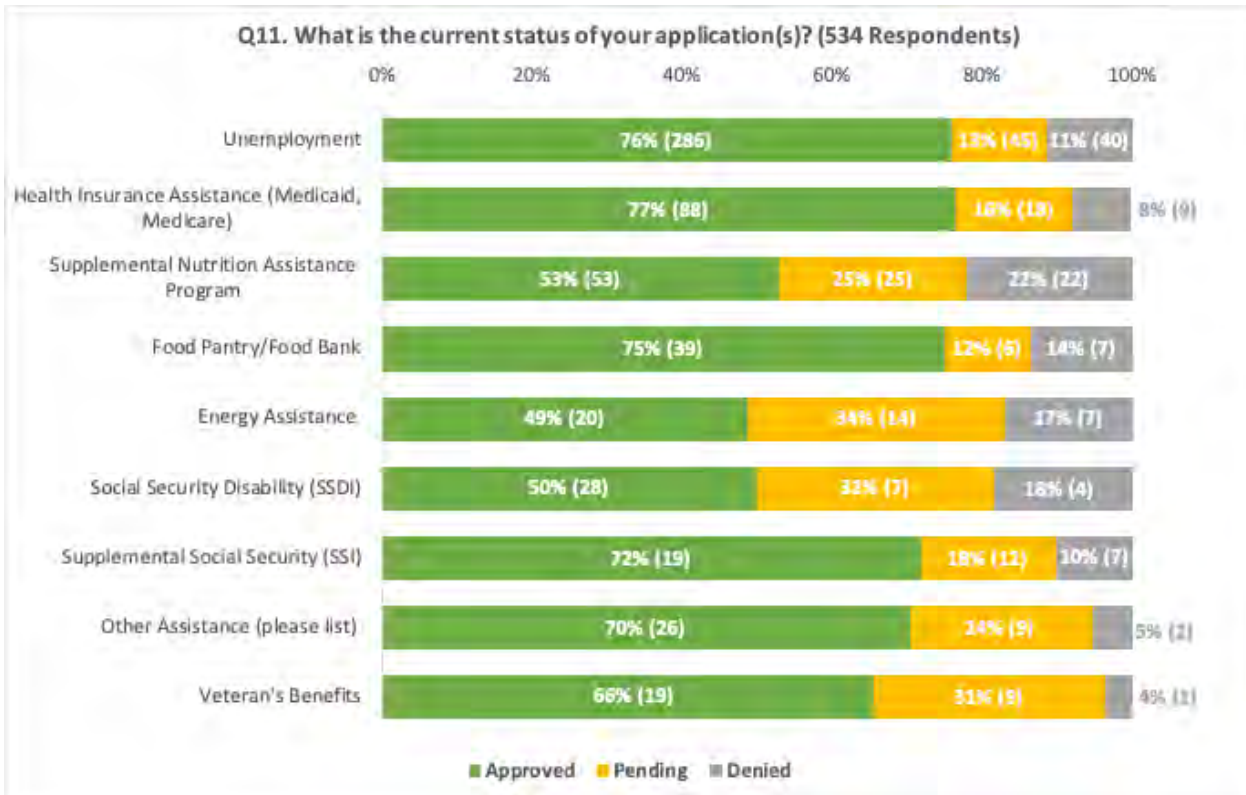


Figure 6.15

Q12. Please share the following information about CURRENT household members.

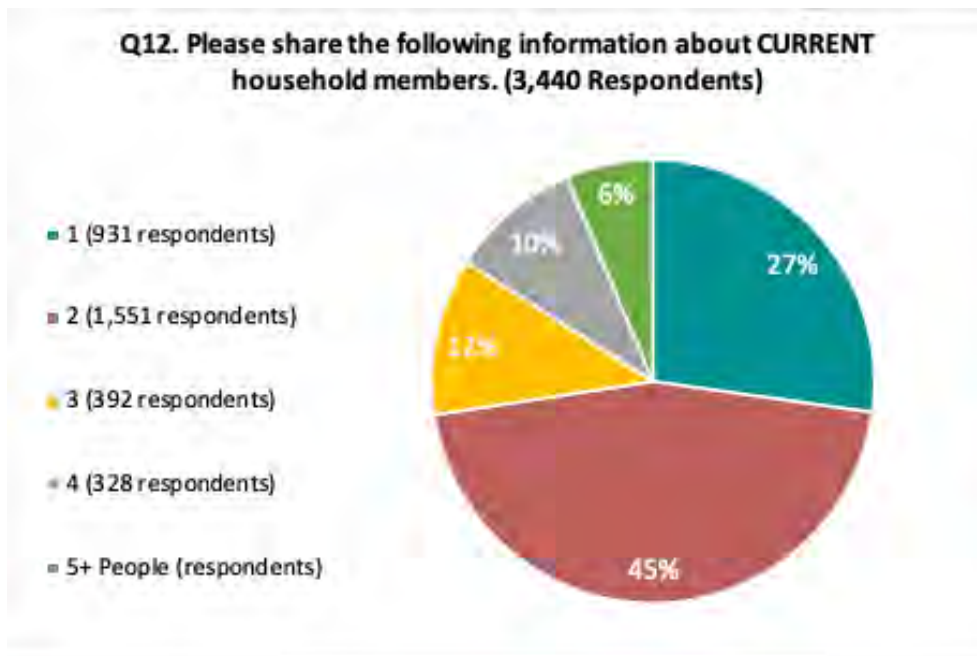


Figure 6.16

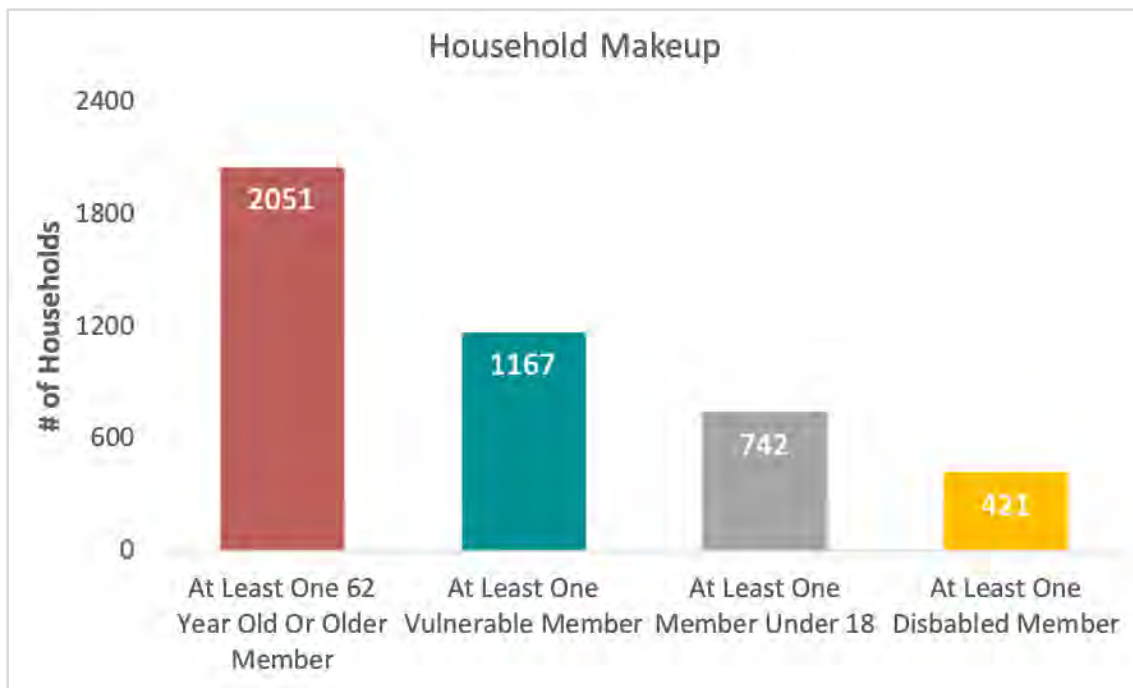


Figure 6.17

Q13. Did your total household members, or household makeup, change AFTER April 1, 2020?

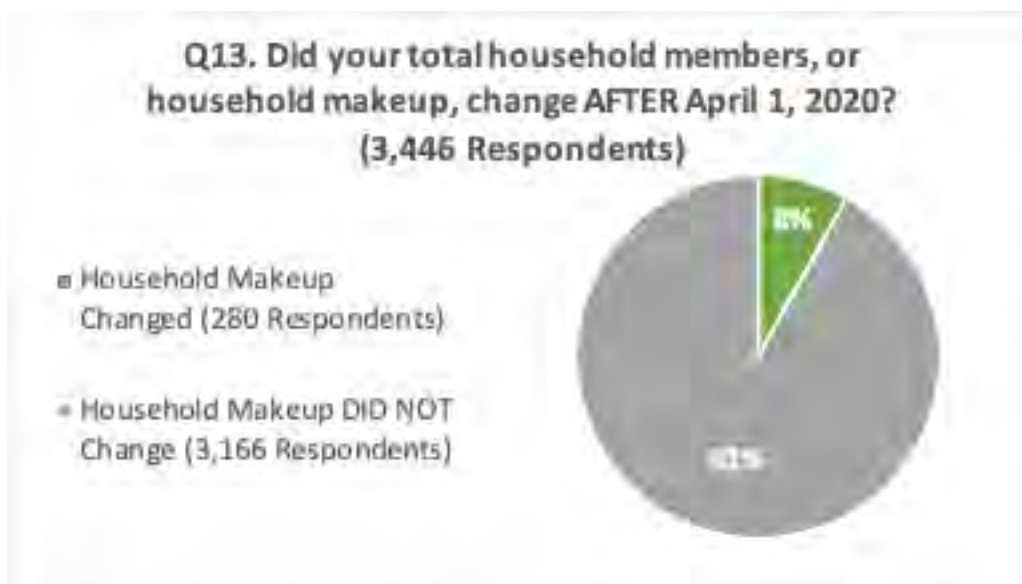


Figure 6.18

Q14. Please share the race / ethnicity with which you and your household members identify. Please select the number of household members in each race(s) line AND select yes or no within the Hispanic or Latino column.

Q14. Please share the race / ethnicity with which you and your household members identify. Please select the number of household members in each race(s) line. (3,404 respondents)													
	1	2	3	4	5	6	7	8	8+	Total References		Total People	
White	967	1,436	354	288	103	48	12	2	1	3,211	91%	6,965	92%
Black or African American	19	7	3	1	1	1	0	0	0	32	1%	57	1%
American Indian or Alaska Native	78	19	15	7	5	2	1	2	1	130	4%	258	3%
Asian Alone	16	7	3	1	1	0	0	0	0	28	1%	48	1%
Native Hawaiian and Other Pacific Islander	7	3	2	1	0	0	0	0	1	14	0%	32	0%
Two or more races	42	26	6	7	5	2	0	0	2	90	3%	196	3%
Other										41	1%		1%
Total										3,546		7,555	

Figure 6.19

Q14. Number of Respondents Indicating Hispanic / Latino		
	Hispanic / Latino	
White	90	3%
Black or African American	3	9%
American Indian or Alaska Native	14	11%
Asian Alone	6	21%
Native Hawaiian and Other Pacific Islander	6	43%
Two or more races	22	24%

Figure 6.20

Q15. Are you a single head of household? Defined as a single individual in one family setting who provides actual support and maintenance to one or more individuals who are related to him or her through adoption, blood, or marriage.

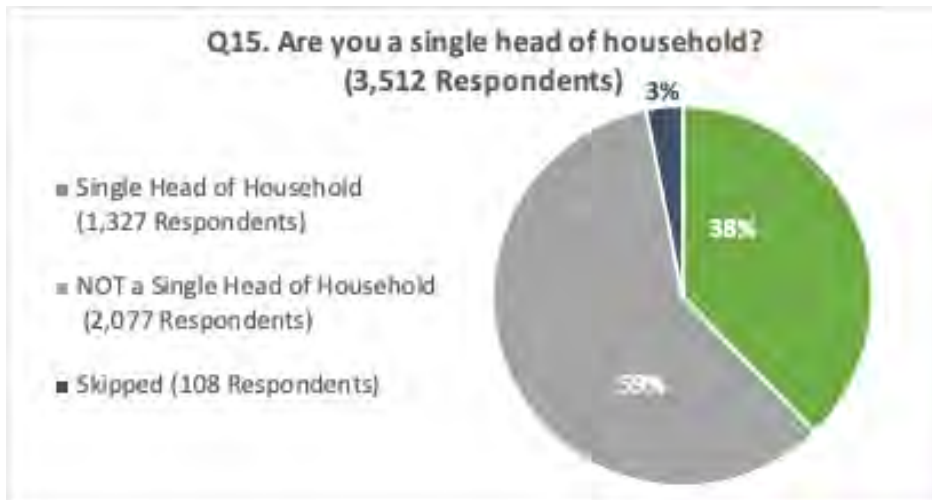


Figure 6.21

Q16. Are you, or any member of your household, a veteran or active duty military?

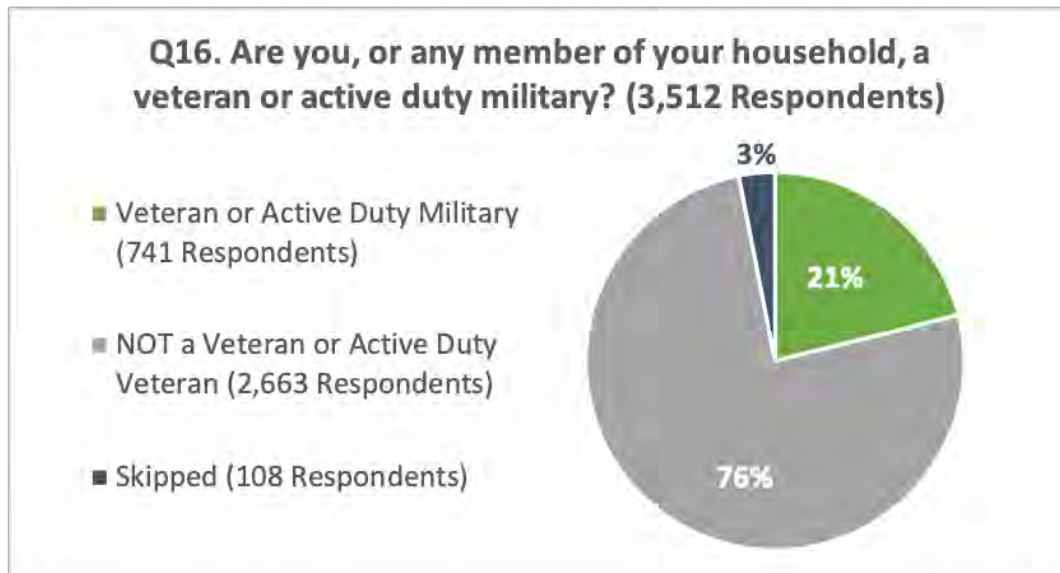


Figure 6.22

Q17. What is your income level? See chart and instructions.

Household Size (# household members)	Extremely Low	Very Low	Moderate – 60%	Moderate – 80%	Not Low Income
1	\$16,100	\$26,850	\$32,220	\$42,950	\$42,951+
2	\$18,400	\$30,650	\$36,780	\$49,050	\$49,051+
3	\$20,700	\$34,500	\$41,400	\$55,200	\$55,201+
4	\$23,000	\$38,300	\$45,960	\$61,300	\$61,301+
5	\$24,850	\$41,400	\$49,680	\$66,250	\$66,251+
6	\$26,700	\$44,450	\$53,340	\$71,150	\$71,151+
7	\$28,550	\$47,500	\$57,000	\$76,050	\$76,051+
8	\$30,400	\$50,600	\$60,720	\$80,950	\$80,951+

Figure 6.23

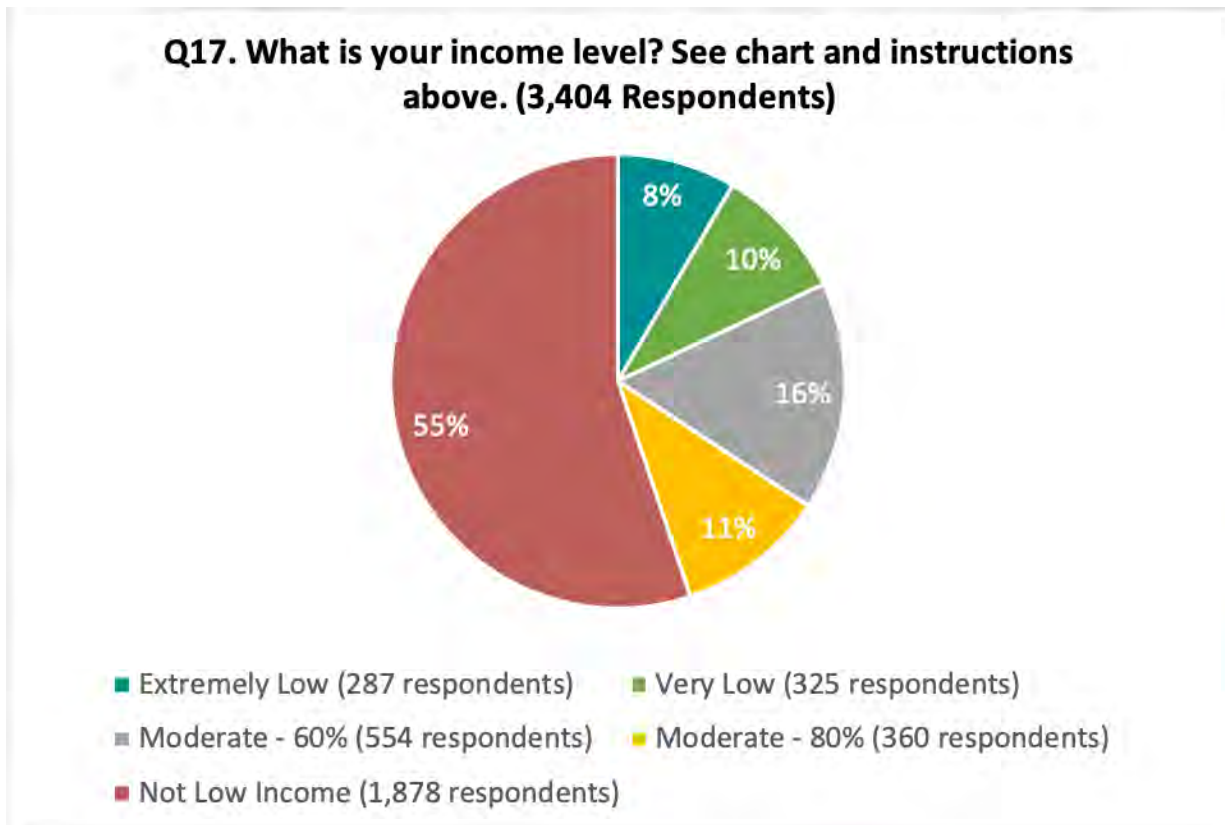


Figure 6.24

**Q17. What is your income level? See chart and instructions above.
(3,404 Responses)**

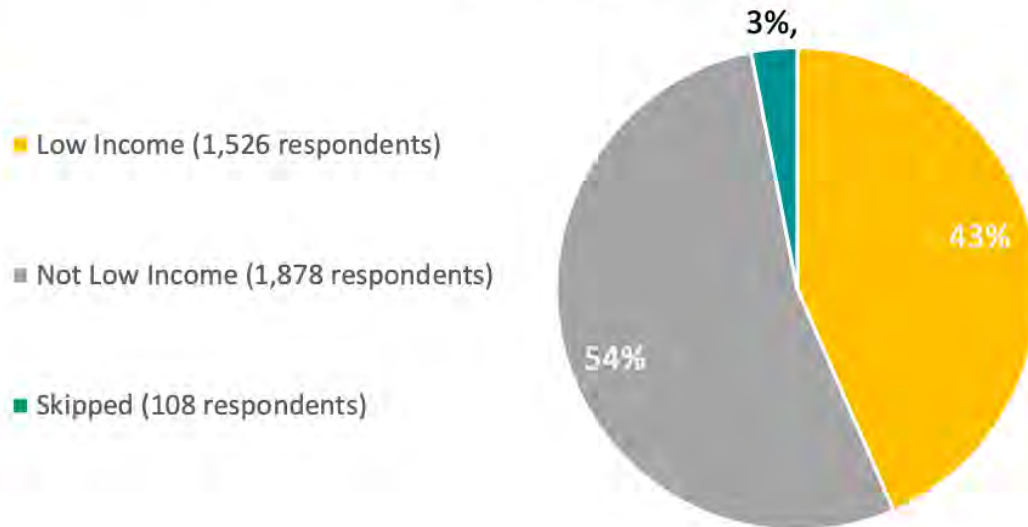


Figure 6.25

Q18. Do you reside within the Billings city limits?

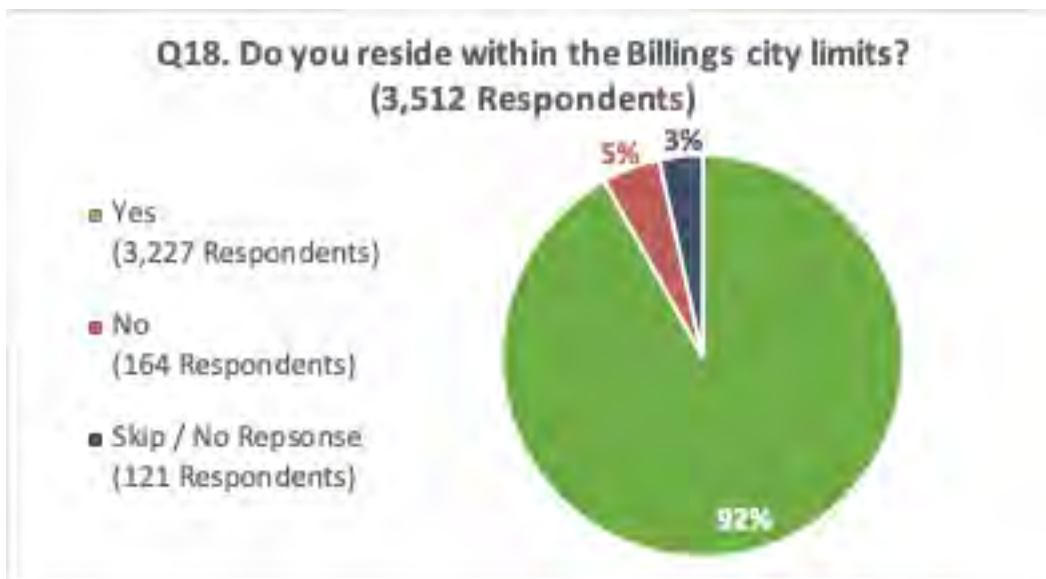
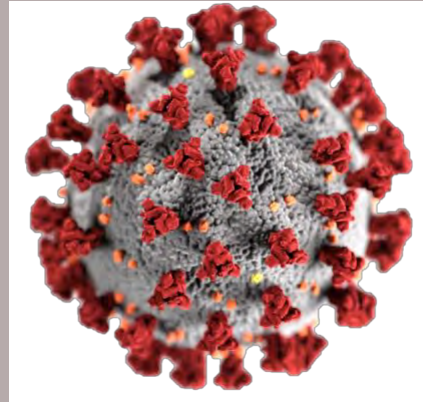


Figure 6.26

Additional Materials

Outreach Materials – Social Media Posts





BILLINGS CORONAVIRUS RESPONSE

How has the COVID-19 pandemic affected you?

Coronavirus Survey

The City of Billings would love to hear from you about how the coronavirus pandemic has changed your life. Survey results will be used to effectively mobilize resources that improve access to education, healthcare, and prevention strategies in Billings. Take the survey today by scanning the QR code to the right, or by going to the link below.

<https://www.surveymonkey.com/r/COB-Coronavirus-Survey>

SCAN CODE BELOW



#STOPTHESPREAD

Fight COVID-19



TAKE THE SURVEY

<https://www.surveymonkey.com/r/COB-Coronavirus-Survey>



The results of this survey will help the City of Billings best allocate community resources to provide access to healthcare, education, prevention, and intervention strategies with the goal of ultimately **reducing** the number of positive COVID-19 cases in our city.

Service Provider Mailing List

The following organizations and agencies were sent the survey by mail on September 17, 2020 and received a follow-up phone call between November 3 and 6, 2020. A total of 26 out of 70 service providers completed the survey. The anonymity of participating service providers was maintained in survey analyses and the in creation of this document.

- Advanced Care Hospital of Montana
- Ag Workers Health and Services (AMHS)
- Alcohol and Drug Treatment Program (Passages)
- Alpha House
- Alternatives, Inc.
- Angela's Piazza
- AWARE Inc. - Yellowstone County
- Big Brothers Big Sisters - Yellowstone County
- Big Sky Rx Program
- Billings Clinic
- Billings Food Bank
- Billings Urban Indian Health and Wellness Center
- Billings VA Health Care Center
- Bureau of Indian Affairs - Rocky Mountain Region
- Child and Adult Care Food Program (CACFP)
- Community Crisis Center
- Community Hope, Inc.
- Community Leadership & Development, Inc.
- COVID-19 Emergency Housing Assistance
- Dental Lifeline Network Montana
- Emergency Childcare
- Family Promise of Yellowstone Valley
- Family Service
- Food Stamps (SNAP)
- HopeLink Transition-in-Placement
- Housing Authority of Billings (HAB)
- Human Resource Development Council (HRDC)
- Jefferson Bus Lines - COVID-19
- Job Connection, Inc
- Job Service Billings
- Living Independently For Today & Tomorrow (LIFTT)
- MET Transit
- Montana Community Services, Inc
- Montana Healthcare Association
- Montana Legal Services Association - Billings
- Montana Rescue Mission (MRM)

- Montana Rescue Mission Women and Children's Shelter
- Montana Veterans Affairs Division – Billings
- Montana Warm Line
- NAMI - Billings
- Native American Development Corporation (NADC)
- Office of Public Assistance - Yellowstone County
- PABSS: Protection and Advocacy for Beneficiaries of Social Security
- Project Challenge - AFL/CIO - Billings
- Project for Assistance in Transition from Homelessness (PATH)
- Reading Rocks
- Residential Support Services, INC.
- Rimrock Foundation
- RiverStone Health
- Rural Employment Opportunities - Billings Office
- Salvation Army
- Senior Commodity Food Program
- Senior Nutrition Program
- South Central Montana Regional Mental Health Center
- St. Vincent de Paul
- St. Vincent Healthcare
- Summer Lunch Program
- Temporary Assistance for Needy Families (TANF)
- Tumbleweed
- United Way of Yellowstone County
- Veteran's Meat Locker
- Vocational Rehabilitation Services - Yellowstone County
- Walla Walla University Billings Mental Health Clinic
- Women Infants Children (WIC)
- Yellowstone Boys and Girls Ranch (YGBR)
- Yellowstone County Public Health Information Line
- Yellowstone Free Store
- Yellowstone Youth Services Center
- YGBRConnect
- YWCA Billings

Written Response Categorical Breakdown

The following categories were used to categorize all written responses for the open-ended survey questions. The chart below includes explanations of what is included in each category as well as examples comments from the survey.

Category	What Is Included	Example
Money/Assistance	Includes responses that refer to financial assistance or public service want/need	"Financial assistance for both rent and utilities"
Isolation/Socialization concerns	Includes responses that refer to social activities such as visiting friends or family or going to restaurants/bars. This also includes references to effects of isolation	"Social interaction"
Jobs/More Work	Includes responses that refer to work and or the workplace environment	"Finding new employment"
Food	Includes responses that refer to food	"Steady healthy food"
Healthcare & Mental Healthcare	Included responses that refer to mental health or general health care	"better mental health services"
Supplies	Included responses that refer to any supplies besides food	"Getting wipes like Clorox wipes"
Safety/Positivity	Includes responses concerned with one's safety and general well-being as well as those that refer to a positive outlook on the situation	"Trying to stay healthy"
Media/Politics/Public Education	Includes responses which contain any mention of politics, media and news outlets, and the desire to have information presented and/or understood to the public	"CLEAR SIMPLE SCIENCE-BASED FACTS ABOUT THE VIRUS"
Back to Normal/Freedoms	Includes any response that referred to a desire that the pandemic and any mandate or social construct associated with the pandemic would cease to exist.	"Lift the mask restrictions and get back to normal"
Basics	Includes any response that refer to basic needs such as housing, transportation, and internet	"Internet access"
Compliance	Includes responses that focused on wanting others to comply with mask and social distance mandates.	"Compliance w/masks + distancing"
Childcare/School	Includes any response that referred to childcare and or schooling/tutoring	"schooling - need schools open"
Help/Open Businesses	Includes any response that referred to supporting or opening up businesses	"Get small business help so they can keep their business"
Enforcement	Includes any response that referred to the use of law enforcement or punishment to get others to comply with the mandates	"Enforcement of mandates and public health safety measures"

¹ <https://www.census.gov/quickfacts/fact/table/billingscitymontana/INC110219>

² https://wwwnc.cdc.gov/eid/article/26/6/20-0251_article

³ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7169933/>

⁴ <https://www.who.int/news-room/commentaries/detail/modes-of-transmission-of-virus-causing-covid-19-implications-for-ipc-precaution-recommendations>

⁵ <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

⁶ <https://ourworldindata.org/mortality-risk-covid#interpreting-the-case-fatality-rate>

⁷ <https://coronavirus.jhu.edu/data/mortality>

⁸ <https://www.nejm.org/doi/full/10.1056/NEJMoa2001191>

⁹

<https://montana.maps.arcgis.com/apps/MapSeries/index.html?appid=7c34f3412536439491adcc2103421d4b>

¹⁰ <https://dphhs.mt.gov/Portals/85/publichealth/documents/CDEpi/DiseasesAtoZ/2019-nCoV/COVID%20EPI%20PROFILE%2010022020.pdf>

¹¹ <https://www.census.gov/quickfacts/MT>

¹² <https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0242398>

¹³ <https://academic.oup.com/biomedgerontology/article/64A/2/272/663070>

¹⁴ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7221360/>

¹⁵ <https://link.springer.com/article/10.1186/s12889-018-5170-x>

¹⁶ https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1361287/?source=post_page

¹⁷ <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2765221/>

¹⁸ <https://www.frontiersin.org/articles/10.3389/fsoc.2020.00047/full#h5>

¹⁹ http://governor.mt.gov/Portals/16/docs/2020EOs/EO-02-2020_COVID-19%20Emergency%20Declaration.pdf?ver=2020-03-13-103433-047

²⁰ <https://dphhs.mt.gov/aboutus/news/2020/publicassistedduringcovid-19>

²¹ <https://www.census.gov/quickfacts/billingscitymontana>

²² <https://housing.mt.gov/News/montana-housing-guidance-on-covid-1>

²³ <https://evictionlab.org/covid-policy-scorecard/mt/>

²⁴ <https://housing.mt.gov/Homeownership/Homeowners>

²⁵ <https://psyarxiv.com/k23cv>

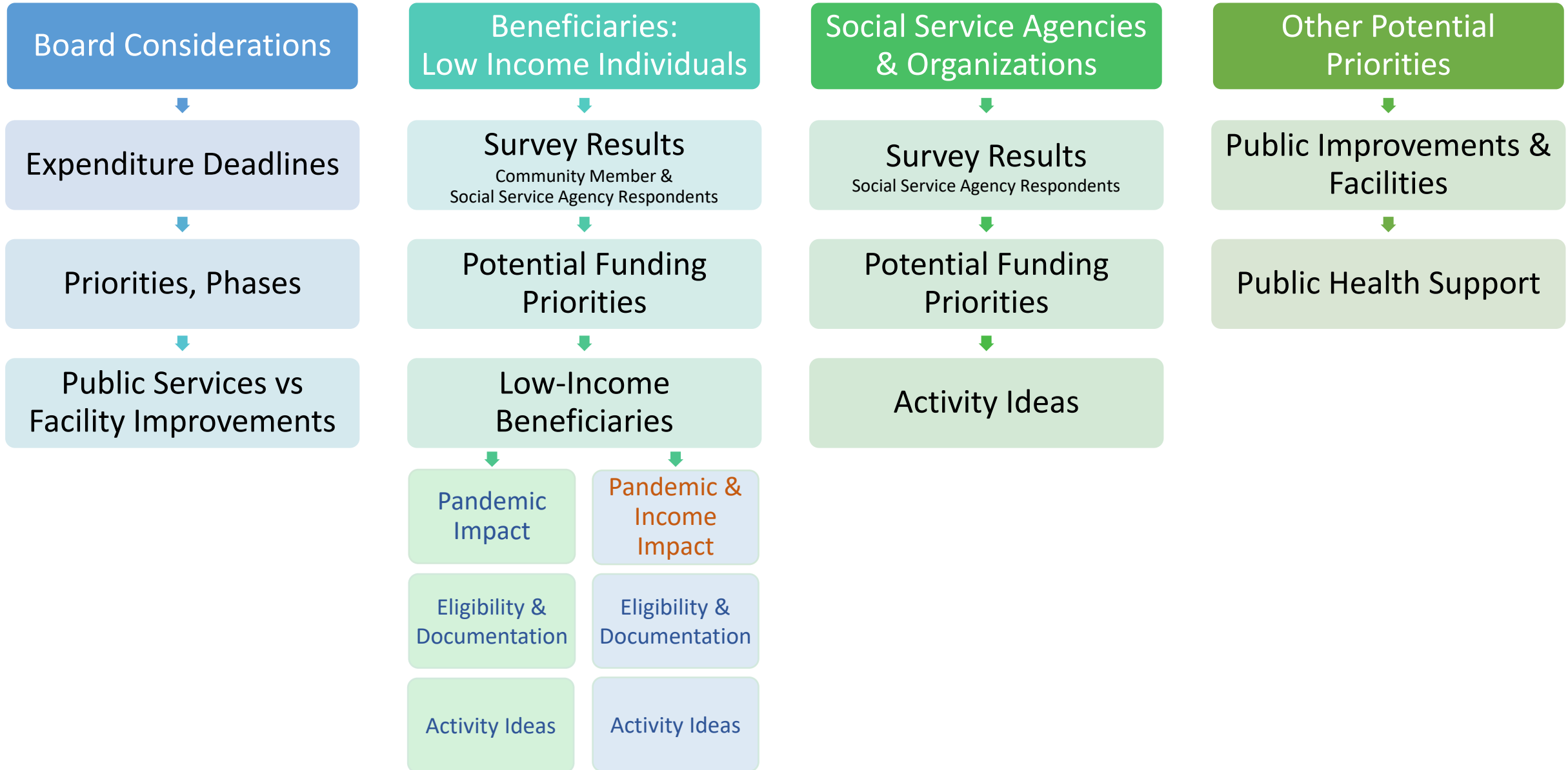
²⁶ <https://journals.sagepub.com/doi/full/10.1177/1075547020950735>

CDBG-CV

Coronavirus Response Initiative
Survey results, funding priorities, and activities



Overview



Board Considerations & Priorities

- **80% of funding** must be expended **within three years** of funding award
- Funding not expended will be **recaptured by HUD**
 - ❖ HUD is discouraging building / construction projects - four-year expenditure cycle
- **Priorities, Application & Award Phases**
 - 1. Low-Income Beneficiaries:** Rent, mental health care, meal distribution, mortgage payments, internet access, utility assistance, childcare, etc.
 - 2. Public Improvements & Facilities:** Handwashing stations, additional public restrooms / cleaning, infrastructure, etc.
 - 3. Social Service Agencies & Public Health Support:** Client remote access, vaccination activities, virtual service ability, exposure prevention - staff training, unmet hospital / public health needs, FEMA match, facility social distancing
- **Pre-Award costs are eligible** (*costs that are incurred prior to a CDBG-CV award*)
 - ❖ **March 3:** State of Emergency declared

Board Considerations: CDBG-CV Public Services & Facilities

PUBLIC SERVICES

- Related to **coronavirus prevention, preparation, or response**
- Must be a **new service** or a **quantifiable increase** in service due to coronavirus
- Cannot be used to replace funding for services typically offered
- Labor, supplies, materials, leasing equipment and/or facility for new or increased service
 - *Cannot be used to replace funding for space typically leased*
- Measured by number of individuals served

PUBLIC FACILITIES

- Owned by government or nonprofit - open to the public
- Small construction projects related to social distancing
 - *HUD is discouraging building / construction projects as they typically have a four-year expenditure cycle*

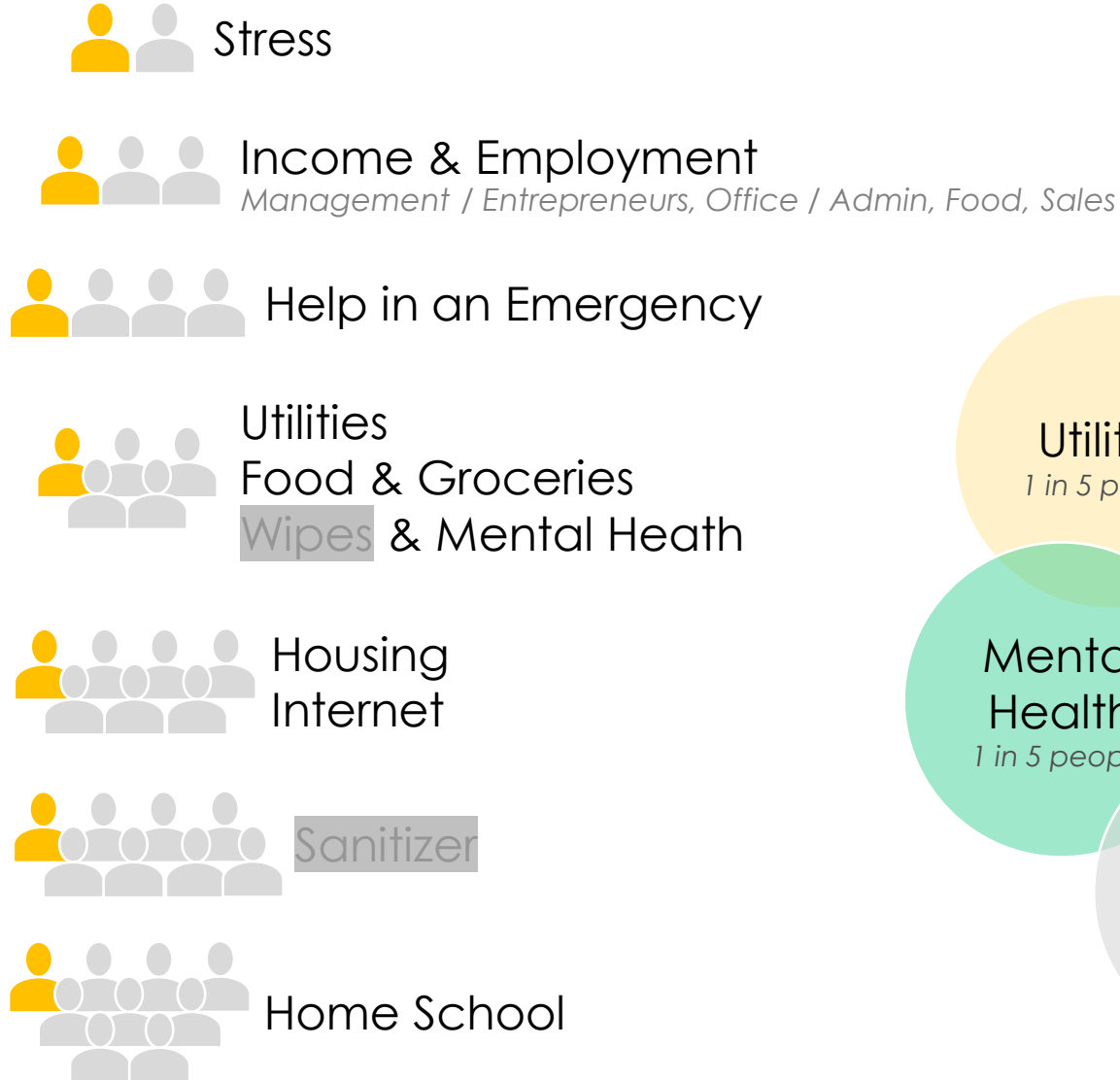
Beneficiaries: Low-Income Individuals

Survey results, potential funding priorities, and activity ideas

Community Member Survey

First Filter - Current Access

1,464 LOW-INCOME BILLINGS RESPONDENTS



Assessment Figures 3.10, 3.11, 3.12, 3.4, 3.5, 3.9

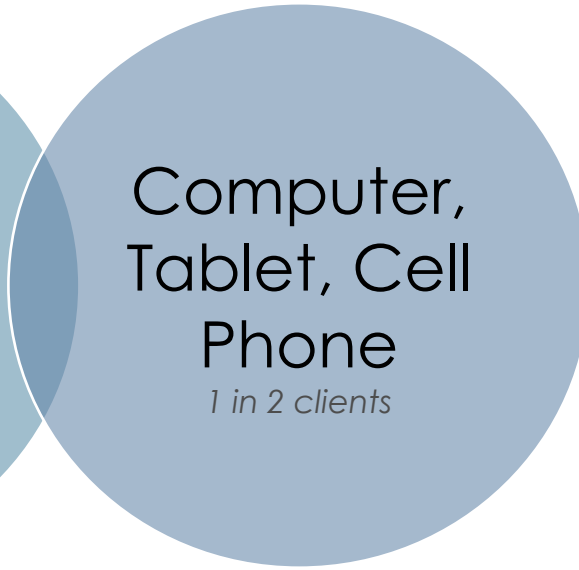
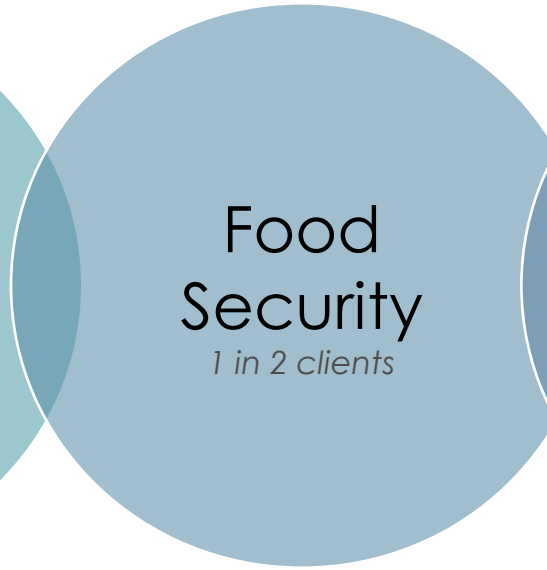
Service Provider Survey – Client Impact / Needs

First Filter – Current Access

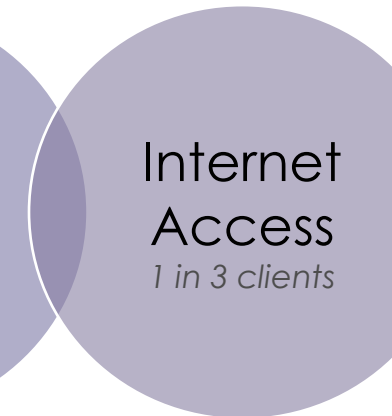
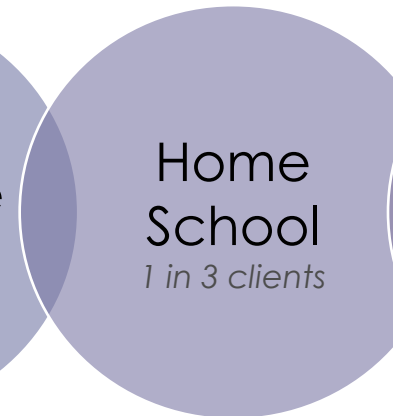
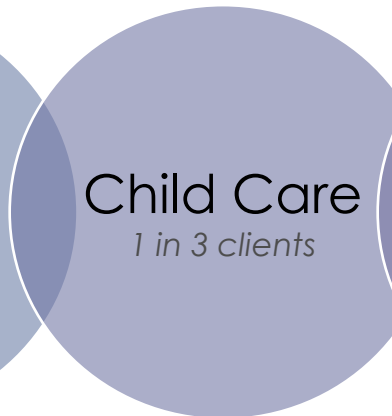
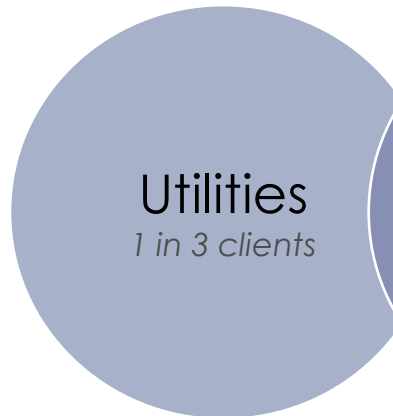
26 ORGANIZATIONS RESPONDED



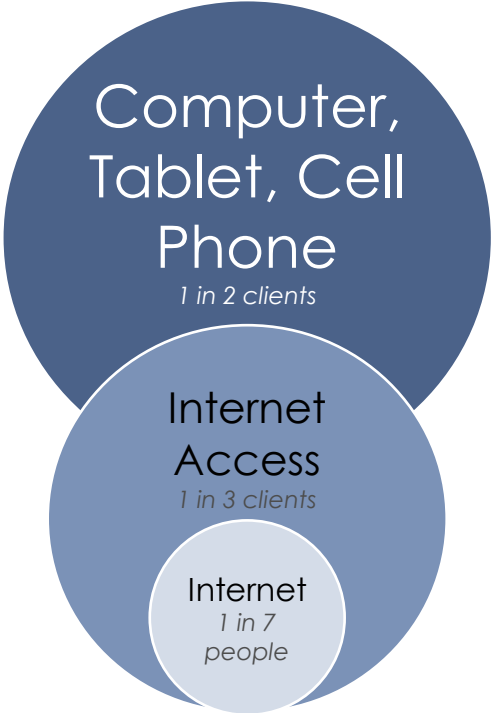
Income & Employment
Food Security
Computer, Tablet, Cell Phone



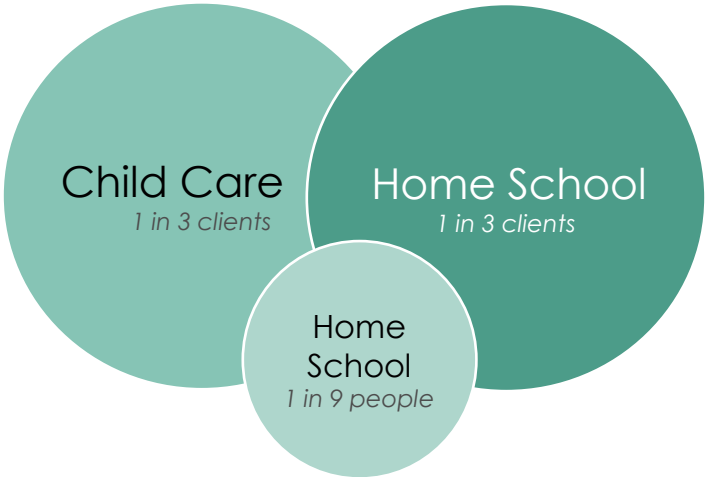
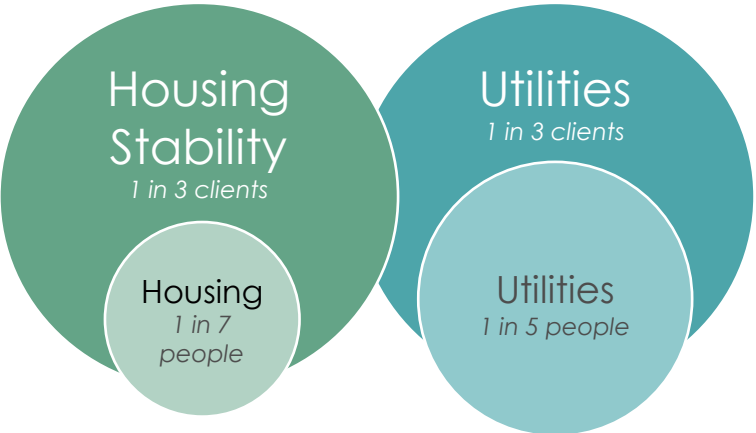
Utilities
Child Care
Home School
Internet Access
Housing Stability



Potential Funding Priorities: Low-Income Individuals



**Income replacement is not an eligible activity*



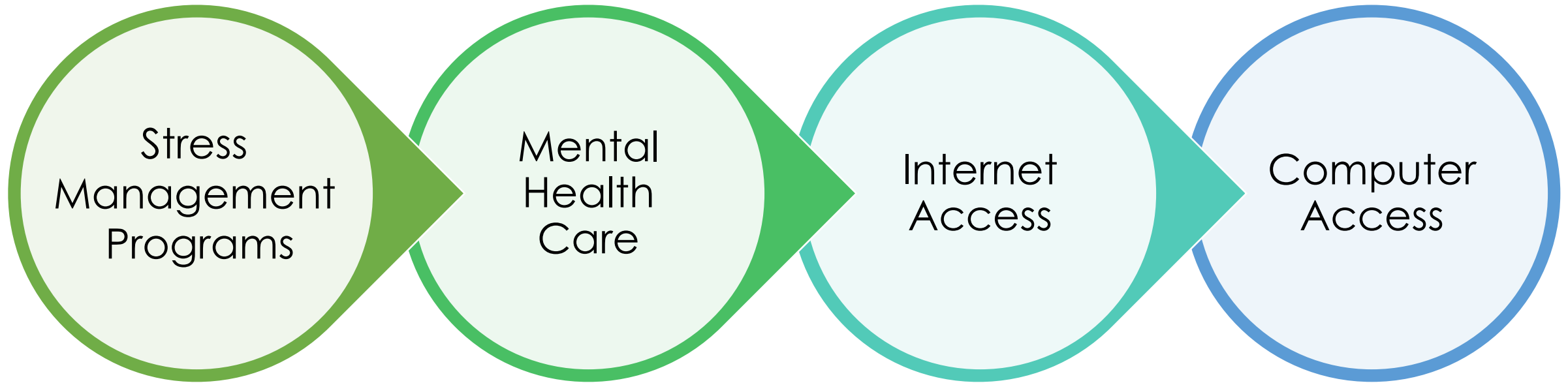
Community Member Survey: People
Service Provider Survey: Clients

CDBG-CV Public Services: Beneficiary Documentation

ALL LOW-INCOME BENEFICIARIES - Pandemic Impact:

- Income verification to qualify
- Statement of coronavirus impact - essential CDBG-CV eligibility criteria
- Demographics needed for federal reports

Potential CDBG-CV Public Service Activities



- Stress management courses
- Community-based stress management activities
- Mental health care appointments
- Support groups
- Virtual mental health programs

- Agency-provided internet hotspots
- Hotspots in low-income neighborhoods
Recipient / User survey required
- Agency-provided computers
Personal equipment not eligible

CDBG-CV Public Services: Beneficiary Documentation

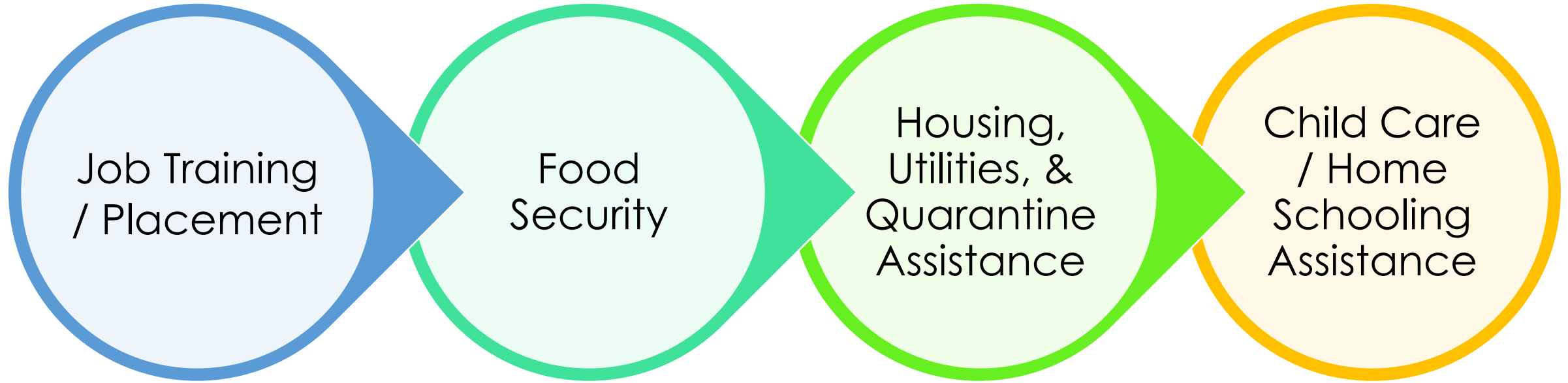
ALL LOW-INCOME BENEFICIARIES - Pandemic Impact:

- Income verification to qualify
- Statement of coronavirus impact - essential CDBG-CV eligibility criteria
- Demographics needed for federal reports

PANDEMIC & INCOME IMPACT BENEFICIARIES - in addition to the ^ requirements:

- Must document income loss: reduced hours, business closed, laid off, etc.
- Rent, Mortgage, Utilities: Late payment / eviction notice, other proof that loss of housing or essential utility service is at risk
- Quarantine / Isolation - Medical necessity & inability to pay for accommodations

Potential CDBG-CV Public Service Activities: **Income Impact**



- Job Coaching
- Resume Building Classes
- Literacy Classes
- Job Placement Services
- Education Programs

- Food Pantries
- Food Boxes
- Meal Distribution
- Food Delivery

Payable to vendors *(not individuals):*

- Rent / Mortgage, Gas / Electricity Assistance
Six consecutive months - no intermittent assistance
- Water Assistance
Excluding "built in" vendor or depreciation costs
- Non-Congregant Isolation Shelter - Per Diem
- Child Care and / or at-home teaching

Social Service Agencies & Organizations

Survey results, potential funding priorities, and activity ideas

26 ORGANIZATIONS RESPONDED



Virtual Service Ability
Employee Telework
Capacity

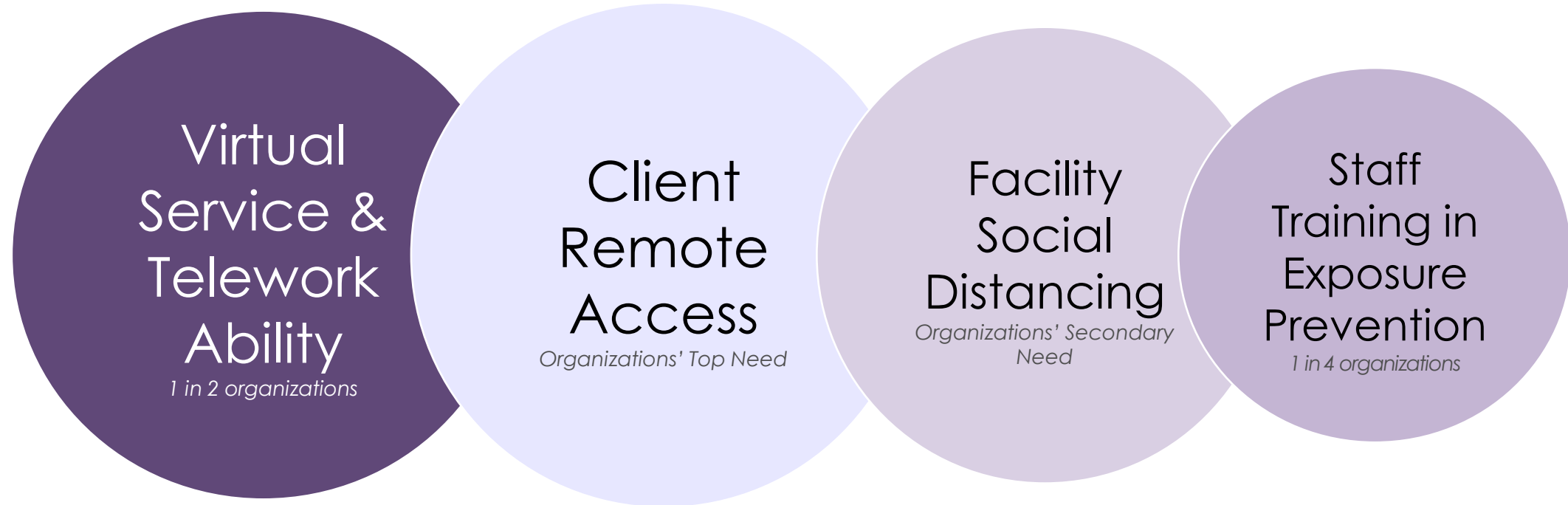


Organizational Needs:
Client Remote Access
Facility Social Distancing
Cleaning Supplies



Figure 4.4, 4.11

Potential Funding Priorities - Social Service Agencies & Organizations



- Virtual services / Client Remote Access:
 - Computer equipment
 - Internet cable installation
- Telemarketing appears to be ineligible
- Limited facility construction to increase social distancing
- Staff training

Other Potential Funding Priorities

PUBLIC IMPROVEMENTS & FACILITIES

- Low-income population benefit
- Additional public restroom cleaning
- Handwashing stations (art) in public places

PUBLIC HEALTH SUPPORT

- FEMA match eligible
- Vaccination activities
- Other unmet hospital / public health needs

Questions?

Date: 06/28/2021
Title: FY2022 City of Billings Budget
Presented by: Andy Zoeller, Finance Director
Department: Finance
Presentation: Yes

RECOMMENDATION

Staff recommends City Council hold a public hearing and adopt the Fiscal Year 2022 Proposed Budget as presented.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

On April 26th, 2021, the City Council was presented with the proposed budget for FY22. At that time, the budget and presentation were also made available to the public on the City's website at www.billingsmt.gov/finance. Over the course of three evenings in May, the City Council was presented with detailed departmental budget information. Finally, the budget wrap-up presentation occurred on June 7, 2021.

At the budget wrap-up meeting, staff solicited and received direction from Council to adjust the proposed budget with the following items:

1.) City Attorney - Paralegal

The City of Billings recently implemented a body camera program and anticipates a significant increase in the number of public records request. These requests will require substantial staff time for compliance. As a result, the City Attorney's budget has been increased in the attached proposed budget by \$110,000 to include the cost of a Paralegal.

2.) City Administration - Public Information Officer.

The City Council, at the June 7 wrap-up, directed staff to include in the FY22 budget the funding for a Public Information Officer. The attached proposed budget includes \$90,000 for a PIO salary, benefits, and operational costs.

3.) Parks and Recreation - Park District 1

City Council directed staff to prepare a budget that was based upon a 3% growth in Park District 1. The attached budget has been modified from the original proposal to match the 3% increase in revenue.

4.) Police Department - Overtime Carry forward

The City Council directed staff to carry forward, as a one-time increase, the unused overtime authorized in December of 2020. The unspent funds will be used to supplement the specialized task forces and increased patrols downtown. The Police Department has been increased by \$250,000 for this purpose.

5.) Public Works - Sidewalk Construction, Gas Tax, and Street Maintenance

At the April 19th City Council work session, City Council directed staff to include in the budget additional funding for increased sidewalk construction. The attached proposed budget has been updated to include these amounts, which will allow for an additional \$250,000 in construction annually.

With all of these adjustments, the proposed FY22 budget totals \$464,705,404.

Expenditure Classification	FY2022 Proposed Budget Amount
Personal Services	\$ 95,810,386
Operation & Maintenance	94,576,594
Capital Outlay	198,675,650
Debt Service	28,250,584
Interfund Transfers	47,392,190
Total FY22 Expenditures	\$464,705,404

The attached resolution and exhibit for City Council adoption will set the maximum budget authority by fund.

ALTERNATIVES

City Council may:

- Approve the budget as presented; or,
- Amend the budget; or,

- Not approve the budget.

FISCAL EFFECTS

The attached exhibit shows the fiscal impact per fund. The overall budget for FY22 is \$464,705,404. This is broken apart by department as described below:

Department	2022
City Administration	\$ 1,020,834
Facilities	16,493,880
Building	2,437,102
Fleet	2,043,283
Mayor & Council	320,932
Non-Departmental	40,463,803
Parking	1,940,441
Airport	25,763,246
Transit	13,474,609
Finance	15,828,374
Urban Renewal	12,011,953
Fire	27,003,405
Human Resources	18,800,358
Information Technology	3,423,362
Legal	2,969,362
Library	3,965,224
Municipal Court	2,067,052
Parks, Recreation, & Public Lands	10,098,380
Planning, Comm Dev, Code Enforcement	9,095,077
Police	28,481,837
Public Works	<u>227,002,890</u>
Total	\$ 464,705,404

Attachments

Budget Adoption Resolution and Exhibit A

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND ADOPTING THE BUDGET FOR
THE CITY OF BILLINGS, MONTANA FOR FISCAL YEAR 2022**

WHEREAS, the City Administrator of the City of Billings has regularly and lawfully submitted to the City Council of the City of Billings, Montana, the budget for Fiscal Year 2022; and

WHEREAS, the proper notice was published stating that said City Council has completed the PRELIMINARY MUNICIPAL BUDGET for said Fiscal Year, and that said budget has been placed on file and is open to inspection in the office of the City Clerk; and that said City Council would meet for the purpose of annually determining, approving and adopting the budget, and any taxpayer might appear and be heard.

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

Section 1: That the City of Billings budget for fiscal year 2022 as detailed in the budget report and as amended by the City Council and further detailed on EXHIBIT "A", be, and the same is hereby finally determined, approved, and adopted.

Section 2: Pursuant to Sections 7-6-4006 and 7-6-4012, M.C.A., the City Administrator is authorized to amend this budget for the expenditure of additional funds from the following: Debt Service Funds, Fee-based budgets; Trust funds; Federal, State Grants, special assessments and donations accepted and approved by the City Council.

Section 3: The City Council further authorizes and re-appropriates the unexpended balance of Capital Improvement Program items previously budgeted which have not been completed.

PASSED AND APPROVED by the City Council this 28th day of June, 2021.

CITY OF BILLINGS:

BY: _____
William A. Cole, Mayor

ATTEST:

BY: _____
Denise R. Bohlman, City Clerk

Fund/Department	Original Proposal	Additions 6/7/2020	Deletions 6/7/2020	Final Budget
General Operating Fund:				
Mayor & City Council	295,932			295,932
City Administrator	930,834	90,000		1,020,834
Human Resources	916,094			916,094
City Attorney	2,310,985	110,000	-	2,420,985
Municipal Court	1,539,731			1,539,731
Finance	1,718,569			1,718,569
Code Enforcement	723,959			723,959
Parks, Recreation & Public Lands	4,695,067			4,695,067
Non-Departmental	40,463,803			40,463,803
Council Contingency	25,000			25,000
Total General Fund	53,619,974	200,000	-	53,819,974
Public Safety Fund:				
Police	26,761,017	250,000		27,011,017
Fire	23,720,176			23,720,176
Total Public Safety Fund	50,481,193	250,000	-	50,731,193
Special Revenue Fund:				
South Tax Increment	7,327,954			7,327,954
East Tax Increment	806,417			806,417
North 27th Street Tax Increment	3,448,755			3,448,755
Gas Tax	7,839,684	60,000		7,899,684
Building Inspection	2,437,102			2,437,102
Transportation Enhancement	-			-
Street & Traffic Operating	9,639,516			9,639,516
Fire Programs	776,590			776,590
EOC 9-1-1 Grant	1,135,917			1,135,917
City/County Planning	2,058,395			2,058,395
City Attorney Grants	554,377		6,000	548,377
Municipal Court Grants	527,321			527,321
Police Programs	1,034,377			1,034,377
City County Library	3,965,224			3,965,224
Development Services Grants	2,128,773			2,128,773
Park Programs	50,076			50,076
Downtown Revolving Loan Program	428,827			428,827
Cemetery Improvement	57,000			57,000
Trail/Bike Path Donations	4,121,380			4,121,380
Street Maintenance Districts	9,699,345	60,000		9,759,345
Street Light Districts	2,918,989			2,918,989
Storm Sewer Operating	5,064,798			5,064,798
Park Maintenance District	1,043,400			1,043,400
Park District 1	3,944,453		43,945	3,900,508
Arterial Street Fees	13,985,968			13,985,968
Amend Park	40,476			40,476
Ballfield Stadium Donations	686			686
Road Maintenance Dist	417			417
Sidewalk Hazard Repair	182,000			182,000
Ballpark Repair Fund	30,368			30,368
Total Special Revenue Fund	85,248,585	120,000	49,945	85,318,640

Exhibit A cont.

Fund/Department	Original Proposal	Additions 6/7/2020	Deletions 6/7/2020	Final Budget
Debt Service Fund:				
Special Improvement Debt	2,893,000			2,893,000
Series 2004A Street Debt	352,814			352,814
Storm Sewer Debt	1,008,237			1,008,237
Sidewalk, Curb & Gutter Debt	515,000			515,000
Series 2015 Baseball Refunding	758,050			758,050
Series 2012 Library	8,437,793			8,437,793
Total Debt Service Fund	13,964,894	-	-	13,964,894
Capital Projects Fund:				
Urban Renewal Land Development	62,570			62,570
Sidewalk Construction	1,380,600	190,000		1,570,600
Special Improvement Districts	2,815,200			2,815,200
City Hall Construction	11,600,000			11,600,000
Capital Replacement	1,793,327			1,793,327
Dog Park Construction	10,000			10,000
Total Capital Project Fund	17,661,697	190,000	-	17,851,697
Enterprise Fund:				
Water	110,214,821			110,214,821
Wastewater	32,148,717			32,148,717
Parking	1,940,441			1,940,441
Solid Waste	24,729,667			24,729,667
Airport	25,763,246			25,763,246
Transit	13,474,609			13,474,609
Total Enterprise Fund	208,271,501	-	-	208,271,501
Internal Service Fund:				
Fleet Services	2,043,283			2,043,283
Central Services	141,656			141,656
Information Resources	2,981,770			2,981,770
City Health Benefits	15,205,305			15,205,305
Central Telephone	441,592			441,592
Radio Communications	281,875			281,875
Property Insurance	2,678,959			2,678,959
Facilities Management	4,893,880			4,893,880
Public Works Administration	2,786,934			2,786,934
Public Works Engineering	3,286,651			3,286,651
Total Internal Service Fund	34,741,905	-	-	34,741,905
Permanent Fund				
Cemetery Perpetual Care	5,600			5,600
Total Permanent Fund	5,600	-	-	5,600
Total All Funds	463,995,349	760,000	49,945	464,705,404

City Council Regular

Date: 06/28/2021
Title: Public Hearing and Resolutions Setting Annual Levy/Assessments for Fiscal Year 2022
Presented by: Andy Zoeller, Finance Director
Department: Finance
Presentation: Yes

RECOMMENDATION

Staff recommends that the City Council conduct one public hearing for all the levies/assessments and approve each individual resolution. These levies/assessments are listed as sub items under one agenda item. The Council may conduct one public hearing where anyone may speak about any of the levies/assessments. After the public hearing is closed, the Council will need to take action on each individual levy/assessment resolution. All resolutions may be approved by a majority vote.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

The following property tax levy and annual assessment resolutions have been completed by the Finance Department and the levies and assessments are ready to be spread on the tax files.

- Downtown Business Improvement District
- Mill Levy Rates for General Fund, Transit, Library, Public Safety I & II
- Tourism Business Improvement District

The mills will remain the same at 169 in FY 2022 for General Fund, Transit, Library, and Public Safety I & II levies. The TBID assessment is \$2 per rented room per night and has not changed from last year. The DBID assessment is based on many factors which includes total square footage, count of all parcels, total taxable value, and total building square footage within the district. For FY 2022 the assessments for the DBID total \$426,716.98.

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve and provide additional guidance to staff
- Amend and approve the resolutions

FISCAL EFFECTS

Establishing these mills will allow the City's General, Transit, Library and Public Safety I & II funds to collect the maximum allowed by the Charter for the upcoming fiscal year.

Attachments

Resolution DBID
Resolution GENR, TRN,LIB,PS I, II
Resolution TBID

RESOLUTION 21 - _____

**A RESOLUTION LEVYING AND ASSESSING PROPERTIES
FOR THE PURPOSE OF PROVIDING AND MAINTAINING
THE COMMON AREA IMPROVEMENTS MADE IN
DOWNTOWN, CITY OF BILLINGS, PROVIDING FOR
NOTICE, HEARING AND ADOPTION.**

WHEREAS, Billings, Montana City Code provides for assessment for public improvements and maintenance, including but not limited to public sidewalk sweeping, security, public sidewalk snow removal, litter control, graffiti removal, and abatement of other services that are requested by the downtown property owners.

WHEREAS, said Billings, Montana City Code provides that the City Council shall fix, levy, and assess said charge on or before the second Monday in August.

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

1. SERVICE CHARGE FOR FISCAL YEAR 2022. The Business Improvement District assessment for the fiscal year 2022 is hereby fixed, levied and assessed against each and every parcel of real property within the B.I. D. Each parcel shall pay to the City that portion of the total Business Improvement District assessment imposed annually. The assessment is a calculation based on square footage, taxable market value, and building square footage. See Exhibit A

2. NOTICE OF HEARING. On Monday, June 28, 2021, at 5:30 o'clock p.m., or as soon thereafter as the matter may be considered on the agenda. The City Council will hear objections to the adoption of this resolution.

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

ADOPTED and APPROVED by the City Council on the 28th day of June, 2021.

CITY OF BILLINGS:

BY: _____

William A. Cole, MAYOR

ATTEST:

BY: _____

Denise R. Bohlman, CITY CLERK

<u>Tax ID</u>	<u>Assessment</u>
A00001	\$ 498.62
A00004	\$ 166.73
A00006	\$ 193.54
A00007	\$ 215.81
A00008	\$ 105.98
A00009	\$ 185.90
A00010	\$ 313.50
A00011	\$ 1,178.13
A00016	\$ 546.80
A00041	\$ 791.99
A00042	\$ 1,006.58
A00042A	\$ 676.12
A00050	\$ 212.27
A00051	\$ 377.49
A00056	\$ 2,412.09
A00062	\$ 259.04
A00063	\$ 1,337.65
A00064	\$ 261.35
A00065	\$ 303.22
A00066A	\$ 488.70
A00067	\$ 328.17
A00068A	\$ 346.11
A00069	\$ 265.59
A00070	\$ 120.31
A00071	\$ 396.78
A00072	\$ 206.67
A00073	\$ 126.89
A00073A	\$ 89.33
A00073B	\$ 91.69
A00074	\$ 288.36
A00075	\$ 377.32
A00075A	\$ 927.77
A00075B	\$ 169.13
A00196B	\$ 1,165.00
A00202	\$ 121.91
A00203	\$ 96.08
A00204	\$ 169.92
A00206	\$ 155.08
A00207	\$ 307.32
A00208	\$ 120.51
A00209	\$ 103.01

A00210	\$	103.01
A00211	\$	120.51
A00212	\$	224.37
A00215	\$	190.32
A00216	\$	288.35
A00217	\$	154.17
A00218	\$	129.19
A00219	\$	352.59
A00222	\$	151.48
A00224	\$	120.60
A00225	\$	402.87
A00235	\$	1,043.43
A00236	\$	120.42
A00241	\$	256.93
A00242	\$	133.62
A00243	\$	135.00
A00244	\$	386.10
A00247	\$	1,011.52
A00251	\$	1,973.24
A00252	\$	241.58
A00254	\$	194.62
A00255	\$	509.22
A00256	\$	994.68
A00257	\$	740.02
A00258	\$	646.42
A00260	\$	565.52
A00261	\$	1,639.95
A00262	\$	1,940.26
A00263	\$	3,498.02
A00264	\$	4,762.28
A00269	\$	1,214.36
A00270	\$	258.91
A00271	\$	7,466.08
A00273	\$	4,786.13
A00276	\$	198.00
A00277	\$	190.04
A00278	\$	169.28
A00279	\$	192.42
A00280	\$	268.58
A00282	\$	514.42
A00285	\$	547.60
A00290	\$	225.70
A00292	\$	295.87

A00342	\$	120.51
A00343	\$	155.50
A00344	\$	189.28
A00345	\$	155.41
A00346A	\$	182.30
A00346B	\$	182.30
A00347	\$	498.45
A00349	\$	828.47
A00351	\$	2,845.60
A00352	\$	1,688.56
A00357	\$	154.61
A00359	\$	292.57
A00360	\$	4,253.34
A00362	\$	402.59
A00363	\$	719.46
A00364	\$	1,564.14
A00365	\$	1,740.79
A00366	\$	2,795.71
A00367	\$	367.49
A00367A	\$	168.97
A00367B	\$	147.41
A00367C	\$	259.68
A00368	\$	8,424.99
A00372	\$	1,870.77
A00373	\$	913.51
A00374	\$	715.26
A00375	\$	3,030.43
A00376	\$	1,376.72
A00379	\$	262.83
A00382	\$	1,780.87
A00383	\$	853.08
A00389	\$	442.86
A00394	\$	190.45
A00395	\$	122.06
A00396	\$	120.67
A00397	\$	150.71
A00398	\$	165.69
A00399	\$	154.46
A00400	\$	230.23
A00401	\$	331.86
A00402	\$	120.51
A00406	\$	310.77
A00408	\$	153.53

A00409	\$	153.27
A00410	\$	84.90
A00411	\$	84.90
A00414	\$	551.56
A00416	\$	84.77
A00417	\$	111.23
A00418	\$	92.14
A00419	\$	95.18
A00420	\$	102.54
A00421	\$	140.81
A00422	\$	89.87
A00423	\$	89.82
A00424	\$	81.58
A00425	\$	88.22
A00426	\$	232.19
A00429	\$	110.45
A00430	\$	87.39
A00431	\$	139.21
A00432	\$	102.49
A00433	\$	125.58
A00434	\$	123.88
A00566	\$	640.07
A00566B	\$	440.71
A00567	\$	198.56
A00568	\$	619.97
A00569	\$	78.62
A00570	\$	85.20
A00573	\$	365.72
A00574	\$	298.47
A00576	\$	142.23
A00577	\$	131.14
A00578	\$	110.89
A00579	\$	156.21
A00580	\$	101.75
A00583	\$	123.88
A00584	\$	139.26
A00585	\$	92.16
A00586	\$	151.54
A00587	\$	211.51
A00588	\$	130.01
A00589	\$	160.71
A00590	\$	154.40
A00591	\$	120.22

A00592	\$	107.46
A00593	\$	106.86
A00594	\$	556.03
A00598	\$	120.51
A00599	\$	309.05
A00600	\$	209.52
A00601	\$	95.14
A00602	\$	148.40
A00603	\$	287.95
A00604	\$	205.09
A00605	\$	115.62
A00606	\$	119.90
A00607	\$	251.26
A00609	\$	326.66
A00610	\$	120.46
A00611	\$	957.92
A00612	\$	445.25
A00613	\$	1,228.59
A00616	\$	614.43
A00617	\$	248.72
A00618	\$	3,491.13
A00620	\$	9,184.63
A00624	\$	6,298.63
A00630	\$	2,327.74
A00630A	\$	445.25
A00631	\$	358.31
A00632	\$	248.72
A00633	\$	448.17
A00634	\$	793.78
A00635	\$	982.84
A00636	\$	933.50
A00637	\$	1,482.63
A00638	\$	815.45
A00639	\$	902.45
A00640A	\$	124.70
A00640B	\$	86.51
A00640C	\$	102.71
A00640D	\$	125.91
A00640E	\$	90.69
A00640F	\$	387.52
A00640H	\$	119.46
A00640I	\$	117.28
A00640J	\$	114.90

A00640K	\$	133.76
A00640L	\$	114.90
A00640N	\$	114.90
A00640O	\$	114.90
A00640P	\$	100.78
A00640Q	\$	100.78
A00640R	\$	100.78
A00640S	\$	114.90
A00640T	\$	100.78
A00640U	\$	100.78
A00640V	\$	101.38
A00641	\$	1,022.33
A00642A	\$	388.01
A00642B	\$	457.94
A00642C	\$	71.86
A00643	\$	1,234.96
A00644	\$	1,307.20
A00645	\$	1,235.35
A00647	\$	1,356.69
A00648	\$	572.98
A00648A	\$	631.69
A00649	\$	877.74
A00650	\$	949.41
A00651	\$	1,669.17
A00652	\$	196.95
A00653	\$	114.92
A00654	\$	114.92
A00655	\$	311.60
A00656	\$	245.60
A00658	\$	189.30
A00659	\$	410.71
A00660	\$	190.47
A00663	\$	120.84
A00664	\$	290.60
A00665	\$	408.64
A00667	\$	640.19
A00671	\$	269.14
A00673	\$	190.36
A00676	\$	159.48
A00677	\$	120.51
A00678	\$	120.68
A00679	\$	144.52
A00740	\$	82.58

A00741	\$	134.95
A00742	\$	193.53
A00744	\$	130.33
A00745	\$	147.82
A00746	\$	205.17
A00747	\$	249.35
A00748	\$	97.16
A00749	\$	323.94
A00753	\$	352.26
A00755	\$	243.18
A00756	\$	462.80
A00757	\$	176.29
A00758	\$	323.30
A00759	\$	727.65
A00760	\$	889.01
A00762	\$	912.88
A00763	\$	397.54
A00765	\$	688.29
A00766	\$	508.16
A00768	\$	325.12
A00769	\$	285.92
A00770	\$	585.26
A00771	\$	1,028.88
A00773	\$	176.01
A00774	\$	1,124.55
A00775	\$	627.11
A00776	\$	1,028.02
A00778	\$	1,159.77
A00780	\$	509.09
A00781	\$	1,266.26
A00782	\$	418.87
A00783	\$	1,534.82
A00786	\$	861.16
A00787	\$	5,071.50
A00789A	\$	116.50
A00789B	\$	95.22
A00789C	\$	93.46
A00789D	\$	97.55
A00789E	\$	84.05
A00789F	\$	87.82
A00789G	\$	95.63
A00789H	\$	209.87
A00794B	\$	114.45

A00794C	\$	227.60
A00794D	\$	534.74
A00795	\$	6,646.61
A00796A	\$	120.66
A00796B	\$	260.21
A00796C	\$	93.39
A00796D	\$	127.57
A00796E	\$	96.59
A00796F	\$	121.68
A00796G	\$	142.96
A00796H	\$	73.36
A00796I	\$	73.36
A00796J	\$	73.36
A00796K	\$	67.34
A00796L	\$	73.36
A00796N	\$	73.36
A00796O	\$	74.93
A00796P	\$	74.93
A00796Q	\$	74.93
A00796R	\$	67.34
A00796S	\$	73.36
A00796T	\$	73.36
A00801A	\$	207.56
A00804	\$	10,144.46
A00806	\$	1,190.61
A00807	\$	473.26
A00808	\$	440.21
A00809	\$	332.18
A00810	\$	1,101.51
A00811	\$	360.83
A00812	\$	385.38
A00813	\$	760.94
A00814	\$	987.16
A00815	\$	1,146.86
A00816	\$	1,606.50
A00817	\$	1,518.51
A00818	\$	480.03
A00820	\$	1,311.71
A00821	\$	462.26
A00822	\$	507.84
A00823	\$	615.27
A00824	\$	1,202.29
A00826	\$	1,447.82

A00827	\$	406.99
A00828	\$	551.96
A00830	\$	385.76
A00831	\$	405.82
A00832	\$	1,120.57
A00832A	\$	569.39
A00833	\$	1,295.73
A00834	\$	720.90
A00835	\$	1,429.99
A00836	\$	1,298.11
A00837	\$	523.72
A00838	\$	1,496.81
A00839	\$	3,451.05
A00840	\$	1,418.77
A00843	\$	204.17
A00844	\$	156.98
A00845	\$	157.50
A00846	\$	151.07
A00846A	\$	266.34
A00847	\$	109.92
A00849	\$	648.97
A00851	\$	313.87
A00854	\$	272.31
A00855A	\$	363.79
A00883	\$	664.63
A00884	\$	433.27
A00885	\$	301.67
A00886	\$	490.17
A00886A	\$	257.25
A00887	\$	334.98
A00888	\$	560.91
A00889	\$	333.18
A00891	\$	84.18
A00892	\$	267.01
A00894	\$	134.20
A00895	\$	148.68
A00896	\$	338.40
A00897	\$	235.39
A00900	\$	84.72
A00901	\$	84.72
A00902	\$	279.26
A00908	\$	137.58
A00909	\$	141.98

A00910	\$	119.51
A00911	\$	129.94
A00912	\$	89.58
A00913	\$	119.01
A00914	\$	132.00
A00915	\$	143.77
A00916	\$	134.69
A00917	\$	291.77
A00918	\$	154.69
A00920A	\$	57.13
A00920B	\$	57.13
A00920C	\$	54.52
A00920D	\$	54.53
A00920E	\$	54.25
A00920F	\$	54.52
A00920G	\$	57.13
A00920H	\$	57.14
A00920I	\$	54.21
A00920J	\$	54.26
A00920K	\$	54.23
A00920L	\$	54.25
A00921	\$	133.57
A00922	\$	124.64
A00923	\$	193.20
A00924	\$	189.65
A00925	\$	174.95
A00926	\$	112.70
A00927	\$	107.92
A00928	\$	210.85
A00931	\$	145.67
A00936	\$	523.16
A00939	\$	646.23
A00949	\$	3,513.69
A00953	\$	256.64
A00954	\$	85.27
A00956	\$	86.30
A00957	\$	190.08
A00959	\$	494.32
A00963	\$	118.74
A00964	\$	354.90
A00968	\$	279.39
A00970	\$	235.39
A00971	\$	457.98

A00976	\$	171.82
A00977	\$	119.51
A00981	\$	312.54
A00982	\$	235.90
A00985	\$	158.33
A00988	\$	147.93
A00995	\$	369.15
A01010	\$	220.27
A01012	\$	116.65
A01013	\$	119.51
A01014	\$	132.56
A01015	\$	129.30
A01019	\$	223.09
A01019A	\$	166.45
A01022	\$	273.34
A01024	\$	141.61
A01028	\$	509.27
A01030	\$	220.23
A01032	\$	187.70
A01035	\$	211.62
A01041	\$	462.13
A01043	\$	148.54
A01044	\$	86.99
A01045	\$	87.14
A01046	\$	114.04
A01047	\$	128.05
A01048	\$	121.34
A01049	\$	82.12
A01050	\$	87.24
A01057	\$	120.39
A01058	\$	120.49
A01059	\$	170.65
A01123	\$	202.02
A01124	\$	290.10
A01125	\$	132.25
A01131	\$	96.40
A01132	\$	80.22
A01133	\$	121.65
A01134	\$	118.45
A01135	\$	118.45
A01136A	\$	84.90
A01137	\$	154.30
A01138	\$	449.46

A01142	\$	119.51
A01144	\$	154.59
A01145	\$	124.67
A01146	\$	118.45
A01147B	\$	230.67
A01151A	\$	209.06
A01152	\$	61.22
A01153	\$	114.47
A01155	\$	462.79
A01161	\$	211.28
A01163	\$	149.91
A01165	\$	270.47
A01168	\$	280.45
A01170	\$	173.35
A01171	\$	87.12
A01172	\$	125.71
A01180	\$	3,645.59
A01191	\$	222.52
A01191A	\$	84.72
A01192	\$	256.64
A01193	\$	121.49
A01194	\$	122.36
A01195	\$	68.26
A01195A	\$	69.89
A01196	\$	86.46
A01197	\$	191.36
A01198	\$	177.29
A01200	\$	125.44
A01201	\$	151.51
A01202	\$	84.90
A01203	\$	120.20
A01204	\$	118.45
A01205	\$	134.29
A01206	\$	118.45
A01207	\$	121.95
A01208	\$	122.67
A01209	\$	155.44
A01210A	\$	78.19
A01210B	\$	78.21
A01210C	\$	74.99
A01210D	\$	73.06
A01212	\$	548.45
A01218	\$	103.97

A01219	\$	70.59
A01220	\$	124.88
A01221	\$	119.51
A01222	\$	122.30
A01223	\$	118.45
A01224	\$	119.51
A01225	\$	187.96
A01226	\$	325.19
A01231	\$	94.62
A01233	\$	119.51
A01234	\$	119.51
A01235	\$	89.44
A01236	\$	87.76
A01237	\$	122.93
A01238	\$	124.50
A01239	\$	84.90
A01240	\$	84.07
A01241	\$	118.45
A01242	\$	121.88
A01245	\$	118.23
A01246	\$	1,054.19
A01249	\$	362.36
A01250	\$	104.63
A01251	\$	104.63
A01252	\$	104.63
A01253	\$	109.98
A01254	\$	77.43
A01256	\$	176.11
A01258	\$	146.43
A01259	\$	256.76
A01264	\$	121.53
A01266	\$	82.87
A01266A	\$	307.83
A01266B	\$	83.40
A01273	\$	153.22
A01274	\$	263.85
A01279	\$	243.02
A01280	\$	236.61
A01281	\$	164.70
A01283	\$	147.97
A01284	\$	88.01
A01285	\$	182.42
A01287	\$	118.47

A01288	\$	105.95
A01289	\$	169.00
A01291	\$	296.56
A01292	\$	92.27
A01293	\$	535.31
A01294	\$	884.40
A01298	\$	280.89
A01299	\$	141.29
A01300	\$	246.50
A01301	\$	143.04
A01302	\$	125.65
A01303	\$	137.99
A01304	\$	315.49
A01305	\$	277.07
A01308	\$	79.29
A01309	\$	127.07
A01310	\$	130.84
A01311	\$	133.65
A01534	\$	537.31
A01539	\$	485.01
A01540	\$	227.75
A01541	\$	219.56
A01545	\$	219.56
A01548	\$	125.39
A01549	\$	141.84
A01550	\$	119.51
A01551	\$	142.48
A01552	\$	118.45
A01553	\$	123.53
A01554	\$	464.56
A01560	\$	651.60
A01567	\$	1,339.83
A01688	\$	3,878.85
A01689	\$	152.92
A01690	\$	119.51
A01691	\$	153.77
A01692	\$	207.72
A01694	\$	195.42
A01696	\$	641.03
A01699	\$	2,984.12
A01711	\$	333.16
A01909	\$	2,928.11
A01916	\$	201.54

A01918	\$	114.04
A01919	\$	114.04
A01921	\$	179.94
A01926	\$	545.83
A01932	\$	120.69
A01933	\$	85.11
A01933A	\$	310.96
A01933B	\$	748.50
A01935	\$	77.82
A01936	\$	123.26
A01937	\$	121.25
A01938	\$	105.93
A01939	\$	128.32
A01940	\$	122.14
A01941	\$	125.53
A01943	\$	418.38
A01944	\$	370.37
A01945	\$	204.79
A01946	\$	253.51
A01947	\$	368.62
A01951	\$	118.45
A01953	\$	118.45
A01954	\$	80.75
A01955	\$	82.00
A01956	\$	87.81
A01957	\$	73.68
A01958	\$	67.42
A01959	\$	78.25
A01960	\$	200.95
A01963	\$	183.35
A01963A	\$	328.87
A01964	\$	177.61
A01968	\$	634.84
A02005A	\$	3,998.70
A05968	\$	2,264.46
A07113	\$	206.82
A07115B	\$	158.35
A07115C	\$	157.87
A07116	\$	296.05
A07119	\$	176.82
A07120	\$	322.42
A07125	\$	629.52
A07129	\$	133.00

A07131	\$	3,421.07
A07141	\$	116.90
A07142	\$	685.54
A07149	\$	322.16
A07153	\$	231.97
A07155	\$	230.84
A07179	\$	241.21
A07180	\$	158.85
A07181	\$	160.52
A07182	\$	248.36
A07191	\$	115.52
A07192	\$	295.26
A07196	\$	276.94
A07201	\$	158.94
A07212	\$	454.53
A07225	\$	1,447.86
A07229	\$	138.70
A07230	\$	283.20
A07249	\$	1,085.02
A07258	\$	268.23
A07260	\$	219.42
A07262	\$	608.39
A07265	\$	111.42
A07266	\$	99.10
A07267	\$	141.12
A07272	\$	95.79
A07273	\$	209.05
A07273A	\$	72.85
A07276	\$	163.02
A07279	\$	186.54
A07281	\$	436.19
A07282	\$	118.45
A07283	\$	204.14
A07285	\$	197.20
A07286	\$	127.18
A07287	\$	164.19
A07288	\$	140.43
A07290	\$	72.68
A07291	\$	163.11
A07293	\$	358.19
A07295	\$	153.18
A07296	\$	142.13
A07297	\$	210.35

A07317	\$	888.65
A07324	\$	1,723.08
A07331	\$	216.32
A07332	\$	113.28
A07332A	\$	156.15
A07333	\$	159.53
A07334	\$	355.35
A07335	\$	133.62
A07336	\$	133.62
A07337	\$	133.62
A07338	\$	137.44
A07339	\$	216.66
A07341A	\$	252.77
A07345	\$	2,594.20
A07348	\$	242.61
A07350	\$	257.82
A07352	\$	175.90
A07353	\$	284.47
A07355	\$	174.82
A07356	\$	236.09
A07356A	\$	659.38
A07357	\$	386.03
A07361	\$	282.22
A07363	\$	234.60
A07364	\$	2,010.98
A07366	\$	4,662.55
A07369	\$	1,245.65
A07370	\$	542.32
A07371A	\$	133.62
A07371B	\$	133.62
A07372	\$	2,750.87
A07376A	\$	68.96
A07376B	\$	71.48
A07376C	\$	71.46
A07376D	\$	69.73
A07376E	\$	73.11
A07376S	\$	50.47
A07376T	\$	50.47
A07376U	\$	50.47
A07376V	\$	50.47
A07376W	\$	50.47
A07379	\$	227.05
A07381	\$	211.73

A08170B	\$	1,442.31
A11334	\$	104.93
A11335	\$	241.61
A11336	\$	165.73
A11341	\$	198.01
A11351	\$	767.33
A11353	\$	114.94
A11354	\$	585.09
A11355	\$	140.43
A11543	\$	420.29
A11550	\$	1,136.11
A11554	\$	499.74
A11563	\$	108.41
A11564	\$	137.19
A11565	\$	6,123.76
A11583	\$	159.82
A11584	\$	135.00
A11585	\$	101.04
A11586	\$	113.07
A11587	\$	101.20
A11588	\$	114.91
A11589	\$	95.89
A11592	\$	313.50
A11605	\$	135.60
A11606	\$	95.95
A11608	\$	222.34
A11609	\$	168.22
A11610	\$	186.17
A11614	\$	92.72
A11615	\$	104.65
A11630	\$	96.22
A11631	\$	209.71
A11636	\$	93.42
A11638	\$	539.58
A12102	\$	1,680.74
A12146	\$	499.74
A12156	\$	133.00
A12157	\$	133.00
A12169	\$	1,449.01
A12176	\$	728.85
A12194	\$	112.95
A12201	\$	135.57
A12202	\$	96.24

A12203	\$	95.34
A12204	\$	94.50
A12205	\$	145.95
A12210	\$	1,419.00
A12216	\$	275.37
A12217	\$	95.79
A12218	\$	297.97
A12226	\$	1,005.01
A12229	\$	185.54
A12233	\$	996.30
A12241	\$	95.55
A12242	\$	95.95
A12243	\$	95.76
A12244	\$	96.11
A12245	\$	95.99
A12246	\$	141.53
A12248	\$	89.34
A12249	\$	95.87
A12250	\$	95.81
A12251	\$	95.94
A12252	\$	95.74
A12253	\$	95.74
A12254	\$	95.81
A12255	\$	95.74
A12256	\$	95.81
A12257	\$	95.74
A12258	\$	95.99
A12259	\$	95.79
A12260	\$	95.79
A12261	\$	95.85
A12262	\$	95.79
A12263	\$	95.85
A12264	\$	95.79
A16450	\$	3,009.54
A18733	\$	214.77
A18734	\$	138.49
A18735	\$	127.22
A18736	\$	131.35
A18737	\$	138.43
A18738	\$	218.08
A18740	\$	170.53
A18741	\$	124.53
A18742	\$	89.90

A18743	\$	134.54
A18744	\$	80.51
A18745	\$	1,400.53
A26786	\$	61.32
A26787	\$	61.66
A26788	\$	61.63
A26789	\$	61.65
A26790	\$	62.88
A26791	\$	60.87
A26792	\$	61.05
A26793	\$	61.49
A26794	\$	61.65
A26795	\$	63.29
A26796	\$	60.87
A26797	\$	61.03
A26798	\$	61.63
A26799	\$	61.65
A26800	\$	63.64
A27701	\$	111.94
A27702	\$	116.20
A29916A	\$	190.36
A29916B	\$	131.33
A29916C	\$	92.23
A29916D	\$	81.09
A29916E	\$	90.64
A29916F	\$	85.21
A29916G	\$	92.39
A29916H	\$	80.15
A29916I	\$	93.67
A29916J	\$	93.36
A29916K	\$	93.98
A29916L	\$	93.98
A29916N	\$	93.88
A29916O	\$	93.72
A29917	\$	2,933.25
A31251	\$	677.47
A33292	\$	845.77
A33974	\$	1,158.85
A34212A	\$	251.47
A34212B	\$	64.81
A34212C	\$	77.84
A34212D	\$	57.13
A34212E	\$	64.66

A34212F	\$	57.06
A34212G	\$	59.07
A34212H	\$	59.00
A34212I	\$	59.85
A34212J	\$	58.92
A34212K	\$	56.98
A34212L	\$	57.29
A34212N	\$	64.81
A34212O	\$	69.78
A34212P	\$	64.89
A34212Q	\$	57.60
A34212R	\$	90.02
A34212S	\$	61.01
A34212T	\$	56.83
A34212U	\$	61.01
A34212V	\$	57.52
A34212W	\$	206.14
A34212X	\$	113.75
A34212Y	\$	148.77
A34225A	\$	55.04
A34225B	\$	55.04
A34225C	\$	55.04
A34225D	\$	55.04
A34225E	\$	55.04
A34225F	\$	55.04
A34225G	\$	55.04
A34225H	\$	55.04
A34225I	\$	55.04
A34225J	\$	55.04
A34225K	\$	55.04
A34225L	\$	55.04
A34225N	\$	55.04
A34225O	\$	55.04
A34225P	\$	55.04
A34225Q	\$	55.04
A34225R	\$	55.04
A34225S	\$	55.04
A34225T	\$	55.04
A34225U	\$	55.04
A34225V	\$	55.04
A34225W	\$	55.04
A34225X	\$	55.04
A34226A	\$	55.04

A34226B	\$	55.04
A34226C	\$	55.04
A34226D	\$	55.04
A34226E	\$	55.04
A34226F	\$	55.04
A34226G	\$	55.04
A34226H	\$	55.04
A34226I	\$	55.04
A34226J	\$	55.04
A34226K	\$	55.04
A34226L	\$	55.04
A34226N	\$	55.04
A34226O	\$	55.04
A34226P	\$	55.04
A34226R	\$	64.79
A34226S	\$	64.79
A34620	\$	226.82
D01207	\$	81.43
D05764	\$	354.93
D12010	\$	101.82
D12013	\$	93.74
D12013A	\$	110.57
D12014	\$	222.35
D12015	\$	295.42
D12017	\$	99.20
D12017A	\$	139.33
D12018	\$	117.02
D12018A	\$	72.36
D12021	\$	128.64
D12037	\$	136.95
D12039	\$	185.11
D12048	\$	258.87
D12049	\$	175.86
D12053	\$	126.27
D12055	\$	59.46
D12056	\$	57.15
D12267	\$	59.52
D12268	\$	63.57
D12269	\$	108.70
D12270	\$	76.17
D12271	\$	4,913.30
D12436	\$	73.26
D12514	\$	126.98

D13071	\$	111.08
D13072	\$	132.21
D13111	\$	126.51
D13113	\$	119.86
D13114	\$	103.48
D13139I	\$	51.73
D13144K	\$	871.64
D13144L	\$	2,371.96
D13144Z	\$	1,441.66
D13145	\$	341.34
D13145A	\$	472.99
D13145B	\$	50.00
D13145D	\$	279.83
D13145E	\$	207.17
D13145F	\$	5,064.14
D13145L	\$	325.75
D13161	\$	85.90
D13578	\$	171.07
D13580	\$	103.84
I00048	\$	106.29
I00063	\$	71.32
I00064	\$	60.01
I00078B	\$	78.15
I00140	\$	73.44
I00153	\$	133.55
I00154	\$	437.86
I00196	\$	81.28
I00199	\$	138.43
I00203	\$	138.38
I00221	\$	181.02
I00227	\$	85.79
I00230	\$	81.00
I00234	\$	116.00
I00236	\$	122.34
I00241	\$	89.21
I00250B	\$	86.36
I00251	\$	214.16
I00251A	\$	99.68
I00254	\$	79.38
I00263	\$	150.95
I00270B	\$	50.34
I00270C	\$	50.28
I00272	\$	145.07

I00278	\$	84.46
I00282	\$	184.38
I00593	\$	442.19
I00593A	\$	311.64
I00602	\$	202.34
I00603	\$	1,641.47
I00621	\$	58.41
I00622	\$	72.13
I00623	\$	113.48
I00624	\$	102.06
I00635	\$	57.10
I00648	\$	72.26
I00649	\$	72.46
I00650	\$	84.33
I00651	\$	62.35
I00734	\$	54.05
I00763	\$	668.57
I00797	\$	537.01
I00877	\$	50.59
I01016	\$	50.86
I01060	\$	50.21
I01104	\$	144.01
I01149	\$	97.42
I01150	\$	50.18
I01160	\$	80.03
I01172	\$	235.56
Total	\$	<hr/> 426,716.98

RESOLUTION NO. 21- _____

A RESOLUTION MAKING THE ANNUAL ALL-PURPOSE MILL LEVY AND MILL LEVIES FOR LIBRARY OPERATING, TRANSIT OPERATING, AND PUBLIC SAFETY FUNDS FOR THE FISCAL YEAR 2021-2022.

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

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

1. That an All-Purpose Annual Mill Levy in the amount of 74 Mills is hereby imposed on all taxable property within the City of Billings, Montana, for the Fiscal Year July 1, 2021 through June 30, 2022.

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

- A. 5.00 Library Operating Fund
- B. 10.00 Transit Operating Fund
- C. 20.00 Public Safety Fund
- D. 60.00 Public Safety II Fund

3. That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED by the City Council this 28th day of June, 2021.

CITY OF BILLINGS:

BY: _____
William A. Cole, MAYOR

ATTEST:

BY: _____
Denise R. Bohlman, CITY CLERK

RESOLUTION NO. 21 - ____

**A RESOLUTION ASSESSING ALL HOTELS WITHIN THE
BILLINGS TOURISM BUSINESS IMPROVEMENT
DISTRICT WITH SIX (6) OR MORE ROOMS \$2 PER
OCCUPIED ROOM NIGHT**

WHEREAS, the 2007 Montana Legislature and the Governor approved legislation that allows local governments to create Tourism Business Improvement Districts, effective October 1, 2007; and

WHEREAS, the Billings City Council created the Tourism Business Improvement District (Tourism Business Improvement District No. 0002) on August 27, 2007 by adopting Resolution No. 07-18593; and

WHEREAS, the Billings City Council created the Tourism Business Improvement District (Tourism Business Improvement District No. 0002) on April 10, 2017 by adopting Resolution No. 17-10614; and

WHEREAS, in May, 2013, the Billings Tourism Business Improvement District Board of Trustees petitioned the Billings City Council to increase the occupied room night assessment for hotels with 60 or more rooms, which was accomplished by the City Council's adoption of Resolution No. 13-19284; and

WHEREAS, the Billings Tourism Business Improvement District Board of Trustees petitioned the Billings City Council to amend Resolution 13-19284 by eliminating the two (2) classes of hotels established in the resolution and to charge the same occupied room night assessment to all eligible hotels; and

WHEREAS, the Billings City Council must amend Section 9 of Resolution No. 13-19284 in order to change the occupied room night assessment,

BE IT RESOLVED by the Billings Montana City Council that Resolution No. 13-19284, Section 9 is amended as follows:

Section 9. Assessments. All hotels, as defined in Section 8, that are within the District 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. The assessments to fund the work plan for each fiscal year are to be collected from all hotels with six (6) or more rooms within the boundaries of the district and all such hotels shall be subject to an assessment of \$2 per occupied room night. Stays by persons whom are otherwise exempt from paying a transient occupancy tax (a.k.a. lodging facility use tax), as provided in Sections 15-65-101 through 15-65-136 MCA, shall be exempt from the assessment.

The assessments may be modified annually by adoption of a resolution or adoption of the City's budget.

Section 12: Effective Date. The effective date for this resolution shall be June 28, 2021.

APPROVED by the City Council of the City of Billings, Montana this 28th day of June, 2021.

THE CITY OF BILLINGS:

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk

City Council Regular

Date: 06/28/2021
Title: Public Hearing and Resolution Road Maintenance District No. 6
Presented by: Andy Zoeller, Finance Director
Department: Finance
Presentation: Yes

RECOMMENDATION

Staff recommends that the City Council hold a public hearing and approve the resolution setting the annual Road Maintenance District (RMD) No. 6 assessment.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

RMD No. 6 was established by City Council in 2015. The purpose of the district is to maintain a permanent emergency access road for fire apparatus and emergency vehicles. This specific access road is located in the Briarwood subdivision located between Glengarry Lane and Colleen Drive. This road provides a secondary access point for the development which can be used during an emergency should the main access road become inaccessible. The fee will remain the same for FY 22 as it was for FY 21, \$55.28 per lot.

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve The district will not collect enough money to maintain the Briarwood Emergency Access Road and this would create a conflict with the Subdivision Improvement Agreement and the Fire Code.

FISCAL EFFECTS

The total assessment of \$2,819 (51 properties at \$55.28) reflects the cost of providing maintenance to meet Fire Code requirements.

Attachments

Resolution RMD6

RESOLUTION 21 - _____

A RESOLUTION LEVYING AND ASSESSING ROAD MAINTENANCE DISTRICT NO. 6 FEES FOR PROPERTIES WITHIN ROAD MAINTENANCE DISTRICT NO. 6 IN THE CITY OF BILLINGS, PROVIDING FOR NOTICE, HEARING AND ADOPTION.

WHEREAS, the City, by Resolution, has defined the boundaries and established a road maintenance district as provided by State Law, and

WHEREAS, Billings Montana City Code and Title 7, Chapter 12, Parts 41 and 44, as amended of the Montana Code Annotated authorizes the City of Billings to adjust the road maintenance district rate and charge to provide for the sufficient collection of revenues adequate for the payment of the reasonable expense of the district.

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

1. METHOD OF ASSESSMENT. The City hereby determines that each lot or parcel of land within Road Maintenance District No. 6 shall be assessed for that portion of the whole cost which each lot or parcel of land in the respective district bears.

2. ASSESSMENT. Each lot or parcel within the boundaries of Road Maintenance District No. 6, is hereby assessed **\$55.28** per lot for fiscal year 2022.

3. LOTS AND PARCELS ASSESSED. A list which describes the legal description of each of the 51 lots or parcel of land assessed within the respective district,

and the amount levied thereon set is available in the office of the City Clerk, 210 North 27th St, Billings, Montana.

4. COLLECTION OF ASSESSMENTS. Said special assessments shall be placed upon the assessment rolls and collected in the same manner as other taxes.

5. NOTICE OF HEARING. On Monday, **June 28th**, at 5:30 o'clock p.m., or as soon thereafter as the matter may be considered on the agenda. City Council will hear objections to the adoption of this resolution. The City Clerk is hereby directed to publish notice thereof twice, at least five (5) days prior to the hearing, in the Yellowstone County News.

6. EFFECTIVE DATE. This resolution shall be effective upon final adoption.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on the 28th day of June 2021.

BY: _____

William A. Cole, MAYOR

ATTEST:

BY: _____

Denise R. Bohlman, CITY CLERK

Exhibit A

Tax ID	Legal Description
A32132	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 1A, AMD 29382 SQ FT (08)
A32133	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 2, 16843 SQUARE FEET, (06)
A32134	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 3, 18688 SQUARE FEET, (06)
A32135	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 4, 19990 SQUARE FEET, (06)
A32136	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 5, 18532 SQUARE FEET, (06)
A32137	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 6, 18568 SQUARE FEET, (06)
A32138	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 7, 18605 SQUARE FEET, (06)
A32139	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 8, 18641 SQUARE FEET, (06)
A32140	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 9, 18678 SQUARE FEET, (06)
A32141	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 10, 20037 SQUARE FEET, (06)
A32142	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 11, 17170 SQUARE FEET, (06)
A32143	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 1, Lot 12, 21975 SQUARE FEET, (06)
A32144	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 2, Lot 1, 30665 SQUARE FEET, (06)
A32146	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 2, Lot 3, 22760 SQUARE FEET, (06)
A32147	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 2, Lot 4, 20152 SQUARE FEET, (06)
A32148	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 2, Lot 5, 13290 SQUARE FEET, (06)
A32149	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 2, Lot 6, ACRES 14129, (06)
A32150	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 3, Lot 1, 24360 SQUARE FEET, (06)
A32151	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 3, Lot 2, 22366 SQUARE FEET, (06)
A32152	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 3, Lot 3, 20430 SQUARE FEET, (06)
A32153	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 4, Lot 1
A32154	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 4, Lot 2, 33407 SQUARE FEET, (06)
A32155	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 4, Lot 3, 42372 SQUARE FEET, (06)
A32156	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 4, Lot 4, 46904 SQUARE FEET, (06)
A32157	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 4, Lot 5, 19276 SQUARE FEET, (06)
A32158	THE ESTATES AT BRIARWOOD 1ST FILING, S27, T01 S, R26 E, BLOCK 4, Lot 25, ACRES 17562, (06)
A35428	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 4
A35429	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 5
A35430	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 6
A35431	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 7
A35432	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 8
A35433	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 9
A35434	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 10
A35435	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 11
A35436	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 12
A35437	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 13
A35438	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 14
A35439	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 15
A35440	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 16
A35441	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 17
A35442	THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 18

A35443 THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 19
A35444 THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 20
A35445 THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 21
A35446 THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 3, Lot 22
A35447 THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 4, Lot 26
A35448 THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 4, Lot 27
A35449 THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 4, Lot 28
A35450 THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 4, Lot 29
A35451 THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 4, Lot 30
A35453 THE ESTATES AT BRIARWOOD SUB 2ND FIL (15), S22, T01 S, R26 E, BLOCK 4, Lot 31

City Council Regular

Date: 06/28/2021
Title: Public Hearing and Resolution Setting Annual Street Maintenance District Assessments for Fiscal Year 2022
Presented by: Jennifer Duray
Department: Public Works
Presentation: Yes

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing and approve the proposed resolution setting annual street maintenance district assessments for fiscal year 2022.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

Street Maintenance District (SMD) assessments are set annually by resolution. There are currently two SMDs in Billings. SMD 1 encompasses primarily the downtown area. SMD 2 is the entire City. Properties in SMD 1 are also in SMD 2. The existing rates are not adequate to provide for the operation and maintenance and capital investment necessary to continue providing service at the current level for SMD2. Staff is proposing a 0% increase for SMD 1 and a 1.8% increase for SMD 2 to recover the cost of services and maintain the current service level. The attached resolution specifies the proposed rates for FY22.

ALTERNATIVES

City Council must hold a public hearing and then may:

- Approve the recommended resolution,
- Approve an amended resolution, or;
- Not Approve the resolution. If Council does not approve a resolution, an amended resolution to establish street maintenance district assessments will need to be considered at a future City Council meeting to be in accordance with state statutes.

FISCAL EFFECTS

The proposed rate adjustment would increase an average 9,691 square foot residential lot in SMD 2 by \$2.30 from \$127.53 per year to \$129.83 per year and will generate approximately \$160,000 of additional revenue in FY22.

Attachments

Resolution

RESOLUTION 21-_____

A RESOLUTION LEVYING AND ASSESSING STREET MAINTENANCE DISTRICT FEES FOR PROPERTIES WITHIN STREET MAINTENANCE DISTRICTS IN THE CITY OF BILLINGS, PROVIDING FOR NOTICE, HEARING AND ADOPTION.

WHEREAS, the City, by Resolution, has defined the boundaries and established street maintenance districts as provided by State Law, and

WHEREAS, Billings Montana City Code and Title 7, Chapter 12, Part 44 of the Montana Code Annotated authorizes the City of Billings to adjust street maintenance district rates and charges to provide for the sufficient collection of revenues adequate for the payment of the reasonable expense of each said district.

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

1. METHOD OF ASSESSMENT. The City hereby determines that each lot or parcel of land within both Street Maintenance Districts One (1) and Two (2) shall be assessed for that portion of the whole cost which each lot or parcel of land in the respective district bears to the total area of the respective district exclusive of streets, avenues, alleys, and public places.

2. ASSESSMENT DISTRICT ONE (1). Each lot or parcel within the boundaries of Street Maintenance District One (1), is hereby assessed **\$.059311** per square foot of area for fiscal year 2022.

3. ASSESSMENT DISTRICT TWO (2). Each lot or parcel within the boundaries of Street Maintenance District Two (2), is hereby assessed **\$.013397** per square foot of area for fiscal year 2022.

4. MAXIMUM ANNUAL CHARGE. The maximum annual charge for any tract, parcel or lot which is undeveloped and unimproved shall be **\$1,545.00**.

5. LOTS AND PARCELS ASSESSED. A list which describes each lot or parcel of land assessed within the respective district, with the name of the owner thereof, and the amount levied thereon set is available in the office of Public Works Fiscal Services Belknap location, 2251 Belknap Avenue, Billings, Montana.

6. EXEMPTION. Street Maintenance District assessments shall not be paid by the City General Fund, Public Safety Fund, Library Fund, MET Transit Fund or Airport Fund.

7. COLLECTION OF ASSESSMENTS. Said special assessments shall be placed upon the assessment rolls and collected in the same manner as other taxes.

8. NOTICE OF HEARING. On Monday, **June 28, 2021**, at 5:30 o'clock p.m., or as soon thereafter as the matter may be considered on the agenda at the Billings Public Library Community Room, Billings, Montana, the City Council will hear objections to the adoption of this resolution. The City Clerk is hereby directed to publish notice thereof twice, at least five (5) days prior to the hearing, in the Yellowstone County News.

9. EFFECTIVE DATE. This resolution shall be effective upon final adoption.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on
the 28th day of June 2021.

BY: _____

William A. Cole, MAYOR

ATTEST:

BY: _____

Denise Bohlman, CITY CLERK

City Council Regular

Date: 06/28/2021
Title: Second/Final Reading Ordinance of 2021 Public Safety Mill Levy Charter Amendment
Presented by: Chris Kukulski, City Administrator
Department: City Hall Administration
Presentation: Yes

RECOMMENDATION

Staff recommends the City Council approve on Second Reading the attached Ordinance amending the City Charter by providing for Section 1.05.2 which establishes an additional permanent, 34 mill levy to fund police, fire, prosecution, code enforcement, municipal court, mental health and addiction services, and related public safety expenses.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

On June 14, 2021, the Council approved on First Reading the attached Ordinance amending the City Charter, adding Section 1.05.2 which provides for a public safety mill levy sufficient to generate approximately \$7,115,000 to increase investments in police, fire, code enforcement, prosecution, court, mental health and addiction services. The City has experienced significant increases in crime rates and calls for public safety services over the past decade.

The proposed public safety mill levy (PSML) will provide critical resources needed to implement strategies each department has developed to accomplish the Council's #1 priority to make Billings a safer community. These strategies are aligned with the Center for Public Safety Managements (CPSM) recommendations to efficiently deliver services by our police and fire departments. (see the attached CPSM recommendations). In brief, the police department strategies focus on crime, downtown and traffic safety; the fire department will be implementing peak medical response teams; prosecution, code enforcement and our 2nd full time judge will improve the criminal justice system to better serve victims and improve our neighborhoods to reduce crime.

Under Section 1.02, the City of Billings Charter has a 74 mill levy limit. Any mill levy increase above that amount must be approved by voters. Section 1.02, City Charter. The Charter can be amended in several ways including by direction of the City Council through an ordinance. Section 7-3-103(2)(b), Montana Code Annotated, (MCA).

Under the direction of City Administrator Kukulski, Mayor Cole, Council Members Neese, Choriki, Shaw and staff have been drafting the required Ordinance and related Resolution with ballot language. Both the ordinance and resolution are required legal documents necessary to amend the city charter for voter approval through the 2021 general election. The attached Ordinance is the product of this Committee's work.

This Ordinance amending the City Charter was approved at First Reading and Public Hearing June 14, 2021. The Council will consider approval of the Ordinance on Second Reading together with a ballot language Resolution on June 28, 2021. The Resolution contains the actual ballot language which will be presented to voters and will be referred to Yellowstone County Elections Administrator for a special mail ballot election. This Ordinance is the first of two steps necessary to place this public safety mill levy before the voters November 2, 2021.

STAKEHOLDERS**ALTERNATIVES**

Council may:

- â€¢ Hold the public hearing and approve the attached Ordinance on Second Reading adding an additional public safety mill levy in City Charter Section 1.05.2, or;
- â€¢ Modify the Ordinance, or Disapprove the Ordinance.

FISCAL EFFECTS

If voters approve the proposed Charter amendment, it is estimated to generate an additional \$7,115,000 to help support police, fire, prosecution, code enforcement, municipal court, mental health and addiction services, and related services to improve the safety of Billings.

Attachments

Proposed PSML Ordinance - 34 Mills
CPSM Report - Police Department
CPSM Report - Fire Department

ORDINANCE NO. 21-____

AN ORDINANCE OF THE CITY OF BILLINGS PROVIDING THAT THE CHARTER OF THE CITY OF BILLINGS BE AMENDED TO ADD SECTION 1.05.2 PROVIDING FOR A PERMANENT, NON-CUMULATIVE MILL LEVY TO FUND POLICE, FIRE, PROSECUTION SERVICES, CODE ENFORCEMENT, MUNICIPAL COURT, MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES, AND RELATED PUBLIC SAFETY EXPENSES, AND SUBMITTING THE PROPOSED AMENDMENT TO THE ELECTORS OF THE CITY AS PROVIDED BY LAW.

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

Section 1. That Article I of the Charter of the City of Billings be amended to add Section 1.05.2 so that such section shall read as follows:

Section 1.05.2 Mill Levy to Fund Police, Fire, Prosecution Services, Code Enforcement, Municipal Court, Mental Health and Substance Abuse Services, and Related Public Safety Expenses.

For the purpose of funding the operation, maintenance and capital needs of the police department, fire department, prosecution services, code enforcement, municipal court, mental health and substance abuse services, and related public safety expenses, the City Council shall levy up to 34 mills starting in fiscal year 2023, which will raise approximately \$7.1 million as follows:

Fiscal Year 2023	\$7,115,000	34 Mills
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The foregoing mill levy is permanent and shall continue indefinitely in future fiscal years. This levy is not cumulative, which means the number of mills will not increase over time. This levy is in addition to any other mill levies authorized by Charter or law.

Section 2. REFERRAL TO ELECTORS. This ordinance shall be referred to the electors of the City of Billings at an election to be held on November 2, 2021.

Section 3. EFFECTIVE DATE. This ordinance shall be effective thirty (30) days after Second Reading and final adoption as provided by law, but the amendment to the City Charter shall be effective immediately upon approval by the electors as provided by law.

PASSED by the City Council on First Reading this _____ day of _____, 2021.

PASSED, ADOPTED and APPROVED on Second Reading this _____ day of _____,
2021.

SECTION 1. EXECUTIVE SUMMARY

The Center for Public Safety Management, LLC (CPSM) was commissioned to review the operations of the Billings Police Department. While our analysis covered all aspects of the department's operations, particular areas of focus of this study included identifying appropriate staffing of the department given the workload, community demographics, and crime levels; the effectiveness of the organizational structure; and efficiency and effectiveness of division/unit processes.

We analyzed the department workload using operations research methodology and compared that workload to staffing and deployment levels. We reviewed other performance indicators that enabled us to understand the implications of service demand on current staffing. Our study involved data collection, interviews with key operational and administrative personnel, focus groups with line-level department personnel, on-site observations of the job environment, data analysis, comparative analysis, and the development of alternatives and recommendations.

Based upon CPSM's detailed assessment of the Billings Police Department, it is our conclusion that the department, overall, provides quality law enforcement services. The staff is professional and dedicated to the mission of the department. As you review this report, you will notice three common themes that speak to operational challenges facing the department: (1) Facilities, or lack thereof, (2) insufficient staffing at both mid-level supervisory and line levels, and (3) organizational structure. Each of these has a significant and adverse impact on operational efficiency and effectiveness, and ultimately, the quality of life for the business community, residents, and visitors of the City of Billings.

Throughout this report, we will strive to allow the reader to look inside the department to understand its strengths and its challenges. We sincerely hope that all parties utilize the information and recommendations contained herein in a constructive manner to make a fine law enforcement agency even better.

As part of this Executive Summary, following are general observations that we believe identify some of the more significant issues facing the department. Many of these observations concern department-wide issues rather than operations of specific units. Additionally, we have included a master list of unit-specific recommendations for consideration. We believe these recommendations will enhance organizational effectiveness. Some of these recommendations involve the creation of new job classifications; others involve the reassignment/repurposing of job duties to other sections and units. It is important to note that in this report we will examine specific sections and units of the department. As we do so, and as appropriate, we will offer a detailed discussion of our general observations and recommendations for each.

The list of recommendations is extensive. Should the City of Billings and the Billings Police Department choose to implement any or all recommendations, it must be recognized that this process will not take just weeks or even months to complete, but perhaps years. The recommendations are intended to form the basis of a long-term improvement plan for the city and department.

We would like to emphasize that this list of recommendations, though lengthy, is a common phenomenon in our operational assessments of law enforcement agencies around the country and should in no way be interpreted as an indictment of what we consider to be a fine department. Our work, by design, focusses on potential areas for improvement. Had we listed areas in which the department excels, that list would dwarf the number of recommendations.

GENERAL OBSERVATIONS

- The Billings Police Department operates out of multiple facilities. As a result of this decentralization, staff must routinely travel between multiple facilities to perform essential work functions, which is inefficient. Facilities include:
 - Downtown police headquarters, which houses administration, supervisors, detectives, records, and some support personnel.
 - The "barn," which houses personnel assigned to field deployments such as patrol and STEP.
 - The property and evidence facility, located adjacent to the "barn."
 - Off-site offices that house multi-agency task force personnel
 - The Crime Prevention Center, which houses some volunteer services.
 - The outdoor firing range.
- Jail services are provided by the Yellowstone County Sheriff's Department. The jail is routinely overcrowded, causing a lack of space to house individuals arrested for a wide variety of crimes, both violent and nonviolent. As a result, persons who are arrested are routinely released on a citation to appear at a future date. Many do not appear when directed, so warrants for arrest are issued by the court. Still, without space to house the individual the warrants cannot be served. In some cases, individuals accrue dozens, even scores of warrants. These individuals continue to pose a threat to the safety, peace, and serenity of the community.
- As we examined staffing levels throughout the department, we found that for some assignments the need for additional staffing is immediate and urgent. This was especially true for some patrol-related functions and for detectives, as well as for midlevel supervisory positions throughout the department.
- The department greatly underutilizes civilian personnel. There are a number of functions currently performed by sworn officers that could be performed by civilian employees at a cost savings, and in some cases with improved quality of the work product. This is the case for both patrol and detectives. The utilization of civilian personnel will greatly reduce heavy workload demands on those personnel. In some cases this will require the creation of a new job classification (Police Service Officer). In other cases, it will require increasing the authorized staffing level for the position (such as for Identification Techs), and expanding their duties. As we report on individual divisions, we will more fully address this situation. Finally, we will suggest that the department create a civilian career ladder as part of a migration plan toward increased utilization of civilian personnel where appropriate. This will be addressed in Section 7 following the reporting on the individual divisions.
- Within the next four years, the department will see the retirement of most, if not all, of its upper-level command staff, down through the rank of lieutenant and including civilian command-level personnel. It is imperative that the department consider a structured succession plan, including mentoring of the next generation of department leaders. While the plan must focus on command-level positions, the development of future mid-management and first-line supervisors must be considered as well. Exposure of all potential future leaders to a variety of administrative assignments and tasks is essential to prepare them for these future responsibilities.
- CPSM suggests that there is a need to modify the organization structure to more closely align comparable work efforts and improve command and control. For instance, while the

Operations Division oversees patrol, K9, and Billings Clinic officers, each of whom serve as first responders, the Professional Standards Division oversees traffic enforcement (STEP), including one-half of the K9 officers, the downtown deployment, the parks officer, and School Resource Officers, all of whom also provide direct services as first responders. As well, the Domestic Violence Investigator is assigned to the Professional Standards Division, and the Internet Crimes Against Children Investigator is assigned to Operations Division. Both serve in detective roles, at off-site locations, and neither are adequately supervised or supported. Additionally, the Assistant Police Chief has direct command of the Animal Control Unit, a responsibility more appropriately tasked to a lower-level command officer. These are but a few examples of the existing organizational alignment that warrants consideration for revision. In Section 8, at the conclusion of the operational assessment, we will provide additional information supporting this recommendation.

- There is a significant underutilization of police-specific technologies throughout the department. These technologies include case management software programs for criminal investigations, personnel investigations, specialized unit activities, and more. Rather, the department relies heavily upon Excel spreadsheets to track much of its workflow. In some instances, the technology is readily available in existing department technologies. For example, the department's present records management system has a module to track criminal investigations, yet investigative staff indicate that it is too complicated, and therefore they use spreadsheets. When CPSM attempted to review data for dates as recent as 2017 and 2018, we were told it is no longer available. Software programs are readily available to track personnel investigations as well, including early warning systems for potential problematic behaviors of employees. These and other programs and technology are widely in use in nearly every agency that we have assessed. The department must embrace technology to maximize its effectiveness. More detail will be provided as we report on individual department functions.
- While transient- and mental health-related calls are perceived to be significant contributors to workload demands and to have an adverse impact on business interests and the quality of life for Billings's residents, the computer-aided dispatch (CAD) and records management system (RMS) do not allow for isolation and collection of data related to these calls. The absence of such data limits accurate and detailed analysis of the scope of the problem and leaves only anecdotal evidence as the source from which to plan a path forward in addressing it. A simple fix will be offered.
- Our effort to identify workload for specific divisions and/or units was made difficult by how responder identification is handled. The CAD system is set up to use employee badge numbers rather than division and/or unit specific call sign identifiers. As personnel are promoted, transfer between assignments mid-year, or work on an overtime assignment in a division outside of their normal assignment (e.g., a patrol officer working overtime at the Billings Medical Clinic), the use of their badge number to identify workload distribution provides inaccurate data in some instances. Division/unit-specific call signs (e.g., BC for Billings Medical Clinic) should be used so that, for example, a patrol officer working a Billings Medical Clinic overtime could be assigned a BC call designator for that overtime assignment. Their work for that period then could be attributed accurately to the Billings Medical Clinic rather than Patrol.
- Over the past few years, agencies have hurried to deploy body cameras without the policy preparation or the resources required to store and manage the cameras' recordings. Significant increases in staff time to review, redact, and process recordings for judicial discovery and public records requests (PRA) seeking access to the camera recordings have overwhelmed agencies. The BPD Records Unit, along with other units including Property and

Evidence and Patrol, have become burdened with elements of this task and other matters requested through the "discovery" and PRA process. This trend will undoubtedly continue. This added and sometimes complex workload has negatively disrupted primary duties in each of the units identified. As well, parceling out the responsibility for producing such records lends itself to omission errors that can compromise legal proceedings and public trust in the agency. The establishment of a "Discovery Unit" within Records, with appropriate staffing, should be considered to centralize the tasks required for completion of these responses.

- In virtually all police studies conducted by CPSM, lack of communication is cited as a major organizational impediment. That sentiment was expressed in Billings as well. In some cases, the concern raised is justifiable, and in other cases, those who express the concern have subjected themselves to selective awareness. In any event, open, constructive communication is vital to any organization. CPSM suggests an option that involves executive staff hosting a "State of the Department" briefing on a quarterly, tri-annual, or semi-annual basis. During these briefings executive staff can give a short status report on important issues, changes, new programs, etc. facing the department and encourage questions or input from all employees. Such meetings should be scheduled so as to allow all shifts to participate. No, this is not a panacea, but those who are truly interested in department activities outside of their "workspace" can get a better understanding of the department's work plan and how they may contribute to the betterment of the department. For those who have selective awareness, they have only themselves to blame should they choose not to participate. Another option involves status boards for major projects that the department is working on, and which can be displayed online, or in briefing and/or break rooms. Employees not directly involved in such projects are often unaware of the departmental work efforts, or at least the status of these projects. We often hear, in many agencies, that employees are interested in department efforts and plans, even outside of their work unit, and appreciate being included in or at least informed as to such.
- Our data analysis focused on 2019 data so that we could use pre-COVID-19 information for our assessment. It should be noted, and as will be observed in our reporting, crime, especially violent crime, has largely been increasing over the past decade in Billings. Crime data provided by the department for 2020 (see Section 3, Table 3-2) reflects an alarming increase in all categories of major crime.
- As noted previously, specific recommendations follow and are discussed in detail throughout the report. These recommendations are offered to enhance the operation of the Billings Police Department. The recommendations provided are to ensure that law enforcement resources are optimally deployed, operations are streamlined for efficiency, and services provided are cost-effective, all while maintaining a high level of service to the City of Billings.

CPSM staff would like to thank Chief Rich St. John, Assistant Chief House, Captains Korell, Harper and Lawrence, and the entire staff of the Billings Police Department for their gracious cooperation and assistance in completing this project.

KEY RECOMMENDATIONS

Operations Division Recommendations (Section 4).

Patrol Recommendations

1. Take targeted action to mitigate conditions that result in high call volumes at the city's five highest call volume locations and which accounted for a total of 3,941 police responses over the year-long study period: Walmart (King St.), Walmart (Main St.), Denney's (27th St.), Albertsons (27th St.), and Holiday Stationstores (6th Av. N.). Replicate successful efforts at other locations as appropriate. (See discussion on pp. 33-34.)
2. Develop an alarm ordinance designed to reduce the frequency of false alarm responses, and to recover response costs where multiple responses are required over the course of a year to a premises because of repeat false alarms. (See discussion on p. 35.)
3. The department should examine causative factors related to the extraordinarily high amount of "out-of-service" time experienced at present for patrol and patrol-related functions. (See discussion on pp. 36-37.)
4. Consideration should be given to adjusting shift schedule reporting times to align patrol deployment more closely with community-initiated workload demands. Adding a fourth reporting time would also serve to better balance staffing throughout the day. (See discussion on pp. 48-49.)
5. Consideration should be given to incorporating civilians into the patrol work force. A new employee classification of Police Service Officer (PSO) could be established for this purpose. PSOs (sometimes referred to as Community Service Officers, CSOs) are commonly utilized in agencies of Billings' size to take reports on non-emergency crimes without suspect information, handle or assist with accident investigations, direct traffic, handle parking complaints, and many other related duties. Use of CSOs is a highly cost-effective means by which to address high workload demands while freeing up sworn police officers' time for more productive purposes. CPSM recommends that four FTE PSO positions be created, and be assigned to shift reporting times covering daytime and early evening hours. (See discussion on pp. 50-51.)
6. Work with the 911/dispatch management team to identify causative factors leading to excessively lengthy response times to high-priority calls for service (11.9 minutes), and specifically, the period after receipt of a call for service and the assignment of a unit to handle such a call (7 minutes). (See discussion on pp. 51-53.)
7. Reconsider the practice of holding some high-priority calls until a zone unit becomes available to handle it. (See discussion on pp. 53-54.)
8. Modify the computer-aided dispatch system operated by the Fire Department to enable the capture of data on transient, homeless, and mental health-related calls for purposes of future analysis. While calls related to this population are perceived to be a significant contributor to workload demands, the present the CAD system is not used to isolate and collect data related to these calls. The absence of such data limits accurate and detailed analysis of the scope of the problem and leaves only anecdotal evidence as the source from which to plan a path forward in addressing it. (See discussion on pp. 54-55.)
9. To better track workload demands by division/unit, eliminate the use of employee badge numbers for radio call signs and transition to radio call signs that reflect shift, zone, beat, special assignment, etc. (See discussion on pp. 55-56.)

K9 Recommendation

10. Acquire technology to more effectively track K9 information such as training, deployment, seizures, bites, etc. (See discussion on pp. 58-61.)

Support Services / Records Recommendations

11. The department should take all reasonable steps to address the shortfall of successful Records candidates through assessment of current staff skill sets, applicant screening, and enhanced marketing. (See discussion on p. 63.)
12. The use of volunteers to work the counter on a regular basis is recommended, especially in the light of the chronic shortage of Records staff. (See discussion on p. 63.)
13. A department policy should be implemented directing personnel to answer voicemails in a timely manner, backed by required supervisory oversight, to help relieve the number of phone calls that Support Services has to answer. (See discussion on p. 66.)
14. Establish a "Discovery Unit" within the Support Services Section to centralize the tasks required for completion of judicial and PRA requests. Initial staffing should be not less than 1.5 FTEs. (See discussion on p. 67.)
15. Complete the development of the Support Services Section manual that is in progress and add reference policies specific to Records responsibilities in the department manual. (See discussion on p. 67.)
16. In-house and vendor-supplied training should be instituted to ensure LERMS is being fully utilized by all concerned. (See discussion on p. 67-68.)
17. To ensure compliance with UCR reporting guidelines for crimes and clearances, centralize the responsibility for this function, limit the number of staff responsible, and provide frequent re-training to appropriate staff. (See discussion on p. 68-69.)
18. Eliminate acceptance of cash at the Records public counter. (See discussion on p. 69.)

Internet Crimes Against Children (ICAC) Recommendation

19. Transfer the ICAC officer from Patrol to the Investigations Division, Detectives. (See discussion on p. 70.)

Investigations Division Recommendations (Section 5)

Detectives

20. Consider assigning detectives to specialized units such as crimes against persons, property crimes, or family crimes. (See discussion on p. 72.)
21. Consider developing a formal on-call agreement for detectives. (See discussion on p. 72.)
22. Evaluate the feasibility of transitioning to the use of transcription software to relieve the burden of transcriptions from the Police Support Specialists. (See discussion on p. 73)
23. Hire one additional FTE Sergeant in Detectives and relieve the Street Crimes Sergeant and Investigations Lieutenant from excessive supervisory duties. (See discussion on p. 73-74.)

Case Management

24. Develop a policy and guidelines for case threshold decisions for determining case follow-up. (See discussion on pp. 74-75.)
25. Develop a policy and guidelines on case dispositions. (See discussion on pp. 74-75.)

26. Transition to a case management software program that enables tracking of case activity from assignment to closure, including performance benchmarks. (See discussion on pp. 74-75.)

Workload and Staffing

27. Consider adding two FTE police officer positions in the Detectives Section to meet workload demand. (See discussion on pp. 76-78.)
28. Consider creating one FTE Police Service Officer position to relieve detectives of rudimentary duties. (See discussion on pp. 76-78.)

Crime Scene Investigation

29. If the proposed development of a Crime Scene Investigations Unit is approved, phase out the practice of detectives collecting trace and biological evidence at crime scenes. (See discussion on pp. 78-79.)

Augmenting Staffing

30. Consider using salary savings from vacant positions to hire retired police investigators for temporary part-time positions. (See discussion on p. 80.)
31. Consider identifying ways that volunteers could be of help and recruit from Citizen Police Academy graduates. (See discussion on p. 80.)

Street Crimes Unit

32. Develop a policy for the Street Crimes Unit, including its purpose, function, and goals. (See discussion on p. 81.)

Detective Training

33. Identify essential and desirable training courses for every position in Detectives, including civilian through managers. (See discussion on pp. 81-82.)
34. Create a formal training program for detectives and supervisors. (See discussion on pp. 81-82.)
35. Develop operational/reference manuals for Police Support Specialists and detectives. (See discussion on pp. 81-82.)

Task Forces

36. Conduct an annual cost-benefit assessment relative to the department's continued participation in each federal, state, and regional task force. (See discussion on pp. 82-84.)

Crime Analysis

37. Ensure that data from crime reports taken online and at the CPC is promptly entered into LERMS. (See discussion on pp. 84-85.)
38. Determine if IT is able to provide streaming data to the BPD to improve crime analysis. (See discussion on pp. 84-85.)
39. Consider writing a crime analysis policy to ensure the information developed by the Crime Analyst is received by the appropriate persons, acted upon by such persons, and evaluated for its usefulness. (See discussion on pp. 84-85.)

Property and Evidence

40. Identify essential, desirable, and on-going training classes for all Evidence and Property staff. (See discussion on p. 86.)
41. Create a policy for the Evidence and Property function. (See discussion on pp. 86-87.)
42. Develop an operational manual as a reference guide for Evidence Technicians. (See discussion on pp. 86-87.)
43. Include the number of items received and dispositioned or released in a monthly or quarterly report. (See discussion on pp. 87-88.)
44. Transfer responsibility for copying police video camera footage to the (proposed) Discovery Unit. (See discussion on p. 88.)
45. Develop a policy describing audits and inspections of the Evidence and Property facility in accordance with standards of the International Association for Property and Evidence. (See discussion on pp. 88-89.)
46. Ensure that audits conducted of the Evidence and Property Unit include reports on total inventory on hand to include the number of items received and disposed of during the time period of the audit. (See discussion on pp. 88-89.)
47. Consider transitioning the Evidence and Property Lieutenant's position to a civilian supervisor once the new evidence facility is in full operation. (See discussion on p. 89.)

Identification Technicians

48. Consider expanding the ID Tech Unit, with the goal of responding to crime scenes for evidence collection and processing. (See discussion on pp. 90-91.)
49. Create five new FTE Identification Tech positions and train them in accordance with IAPE standards. (See discussion on pp. 90-91.)
50. Ensure that the ID Tech Supervisor in the proposed unit has extensive training and experience in crime scene evidence collection, processing, and preservation. (See discussion on pp. 90-91.)
51. Develop a procedural manual to provide guidance and direction for the Identification Tech unit. (See discussion on pp. 90-91.)

Professional Standards Division Recommendations (Section 6)

Personnel Complaints

52. Implement a software-based IA investigation tracking system such as IPro or similar. (See discussion on pp. 95-96.)
53. IPro's Blue Team module and early warning program (or similar capabilities in whatever program is chosen) should be included with the software purchase. (See discussion on pp. 95-96.)
54. Produce a detailed internal monthly management report mirroring the data published in the annual report with, enhancements provided by an IA software program. (See discussion on p. 97.)
55. Under a proposed reorganization, refocus the role of the Office of Professional Standards Captain. (See discussion on p. 97.)

56. Under a proposed reorganization, add to the Professional Standards Division, mid-level supervisory positions who would conduct complaint investigations. (See discussion on p. 97.)

Use of Force

57. It is recommended that the information typically included in the annual report be incorporated into a monthly management report to provide more timely information for command staff review. (See discussion on p. 98.)
58. CPSM recommends development of a definition of minimal reportable force to provide a clear threshold as to the department's expectation of when reporting of force (verbal and written) is required. (See discussion on pp. 98-99.)
59. CPSM recommends that, in the interest of clarity, policy provisions including duty to intercede and report and de-escalation provisions be incorporated into a comprehensive revision of the department's force policy, to include related training requirements. (See discussion on p. 99.)
60. CPSM recommends that a Use of Force Review Committee be created and be made up of the Administrative Sergeant, Professional Standards Lieutenant, and a subject matter expert on the nature of force used. The committee should be tasked with the analysis of use of force incidents. (See discussion on pp. 99-100.)
61. Revise the force reporting mechanism to provide the Force Review Committee with relevant and concise information to enable the Use of Force Committee to conduct an in-depth analysis. (See discussion on pp. 99-100.)
62. A requirement for an annual review of the force policy should be contained in department training policy, along with other critical policies. (See discussion on pp. 99-100.)
63. A department review of the increases in the use of force over the past two years should be conducted to identify causal factors. (See discussion on pp. 100-101.)
64. As recommended in the Personnel Complaints section, the department should explore utilizing IA Pro software (or similar program) to track use of force incidents. (See discussion on pp. 100-101.)

Training

65. Seek vendor training on the LERMS training module to better evaluate its potential use for tracking training records. (See discussion on p. 102.)
66. Develop a comprehensive training plan that identifies specific mandatory and optional training requirements. (See discussion on pp. 102-103.)
67. Develop a master training calendar as a planning tool for ensuring the goals of the training plan are accomplished. (See discussion on pp. 102-103.)
68. CPSM recommends the annual assessment of training needs occur per current policy. (See discussion on pp. 102-103.)
69. Develop a department training manual to assist in the application of the training plan. (See discussion on pp. 102-103.)
70. Implement training that addresses mental health situations and de-escalation techniques; this training should be included in the annual training cycle. (See discussion on pp. 103-104.)
71. BPD should determine a reasonable training cadre and seek additional funds to provide increased optional training opportunities. (See discussion on pp. 103-104.)

- 72. Require sergeants to develop relevant quarterly briefing training sessions compatible with the environment. (See discussion on p. 104.)
- 73. Develop a formal Sergeant training program for newly promoted Sergeants to ensure proper orientation to the position; this training should include documented benchmarks. (See discussion on p. 104.)
- 74. Establish a documented mandatory professional training policy for executives of the department to include programs such as the FBI Academy and regional command schools for all staff at the rank of lieutenant and above. (See discussion on p. 104.)

Field Training Program

- 75. Contrast and compare field training program successes and failures to assist the department in strengthening its program. (See discussion on p. 106.)
- 76. Differences in field training policy vs. practice should be reviewed and revised as necessary. (See discussion on p. 106.)
- 77. Continue the goal of assigning trainees to the day shift to provide an additional level of experience and exposure to leadership. (See discussion on p. 107.)
- 78. Develop a training management report utilizing LERMS to track details of the field training program and trainee outcomes. (See discussion on p. 107.)
- 79. LERMS training should be re-initiated so as to provide personnel the proper knowledge base to utilize LERMS to its fullest. (See discussion on p. 107.)
- 80. Develop and publish a field training program manual. (See discussion on p. 107.)

Recruitment/Hiring/Background

- 81. Develop an expedited lateral hiring program and allow for an open continuous application process. (See discussion on p. 109.)
- 82. Examine the details of the BPD/HR recruitment statistical information to assist in focusing recruitment efforts and resources. (See discussion on p. 109.)
- 83. The recruitment statistics should be evaluated by management as part of the department's diversity hiring efforts. (See discussion on p. 109.)
- 84. Applicant and new hire demographics, background failure rates and causes, successful patrol trainees, reasons for attrition, and the traits of successful applicants should be continuously evaluated to ensure department resources are properly focused on recruiting, hiring, and retaining desired personnel. (See discussion on p. 109.)

STEP

- 85. STEP functions should be bifurcated and a department traffic unit consisting of one Sergeant and four traffic officers should be developed and be assigned to the Operations Division. (See discussion on pp. 110-114.)
- 86. K9 teams in STEP should be transferred to general patrol. (See discussion on pp. 110-114.)
- 87. Consideration should be given to establishing a citywide traffic management team that would meet quarterly to examine engineering and education opportunities to reduce the incidence of collisions and improve traffic flow at locations with a recurring high incidence of accidents and/or congestion. (See discussion on p. 115.)

Public Relations Officer

88. Review the Crime Stoppers reward process to ensure appropriate funding, distribution, and accountability. (See discussion on p. 117.)

School Resource Officers

89. Transfer the SRO program from Professional Standards to Investigations Division, Detectives. (See discussion on pp. 122-123.)
90. Create a new FTE Sergeant's position to supervise the SRO program. (See discussion on pp. 122-123.)

Domestic Violence Investigator

91. Transfer the Domestic Violence Investigator (DVI) from Patrol to the Investigations Division, Detectives. (See discussion on p. 123.)
92. Create one FTE police officer position to assist with the DVI's caseload. (See discussion on p. 123.)
93. Consider creating a family violence unit consisting of investigators and representatives from Probation, Child Protective Services, prosecutors, and victim advocates. This unit would focus be on domestic violence, child and elder abuse, stalking, and threats. (See discussion on pp. 123-124.)

Volunteers

94. The Volunteer Program Coordinator should work with Records Supervisor to explore the deployment of volunteers at the Records counter. (See discussion on p. 124.)

Miscellaneous Recommendations (Section 7)

Police Facility

95. Pursue opportunities to acquire and relocate to a police facility that will better serve the needs of the community and department. (See discussion on p. 126.)

Jail

96. Work collaboratively with the County of Yellowstone, the courts, prosecutors and defense attorneys, and community members to address the conditions that foster crime, including the lack of adequate jail space in situations where custody is warranted. (See discussion on p. 127.)

Succession Planning

97. It is imperative that efforts be made to develop the future leaders of the department. The focus cannot be limited to ranking officers, but must transcend the hierarchy of the organization to prepare the next generation of command staff down through the future first-line supervisors, both sworn and civilian. In addition to formal educational opportunities (FBI National Academy, Senior Management Institute for Police, etc.), assignment of administrative tasks and to specialized units should be part of this plan. The recommendations offered in this assessment offer the opportunity to place administrative responsibilities on the shoulders of these first-line supervisors and mid-level management staff. Finally, this cannot be an informal process, but must be a carefully developed and written strategic plan. (See discussion on p. 128.)

Information Technology

98. CPSM recommends the department create an Information Technology Committee to address the department's technology needs as well as maximize the use of existing technology. (See discussion on p. 129.)

Civilian Career Ladder

99. Consider creating a civilian career ladder with lateral and upward opportunities. (See discussion on p. 129.)

Department Policies

100. Strong consideration should be given to contracting with Lexipol for development and maintenance of an improved policy manual. (See discussion on p. 130.)
101. Review critical policies on an annual basis to ensure that department practices align with department policy, and that policies reflect best practices. (See discussion on p. 130.)

Proposed Reorganization (Section 8)

Organizational Restructure

102. Consideration should be given to revising the organizational restructure to more closely align similar work efforts and improve command and control. This is fully addressed in Section 8 at the conclusion of this operational assessment. (See discussion on pp. 131-137.)

SECTION 1. EXECUTIVE SUMMARY

The Center for Public Safety Management, LLC (CPSM) was retained by the City of Billings to conduct an Operational and Administrative Analysis for its fire department, including a detailed review of department operations, its interaction with AMR, workload, staffing, fire stations, fire apparatus, and deployment practices. This analysis includes a thorough review of the organization structure, training, performance measures, prevention activities, and its service responsibilities in the Billings Urban Fire Service Area (BUFSA). Specifically, CPSM was tasked with providing recommendations and alternatives regarding fire department operations, staffing levels, and alternative modes of operation for current service demand and in terms of options that can best position the department to respond to the community's anticipated growth.

CPSM analyzed performance data provided by the Billings Fire Department (BFD) and also conducted a firsthand examination of the department's operations. Fire departments tend to deploy resources utilizing traditional approaches, which are rarely reviewed. To begin the review, project staff asked for certain documents, data, and information. The project staff used this information/data to familiarize themselves with the department's structure, assets, and operations. The provided information was supplemented with information collected during an on-site visit to observe the performance of the department and to compare that performance to national benchmarks. CPSM will typically utilize benchmarks that have been developed by organizations such as the National Fire Protection Association (NFPA), Center for Public Safety Excellence, Inc. (CPSE), the ICMA Center for Performance Measurement, as well as others.

Project staff conducted a site visit on October 14–16, 2020, for the purpose of observing fire department and agency-connected support operations, interviewing key department staff, and reviewing preliminary data and information. Telephone conference calls as well as email exchanges were conducted between CPSM project management staff, the city, and the fire department so that CPSM staff could affirm the project scope, and elicit further discussion regarding this analysis.

The Billings Fire Department (BFD) is a highly skilled and progressive organization that is making exceptional progress in dealing with a very significant and growing workload. The personnel with whom CPSM interacted are truly interested in serving the city to the best of their abilities and demonstrated a unified goal of achieving excellence in service delivery. As service demands increase and the department is faced with providing expanded services, it is essential that the organization continue its strategic planning efforts, organizational team building, performance measurement, and goal setting. The challenges in Billings are not unique nor are they insurmountable. CPSM will provide a series of observations and recommendations that we believe will enable the BFD to become **more efficient** and **smarter** in the management of its emergency and nonemergency responsibilities.

§ § §

RECOMMENDATIONS

The Billings Fire Department provides a range of excellent services to its citizens, local businesses, the university, and visitors to the area. The department is well-respected in the community and by city leadership. For an organization of the caliber of the BFD, the recommendations provided in our analysis are minor in comparison to the department's performance and do not denote major flaws in its day-to-day operations or overall efficiencies. In an organization such as the Billings Fire Department, which is achieving a high level of performance, the real challenge becomes the drive to maintain—in its line personnel and managerial staff—the continued pursuit of excellence and ongoing improvement.

Thirty-four recommendations are listed below and are also found in applicable sections within this report. The recommendations are based on best practices derived from the NFPA, CPSM, ICMA, the U.S. Fire Administration, the International Association of Emergency Managers (IAEM), and the Federal Emergency Management Agency (FEMA).

These recommendations are listed in the order in which they appear in the report.

1. In future negotiations with the IAFF, the city should pursue a reduction in the number of Kelly Days awarded to each employee and a corresponding increase in the number of hours in the firefighter workweek. (See discussion on p. 9.)
2. The Billings Fire Department should consider the use of two-person EMS squad units to handle EMS and non-emergency service calls in the city's busiest service districts. (See discussion on pp. 9-11.)
3. The Billings Fire Department should consider the implementation of a *Dynamic Staffing* policy that utilizes peak-period deployment during high service demand periods. (See discussion on pp. 11-12.)
4. Billings should revise its interpretation of *time worked* when considering overtime eligibility for fire personnel and exclude any leave time taken as hours worked when determining overtime eligibility. (See discussion on p. 12.)
5. BFD should consider the expansion of program management duties for field personnel and utilize these assignments to enhance career development and subsequently consider successful fulfillment of these duties as a factor in the promotional process. (See discussion on pp. 14-16.)
6. The City of Billings should negotiate changes to the promotional requirements for Fire Equipment Operator (Engineer) and Fire Captain which expand the use of objective testing and competitive skills assessments and reduce the dependence of seniority in making appointments. (See discussion on p. 16.)
7. BFD should expand the training requirements, certifications, and college education prerequisites for the Fire Equipment Operator (Engineer), Fire Captain, and Battalion Chief promotional processes. (See discussion on pp. 16-17.)
8. The City of Billings should negotiate a reduction in the 15-year time-in-grade requirement for eligibility to enter the Battalion Chief promotional process. (See discussion on p. 17.)
9. BFD should redefine the purpose of employee performance reviews and utilize these appraisals as a key component when considering employee promotions, step increases, and merit reviews. (See discussion on pp. 17-18.)
10. The City of Billings should conduct periodic audits of the CrewSense™ payroll and scheduling process utilized by the Fire Department. (See discussion on p. 18.)

11. The Billings Fire Department should institute a Quality Assurance-Quality Improvement (QA/QI) review process for its fire incident reporting. (See discussion on p. 18.)
12. The city should undertake a comprehensive fire station capital improvements program and earmark upwards of \$3 million from the recent CARES Act to supplement the funding available for repairs and renovations to existing facilities. (See discussion on pp. 19-22.)
13. The city should work with AMR to implement a common radio frequency that is utilized by ambulance and fire first responders on all EMS calls. (See discussion on pp. 27.)
14. The Billings Fire Department should conduct a formal fire risk assessment that concentrates on the city's downtown, strip commercial establishments, big-box occupancies, high-rise structures, and industrial, processing, and institutional properties. (See discussion on pp. 29-32.)
15. Billings should consider working toward CPSE Fire Accreditation in the future. (See discussion on pp. 36-37.)
16. The BFD should consider hiring seasonal fuel crews who can provide fuel management and wildfire mitigation efforts in the community. (See discussion on pp. 47-49.)
17. BFD should develop an integrated risk management plan that focuses on structure fires in the areas of the community that demonstrate the highest risk of occurrence. (See discussion on pp. 49-51.)
18. The City of Billings should move to an Ambulance Provider Services Agreement with AMR and which specifies the terms and conditions for providing these services to the city. (See discussion on p. X.)
19. BFD should evaluate its efforts to maintain ALS first response capabilities with its primary response units. (See discussion on pp. 51-52.)
20. BFD should work with the 911 Dispatch Center to implement response protocols that alter the BFD response mode when calls are determined to be minor or non-emergency. (See discussion on pp. 54-55.)
21. BFD should work with AMR, the 911 Dispatch Center, area hospitals, and social service providers to develop a Billings FD-Mobile Integrated Health/Community Paramedicine program. (See discussion on pp. 55-56.)
22. BFD should implement a series of performance measures that enable ongoing review of service outcomes. The process of developing these measures should utilize input from BFD members, the Fire Union, the community, the City Council, and City Administration. (See discussion on pp. 79-82.)
23. The City of Billings should increase its fees for fire plans review, inspection, and permitting in order to recover the full cost of providing these services in the community. (See discussion on p. 84.)
24. The City of Billings should lobby the Montana Building Codes Council to reinstate the International Residential Code (IRC) requirements for automatic fire sprinklers in newly constructed single- and two-family residential structures. (See discussion on pp. 84-85.)
25. Billings should consider adopting a Wildland Urban Interface Code for its service area. (See discussion on pp. 85-86.)
26. BFD should restructure the format of its 12-week recruit firefighter training academy and include both Firefighter 1 & 2 as part of this curriculum. (See discussion on p. 89.)
27. The Billings Fire Department should institute written and practical skills testing as part of the department's comprehensive fire training program. (See discussion on p. 90.)

28. BFD should institute an annual physical fitness evaluation process for all emergency response personnel, including chief officers. (See discussion on p. 90.)
29. BFD should institute annual medical physicals in accordance with NFPA 1582 for all emergency response personnel, including chief officers. (See discussion on p. 91.)
30. BFD should institute an Employee Safety and Injury Avoidance Program aimed reducing the number of line-of-duty injuries and lost time. (See discussion on pp. 91-92.)
31. The City of Billings should initiate an effort with the City of Laurel, the Town of Broadview, and Yellowstone County to establish an Emergency Management Leadership Team to support planning and operational assignments in the joint County-Municipal Emergency Management process. (See discussion on pp. 92-93.)
32. The City of Billings should designate a city Emergency Manager from a key department (Police, Fire, or City Administrator's Office) who would be responsible for implementing the city's emergency management planning and operational efforts in cooperation with Yellowstone County. (See discussion on p. 93-94.)
33. The City of Billings should initiate an effort in which every city department develops and exercises a Continuity of Operations Plan (COOP). (See discussion on p. 94.)
34. The City of Billings and Yellowstone County should conduct an operational and architectural review of the Emergency Operations Center facility and make immediate plans to either initiate a comprehensive renovation of the facility or begin an effort to relocate the Joint County-City EOC to a more functional facility. (See discussion on p. 94.)

City Council Regular

Date: 06/28/2021
Title: Resolution Approving Ballot Language for City Charter public Safety Mill Levy Amendment
Presented by: Chris Kukulski, City Administrator
Department: City Hall Administration
Presentation: Yes

RECOMMENDATION

Staff recommends that the Council approve the attached Resolution containing the ballot language for a special mail ballot election on November 2, 2021, which submits to voters a decision to approve or disapprove a City Charter amendment Section 1.05.2 which establishes an additional permanent, 34 mill levy to fund police, fire, prosecution, code enforcement, municipal court, mental health and addiction services, and related public safety expenses.

BACKGROUND (Consistency with Adopted Plans and Policies, if applicable)

By State statute, an amendment to a Charter form of local government may only be made by submitting the question of amendment to voters. Section 7-3-103(1), Montana Code Annotated (MCA). When the local governing body is proposing a Charter amendment, it must pass an Ordinance which describes how the Charter will be amended. Section 7-3-103(2)(b), MCA. The Council has now approved such an Ordinance on First and Second Readings and the Ordinance becomes effective thirty days after Second Reading.

Related to the Ordinance proposing a Charter amendment, is a companion Resolution which contains the actual ballot language to be placed on a ballot prepared by the Yellowstone County Election Administrator. The most important functions of the Ballot Language Resolution is to refer the Charter amendment question to the County Elections Administrator and clearly and succinctly explain the nature of the proposed Charter amendment and the financial impact on voters. Under the direction of Mayor Cole, Council Members Neese, Choriki, Shaw, and City Administrator Kukulski, an informal administrator committee has recently met to review and refine the ballot language in this Resolution.

The attached Resolution is the draft completed and recommended by this committee. The ballot language explains that if approved, the proposed 2021 mill levy will provide 34 mills (approximately \$7,115,000) for police, fire, prosecution, code enforcement, municipal court, mental health and addiction services, and related public safety expenses. The proposed new mill levy will be permanent and in addition to all other mills allowed in the Charter.

ALTERNATIVES

City Council may:

- Approve the Resolution providing for the ballot language to be submitted to the voters at the general election on November 2, 2021, or;
- Modify the ballot language further, or,
- Disapprove the Resolution

FISCAL EFFECTS

If the Council approves the attached ballot language Resolution and voters approve the proposed City Charter amendment, it is estimated that an additional \$7,115,000 will be generated to help police, fire, prosecution, code enforcement, municipal court, mental health and addiction services, and related public safety expenses.

Attachments

Draft Ballot Resolution

RESOLUTION NO. 21-__

A RESOLUTION REFERRING ORDINANCE NO. 21-____, AN ORDINANCE AMENDING THE CHARTER OF THE CITY OF BILLINGS TO PROVIDE FOR A PERMANENT MILL LEVY INCREASE TO FUND POLICE, FIRE, PROSECUTION SERVICES, CODE ENFORCEMENT, MUNICIPAL COURT, MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES, AND RELATED PUBLIC SAFETY EXPENSES, TO A VOTE OF THE PEOPLE AT AN ELECTION TO BE HELD ON NOVEMBER 2, 2021.

WHEREAS, on June 28, 2021, the Billings City Council adopted Ordinance 21-____ amending the Charter of the City of Billings to provide for a non-cumulative, permanent mill levy to fund police, fire, prosecution services, code enforcement, municipal court, mental health and substance abuse services, and related public safety expenses; and,

WHEREAS, the City Council intends to add resources to police, fire, prosecution services, code enforcement, municipal court, mental health and substance abuse services, and related public safety expenses; and

WHEREAS, by law the ordinance must be submitted to a vote of the people; and,

WHEREAS, a majority of the electors voting on this question must approve the ordinance to amend the Charter of the City of Billings; and,

WHEREAS, the ordinance should be referred to a vote of the people at an election to be held on November 2, 2021.

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

1. **REFERENCE:** Ordinance Number 21-____, being an Ordinance amending the Charter of the City of Billings to provide for a permanent mill levy to fund police, fire, prosecution services, code enforcement, municipal court, mental health and substance abuse services, and related public safety expenses is hereby referred to a vote of the people at an election to be held November 2, 2021. A full copy of Ordinance Number 21-____ is attached hereto, marked Exhibit "A", and by this reference is made a part hereof.

2. **FORM OF BALLOT:** The form of the ballot shall be as provided by law and as follows:

Summary: Violent crime rates and calls for emergency services have increased over the past 10 years. This ballot measure asks voters to approve or disapprove an additional permanent annual levy up to 34 mills to increase investments to police, fire, prosecution services, code enforcement, municipal court, mental health and substance abuse services, and related public safety expenses. The amount raised

by the new levy, when fully implemented, would be approximately \$7.1 million and would change as the taxable property value of the city changes.

Proposal: On June 28, 2021, the Billings City Council adopted Ordinance 21-_____ referring this ballot to the voters. If approved, this ballot measure would add the following language to the City Charter as Section 1.05.2:

Section 1.05.2 Mill Levy to Fund Police, Fire, Prosecution Services, Code Enforcement, Municipal Court, Mental Health and Substance Abuse Services, and Related Public Safety Expenses.

For the purpose of funding the operation, maintenance and capital needs of the police department, fire department, prosecution services, code enforcement, municipal court, mental health and substance abuse services, and related public safety expenses, the City Council shall levy up to 34 mills starting in fiscal year 2023, which will raise approximately \$7,115,000.

The foregoing mill levy is permanent and shall continue indefinitely in future fiscal years. This levy is not cumulative, which means the number of mills will not increase over time. This levy is in addition to any other mill levies authorized by Charter or law.

Residential Property Impact: If approved, the annual property tax increase in fiscal year 2023 on a home valued at \$100,000 is approximately \$45.90 per year. The annual property tax increase in fiscal year 2023 on a home valued at \$200,000 is approximately \$91.80 per year.

Shall the City be authorized to amend the City Charter to add Section 1.05.2 to levy up to 34 mills raising approximately \$7.1 million to support police, fire, prosecution services, code enforcement, municipal court, mental health and substance abuse services, and related public safety expenses?

FOR adding Section 1.05.2 to levy up to 34 mills raising approximately \$7.1 million to support police, fire, prosecution services, code enforcement, municipal court, mental health and substance abuse services, and related public safety expenses as set forth above which provides for a permanent, non-cumulative mill levy commencing in fiscal year 2023 as provided in Ordinance 21-_____.

AGAINST adding Section 1.05.2 to levy up to 34 mills raising approximately \$7.1 million to support police, fire, prosecution services, code enforcement, municipal court, mental health and substance abuse services, and related public safety expenses as set forth above which provides for a permanent, non-

cumulative mill levy commencing in fiscal year 2023 as provided in Ordinance 21-_____.

3. **CERTIFICATION:** The City Clerk shall certify this resolution and Ordinance Number 21-_____ to the Yellowstone County Election Official as provided by law.

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

APPROVED AND PASSED by the Billings City Council this _____ day of _____, 2021.

CITY OF BILLINGS

By _____
William A. Cole, Mayor

ATTEST:

Denise Bohlman, City Clerk