****ATTENTION****

The City Council meeting will be held in a hybrid format that may include both in-person AND virtual attendance via Zoom. Unless they have cause to appear virtually, Councilmembers will attend the meeting in person in Council Chambers, second floor of City Hall, 220 N. 27th Street. 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.comm7tv.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.
  - Virtually via Zoom (see the link below).

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.
- Attend the meeting virtually through Zoom by entering the Webinar ID and Passcode indicated below. Click on *Zoom Meeting Instructions* and *Zoom Hybrid Meeting Details* below for more information. 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: 864 6058 7105
Passcode: 201916
Or join by phone: US: +1-253-215-8782

Please contact Denise Bohlman, City Clerk, at bohlmand@billingsmt.gov, or at 406.657.8210, with any questions.

CITY OF Billings

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

CITY COUNCIL
REGULAR BUSINESS MEETING
AGENDA

COUNCIL CHAMBERS | APRIL 25, 2022 | 5:30 P.M.

CALL TO ORDER: Mayor Cole

PLEDGE OF ALLEGIANCE: Mayor Cole

INVOCATION: Councilmember Purinton

ROLL CALL: Councilmembers present on roll call were: ☐ Shaw, ☐ Gulick, ☐ Neese, ☐ Owen, ☐ Joy, ☐ Choriki, ☐ Tidswell, ☐ Purinton, ☐ Boyett, ☐ Rupsis

MINUTES:

- March 28, 2022
- April 11, 2022

COURTESIES:

PROCLAMATIONS:

COUNCIL REPORTS:

ADMINISTRATOR REPORTS - CHRIS KUKULSKI

PUBLIC COMMENT on "NON-PUBLIC HEARING" Agenda Items: 1, 6b, 7 and 8 ONLY. Speaker sign-in required. (Comments are limited to three (3) minutes or as set by the Mayor. Please sign the roster at the cart located at the back of the Council chambers or at the podium. 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.)

1. CONSENT AGENDA -- Separations:

A. Bid Awards:

1. **Airport Water Tower Painting Project.** (Opened 4/5/22) Recommend Viking Industrial Painting, LLC; $257,700.
2. **Water Treatment Chemical - Polyaluminum Coagulant Blend.** (Opened 4/5/22) Recommend Hawkins, Inc.; up to $676,200, for one year with the option of two, one-year extensions if prices are mutually acceptable.
3. **W.O. 21-17: Schedule III, 29th Street West Drainage Improvements. (**Opened 3/22/22) Recommend Winkler Excavating, Inc.; $115,525.
4. **W.O. 22-12: Optimist Park Site Improvements.** (Opened 2/22/22) Recommend rejecting all bids.

B. **Contract** with Motorola for 911 Public Safety Radio System Replacement; $10,495,000.

C. **GC-CM Pre-Construction Services Contract** with Swank Enterprises for W.O. 22-37: Landfill Drop-Off Building Repairs; $42,100.

D. **MET Transit's Title VI Program and Public Participation Plan** update.

E. **Resolution** authorizing the filing and acceptance of annual Transit grant funds.

F. **Resolution** for distribution of Bridge and Road Safety and Accountability program funds.

G. **Bond Resolution** for the sale of pooled sidewalk bonds for W.O. 20-02, W.O. 20-15, W.O. 20-28, W.O. 21-12, and W.O. 21-25.

H. **Second/Final Reading Ordinance** amending Sections 2-581, 2-582 and repealing Sections 2-585, 2-586, and 2-587, Billings, Montana City Code (BMCC), combining Public Works Board and Traffic Control Board, into one board, i.e. Public Works Board.

I. **Bills for the Weeks of:**

1. March 21, 2022
2. March 28, 2022

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 approval of FY2022-2023 Annual Action Plan and Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Budget Allocations. Community Development (CD) Board recommends approval. (Action: approval or disapproval of 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 FY2022-2023 Annual Action Plan and accompanying CDBG and HOME budget allocations, as recommended by the CD Board.

3. **PUBLIC HEARING** concerning land use contrary to zoning, that being an electronic message display (EMD) sign at Arrowhead School. Staff recommends Council hear public comment and provide input and suggestions to the project sponsor, Arrowhead Elementary School. **No action is required.**

   - *Presented by:* Nicole Cromwell, Zoning Coordinator

4. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR ZONE CHANGE 1012:** housekeeping amendments to the new zoning code. Zoning Commission recommends approval and adoption of the findings of the 10 review criteria. (Action: approval or disapproval of the Zoning Commission recommendation.)

   - *Presented by:* Nicole Cromwell, Zoning Coordinator

   Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve first reading ordinance for Zone Change 1012, and adoption of the findings of the 10 criteria, as recommended by the Zoning Commission.

5. **PUBLIC HEARING AND FIRST READING ORDINANCE** amending Sections 7-2024, 7-2034, 7-2043, 7-2052, 7-2058, and 7-2063, Billings, Montana City Code (BMCC), to change the minimum age requirements for employees of marijuana businesses. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

- *Presented by:* Gina Dahl, City Attorney

Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve first reading ordinance amending Sections 7-2024, 7-2034, 7-2043, 7-2052, 7-2058, and 7-2063, Billings, Montana City Code (BMCC), to change the minimum age requirements for employees of marijuana businesses, as recommended by staff.

6. **SHILOH FARM, LLC:**

a. **JOINT PUBLIC HEARING FOR ANNEXATION 22-01 AND ZONE CHANGE 1008:**

i. **RESOLUTION FOR ANNEXATION 22-01:** a parcel of land located north of Zoo Drive and west of Shiloh Road. Staff recommends conditional approval. (Action: approval or disapproval of staff recommendation.) **Quasi-Judicial*

- *Presented by:* Monica Plecker, Planning Manager

Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to conditionally approve Annexation 22-01, as recommended by staff.

ii. **PUBLIC HEARING AND FIRST READING ORDINANCE FOR ZONE CHANGE 1008:** a zone change near the intersection of Shiloh Rd. and Zoo Dr. Zoning Commission recommends approval and adoption 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 first reading ordinance for Zone Change 1008, and adopt the findings of the 10 criteria, as recommended by Zoning Commission.

b. **ANNEXATION AGREEMENT** with Shiloh Farm, LLC. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

- *Presented by:* Debi Meling, Public Works Director

Recommended Motion: I move to approve the annexation agreement with Shiloh Farm, LLC, as recommended by staff.

c. **PUBLIC HEARING AND FIRST READING ORDINANCE** expanding the boundaries of Ward V to include recently annexed property in Annexation 22-01: a parcel located north of Zoo Drive and West of Shiloh Road. Staff recommends approval. (Action: approval or disapproval of staff recommendation.)

- *Presented by:* Monica Plecker, Planning Manager

Recommended Motion: Having conducted a public hearing, considered written and spoken public testimony, I move to approve first reading ordinance expanding the boundaries of Ward V, as recommended by staff.

7. **TAX INCREMENT FINANCING ASSISTANCE** from SBBURD to Billings Logistics Center One, LLC, for public infrastructure, property condition mitigations for development, and demolition of abandoned infrastructures and structures located at 3218 and 3508 South Frontage Road; up to $1,000,000. South Billings Urban Renewal Association (SBURA) Board recommends approval. (Action: approval or disapproval of SBURA Board recommendation.)

   - *Presented by:* Wyeth Friday, Planning Director and Jim Tevlin, SBURA Consultant

   Recommended Motion: I move to approve the Tax Increment Financing Assistance from the SBBURD to Billings Logistics Center One, LLC for public infrastructure, property condition mitigations for development, and demolition of abandoned infrastructures and structures located at 3218 and 3508 South Frontage Road; up to $1,000,000, as recommended by the SBURA Board.

8. **COUNCIL APPOINTMENTS TO COMMUNITY BOARDS AND/OR COMMITTEES.** Staff recommends City Council determine which Councilmembers will fill vacancies and serve on various community boards and/or committees.

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

COUNCIL INITIATIVES:

ADJOURN:

Council Chambers are 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.

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Date:	04/25/2022
Title:	Approval of the Low Bid with Viking Industrial Painting, LLC for the Airport's Water Tower Painting Project
Presented by:	Shane Ketterling, Assistant Director of Aviation and Transit
Department:	Airport
Presentation:	No
Legal Review	Yes

RECOMMENDATION

Staff recommends that the City Council approve and award the Airport's Water Tower Painting Project to Viking Industrial Painting, LLC. for $257,700.

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

Included in the Airport's Capital Improvement Program for Fiscal Year 2022 is the funding to repaint the existing Water Tower at the Airport. This 100,000 gallon tank is located west of the Airport, is approximately 100 feet tall and the only water storage facility for the Airport. It also has a rotating lighted beacon on top to visually notify pilots of the location of the Airport. It is currently painted with a white and orange checkerboard pattern and was last painted in 2003. The sunlight and weather has significantly faded the paint over the past 19 years and as per Federal Aviation Advisory Circular 70/7460-1M (Obstruction Marking and Lighting) since this is a permanent structure near an Airport it must be repainted. The Airport plans to repaint the tower a solid white with a new 8-foot Airport logo instead of the orange and white checkerboard pattern, which saved the Airport approximately 20% in cost, materials, and labor. The contractor will remove the exterior paint by sandblasting it off, restore/repair the surface of the tank, and repaint. The new "BIL" logo will be painted on both the north and south sides and a new relief vent will be installed at the top of the water tower. This project is scheduled to take place late this Fall, after the high demand in water is over for the Summer, as the water tank must be empty in order to perform the work. The interior of the tank was also inspected to ensure that it did not need any maintenance. The inspection revealed that it was in very good shape and did not need any maintenance at this time.

This project was advertised in the *Yellowstone County News* on March 18, 25, and April 1, 2022, and posted on the City and Airport's Websites. On April 5, 2022, the following bids were received:

CONTRACTOR	BID
Viking Industrial Painting, LLC	$257,700
Hancock Sandblast & Paint, LLC	$794,600

The low bidder contacted the Airport's engineering consultant, Morrison-Maierle, numerous times to ensure they understood the scope of the project. After the bids were received, the bid packets were inspected and the low bidder Viking Industrial Painting, LLC was satisfied with their bid. No contact or questions were ever received from the high bidder.

ALTERNATIVES

City Council may:

- Approve the award of the Water Tower Painting Project to Viking Industrial Painting, LLC for $257,700; or
- Decline to approve the award, reject all bids, and possibly delay the project.

FISCAL EFFECTS

The low bid for this project is $257,700 and funding is available in the Airport's Capital Account.

City Council Regular

Date:	04/25/2022
Title:	Water Treatment Chemical - Polyaluminum Coagulant Blend, Bid Award
Presented by:	Debi Meling
Department:	Public Works
Presentation:	No
Legal Review	Not Applicable

RECOMMENDATION

Staff recommends that Council approve the award for the purchase of chemical coagulant from Hawkins, Inc. for one year with the option of two, one-year extensions if prices are mutually acceptable to the City and the supplier.

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

Chemical coagulants are used in water treatment to remove silt and clarify the water. The current contract for this chemical has expired and staff requested bids for a new contract. The Public Works Department advertised for bids in the Yellowstone County News and the City's website. Bids were opened on April 5, 2022.The City received one bid for the chemical coagulant from Hawkins, Inc.

ALTERNATIVES

City Council may:

- Approve the award for the purchase of chemical coagulant from Hawkins, Inc.; or
- Disapprove the purchase and reject the bid. If the Council rejects this bid, chemical coagulant will need to be purchased at market price, resulting in more cost for water treatment.

FISCAL EFFECTS

Coagulant is budgeted in the Public Works Water fund. Bids were received on April 5, 2022. Only one bid was received, and the bidding result is as follows:

SUPPLIER	TRUCK DELIVERY $/lb	TOTE DELIVERY $/lb
Hawkins, Inc.	$0.6762	$0.7762

The City anticipates purchasing approximately 1,000,000 lbs at truck delivery price annually so the total expense for coagulant would be $676,200 per year.

Hawkins, Inc. has been the City's coagulant supplier for more than 3 years. Compared to the previous price, truck delivery prices have increased by 27%. Staff contacted other suppliers for reasons for not bidding. Other suppliers stated lack of chemical production capacity or cost feasibility as reasons for not bidding. Staff also contacted area communities and all have seen similar price increases in coagulant. Although, only one bid was received, staff believes the bid for coagulant is reasonable for market conditions and is a lower cost than the City would pay without a contract.

City Council Regular

Date:	04/25/2022
Title:	W.O. 21-17: Schedule III, 29th Street West Drainage Improvements, Bid Award
Presented by:	Debi Meling
Department:	Public Works
Presentation:	No
Legal Review	Not Applicable

RECOMMENDATION

Staff recommends the City Council award a contract for W.O. 21-17: Schedule III, 29th Street West Drainage Improvements to Winkler Excavating, Inc., in the amount of $115,525.

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

W.O. 21-17: Schedule III, 29th Street West Drainage Improvements will fix an existing drainage issue located near the intersection of 29th Street West and Cook Avenue. Historically, stormwater drainage within this area has drained to a boulder pit which has since plugged and failed, resulting in Public Works spending many hours pumping storm water out of the area after large rain events. It was determined that the most cost-effective long-term solution to manage drainage within the area is to install a conventional piped stormwater system instead of relying on a maintenance intensive boulder pit. This project eliminates the existing failed boulder pit and installs a storm drain pipe to the adjacent storm drain pipe network in order to provide proper drainage.

The project was advertised on March 4, 11, and 18, 2022 in the *Yellowstone County News* and on the City's website. Bids were opened on March 22, 2022. Two bids were received and Winkler Excavating, Inc. submitted the lowest responsible bid.

ALTERNATIVES

City Council may:

- Award W.O. 21-17: Schedule III, 29th Street West Drainage Improvements, to Winkler Excavating, Inc., in the amount of $115,525; or,
- Not award a contract and reject all bids. If the contract is not awarded, improvements would have to be contemplated in a subsequent year and Public Works will continue to pump water out after storm events.

FISCAL EFFECTS

The following bids were received:

Contractor	Base Bid
Winkler Excavating, Inc.	$115,525
Earth Movers Excavation, Inc.	$117,675

The project was budgeted in FY22 using Storm Water Funds. There is adequate budget for this project.

City Council Regular

Date: 04/25/2022
Title: W.O. 22-12 Optimist Park Site Improvements, Reject All Bids
Presented by: Debi Meling
Department: Public Works
Presentation: No
Legal Review Not Applicable

RECOMMENDATION

Staff recommends City Council reject all bids and do not award a contract for W.O. 22-12 Optimist Park Site Improvements.

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

W.O. 22-12: Optimist Park Site Improvements is a project to construct two parking lots on the west side of Optimist Park that will intersect with Ryan and Mitchell Avenue. The parking lots are part of the Optimist Park Master Plan adopted by City Council in 2017 under Resolution 17-10598. The improvements will provide approximately 100 parking stalls, which includes ADA parking. The project was bid with three additive alternatives. Alternative Bid Schedule A is for landscape restoration with seeding. Alternative Bid Schedule B is for landscape restoration with sod. Alternative Bid Schedule C is for installing parking lot lighting.

The contract was advertised on February 4, 11, and 18, 2022, in *The Yellowstone County News* and on the City's website. Staff opened bids on February 22, 2022. Four (4) bids were received, and Weave Construction submitted the lowest, responsible bid. On March 14, 2022, Council delayed the bid award and directed staff to evaluate other alternatives to provide parking for Optimist Park. Staff is currently evaluating an option to extend Stephens Lane north from Ryan Avenue to Mitchell Avenue and provide parking along the east side of the street adjacent to Optimist Park as part of a separate project. Staff will review design and funding options with the SBURA Board, City Parks Department, and the City Council in the near future.

ALTERNATIVES

City Council may:

- Award W.O. 22-15 Optimist Park Site Improvements Base Bid plus Additive Alternative Bid Schedule A, to Weave Construction in the amount of $449,397; or,
- Do not award a contract and reject all bids. Staff will work on a plan to provide additional parking.

FISCAL EFFECTS

The following bids were received:

Contractor	Base Bid	Alternate Bid Schedule A	Alternate Bid Schedule B	Alternate Bid Schedule C
Weave Construction	$432,847.00	$16,550.00	$38,290.00	$35,980.00
Knife River	$554,589.50	$10,000.00	$22,500.00	$30,125.00
Studer Construction	$578,757.94	$10,508.70	$24,308.70	$34,511.50
Askin Construction	$585,155.25	$13,685.00	$31,685.50	$30,010.00

The project was budgeted in the amount of $500,000 in FY22 using South Billings Urban Renewal District Tax Increment Funds (TIF). With a base bid and additive alternate total of $449,397, and previously encumbered design and construction contract administration costs in the amount of $54,770, an additional $3,167 is needed. Funds in the amount of $3,167 from Tax Increment Funds will be utilized to fund the difference if a construction contract is awarded. If the contract is not awarded, staff will propose a FY23 budget for an alternative project.

City Council Regular

Date:	04/25/2022
Title:	911 Public Safety Radio System Replacement
Presented by:	Derek Yeager
Department:	Fire
Presentation:	No
Legal Review	Yes

RECOMMENDATION

Staff recommends approval of purchasing contract with Motorola Solutions for $10,495,000.

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

The City of Billings has long enjoyed the use of its own unique public safety radio system. However, in March of 2023, that system will experience an "end-of-life" classification after which time the system will no longer be supported with hardware, software, and infrastructure components by the manufacturer and the City's Emergency Communications Center (911 or dispatch) will no longer have a 24/7 service and support agreement to rely upon in the event of system failure or a reduction in function. The City does not have a backup radio system to facilitate communications to city services and public safety agencies and staff's confidence in the life of the system beyond March of 2023 is very low. Additionally, the unique nature of the current City radio system has limited options to facilitate interoperable communications between the vast array of city, county, state, and federal public safety agencies that routinely operate, daily, inside the City. City Staff has reviewed available options and determined that a movement to the State of Montana's "Astro 25" system would serve the purpose of saving the City roughly $7 Million or more in excess of that already represented by this current contract and would also establish an entirely interoperable communications environment. This new system, in partnership with the State of Montana, would serve the City of Billings for an estimated 20 years.

STAKEHOLDERS

The current City radio system is utilized by 911, BPD, BFD, DPW, and Department of Aviation and Transit, Code Enforcement, and several partner agencies from various other users intermittently. It is in fact the primary source of facilitating numerous city service functions and is the primary means by which the City's public safety services are notified of the communities need for their services, and provides the coordination medium for their response to such emergencies.

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

If not approved, the City would need to form an urgent response to submit for requests for proposal for a system that would replicate much of the component's already in place (some for free) and attempt to meet the timeline of having a new system operable by March 2023. Similar efforts in other localities but smaller to Billings and in Montana have had a price tag in excess of $15 Million.

FISCAL EFFECTS

A budget amendment would be made to facilitate the spending of $8.3 Million of ARPA funding and $2.195 Million of 911 Public Safety Answering Point (PSAP) funding, totaling $10.495 Million.

SUMMARY

This contract represents the most viable solution to what is otherwise an urgent matter while still accomplishing the intent of installing a fully interoperable communications environment that will carry the City's citizen and public safety resources forward to the future.

Attachments

Communications System and Services Agreement

Motorola Solutions, Inc. ("Motorola") and the **CITY OF BILLINGS** ("Customer") enter into this "Agreement," pursuant to which Customer will purchase and Motorola will sell the System and Services, as described below. Motorola and Customer may be referred to individually as a "Party" and collectively as the "Parties." For good and valuable consideration, the Parties agree as follows:

Section 1 ATTACHMENTS

1.1. EXHIBITS. The Exhibits listed below are exhibits related to the System sale and implementation. These Exhibits are incorporated into and made a part of this Agreement.

Exhibit A "Motorola Software License Agreement"
Exhibit B "Payment"
Exhibit C Technical and Implementation Documents
- C-1 "System Description" dated **April 11th, 2022**
- C-2 "Pricing Summary & Equipment List" dated **April 11th, 2022**
- C-3 "Implementation Statement of Work" dated **April 11th, 2022**
- C-4 "Acceptance Test Plan" or "ATP" dated **April 11th, 2022**
- C-5 "Performance Schedule" dated **April 11th, 2022**

Exhibit D "System Acceptance Certificate"

1.2. ADDENDUM (ADDENDA). Customer may elect to purchase professional or subscription services in addition to the System and related services. Any such services will be governed by the terms in the main body of the Agreement and an applicable Addendum containing terms specific to such service. Such Addenda will be labeled with the name of the service being purchased.

1.3 ORDER OF PRECEDENCE. In interpreting this Agreement and resolving any ambiguities: 1) the main body of this Agreement takes precedence over the exhibits (unless otherwise specified in an exhibit), and any inconsistency between Exhibits A through D will be resolved in their listed order, and 2) The applicable service Addendum will take precedence over the main body of the Agreement and the Exhibits.

Section 2 DEFINITIONS

Capitalized terms used in this Agreement have the following meanings:

"Acceptance Tests" means those tests described in the Acceptance Test Plan.

"Addendum (Addenda)" is the title of the document(s) containing a specific set of terms and conditions applicable to a particular service or other offering beyond the Communication System and System implementation services. The terms in the Addendum are applicable only to the specific service or offering described therein.

"Administrative User Credentials" means an account that has total access over the operating system, files, end user accounts and passwords at either the System level or box level. Customer's personnel with access to the Administrative User Credentials may be referred to as the Administrative User.

"Beneficial Use" means when Customer first uses the System or a Subsystem for operational purposes (excluding training or testing).

"Confidential Information" means all information consistent with the fulfillment of this Agreement that is (i) disclosed under this Agreement in oral, written, graphic, machine recognizable, and/or sample form, being clearly designated, labeled or marked as confidential or its equivalent or (ii) obtained by examination, testing or analysis of any hardware, software or any component part thereof provided by discloser to

recipient. The nature and existence of this Agreement are considered Confidential Information. Confidential Information that is disclosed orally must be identified as confidential at the time of disclosure and confirmed by the discloser by submitting a written document to the recipient within thirty (30) days after such disclosure. The written document must contain a summary of the Confidential Information disclosed with enough specificity for identification purpose and must be labeled or marked as confidential or its equivalent.

"Contract Price" means the price for the System and implementation Services, excluding applicable sales or similar taxes and freight charges. Further, unless otherwise stated in Exhibit B, "Payment" or the pricing pages of the proposal, recurring fees for maintenance, SUA, or subscription services are not included in the Contract Price.

"Deliverables" means all written information (such as reports, specifications, designs, plans, drawings, analytics, Solution Data, or other technical or business information) that Motorola prepares for Customer in the performance of the Services and is obligated to provide to Customer under this Agreement. The Deliverables, if any, are more fully described in the Statement of Work.

"**Derivative Proprietary Materials**" means derivatives of the Proprietary Materials that Motorola may from time to time, including during the course of providing the Services, develop and/or use and/or to which Motorola provides Customer access.

"Effective Date" means that date upon which the last Party executes this Agreement.

"Equipment" means the hardware components of the Solution that Customer purchases from Motorola under this Agreement. Equipment that is part of the System is described in the Equipment List.

"**Feedback"** means comments or information, in oral or written form, given to Motorola by Customer in connection with or relating to Equipment or Services, during the term of this Agreement.

"Force Majeure" means an event, circumstance, or act that is beyond a Party's reasonable control, such as an act of God, an act of the public enemy, an act of a government entity other than Customer, strikes, other labor disturbances, supplier performance, hurricanes, earthquakes, fires, floods, epidemics, embargoes, war, riots, or any other similar cause.

"Motorola Software" means software that Motorola or its affiliated companies owns.

"Non-Motorola Software" means software that a party other than Motorola or its affiliated companies owns.

"Open Source Software" (also called "freeware" or "shareware") means software with either freely obtainable source code, license for modification, or permission for free distribution.

"Proprietary Materials" means certain software tools and/or other technical materials, including, but not limited to, data, modules, components, designs, utilities, subsets, objects, program listings, models, methodologies, programs, systems, analysis frameworks, leading practices and specifications which Motorola has developed prior to, or independently from, the provision of the Services and/or which Motorola licenses from third parties.

"Proprietary Rights" means the patents, patent applications, inventions, copyrights, trade secrets, trademarks, trade names, mask works, know-how, and other intellectual property rights in and to the Equipment and Software, including those created or produced by Motorola under this Agreement and any corrections, bug fixes, enhancements, updates or modifications to or derivative works from the Software whether made by Motorola or another party.

"Services" means system implementation, maintenance, support, subscription, or other professional services provided under this Agreement, which may be further described in the applicable Addendum

and/or SOW.

"Software" (i) means proprietary software in object code format, and adaptations, translations, de-compilations, disassemblies, emulations, or derivative works of such software; (ii) means any modifications, enhancements, new versions and new releases of the software provided by Motorola; and (iii) may contain one or more items of software owned by a third party supplier. The term "Software" does not include any third party software provided under separate license or third party software not licensable under the terms of this Agreement.

"Software License Agreement" means the Motorola Software License Agreement (Exhibit A).

"Software Support Policy" ("SwSP") means the policy set forth at https://www.motorolasolutions.com/content/dam/msi/secure/services/software_policy.pdf describing the specific technical support that will be provided to Customers under the Warranty Period and during any paid maintenance support period for Motorola Software. This policy may be modified from time to time at Motorola's discretion.

"Solution" means the combination of the System(s) and Services provided by Motorola under this Agreement.

"Solution Data" means Customer data that is transformed, altered, processed, aggregated, correlated or operated on by Motorola, its vendors or other data sources and data that has been manipulated or retrieved using Motorola know-how to produce value-added content to data consumers, including customers or citizens which is made available to Customer with the Solution and Services.

"Specifications" means the functionality and performance requirements that are described in the Technical and Implementation Documents.

"SUA" or "SUA II" means Motorola's Software Upgrade Agreement program.

"Subsystem" means a major part of the System that performs specific functions or operations. Subsystems are described in the Technical and Implementation Documents.

"System" means the Equipment, including incidental hardware and materials, Software, and design, installation and implementation services that are combined together into an integrated system; the System(s) is (are) described in the Technical and Implementation Documents.

"System Acceptance" means the Acceptance Tests have been successfully completed.

"**System Data**" means data created by, in connection with or in relation to Equipment or the performance of Services under this Agreement.

"Warranty Period" for System Hardware, Software, or services related to system implementation means one (1) year from the date of System Acceptance or Beneficial Use, whichever occurs first. Unless otherwise stated in the applicable Addendum, Warranty Period for other Services means ninety (90) days from performance of the Service.

Section 3 SCOPE OF AGREEMENT AND TERM

3.1. SCOPE OF WORK. Motorola will provide, install and test the System(s), and perform its other contractual responsibilities to provide the Solution, all in accordance with this Agreement. Customer will perform its contractual responsibilities in accordance with this Agreement.

3.2. CHANGE ORDERS. Either Party may request changes within the general scope of this Agreement. If a requested change causes an increase or decrease in the cost or time required to perform

this Agreement, the Parties will agree to an equitable adjustment of the Contract Price or applicable subscription fees, Performance Schedule, or both, and will reflect the adjustment in a change order or Addendum. Neither Party is obligated to perform requested changes unless both Parties execute a written change order.

3.3. TERM. Unless terminated in accordance with other provisions of this Agreement or extended by mutual agreement of the Parties, the term of this Agreement begins on the Effective Date and continues until the date of Final Project Acceptance or expiration of the Warranty Period, or completion of the Services, whichever occurs last. The term and the effective date of recurring Services will be set forth in the applicable Addendum.

3.4. ADDITIONAL EQUIPMENT OR SOFTWARE. For three (3) years after the expiration date of the Agreement, Customer may order additional Equipment or Software, if it is then available. Each purchase order must refer to this Agreement, the expiration date of the Agreement, and must specify the pricing and delivery terms. The Parties agree that, notwithstanding expiration of the Agreement, the applicable provisions of this Agreement (except for pricing, delivery, passage of title and risk of loss to Equipment, warranty commencement, and payment terms) will govern the purchase and sale of the additional Equipment or Software. Additional or contrary terms in the purchase order will be inapplicable, unless signed by both parties. Title and risk of loss to additional Equipment will pass at shipment, warranty will commence upon delivery, and payment is due within thirty (30) days after the invoice date. Motorola will send Customer an invoice as the additional Equipment is shipped or Software is licensed. Alternatively, Customer may register with and place orders through the Motorola Solutions Customer Portal eCommerce Shop, and this Agreement will be the "Underlying Agreement" for those eCommerce transactions rather than the eCommerce Shop Terms and Conditions of Sale. eCommerce Shop registration and other information may be found at https://www.motorolasolutions.com/en_us/registration and the shop support telephone number is (800) 814-0601.

3.5. MOTOROLA SOFTWARE. Any Motorola Software, including subsequent releases, is licensed to Customer solely in accordance with the Software License Agreement. Customer hereby accepts and agrees to abide by all of the terms and restrictions of the Software License Agreement.

3.6. NON-MOTOROLA SOFTWARE. Any Non-Motorola Software is licensed to Customer in accordance with the standard license, terms, and restrictions of the copyright owner on the Effective Date unless the copyright owner has granted to Motorola the right to sublicense the Non-Motorola Software pursuant to the Software License Agreement, in which case it applies and the copyright owner will have all of Licensor's rights and protections under the Software License Agreement. Motorola makes no representations or warranties of any kind regarding Non-Motorola Software. Non-Motorola Software may include Open Source Software.

3.7. SUBSTITUTIONS. At no additional cost to Customer, Motorola may substitute any Equipment, Software, or services to be provided by Motorola, if the substitute meets or exceeds the Specifications and is of equivalent or better quality to the Customer. Any substitution will be reflected in a change order.

3.8. OPTIONAL EQUIPMENT OR SOFTWARE. This paragraph applies only if a "Priced Options" exhibit is shown in Section 1, or if the parties amend this Agreement to add a Priced Options exhibit. During the term of the option as stated in the Priced Options exhibit (or if no term is stated, then for one (1) year after the Effective Date), Customer has the right and option to purchase the equipment, software, and related services that are described in the Priced Options exhibit. Customer may exercise this option by giving written notice to Seller which must designate what equipment, software, and related services Customer is selecting (including quantities, if applicable). To the extent they apply, the terms and conditions of this Agreement will govern the transaction; however, the parties acknowledge that certain provisions must be agreed upon, and they agree to negotiate those in good faith promptly after Customer delivers the option exercise notice. Examples of provisions that may need to be negotiated are: specific lists of deliverables, statements of work, acceptance test plans, delivery and implementation schedules, payment terms, maintenance and support provisions, additions to or modifications of the Software License

Agreement, hosting terms, and modifications to the acceptance and warranty provisions.

Section 4 SERVICES

4.1. If Customer desires and Motorola agrees to continue Services beyond the Term, Customer's issuance and Motorola's acceptance of a purchase order for Services will serve as an automatic extension of the Agreement for purposes of the continuing Services. Only the terms and conditions applicable to the performance of Services will apply to the extended Agreement.

4.2. During the Warranty Period, in addition to warranty services, Motorola will provide maintenance Services for the Equipment and support for the Motorola Software pursuant to the applicable maintenance and support Statements of Work. Support for the Motorola Software will be in accordance with Motorola's established Software Support Policy. Copies of the SwSP can be found at https://www.motorolasolutions.com/content/dam/msi/secure/services/software_policy.pdf and will be sent by mail, email or fax to Customer upon written request. Maintenance Services and support during the Warranty Period are included in the Contract Price. Unless already included in the Contract Price, if Customer wishes to purchase 1) additional maintenance or software support services during the Warranty Period; or 2) continue or expand maintenance, software support, installation, and/or SUA services after the Warranty Period, Motorola will provide the description of and pricing for such services in a separate proposal document. Unless otherwise agreed by the parties in writing, the terms and conditions in this Agreement applicable to maintenance, support, installation, and/or SUA Services, will be included in the Maintenance and Support Addendum, SUA Addendum, the applicable Statements of Work, and the proposal, (if applicable). These collective terms will govern the provision of such Services.

To obtain any such additional Services, Customer will issue a purchase order referring to this Agreement and the separate proposal document. Omission of reference to this Agreement in Customer's purchase order will not affect the applicability of this Agreement. Motorola's proposal may include a cover page entitled "Service Agreement" or "Installation Agreement", as applicable, and other attachments. These cover pages and other attachments are incorporated into this Agreement by this reference

4.3. PROFESSIONAL AND SUBSCRIPTION SERVICES. If Customer purchases professional or subscription Services as part of the Solution, additional or different terms specific to such Service will be included in the applicable Addendum and will apply to those Services. Customer may purchase additional professional or subscription services by issuing a purchase order referencing this Agreement and Motorola's proposal for such additional services.

4.4. Any information in the form of specifications, drawings, reprints, technical information or otherwise furnished to Customer in providing Services under this Agreement or Motorola data viewed, accessed, will remain Motorola's property, will be deemed proprietary, Confidential Information. This Confidential Information will be promptly returned at Motorola's request. All or any portions of materials, products and documents produced under this Agreement may be used by Motorola upon confirmation from the Customer that they are subject to disclosure under the Public Disclosure Act. All services performed under this Agreement will be conducted solely for the benefit of the Customer and will not be used for any other purpose without written consent of the Customer. Customer shall be notified should a public records request occur.

4.5. TOOLS. All tools, equipment, dies, gauges, models, drawings or other materials paid for or furnished by Motorola for the purpose of providing Services under this Agreement will be and remain the sole property of Motorola. Customer will safeguard all such property while it is in Customer's custody or control, be liable for any loss or damage to this property, and return it to Motorola upon request. This property will be held by Customer for Motorola's use without charge and may be removed from Customer's premises by Motorola at any time without restriction. Upon termination of the contract for any reason, Customer shall return to Motorola all equipment delivered to Customer.

4.6. COVENANT NOT TO EMPLOY. During the term of this Agreement, Customer will not hire, engage on contract, solicit the employment of, or recommend employment to any third party of any employee of Motorola or its subcontractors without the prior written authorization of Motorola. This provision applies only to those employees of Motorola or its subcontractors who are responsible for rendering Services under this Agreement. If this provision is found to be overly broad under applicable law, it will be modified as necessary to conform to applicable law.

4.7. CUSTOMER OBLIGATIONS. If the applicable Statement of Work or Addendum contains assumptions that affect the Services or Deliverables, Customer will verify that they are accurate and complete. Any information that Customer provides to Motorola concerning the Services or Deliverables will be accurate and complete in all material respects. Customer will make timely decisions and obtain any required management approvals that are reasonably necessary for Motorola to perform the Services and its other duties under this Agreement. Unless the Statement of Work states the contrary, Motorola may rely upon and is not required to evaluate, confirm, reject, modify, or provide advice concerning any assumptions and Customer-provided information, decisions and approvals described in this paragraph.

4.8. ASSUMPTIONS. If any assumptions or conditions contained in this Agreement, applicable Addenda or Statements of Work prove to be incorrect or if Customer's obligations are not performed, Motorola's ability to perform under this Agreement may be impacted and changes to the Contract Price, subscription fees, project schedule, Deliverables, or other changes may be necessary.

4.9. NON-PRECLUSION. If, as a result of the Services performed under this Agreement, Motorola recommends that Customer purchase products or other services, nothing in this Agreement precludes Motorola from participating in a future competitive bidding process or otherwise offering or selling the recommended products or other services to Customer. Customer represents that this paragraph does not violate its procurement or other laws, regulations, or policies.

4.10. PROPRIETARY MATERIALS. Customer acknowledges that Motorola may use and/or provide Customer with access to Proprietary Materials and Derivative Proprietary Materials. The Proprietary Materials and the Derivative Proprietary Materials are the sole and exclusive property of Motorola and Motorola retains all right, title and interest in and to the Proprietary Materials and Derivative Proprietary Materials.

4.11. ADDITIONAL SERVICES. Any services performed by Motorola outside the scope of this Agreement at the direction of Customer will be considered to be additional Services which are subject to additional charges. Any agreement to perform additional Services will be reflected in a written and executed change order, Addendum or amendment to this Agreement.

Section 5 PERFORMANCE SCHEDULE

The Parties will perform their respective responsibilities in accordance with the Performance Schedule. By executing this Agreement, Customer authorizes Motorola to proceed with contract performance.

Section 6 CONTRACT PRICE, PAYMENT AND INVOICING

6.1. Customer affirms that a purchase order or notice to proceed is not required for contract performance or for subsequent years of service, if any, and that sufficient funds have been appropriated in accordance with applicable law. The Customer will pay all invoices as received from Motorola and any changes in scope will be subject to the change order process as described in this Agreement. At the time of execution of this Agreement, the Customer will provide all necessary reference information to include on invoices for payment in accordance with this Agreement.

6.2. CONTRACT PRICE. The Contract Price in U.S. dollars is **$ 10,495,000**. If applicable, a pricing summary is included with the Payment schedule in Exhibit B. Motorola has priced the Services, Software,

and Equipment as an integrated System. A change in Software or Equipment quantities, or Services, may affect the overall Contract Price, including discounts if applicable. Fees for professional, SUA, and/or subscription services which are not included in the Contract Price may be listed in Exhibit B, the pricing pages of the proposal, or the applicable Addendum.

6.3. INVOICING AND PAYMENT. Motorola will submit invoices to Customer according to the Payment schedule in Exhibit B. Invoices will be mailed or emailed to Customer pursuant to Section 6.5, Invoicing and Shipping Addresses. Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a wire transfer, check, or cashier's check from a U.S. financial institution. Overdue invoices will bear simple interest at the maximum allowable rate. For reference, the Federal Tax Identification Number for Motorola is 36-1115800.

6.4. FREIGHT, TITLE, AND RISK OF LOSS. Motorola will pre-pay and add all freight charges to the invoices. Title and risk of loss to the Equipment will pass to Customer upon shipment. Title to Software will not pass to Customer at any time. Motorola will pack and ship all Equipment in accordance with good commercial practices.

6.5. INVOICING AND SHIPPING ADDRESSES. Invoices will be sent to the Customer at the following address:
Name: **Billings Emergency Communications Center**
Address: **911 N 24th Street Billings, MT 59101**
Phone: **406-657-8444**

E-INVOICE. To receive invoices via email:
Customer Account Number: **TBD upon signature provided by Customer**
Customer Accounts Payable Email: **yeagerd@billingsmt.gov**
Customer CC(optional) Email: **N/A**

The address which is the ultimate destination where the Equipment will be delivered to Customer is:
Name: **Billings Emergency Communications Center**
Address:**911 N 24th St Billings, MT 59101**

The Equipment will be shipped to the Customer at the following address (insert if this information is known):
Name: **Billings Emergency Communications Center**
Address:**911 N 24th St Billings, MT 59101**

Customer may change this information by giving written notice to Motorola.

Section 7 SITES AND SITE CONDITIONS

7.1. ACCESS TO SITES. In addition to its responsibilities described elsewhere in this Agreement, Customer will provide a designated project manager; all necessary construction and building permits, zoning variances, licenses, and any other approvals that are necessary to develop or use the sites and mounting locations; and access to the worksites or vehicles identified in the Technical and Implementation Documents as reasonably requested by Motorola so that it may perform its duties in accordance with the Performance Schedule and Statement of Work. If the Statement of Work so indicates, Motorola may assist Customer in the local building permit process.

7.2. SITE CONDITIONS. Customer will ensure that all work sites it provides will be safe, secure, and in compliance with all applicable industry and OSHA standards. To the extent applicable and unless the Statement of Work states to the contrary, Customer will ensure that these work sites have adequate: physical space; air conditioning and other environmental conditions; adequate and appropriate electrical power outlets, distribution, equipment and connections; and adequate telephone or other communication lines (including modem access and adequate interfacing networking capabilities), all for the installation, use

and maintenance of the System. Before installing the Equipment or Software at a work site, Motorola may inspect the work site and advise Customer of any apparent deficiencies or non-conformities with the requirements of this Section. This Agreement is predicated upon normal soil conditions as defined by the version of E.I.A. standard RS-222 in effect on the Effective Date.

7.3. SITE ISSUES. If a Party determines that the sites identified in the Technical and Implementation Documents are no longer available or desired, or if subsurface, structural, adverse environmental or latent conditions at any site differ from those indicated in the Technical and Implementation Documents, the Parties will promptly investigate the conditions and will select replacement sites or adjust the installation plans and specifications as necessary. If change in sites or adjustment to the installation plans and specifications causes a change in the cost or time to perform, the Parties will equitably amend the Contract Price, Performance Schedule, or both, by a change order.

Section 8 TRAINING

Any training to be provided by Motorola to Customer will be described in the applicable Statement of Work. Customer will notify Motorola immediately if a date change for a scheduled training program is required. If Motorola incurs additional costs because Customer reschedules a training program less than thirty (30) days before its scheduled start date, Motorola may recover these additional costs.

Section 9 SYSTEM ACCEPTANCE

9.1. COMMENCEMENT OF ACCEPTANCE TESTING. Motorola will provide to Customer at least ten (10) days notice before the Acceptance Tests commence. System testing will occur only in accordance with the Acceptance Test Plan.

9.2. SYSTEM ACCEPTANCE. System Acceptance will occur upon successful completion of the Acceptance Tests. Upon System Acceptance, the Parties will memorialize this event by promptly executing a System Acceptance Certificate. If the Acceptance Test Plan includes separate tests for individual Subsystems or phases of the System, acceptance of the individual Subsystem or phase will occur upon the successful completion of the Acceptance Tests for the Subsystem or phase, and the Parties will promptly execute an acceptance certificate for the Subsystem or phase. If Customer believes the System has failed the completed Acceptance Tests, Customer will provide to Motorola a written notice that includes the specific details of the failure. If Customer does not provide to Motorola a failure notice within thirty (30) days after completion of the Acceptance Tests, System Acceptance will be deemed to have occurred as of the completion of the Acceptance Tests. Minor omissions or variances in the System that do not materially impair the operation of the System as a whole will not postpone System Acceptance or Subsystem acceptance, but will be corrected according to a mutually agreed schedule.

9.3. BENEFICIAL USE. Customer acknowledges that Motorola's ability to perform its implementation and testing responsibilities may be impeded if Customer begins using the System before System Acceptance. Therefore, Customer will not commence Beneficial Use before System Acceptance without Motorola's prior written authorization, which will not be unreasonably withheld. Motorola is not responsible for System performance deficiencies that occur during unauthorized Beneficial Use. Upon commencement of Beneficial Use, Customer assumes responsibility for the use and operation of the System.

9.4. FINAL PROJECT ACCEPTANCE. Final Project Acceptance will occur after System Acceptance when all deliverables and other work have been completed. When Final Project Acceptance occurs, the parties will promptly memorialize this final event by so indicating on the System Acceptance Certificate.

Section 10 REPRESENTATIONS AND WARRANTIES

10.1. SYSTEM FUNCTIONALITY. Motorola represents that the System will perform in accordance with the Specifications in all material respects. Upon System Acceptance or Beneficial Use, whichever occurs first, this System functionality representation is fulfilled. Motorola is not responsible for System performance

deficiencies that are caused by ancillary equipment not furnished by Motorola which is attached to or used in connection with the System or for reasons or parties beyond Motorola's control, such as natural causes; the construction of a building that adversely affects the microwave path reliability or radio frequency (RF) coverage; the addition of frequencies at System sites that cause RF interference or intermodulation; or Customer changes to load usage or configuration outside the Specifications.

10.2. EQUIPMENT WARRANTY. During the Warranty Period, Motorola warrants that the Equipment under normal use and service will be free from material defects in materials and workmanship. If System Acceptance is delayed beyond six (6) months after shipment of the Equipment by events or causes beyond Motorola's control, this warranty expires eighteen (18) months after the shipment of the Equipment.

10.3. SOFTWARE WARRANTY. Except as described in the SwSP and unless otherwise stated in the Software License Agreement, during the Warranty Period, Motorola warrants the Software in accordance with the warranty terms set forth in the Software License Agreement and the provisions of this Section that are applicable to the Software. If System Acceptance is delayed beyond six (6) months after shipment of the Motorola Software by events or causes beyond Motorola's control, this warranty expires eighteen (18) months after the shipment of the Motorola Software. **Nothing in this Warranty provision is intended to conflict or modify the Software Support Policy. In the event of an ambiguity or conflict between the Software Warranty and Software Support Policy, the Software Support Policy governs.**

10.4. EXCLUSIONS TO EQUIPMENT AND SOFTWARE WARRANTIES. These warranties do not apply to: (i) defects or damage resulting from: use of the Equipment or Software in other than its normal, customary, and authorized manner; accident, liquids, neglect, or acts of God; testing, maintenance, disassembly, repair, installation, alteration, modification, or adjustment not provided or authorized in writing by Motorola; Customer's failure to comply with all applicable industry and OSHA standards; (ii) breakage of or damage to antennas unless caused directly by defects in material or workmanship; (iii) Equipment that has had the serial number removed or made illegible; (iv) batteries (because they carry their own separate limited warranty) or consumables; (v) freight costs to ship Equipment to the repair depot; (vi) scratches or other cosmetic damage to Equipment surfaces that does not affect the operation of the Equipment; and (vii) normal or customary wear and tear.

10.5. SERVICE WARRANTY. During the Warranty Period, Motorola warrants that the Services will be provided in a good and workmanlike manner and will conform in all material respects to the applicable Statement of Work. Services will be free of defects in materials and workmanship for a period of ninety (90) days from the date the performance of the Services are completed. Customer acknowledges that the Deliverables may contain recommendations, suggestions or advice from Motorola to Customer (collectively, "recommendations"). Motorola makes no warranties concerning those recommendations, and Customer alone accepts responsibility for choosing whether and how to implement the recommendations and the results to be realized from implementing them.

10.6. WARRANTY CLAIMS. To assert a warranty claim, Customer must notify Motorola in writing of the claim before the expiration of the Warranty Period. Upon receipt of this notice, Motorola will investigate the warranty claim. If this investigation confirms a valid Equipment or Software warranty claim, Motorola will (at its option and at no additional charge to Customer) repair the defective Equipment or Motorola Software, replace it with the same or equivalent product, or refund the price of the defective Equipment or Motorola Software. These actions will be the full extent of Motorola's liability for the warranty claim. In the event of a valid Services warranty claim, Customer's sole remedy is to require Motorola to re-perform the non-conforming Service or to refund, on a pro-rata basis, the fees paid for the non-conforming Service. If this investigation indicates the warranty claim is not valid, then Motorola may invoice Customer for responding to the claim on a time and materials basis using Motorola's then current labor rates. Repaired or replaced product is warranted for the balance of the original applicable warranty period. All replaced products or parts will become the property of Motorola.

10.7. ORIGINAL END USER IS COVERED. These express limited warranties are extended by Motorola to the original user purchasing the System or Services for commercial, industrial, or governmental use only,

and are not assignable or transferable.

10.8. DISCLAIMER OF OTHER WARRANTIES. THESE WARRANTIES ARE THE COMPLETE WARRANTIES FOR THE EQUIPMENT AND MOTOROLA SOFTWARE PROVIDED UNDER THIS AGREEMENT AND ARE GIVEN IN LIEU OF ALL OTHER WARRANTIES. MOTOROLA DISCLAIMS ALL OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE.

Section 11 DELAYS

11.1. FORCE MAJEURE. Neither Party will be liable for its non-performance or delayed performance if caused by a Force Majeure, as outlined above. A Party that becomes aware of a Force Majeure that will significantly delay performance will notify the other Party promptly (but in no event later than fifteen days) after it discovers the Force Majeure. If a Force Majeure occurs, the Parties will execute a change order to extend the Performance Schedule or applicable Addenda for a time period that is reasonable under the circumstances.

11.2. PERFORMANCE SCHEDULE DELAYS CAUSED BY CUSTOMER. If Customer (including its other contractors) delays the Performance Schedule, it will make the promised payments according to the Payment schedule as if no delay occurred; and the Parties will execute a change order to extend the Performance Schedule and, if requested, compensate Motorola for all reasonable charges incurred because of the delay. Delay charges may include costs incurred by Motorola or its subcontractors for additional freight, warehousing and handling of Equipment; extension of the warranties; travel; suspending and re-mobilizing the work; additional engineering, project management, and standby time calculated at then current rates; and preparing and implementing an alternative implementation plan.

Section 12 DISPUTES

The Parties will use the following procedure to address any dispute arising under this Agreement (a "Dispute").

12.1. GOVERNING LAW. This Agreement will be governed by and construed in accordance with the laws of the State in which the System is installed.

12.2. NEGOTIATION. Either Party may initiate the Dispute resolution procedures by sending a notice of Dispute ("Notice of Dispute"). The Parties will attempt to resolve the Dispute promptly through good faith negotiations including 1) timely escalation of the Dispute to executives who have authority to settle the Dispute and who are at a higher level of management than the persons with direct responsibility for the matter and 2) direct communication between the executives. If the Dispute has not been resolved within ten (10) days from the Notice of Dispute, the Parties will proceed to mediation.

12.3. MEDIATION. The Parties will choose an independent mediator within thirty (30) days of a notice to mediate from either Party ("Notice of Mediation"). Neither Party may unreasonably withhold consent to the selection of a mediator. If the Parties are unable to agree upon a mediator, either Party may request that American Arbitration Association nominate a mediator. Each Party will bear its own costs of mediation, but the Parties will share the cost of the mediator equally. Each Party will participate in the mediation in good faith and will be represented at the mediation by a business executive with authority to settle the Dispute.

12.4. LITIGATION, VENUE and JURISDICTION. If a Dispute remains unresolved for sixty (60) days after receipt of the Notice of Mediation, either Party may then submit the Dispute to a court of competent jurisdiction in the state and county (State of Montana Thirteenth Judicial District Court, Yellowstone County) in which the System is installed. Each Party irrevocably agrees to submit to the exclusive jurisdiction of the courts in such state over any claim or matter arising under or in connection with this Agreement.

12.5. CONFIDENTIALITY. All communications pursuant to subsections 12.2 and 12.3 will be treated as compromise and settlement negotiations for purposes of applicable rules of evidence and any additional confidentiality protections provided by applicable law. The use of these Dispute resolution procedures will not be construed under the doctrines of laches, waiver or estoppel to affect adversely the rights of either Party.

Section 13 DEFAULT AND TERMINATION

13.1. DEFAULT BY A PARTY. If either Party fails to perform a material obligation under this Agreement, the other Party may consider the non-performing Party to be in default (unless a Force Majeure causes the failure) and may assert a default claim by giving the non-performing Party a written and detailed notice of default. Except for a default by Customer for failing to pay any amount when due under this Agreement which must be cured immediately, the defaulting Party will have thirty (30) days after receipt of the notice of default to either cure the default or, if the default is not curable within thirty (30) days, provide a written cure plan. The defaulting Party will begin implementing the cure plan immediately after receipt of notice by the other Party that it approves the plan. If Customer is the defaulting Party, Motorola may stop work on the project until it approves the Customer's cure plan.

13.2. FAILURE TO CURE. If a defaulting Party fails to cure the default as provided above in Section 13.1, unless otherwise agreed in writing, the non-defaulting Party may terminate any unfulfilled portion of this Agreement. In the event of termination for default, the defaulting Party will promptly return to the non-defaulting Party any of its Confidential Information. If Customer is the non-defaulting Party, terminates this Agreement as permitted by this Section, and completes the System through a third Party, Customer may as its exclusive remedy recover from Motorola reasonable costs incurred to complete the System to a capability not exceeding that specified in this Agreement less the unpaid portion of the Contract Price. Customer will mitigate damages and provide Motorola with detailed invoices substantiating the charges. In the event Customer elects to terminate this Agreement for any reason other than default, Customer shall pay Motorola for the conforming Equipment and/or Software delivered and all services performed.

Section 14 INDEMNIFICATION

14.1. GENERAL INDEMNITY BY Motorola. Motorola will indemnify and hold Customer harmless from any and all liability, expense, judgment, suit, cause of action, or demand for personal injury, death, or direct damage to tangible property which may accrue against Customer to the extent it is caused by the negligence of Motorola, its subcontractors, or their employees or agents, while performing their duties under this Agreement, if Customer gives Motorola prompt, written notice of any claim or suit. Customer will cooperate with Motorola in its defense or settlement of the claim or suit. This Section sets forth the full extent of Motorola's general indemnification of Customer from liabilities that are in any way related to Motorola's performance under this Agreement.

14.2. GENERAL INDEMNITY BY CUSTOMER. Customer will indemnify and hold Motorola harmless from any and all liability, expense, judgment, suit, cause of action, or demand for personal injury, death, or direct damage to tangible property which may accrue against Motorola to the extent it is caused by the negligence of Customer, its other contractors, or their employees or agents, while performing their duties under this Agreement, if Motorola gives Customer prompt, written notice of any the claim or suit. Motorola will cooperate with Customer in its defense or settlement of the claim or suit. This Section sets forth the full extent of Customer's general indemnification of Motorola from liabilities that are in any way related to Customer's performance under this Agreement.

14.3. PATENT AND COPYRIGHT INFRINGEMENT.

14.3.1. Motorola will defend at its expense any suit brought against Customer to the extent it is based on a third-party claim alleging that the Equipment manufactured by Motorola or the Motorola Software ("Motorola Product") directly infringes a United States patent or copyright ("Infringement Claim"). Motorola's

duties to defend and indemnify are conditioned upon: Customer promptly notifying Motorola in writing of the Infringement Claim; Motorola having sole control of the defense of the suit and all negotiations for its settlement or compromise; and Customer providing to Motorola cooperation and, if requested by Motorola, reasonable assistance in the defense of the Infringement Claim. In addition to Motorola's obligation to defend, and subject to the same conditions, Motorola will pay all damages finally awarded against Customer by a court of competent jurisdiction for an Infringement Claim or agreed to, in writing, by Motorola in settlement of an Infringement Claim.

14.3.2 If an Infringement Claim occurs, or in Motorola's opinion is likely to occur, Motorola may at its option and expense: (a) procure for Customer the right to continue using the Motorola Product; (b) replace or modify the Motorola Product so that it becomes non-infringing while providing functionally equivalent performance; or (c) accept the return of the Motorola Product and grant Customer a credit for the Motorola Product, less a reasonable charge for depreciation. The depreciation amount will be calculated based upon generally accepted accounting standards.

14.3.3 Motorola will have no duty to defend or indemnify for any Infringement Claim that is based upon: (a) the combination of the Motorola Product with any software, apparatus or device not furnished by Motorola; (b) the use of ancillary equipment or software not furnished by Motorola and that is attached to or used in connection with the Motorola Product; (c) Motorola Product designed or manufactured in accordance with Customer's designs, specifications, guidelines or instructions, if the alleged infringement would not have occurred without such designs, specifications, guidelines or instructions; (d) a modification of the Motorola Product by a party other than Motorola; (e) use of the Motorola Product in a manner for which the Motorola Product was not designed or that is inconsistent with the terms of this Agreement; or (f) the failure by Customer to install an enhancement release to the Motorola Software that is intended to correct the claimed infringement. In no event will Motorola's liability resulting from its indemnity obligation to Customer extend in any way to royalties payable on a per use basis or the Customer's revenues, or any royalty basis other than a reasonable royalty based upon revenue derived by Motorola from Customer from sales or license of the infringing Motorola Product.

14.3.4. This Section 14 provides Customer's sole and exclusive remedies and Motorola's entire liability in the event of an Infringement Claim. Customer has no right to recover and Motorola has no obligation to provide any other or further remedies, whether under another provision of this Agreement or any other legal theory or principle, in connection with an Infringement Claim. In addition, the rights and remedies provided in this Section 14 are subject to and limited by the restrictions set forth in Section 15.

14.4 INSURANCE

Motorola shall maintain in good standing the insurance described in this Section. Before rendering any services under this Agreement, Motorola shall furnish Customer with proof of insurance in accordance with this Section.

Motorola shall provide the following insurance:

- Workers' compensation and employer's liability coverage as required by Montana law.
- Commercial general liability, including contractual and personal injury coverage's $2,000,000 per occurrence and in the aggregate.
- Automobile liability $1,500,000 combined single limit per accident.

For each policy of insurance required by this Section, Motorola shall provide for no less than 30 days' advance written notice to the Customer prior to cancellation.

The Customer shall be included as an additional insured on all required general automobile liability policies .

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

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

Section 15 LIMITATION OF LIABILITY

Except for personal injury or death, Motorola's total liability, whether for breach of contract, warranty, negligence, strict liability in tort, indemnification, or otherwise, will be limited to the direct damages recoverable under law, but not to exceed two times the price of the Equipment, Software, or implementation and other one-time Services with respect to which losses or damages are claimed. With respect to all subscription or other ongoing Services and unless as otherwise provided under the applicable Addenda, Motorola's total liability will be limited to the direct damages recoverable under law, but not to exceed two times the price of the twelve (12) months of Services preceding the incident giving rise to the claim. This limitation of liability provision survives the expiration or termination of the Agreement and applies notwithstanding any contrary provision. No action for contract breach or otherwise relating to the transactions contemplated by this Agreement may be brought more than one (1) year after the accrual of the cause of action, except for money due upon an open account.

Section 16 CONFIDENTIALITY AND PROPRIETARY RIGHTS

16.1. CONFIDENTIAL INFORMATION.

16.1.1. Each party is a disclosing party ("Discloser") and a receiving party ("Recipient") under this Agreement. All Deliverables will be deemed to be Motorola's Confidential Information. During the term of this Agreement and for a period of three (3) years from the expiration or termination of this Agreement, Recipient will (i) not disclose Confidential Information to any third party unless required by law; (ii) restrict disclosure of Confidential Information to only those employees (including, but not limited to, employees of any wholly owned subsidiary, a parent company, any other wholly owned subsidiaries of the same parent company), agents or consultants who must be directly involved with the Confidential Information for the purpose and who are bound by confidentiality terms substantially similar to those in this Agreement; (iii) not copy, reproduce, reverse engineer, decompile, or disassemble any Confidential Information; (iv) use the same degree of care as for its own information of like importance, but at least use reasonable care, in safeguarding against disclosure of Confidential Information; (v) promptly notify Discloser upon discovery of any unauthorized use or disclosure of the Confidential Information and take reasonable steps to regain possession of the Confidential Information and prevent further unauthorized actions or other breach of this Agreement; and (vi) only use the Confidential Information as needed to fulfill this Agreement. In the event that Customer receives a public records request for records deemed to be Motorola's Confidential Information, Customer will timely notify Motorola of the request.

16.1.2. Recipient is not obligated to maintain as confidential, Confidential Information that Recipient can demonstrate by documentation (i) is now available or becomes available to the public without breach of this agreement; (ii) is explicitly approved for release by written authorization of Discloser; (iii) is lawfully obtained from a third party or parties without a duty of confidentiality; (iv) is known to the Recipient prior to such disclosure; or (v) is independently developed by Recipient without the use of any of Discloser's Confidential Information or any breach of this Agreement.

16.1.3. All Confidential Information remains the property of the Discloser and will not be copied or reproduced without the express written permission of the Discloser, except for copies that are absolutely necessary in order to fulfill this Agreement. Within ten (10) days of receipt of Discloser's written request, Recipient will return all Confidential Information to Discloser along with all copies and portions thereof, or certify in writing that all such Confidential Information has been destroyed. However, Recipient may retain one (1) archival copy of the Confidential Information that it may use only in case of a dispute concerning this Agreement. No license, express or implied, in the Confidential Information is granted other than to use the Confidential Information in the manner and to the extent authorized by this Agreement. The Discloser warrants that it is authorized to disclose any Confidential Information it discloses pursuant to this Agreement.

16.2. PRESERVATION OF MOTOROLA'S PROPRIETARY RIGHTS. Motorola, the third party manufacturer of any Equipment, and the copyright owner of any Non-Motorola Software own and retain all of their respective Proprietary Rights in the Equipment and Software, and nothing in this Agreement is intended to restrict their Proprietary Rights. All intellectual property developed, originated, or prepared by Motorola in connection with providing to Customer the Equipment, Software, or related services remain vested exclusively in Motorola, and this Agreement does not grant to Customer any shared development rights of intellectual property. Except as explicitly provided in the Software License Agreement, Motorola does not grant to Customer, either directly or by implication, estoppel, or otherwise, any right, title or interest in Motorola's Proprietary Rights. Customer will not modify, disassemble, peel components, decompile, otherwise reverse engineer or attempt to reverse engineer, derive source code or create derivative works from, adapt, translate, merge with other software, reproduce, distribute, sublicense, sell or export the Software, or permit or encourage any third party to do so. The preceding sentence does not apply to Open Source Software which is governed by the standard license of the copyright owner.

16.3 VOLUNTARY DISCLOSURE. Except as required to fulfill its obligations under this Agreement, Motorola will have no obligation to provide Customer with access to its Confidential Information and/or proprietary information. Under no circumstances will Motorola be required to provide any data related to cost and pricing.

16.4 DATA AND FEEDBACK.

16.4.1 To the extent permitted by law, Customer owns all right, title and interest in System Data created solely by it or its agents (hereafter, "Customer Data"), and grants to Motorola the right to use, host, cache, store, reproduce, copy, modify, combine, analyze, create derivatives from, communicate, transmit, publish, display, and distribute such Customer Data.

16.4.2 Motorola owns all right, title and interest in data resulting from System Data that is or has been transformed, altered, processed, aggregated, correlated or operated on (hereafter, "Derivative Data").

16.4.3 Any Feedback given by Customer is and will be entirely voluntary and, even if designated as confidential, will not create any confidentiality obligation for Motorola. Motorola will be free to use, reproduce, license or otherwise distribute and exploit the Feedback without any obligation to Customer. Customer acknowledges that Motorola's receipt of the Feedback does not imply or create recognition by Motorola of either the novelty or originality of any idea. The parties further agree that all fixes, modifications and improvements made to Motorola products or services conceived of or made by Motorola that are based, either in whole or in part, on the Feedback are the exclusive property of Motorola and all right, title and interest in and to such fixes, modifications or improvements to the Motorola product or service will vest solely in Motorola.

Section 17 GENERAL

17.1. TAXES. The Contract Price does not include any excise, sales, lease, use, property, or other taxes,

assessments or duties, all of which will be paid by Customer except as exempt by law. If Motorola is required to pay any of these taxes, Motorola will send an invoice to Customer and Customer will pay to Motorola the amount of the taxes (including any interest and penalties) within thirty (30) days after the date of the invoice. Customer will be solely responsible for reporting the Equipment for personal property tax purposes, and Motorola will be solely responsible for reporting taxes on its income or net worth.

17.2. ASSIGNABILITY AND SUBCONTRACTING. Except as provided herein, neither Party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, which consent will not be unreasonably withheld. Any attempted assignment, delegation, or transfer without the necessary consent will be void. Notwithstanding the foregoing, Motorola may assign this Agreement to any of its affiliates or its right to receive payment without the prior consent of Customer. In addition, in the event Motorola separates one or more of its businesses (each a "Separated Business"), whether by way of a sale, establishment of a joint venture, spin-off or otherwise (each a "Separation Event"), Motorola may, without the prior written consent of the other Party and at no additional cost to Motorola, assign this Agreement such that it will continue to benefit the Separated Business and its affiliates (and Motorola and its affiliates, to the extent applicable) following the Separation Event. Motorola may subcontract any of the work, but subcontracting will not relieve Motorola of its duties under this Agreement.

17.3. WAIVER. Failure or delay by either Party to exercise a right or power under this Agreement will not be a waiver of the right or power. For a waiver of a right or power to be effective, it must be in a writing signed by the waiving Party. An effective waiver of a right or power will not be construed as either a future or continuing waiver of that same right or power, or the waiver of any other right or power.

17.4. SEVERABILITY. If a court of competent jurisdiction renders any part of this Agreement invalid or unenforceable, that part will be severed and the remainder of this Agreement will continue in full force and effect.

17.5. INDEPENDENT CONTRACTORS. Each Party will perform its duties under this Agreement as an independent contractor. The Parties and their personnel will not be considered to be employees or agents of the other Party. Nothing in this Agreement will be interpreted as granting either Party the right or authority to make commitments of any kind for the other. This Agreement will not constitute, create, or be interpreted as a joint venture, partnership or formal business organization of any kind.

17.6. HEADINGS AND SECTION REFERENCES. The section headings in this Agreement are inserted only for convenience and are not to be construed as part of this Agreement or as a limitation of the scope of the particular section to which the heading refers. This Agreement will be fairly interpreted in accordance with its terms and conditions and not for or against either Party.

17.7. NOTICES. Notices required under this Agreement to be given by one Party to the other must be in writing and either personally delivered or sent to the address provided by the other Party by certified mail, return receipt requested and postage prepaid (or by a recognized courier service, such as Federal Express, UPS, or DHL), or by facsimile with correct answerback received, and will be effective upon receipt.

17.8. COMPLIANCE WITH APPLICABLE LAWS. Each Party will comply with all applicable federal, state, and local laws, regulations and rules concerning the performance of this Agreement or use of the System. Customer will obtain and comply with all Federal Communications Commission ("FCC") licenses and authorizations required for the installation, operation and use of the System before the scheduled installation of the Equipment. Although Motorola might assist Customer in the preparation of its FCC license

applications, neither Motorola nor any of its employees is an agent or representative of Customer in FCC or other matters.

17.9 FUTURE REGULATORY REQUIREMENTS. The Parties acknowledge and agree that this is an evolving technological area and therefore, laws and regulations regarding Services and use of Solution may change. Changes to existing Services or the Solution required to achieve regulatory compliance may be available for an additional fee. Any required changes may also impact the price for Services.

17.10. AUTHORITY TO EXECUTE AGREEMENT. Each Party represents that it has obtained all necessary approvals, consents and authorizations to enter into this Agreement and to perform its duties under this Agreement; the person executing this Agreement on its behalf has the authority to do so; upon execution and delivery of this Agreement by the Parties, it is a valid and binding contract, enforceable in accordance with its terms; and the execution, delivery, and performance of this Agreement does not violate any bylaw, charter, regulation, law or any other governing authority of the Party.

17.11. ADMINISTRATOR LEVEL ACCOUNT ACCESS. If applicable to the type of System purchased by Customer, Motorola will provide Customer with Administrative User Credentials. Customer agrees to only grant access to the Administrative User Credentials to those personnel with the training and experience to correctly use them. Customer is responsible for protecting Administrative User Credentials from disclosure and maintaining Credential validity by, among other things, updating passwords when required. Customer may be asked to provide valid Administrative User Credentials when in contact with Motorola System support personnel. Customer understands that changes made as the Administrative User can significantly impact the performance of the System. Customer agrees that it will be solely responsible for any negative impact on the System or its users by any such changes. System issues occurring as a result of changes made using the Administrative User Credentials may impact Motorola's ability to perform Services or other obligations under the Agreement. In such cases, a revision to the appropriate provisions of the Agreement, including the Statement of Work, may be necessary. To the extent Motorola provides assistance to correct any issues caused by or arising out of the use of or failure to maintain Administrative User Credentials, Motorola will be entitled to bill Customer and Customer will pay Motorola on a time and materials basis for resolving the issue.

17.12. SURVIVAL OF TERMS. The following provisions will survive the expiration or termination of this Agreement for any reason: Section 3.5 (Motorola Software); Section 3.6 (Non-Motorola Software); if any payment obligations exist, Sections 6.2 and 6.3 (Contract Price and Invoicing and Payment); Subsection 10.8 (Disclaimer of Implied Warranties); Section 12 (Disputes); Section 15 (Limitation of Liability); and Section 16 (Confidentiality and Proprietary Rights); and all of the General provisions in Section 17.

17.13. ENTIRE AGREEMENT. This Agreement, including all Exhibits, constitutes the entire agreement of the Parties regarding the subject matter of the Agreement and supersedes all previous agreements, proposals, and understandings, whether written or oral, relating to this subject matter. This Agreement may be executed in multiple counterparts, and shall have the same legal force and effect as if the Parties had executed it as a single document. The Parties may sign in writing, or by electronic signature, including by email. An electronic signature, or a facsimile copy or computer image, such as a PDF or tiff image, of a signature, shall be treated as and shall have the same effect as an original signature. In addition, an electronic signature, a true and correct facsimile copy or computer image of this Agreement shall be treated as and shall have the same effect as an original signed copy of this document. This Agreement may be amended or modified only by a written instrument signed by authorized representatives of both Parties. The preprinted terms and conditions found on any Customer purchase or purchase order, acknowledgment

or other form will not be considered an amendment or modification of this Agreement, even if a representative of each Party signs that document.

The Parties hereby enter into this Agreement as of the Effective Date.

Motorola Solutions, Inc.	**Mayor, City Billings**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Exhibit A

MOTOROLA SOFTWARE LICENSE AGREEMENT

This Exhibit A Motorola Software License Agreement ("Agreement") is between Motorola Solutions, Inc., (“Motorola"), and **CITY OF BILLINGS** (“Licensee”).

For good and valuable consideration, the parties agree as follows:

Section 1 DEFINITIONS

1.1 “Designated Products” means products provided by Motorola to Licensee with which or for which the Software and Documentation is licensed for use.

1.2 “Documentation” means product and software documentation that specifies technical and performance features and capabilities, and the user, operation and training manuals for the Software (including all physical or electronic media upon which such information is provided).

1.3 “Open Source Software” means software with either freely obtainable source code, license for modification, or permission for free distribution.

1.4 “Open Source Software License” means the terms or conditions under which the Open Source Software is licensed.

1.5 “Primary Agreement” means the agreement to which this exhibit is attached.

1.6 “Security Vulnerability” means a flaw or weakness in system security procedures, design, implementation, or internal controls that could be exercised (accidentally triggered or intentionally exploited) and result in a security breach such that data is compromised, manipulated or stolen or the system damaged.

1.7 “Software” (i) means proprietary software in object code format, and adaptations, translations, de-compilations, disassemblies, emulations, or derivative works of such software; (ii) means any modifications, enhancements, new versions and new releases of the software provided by Motorola; and (iii) may contain one or more items of software owned by a third party supplier. The term "Software" does not include any third party software provided under separate license or third party software not licensable under the terms of this Agreement.

Section 2 SCOPE

Motorola and Licensee enter into this Agreement in connection with Motorola's delivery of certain proprietary software or products containing embedded or pre-loaded proprietary software, or both. This Agreement contains the terms and conditions of the license Motorola is providing to Licensee, and Licensee’s use of the proprietary software and affiliated documentation.

Section 3 GRANT OF LICENSE

3.1. Subject to the provisions of this Agreement and the payment of applicable license fees, Motorola grants to Licensee a personal, limited, non-transferable (except as permitted in Section 7) and non-exclusive license under Motorola’s copyrights and Confidential Information (as defined in the Primary Agreement) embodied in the Software to use the Software, in object code form, and the Documentation solely in connection with Licensee's use of the Designated Products. This Agreement does not grant any rights to source code.

3.2. If the Software licensed under this Agreement contains or is derived from Open Source Software, the terms and conditions governing the use of such Open Source Software are in the Open Source Software Licenses of the copyright owner and not this Agreement. If there is a conflict between the terms and conditions of this Agreement and the terms and conditions of the Open Source Software Licenses governing Licensee's use of the Open Source Software, the terms and conditions of the license grant of the applicable Open Source Software Licenses will take precedence over the license grants in this Agreement. If requested by Licensee, Motorola will use commercially reasonable efforts to: (i) determine whether any Open Source Software is provided under this Agreement; and (ii) identify the Open Source Software (or specify where that license may be found).

3.3 TO THE EXTENT, IF ANY, THAT THERE IS A SEPARATE LICENSE AGREEMENT PACKAGED WITH, OR PROVIDED ELECTRONICALLY WITH, A PARTICULAR PRODUCT THAT BECOMES EFFECTIVE ON AN ACT OF ACCEPTANCE BY THE END USER, THEN THAT AGREEMENT SUPERSEDES THE SOFTWARE LICENSE AGREEMENT AS TO THE END USER OF EACH SUCH PRODUCT.

Section 4 LIMITATIONS ON USE

4.1. Licensee may use the Software only for Licensee's internal business purposes and only in accordance with the Documentation. Any other use of the Software is strictly prohibited. Without limiting the general nature of these restrictions, Licensee will not make the Software available for use by third parties on a "time sharing," "application service provider," or "service bureau" basis or for any other similar commercial rental or sharing arrangement.

4.2. Licensee will not, and will not allow or enable any third party to: (i) reverse engineer, disassemble, peel components, decompile, reprogram or otherwise reduce the Software or any portion to a human perceptible form or otherwise attempt to recreate the source code; (ii) modify, adapt, create derivative works of, or merge the Software; (iii) copy, reproduce, distribute, lend, or lease the Software or Documentation to any third party, grant any sublicense or other rights in the Software or Documentation to any third party, or take any action that would cause the Software or Documentation to be placed in the public domain; (iv) remove, or in any way alter or obscure, any copyright notice or other notice of Motorola's proprietary rights; (v) provide, copy, transmit, disclose, divulge or make the Software or Documentation available to, or permit the use of the Software by any third party or on any machine except as expressly authorized by this Agreement; or (vi) use, or permit the use of, the Software in a manner that would result in the production of a copy of the Software solely by activating a machine containing the Software. Licensee may make one copy of Software to be used solely for archival, back-up, or disaster recovery purposes; *provided* that Licensee may not operate that copy of the Software at the same time as the original Software is being operated. Licensee may make as many copies of the Documentation as it may reasonably require for the internal use of the Software.

4.3. Unless otherwise authorized by Motorola in writing, Licensee will not, and will not enable or allow any third party to: (i) install a licensed copy of the Software on more than one unit of a Designated Product; or (ii) copy onto or transfer Software installed in one unit of a Designated Product onto one other device. Licensee may temporarily transfer Software installed on a Designated Product to another device if the Designated Product is inoperable or malfunctioning, if Licensee provides written notice to Motorola of the temporary transfer and identifies the device on which the Software is transferred. Temporary transfer of the Software to another device must be discontinued when the original Designated Product is returned to operation and the Software must be removed from the other device. Licensee must provide prompt written notice to Motorola at the time temporary transfer is discontinued.

4.4 Licensee will maintain, during the term of this Agreement and for a period of two years thereafter, accurate records relating to this license grant to verify compliance with this Agreement. Motorola or an independent third party ("Auditor") may inspect Licensee's premises, books and records, upon reasonable prior notice to Licensee, during Licensee's normal business hours and subject to Licensee's facility and

security regulations. Motorola is responsible for the payment of all expenses and costs of the Auditor. Any information obtained by Motorola and the Auditor will be kept in strict confidence by Motorola and the Auditor and used solely for the purpose of verifying Licensee's compliance with the terms of this Agreement.

Section 5 OWNERSHIP AND TITLE

Motorola, its licensors, and its suppliers retain all of their proprietary rights in any form in and to the Software and Documentation, including, but not limited to, all rights in patents, patent applications, inventions, copyrights, trademarks, trade secrets, trade names, and other proprietary rights in or relating to the Software and Documentation (including any corrections, bug fixes, enhancements, updates, modifications, adaptations, translations, de-compilations, disassemblies, emulations to or derivative works from the Software or Documentation, whether made by Motorola or another party, or any improvements that result from Motorola's processes or, provision of information services). No rights are granted to Licensee under this Agreement by implication, estoppel or otherwise, except for those rights which are expressly granted to Licensee in this Agreement. All intellectual property developed, originated, or prepared by Motorola in connection with providing the Software, Designated Products, Documentation or related services, remains vested exclusively in Motorola, and Licensee will not have any shared development or other intellectual property rights.

Section 6 LIMITED WARRANTY; DISCLAIMER OF WARRANTY

6.1. Unless otherwise stated in the Primary Agreement, the commencement date and the term of the Software warranty will be a period of ninety (90) days from Motorola's shipment of the Software (the "Warranty Period"). If Licensee is not in breach of any of its obligations under this Agreement, Motorola warrants that the unmodified Software, when used properly and in accordance with the Documentation and this Agreement, will be free from a reproducible defect that eliminates the functionality or successful operation of a feature critical to the primary functionality or successful operation of the Software. Whether a defect occurs will be determined by Motorola solely with reference to the Documentation. Motorola does not warrant that Licensee's use of the Software or the Designated Products will be uninterrupted, error-free, completely free of Security Vulnerabilities, or that the Software or the Designated Products will meet Licensee's particular requirements. Motorola makes no representations or warranties with respect to any third party software included in the Software. Notwithstanding, any warranty provided by a copyright owner in its standard license terms will flow through to Licensee for third party software provided by Motorola.

6.2 Motorola's sole obligation to Licensee and Licensee's exclusive remedy under this warranty is to use reasonable efforts to remedy any material Software defect covered by this warranty. These efforts will involve either replacing the media or attempting to correct significant, demonstrable program or documentation errors or Security Vulnerabilities. If Motorola cannot correct the defect within a reasonable time, then at Motorola's option, Motorola will replace the defective Software with functionally-equivalent Software, license to Licensee substitute Software which will accomplish the same objective, or terminate the license and refund the Licensee's paid license fee.

6.3. Warranty claims are described in the Primary Agreement.

6.4. The express warranties set forth in this Section 6 are in lieu of, and Motorola disclaims, any and all other warranties (express or implied, oral or written) with respect to the Software or Documentation, including, without limitation, any and all implied warranties of condition, title, non-infringement, merchantability, or fitness for a particular purpose or use by Licensee (whether or not Motorola knows, has reason to know, has been advised, or is otherwise aware of any such purpose or use), whether arising by law, by reason of custom or usage of trade, or by course of dealing. In addition, Motorola disclaims any warranty to any person other than Licensee with respect to the Software or Documentation.

Section 7 TRANSFERS

Licensee will not transfer the Software or Documentation to any third party without Motorola's prior written

consent. Motorola's consent may be withheld at its discretion and may be conditioned upon transferee paying all applicable license fees and agreeing to be bound by this Agreement. If the Designated Products are Motorola's radio products and Licensee transfers ownership of the Motorola radio products to a third party, Licensee may assign its right to use the Software (other than CPS and Motorola's FLASHport® software) which is embedded in or furnished for use with the radio products and the related Documentation; *provided* that Licensee transfers all copies of the Software and Documentation to the transferee, and Licensee and the transferee sign a transfer form to be provided by Motorola upon request, obligating the transferee to be bound by this Agreement.

Section 8 TERM AND TERMINATION

8.1 Licensee's right to use the Software and Documentation will begin when the Primary Agreement is signed by both parties and will continue for the life of the Designated Products with which or for which the Software and Documentation have been provided by Motorola, unless as outlined herein, in which case this Agreement and Licensee's right to use the Software and Documentation may be terminated immediately upon notice by Motorola.

8.2 Within thirty (30) days after termination of this Agreement, Licensee must certify in writing to Motorola that all copies of the Software have been removed or deleted from the Designated Products and that all copies of the Software and Documentation have been returned to Motorola or destroyed by Licensee and are no longer in use by Licensee.

8.3 Licensee acknowledges that Motorola made a considerable investment of resources in the development, marketing, and distribution of the Software and Documentation and that Licensee's breach of this Agreement will result in irreparable harm to Motorola for which monetary damages would be inadequate. If Licensee breaches this Agreement, Motorola may terminate this Agreement and be entitled to all available remedies at law or in equity (including immediate injunctive relief and repossession of all non-embedded Software and associated Documentation unless Licensee is a Federal agency of the United States Government).

Section 9 Commercial Computer Software

9.1 *This Section 9 only applies to U.S. Government end users.* The Software, Documentation and updates are commercial items as that term is defined at 48 C.F.R. Part 2.101, consisting of "commercial computer software" and "computer software documentation" as such terms are defined in 48 C.F.R. Part 252.227-7014(a)(1) and 48 C.F.R. Part 252.227-7014(a)(5), and used in 48 C.F.R. Part 12.212 and 48 C.F.R. Part 227.7202, as applicable. Consistent with 48 C.F.R. Part 12.212, 48 C.F.R. Part 252.227-7015, 48 C.F.R. Part 227.7202-1 through 227.7202-4, 48 C.F.R. Part 52.227-19, and other relevant sections of the Code of Federal Regulations, as applicable, the Software, Documentation and Updates are distributed and licensed to U.S. Government end users: (i) only as commercial items, and (ii) with only those rights as are granted to all other end users pursuant to the terms and conditions contained herein.

9.2 If Licensee is licensing Software for end use by the United States Government or a United States Government agency, Licensee may transfer such Software license, but only if: (i) Licensee transfers all copies of such Software and Documentation to such United States Government entity or interim transferee, and (ii) Licensee has first obtained from the transferee (if applicable) and ultimate end user an enforceable end user license agreement containing restrictions substantially identical to the ones contained in this Agreement. Except as stated in the foregoing, Licensee and any transferee(s) authorized by this subsection 9.2 may not otherwise use or transfer or make available any Motorola software to any third party nor permit any party to do so.

Section 10 CONFIDENTIALITY

Licensee acknowledges that the Software and Documentation contain Motorola's valuable proprietary and Confidential Information and are Motorola's trade secrets, and that the provisions in the Primary Agreement

concerning Confidential Information apply.

Section 11 LIMITATION OF LIABILITY

The Limitation of Liability provision is described in the Primary Agreement.

Section 12 NOTICES

Notices are described in the Primary Agreement.

Section 13 GENERAL

13.1. COPYRIGHT NOTICES. The existence of a copyright notice on the Software will not be construed as an admission or presumption of publication of the Software or public disclosure of any trade secrets associated with the Software.

13.2. COMPLIANCE WITH LAWS. Licensee acknowledges that the Software is subject to the laws and regulations of the United States and Licensee will comply with all applicable laws and regulations, including export laws and regulations of the United States. Licensee will not, without the prior authorization of Motorola and the appropriate governmental authority of the United States, in any form export or re-export, sell or resell, ship or reship, or divert, through direct or indirect means, any item or technical data or direct or indirect products sold or otherwise furnished to any person within any territory for which the United States Government or any of its agencies at the time of the action, requires an export license or other governmental approval. Violation of this provision is a material breach of this Agreement.

13.3 FUTURE REGULATORY REQUIREMENTS. The Parties acknowledge and agree that this is an evolving technological area and therefore, laws and regulations regarding Services and use of Solution may change. Changes to existing Services or the Solution required to achieve regulatory compliance may be available for an additional fee. Any required changes may also impact the price for Services.

13.4. ASSIGNMENTS AND SUBCONTRACTING. Motorola may assign its rights or subcontract its obligations under this Agreement, or encumber or sell its rights in any Software, without prior notice to or consent of Licensee.

13.5. GOVERNING LAW. This Agreement is governed by the laws of the United States to the extent that they apply and otherwise by the internal substantive laws of the State to which the Software is shipped. The terms of the U.N. Convention on Contracts for the International Sale of Goods do not apply. In the event that the Uniform Computer Information Transaction Act, any version of this Act, or a substantially similar law (collectively "UCITA") becomes applicable to a party's performance under this Agreement, UCITA does not govern any aspect of this Agreement or any license granted under this Agreement, or any of the parties' rights or obligations under this Agreement. The governing law will be that in effect prior to the applicability of UCITA.

13.6. THIRD PARTY BENEFICIARIES. This Agreement is entered into solely for the benefit of Motorola and Licensee. No third party has the right to make any claim or assert any right under this Agreement, and no third party is deemed a beneficiary of this Agreement. Notwithstanding the foregoing, any licensor or supplier of third party software included in the Software will be a direct and intended third party beneficiary of this Agreement.

13.7. SURVIVAL. Sections 4, 5, 6.4, 7, 8, 9, 10, 11 and 13 survive the termination of this Agreement.

13.8. ORDER OF PRECEDENCE. In the event of inconsistencies between this Exhibit and the Primary Agreement, the parties agree that this Exhibit prevails, only with respect to the specific subject matter of this Exhibit, and not the Primary Agreement or any other exhibit as it applies to any other subject matter.

13.9. SECURITY. Motorola uses reasonable means in the design and writing of its own Software and the acquisition of third party Software to limit Security Vulnerabilities. While no software can be guaranteed to be free from Security Vulnerabilities, if a Security Vulnerability is discovered, Motorola will take the steps set forth in Section 6 of this Agreement.

Exhibit B

PAYMENT

Except for a payment that is due on the Effective Date, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution. If Customer has purchased additional Professional or Subscription services, payment will be in accordance with the applicable addenda. Payment for the System purchase will be in accordance with the following milestones.

System Purchase (excluding Subscribers, if applicable)

1. **25% of the Contract Price due upon contract execution (due upon effective date);**

2. **60% of the Contract Price due upon shipment of equipment from Staging;**

3. **10% of the Contract Price due upon installation of equipment; and**

4. **5% of the Contract Price due upon Final Acceptance.**

If Subscribers are purchased, 100% of the Subscriber Contract Price will be invoiced upon shipment (as shipped).

Motorola shall make partial shipments of equipment and will request payment upon shipment of such equipment. In addition, Motorola shall invoice for installations completed on a site-by-site basis or when professional services are completed, when applicable. The value of the equipment shipped/services performed will be determined by the value shipped/services performed as a percentage of the total milestone value. Unless otherwise specified, contract discounts are based upon all items proposed and overall system package. For invoicing purposes only, discounts will be applied proportionately to the FNE and Subscriber equipment values to total contract price. Overdue invoices will bear simple interest at the maximum allowable rate by state law.

For Lifecycle Support Plan and Subscription Based Services:
Motorola will invoice Customer annually in advance of each year of the plan.
The chart below outlines the hourly labor rates for Motorola System Integration resources to be used. The staffing requirements shall be multiplied by the appropriate rate per resource in the table below. The hourly labor rates are fully burdened. The hourly rates per resource type and level are listed in Table 1.

	Resource Types			
Levels	Project Management	System Engineering	System Technologist	Project Administration
4	$ 290.00	$ 300.00	$ 280.00	$ 200.00
3	$ 240.00	$ 250.00	$ 240.00	$ 180.00
2	$ 220.00	$ 220.00	$ 220.00	$ 170.00
1	$ 190.00	$ 210.00	$ 210.00	$ 160.00

Table 1 - Hourly Rates

These rates apply to ordinary days and times (Monday to Friday during the hours 8am to 5pm). Additional surcharges may apply to work done outside these timeframes. The minimum charge for any resource will be 4 hours. Travel expenses are not included in these rates and may be charged separately. The qualifications of each type and level of resource are defined in the tables found at https://www.motorolasolutions.com/content/dam/msi/secure/services/labor-rates-exhibit-160408.pdf. All Motorola System Integration personnel assigned to this project will be classified according these levels. Project Administrative roles are varied and their specific duties and qualifications will be determined by the complexity and requirements of each project.

City Council Regular

Date:	04/25/2022
Title:	W.O. 22-37 Landfill Drop-Off Building Repairs, GC-CM Pre-Construction Services Contract
Presented by:	Debi Meling
Department:	Public Works
Presentation:	No
Legal Review	Yes

RECOMMENDATION

Staff recommends the City Council award a General Contractor-Construction Manager (GC-CM) Pre-Construction Services Contract for W.O. 22-37, Landfill Drop-Off Building Repairs, to Swank Enterprises in the amount of $42,100.

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

The City of Billings completed a project in February 2021, that included a new drop-off building. The drop-off building is a 60,000 square-foot pre-engineered metal building (PEMB) used by customers as a facility to drop off garbage to be landfilled by City staff. A fire occurred in the west end of the building on January 19, 2022, causing substantial damages that have prevented the City from resuming operations inside the building.

On March 14, 2022, Council approved a Resolution allowing the use of an Alternative Method of Delivery -- General Contractor-Construction Manager (GC-CM). The City publicly advertised and solicited proposals for GC-CM services to collaborate with HDR Engineering (the City's consultant for professional services) in assessing the extent of repairs needed to make the drop-off building operational. Additionally, the GC-CM firm will assist with the creation of a scope of repairs that is acceptable to the City's insurance group, perform cost estimating, perform constructability reviews, review early procurement of materials, develop the project schedule, and ultimately perform the repair work.

Three general contractor companies expressed interest in the project and the City received one proposal from Swank Enterprises. Swank was the general contractor on the original project that constructed the entire Landfill Drop-Off Facility, new Maintenance Building, and new Scale Plaza. Swank was selected based on their qualifications, including Project Team and Capability, Strategic Project Approach, Approach to CM-GC Project Delivery Method, and a Construction Multiplier. This initial contract includes only pre-construction services, as included in the RFP and summarized above. Construction services are not included in this contract and will be included in a separate contract in the future when the construction scope of work and associated plans and specifications are finalized.

ALTERNATIVES

Council may:

- Award W.O. 22-37, Landfill Drop-Off Building Repairs GC-CM Pre-Construction Services contract, to Swank Enterprises in the amount of $42,100; or
- Not award a contract for GC-CM pre-construction services. This would negatively impact the City's ability to complete repairs on the drop-off building allowing it to be put back into operation, which would then negatively impact solid waste operations.

FISCAL EFFECTS

This project will utilize Solid Waste funds and insurance claim reimbursements. The City has received an advanced partial insurance reimbursement of $750,000.

Attachments

WO 22-37 GC-CM Pre-Construction Contract

General Contractor/Construction Manager (GC/CM) Pre-Construction Services Contract

W.O. 22-37 Landfill Drop-Off Repairs

In consideration of the mutual promises herein, City of Billings and Swank Enterprises 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;

Part III, consisting of 8 Sections of Supplemental Provisions

Appendix A consisting of 4 pages (Basic Services of Contractor);

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

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

Appendix D consisting of 2 pages (Preconstruction Multiplier and Schedule of Fees & Rates);

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” and “Owner” means the City of Billings.
C. "Contractor" means General Contractor/Construction Manager (GC/CM), Swank Enterprises.
D. “Engineer” means HDR Engineering Company, Inc.

Section 2. Scope of Services.

A. The Contractor shall perform 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 Pre-construction Multiplier and Schedule of Fees and Rates 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.

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, 2023.

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 reasonably specify 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 and as a condition precedent to payment, 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.

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 and the Engineer, its owners, officers, agents and employees 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 in favor of Billings and the Engineer, its owners, officers, agents and employees.

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 or mailed by prepaid first class registered or certified mail, return receipt requested to the following addresses:

Billings: Will Robbins
City of Billings
Engineering Division
2224 Montana Avenue
Billings, Montana 59101 E-mail: robbinsw@billingsmt.gov

Contractor: Matt Mikkelson
Project Manager
Swank Enterprises
2925 1st Avenue North
Billings, MT 59101
E-mail: mattm@swankenterprises.com

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, pandemics, epidemics, 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 a 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 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: Project Manager, Vice President, or President
(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 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.

Part III
SUPPLEMENTAL PROVISIONS

Section 1. Recitals

1.01 Preconstruction services covered by this agreement include attendance at meetings and workshops, assistance with assessment of repairs, development of a Cost Model, cost estimating, constructability reviews, bid ability reviews, development of a Project Schedule, advising on the scope for repairs/construction packages, and other items described herein and in the Basic Services of Contractor provided in Appendix A.

1.02 The GC/CM has represented to Billings the ability to provide preconstruction services and to construct the project.

1.03 Based on this representation, Billings intends to enter into a contract with the GC/CM for the preconstruction services identified in this agreement. At the end of the preconstruction, at Billings' discretion, Billings may enter into a separate construction agreement with the GC/CM for construction services. Alternatively, Billings may choose not to continue the GC/CM Contract beyond the completion of preconstruction phase services or any early work amendments, instead soliciting bids from qualified contractors for the project construction, and otherwise reserve all rights to terminate the Contract for convenience.

Section 2. Terms and Definitions

2.01 Alternate Systems Evaluations (Value Engineering) - Alternatives for design, means and methods or other scope considerations that are evaluated using value engineering principles and have the potential to reduce construction costs while still delivering a quality and functional project that meets Owner's requirements.

2.02 Construction Services Fee – Expressed as a percentage of the Cost of the Work, the percentage that represents the GC/CM's administrative costs, home office overhead, and profit, whether at the GC/CM's principal or branch offices. This Fee excludes items covered in the Cost of the Work and General Conditions Costs, and any cost not allocated or paid by Billings or other limitations and exclusions set forth in the General Conditions and Supplementary Conditions for construction. The Construction Services Fee is proposed by the GC/CM in Section 6 and will be the percentage applied to determine the GMP.

2.03 Contingency, GC/CM - A fund to cover cost growth during the project, usually for costs that result from project circumstances. The amount of the GC/CM Contingency will be negotiated as a separate line item in the GMP.

2.04 Contingency, Billings - A fund to cover cost growth during the project used at the discretion of Billings usually for costs that result from Billings directed changes or site conditions. The amount of the Billings' Contingency will be set solely by Billings and will be in addition to the project costs included in the GC/CM's cost estimate summary.

2.05 Cost Model - A breakdown of the scope of the project that is initially developed by the GC/CM based on information from the Engineer and the GC/CM's records of similar projects. The model will evolve as the design progresses and be maintained by the GC/CM throughout the design and will include any assumptions and clarifications made by the GC/CM. The model will support any cost estimates, Alternate Systems Evaluations (Value Engineering), and eventually the GMP Proposal, when required by Billings.

2.06 Cost of the Work - The direct costs necessarily incurred by the GC/CM in the proper performance of the work. The Cost of the Work includes direct labor costs, subcontract costs, costs of materials and equipment incorporated in the completed construction, costs of other materials and equipment used in the performance of the work, costs of establishing temporary facilities and controls, project related permit and license fees, cost of materials testing and related items, and the cost of consultants required for any delegated design. The Cost of the Work will cover all work required in the GMP Documents including the work shown on drawings; the work specified in specification Divisions 01 through 48. Cost of the Work does not include the GC/CM's Construction Services Fee, General Conditions Costs, applicable taxes, bonds, insurance costs, or any cost item that is furnished or procured by Billings.

2.07 Deliverables - The work products prepared by the GC/CM in performing the services described in this agreement. Some of the major Deliverables to be prepared and provided by the GC/CM during preconstruction may include but are not limited to: Cost Model, Project Management Plan, Project Schedule, Schedule of Values, Alternate Systems Evaluations (Value Engineering), procurement strategies and plans, cost estimates, construction market surveys, cash flow projections, GMP Proposal(s), subcontractor procurement plan, subcontractor agreements, subcontractor bid packages, supplier agreements, and others as indicated in this agreement or required by Billings.

2.08 Engineer – The third-party consultant hired by Owner to provide all architectural and engineering design services necessary for the completion of the work excluding, (a) design services delegated to the GC/CM in accordance with the contract, and (b) services within the construction means and methods, techniques and sequences employed by the GC/CM, its subcontractors, and subcontractors in connection with their construction operations.

2.09 General Conditions Costs - Includes, but is not limited, to the following costs: (a) payroll costs and other compensation, benefits, bonuses of GC/CM’s supervisory and administrative personnel directly associated with the work either part-time or full time, including but not limited to project managers, construction managers, superintendents, safety managers, quality managers, inspectors, engineers, architects, estimators, attorneys, auditors, accountants, purchasing and contracting agents, expediters, timekeepers, schedulers, clerks, and any other non-craft labor personnel employed by GC/CM, whether at the site or off-site involved in planning, managing, supervising, inspecting, and administering the work, (b) site offices and temporary facilities costs including office equipment, materials, supplies, equipment, utilities, fuel, sanitary facilities and phone and fax services at the site, (c) procurement costs for project equipment, materials, and subcontracts, including reproduction of documents, mailings, evaluation, bid results presentations and recommendations for supplier and subcontractor selection to be incorporated into the contract price, (d) site security systems, internet services and website for project information and oversight, (e) cost

less salvage value of consumable materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by the workers that are not fully consumed in the performance of the work and which remain the property of GC/CM, including the costs of transporting, inspecting, testing, handling, installing, maintaining, dismantling and removing such items, (f) cost of removal of debris and waste from the site except for debris from required demolition or dismantling and removal which is part of the work, and site sanitary services, (g) reasonable costs and expenses incurred in mobilizing, operating and demobilizing the site office, including the cost of phone, fax, postage and express delivery charges, telephone service, and photocopying and similar offices services, (h) sales, use or similar taxes, tariffs or duties incurred in the performance of work, (i) signing at the site for the project, (j) all fuel and utility costs incurred by the GC/CM field office and for management and administration in the performance of the work, (k) safety training, orientation, equipment, clothing, and materials for GC/CM craft labor, management and staff, as well as for GC/CM visitors to the project. General Conditions Costs do not include items covered in the Cost of the Work or the Construction Services Fee, and any cost not allocated or paid by Billings or other limitations and exclusions set forth in the General Conditions and Supplementary Conditions for construction.

2.10 Guaranteed Maximum Price (GMP) - The sum of the Cost of the Work, the GC/CM's Construction Services Fee, General Conditions Cost, applicable taxes, bonds, insurance costs, and GC/CM Contingency(ies).

2.11 GMP Documents - The printed sets of construction documents labeled “Final For Construction GMP”, pursuant to Section 3.06 upon which a Guaranteed Maximum Price Proposal is based. GMP Documents in electronic PDF format will also be provided.

2.12 Guaranteed Maximum Price (GMP) Proposal - The offer or proposal of the GC/CM setting forth the GMP prices for the entire work or portions of the work to be performed during construction. The GMP Proposal(s) are to be developed pursuant to Section 3 of this agreement.

2.13 Indirect Costs – Includes General Conditions Cost, insurance costs and bond costs.

2.14 Project Team – Preconstruction services team consisting of the Engineer, GC/CM and Billings, who are responsible for making decisions regarding the project.

2.15 Total Float - Number of days by which the preconstruction services or construction work or any part of the same may be delayed without necessarily delaying the times agreed to for completion of milestones and for completion of the work as shown in the Project Schedule.

Section 3. Preconstruction Phase Services

3.01 General

A. The GC/CM, to further the interest of Billings, will perform the services required by, and in accordance with this agreement, to the satisfaction of Billings, exercising the degree of care, skill and judgment a construction manager performing similar services in Billings, MT would exercise at such time, under similar conditions. The GC/CM will perform the required services

consistent with sound and generally accepted construction management and construction contracting practice.

B. The GC/CM will attend Project Team meetings which may include, but are not limited to, project review meetings, project workshops, special project meetings, and perform construction document reviews. Teleconferencing for certain meeting attendees may suffice for some meetings as determined by Billings.

C. The GC/CM will provide preconstruction services, described herein, in a proactive manner and consistent with the intent of the most current drawings and specifications. The GC/CM will proactively communicate with the Project Team whenever the GC/CM determines that any drawings or specifications are inappropriate for the project or cause changes in the work requiring an adjustment in the Cost Model, Project Schedule, GMP Proposal or in the times agreed to for completion of milestones and for completion of the work.

3.02 Project Management Plan

A. The GC/CM shall prepare a Project Management Plan (PMP) for discussion and Owner's approval, which will at a minimum include (a) a matrix summarizing each Project Team member's responsibilities and roles, (b) communications protocols, (c) GC/CM's opinions concerning investigations, if any, to be undertaken to ascertain subsurface conditions and physical conditions of existing surface and subsurface facilities and underground utilities, (d) GC/CM's opinions concerning project milestone dates and the Project Schedule, development, control including the broad sequencing of the design and construction of the project, (e) basis of the Cost Model, management and tracking (f) permitting issues and strategies, (g) site safety plan, (h) construction quality control, (i) site access and control, (j) site staging plan.

B. Attachments to the PMP will include:
1. Risk Management Plan,
2. Project Packaging/Phasing Plan
3. Subcontracting Plan

C. The GC/CM shall add detail to its previous version of the PMP to keep it current throughout the preconstruction, so that the PMP is ready for implementation at the start of project construction. The update/revisions may consider (a) revisions in drawings and specifications; (b) the results of any additional investigatory reports of subsurface conditions, drawings of physical conditions of existing surface and subsurface facilities and documents depicting underground utilities placement and physical condition, whether obtained by Owner, Engineer or the GC/CM, (c) unresolved permitting issues, and significant permitting issues, if any, (d) Risk Management Plan, (e) the fast – tracking/phasing, if any, of the project or other chosen construction delivery methods, (e) the requisite number of separate bidding documents, procurement efforts, or subcontracts to be advertised, or solicited and, (f) the status of the procurement of long-lead time equipment (if any) and/or materials.

3.03 Project Schedule

A. The fundamental purpose of the Project Schedule is to identify, coordinate and record the tasks and activities to be performed by all Project Team members for all phases of the project and then for the Project Team to utilize the deliverable as a basis for managing and monitoring the teams' compliance with the schedule requirements of the project. Each Project Team member is responsible for its compliance with those Project Schedule requirements. The GC/CM will, however, develop and maintain the Project Schedule on behalf of, and to be used by, the entire Project Team based on input from all Project Team members. The Project Schedule will be consistent with the most recent revised/updated Project Management Plan and will use the Critical Path Method (CPM) technique, unless required otherwise in writing by Owner. The GC/CM will use scheduling software to develop the Project Schedule that is acceptable to Owner. The Project Schedule shall be presented in graphical and tabular reports as agreed upon by the Project Team. If project phasing as described below is required, the Project Schedule will indicate milestone dates for each phase as determined.

B. The GC/CM will include and integrate into the Project Schedule the services and activities required of Owner, Engineer and GC/CM including all design and construction activities utilizing the input received from Owner and Engineer. The Project Schedule will detail activities to the extent required to show: (a) the coordination between various design documents, (b) separate long lead procurements, (c) permitting requirements, (d) bid packaging strategy and awards to subcontractors and suppliers, (e) major stages of construction, (f) interim milestones, (g) coordination with utilities and agencies, and (h) start-up and commissioning.

C. The Project Schedule shall include a Critical Path Method (CPM) diagram that shows the sequence of activities, the interdependence of each activity and indicates the critical path. The schedule shall be in days and indicate duration, earliest and latest start and finish dates for all activities, and total float for all activities. The CPM schedule shall include all relationships between activities.

D. Float time shall be as prescribed below:
1. The total float within the overall schedule, is not for the exclusive use of either Billings or the GC/CM but is jointly owned by both and is a resource available to and shared by both parties as needed to meet contract milestones and the project completion date.
2. The GC/CM will not sequester shared float through such strategies as extending activity duration estimates to consume available float, using preferential logic, or using extensive crew/resource sequencing, etc. Since float within the schedule is jointly owned, no time extensions will be granted nor delay damages paid until a delay occurs which extends the work beyond times agreed to for completion of milestones and for completion of the work.

E. The Project Schedule is intended to become more detailed as the design progresses, evolving from conceptual to detailed. Early Project Schedules will concentrate on milestones for each design deliverable (i.e. 50%, 90%, and Final), equipment and material lead times, and general construction durations. The Project Schedule will become the progress schedule referenced in the construction phase agreement. The Project Schedule will be expanded, updated, and maintained by the GC/CM throughout the preconstruction such that it will not

require significant changes at the start of the construction to incorporate the GC/CM's plan for the performance of construction work.

F. The GC/CM will provide updates and/or revisions to the Project Schedule for use by the Project Team on a monthly basis. The GC/CM will include with each submittal a narrative describing its analysis of the progress achieved to-date vs. that planned, any concerns regarding delays or potential delays, and any recommendations regarding mitigating actions.

G. Construction Phasing: If further phasing is deemed appropriate and Billings and Engineer approve, the GC/CM will review the design and make recommendations regarding the phased issuance of construction documents to facilitate phased construction of the work, with the objective of reducing the Project Schedule and/or Cost of the Work. The GC/CM will take into consideration such factors as natural and practical lines of work severability, sequencing effectiveness, access and availability constraints, total time for completion, construction market conditions, labor and materials availability, and any other factors pertinent to saving time and cost.

3.04 Design Document Reviews

A. The GC/CM will evaluate periodically the availability of labor, materials/equipment, building systems, cost-sensitive aspects of the design; and other factors that may impact the Cost Model or cost estimate, GMP Proposals and/or the Project Schedule.

B. The GC/CM will recommend, in conjunction with the Project Team, those additional surface and subsurface investigations that, in its opinion, are required to provide the necessary information for the GC/CM to construct the project. Prior to start of construction activity, the GC/CM may request additional investigations in their GMP Proposal to improve the adequacy and completeness of the site condition information and data made available with the construction documents.

C. The GC/CM will meet with the Project Team as required to review designs during their development. The GC/CM will familiarize itself with the evolving documents through the various design stages. The GC/CM will proactively advise the Project Team and make recommendations on factors related to construction costs, and concerns pertaining to the feasibility and practicality of any proposed means and methods, selected materials, equipment and building systems, and, labor and material availability. The GC/CM will furthermore advise the Project Team on proposed site improvements, excavation and foundation considerations, as well as, concerns that exist with respect to coordination of the drawings and specifications. The GC/CM will recommend cost effective alternatives.

D. The GC/CM will routinely conduct constructability and biddability reviews of the drawings and specifications as necessary to satisfy the needs of the Project Team. The reviews will attempt to identify all discrepancies and inconsistencies in the construction documents especially those related to clarity, consistency, and coordination of work of subcontractors and suppliers.

1. Constructability Reviews: The GC/CM will evaluate whether (a) the drawings and specifications are configured to enable efficient construction, (b) design elements are standardized, (c) construction efficiency is properly considered in the drawings and

specifications, (d) module/preassembly design are prepared to facilitate fabrication, transport and installation, (e) the design promotes accessibility of personnel, material and equipment and facilitates construction under seasonal and adverse weather conditions, (f) sequences of work required by or inferable from the drawings and specifications are practicable, (g) construction package conflicts with preceding or subsequent construction, and (h) the design has taken into consideration, efficiency issues concerning; access and entrance to the site, laydown and storage of materials, staging offsite facilities, construction parking, and other similar pertinent issues.

2. Biddability Reviews: The GC/CM will check cross-references and complementary drawings and sections within the specifications, and in general evaluate whether (a) the drawings and specifications are sufficiently clear and detailed to minimize ambiguity and to reduce scope interpretation discrepancies, (b) named materials and equipment are commercially available and are performing well or otherwise, in similar installations, (c) specifications include alternatives in the event a requirement cannot be met in the field.

3. The results of the reviews will be provided to Billings and Engineer in written reports clearly identifying all discovered discrepancies and inconsistencies in the drawings and specifications with notations and recommendations made on the drawings, specifications and other documents. If requested by Billings, the GC/CM will meet with Billings and Engineer to discuss any findings and review reports.

4. The GC/CM's reviews will be from a contractor's perspective, and though it will serve to reduce the number of Requests for Information (RFIs) and changes during construction, responsibility for the drawings and specifications will remain with the Engineer.

3.05 Cost Model, Cost Estimates and Schedule of Values

A. As soon as practical following an initial field inspection, the GC/CM will review all available information regarding the design and scope of the project, the GC/CM's experience in performing similar work, and based on that review will develop a Cost Model for review and approval by Billings and Engineer. The Cost Model shall include all cost categories except Billings' Contingency included in the cost estimate submittal. Once approved by Billings and Engineer, the Cost Model will be continually updated and kept current as the design progresses throughout the preconstruction until a final GMP for each construction package and the entire project is established. The Cost Model will be the best representation of what the complete functional project's construction costs will be. The GC/CM will communicate to the Project Team any assumptions made in preparing the Cost Model. The Cost Model will support the GC/CM's construction cost estimates and may be broken down initially as dictated by the available information, but eventually must be broken down into the 48 Division CSI format and other breakdowns, as required by Billings and Engineer.

B. After receipt of the Engineer's most current documents from the specified design milestones, the GC/CM will provide a written report to the Project Team regarding the impact of and changes to the Cost Model based on the GC/CM's review of the design documents made available at the specified design milestone. The Project Team will reconcile any comments/exceptions on the estimate to arrive at an agreed to estimate for the construction costs based on the scope of the project through that specified design milestone. The design milestones are: 50%, 90%, and 100% design completion. If no consensus is reached, Billings will make the final determination. If the Project Team requires additional updates of the Cost Model beyond that specified in this section, the GC/CM will provide the requested information in a timely manner.

C. If at any point the estimate submitted to Billings exceeds previously accepted estimates agreed to by the Project Team or other key aspects of the Cost Model or Billings' project budget, the GC/CM will make appropriate recommendations to Billings and Engineer on means and methods, materials, and/or other design elements that it believes will reduce the estimated construction costs, such that it is equal to or less than the established Project Team's target and the project budget.

D. Near completion of the 50% detailed design review and included with the associated report, the GC/CM will also submit to Billings for review and approval a Schedule of Values which complies with the following requirements. The Schedule of Values will be formatted based on the 48 division CSI format. The Schedule of Values will be directly related to the breakdowns reflected in the Project Schedule and the GC/CM's Cost Model. In addition, the Schedule of Values will: (a) detail unit prices and quantity take-offs, (b) segregate work covered by any changes to construction work already in progress, (c) reconcile used and remaining GC/CM contingency, (d) detail all other allowances and unit price work shown and specified in the detailed design documents, and (e) segregate unit costs, material and equipment costs, labor costs, General Conditions Costs, hourly labor rates, payment for delegated design services and total cost. Labor costs in the Schedule of Values will include employee benefits, payroll taxes and other payroll burdens. The total cost for any portion of the work to be performed by subcontractors will include subcontractor overhead and profit.

E. The GC/CM will submit to Billings and Engineer a final Schedule of Values based on the GMP Documents for the entire project or any portion thereof, which final Schedule of Values will also be included in any proposed GMP(s).

3.06 Guaranteed Maximum Price (GMP) Proposals

A. The proposed GMP for the entire work (or portions thereof) will be presented in a format acceptable to Billings and Engineer. Billings or Engineer may request a GMP Proposal for all or any portion of the project at any time during preconstruction. Any GMP Proposals submitted by the GC/CM will be based on and consistent with the current updated/revised cost estimate submittal at the time of the request, the associated estimates for construction costs and include any clarifications or assumptions upon which the GMP Proposal(s) are based.

B. GMP Proposals for the entire project will be the sum of: 1) the Cost of the Work; 2) Indirect Costs including General Conditions Cost; 3) GC/CM's Construction Services Fee; and 4) GC/CM Contingency (if applicable); and 5) Billings' Contingency (if applicable). The GC/CM guarantees to complete the project at or less than the final GMP Proposal amount approved by Billings and Engineer plus approved contract modifications and agrees that it will be responsible for any increase in the actual Cost of the Work above that amount.

C. The GC/CM, in preparing any GMP Proposal, will obtain from the Engineer, signed, sealed, and dated GMP Documents (including all addenda). The GC/CM will prepare its GMP in accordance with the request for GMP Proposal.

D. An updated/revised Project Schedule will be included with any GMP Proposal(s) that reflects the GMP Documents. Any such Project Schedule updates/revisions will continue to comply with the requirements of Section 3.03.

E. In the event the GC/CM elects, at its sole discretion, to maintain a GC/CM Contingency allowance within the GMP, the criteria for development of that allowance must be acceptable to Billings. In addition, the terms and conditions regarding use of that allowance during construction will be established by Billings and reflected in the project's Construction Services Agreement. At completion of the work, the Project Team will evaluate the risk assignment of tasks with remaining funds within the GC/CM Contingency and determine fair distribution of those remaining funds to Billings and to the GC/CM. Final payment to the GC/CM will also reconcile amounts used and remaining within the GC/CM's contingency allowance.

F. All GMP savings in the Cost of the Work and Indirect Costs (including General Conditions Costs) resulting from a lower actual project cost than anticipated by the GC/CM will revert to Billings.

G. GMP Proposal(s) Review and Approval

1. The GC/CM will attend, and participate in, workshops and other meetings with Billings and Engineer to review the GMP Proposal(s) and the written statement of its basis. As part of this statement of basis, the GC/CM shall identify and justify any costs that are significantly different than the latest Cost Model provided by the GC/CM. In the event Billings or Engineer discovers inconsistencies or inaccuracies in the information presented, the GC/CM will make adjustments as necessary to the GMP Proposal, its basis or both.
2. Billings, upon receipt of any GMP Proposal from the GC/CM, may submit the GMP Documents to an independent third party or to the Engineer for review and verification. The third party and/or Engineer will develop an independent estimate of the Cost of the Work and review the Project Schedule for the associated scope of the GMP Proposal.
3. If the GC/CM GMP Proposal is greater than the independent third party and/or Engineer's estimate, Billings may require the GC/CM to reconfirm its GMP Proposal. The GC/CM will accept the independent third party's or Engineer's estimate for the Cost of the Work as part of the GMP or present a report within seven days of a written request to Billings identifying, explaining and substantiating the differences. The GC/CM may, at its own discretion or be requested to, submit a revised GMP Proposal for consideration by Billings. At that time, Billings may do one of the following.

a. Accept the GC/CM original or revised GMP Proposal, if within Billings' budget, without comment.
b. Accept the GC/CM original or revised GMP Proposal that exceeds Billings' budget and indicate in writing to the GC/CM that the project budget has been increased to fund the differences.
c. Reject the GC/CM's original or revised GMP Proposal because it exceeds Billings' budget, the independent third party's and/or Engineer's estimate, in which event Billings may terminate this agreement or elect to not enter into a separate agreement with the GC/CM for the construction associated with the scope of work reflected in the GMP Proposal.

4. If design changes are required during the review and negotiation of GMP Proposals, Billings will authorize and cause the Engineer to revise the construction documents by addenda to the extent necessary to reflect the agreed-upon assumptions and clarifications contained in the final approved GMP Proposal. Such revised construction documents will be

furnished to the GC/CM. The GC/CM will promptly notify the Engineer and Billings in writing if any such revised construction documents are inconsistent with the agreed-upon assumptions and clarifications.

H. Each GMP Proposal will include a GC/CM Contingency line item, if applicable. The Contingency is available for GC/CM's exclusive use for unanticipated Costs of the Work that it has incurred that are not the basis for a change order under the contract documents, but subject to: (i) Billings' approval as more specifically described below; and (ii) other limitations set forth in the contract documents. By way of example, and not as a limitation, such costs may include: (a) trade buy-out differentials; (b) overtime or acceleration; (c) escalation of materials; (d) correction of defective, damaged or nonconforming work, including design errors or omissions, however caused; and (e) subcontractor defaults. The GC/CM Contingency will have no markups applied at the time of submission of the GMP Proposal. The GC/CM Contingency is not available to Billings for any reason, including, but not limited to changes in scope or any other item which would enable GC/CM to increase the GMP under the contract documents. GC/CM may draw upon the GC/CM Contingency by making a written request to Billings, identifying the reason and amount of the draw, and by obtaining Billings' written approval, which shall not be unreasonably withheld. If Billings approves a draw against the GC/CM Contingency, GC/CM shall, in its Payment Applications, show an increase in the relevant line item by the amount drawn and a decrease in the line item for the GC/CM Contingency. GC/CM agrees that with respect to any expenditure from the GC/CM Contingency relating to a subcontractor default or an event for which insurance or bond may provide reimbursement, GC/CM will in good faith exercise reasonable steps to obtain performance from the subcontractor and/or recovery from any surety or insurance. GC/CM agrees that if GC/CM is subsequently reimbursed for said costs, then said recovery will be credited back to the GC/CM Contingency, net of any costs and expenses incurred by GC/CM in pursuing such recovery.

I. Billings' Contingency will be used at the sole discretion of Billings, if applicable. At the time that the GC/CM submits its GMP Proposal to Billings for approval, Billings may add an additional amount to the sum of the GMP Proposals for approval by City Council to cover any increases in project costs that result from Billings directed changes. The total project cost approved by Billings will be the sum of the GC/CM's GMP Proposals and Billings' Contingency, if applicable.

1. If Billings elects to establish a City Contingency, the contingency amount will be included within the contract price agreed to with the GC/CM. If included within the contract price and Billings decides to utilize some of its contingency funds, a contract modification will be processed using the contract modifications process described in the General Conditions of the construction contract.

3.07 Subcontractor and Major Supplier Selections

A. The selection of subcontractors and major suppliers may occur prior to submission of a GMP Proposal. Subcontractors may be selected based on qualifications or a combination of qualifications and price. Subcontractors shall not be selected based on price alone. The selection of subcontractors/suppliers is the responsibility of the GC/CM except for Billings furnished equipment and items where substitution is not allowed or approved in construction

documents. In any case, the GC/CM is solely responsible for the performance of the selected subcontractors/suppliers.

1. The GC/CM will prepare a subcontractor/supplier selection plan and submit the plan to Billings and Engineer for approval. This subcontractor selection plan shall identify those subcontractor trades anticipated to be selected by qualifications only per Section 3.07.B and those subcontractor trades anticipated to be selected by qualifications and competitive bid in accordance with Section 3.07.C. The subcontractor selection plan must be consistent with the selection requirements included in this agreement.

B. Selection by qualifications only - Billings may approve the selection of a subcontractor(s) or suppliers(s) based only on their qualifications when the GC/CM can demonstrate it is in the best interest of the project.

1. Qualification based selection of a subcontractor(s)/supplier(s) should only occur during preconstruction to achieve maximum benefit of the subcontractors' involvement prior to the submittal of the GMP Proposal.
2. The GC/CM shall apply the approved subcontractor selection plan in the evaluation of the qualifications of a subcontractor(s) or supplier(s) and provide Billings and Engineer with its review and recommendation.
3. The GC/CM must receive Billings' approval of the selected subcontractor(s) and supplier(s).
4. The GC/CM shall negotiate costs for services/supplies from each subcontractor/supplier selected under this method.

C. Selection by qualifications and competitive bid - The GC/CM shall apply the subcontractor selection plan in the evaluation of the qualifications of subcontractors and suppliers and provide Billings and Engineer with its process to prequalify prospective subcontractors and suppliers. All work shall then be competitively bid to the prequalified subcontractors unless a subcontractor or supplier was selected pursuant to Section 3.07.B above. Competitive bids may occur prior to, or after, the GMP Proposal(s).

1. The GC/CM will develop subcontractor and supplier interest, submit the names of qualified subcontractors or suppliers for each trade in the project for approval by Billings, and solicit bids for the various work categories. Without prior written notice to Billings, no change in the recommended subcontractors/suppliers will be allowed.
2. If Billings objects to any nominated subcontractor/supplier or to any self-performed work for good reason, the GC/CM will nominate a substitute subcontractor/supplier that is acceptable to Billings.
3. The GC/CM will distribute drawings and specifications, and when appropriate, conduct a prebid conference with prospective subcontractors and suppliers.
4. The GC/CM shall request subcontractors to provide a detailed bid for the services requested. The subcontractor bid, provided on the subcontractors' letterhead, shall contain sufficient information (i.e. unit costs/amounts) to allow an evaluation of the reasonableness of bid costs. The GC/CM shall receive, open, record and evaluate the bids. In evaluating the responsiveness of bid proposals, the GC/CM, in addition to bid price, may consider the following factors: past performance on similar projects, qualifications and experience of personnel assigned, quality management plan, approach or understanding of the work to be performed, and performance schedule to complete the work. The final evaluation of subcontractor/supplier bids will be done with Billings' Project Manager and/or Engineer in attendance to observe and witness the process. The GC/CM will resolve any

subcontractor/supplier bid withdrawal, protest or disqualification in connection with the award at no increase in the Cost of the Work.

D. The GC/CM will be required to prepare two different reports on the subcontracting process.
1. Within fifteen days after each major subcontractor/supplier bid opening process, the GC/CM will prepare a report for Billings' review and approval identifying the recommended subcontractors/supplier for each category of work. The report will provide (a) the name of the recommended subcontractor/supplier and the amount of the subcontractor/supplier bid for each subagreement, (b) the sum of all recommended subcontractor/supplier bids received, (c) a copy of the bids received from **each** subcontractor, and (d) trade work and its cost that the GC/CM intends to self-perform, if any.
2. Upon completion of the subcontractor/supplier bidding process, the GC/CM shall submit a summary report to Billings of the entire subcontractor/supplier selection process. The report will indicate, by bid process, all subcontractors/suppliers contacted to determine interest, the subcontractors/suppliers solicited, the bids received and costs negotiated, and the recommended subcontractors/suppliers for each category of work.

E. The approved subcontractors/suppliers will provide a Schedule of Values that reflects their final accepted bid proposal, which will be used to create the overall Project Schedule of Values.

F. If after receipt of bids or after award of subcontractors and suppliers, Billings objects to any nominated subcontractor/supplier or to any self-performed work for good reason, the GC/CM will nominate a substitute subcontractor or supplier, preferably if such option is still available, from those who submitted subcontractor bids for the work affected. Once such substitute subcontractors and suppliers are consented to by Billings, the GC/CM's proposed GMP for the work or portion thereof will be correspondingly adjusted to reflect any higher or lower costs from any such substitution.
G. Promptly after of the Notice of Award for construction phase services, a pre-construction kick-off conference will be held with the GC/CM and other Project Team members. At the pre-construction conference, the GC/CM will (a) review the nominated slate of subcontractors and suppliers and discuss any concerns with or objections that Billings has to any nominated subcontractor or supplier; (b) discuss Billings' concerns relating to proposed self-performed work; (c) review the GC/CM's proposed contract price for the work during construction; (d) discuss the conditions, if any, under which Billings will agree to leave any portion of the remaining GC/CM Contingency (if applicable) within the contract price for construction work; (e) resolve possible time frames for the date of commencement and for times agreed to for completion of milestones and for completion of the work to be included in the Notice to Proceed for construction work; and (g) discuss other matters of import.

Section 4. Period of Preconstruction Phase Services

4.01 The preconstruction services described in this agreement will be performed by GC/CM in accordance with the most current updated/revised Project Schedule. Failure on the part of the GC/CM to adhere to the Project Schedule requirements for activities for which it is responsible will be sufficient grounds for termination of this agreement by Billings.

4.02 Upon failure to adhere to the Project Schedule, Billings may provide written notice to GC/CM that it intends to terminate the agreement unless the problem cited is cured, or commenced to be cured, within three days of GC/CM's receipt of such notice.

4.03 Preconstruction services are expected to commence upon issuance of a Notice to Proceed. Preconstruction services will conclude upon final acceptance (or rejection) by Billings of the last GMP Proposal for the project.

Section 5. Contract Amount and Payments for Preconstruction Phase Services

5.01 Contract Amount

A. Based on the preconstruction services fee proposal submitted by the GC/CM and accepted by Billings (Appendix D – Preconstruction Multiplier and Schedule of Fees & Rates) with dollar amounts completed which by reference is made a part of this contract, Billings will pay the GC/CM in accordance with a not-to-exceed contract amount of $42,100.00.

5.02 Payments

A. Consistent with Part I, Section 4 of this agreement, requests for payments by the GC/CM for preconstruction services will be submitted monthly and will be accompanied by a progress report, detailed invoices and receipts, if applicable. Any requests for payment will include, as a minimum, a narrative description of the tasks accomplished during the billing period, a listing of any Deliverables submitted, and copies of any subcontractors' requests for payment, plus similar narrative and listings of Deliverables associated with their work. Payment for services negotiated as a fixed fee shall be made in accordance with the percentage of work completed during the preceding month. Services negotiated as a not-to-exceed fee will be paid in accordance with the work effort expended on that service during the preceding month.
B. The fees for the GC/CM and any subconsultants will be based upon the preconstruction services fee proposal included in Appendix D – Preconstruction Multiplier and Schedule of Fees & Rates.

Section 6. Fees and Payments - Construction Phase Services

6.01 GC/CM Construction Services Fee

A. During the period of construction services, Billings will pay the GC/CM an amount derived from the product of the Construction Services Fee and the Cost of the Work that results from efforts of the Project Team during the preconstruction services. The Construction Services Fee is the binding and enforceable promise of the GC/CM that will not be modified or renegotiated as a result of adjustments in the Cost of the Work. Based on the Construction Phase Multiplier (Construction Services Fee) submitted by the GC/CM in their project Price Proposal dated March 7, 2022, the Construction Services Fee is 7.50% and will apply for all construction packages during the period of construction services regardless of the magnitude of the accepted GMP Proposal.

B. GC/CM Construction Services Fee items include but are not limited to the following:

1. Wages or salaries and expenses of GC/CM executive, administrative, and management personnel not directly associated with the project work, stationed at GC/CM's principal or branch offices to manage the company operations and/or provide corporate services, such as accounting, insurance and risk management, safety and health, legal, human resources, etc. to support the company operations for general business and various projects.
2. Costs incurred by GC/CM for employee benefits, executives, management, premiums, taxes, company expenses in office equipment, computers, software, and all related offices services, contributions and assessments required by law, collective bargaining agreements, or which are customarily paid by GC/CM, to the extent such costs are based on wages and salaries paid to employees of GC/CM.
3. GC/CM's general sales, marketing and bidding costs.
4. Bidding / proposal, negotiation costs associated with responding to Billings requests for contract prices, including GMPs and other pricing formats to be included under the Construction Services Agreement.
5. General basic insurance coverages, not project specific, maintained on a routine basis for all its business activities by the GC/CM.
6. Cost of GC/CM's capital used in the performance of the work.
7. Legal costs, court costs and costs of mediation and arbitration reasonably arising from GC/CM's performance of the work.
8. Cost of defending suits or claims for infringement of patent rights arising from the use of a particular design, process, or product, paying legal judgments against GC/CM resulting from such suits or claims. If such suits or claims are from items or circumstances specifically required by Billings, the related costs and settlements as approved by Billings will be an adjustment to the Contract price.
9. Management and staff personnel training and business planning activities.
10. Other generally accepted company overhead and general business expenses.
11. Costs for copying, record retention / storage for project related files.
12. Costs for temporary housing for GC/CM's management and staff (not-craft labor) employees, if required by the GC/CM.
13. Development and negotiation of GMP Proposals, and revisions as agreed by the GC/CM and Billings.
14. All profit or loss associated with performing the project

C. For purposes of establishing the GC/CM Construction Services Fee, the Cost of the Work means the sum of all costs, less any discounts, rebates or salvage taken by the GC/CM, necessary for the proper performance of the work at issue, as further defined below. Such costs shall be at rates not higher than typically paid in the locality of the work, except with the prior written consent of Billings. The Cost of the Work shall be based on the actual documented cost of reasonable and necessary Cost of the Work items and is a not-to-exceed reimbursable amount. As used in this definition, "reasonable and necessary Cost of the Work items paid or incurred by the GC/CM in the proper performance of the work" include: (a) costs of work necessitated by ordinary mistakes or inadvertence, (b) costs incurred in repairing or correcting defective, damaged or non-conforming work (including any warranty or corrective project implementation work performed after Substantial Completion), (c) additional costs incurred due to subcontractor delay or non-performance, (d) costs incurred in performing corrective action needed to address a failure to demonstrate compliance with the

requirements for Substantial Completion; and (e) costs of Billings authorized changes to the work based on the provisions of the Contract Documents. Except as otherwise may be agreed in writing by Billings, costs included in the Cost of the Work shall include only the following items:

1. Payroll costs for craft labor in the direct employ of GC/CM on the site or off site in the performance of the work. Such craft labor shall include, without limitation, general foreman, foremen, and other craft labor personnel employed full-time or part-time on the work. Payroll costs for employees not employed full-time on the work shall be apportioned based on their time spent on the work. Payroll costs to be allowed for determination of the Cost of the Work for craft labor in the direct employ of GC/CM shall include craft labor salaries and wages plus a labor burden rate to cover all other employee related costs, including the cost of fringe benefits, social security contributions, unemployment, excise, and payroll taxes, workers' compensation, health and retirement benefits, bonuses, sick leave, and vacation and holiday pay applicable thereto but excluding the General Conditions Cost and GC/CM Construction Services Fee.
2. The expenses of performing work outside of regular working hours during the week, on Saturday, Sunday, or legal holidays, shall be included to the extent authorized by Billings. Travel, lodging and subsistence expenses for craft labor acquired by the GM/GC from outside the area will be included to the extent authorized, in advance, by Billings and will be indicated as a separate line item in the Cost of the Work and Schedule of Values.
3. The allowable Labor Burden Rate on craft labor direct labor payroll costs shall be limited to a maximum of 42% of labor costs for straight time which is a maximum of eight (8) hours per business day and 30% for overtime which is in excess of eight (8) hours per business day, unless the GC/CM justifies to the satisfaction of Billings that the actual costs for such items exceed these limits. Labor burden items are the net costs actually incurred by the GC/CM for all labor related costs associated with the employment of the GC/CM's personnel in the performance of the work. For union labor, the burden rate shall be the actual amount defined by the union agreement in effect when the GMP Proposal or change proposal is submitted. If the GC/CM requests Billings' consideration of a burden rate exceeding these limits, the GC/CM shall submit complete documentation of its higher costs for Billings' review and approval at Billings' sole discretion.
4. Cost of all materials and equipment furnished and incorporated into the work, including costs of transportation thereof, and suppliers' field services required in connection with installation, testing and acceptance. All cash discounts shall accrue to GC/CM unless Billings deposits funds with GC/CM with which to make payments, in which case the cash discounts shall accrue to Billings. All trade discounts, rebates, and refunds and returns from sale of surplus materials and equipment shall accrue to Billings, and GC/CM shall make provisions so that they may be obtained.
5. Invoices, prorated to these actual quantities, including freight to site, if not transported by trucks paid for otherwise, plus applicable sales tax, shall constitute the only reimbursable materials expenses. Material prices shall be consistent with or under values established by industry guides recording the lowest prices for Billings, MT.
6. Payments made by GC/CM to subcontractors for work performed by subcontractors. As required by Billings, GC/CM shall obtain competitive bids from subcontractors acceptable to Billings and GC/CM and shall deliver such bids to Billings who will then determine, with the advice of Engineer and Project Manager which bids, if any, will be acceptable. If subcontract provides that the subcontractor is to be paid on the basis of Cost of the Work, the

subcontractor's Cost of the Work shall be determined in the same manner as GC/CM's Cost of the Work as provided herein.
7. Costs of special subconsultants including, but not limited to engineers, architects, testing laboratories, surveyors, attorneys, and accountants) employed for services specifically related to the work.
8. Other costs included in the Cost of the Work are the following:
a. The proportion of necessary transportation, travel, and subsistence expenses of GC/CM's craft labor incurred in discharge of duties connected with the work as approved in advance by Billings.
b. Cost, including transportation and maintenance, of all materials, equipment, machinery, appliances, and hand tools in excess of $100 each not owned by the craft labor, which are consumed in the performance of the work, and cost, less market value, of such items used but not consumed which remain the property of GC/CM.
c. Rentals of all construction equipment and machinery, and the parts thereof, whether rented from GC/CM or others in accordance with rental agreements approved by Billings with the advice of Engineer, and the costs of transportation, loading, unloading, assembly, dismantling, and removal thereof. All such costs shall be in accordance with the terms of said rental agreements. The rental of any such equipment, machinery, or parts shall cease when the use thereof is no longer necessary for the work. This excludes general purpose vehicles, including buses and trucks, for any GC/CM supervision, administrative and non-craft labor support personnel which are covered in the General Conditions Cost.
d. If the construction equipment is owned or leased by the GC/CM or subcontractor (of any tier), the equipment rates shall be in accordance with the properly adjusted rates indicated in the most recent Rental Rate Blue Book by Dataquest Inc. ("Blue Book"), applicable to the date additional work activity was approved, for the period of actual use of such equipment. Maximum rates for equipment not listed in the Blue Book shall be established by capacity comparisons to other listed equipment. No overtime charges shall be made for equipment operating longer than eight (8) hours per day and only daily or prorated weekly or monthly rates per day shall be allowed depending on the actual rental period. For rental equipment, the GC/CM shall provide copies of the rental agreement for each item of equipment required for the work. No payment will be made for repairs or repair down time.
e. Sales, consumer, use, and other similar taxes related to the work, and for which GC/CM is liable, as imposed by Laws and Regulations.
f. Deposits lost for causes other than negligence of GC/CM, any subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, and royalty payments and fees for permits and licenses.
g. Losses and damages (and related expenses) caused by damage to the work, not compensated by insurance or otherwise, sustained by GC/CM in connection with the performance of the work (except losses and damages within the deductible amounts of property insurance established in accordance with the Contract), provided such losses and damages have resulted from causes other than the negligence of GC/CM, any subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable. Such losses shall include settlements made with the written consent and approval of Billings. No such losses, damages, and expenses shall be included in the Cost of the Work for the purpose of determining GC/CM's General Conditions Cost or GC/CM Construction Services Fee.
h. The cost of utilities, fuel, and sanitary facilities directly attributable to the craft labor and construction equipment in the work at the site.

i. Cost of materials, supplies, equipment, and facilities used temporarily by the GC/CM during construction but not consumed or salvaged in the performance of the work, which will be turned over to Billings for Billings' beneficial use when no longer used by GC/CM.
j. Cost less salvage value on materials, supplies, equipment, and temporary facilities used directly for the work, (e.g. ladders, scaffolding) but not consumed, and which remain the property of the GC/CM.
k. Rental charges consistent with the most recent Blue Book on all necessary temporary facilities and equipment, exclusive of hand tools used on site, whether rented from the GC/CM or elsewhere. Such rental charges include operation, installation, repairs and replacements, dismantling, removal, costs of lubrication, transportation and delivery costs, that are used in the support of a subcontractor or the GC/CM's own forces in the performance of the work.
l. Subject to Montana Code, sales, use, gross receipts or similar taxes paid by the GC/CM or its subcontractors related to allowable direct costs of a GMP, legally imposed by any governmental authority.
m. Costs incurred because of an emergency affecting the safety of persons and property to the extent they are reasonable and fully documented and supported by appropriate backup documentation and are not caused by any act or failure to act by GC/CM, its employees, agents, subcontractors or suppliers of any tier.
n. Rental charges and the costs of transportation, installation, minor repairs and replacements, dismantling and removal of temporary facilities, machinery, equipment and hand tools in excess of $100 each not customarily owned by the workers, which are provided by GC/CM at the site, whether rented from GC/CM or others, and incurred in the direct performance of the work.
o. Costs for logistical control of the site, including horizontal and vertical transportation of materials, temporary roads, and parking space for craft labor.
p. Direct permit costs on a receipted actual cost basis of the necessary approvals, assessments and charges required for the construction, use or occupancy of permanent structures or for permanent changes in existing facilities.
q. Costs of all necessary surveys and required reports.
r. Other costs necessarily incurred directly in the performance of the work if, and to the extent, approved in advance in writing by Billings.

D. Payments associated with contract modifications during construction will be made in accordance with the construction documents.

E. Requests for payments associated with the construction will be reviewed and paid in accordance with the construction documents.

Section 7. Billings's Responsibilities

7.01 Billings, at no cost to the GC/CM, will furnish the following information:

A. Data that Billings determines pertinent to the project; however, the GC/CM will be responsible requesting information it deems reasonably required for the project.

B. All available information pertaining to relevant policies, standards, criteria, studies, etc.

7.02 Billings additionally will:

A. Contract separately with one or more Engineers to provide engineering design services for the project. The GC/CM will have no right, to limit or restrict any changes of such services that are otherwise mutually acceptable to Billings and Engineer.

B Supply, without charge, all necessary electronic format (PDF) copies of reports, background documents, drawings, and specifications, and addenda reasonably required by the GC/CM.

C. Provide the GC/CM with adequate information in its possession or control regarding Billings' requirements for the project.

D. Give prompt written notice to the GC/CM when Billings becomes aware of any default or defect in the project or non-conformance with the drawings and specifications or GMP Documents, or any of the services required hereunder. Upon notice of failure to perform, Billings may provide written notice to GC/CM that it intends to terminate the agreement unless the problem cited it cured, or commenced to be cured, within three days or GC/CM's receipt of such notice.

E. Notify the GC/CM of changes affecting the budget allocations.

Section 8. Contract Conditions

8.01 Completeness and Accuracy of GC/CM's work

A. The GC/CM will be responsible for the completeness and accuracy of its reviews, reports, supporting data, and other preconstruction Deliverables prepared or compiled pursuant to its obligations under this agreement and will at its sole own expense correct its work or Deliverables. Any damage incurred by Billings as a result of additional construction cost caused by such willful or negligent errors, omissions or acts shall be chargeable to the GC/CM to the extent that such willful or negligent errors, omissions and acts fall below the standard of care and skill that a GC/CM in Billings, MT would exercise under similar conditions. The fact that Billings has accepted or approved the GC/CM's work or Deliverables will in no way relieve the GC/CM of any of its responsibilities under the agreement, nor does this requirement to correct the work or deliverable constitute a waiver of any claims or damages otherwise available by law or contract to Billings. Correction of errors, omissions and acts discovered on architectural or engineering drawings and specifications shall be the responsibility of the Engineer.

8.02 Project Staffing

A. Prior to the start of any services or deliverable under this agreement, the GC/CM will submit to Billings, an organization chart for the GC/CM staff and subconsultants and detailed resumes of key personnel that will be involved in performing the services prescribed in the contract. Unless, otherwise informed, Billings hereby acknowledges its acceptance of such personnel to perform such services under this agreement. In the event the GC/CM desires to change such key personnel from performing such services under this agreement, the GC/CM

will submit the qualifications of the proposed substituted personnel to Billings for prior approval. Key personnel will include, but are not limited to, Project Manager, Preconstruction Manager, Procurement Manager, Construction Manager, Lead Construction Superintendent, Quality Manager, Safety Manager and those persons specifically identified to perform services of cost estimating, scheduling, value engineering, and subcontractor and major supplier selection/bidding.

8.03 Subconsultants

A. Prior to beginning the work or deliverable, the GC/CM will furnish Billings for approval, the names of all subconsultants to be used on this project. Subsequent changes are subject to the approval of Billings.

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

City of Billings

William A. Cole, Mayor

Date:

ATTEST:

City Clerk

Date:

Contractor: Swank Enterprises

Name: Matt Mikkelson
Title: Project Manager
Date:

IRS Tax ID # 81-0302197

APPROVED AS TO FORM:

By
Thomas Pardy, City Attorney

Appendix A

Basic Pre-Construction Services of Contractor
W.O. 22-37 Landfill Drop-Off Building Repairs

Section 1. Contractor's Rights and Duties.

A. To furnish all labor, materials, equipment, supplies, and incidentals necessary to conduct and complete the Contractor's portion of the project as defined in the scope of work and to prepare and deliver to Billings all 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 Contractor 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. Contractor's work shall 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, 18-2-122, and 18-2-501 to 503 and all other codes of the State of Montana applicable to providing professional services including codes and standards nationally recognized.

F. 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 Contractor. Reports will be submitted in a timely manner to permit prompt resolution of problems.

G. Name a Task Director who shall be the liaison between Billings and the Contractor. For this project the Task Director designated for the Contractor is Matt Mikkelson working under Dewey Swank, Principal.

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 Contractor and Billings. For this project, the Task Director designated is Will Robbins working under the City Engineer, Mac Fogelsong.

Section 3. Scope of Work

Swank Enterprises (Swank) will act as the General Contractor-Construction Manager (GC-CM) for the scope of work outlined below. Swank will work as an integral part of the Project Team to coordinate with HDR Engineering in developing and implementing a detailed scope of work for all required repairs. This will also include coordination between the Project Team and the City's insurance group to ensure all repairs will be covered by the insurance claim. Swank's approach is simple: understand the existing conditions, understand the budget, and engage with the entire project team to deliver a project that fully restores the City of Billings Landfill Drop-Off Building.

Swank shall perform all work required by the contract documents which include, but are not limited to, the following:

- Actively participate in kick-off meeting.
    - Project team introductions, expectations, and rolls of all parties
    - Discuss communication control plan
    - Review project scope and goals
    - Evaluate preliminary project schedule and milestones
    - Review major project risks, including cost, material/equipment availability, and permitting
    - Discuss Cost Model
        - Following kick-off meeting, prepare cost model. Model is an open and transparent document that defines the Contractor's pricing assumptions for use by the Owner and Engineer. The model defines costs related to labor, materials, equipment, subcontractor and supplier quotes, means and methods, production rates, risks, direct costs, mobilization, overhead and profit.

- Prior to the start of any Work:
    - Swank, HDR, and City will walk the site and document existing conditions,
    - Conduct pre-construction meetings and meetings with utility companies as needed,

- Swank shall be responsible for the protection of all existing items that will remain and not be replaced. Any items damaged during construction will be replaced by Contractor at no additional cost to Owner.

- Work proactively with Engineer and Owner to assess the structure and create a scope of repairs.
    - Provide detailed forensic investigation, collaborating to identify and determine if building components can be reused or if these components need to be replaced.
    - Review and evaluate each assessed component, and present the benefits and drawbacks of each option considered.
    - Bring the Pre-Engineered metal building (PEMB) manufacturer to the site to assist the structural engineers to evaluate the damages and determine reuse

or replacement.
    - Bring the electrical subcontractor to the site to assist the electrical engineers to evaluate the damages and determine reuse or replacement.

- Assist in determining the best means of making the east end of the Drop-Off Building operational for the City to resume partial service within the building prior to completing repairs throughout the rest of the building.

- After finalizing repair scope of work
    - provide opinion on constructability;
    - determine an acceptable budget and schedule for the work;
    - establish a collaborative phasing plan to maximize customer use during construction.

- Assist the Engineer and Owner in resolving problems, conflicts, errors, omissions, and ambiguities identified during review and evaluation of the repair scope of work.

- Notify the Engineer and Owner, in writing, of all problems, conflicts, and/or deficiencies identified during the review and evaluation of the repair scope of work. Identify and provide risk mitigation strategies. Provide input on alternative solutions to address challenges and identified deficiencies. Perform feasibility investigations on potential options or construction approaches.

- Review design/bidding documents in-progress and offer suggestions to improve completeness or clarity and to ensure completion of the project in the most efficient manner possible.

- Review in-progress design plans and provide input and/or alternate design concepts and offer suggestions with respect to means and methods, materials, innovations, and construction sequencing.

- Provide input to the Project Team regarding current construction industry practices, labor market, and material and equipment availability.

- Identify innovations for evaluation that could provide value to the project to reduce schedule and budget.

- Use subcontractors to supplement preconstruction services to provide the necessary expertise.
    - Discuss potential subcontractors and timing of bringing them onto Project Team.
    - Assume subcontractors will be based on qualification and price.

- Provide preliminary quantity take-offs, construction cost estimates, and schedule at each milestone.
    - Anticipated milestones are 50%, 90% and 100%.
    - Review meetings at each milestone. Engineer will prepare all documents.

- During development stage:
    - Develop early work package(s)
    - Continue to monitor material prices and availability, and inform Team of any significant changes.
    - Pre-procure materials (could occur at any time during process or not at all)

- Following 50% and 90% milestones, meetings to
    - Review schedule of values
    - Review and reconcile cost estimate
    - Review project schedule
    - Discuss constructability and bid ability
    - Identify risk items
    - Evaluate Contractor contingency, if applicable

- Provide a final review and evaluation of the 100% final plans and construction documents provided by Engineer.
    - Prepare construction cost estimate
    - Prepare construction schedule

- Develop and submit a Guaranteed Maximum Price (GMP) and contingency.

- Meeting with Project Team to discuss, accept, agree to modify, or agree not to accept GMP.

- Additional pre-construction services:
    - The Contractor may provide additional services to assist the City of Billings in the development of the project as described in the contract agreement. Additional services, if requested, will result in an amendment to the pre-construction services agreement.

- Exclusions:
    - Hazardous material testing and remediation
    - Architectural and Engineering Services

Appendix B

Methods and Times of Payment
W.O. 22-37 Landfill Drop-Off Building Repairs

Section 1. Payments for Basic Services.

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

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.

For services rendered prior to construction, Appendix A, the Contractor shall be paid based upon actual time accrued in accordance with the preconstruction services fee contained in Appendix D – Preconstruction Multiplier and Schedule of Fees & Rates, but not to exceed $42,100.00.

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

Requests made or conditions identified which are beyond the scope and intent of this agreement 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 Contractor's work which requires redoing by Billings shall be deducted from any payments due the Contractor, if the Contractor 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 Contractor's costs and hourly rates as shown in Appendix D have increased for all comparable clients.

Appendix C

Additional Services of Contractor
W.O. 22-37 Landfill Drop-Off Building Repairs

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

Appendix D

Preconstruction Multiplier and Schedule of Fees & Rates

W.O. 22-37 Landfill Drop-Off Building Repairs

This section includes the preconstruction services not-to-exceed fee proposal submitted by the Contractor and accepted by the City of Billings. The fee proposal is based on the attached schedule of rates and fees for Contractor's key preconstruction services personnel, an estimated level of effort for these personnel to perform the Scope of Work included in Appendix A, Section 3, and a preconstruction multiplier of 5%.

SWANK ENTERPRISES
STANDARD EMPLOYEE WAGES
LANDFILL DROP-OFF BUILDING REPAIRS
PRE-CONSTRUCTION SERVICES

	PROJECT MGR	ESTIMATOR	SUPERINTENDENT	PM ASSISTANT
Base Hourly Wage	$ 86	$ 86	$ 86	$31
Insurance	$ 16	$ 16	$ 16	$ 8
Medicare/Social Security (Employer)	$ 8	$ 8	$ 8	$ 4
TOTAL	**$110**	**$110**	**$110**	**$43**

BILLINGS LANDFILL PRECONSTRUCTION SERVICES

SERVICE/SCOPE OF WORK	QUANTITY	UNIT	PRICE	TOTAL	NOTES
ASSIST HDR WITH BUILDING ASSESSMENT	40	HOURS	$ 110.00	$ 4,400.00	BRICE/MATT
DEVELOP SCOPE WITH HDR	10	HOURS	$ 110.00	$ 1,100.00	BRICE/MATT
SUBCONTRACTOR BIDDING	40	HOURS	$ 110.00	$ 4,400.00	BRICE/MATT
SUBCONTRACTOR COORDINATION	20	HOURS	$ 110.00	$ 2,200.00	BRICE/MATT
EQUIPMENT RENTAL	10	DAYS	$ 250.00	$ 2,500.00	
PM ASSISTANT	140	HOURS	$ 43.00	$ 6,000.00	MISTY
METALLIC INSPECTION	1	LS	$ 6,000.00	$ 6,000.00	
SUBCONTRACTOR INSPECTIONS	1	LS	$ 13,000.00	$ 13,000.00	
INSURANCE				$ 495.24	
SUBTOTAL				$ 40,095.24	
5% MULTIPLIER				$ 2,004.76	
TOTAL PRECONSTRUCTION COSTS				**$ 42,100.00**	

Appendix E

Project Schedule

W.O. 22-37 Landfill Drop-Off Building Repairs

Based on a Notice To Proceed issued by Billings date no later than May 2, 2022, the targeted completion dates for the Contractor's work through preconstruction services shall be:

1. Structure Evaluation and Assessment of Repairs – May 2022
2. Repairs Scope of Work – June 2022
3. Preliminary Design and Team coordination – July 2022
4. Final Design and Team coordination – August 2022
5. Bidding – September 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 Contractor is behind on this Contract due to no fault of Billings, then the Contractor hereby acknowledges the right of Billings to withhold future Contracts to the Contractor 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. 22-37 Landfill Drop-Off Building Repairs

(Attach Certificate(s) of Insurance)

City Council Regular

Date:	04/25/2022
Title:	Approval of MET Transit's Title VI Program and Public Participation Plan Update
Presented by:	Rusty Logan
Department:	Transit
Presentation:	No
Legal Review	Not Applicable

RECOMMENDATION

Staff recommends that the City Council approve the updated Public Participation and Title VI Plan.

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

As a recipient of Federal funding, MET Transit is required by the Federal Transit Administration regulations to have a Title VI Plan in place that includes public participation components. In addition to the requirement to submit an updated Title VI Plan every three years, this plan must be approved by the transit agency's governing body. To meet these requirements, MET Transit is submitting an updated Public Participation and Title VI Plan for Council approval. Title VI of the Civil Rights Act of 1964 states "No person shall be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance based on race, color, or national origin." Updates to the plan include contact information and poster changes, Limited English Proficiency interpretation procedures, demographics, fleet and amenity inventory, passenger load factor data, survey data, and public outreach activities.

ALTERNATIVES

City Council may:

- Approve the updated Public Participation and Title VI Plan; or
- Not Approve the updated Public Participation and Title VI Plan and advise staff on how to proceed without jeopardizing future Federal Transit Administration grant funding.

FISCAL EFFECTS

As a recipient of Federal Transit Administration funding, MET must have a Public Participation and Title VI Plan in place. Failure to submit an updated plan may jeopardize or delay award of the annual Federal operating funds accounting for over $1.9 million of MET's proposed FY 23 budget, and up to $2 million in capital grants.

Attachments

2022 Public Participation and Title VI Plan

City of Billings
Aviation and Transit Dept.

MET TRANSIT DIVISION
Public Participation
and
Title VI Plan

April 1, 2022

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PUBLIC PARTICIPATION PLAN

1 - PURPOSE

The City of Billings MET Transit Division (MET) encourages timely public involvement and participation and strives to deliver information, services and programs which reflect community values and benefit all segments of the community. This Public Participation Plan (PPP) for MET was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, have meaningful opportunities to participate in the decision making process for the transit system.

MET's public outreach strategies are designed to provide the public with effective access to information about services as well as provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. MET also recognizes the importance of many types of stakeholders in the decision-making process, including other units of government, metropolitan area agencies, community based organizations, major employers, passengers, and the general public (including low-income, minority, LEP, and other traditionally underserved communities).

As a recipient of federal funding and pursuant to Federal Transit Administration (FTA) Title VI regulatory guidance, MET seeks out and considers the viewpoints of minority and low income populations, as well as individuals who do not speak English fluently, in the course of conducting public outreach and involvement activities. Additionally, MET offers early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

MET may modify these public participation methods based on feedback from customers, the general public, and other interested parties. The PPP is a dynamic document that may be updated periodically to reflect changing community preferences, demographics and transit services as well as respond to new communication and outreach methods.

MET Transit functions under a wide variety of local, state, and federal regulations and requirements. The list below provides an overview of a number of these laws and regulations.

Federal Requirements:

- Americans with Disabilities Act of 1990
- Title VI of the Civil Rights Act of 1964
- Executive Order 13166 – "Improving Access to Services for Persons with Limited English Proficiency"
- Executive Order 12898 – "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"
- National Environmental Policy Act (NEPA)

State of Montana Requirements:

- Montana Code Annotated Title 2, Chapter 3, Part 1 "Notice and Opportunity to Be Heard" and Part 2 "Open Meetings"
- Montana Code Annotated Title 2, Chapter 6 "Public Records"

2 - GOALS

The Public Participation Plan endeavors to promote meaningful opportunities for the public (including low income, minority, and limited English proficient populations) to be involved in the identification of potential impacts of proposed transportation decisions made by MET.

Specific goals of MET's public outreach efforts include:

- ***Transparency*** - The process should clearly identify and communicate where and how participants may have influence and potential impact on decision-making.
- ***Participation*** - MET customers and members of the public should have opportunity to participate in key decisions and have multiple options for how they receive critical information and share feedback.
- ***Accessibility*** – Significant effort is made to ensure opportunities to participate are timely and physically, geographically, and linguistically accessible.
- ***Diversity*** - Participants represent a range of socioeconomic, ethnic, and cultural perspectives, with representative participants including residents from low-income neighborhoods, ethnic communities, residents with limited English proficiency, and other traditionally underserved people.

3 - PRINCIPLES

Public participation at MET is based on the following principles:

- ***Proactive and Timely*** – Participation methods should allow for early involvement and be ongoing and proactive to allow participants to potentially influence decisions.
- ***Tailored*** – MET's public participation methods should be tailored to match local and cultural preferences as much as possible.
- ***Authentic and Meaningful*** – MET should support public participation as a dynamic and meaningful activity that requires teamwork and commitment at all levels of the organization.
- ***Clarity in potential for influence*** - MET should communicate the factors weighing in each decision, so members of the public are clear on the potential for influence. In addition, staff should communicate the results of the public's input in terms of the impact on decisions at a broad summary level, providing major themes, decisions reached and rationale for the decisions.

The recommendations in the Public Participation Plan will be updated to reflect feedback from MET customers and the general public at the end of any communications related survey; the Plan will also be updated to include changing best practices in the field.

4 - PUBLIC INPUT POLICY

The methods described in the Public Participation Plan cover the ways in which MET engages with its customers and the general public. However, MET understands decisions about budgets as well as changes to services or fares are of particular importance, and MET therefore has the following guidelines when considering such changes:

4.1 - Major Service Changes and Fare Changes

MET will conduct public input on major service changes and fare increases. MET defines a major service change as a change that effects 25 percent or more the system's revenue hours or revenue miles.

Major service changes and fare increases will meet the following public input requirements:

- Changes will be published for public review and comment no less than 60 days before the proposed changes will take effect. Notification methods may include on-board printed, digital, and audio announcements, posted notices at MET Transfer Centers or affected bus stops, and various forms of electronic communication. Information on all proposed changes will also be posted directly to the MET Transit website.

- A minimum of two public meetings will be held at various ADA accessible locations to present proposed changes and gather comments within four weeks of the published notice. The aforementioned notification methods (including on board printed, digital, and audio announcements, posted notices, and other electronic communication) will be utilized to inform the public of the date, time, and location of public meetings. Legal notices regarding the meetings will also be advertised in the local paper of record, the Yellowstone County News.

- Public comment is always welcomed, provided for, and considered at regularly scheduled City of Billings Aviation and Transit Board meetings; items such as proposed service changes, fare increases, and other items are discussed and presented at these meetings.

- After the initial public meeting(s), an overview of the proposed changes and public comments received is presented and reviewed at a City of Billings City Council work session meeting; during this work session meeting, public comment is also provided for and welcomed.

- A final approval of the proposed changes will be recommended for motion at a City of Billings City Council regular meeting with public comment on proposed changes provided for, welcomed, considered, and documented.

- For both council meetings (work session and regular), the City Council Meeting Agenda will be available on the City of Billings website 30 (thirty) days in advance; all City Council Meetings for any given month are advertised the month prior by the third week.

- A notice of the final changes will be posted via the various methods indicated above within 15 days of implementation.

In the event the City of Billings City Council approves a comprehensive fare policy which approves multiple phases or implementations of fare or service adjustments over a period of time, MET reserves the right to modify this public comment process.

4.2 - Budget and Tax Levy Changes

MET's annual budget and any associated tax levy changes will be reviewed at both a scheduled City of Billings City Council work session meeting and a regular public hearing meeting, both of which allow for public comment and consideration. Again, the City Council Meeting Agenda will be available on the City of Billings website 30 (thirty) days in advance; all City Council Meetings for any given month are advertised the month prior by the third week.

5 - CUSTOMER PREFERENCES

5.1 - Customer Profiles

MET understands the importance of tailoring communications and public participation techniques to the preferences of intended audiences. For most aspects of service planning and communication about MET's services, the primary audience is MET customers. In order to understand these customers, MET is implementing bi-annual customer transit surveys with the most recent survey released in March 2022. This section will be updated with items such as ethnicity, household income, language preferences, other metrics upon survey completion and response analysis.

5.2 - Customer Communication Preferences

Through the course of the aforementioned survey, MET will also collect information regarding preferred communication styles. Again, this section will be update with specific metrics upon survey completion and analysis of responses.

6 - DIRECT COMMUNICATION METHODS

The Public Participation Plan identifies a menu of available methods for providing information to MET customers and the general public. While these communication methods are broadcast widely, they are also important tools in reaching minority and LEP populations; based upon the results of the bi-annual public surveys, MET Transit will update the items below as needed. Current methods of communication include:

- ***MET Transit's Website*** – MET's website, www.mettransit.com, is one of the primary sources of information for MET riders and the public seeking information about the MET. Several tools are available within the site to communicate changes in service as well as to notify the public of opportunities to participate in MET's decision-making process. These include a calendar of events, a banner "slideshow" with important information, and a News and Announcements feed that displays short summaries (with links to full announcements); all of these items are present on the home page. The home page also includes links to all aspects of available MET Transit information regarding schedules, maps, bus tracking applications, paratransit information, and other items.
- ***Signs and On-board Posters***– Signs and posters are printed materials posted in the notification areas of the buses, as well as at transfer centers and shelters, communicating applicable information. The signs and posters are a highly visible and effective means of communicating directly with MET riders; the size can be increased or decreased as needed to share additional information.

- ***Electronic Messages to MET Email and SMS Subscribers*** – Electronic communications are sent out via the City of Billings' mass email and SMS subscription service (NotifyME via the CivicPlus platform). Customers can sign up on MET's website to receive emails and SMS messages from MET for items shared in the MET website News and Announcements section.
- ***Emails to Partners*** – These electronic communications are sent out directly from staff members' email accounts; these can include messages to key staff members at partner locations, as well as additional posters or other materials for them to distribute.
- ***Press Releases*** – Press releases are aimed at generating news coverage of MET events, changes, public meetings, etc. They are distributed to the Department of Aviation and Transit's media contact list, as well as posted in the News and Announcements section of MET's website.
- ***Community Newsletters*** – MET has several partners in the community that publish newsletters, including several member governments. MET provides articles to these partners for publication in these newsletters.
- ***Ads on Buses*** – MET can create signage for display on the side, back, and interior of MET buses to advertise items as needed; as well as utilizing the digital infotainment screens on the buses.
- ***Partners' Websites*** – Like community newsletters, MET's community partners maintain websites that are frequented by the public. MET can provide information to these partners and request to be included on their websites.
- ***Community Calendars*** – One feature that is common to many of MET's partners' websites is a calendar. MET can share the times and dates of key meetings or events with the partners for inclusion on these calendars.
- ***Paid Ads in Local Media*** – MET can publish paid advertisements in the local newspaper, The Billings Gazette, as well as in community newsletters and on local broadcast channels.
- ***Public Notices*** – These are published in the weekly newspaper of record, The Yellowstone County News, and are also posted on MET's website.
- ***MET's Facebook, Instagram, and Twitter pages*** – MET's Facebook and Twitter pages are used by staff to interact with riders and can be leveraged to push out information regarding service changes and opportunities for the public to participate in MET's decision- making process. Items which are posted on the MET website under News and Announcements are also posted to the Facebook page.

**All communication methods are available for translation or interpretation upon request.

7 - METHODS OF INVOLVING THE PUBLIC

MET employs a number of methods for involving the public in the decision-making process. Staff considers several factors when designing a public outreach process, such as the magnitude of the proposed change or decision, what level of influence public opinion has over the decision, and who will be impacted by the decision. MET also takes into account the specific preferences of minority and LEP populations and updates preferences as possible based upon bi-annual surveys.

7.1 - MET's public involvement methods:

- ***Public Meetings*** – A public meeting is a discussion between interested parties, often including riders and the general public. It is a meeting where information is presented and allows for an open discussion with a member of the MET staff; staff ensures comments stay focused on the information presented and that everyone has a chance to ask questions. A public meeting is

NOT required by federal regulations and comments do not go into the public record; however, MET Transit does take note of discussion topics and comments for consideration in the planning process.

- ***Public Hearings*** - A public hearing is required by federal or state regulations where comments from the public go into the public record. A public hearing is governed by rules concerning who speaks when and for how long and is overseen by a City official. A public hearing is NOT a question-and-answer format; public hearings generally occur during a scheduled City of Billings City Council Meeting.
- ***Community Event Participation*** – MET will staff informational tables at community events to share information about changes to service, new initiatives, community resources, and to provide further connection with the general public. These events allow MET to interact with a wide variety of community members
- ***Surveys*** – Surveys are a series of specific questions, often in multiple-choice format that can be distributed in print form as well as in digital form. The results from surveys can be quantified and analyzed for consideration. MET finished a survey in March 2022 and is currently compiling results and plans for future changes.
- ***Aviation and Transit Board Meetings*** - The Aviation and Transit Board meets the first Tuesday of each month at 5:30 p.m. at Billings Logan International Airport, 1901 Terminal Circle, Room 217, Billings, MT. These meetings are open to the public and include an opportunity for the public to comment on any item relating to aviation and transit. The Board meets monthly and meetings are open to the public. Meeting dates are advertised two weeks in advance on MET Transit's website and in *Yellowstone County News.* The Aviation and Transit Board is composed of seven (7) members, each serving four-year terms; members apply for the position and are appointed by the Mayor with confirmation given by the City Council. They are advisory only in nature. City of Billings Boards and Commissions encourage all private citizens 18 years or older that reside in the City limits of Billings to participate in City government. They also offer an opportunity to learn how the City operates on a first-hand basis. When vacancies on the board occur, the opportunity to apply is advertised in the local paper and on the City of Billings website; further advertising is posted, in both English and Spanish, on the MET Transit website and social media, at transit facilities, and on-board transit vehicles.
- ***Public Comment Cards*** – Public comment cards are open-ended questionnaires that are distributed in printed form and are available on all MET Transit buses. These cards are valuable for open-ended discussions, although they are not as easy to quantify or analyze.
- ***General Comments*** – MET is always open to and accepting of public comments, regardless of whether they were given randomly or as part of an organized effort. Comments can be shared with MET by phone at 406-657-8218, by email at metadmin@billingsmt.gov, in person at 1705 Monad Road, Billings, MT, 59101, or by mail at the same address.

7.2 - Selection of meeting times and locations

The selection of meeting times and locations that are convenient for target audiences is crucial to providing meaningful opportunities for public participation. Announcements about meetings on service changes or fare changes are shared with the public via the means indicated above. Meetings are held at multiple times throughout the day (including mid morning, mid-day, early evening, and late evening). Meetings are held at multiple locations throughout the City to ensure easy travel access for individuals in effected areas; common locations include community centers, the Billings Public Library, and MET Transit facilities.

Historically, attendance at public meetings typically averages roughly 5 - 8 members of the public, while community events resulted in 15+ interactions per event. MET has found that having technical staff available for outreach can allow for more detailed conversations with customers and members of the public.

8 - PUBLIC OUTREACH SUMMARIES

MET keeps historical record of public feedback received via meetings, comments, cards, and emails for reference as needed. Further, public meeting summaries are posted for review on the MET Transit website in News and Announcements.

Public Outreach Activities undertaken in the last 3 years include:

- 2020-2022: Public outreach events at Montana State University- Billings orientation event, Phillips 66 South Park Community Picnic in the Park, Travel Training at the Billings Public Library, Chamber of Commerce Breakfast, Jobs Jamboree at MetraPark, and various schools in the city.
- Monthly Aviation and Transit Board Meetings and various City Council meetings
- Spring 2022: A survey that will be used to further evaluate service needs, wants, and routes used in conjunction with the implementation of a Transit Development Plan later in 2022.

9 – LIMITED ENGLISH PROFICIENCY (LEP) SUPPORT, TRANSLATION, AND INTERPRETIVE SERVICES

MET's program for providing translation and interpretive services is critical to the success of the Public Participation Plan in reaching minority and LEP populations. The program provides translation and interpretive services upon request at the customer service window, over the phone, at all public meetings, and for important documents.

MET currently utilizes Language Link to provide verbal interpretation services to customers upon request. These services can be accessed by phone or at the customer service window at the MET Transit METroplex. Further, MET also partners with the local Migrant Council for Spanish interpretation in person or of passenger documents, if needed. MET will also utilize Google Translate as necessary should an interpreter not be available. The availability of translation services is publicized in meeting notices.

MET also provides Spanish translated copies of documents vital to accessing the transit service including the MET Routes and Schedules book, the Request for Certification of ADA Paratransit Eligibility form, the Title VI Complaint Form, the Title VI Notice, the ADA Complaint Form, and the Passenger Conduct Policy.

Further, public outreach notices are made available in Spanish via on-board posters, the MET website, and social media postings; MET also sends meeting notifications to the Migrant Council for dissemination to the LEP population that agency serves.

More details about MET's strategy and resources to ensure that language is not a barrier for people to take full advantage of MET's services can be found in MET's Title VI plan.

10 - MET PARTNERS

MET utilizes a network of local partners to enhance its reach within the community. MET can increase exposure of its messages by routing them through partners' communication networks, thereby reaching more of the minority and LEP populations. These messages include:

- Information about MET's services
- Opportunities to participate in MET's decision-making process

Further, this network allows MET to consult with partners' staff and clients on:

- Transportation needs
- Solutions to potential or real issues

11 - EQUITY CONSIDERATIONS

MET recognizes that, on a national scale, minority and low-income populations have historically been systematically excluded from participating in public decision-making. Due to persistent societal and cultural influences, it can be difficult to ensure diverse public participation in MET's decision-making, despite the concerted efforts described in this plan. MET therefore recognizes the need to carefully consider how to design inclusive outreach processes, and to build in key steps to consider whether a public participation process and its outcomes are achieving the intended results.

MET staff will utilize the following considerations to evaluate the racial equity implications of key decisions:

- Have ethnic communities/people of color represented within the area population been informed, involved and represented in the process?
- How has the feedback been considered and incorporated?
- What challenges has MET faced in receiving minority and low-income population participation?
- Is there a group that benefits more than another because of this process/decision?
- What could be one unintended consequence of this process/decision for ethnic communities/communities of color?
- What action will be implemented to advance equity in this process/decision?

12 - OUTCOMES

The outcomes of public participation will be reported in an open and transparent manner. The expectation is that, once community members have participated in a process, MET owes it to them to say how their participation influenced the outcome. MET should be able to demonstrate that it explored the suggestions and recommendations of the public and taken that into consideration as part of the process. Meeting summaries, survey results, and other reports will be shared via the MET Transit website News and Announcements section as well as via methods indicated above.

13 - CONCLUSION

This Public Participation Plan is accountable to the public. The strategic approach, goals, and guiding principles MET has established are intended to foster public participation by providing early, continuous, and meaningful public engagement processes for its stakeholders regardless of race, color, or national origin, including populations and individuals who may be underserved because of Limited English

Proficiency (LEP), minority or socioeconomic status, or disability. The methods and techniques employed by MET are intended to help increase public participation rates, particularly among those individuals and populations that are often overlooked or underrepresented. While the methods and techniques used during the public participation process may vary according to each circumstance, MET will make every effort to achieve the standards it has set within this plan. Further it will design public communication efforts with the goal of most effectively reaching out to the diverse populations throughout MET's service area. As a living document, this Plan may evolve according to the demographic makeup of MET's communities and their unique needs, as well as MET's evaluation of its public participation effectiveness.

TITLE VI PLAN

The Billings MET Transit Program (hereinafter referred to as the "Recipient") hereby agrees to comply with the following Federal Statutes, Federal Highway Administration Regulations, Federal Transit Administration, and the Montana Department of Transportation, and the policies and procedures promulgated by the Federal Highway Administration, as a condition to the receipt of Federal Funds.

1 - Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. section 2000d).

The City of Billings MET Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B.

The MET Transit Bus program provides transportation within the City limits of Billings through both a para-transit demand response system and a fixed route bus program. An eligible rider wishing to use the para-transit demand response system may call the Billings MET Transit office and arrange for a pickup and delivery within the bus service area. This service provides these riders with a "curb to curb" para-transit service. Fixed Route bus riders are picked up and dropped off at a specific location on the fixed route. MET Transit operates with no program priorities, in that all riders' requests are handled on an equal basis.

This plan was developed to guide the City of Billings MET Transit in its administration and management of Title VI-related activities.

2 - Title VI Contact

The City Administrator of the City of Billings has Title VI responsibility for the MET Transit Bus program, and is responsible for initiating and monitoring Title VI activities, preparing required documents, conducting complaint investigations, and generally implementing the procedures described in the Program. The City Administrator also has the authority to delegate responsibility for certain items to other individuals, where appropriate. All reports, investigations, and reviews will be prepared by or submitted to the City Administrator within the prescribed time constraints.

Chris A. Kukulski, City Administrator
City of Billings
City Hall, 210 North 27th Street
PO Box 1178
Billings, MT 59103
kukulskic@billingsmt.gov

The organizational chart for the City of Billings is found in **Appendix 1.**

3 - Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in the Administrative Offices of the City of Billings MET Transit Office at 1705 Monad Road, Billings, MT 59101, in all MET Transit vehicles, at both transfer centers and on MET Transit's website: www.mettransit.com.

Additional information relating to nondiscrimination obligation can be obtained from the City of Billings MET Transit Manager.

Rusty Logan, Transit Manager
City of Billings MET Transit
1705 Monad Road
Billings, MT 59101
406-657-8218
loganr@billingsmt.gov

A copy of the poster is found in **Appendix 2.**

4 - Subcontracts and Vendors

All subcontractors and vendors who receive payments from the City of Billings MET Transit where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

5 - Subrecipients

MET Transit does not oversee sub-recipients nor does it anticipate expanding to include sub-recipients. Should this change, MET Transit will assess its Title VI plan and update as needed.

6 - Title VI Equity Analysis

MET Transit has not constructed nor identified sites of new facilities and, therefore, has not undergone a Title VI Equity Analysis. Should MET Transit undertake such a project in the future, the agency will conduct an equity analysis as required to maintain compliance with regulations.

7 - Record Keeping

The City Administrator will maintain permanent records, which include, but are not limited to, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

8 - Title VI Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Billings MET Transit (hereinafter referred to as "the MET") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint form. The City of Billings MET Transit investigates complaints received no more than 180 calendar days after the alleged incident. The MET will process complaints that are complete.

Once the complaint is received, the MET will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The MET shall also provide assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the MET shall make every effort to address all complaints in an expeditious and thorough manner.

The MET has 60 days to investigate the complaint. If more information is needed to resolve the case, the MET may contact the complainant. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the MET can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven days after the date of the letter or the LOF to do so, and the appeal will be reviewed and answered by the Director of Aviation and Transit.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

TITLE VI

COMPLAINT FORM

City of Billings MET Transit

SECTION I:

Last Name	First Name		Middle Name
Address	City	ST.	ZIP
Home Phone	Work Phone		Cell Phone

Electronic Mail Address: _____

SECTION II:

Are you filing this complaint on your own behalf? Yes* No

*If you answered "yes" to this question, go to Section III.

If not, please supply the name and relationship of the person for whom you are complaining: _____

_____

Please explain why you have filed for a third party:

_____

_____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes No

SECTION III:

I believe the discrimination I experienced was based on (check all that apply):

Race ☐ Color ☐ National Origin ☐

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses.

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SECTION IV

Have you previously filed a Title VI complaint with this agency?	Yes	No

SECTION V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

☐ Yes ☐ No

If yes, check all that apply:

☐ Federal Agency: _____ ☐ State Agency: _____

☐ Federal Court: _____ ☐ Local Agency: _____

☐ State Court: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

SECTION VI

Name of agency complaint is against: _____

Contact person: _____

Title: _____

Telephone number: _____

You may attach any written materials or other information that you think is relevant to your complaint.

_____ _____

Signature of Complainant Date

Please submit this form in person at the address below, or mail this form to:

City of Billings MET Transit
Title VI Coordinator
1705 Monad Road
Billings, MT 59101

FOR CLERICAL USE ONLY

DATE COMPLAINT RECEIVED BY RECIPIENT

Month: _____ Day:_____ Year:_____

Complaint #: _____

9 - Title VI Investigations, Lawsuits, and Complaints

	Date	Summary	Status	Action(s) Taken
	(Month, Day, Year)	(include basis of complaint:		
		race, color, or national origin)		
Investigations				
1.				
2.				
3.				
Lawsuits				
1.				
2.				
3.				
Complaints				
1.				
2.				
3.				

a. There are no outstanding lawsuits or complaints naming the City of Billings MET Transit which allege discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.
b. During the course of the last three (3) years, there have not been any civil rights compliance review activities conducted with respect to the City of Billings MET Transit and, to the best of our knowledge, there are not presently any ongoing civil rights review activities being conducted with respect to the City of Billings MET Transit.
c. There are currently no pending construction projects which would negatively impact minority communities being performed by the City of Billings MET Transit.

10 - Public Participation Plan

The MET Transit Public Participation and Title VI Plan is now a combined document and posted to the MET Transit Website at:
https://ci.billings.mt.us/DocumentCenter/View/39212/MET-Transit-Public-Participation-Plan-FINAL-10_2019

11 - Language Assistance Plan

Based on the US Department of Transportation (USDOT) – Federal Transit Administration Office of Civil Rights guidance concerning recipients' responsibilities to Persons with Limited English Proficiency (LEP), there are four factors to consider in determining MET Transit's obligation to provide LEP services.

1. ***The number or proportion of LEP persons serviced or encountered in the eligible service population.***

Based on the 2022 World Population Review, Billings has a small percentage of its total population belonging to the LEP population.

- Per the 2022 World Population Review, Billings has a population base of 89.14% Caucasian/White, 4.60% American Indian and Alaska Native, 1.02% Black/African American, and 5.23% Other Races. 6.32% of the population identify as Hispanic. 95.79% of Billings' residents speak only English, while 4.21% speak other languages. The largest non-English language is Spanish, which is spoken by 1.83% of the population.

2. ***The frequency with which LEP individuals come in contact with the program.***
    - Based on contacts with our transit vehicle drivers, calls to MET Transit's customer service telephone line and riders coming into our Administrative office to purchase passes or request schedules, we have had very limited interaction with LEP individuals.
3. ***The nature and importance of the program, activity, or service provided by the recipient to people's lives.***
    - Many of MET Transit's patrons are transit-dependent and the MET is important in providing access to employment, personal business/errands, schools and colleges.
4. ***The resources available to the recipient and cost.***
    - MET utilizes *Language Link,* an over-the-phone interpretation service, for in person and over the phone interpretation. The cost is $0.57 cents per minute. This service is available 24/7/365 and covers 240 languages and dialects. Notice of availability for over the these interpretation services is posted at the METroplex customer service window; further, customer service staff are trained in how to use the Language Link system should they receive a phone call from an LEP individual.
    - The MET Transit website (http://www.mettransit.com) includes a link to translate the site to Spanish via Google Translate. This is a zero cost service provided via the Google Translate webpage. ***Notice of interpretation services are also indicated on the website.***
    - MET Transit also has on file a Memorandum of Understanding between The City of Billings MET Transit Division and the Montana Migrant and Seasonal Farmworkers Council, Inc stating the Migrant Council will provide interpretation services.

MET Transit provides Spanish translated copies of documents vital to accessing the transit service including the MET Routes and Schedules book, the Request for Certification of ADA Paratransit Eligibility form, the Title VI Complaint form, the Title VI Notice, and the Passenger Conduct Policy. Further, public outreach notices are made available in Spanish via on-board posters, the MET website, and social media postings; MET also sends meeting notifications to the Migrant Council for dissemination to the LEP population that agency serves.

As Transit Operators may encounter LEP individuals, operators carry cards to provide to individuals with language barriers that contain the following statement in both English and Spanish "For language assistance, please contact the MET office at 406-657-8218 or visit us at 1705 Monad Rd, Billings, MT." This information is also posed in vehicles and at transfer centers. In emergent situations, operators and other staff may utilize the Google Translate mobile app or webpage to provide basic translation services. Operators and all other employees interacting with LEP individuals are required to notify the Transit Manager regarding any unmet Language Assistance needs.

To ensure effective implementation of this plan, MET Transit will schedule training of new employees during orientation or on-boarding, as well as provide training to employees on an annual basis to review:

- MET Transit's Language Assistance Plan
- Current demographic data about local LEP populations
- Printed LEP materials
- How to handle verbal requests for transit service in a foreign language
- How to handle emergency situations requiring translation
- Responsibility to notify management regarding unmet LEP needs.

MET Transit will endeavor to update this Language Assistance program, as needed, with each revision of the Title VI plan based upon feedback received via public outreach and direct comment from the public, as well as metrics recorded by MET Transit to assess the plan directly (including number of LEP persons served each year and number of requests for language assistance received).

12 - Aviation & Transit Advisory Board

BMCC Section 5-201 – 204 created an Aviation and Transit Board. The Aviation and Transit Board shall be composed of seven members, each serving four year terms, each of whom will possess the qualifications for office required for the office of Mayor and shall be appointed by the Mayor with the consent of the Council. When vacancies on the board occur, the opportunity to apply is advertised in the local paper and on the City of Billings website; further advertising is posted, in both English and Spanish, on the MET Transit website and social media, at transit facilities, and on-board transit vehicles.

The Board shall be a citizen's advisory board to the City Council to aid the City Council in formulating City policy in matters pertaining to the MET Transit System, Airport and the concomitant properties. The primary responsibility of the Board is to review existing and proposed City policies and to review City department activities to ensure that City policies are being implemented and carried out, and further, to report any shortcomings and make recommendations to the City Council.

The Board meets monthly and meetings are open to the public. Meeting dates are advertised two weeks in advance on MET Transit's website and in *Yellowstone County News.*

Body	Caucasian	American American/Alaska Native	African American	Asian American	Other or Two or More Races
Total Population	89.14%	4.60%	1.02%	0.86%	4.37%
Hispanic (6.32% of Total)	4.02%	0.60%	0.38%	0.02%	1.30%
Non-Hispanic (93.68% of Total)	85.12%	4.00%	0.64%	0.84%	3.07%
Aviation & Transit Committee	100%	0%	0%	0%	0%

13 - System-wide Service Standards and Policies

VEHICLE LOAD

Standard

Vehicle load factor is the ratio of number of seats to number of passengers on each trip. At this time none of MET's buses exceeds their capacity. All passengers are able to utilize a seat during their trip. The load factors in the MET Transit system are all less than 1:1. Route headways vary between 30 and 60 minutes, depending on the route. MET does not differentiate between peak and off-peak hours.

Policy

Service frequencies are adjusted to ensure that the maximum load standards are met whenever possible.

Methodology

The Weekly Vehicle Load Factor (Table 1) details the average weekly load factor for all MET routes.

Comparison to Service Standard

The table shows a load factor of less than 1:1 for all routes. These load factors compare very favorably to the standard of 1:1.

Table 1

WEEKLY VEHICLE LOAD FACTOR

ROUTE	NUMBER OF SEATS	AVG. NUMBER OF PASSENGERS	LOAD FACTOR
1	3,105	349	0.11
3	2,970	218	0.07
5	5,940	996	0.17
7	2,970	357	0.12
9	2,970	394	0.13
10	2,970	527	0.18
13	2,970	249	0.08
14	675	71	0.11
15	729	57	0.08
16	1,824	285	0.16
17	1,269	126	0.10
18	837	255	0.30
19	1,620	385	0.24
24	2,970	207	0.07

VEHICLE ASSIGNMENT

Standard

The MET's Operations Supervisors are responsible for assigning vehicles to routes. Assignments are made from a vehicle list indicating buses available for all day runs. The Maintenance Department is responsible for ensuring that there are a sufficient number of vehicles available to provide service on all routes and to schedule vehicles for regular maintenance.

Policy

MET has a 25-bus fleet, operating 15 buses on weekdays and 7 buses on Saturdays. Table 2 (Fleet Roster) lists the vehicles in the fleet; all buses are ADA accessible. MET currently has six Champion/Ford buses and 2 Gillig buses, and 17 Eldorado National California (ENC) buses, and they are assigned randomly.

Methodology

MET Fleet Roster (Table 2) provides an overview of the fleet, including the age of a bus and seating capacity.

Comparison to Service Standard

All bus equipment is used to serve minority and low-income areas.

Table 2

FLEET ROSTER

Unit Number/Make	Year	Seating Capacity
1818/Gillig	2011	31 seats
1819/Gillig	2011	31 seats
1820/Champion	2016	27 seats
1821/Champion	2016	27 seats
1822/Champion	2016	27 seats
1823/Champion	2016	27 seats
1824/Champion	2016	27 seats
1825/Champion	2016	27 seats
1826/ENC	2021	26 seats
1827/ENC	2021	26 seats
1828/ENC	2021	26 seats
1829/ENC	2021	26 seats
1830/ENC	2021	26 seats
1831/ENC	2021	26 seats
1832/ENC	2021	26 seats
1833/ENC	2021	26 seats
1834/ENC	2021	26 seats
1835/ENC	2021	26 seats

1836/ENC	2021	26 seats
1837/ENC	2021	26 seats
1838/ENC	2021	26 seats
1839/ENC	2021	26 seats
1840/ENC	2021	26 seats
1841/ENC	2021	26 seats
1842/ENC	2021	26 seats

VEHICLE HEADWAY

Standard

Vehicle headway is defined as a measurement of the time interval between two vehicles traveling in the same direction on the same route.

Vehicle headways are determined by route (see Table 3). MET service includes 30 and 60 minute headways.

MET does not differentiate between peak and off-peak service.

Policy

MET policy is to provide a level of service that meets the service demand as measured by ridership, vehicle load factors and population density. Vehicle load factors at maximum load points are used to determine the individual routes headway.

Methodology

Vehicle headway is outlined in Table 3. All bus equipment is used to serve minority and low income areas.

Comparison to Service Standard

All bus equipment is used to serve minority areas. Thus, vehicle headways are based on ridership and passenger demand, and not based on race, income, or other Title VI population groups.

Table 3

MET TRANSIT VEHICLE HEADWAYS

Route	**Headway**	**Initial Departure Time**
1	**30 minutes**	**8:35 am (M-F)**
3	**60 minutes**	**6:20 am (M-F) 8:10 am (Sat)**
5	**30 minutes**	**5:50 am (M-F) 8:10 am (Sat)**
7	**60 minutes**	**6:18 am (M-F) 8:10 am (Sat)**
9	**60 minutes**	**6:20 am (M-F) 9:10 am (Sat)**
10	**60 minutes**	**6:20 am (M-F)**

13	**60 minutes**	**6:20 am (M-F) 8:10 am (Sat)**
14	**60 minutes**	**5:50 am (M-F)**
15	**60 minutes**	**6:50 am (M-F)**
16	**60 minutes**	**5:50 am (M-F)**
17	**60 minutes**	**6:45 am (M-F)**
18	**60 minutes**	**6:48 am (M-F) 8:40 am (Sat)**
19	**60 minutes**	**6:18 am (M-F) 8:05 am (Sat)**
24	**60 minutes**	**6:20 am (M-F)**

DISTRIBUTION OF TRANSIT AMENITIES

Standard

Transit amenities refer to items of comfort and convenience available to the general riding public, such as passenger shelters and benches.

Bus Shelters: MET Transit provides bus shelters along bus routes. Several factors help determine whether a bus stop will receive a shelter. These factors include ridership volume, availability of right-of-way, passenger demand, the need for added protection from inclement weather, and concentration of elderly or disabled passengers in the area. Currently there are 24 shelters located along MET routes.

Bus Benches: Several factors help determine the placement of bus benches. These factors include ridership volume, availability of right-of-way, visual impact of the bench for advertising, and concentration of elderly or disabled passengers in the area. Currently there are 266 benches along MET routes.

Policy

It is the policy of MET to distribute its transit amenities in a manner to serve a maximum number of customers.

Methodology

Table 4 is an example of where the bus shelters and bus benches are located on all MET routes.

Comparison to Service Standard

MET has communicated the need for equitable placement of amenities and will continue to monitor these placements.

Table 4

Bus Shelter Locations

Location	Located by
Monad/24th St. W.	Buffalo Wild Wings
Stewart Park Transfer Center	West of Rimrock Mall
Central/Santa Fe	Billings Health & Rehab

Grand/17th St. W.	US Bank/West Park Promenade
15th St. W./Ave B	U-Haul/West Park Promenade
Poly/13th St. W.	First Presbyterian Church
Ave D/8th St W.	Pleasant View Apartments
N. 30th/12th Ave N.	St. Vincent Hospital
N. 27th/near Rimrock Road exit	MSU-Billings (tennis courts)
2417 8th Ave N.	Prairie Towers
2675 Central Ave	Lamplighter Square
7th N./N.19th St.	Big Sky Apartments
N. 23rd St/between 3rd & 4th Ave N.	Sr. Community Center/Parks & Rec
S. 28th/8th Ave S.	Fraser Towers
9th St S./S.30th	Southside Senior Center
2850 King Ave W.	Arby's/Casino
Rosebud/21st W.	Job Service
Grand/8th St. W.	Holiday Station
Wicks Lane/West of Bench Blvd	Walmart
Poly/Ash	MSU-Billings (north side of Poly)
Central Ave./38th St. W.	Billings Career Center
S. 27th/10th	Passages
220 N. 25th St.	Downtown Transfer Center
1705 Monad Rd.	METroplex & MET Transit Administration

Bus Stop Benches

1	1st Av N & 27th	SEC	Sheraton
2	1st Av N & 27th	NWC	Jakes
3	1st Av N & Division	NWC	Central High School
4	1st Av S & 28th	SEC	Meadowgold Dairy
5	1st Av S & 27th	NWC	Parking Lot
6	2nd Av N & 27th	SWC	Rockman Interiors
7	2nd Av N & N32nd	SWC	Parking Lot
8	3rd Av N & 26th	NEC	Parking Lot
9	4th Av N & 28th	SEC	US Bank Parking
10	4th Av N & 13th	SWC	Empty Lot
11	4th Av N & 18th	SWC	Jefferson Bus Lines
12	4th Av N & 27th	SWC	Midas
13	4th Av N &27th	SEC	Master Lube
14	4th Av N & 30th	SWC	Grand Bagel
15	4th Av N & 31st	SWC	Drive-in Bank
16	4th Av N & 32nd	SWC	Parking Lot
17	4th Av N & Exposition	SEC	Metra Park
18	6th Avenue N & 13th St	NEC	Lot
19	8th Ave N & 27th	NWC	Parking Lot

20	6th Av N & 29th	NEC	Streeter Bros.
21	6th Av N & 30th	NEC	Empty Building
22	6th Av N & 31st	NEC	Office Building
23	7th Av N @ Albertsons	SEC	Albertsons
24	8th Av N & 27th	SEC	KFC
25	9th Ave N & 29th	NWC	Psych Center
26	9th Av N & 27th	NWC	Billings Clinic
27	9th Av N & 27th	SEC	Perkins
28	9th Av N & 27th	NEC	Dehler Park
29	9th Av N & 27th	SWC	Hospital Lot
30	10th Ave N & 27th	NWC	Billings Clinic
31	9th Av N & 29th	NWC	Motel
32	10th Av N & 30th	NEC	Billings Clinic
33	11th Av N & 27th	SEC	MRI
34	11th Av N & 27th	NWC	Parking Lot
35	11th Av N & 30th	SEC	Deaconess Research
36	12th Av N & 27th	SWC	Parking Lot
37	12th Av N & 27th	NWC	Parking Lot
38	12th Av N & 27th	SEC	Parking Lot
39	12th Av N & 29th	SEC	Medical Building
40	12th Av N & 30th	SEC	St. Vincent's
41	12th Av N & 30th	NEC	St. Vincent's
42	8th W & Miles	SWC	Residential
43	13th W & Av D	NEC	Dental Office
44	15th W & Wyoming	SEC	BAC
45	15th W & Miles Av.	SEC	Apartments
46	15th W & Miles Av.	NWC	Apartments
47	15th W & Av B	SEC	Pawn Shop
48	30th W & Belvedere Dr.	NWC	Will James
49	Colton & 17th	SEC	Condos
50	Colton & 17th	SWC	Office Building
51	Colton & 24th	SEC	Duplex
52	Elevation & 30th	SEC	Merrilac Hall
53	Arnold Dr. & 24th St. W	SEC	Caldwell Bankers
54	Broadwater & 5th	NEC	Office Bldg.
55	Broadwater & 5th	SWC	Parking Lot
56	Broadwater & 5th	SEC	Dominos
57	Broadwater & 6th	NEC	Residential
58	Broadwater & 6th	SWC	Residential
59	Broadwater & 7th	SWC	Parking Lot
60	Broadwater & 8th	SWC	Lock shop
61	Broadwater & 8th	NEC	Residential
62	Broadwater & 14th	SWC	TLC

63	Broadwater & 14th	NEC	Parking Lot
64	Broadwater & 15th	SWC	Red Rooster Café
65	Broadwater & 15th	NWC	Kwik Way
66	Broadwater & 15th	NEC	Doc & Eddies
67	Broadwater & 15th	SEC	Army Reserve
68	Broadwater & 19th	NEC	Hair Co.
69	Broadwater & 19th	SWC	Laundromat
70	Broadwater & 24th	NEC	Tattoo Shop
71	Broadwater & 24th	NWC	Softies
72	Broadwater & 24th	SWC	Used Car Lot
73	Broadwater & 24th	SEC	One Source Lighting
74	Broadwater & 32nd	SWC	Christian School
75	Broadwater & 29th	SWC	Residential
76	Broadwater & Gay Pl.	SEC	Office Center
77	Broadwater & Parkview	NWC	Lillis Park
78	Broadwater & Vermillion	NEC	Empty Blvd.
79	Broadwater & 35th	SEC	Apartments
80	Central & 6th	SWC	Lot
81	Central & 8th	NEC	Auto Repair
82	Central & 8th	SWC	Kwik Way
83	Central & 12th	NEC	Batteries Plus
84	Central & 12th	SWC	Parking Lot
85	Central & 15th	NWC	Bucks Bar
86	Central & 15th	NEC	Enduro Seat Covers
87	Central & 19th	NEC	Church
88	Central & 19th	SWC	Empty Lot
89	Central & Santa Fe	SEC	Frame Shop
90	Central & Santa Fe	SWC	Little Caesars
91	Central & Santa Fe	NWC	Apartments
92	Central & 24th	SWC	Hardees
93	Central & 24th	NEC	Car Wash
94	Central & 24th	NWC	US Bank
95	Central & 29th	SWC	Brewer Dental
96	Central & 29th	NWC	Condos
97	Central & 32nd	SWC	Altana Federal Credit
98	Central & 32nd	SEC	Century Link
99	Central & 32nd	NEC	Empty Lot
100	Central & 35th	NWC	Lot
101	Mall Dr. & 24th	NWC	Rimrock Mall
102	Mall Dr. & 24th	SEC	Strip Mall
103	Grand & Division	SWC	Office Building
104	Grand & 3rd	NEC	Apartments
105	Grand & 3rd	SWC	Office Building

106	Grand & 5th	SWC	Parking Lot
107	Grand & 8th	SWC	Empty Lot
108	Grand & 8th	NEC	Holiday Station
109	Grand & 13th	NWC	Dotty's Casino
110	Grand & 13th	SWC	Football Field
111	Grand & 13th	NEC	Casino
112	Grand & 14th	SWC	O'Reilly's Auto Parts
113	Grand & 14th	NEC	Aaron's
114	Grand & 15th	SWC	Casino
115	Grand & 15th	SEC	Blood Bank
116	Grand & 15th	NEC	Grand Fireplace
117	Grand & 16th	SWC	Pizza Hut Parking Lot
118	Grand & 17th	SWC	Mattress King
119	Grand & 18th	NEC	Kids Store
120	Grand & 19th	NEC	Gunsmith
121	Grand & 19th	SWC	Pittsburg Paint
122	Grand & 24th	NWC	Western Security Bank
123	Grand & 24th	SEC	Optical
124	Grand & 30th	SEC	Stone Mtn Pottery
125	Grand & 32nd	SEC	Field
126	Lewis & 15th	NWC	Residential
127	Lewis & 15th	SEC	Park
128	Lewis & 15th	NEC	Mobile Home Park
129	Lewis & 16th	NEC	Residential
130	Lewis & 19th	NEC	Residential
131	Lewis & 24th	SEC	Kwik Way
132	Lewis & 24th	NEC	Empty Lot
133	Lewis & 24th	SWC	Residential
134	Lewis & 24th	NWC	Church
135	Montana & N27th	SEC	St. Vincent DePaul
136	Monad & 19th	NEC	Par 3 Golf Course
137	Monad & 19th	SWC	Northwestern Energy
138	Monad & 24th	NWC	Auto Dealer
139	Monad & 24th	NEC	Kwik Way
140	Monad & 24th	SWC	Car Lot
141	Monad & 26th	NEC	Car Lot
142	Parkhill & Virginia Ln.	SWC	Residential
143	Parkhill & 13th	SWC	Residential
144	Parkhill & 17th	SEC	Residential
145	Parkhill & 17th	NEC	Empty Lot
146	Poly & Ash St.	NWC	MSU-B
147	Poly @ Rocky Ent.	NEC	RMC
148	Poly & 17th	SEC	17th St. Station

149	Poly & 15th	SWC	Restaurant
150	Poly & 13th	NEC	Residential
151	Poly & N27	SEC	Restaurant
152	Poly & N27	NWC	MSU-B
153	Poly & Rehberg	SEC	Church
154	Poly & Rehberg	SWC	Residential
155	Poly & Rehberg	NWC	Residential
156	Poly & Zimmerman Tr.	SWC	Lot
157	Rehberg & Colton	NWC	Empty Lot
158	Rehberg & Av B	SEC	Car Wash
159	Rehberg & Av C	NWC	Residential
160	Pueblo & 24th	SEC	Interstate Batteries/Salon
161	Rimrock & 13th	SWC	School
162	Rimrock & 13th	NEC	Residential
163	Rimrock & 17th	NEC	Residential
164	Rimrock & 17th	SEC	Dental Office
165	Rimrock & Rehberg	SEC	Residential
166	Rimrock & Rehberg	NEC	Residential
167	Rimrock & 38th	SWC	St. John's
168	Rimrock & Zimmerman Tr.	NEC	Residential
169	Rimrock & Yucca	SWC	MSU-B Parking
170	Rimrock & Virginia Ln.	NEC	Residential
171	Rosebud & 24th	NEC	Pier One
172	Lampman & 24th	NWC	Barnes & Noble
173	St. Johns & 24th	NWC	Shopping Center
174	St. Johns & 24th	SEC	Mt. Olive Church
175	Stillwater & 24th	SWC	Empty Lot
176	24th St. W @ Old Chicago	NWC	Empty Lot
177	24th St. W & Alderson	SEC	Bargain Store
178	24th St. W & Rosebud	NEC	Parking Lot
179	24th St. W & Av. C	SEC	Parking Lot
180	Main & Airport Rd.	SEC	Parking Lot
181	Main & Airport Rd.	NWC	Parking Lot
182	Main & Lake Elmo Dr.	SEC	Fast Break Auto Glass
183	Main & Hansen	NWC	First Interstate Bank
184	Main & Hilltop	SWC	Bank
185	Main & Hilltop	NWC	Bank
186	Main & Hilltop	SEC	Rich's Flooring
187	Main & Crow	NWC	Casino
188	Main & Lake Elmo	NWC	Casino
189	Main @ Don's Car Wash	SEC	Don's Car Wash
190	Main & Logan	SEC	Kwik Way
191	Main & Logan	NWC	Parking Lot

192	Main & Radford	SEC	Empty Lot
193	Main & Milton	SEC	Strip Mall
194	Main & Milton	NWC	Chase Bank
195	Main & Wicks	SWC	Western Security Bank
196	Main & Wicks	SEC	C-Store
197	Main & Judith	SEC	Four Seasons
198	Main & Liberty	NWC	TSC Store
199	Main & Pemberton	NEC	Car Wash
200	Main @ Target	NEC	Target Ent.
201	Hilltop & Yellowstone Rv.Rd.	SWC	Residential
202	Wicks @ Clinic	SWC	St. Vincent Clinic
203	Wicks & Babcock	SWC	Planned Parenthood
204	Wicks @ Wal-Mart	SWC	Lot
205	Wicks & Bench	NEC	Church
206	Wicks & Hawthorne	SEC	Empty Lot
207	Wicks & Lake Elmo	SWC	Office Building
208	Wicks & Lake Elmo	NEC	Church Parking
209	Wicks & Lake Elmo	NWC	Salon
210	Alkali Creek & Senators	NEC	Residential
211	Senators & Gold Dust	SWC	Empty Lot
212	Lake Elmo & Reda	NWC	Residential
213	S 26th W & Phyllis Ln	NWC	Apartments
214	King Av W & 24th	NWC	City Brew
215	King Av W & 29th	SWC	Cattle Company
216	King Av W & 28th	NEC	Verizon
217	King Av W @ Rocky Mtn. B	NEC	Bank
218	King Av W @ Stockman Bk.	SWC	Bank
219	King Av W & 20th	NEC	Holiday C-Store
220	King Av W & Kingpark Dr.	NEC	Blvd.
221	King Av W & 30th	NEC	Used Car Lot
222	King Av E & Newman	NEC	Lot
223	King Av E & Hallowell	NEC	Lot
224	King Av E & Calhoun	NEC	Lot
225	Kingpark Dr. & Rosebud	SEC	Strip Mall
226	Monad & 19th St. W	NEC	Par 3 Golf Course
227	Monad & 32nd	SWC	Blvd.
228	State & Orchard	SWC	3G's
229	S. Blgs Blvd & Wonderpark	SWC	Industrial
230	Laurel Rd & Marshall Dr.	SWC	Parking Lot
231	Laurel Rd & Moore Ln	SWC	Blvd.
232	N24th @ 1st Av & 2nd	MDL	Sage Tower
233	1st Ave N & 13th	NEC	Lot
234	1st Ave S & S 27th	SEC	Riverstone Health

235	2nd Ave N & 30th	SWC	Parking Lot
236	3rd Ave N & 30th	NEC	Parking Lot
237	Colton & 17th	SWC	Office Building
238	Grand & Rehberg	SWC	Hair Salon
239	Grand & Rehberg	NEC	C Store
240	Lewis & 8th	NEC	Boulevard
241	Lewis & 13th	SWC	Residential
242	Lewis & 14th	NEC	Lewis & Clark
243	Montana & N 27th	NWC	Office Building
244	Poly & North 29th	SEC	Hospital Lot
245	Rimrock & Beartooth	NEC	Boulevard
246	Rimrock & 38th	NEC	Walking Path
247	Main & Papa Murphy's	NEC	Papa Murphy's Pizza
248	Broadwater & 32nd	NWC	Golf Course
249	Broadwater & 29th	SEC	Church
250	Central & Moore Ln	NEC	Rental Shop
251	Bench & Lynch	SWC	Behind Walmart
252	King Ave W & 24th	NWC	City Brew
253	King Ave W @ Lithia	NEC	Auto Dealer
254	King Ave W & Shiloh	SEC	First Interstate Bank
255	King Ave W @ Kohl's	SEC	Walking Path
256	King Ave W & 32nd	SWC	Walking Path
257	King Ave E & Calhoun	SWC	Cabela's
258	Monad & 32nd	SWC	Boulevard
259	Monad & 38th	SEC	Boulevard
260	Gabel Rd & Zoo Dr	NWC	Field
261	Gabel Rd & 32nd	NWC	Lot
262	Laurel Rd & Marshall Dr	SWC	Parking Lot
263	Laurel Rd & Moore Ln	SWC	Boulevard
264	State & Hallowell	SEC	Dollar Store
265	Shiloh @ Scheel's Exit	SEC	Lot
266	Shiloh & Pierce Parkway	NEC	Lot

ON-TIME PERFORMANCE

Standard

MET operates on a pulse system. This means that one set of buses arrives and departs the Transfer Centers at the same time and then a second set of buses arrives and departs the Transfer Centers. A vehicle is considered on time if it departs the Transfer Center no more than five minutes late. It is also unacceptable for vehicles to depart the Transfer Center ahead of schedule.

While there are posted time points along each route, on-time performance is primarily measured at the Transfer Centers. Due to the fact that the majority of transfers are conducted at the transfer centers, it is imperative for the efficient operation of the system that vehicles are "on-time" at the Transfer Centers to accommodate those transfers.

Policy
MET's on-time performance objective is 90% or greater.

Methodology
MET currently tracks this data through the security camera's on all buses, along with the Automatic Vehicle Locator (AVL) system on all buses. This equipment provides a record of the length of time for each trip.

Comparison to Service Standard
Currently all buses on each route maintains its on-time performance. Adjustments are made whenever it is deemed necessary.

TRANSIT ACCESS

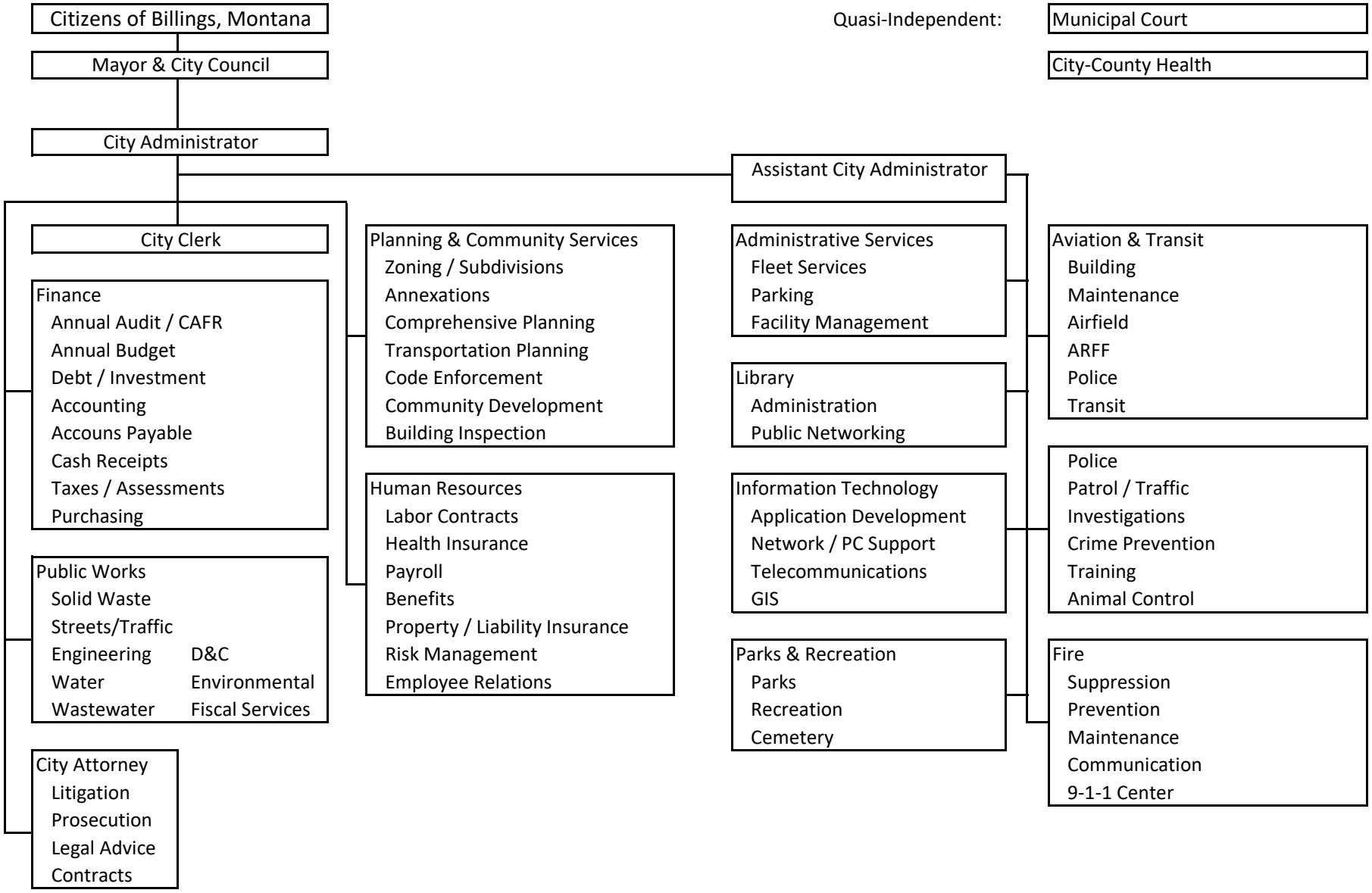
Standard
MET routes were designed to distribute and provide service equitably throughout the City. MET routes are situated so that the majority of residents are within a ¼ mile walk of bus service. Additionally, the highest concentration of low income population exists in the southern portion of the city and three of MET's routes serve that area.

Policy
When providing transit service to an area, it is the policy of MET to provide service that is most helpful to the largest populations of Billings' low income and minority districts.

Methodology
Demographic profile maps indicate that the MET routes service these targeted populations.

Comparison to Service Standard
Billings has a 90% White population, a 5% Hispanic population and 5% other population (Black, American Indian, Asian, Native Hawaiian, etc.). All MET buses are equipped with wheelchair lifts and all of the routes are distributed equitably throughout the City providing equal access to all riders.

City of Billings, Montana
Organizational Chart



MET Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of, or be subject to discrimination in the receipt of its services or programs on the basis of race, color or national origin or any other characteristics protected by law, including Title VI of the Civil Rights Act of 1964, as amended. Further, under the Americans with Disabilities Act (ADA) of 1990, no entity shall discriminate against an individual with a physical or mental disability in connection with the provision of transportation service.

To obtain more information on MET Transit's nondiscrimination obligations or to file a Title VI complaint, contact Rusty Logan, Transit Manager at 657-8218 or fax 657-8419. You may file a written complaint no later than 180 days after the date of the alleged discriminate at:

Rusty Logan, Transit Manager
City of Billings MET Transit
1705 Monad Rd
Billings, MT 59101

MET Transit es cometido al contrato de un seguro que ninguna persona es excluida de la participación en, o negada los beneficios de, o ser sujeta a la discriminación en el recibo de sus servicios o programas sobre la base de raza, color o origen en nacional o cualquier otra característica protegida según la ley, incluso el Título VI del Acto de Derechos Civil de 1964, como enmendado. Adelante, bajo el Acto de Americanos con Discapacidades (ADA) de 1990, ninguna entidad discriminará a un individuo con una discapacidad física o mental en relación a la provisión del servicio de transporte.

Para obtener más información en las obligaciones de no discriminación del MET Transit o archivar una queja de Título VI, póngase en contacto con Rusty Logan, Gerente de Tránsito en 657-8218 o el fax 657-8419. Usted puede presentar una demanda escrita no más tarde que 180 días después de que la fecha del presunto discrimina en:

Rusty Logan, Transit Manager
City of Billings MET Transit
1705 Monad Rd
Billings, MT 59101

City Council Regular

Date:	04/25/2022
Title:	Annual Resolution Authorizing the Filing and Acceptance of Transit Grant Funds
Presented by:	Rusty Logan
Department:	Transit
Presentation:	No
Legal Review	Not Applicable

RECOMMENDATION

Staff recommends that the City Council approve the Resolution authorizing the MET Transit Division to apply for Federal and State transit related grants and allow the Mayor to execute annual required certifications and assurances, as well as any subsequently awarded grant agreements.

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

Each year, the MET Transit Division applies for various grants with the Federal Transit Administration (FTA) and/or the Transit Division of the State of Montana Department of Transportation (MDT). These grants may be available for planning, capital, training, innovation, or operating assistance. Under the current Bipartisan Infrastructure Bill, funding is provided either directly to the City as a recipient or as a pass-through funding mechanism managed by the State; these funds are typically received under Sections 49 USC 5303, 5307, 5310, 5311, and 5339, but may include other sections as funds become available. MET Transit receives annual formula grant funds for planning (5303), operating (5307), and capital (5310,5339), which are apportioned via national funding based upon area population and performance factors of the system. Should competitive grant funds come available, MET Transit staff will also determine if application for available funds would be appropriate to support current and future needs. In general, grant funding for operating assistance requires a 50% local, 50% Federal match rate, while most capital projects and planning are funded at a 20% local, 80% Federal match rate.

In order to apply for and accept grants with both FTA and MDT, it is necessary to include with the grant application a City Council approved Resolution formally authorizing the City of Billings' MET Transit Division to submit the on-line applications, the annual Certifications and Assurances, and any other documentation required to secure the funding; this Resolution must also authorize the Mayor to execute any subsequent grant offers or agreements.

ALTERNATIVES

City Council may:

- Approve the Resolution for the MET Transit Division to apply for and execute grant agreements as well as annual Certifications and Assurances to support both operating, capital, and planning programs; or
- Not Approve the Resolution and direct staff on how to proceed, without potentially compromising the receipt of Federal funding to support both ongoing transit operations and capital programs.

FISCAL EFFECTS

Typically, MET Transit is eligible to apply for and expend the following estimated formula amounts:

- $200,000 of 5303 planning funds, requiring $50,000 of local matching funds; Federal dollars are managed by the MDT.
- $1,900,000 of 5307 operating funds, requiring $1,900,000 of local matching funds; Federal dollars are managed by the FTA.
- $64,000 of 5310 capital funds for replacement of paratransit vehicles, requiring $16,000 of local matching funds; Federal dollars are managed by the MDT.
- $480,000 of 5339A capital funds for replacement of buses and facility projects, requiring $120,000 of local matching funds; Federal dollars are managed by the FTA.

MET may also apply for competitive capital funds of varying amounts funded at the same capital ratio of 80% Federal, 20% local.

Without these grant funds, the City of Billings' ability to operate a transit system would be significantly reduced.

Attachments

Certs and Assurances
Resolution

Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision. Refer to FTA's accompanying Instructions document for more information.

Text in italics is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

(a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

(b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

(c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

(d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

(e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

(f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:

(1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;

(2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;

(3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.

(4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;

(5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;

(6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;

(7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;

(8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;

(9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;

(10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,

(11) the requirements of any other nondiscrimination statute(s) which may apply to the application.

(g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("Uniform Act") (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

(h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

(i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.

(j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

(k) Will comply with environmental standards which may be prescribed pursuant to the following:

(1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;

(2) Notification of violating facilities pursuant to EO 11738;

(3) Protection of wetlands pursuant to EO 11990;

(4) Evaluation of flood hazards in floodplains in accordance with EO 11988;

(5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);

(6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);

(7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and

(8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).

(l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

(m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).

(n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

(o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

animals held for research, teaching, or other activities supported by this award of assistance.

(p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

(q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 CFR Part 1201.

(r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.

(s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:

(1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;

(2) Procuring a commercial sex act during the period of time that the award is in effect; or

(3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

(a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.

(b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.

(c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 CFR § 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

(a) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.326 "Procurement Standards;
(b) Federal laws, regulations, and requirements applicable to FTA procurements; and
(c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant's exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant's principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

(a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
(b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

(c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
(d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.

The applicant certifies:

(a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
(a) The applicant certifies that the applicant has not furloughed any employees.

1.6. American Rescue Plan Act Funding.

The applicant certifies:

(a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
(b) The applicant certifies that the applicant has not furloughed any employees.

CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS

This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA's state safety oversight programs, and each State that is required to draft and certify a public transportation agency safety plan on behalf of a small public transportation provider pursuant to 49 CFR § 673.11(d). This certification is required by 49 U.S.C. § 5329(d)(1) and 49 CFR § 673.13.

This certification does not apply to any applicant that receives financial assistance from FTA exclusively under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs.

If the applicant is an operator, the applicant certifies that it has established a public transportation agency safety plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673.

If the applicant is a State, the applicant certifies that:

(a) It has drafted a public transportation agency safety plan for each small public transportation provider within the State, unless the small public transportation provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own public transportation agency safety plan; and

(b) Each small public transportation provider within the State has a public transportation agency safety plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5) and Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5).

CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.

If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2021, Pub. L. 116-260, div. E, title VII, §§ 744–745. U.S. DOT Order 4200.6 defines a "corporation" as "any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association", and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

(a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and

(b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 4. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding $100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding $150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.

4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

4.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

CATEGORY 5. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

5.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

5.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.

(a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
   (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
   (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).

(b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:

(1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
(2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
(3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
(4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it is in compliance with 49 CFR Part 625.

CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

7.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

7.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will

receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act ("TIFIA") (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

(a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;

(b) Has or will have satisfactory continuing control over the use of equipment and facilities;

(c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;

(d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—

  (1) Senior;

  (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and

  (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);

(e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);

(f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);

(g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);

(h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);

(i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;

(j) Either—

(1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or

(2) Has decided that the expenditure for security projects is not necessary;

(k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and

(l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

(a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—

(1) Provides a fair distribution of amounts in the State, including Indian reservations; and

(2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and

(b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.

(c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—

(1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and

(2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

(a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,

(b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.

(c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and

(d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula

Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.

Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.

If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

(a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
(b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
(c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
(d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 13. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.

CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

(a) Compliant with the requirements of 49 CFR Part 672, "Public Transportation Safety Certification Training Program"; and
(b) Compliant with the requirements of 49 CFR Part 674, "Sate Safety Oversight".

CATEGORY 17. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

(a) Response time;

(b) Fares;
(c) Geographic area of service;
(d) Hours and days of service;
(e) Restrictions or priorities based on trip purpose;
(f) Availability of information and reservation capability; and
(g) Any constraints on capacity or service availability.

CATEGORY 18. INTEREST AND FINANCING COSTS.

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), "flex funds" from infrastructure programs administered by the Federal Highways Administration (*see *49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

(a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
(b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.

If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v), a new subsection added by the National Defense Authorization Act for Fiscal Year 2020, Pub. L. 116-92, § 7613 (Dec. 20, 2019). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit https://www.nist.gov/cyberframework *and* https://www.cisa.gov/.

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).

Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

(a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.

(b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.

(c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, "Transit Asset Management," 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.

(d) With respect to its procurement system:
   (1) It will have a procurement system that complies with U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR Part 200, for Awards made on or after December 26, 2014,
   (2) It will have a procurement system that complies with U.S. DOT regulations, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
   (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.

(e) It will comply with the Certifications, Assurances, and Agreements in:
   (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
   (2) Category 06 (Transit Asset Management Plan),

(3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
(4) Category 09 (Formula Grants for Rural Areas),
(5) Category 15 (Alcohol and Controlled Substances Testing), and
(6) Category 17 (Demand Responsive Service).

CATEGORY 21. EMERGENCY RELIEF PROGRAM.

An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

FEDERAL FISCAL YEAR 2022 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant:_____

The Applicant certifies to the applicable provisions of all categories: (*check here*) _____.

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category		**Certification**
01	Certifications and Assurances Required of Every Applicant	_____
02	Public Transportation Agency Safety Plans	_____
03	Tax Liability and Felony Convictions	_____
04	Lobbying	_____
05	Private Sector Protections	_____
06	Transit Asset Management Plan	_____
07	Rolling Stock Buy America Reviews and Bus Testing	_____
08	Urbanized Area Formula Grants Program	_____
09	Formula Grants for Rural Areas	_____
10	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12	Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
13	State of Good Repair Grants	_____
14	Infrastructure Finance Programs	_____
15	Alcohol and Controlled Substances Testing	_____
16	Rail Safety Training and Oversight	_____
17	Demand Responsive Service	_____
18	Interest and Financing Costs	_____
19	Cybersecurity Certification for Rail Rolling Stock and Operations	_____
20	Tribal Transit Programs	_____
21	Emergency Relief Program	_____

CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq*., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature_____ Date: _____

Name_____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature_____ Date: _____

Name_____ Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

RESOLUTION 22-_____

A RESOLUTION AUTHORIZING THE FILING OF ALL APPLICATIONS FOR AND ACCEPTANCE OF AWARD OF FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING AGENCY OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSPORTATION PLANNING, CAPITAL, TRAINING, INNOVATION AND/OR OPERATING ASSISTANCE

WHERAS, the City of Billings has the power to enter into agreements with the Federal Transit Administration; and

WHEREAS, the Federal Transportation Administration have been delegated authority to award Federal financial assistance for transportation and transit projects; and

WHEREAS, all contracts for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

WHEREAS, the applicant has or will provide all annual Certifications and Assurances to the Federal Transit Administration, as well as other documents required for the project.

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

1. That the City of Billings MET Transit Division is authorized to execute and file all applications on behalf of the City of Billings with the U.S. Department of Transportation, Federal Transit Administration, to aid in the financing of all planning, capital, training, innovation, and/or operating assistance projects authorized by 49 U.S.C. Chapter 53, Title 23 or other Federal or State statutes authorizing a project administered by the Federal Transit Administration and/or the Montana Department of Transportation.

2. That the City of Billings MET Transit Division is authorized to execute and file with such applications the annual Certifications and Assurances, and any other documents required by the U.S. Department of Transportation, Federal Transit Administration, fulfilling the purpose of the proposed projects, including local share.

3. That the City of Billings Mayor is authorized to execute grant and cooperative agreements with the U.S. Department of Transportation, Federal Transit Administration, on the behalf of the City of Billings.

4. That the MET Transit Division is designated to furnish such additional information as may be required in connection with all applications and grant awards.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on the _____ day of _____, 2022.

CITY OF BILLINGS

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk

City Council Regular

Date:	04/25/2022
Title:	Approval of Resolution for Distribution of Bridge and Road Safety and Accountability Program Funds
Presented by:	Jennifer Duray
Department:	Public Works
Presentation:	No
Legal Review	Yes

RECOMMENDATION

Staff recommends that City Council approve the resolution for the 2022 distribution of Bridge and Road Safety and Accountability program funds in the amount of $2,218,184.59.

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

In 2017, the Montana State Legislature passed House Bill 473 to increase the fuel tax and fund highway and local road projects with the new revenue. The Montana Department of Transportation must allocate Bridge and Road Safety and Accountability (BaRSAA) funds to each city, town, county, and consolidated city-county government in Montana by March 1 of each year. The City of Billings allocation for 2022 is $2,218,184.59. A match of $1 of local government funds for each $20 of BaRSAA funds requested is required and requests for distribution of the allocation must be made to the Montana Department of Transportation between March 1 and November 1 of the year the funds were allocated. The 2022 distribution will be used to offset a portion of the costs of the Highwood Lane Improvement project and the 2002 street overlay and chip seal projects. Arterial Construction Fees of $32,159.23, street maintenance district assessments of $55,000, and sidewalk assessments of $23,750 will be used as the local match.

ALTERNATIVES

City Council may:

- Approve the resolution requesting distribution of Bridge and Road Safety and Accountability program funds in the amount of $2,218,184.59; or,
- Not approve the resolution requesting distribution of Bridge and Road Safety and Accountability program funds. The City would not receive the additional funding and would need to defer capital projects.

FISCAL EFFECTS

The 2022 BaRSAA distribution in the amount of $2,218,184.59 requires a local match of $110,909.23. The City would not benefit from the additional $2,218,184.59 of allocated gas tax revenue if the distribution is not requested before November 1, 2022.

Attachments

Resolution
Appendix A

RESOLUTION 22-_____

A RESOLUTION REQUESTING DISTRIBUTION OF BRIDGE AND ROAD SAFETY AND ACCOUNTABILITY PROGRAM FUNDS

WHEREAS, the Bridge and Road Safety and Accountability Account requires the Montana Department of Transportation to allocate accrued funds to cities, towns, counties, and consolidated city-county governments for construction, reconstruction, maintenance, and repair of rural roads, city or town streets and alleys, bridges, or roads and streets that the city, town, county, or consolidated city-county government has the responsibility to maintain; and,

WHEREAS, a city, town, county, or consolidated city-county government that requests funds under the Bridge and Road Safety and Accountability Account must match each $20 requested with $1 of local government matching funds; and,

WHEREAS, a city, town, county, or consolidated city-county government requesting distribution of allocated funds may make such a request to the Department of Transportation between March 1 and November 1 of the year the funds were allocated; and,

WHEREAS, the project(s) to be funded are detailed in Appendix A; and,

WHEREAS, the local match for the allocated funds has been budgeted from Street Maintenance District Assessments, Arterial Construction Fees, and Sidewalk Assessments.

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

1. The City of Billings, Montana requests distribution of its share of the allocated Bridge and Road Safety and Accountability funds to be used for the projects identified in Appendix A.

2. The City Council hereby empowers and authorizes Public Works staff to execute such further documents as may be necessary to facilitate the distribution of said funds.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on the _____ day of _____, 2022.

CITY OF BILLINGS

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk

Appendix A

Description of Project to be Funded With Bridge and Road Safety and Accountability (BARSAA) Program

Description of Projects

2022 City Overlay – This project will provide an overlay on approximately 1.5 miles of Poly Drive (17th Street West to 13th Street West) and 4th Avenue North (North 27th Street to North 13th Street).

2022 City Chipseal – This project will provide chip sealing on approximately 21 miles of city streets throughout Billings.

Highwood Lane Improvements – This project includes roadway reconstruction of Highwood Drive, Highwood Circle, with new asphalt pavement and concrete curb and gutter.

Estimated Project Budgets and BARSAA Allocation

	BARSAA Program Funds	Match (Arterial Construction Fees)	Match (Street Maintenance District Assessments)	Match (Sidewalk Assessments)	Other Local Funds	Total Project Cost
2022 City Overlay	$ 643,184.59	$ 32,159.23	$ -		$ 343,515.08	$1,018,858.90
2022 City Chipseal	$1,100,000.00	$ -	$ 55,000.00		$ 200,014.24	$1,355,014.24
Highwood Lane	$ 475,000.00		$ -	$23,750.00	$ 617,910.00	$1,116,660.00
Total	**$2,218,184.59**	**$ 32,159.23**	**$ 55,000.00**	**$23,750.00**	**$1,161,439.32**	**$3,490,533.14**

City Council Regular

Date:	04/25/2022
Title:	Resolution Authorizing the Issuance and Calling for a Negotiated Sale for Pooled Sidewalk Bonds
Presented by:	Teri Walker
Department:	Finance
Presentation:	No
Legal Review	Not Applicable

RECOMMENDATION

Staff recommends City Council approve the resolution authorizing the issuance and negotiated sale for WO 20-02, WO 20-15, WO 20-28, WO 21-12, and WO 21-25.

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

The City will be selling bonds to finance five sidewalk construction projects. WO 20-02 is for missing/miscellaneous sidewalk projects in various locations throughout the City. WO 20-15 Wicks Lane Improvements consists of approximately 2,400 linear feet of street improvements, including installation of new curb and gutter, sidewalk, drive approaches and pedestrian ramps; pavement widening, asphalt mill and overlay, and related storm drain improvements on Wicks Lane between Bench Boulevard and Hawthorne Lane. Additional improvements include on street bike lanes, and Kiwanis Trail crossing improvements to interface with the recently installed flashing beacons. New roadway signage, and pavement markings are also included with the project. 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. WO 21-12 shall construct and install curbs, gutters, drive approaches, and appurtenant improvements, storm sewer improvements, and asphalt pavement on Harrow Drive, north of Rimrock Road. WO 21-25 will install sidewalks, and drive approaches on Boulder Avenue.

Approval of this resolution will authorize staff to issue up to $1,496,983 in bonds for the five projects.

ALTERNATIVES

There are no viable alternatives because construction on the projects are completed or near completion.

FISCAL EFFECTS

The bond amount is based on engineer's estimates. Adjustments will be made once the construction projects are closed out, but the total bond amount will not exceed $1,496,983. The actual interest rate will be known at the time of signing the bond purchase agreement but will not exceed 6%. The properties in the Districts will be assessed for the principal and interest cost of the bonds over a 12 year period.

Attachments

Bond Resolution

DRAFT 04/14/2022

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 22-_____, entitled: "RESOLUTION RELATING TO UP TO $1,689,430 POOLED SPECIAL SIDEWALK, CURB, GUTTER AND ALLEY APPROACH BONDS, SERIES 2022; 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 April 25, 2022, 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 25th day of April, 2022.

By: _____
Denise R. Bohlman, City Clerk

RESOLUTION 22-_____

RESOLUTION RELATING TO UP TO $1,689,430 POOLED SPECIAL SIDEWALK, CURB, GUTTER AND ALLEY APPROACH BONDS, SERIES 2022; 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 ordered in under Montana Code Annotated, Title 7, Chapter 14, Part 41, as amended and Title 7, Chapter 12, Parts 41 and 42, as amended (collectively, the "Act"), the installation, construction, reconstruction, or replacements of certain curbs, gutters, sidewalks, drive approaches, driveways, alley approaches and appurtenant improvements in certain locations in the City, which are designated as W.O. 20-02, Missing Sidewalk/Miscellaneous Project (the "Missing Sidewalk Improvements"), W.O. 20-15, Wicks Lane Improvements (the "Wicks Lane Improvements"), W.O. 20-28, Songbird Drive Construction (the "Songbird Drive Improvements"), W.O. 21-12, Harrow Drive Reconstruction (the "Harrow Drive Improvements"), and W.O. 21-25, Boulder Avenue Sidewalk (the "Boulder Avenue Improvements"). The Missing Sidewalk Improvements, Wicks Lane Improvements, Songbird Drive Improvements, Harrow Drive Improvements, and Boulder Avenue Improvements are referred to collectively herein as the "Improvements." The City has determined to assess the costs of the Improvements against property adjacent to the Improvements. Costs of the Improvements include costs of the design, engineering, construction and installation of the Improvements, costs of funding a deposit to the City's Special Improvement District Revolving Fund (the "Revolving Fund"), costs associated with the sale of the Bonds (as hereinafter defined) and all other incidental costs.

1.02. Proposed Bond Issue. The City proposes to issue special sidewalk, curb, gutter and alley approach bonds of the City in the maximum estimated principal amount of $1,689,430 to pay the costs of the Improvements (the "Bonds"). The Bonds are to be payable from special assessments to be levied against property adjacent to the Improvements, which property will be specially benefited by the Improvements. Assessments will be levied against the property adjacent to the Improvements in an amount not less than the principal amount of the Bonds to be issued.

The costs of the Improvements are currently estimated, as follows:

	Missing Sidewalk Improvements	Wicks Lane Improvements	Songbird Drive Improvements	Harrow Drive Improvements	Boulder Avenue Improvements
Construction	$160,050.13	$358,315.82	$1,267,044.60	$494,608.56	$67,796.00
Contingency	0.00	35,831.58	126,704.46	74,191.28	0.00
City Engineering (Project Management)	16,424.91	79,782.40	152,045.35	59,353.03	10,004.00
Total	$176,475.04	$473,929.80	$1,545,794.41	$628,152.87	$77,800.00
City Contribution	(0.00)	(0.00)	(1,159,544.40)	(390,702.87)	0.00
Subtotal	$176,475.04	$473,929.80	$386,250.01	$237,450.00	$77,800.00
City Financing Expense	1,200.00	1,000.00	1,000.00	1,000.00	800.00
Revolving Fund Deposit	9,877.67	26,071.50	21,250.00	13,250.00	4,400.00
Bond Discount	0.00	10,428.60	8,500.00	5,300.00	0.00
Costs of Issuance	10,000.00	10,000.00	8,000.00	8,000.00	5,000.00
Total	$197,552.71	$521,429.90	$425,000.00	$265,000.00	$88,000.00

1.03. Pooling. The City is authorized pursuant to Montana Code Annotated, Sections 7-14-4109(5)(a) and 7-12-4193, to issue and sell sidewalk, curb, gutter and alley approach bonds relating to more than one project in a single offering on a pooled basis upon a determination that such pooling is in the best interests of the properties specially benefiting from the Improvements and the City 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 7-7-4204 and 17-5-107, Montana Code Annotated, this Council hereby determines that it is in the best interests of the properties specially benefiting from the Improvements and the City to sell the Bonds in a single pooled offering for the Improvements, at a private negotiated sale. The City Finance Director is authorized to select one or more purchasers (the "Purchaser") for the Bonds and to negotiate the sale thereof, subject to Section 2.02 hereof.

Improvement	Principal Amount
Missing Sidewalk Improvements	$197,552.71
Wicks Lane Improvements	521,429.90
Songbird Drive Improvements	425,000.00
Harrow Drive Improvements	265,000.00
Boulder Avenue Improvements	88,000.00
	$1,496,982.61

2.02. Pricing and Terms. The Bonds shall be sold to the Purchaser on the terms and at a purchase price subject to the following limitations and conditions: (1) the aggregate principal

amount of the Bonds shall not exceed $1,689,430; (2) the net interest cost on the Bonds shall not exceed 6.00%; (3) the purchase price of the Bonds shall not be less than 100% of the principal amount thereof; (4) the term of the Bonds shall not exceed 12 years; (5) the Bonds shall be payable from special assessments to be levied against property adjacent to the Improvements; 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, the fees of the Paying Agent and Registrar and the Bonds, if any) 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 principal amount of the Bonds, dated date, the debt service schedule, interest rates and redemption provisions of the Bonds, subject to the limitations contained in Section 2.02 hereof 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 a bond purchase agreement (the "Bond Purchase Agreement"), containing the agreement of the City to sell, and the agreement of the Purchaser to purchase, the Bonds on the terms so approved, and containing such other provisions as such officers shall deem necessary and appropriate. In the event of the absence or disability of the City Administrator and City Finance Director, the Mayor or Deputy City Administrator shall make such approvals and execute and deliver the Bond Purchase Agreement. The execution and delivery by appropriate officers of the City of the Bond Purchase Agreement shall be conclusive as to the approval of such officers of the terms of the Bonds and the agreement of the City to sell the 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 a subsequent resolution to be adopted by this Council.

Section 3. Pledge of Revolving Fund. In the resolutions ordering in the Missing Sidewalk Improvements, Wicks Lane Improvements, Songbird Drive Improvements, Harrow Drive Improvements, and Boulder Avenue Improvements adopted by the City Council on March 23, 2020, March 8, 2021, June 14, 2021, June 14, 2021, and September 13, 2021, respectively, this Council found it to be in the public interest, and in the best interest of the properties specially benefitting from the Improvements and the City, 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 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 25th day of April, 2022.

CITY OF BILLINGS

By: _____
William A. Cole, Mayor

ATTEST:

By: _____
Denise R. Bohlman, City Clerk

City Council Regular

Date:	04/25/2022
Title:	Second/Final Reading Ordinance Amending BMCC 2-581 and 2-582 and repealing 2-585, 2-586 and 2-587 consolidating two public works boards into one.
Presented by:	Debi Meling
Department:	Public Works
Presentation:	No
Legal Review	Yes

RECOMMENDATION

Staff recommends City Council approve this ordinance on second reading, amending the Public Works Board and Traffic Control Board.

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

The Billings, Montana City Code (BMCC) currently includes two boards that fall under Public Works' responsibility to administer. Sections 2-580, 2-581 and 2-582, BMCC, define the Public Works Board and Sections 2-585, 2-586 and 2-587, BMCC, define the Traffic Control Board. These boards have both expressed desire to participate in a wider array of issues and have agreed that combining the two boards would be advantageous. Each board is currently comprised of 5 members and there has been difficulty finding people to fill the board positions over the years. Staff is recommending that the board serve all functions of Public Works, including traffic control, and that the board be increased to 7 members.

City Council held a first reading of the ordinance amendments on April 11, 2022.

At the first reading the City Council approved the ordinance changes with the following modifications:
Amendment 1: Delete 2-580 in ordinance title.

ALTERNATIVES

City Council may:

- Approve the amendments to Sections 2-581, 2-582, and repealing Sections 2-585, 2-586, and 2-587, BMCC, as recommended by staff; or,
- Not approve the recommended amendments.

FISCAL EFFECTS

There is no significant fiscal impact to adopting the recommended amendments to Sections 2-581, 2-582, and repealing Sections 2-585, 2-586, and 2-587, BMCC.

Attachments

Ordinance
Divisions 11 and 12 with modifications

ORDINANCE 22-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING THAT THE BILLINGS, MONTANA CITY CODE (BMCC) BE AMENDED BY REVISING SECTIONS ~~2-580,~~ 2-581, AND 2-582 AND REPEALING SECTIONS 2-585, 2-586, AND 2-587, COMBINING THE PUBLIC WORKS AND TRAFFIC CONTROL BOARDS

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

Section 1. That Division 11 of the Billings Montana City Code (BMCC) is amended so that such division shall read as follows:

DIVISION 11. PUBLIC WORKS BOARD

Sec. 2-580. Created.

There is hereby created a public works board.

Sec. 2-581. Composition, appointment.

The public works board shall be composed of ~~five (5)~~ seven (7) members.

Sec. 2-582. Powers and duties.

The public works board shall serve in an advisory capacity to the city with respect to all aspects of public works. The board may recommend to the city the adoption of such rates, fees and charges as it may deem just and proper, subject to other requirements and provisions imposed by law.

In addition, the board shall serve in an advisory capacity to the City Council in all aspects of traffic control.

The purpose of the board is to provide citizen input to the policy decisions of the City Council. The primary responsibilities of the board are to review the existing and proposed city policies and to review the city department activities to ensure that city policies are being implemented and carried out and further to report any shortcomings and to make recommendations to the City Council.

Section 2. That Division 12 - Traffic Control Board is repealed and sections 2-585, 2-586, and 2-587, BMCC, be deleted.

Section 3. **EFFECTIVE DATE**. This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

Section 4**.** **REPEALER**. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

Section 5**.** **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 the _____ day of _____, 2022.

PASSED, ADOPTED and APPROVED on second reading this _____ day of _____, 2022.

CITY OF BILLINGS

BY:_____
William A. Cole, Mayor

Attest:

BY:_____
Denise R. Bohlman, City Clerk

DIVISION 11. PUBLIC WORKS BOARD[1]

Sec. 2-580. Created.

There is hereby created a public works board.

(Ord. No. 10-5504, § 2, 2-22-10)

Sec. 2-581. Composition, appointment.

The public works board shall be composed of ~~five (5)~~seven (7) members.

(Ord. No. 10-5504, § 3, 2-22-10)

Sec. 2-582. Powers and duties.

The public works board shall serve in an advisory capacity to the city with respect to all aspects of public works. The board may recommend to the city the adoption of such rates, fees and charges as it may deem just and proper, subject to other requirements and provisions imposed by law.

(Ord. No. 10-5504, § 4, 2-22-10)

Secs. 2-583, 2-584. Reserved.

~~*DIVISION 12. TRAFFIC CONTROL BOARD*~~

~~Sec. 2-585. Created.~~

~~There is hereby created a traffic control board.~~

~~(Ord. No. 09-5485, § 1, 1-12-09)~~

~~Sec. 2-586. Composition, appointment.~~

~~The traffic control board shall be composed of five (5) members. The board may in addition include as ex-officio board members:~~

~~(1) The city court judge;~~

[1]Editor's note(s)—Ord. No. 10-5504, §§ 1—4, adopted February 22, 2010, amended division 11 in its entirety to read as herein set out. Formerly, division 11, §§ 2-580—2-582 pertained to the public utilities board, and derived from Ord. No. 09-5485, § 1, adopted January 12, 2009.

~~(2) Transportation director from School District No. 2.~~

~~(3) The chief of police or the chief of police's designee.~~

~~(Ord. No. 09-5485, § 1, 1-12-09)~~

~~Sec. 2-587. Powers and duties.~~

In addition, ~~T~~the ~~traffic control~~ board shall serve in an advisory capacity to the city council in all aspects of traffic control~~, except that all issues involving parking in the central business district will be handled by the parking advisory board~~.

The purpose of the board is to provided citizen input to the policy decisions of the city council. The primary responsibilities of the board are to review existing and proposed city policies and to review city department activities to ensure that city policies are being implemented and carried out and further to report any shortcomings and to make recommendations to the city council ~~in the area of traffic control~~.

(Ord. No. 09-5485, § 1, 1-12-09)

City Council Regular

Date:	04/25/2022
Title:	Payment of Claims for week of March 21, 2022
Presented by:	Andy Zoeller, Finance Director
Department:	Finance
Presentation:	No
Legal Review	Not Applicable

RECOMMENDATION

Staff recommends Council approve the Payment of Claims

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

Claims in the amount of $1,089,426.20 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 03212022

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	850737	A-1 Landscaping	Library	$ 802.50	4093_February Snow Removal
03/21/2022	850737	A-1 Landscaping	Parking	$ 4,637.50	4093_February Snow Removal
03/21/2022	850737	A-1 Landscaping	Parking	$ 1,275.00	4093_February Snow Removal
03/21/2022	850737	A-1 Landscaping	Parking	$ 2,940.00	4093_February Snow Removal
03/21/2022	850737	A-1 Landscaping	Parking	$ 2,692.50	4093_February Snow Removal
03/21/2022	850738	Allstream Business	Park Dist 1	$ 46.00	Main Bill New Account # 330046 -Dehler Park
03/21/2022	850738	Allstream Business	Phone System	$ 79.95	Main Bill New Account # 330046 -IT
03/21/2022	850738	Allstream Business	Phone System	$ 2,506.90	Main Bill New Account # 330046 -IT
03/21/2022	850744	AT & T Corp	Airport	$ 756.54	Airport -
03/21/2022	850744	AT & T Corp	Airport	$ 25.05	MET Transit Tablets
03/21/2022	850744	AT & T Corp	Building	$ 597.86	PW-Building Cell Phones
03/21/2022	850744	AT & T Corp	Building	$ 361.26	PW-Building Surfaces
03/21/2022	850744	AT & T Corp	CDBG	$ 145.27	Comm Dev
03/21/2022	850744	AT & T Corp	Court Grants	$ 135.21	Muni Court DC
03/21/2022	850744	AT & T Corp	Court Grants	$ 75.46	Muni Court DC
03/21/2022	850744	AT & T Corp	Engineering	$ 109.36	Engineering Tablets + Two new tablets
03/21/2022	850744	AT & T Corp	Engineering	$ 34.84	Engineering Tablets + Two new tablets
03/21/2022	850744	AT & T Corp	Engineering	$ 99.25	PW-Engineering Cell Phones and MiFi
03/21/2022	850744	AT & T Corp	Engineering	$ 118.23	PW-Engineering Cell Phones and MiFi
03/21/2022	850744	AT & T Corp	Facilities	$ 90.14	Facilities BOC
03/21/2022	850744	AT & T Corp	Facilities	$ 4.51	Facilities BOC
03/21/2022	850744	AT & T Corp	Facilities	$ 31.24	Facilities BOC/CH
03/21/2022	850744	AT & T Corp	Facilities	$ 93.74	Facilities BOC/CH
03/21/2022	850744	AT & T Corp	Facilities	$ 85.63	Facilities City Hall
03/21/2022	850744	AT & T Corp	Facilities	$ 160.05	Facilities Managers
03/21/2022	850744	AT & T Corp	General	$ 95.41	City Attorney -Legal
03/21/2022	850744	AT & T Corp	General	$ 360.95	Code Enforcement
03/21/2022	850744	AT & T Corp	General	$ 135.45	Legal Dept -Domestic Violence
03/21/2022	850744	AT & T Corp	General	$ 45.31	Municipal Court
03/21/2022	850744	AT & T Corp	General	$ 292.59	PRPL - Recreation Division
03/21/2022	850744	AT & T Corp	IT Resources	$ 50.10	IT Department -On call Phone
03/21/2022	850744	AT & T Corp	Library	$ 221.03	Library
03/21/2022	850744	AT & T Corp	Library	$ 106.96	Library Out Reach
03/21/2022	850744	AT & T Corp	P.W. Admin	$ 40.62	PWBLKNP OFFICE -60/40

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	850744	AT & T Corp	P.W. Admin	$ 27.32	PWBLKNP OFFICE -60/40
03/21/2022	850744	AT & T Corp	Park Dist 1	$ 543.30	Parks Dept.
03/21/2022	850744	AT & T Corp	Park Dist 1	$ 452.92	PRPL Parks Tablets
03/21/2022	850744	AT & T Corp	Park Dist 1	$ 24.84	PRPL Parks Tablets
03/21/2022	850744	AT & T Corp	Parking	$ 77.63	Parking Meter Maint
03/21/2022	850744	AT & T Corp	Parking	$ 234.75	Parking Phones and scanner
03/21/2022	850744	AT & T Corp	Parking	$ 180.28	Parking Phones and scanner
03/21/2022	850744	AT & T Corp	Parking	$ 45.07	Parking Phones and scanner
03/21/2022	850744	AT & T Corp	PD Program	$ 80.28	CCSIU Toughbook
03/21/2022	850744	AT & T Corp	PD Program	$ 22.62	CCSIU Toughbook
03/21/2022	850744	AT & T Corp	PD Program	$ 45.31	Domestic Violence
03/21/2022	850744	AT & T Corp	Phone System	$ 49.68	IT iPads
03/21/2022	850744	AT & T Corp	Phone System	$ 3.46	Metro Cell
03/21/2022	850744	AT & T Corp	Phone System	$ 68.03	TeleComm Manager
03/21/2022	850744	AT & T Corp	Planning	$ 62.21	PLANNING
03/21/2022	850744	AT & T Corp	Public Safety	$ 271.62	Animal Control Cell Phones
03/21/2022	850744	AT & T Corp	Public Safety	$ 240.84	Animal Control -MDT
03/21/2022	850744	AT & T Corp	Public Safety	$ 253.76	Comm. Center 9-1-1
03/21/2022	850744	AT & T Corp	Public Safety	$ 40.14	Detectives -Toughbook
03/21/2022	850744	AT & T Corp	Public Safety	$ 1,291.60	Fire Department Cell Phones
03/21/2022	850744	AT & T Corp	Public Safety	$ 617.78	Fire iPads -Assistant chiefs new iPads
03/21/2022	850744	AT & T Corp	Public Safety	$ 85.45	ICAC
03/21/2022	850744	AT & T Corp	Public Safety	$ 1,317.73	MDT Fire
03/21/2022	850744	AT & T Corp	Public Safety	$ 3,309.56	Police Department Cell Phone
03/21/2022	850744	AT & T Corp	Public Safety	$ 401.40	Police MDT Toughbooks and Loaner MDT
03/21/2022	850744	AT & T Corp	Public Safety	$ 3,692.88	Police MDT Toughbooks and Loaner MDT
03/21/2022	850744	AT & T Corp	Public Safety	$ 271.65	Police -Resource Officers
03/21/2022	850744	AT & T Corp	Public Safety	$ 200.70	Three cradlepoints -Fire Dept
03/21/2022	850744	AT & T Corp	Solid Waste	$ 90.14	SOLID WASTE SUPERINTENDANT
03/21/2022	850744	AT & T Corp	Street/Traffic	$ 372.55	School Flashers
03/21/2022	850744	AT & T Corp	Street/Traffic	$ 43.34	Street Traffic iPads
03/21/2022	850744	AT & T Corp	Street/Traffic	$ 34.84	Street Traffic iPads
03/21/2022	850744	AT & T Corp	Street/Traffic	$ 273.24	Street Traffic iPads
03/21/2022	850744	AT & T Corp	Transit	$ 40.10	MET Supervisor Cell Phones

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	850744	AT & T Corp	Transit	$ 10.10	MET Supervisor Cell Phones
03/21/2022	850744	AT & T Corp	Transit	$ 50.10	MET Supervisor Cell Phones
03/21/2022	850744	AT & T Corp	Transit	$ 100.10	MET Supervisor Cell Phones
03/21/2022	850744	AT & T Corp	Transit	$ 100.20	MET Supervisor Cell Phones
03/21/2022	850744	AT & T Corp	Transit	$ 1,121.39	MET Transit Max Transit
03/21/2022	850744	AT & T Corp	Transit	$ 444.81	MET Transit Tablets
03/21/2022	850744	AT & T Corp	Transit	$ 645.35	MET Transit Tablets
03/21/2022	850744	AT & T Corp	Transit	$ 25.05	MET Transit Tablets
03/21/2022	850744	AT & T Corp	Wastewater	$ 180.28	PW Environmental
03/21/2022	850744	AT & T Corp	Wastewater	$ 48.19	PWBELKNAP-DIST COLL CELL PHONES 60/40
03/21/2022	850744	AT & T Corp	Wastewater	$ 473.20	PWBLKNP Electricians -Phones
03/21/2022	850744	AT & T Corp	Wastewater	$ 27.47	PWBLKNP STORES -75/25
03/21/2022	850744	AT & T Corp	Wastewater	$ 891.10	PWBLNP-WWTRMNT1 Wastewater Treatment Plant
03/21/2022	850744	AT & T Corp	Wastewater	$ 2,219.98	PW-Distribution Collection Tablets 60/40
03/21/2022	850744	AT & T Corp	Wastewater	$ 306.94	PW-Distribution Collection Tablets 60/40
03/21/2022	850744	AT & T Corp	Wastewater	$ 69.68	PW-Environmental
03/21/2022	850744	AT & T Corp	Water	$ 72.29	PWBELKNAP-DIST COLL CELL PHONES 60/40
03/21/2022	850744	AT & T Corp	Water	$ 1,040.07	PWBELKNAP-WT Water Treatment
03/21/2022	850744	AT & T Corp	Water	$ 609.89	PWBLKNP COMM-METER CityWorks/Neptune
03/21/2022	850744	AT & T Corp	Water	$ 201.83	PWBLKNP MTRSHOP CELL PHONE AND IPADS
03/21/2022	850744	AT & T Corp	Water	$ 194.67	PWBLKNP MTRSHOP CELL PHONE AND IPADS
03/21/2022	850744	AT & T Corp	Water	$ 82.40	PWBLKNP STORES -75/25
03/21/2022	850744	AT & T Corp	Water	$ 461.10	PW-Distribution Collection Tablets 60/40
03/21/2022	850744	AT & T Corp	Water	$ 3,329.64	PW-Distribution Collection Tablets 60/40
03/21/2022	850745	Billings Bench Water	Park Dist 1	$ 9,112.00	WATER RENTAL FOR 272 ACRES
03/21/2022	850746	Billings Clinic	Public Safety	$ 176.00	548925549 legal blood draw DUI
03/21/2022	850746	Billings Clinic	Public Safety	$ 176.00	LEgal Blood draw DUI 548541238
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE 2021118
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE 2021172
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE 2021174
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE 2021182
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE 2021186
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE 2022003
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE 2022008

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE 2022010
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE 2022015
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE2021168
03/21/2022	850746	Billings Clinic	Public Safety	$ 600.00	SANE2021177
03/21/2022	850748	Blgs Industrial Revital	Tax Incrmnt E	$ 34,987.00	TIF Management FY 2022; Qtr 3
03/21/2022	850748	Blgs Industrial Revital	Tax Incrmnt E	$ 1,000.00	Tree Program to be reallocated to Project Green Light
03/21/2022	850750	Brenntag Pacific	Street/Traffic	$ 8,150.00	hicothaw
03/21/2022	850752	Cardinal Tracking	Parking	$ 100.00	128632_TTM New Handheld Setup & Train
03/21/2022	850752	Cardinal Tracking	Parking	$ 11,500.00	128633_TickeTrak Standard Upgrade
03/21/2022	850759	Cucancic Const	Wastewater	$ 78,418.08	WRF Administration Building Second floor remodel project
03/21/2022	850764	Dell Computer	Public Safety	$ 5,298.29	Qty.5 Precision 3450 i5, 8GB, 512GB, Qty. 3 24" Monitors
03/21/2022	850769	Downtown Blgs Partners	Tax Incrmnt N27	$ 3,000.00	Sign Program; Craft Local
03/21/2022	850771	Econo Print	Parking	$ 3,665.53	312518_Manual Parking Tickets
03/21/2022	850777	Frontier Psychiatry	Public Safety	$ 5,143.75	Frontier Psychiatry 1252, return to duty evals
03/21/2022	850781	Hach Company	Water	$ 2,585.68	Installation kit
03/21/2022	ACH	HDR, Inc.	Wastewater	$ 5,829.66	WO 22-14 WRF Administration Building AHU Replacement
03/21/2022	ACH	HDR, Inc.	Water	$ 43,193.01	WO 22-11 Staples Reservoir Evaluation/Design
03/21/2022	850787	Infax, Inc.	Airport	$ 23,199.66	Flight Information Display System (FIDS)
03/21/2022	850792	Junkermier,Clark,Campanella,Stevens	General	$ 11,490.00	Completion of Audit Services for FY 21
03/21/2022	850805	M.C. Wholesale	Facilities	$ 4,480.00	220w Smart Highbay Adjustable
03/21/2022	850806	Mailing Tech	Central Service	$ 5,273.91	February 2022
03/21/2022	850806	Mailing Tech	Parking	$ 84.10	February 2022
03/21/2022	850809	Midland Implement	Street/Traffic	$ 377.51	5ft replacement brushes for unit 1393
03/21/2022	850809	Midland Implement	Street/Traffic	$ 5,319.84	drive track/wheel and tire assy for unit 1393
03/21/2022	850822	NorthWestern Energy	Airport	$ 451.44	0712792-1. IP-7. February 2022
03/21/2022	850822	NorthWestern Energy	Airport	$ 1,261.29	0712800-2. IP-9. February 2022
03/21/2022	850822	NorthWestern Energy	Airport	$ 595.65	0712809-3. Alpine. February 2022
03/21/2022	850822	NorthWestern Energy	Facilities	$ 1,735.77	0975808-7
03/21/2022	850822	NorthWestern Energy	General	$ 35.88	0712387-0
03/21/2022	850822	NorthWestern Energy	General	$ 102.57	0712536-2
03/21/2022	850822	NorthWestern Energy	General	$ 39.69	0720818-4
03/21/2022	850822	NorthWestern Energy	General	$ 200.65	0720821-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,034.53	SILMD 10 Acct# 0712546-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,927.91	SILMD 100 Acct# 0712559-4

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,643.22	SILMD 107 Acct# 0712560-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 4,121.11	SILMD 109 Acct# 0712561-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 188.30	SILMD 113 Acct# 0712562-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 886.83	SILMD 114 Acct# 0712563-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 208.67	SILMD 115 Acct# 0712564-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 547.73	SILMD 116 Acct# 0712565-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 2,978.33	SILMD 117 Acct# 0712566-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 190.43	SILMD 118 Acct# 0712567-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 115.72	SILMD 119 Acct# 0712568-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 2,347.45	SILMD 121 Acct# 0712570-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 175.95	SILMD 122 Acct# 0712571-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 312.99	SILMD 123 Acct# 0712572-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 912.91	SILMD 124 Acct# 0712573-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 365.14	SILMD 125 Acct# 0712574-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 182.58	SILMD 126 Acct# 0712575-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 659.78	SILMD 127 Acct# 0712576-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 461.84	SILMD 128 Acct# 0712577-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 312.99	SILMD 129 Acct# 0712578-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 4,221.06	SILMD 13 Acct# 0721276-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 111.67	SILMD 130 Acct# 0712579-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 808.57	SILMD 131 Acct# 0712580-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 207.38	SILMD 133 Acct# 0712581-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 478.57	SILMD 134 Acct# 0712582-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 483.84	SILMD 135 Acct# 0712583-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 443.41	SILMD 136 Acct# 0712584-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 345.66	SILMD 137 Acct# 0712585-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 704.24	SILMD 138 Acct# 0712586-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 234.75	SILMD 139 Acct# 0712587-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 2,097.52	SILMD 14 Acct# 0721277-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 547.73	SILMD 143 Acct# 0712588-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 26.06	SILMD 144 Acct# 0712589-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 439.85	SILMD 145 Acct# 0712590-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 339.07	SILMD 146 Acct# 0712591-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 410.87	SILMD 147 Acct# 0712592-5

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03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,442.61	SILMD 149 Acct# 0712593-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 703.77	SILMD 150 Acct# 0712594-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 599.90	SILMD 151 Acct# 0712595-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 4,048.27	SILMD 152 Acct# 0712596-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 505.83	SILMD 153 Acct# 0712597-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,143.64	SILMD 154 Acct# 0712598-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 469.49	SILMD 155 Acct# 0712599-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 857.72	SILMD 157 Acct# 0712600-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 756.39	SILMD 158 Acct# 0712601-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 904.65	SILMD 159 Acct# 0712602-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 678.16	SILMD 160 Acct# 0712603-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 989.70	SILMD 161 Acct# 0712604-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 44.12	SILMD 162 Acct# 0712605-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 696.03	SILMD 163 Acct# 0712606-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 351.89	SILMD 164 Acct# 0712607-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 834.65	SILMD 165 Acct# 0712608-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 219.94	SILMD 167 Acct# 0712609-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,080.15	SILMD 17 Acct# 0712553-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 527.83	SILMD 171 Acct# 0712610-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 478.58	SILMD 172 Acct# 0712611-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,099.64	SILMD 173 Acct# 0712612-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 923.69	SILMD 174 Acct# 0712613-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 307.88	SILMD 175 Acct# 0712614-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 31.52	SILMD 176 Acct# 0712615-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 241.92	SILMD 178 Acct# 0712616-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 483.84	SILMD 179 Acct# 0712617-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 91.86	SILMD 18 Acct# 0712554-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 329.90	SILMD 180 Acct# 0712618-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,591.05	SILMD 181 Acct# 0712619-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 549.84	SILMD 182 Acct# 0712620-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,099.63	SILMD 183 Acct# 0712621-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 351.89	SILMD 184 Acct# 0712622-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 131.97	SILMD 185 Acct# 0712623-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 634.93	SILMD 186 Acct# 0712624-6

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03/21/2022	850823	NorthWestern Energy	Light Maint	$ 219.94	SILMD 187 Acct# 0712625-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 263.91	SILMD 188 Acct# 0712626-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 219.94	SILMD 189 Acct# 0712627-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,143.64	SILMD 190 Acct# 0712628-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 392.51	SILMD 191 Acct# 0712629-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 285.90	SILMD 192 Acct# 0712630-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 703.77	SILMD 193 Acct# 0712631-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 278.48	SILMD 194 Acct# 0712632-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 222.79	SILMD 195 Acct# 0712633-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 71.21	SILMD 196 Acct# 0712634-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 71.21	SILMD 197 Acct# 0712635-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 109.97	SILMD 198 Acct# 0712636-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 91.62	SILMD 200 Acct# 0712637-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 461.84	SILMD 201 Acct# 0712638-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 591.36	SILMD 202 Acct# 0712639-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 18.99	SILMD 203 Acct# 0712640-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 392.87	SILMD 204 Acct# 0712641-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 25.21	SILMD 205 Acct# 0712642-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 307.88	SILMD 206 Acct# 0712643-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 351.89	SILMD 207 Acct# 0712644-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 233.92	SILMD 208 Acct# 0712645-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 505.83	SILMD 209 Acct# 0712646-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 85.46	SILMD 210 Acct# 0712647-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 47.49	SILMD 211 Acct# 0712648-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 47.49	SILMD 212 Acct# 0712649-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 28.49	SILMD 213 Acct# 0712650-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 354.20	SILMD 214 Acct# 0712651-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 131.97	SILMD 216 Acct# 0712652-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 361.64	SILMD 217 Acct# 0712653-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 259.07	SILMD 220 Acct# 0712654-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 6.30	SILMD 221 Acct# 0712655-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 75.25	SILMD 222 Acct# 0712656-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 113.95	SILMD 223 Acct# 0712657-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,333.91	SILMD 224 Acct# 0712658-4

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03/21/2022	850823	NorthWestern Energy	Light Maint	$ 381.91	SILMD 225 Acct# 0712659-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 216.98	SILMD 226 Acct# 0712660-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 613.24	SILMD 227 Acct# 0712661-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 756.39	SILMD 228 Acct# 0712662-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 391.25	SILMD 229 Acct# 0712663-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 912.91	SILMD 230 Acct# 0712664-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 547.73	SILMD 231 Acct# 0712665-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 2,373.55	SILMD 232 Acct# 0712666-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 831.42	SILMD 233 Acct# 0712667-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 470.13	SILMD 234 Acct# 0712668-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 525.83	SILMD 235 Acct# 0712669-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 167.08	SILMD 236 Acct# 0712670-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 373.88	SILMD 237 Acct# 0712671-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 12.61	SILMD 238 Acct# 0712672-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 87.97	SILMD 239 Acct# 0712673-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 401.01	SILMD 240 Acct# 0712674-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 547.39	SILMD 241 Acct# 0712675-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 78.24	SILMD 242 Acct# 0712676-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 104.33	SILMD 244 Acct# 0712677-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 69.25	SILMD 245 Acct# 0712678-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 312.99	SILMD 246 Acct# 0712679-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 918.26	SILMD 247 Acct# 0712680-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 2,582.20	SILMD 249 Acct# 0718734-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 200.51	SILMD 250 Acct# 0719001-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 3,654.99	SILMD 251 Acct# 0718801-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 521.65	SILMD 252 Acct# 0719162-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,712.05	SILMD 253 Acct# 0719644-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 150.52	SILMD 254 Acct# 0719763-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 158.79	SILMD 255 Acct# 0720813-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 894.53	SILMD 257 Acct# 0720360-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 2,458.11	SILMD 258 Acct# 0720606-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,395.93	SILMD 259 Acct# 0720810-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 469.49	SILMD 261 Acct# 0720705-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 2,916.73	SILMD 262 Acct# 0720937-2

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03/21/2022	850823	NorthWestern Energy	Light Maint	$ 964.59	SILMD 263 Acct# 0720716-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 164.19	SILMD 264 Acct# 0721427-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 342.75	SILMD 265 Acct# 0721556-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 51.79	SILMD 266 Acct# 0721684-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 438.04	SILMD 270 Acct# 0906944-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 899.25	SILMD 271 Acct# 0995095-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 2,673.28	SILMD 272 Acct# 0905005-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 193.97	SILMD 273 Acct# 0926386-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 477.22	SILMD 276 Acct# 0961926-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 805.45	SILMD 277 Acct# 1058710-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 211.64	SILMD 278 Acct# 1087619-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 55.89	SILMD 279 Acct# 1124127-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 579.25	SILMD 280 Acct# 1045653-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 451.28	SILMD 283 Acct# 1172743-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 307.49	SILMD 285 Acct# 1206985-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 230.78	SILMD 286 Acct# 1296582-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,753.72	SILMD 288 Acct# 1303978-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 223.52	SILMD 289 Acct# 1685375-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 127.04	SILMD 290 Acct# 1433921-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 573.82	SILMD 292 Acct# 1481532-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 219.94	SILMD 293 Acct# 1481534-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 439.85	SILMD 294 Acct# 1481535-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 104.33	SILMD 295 Acct# 1481536-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,165.63	SILMD 296 Acct# 1481537-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 197.94	SILMD 297 Acct# 1481539-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 175.95	SILMD 298 Acct# 1481540-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 386.19	SILMD 300 Acct# 1662840-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 5,175.61	SILMD 301 Acct# 1687005-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 294.85	SILMD 302 Acct# 1607534-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 964.02	SILMD 305 Acct# 1695873-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 185.74	SILMD 306 Acct# 1740353-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 2,923.97	SILMD 307 Acct# 2049005-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 256.42	SILMD 308 Acct# 2072459-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 385.09	SILMD 309 Acct# 2001311-6

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03/21/2022	850823	NorthWestern Energy	Light Maint	$ 225.90	SILMD 310 Acct# 2060519-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 281.38	SILMD 311 Acct# 3014475-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 265.32	SILMD 312 Acct# 3146127-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 483.37	SILMD 315 Acct# 3305804-1
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,145.50	SILMD 316 Acct# 3291842-7
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 88.05	SILMD 317 Acct# 3253826-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 769.24	SILMD 318 Acct# 3372018-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 54.80	SILMD 320 Acct# 0712569-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 448.36	SILMD 321 Acct# 3338917-2
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 87.68	SILMD 322 Acct# 3402033-9
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 690.02	SILMD 323 Acct# 3597170-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 342.90	SILMD 324 Acct# 1246537-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 253.29	SILMD 325 Acct# 3587598-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 110.57	SILMD 326 Acct# 3840455-4
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 175.95	SILMD 327 Acct# 3810801-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 641.66	SILMD 328 Acct# 3894879-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 82.75	SILMD 329 Acct# 3939032-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 173.80	SILMD 330 Acct# 3951594-5
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 360.14	SILMD 8 Acct# 0712544-6
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 335.08	SILMD 9 Acct# 0712545-3
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 481.73	SILMD 95 Acct# 0712556-0
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 9,137.82	SILMD 97 Acct# 0712557-8
03/21/2022	850823	NorthWestern Energy	Light Maint	$ 1,024.19	SILMD 99 Acct# 0712558-6
03/21/2022	850822	NorthWestern Energy	Park Dist 1	$ -	0722287-0
03/21/2022	850822	NorthWestern Energy	Park Dist 1	$ -	0723045-1
03/21/2022	850822	NorthWestern Energy	Park Dist 1	$ -	0839280-5
03/21/2022	850822	NorthWestern Energy	Park Dist 1	$ 140.37	0925496-2
03/21/2022	850822	NorthWestern Energy	Park Dist 1	$ 10.48	1836666-6
03/21/2022	850822	NorthWestern Energy	Public Safety	$ 515.74	0871546-8
03/21/2022	850822	NorthWestern Energy	Solid Waste	$ 1,850.87	3252194-0
03/21/2022	850822	NorthWestern Energy	Street/Traffic	$ 0.23	1740357-7
03/21/2022	850822	NorthWestern Energy	Street/Traffic	$ 0.69	1748896-6
03/21/2022	850823	NorthWestern Energy	Street/Traffic	$ 12,203.96	Signal Bills 3.14.2022
03/21/2022	850822	NorthWestern Energy	Transit	$ 442.36	0719225-5

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03/21/2022	850822	NorthWestern Energy	Wastewater	$ 55,067.57	0100591-7
03/21/2022	850822	NorthWestern Energy	Wastewater	$ 837.51	0100606-3
03/21/2022	850822	NorthWestern Energy	Wastewater	$ 187.67	389 62nd St Lift
03/21/2022	850822	NorthWestern Energy	Water	$ 63,651.16	0100606-3
03/21/2022	850822	NorthWestern Energy	Water	$ 2,512.55	0100606-3
03/21/2022	850822	NorthWestern Energy	Water	$ 1,887.80	0722264-9
03/21/2022	850822	NorthWestern Energy	Water	$ 2,142.22	0723040-2
03/21/2022	850822	NorthWestern Energy	Water	$ 34.24	0723059-2
03/21/2022	850822	NorthWestern Energy	Water	$ 703.12	1116452-2
03/21/2022	850822	NorthWestern Energy	Water	$ 129.44	1142253-2
03/21/2022	850831	Rexel USA	Wastewater	$ 870.20	Indication lights
03/21/2022	850831	Rexel USA	Wastewater	$ 1,088.21	Kellum grips
03/21/2022	850831	Rexel USA	Water	$ 1,088.20	Kellum grips
03/21/2022	850831	Rexel USA	Water	$ 17,445.56	Remote Racking Tool for Medium Voltage Vacuum Breakers
03/21/2022	850833	Russell Industries	Street/Traffic	$ 9,787.66	new pump for kings green lift station
03/21/2022	850834	S-Bar-S Supply	Tax Incrmnt S	$ 3,875.00	10X10 STANDARD AMERCIAN
03/21/2022	850843	Superior Water Solution	Facilities	$ 3,899.85	117243Changed coil, swivel gun nozzle, electric motor baldor
03/21/2022	850843	Superior Water Solution	Facilities	$ 313.85	117244 blue spring switch flow, gun, elbow
03/21/2022	850845	Taylor Electric	Transit	$ 2,745.00	Downtown Pole Light Replacement.
03/21/2022	850849	Town & Country Supply	Airport	$ 14,172.36	951 Gallons Unleaded, 3000 Gallons Dyed #2
03/21/2022	850849	Town & Country Supply	Transit	$ 23,867.40	3002 Gal Dyed #2 and 3002 Gal Dyed #1 Diesel
03/21/2022	850852	Tru Pipe	Gas Tax	$ 7,343.32	Vac truck to Locate utilities
03/21/2022	850853	Tyler Technologies	PD Program	$ 1,824.00	2 Mobile licenses -FR DVI Team
03/21/2022	850853	Tyler Technologies	Public Safety	$ (504.00)	Credit -Annual New World charges in error
03/21/2022	850853	Tyler Technologies	Public Safety	$ 1,254.00	Tyler Tech Field Reporting License
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 380.43	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 7.98	Albertsons #4041 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 160.90	Albertsons #4041 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 7.99	Albertsons #4041 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 150.00	Als Bootery & Repair Shop - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 200.00	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 354.50	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 112.50	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 143.33	Alsco Inc. - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 12.99	Amazon Prime*Hc9M502E3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ (54.00)	Amazon.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ (108.00)	Amazon.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 816.53	Amazon.Com*4C6Bz00G3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 162.00	Amazon.Com*6H8Qz6L83 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 162.00	Amazon.Com*Eb8Ic7Ec3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 43.08	Amazon.Com*Hi7So6Ii3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 176.99	Amazon.Com*Zs76P7Ay3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 228.18	Amzn Mktp Us*1N2Fv8Q33 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 723.98	Amzn Mktp Us*2U1Fn1Yv3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 24.59	Amzn Mktp Us*4C4V870Z3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 507.92	Amzn Mktp Us*Ho7B05L53 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 359.99	Amzn Mktp Us*Mg0Rp4673 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 29.26	Amzn Mktp Us*Nb54I0Xq3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 99.90	Amzn Mktp Us*Pf1L16F63 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 175.00	Arma International - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 535.09	Armacost Trane Service Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 278.46	Armacost Trane Service Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 260.00	Armacost Trane Service Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 39.99	Best Buy 00005926 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 684.00	Billing Kubata Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 50.00	Billing Times Publishi - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 2.69	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 415.00	Billings Overhead Door In - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 90.00	City Of Billiings Buildin - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 235.00	Cross Match Technologies - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 100.99	Dtv*Directv Service - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 237.94	Ecolab Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 104.54	Ecolab Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 122.03	Ecolab Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 184.33	Ecolab Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 115.61	Ecolab Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 15.77	Evergreen Ace Hardware - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 44.96	Evergreen Ace Hardware - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 64.99	Evergreen Ace Hardware - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 181.89	Ferguson Ent #1342 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 50.47	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 15.00	Fsp*Mile High Denver Chap - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 83.25	Gilbert L. Floyd Snap - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 80.38	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 26.68	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 593.82	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 1,854.28	Harold'S Upholstery - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.20	Hose & Rubber - Randolph - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 54.00	In *Cotter'S Sewer, Septi - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 1,318.00	In *Kci Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 1,275.00	In *Mjr Industries Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 2,305.00	In *Mjr Industries Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 1,425.00	In *Mjr Industries Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 1,721.50	Johnson Controls Fire - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 2,250.00	Kage Innovation - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 175.00	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 2,008.90	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 141.00	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 33.79	Kimball Midwest Payeezy - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 139.96	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ (139.96)	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 58.50	Lp Anderson - Point S, Dt - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 348.40	Lp Anderson - Point S, Dt - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 1,051.88	Lp Anderson - Point S, Dt - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 60.00	Lp Anderson - Point S, Dt - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 335.00	Marketing Specialtites - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 417.70	Modern Group Ltd - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 91.09	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 890.11	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 11.25	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 852.32	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 25.00	National Registry Emt - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 142.60	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 396.08	North Coast Electric - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 232.56	Npc*New Pig Corp - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 70.18	O'Reilly Auto Parts 1549 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 1,130.00	Pp*Mcwholesale - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 78.48	Pzg**Mt Dept Of Ag Onl - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 35.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 35.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 35.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 35.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 35.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 31.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 710.00	Redd'S Prints And Signs I - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 720.00	Redd'S Prints And Signs I - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 288.16	Safety Kleen Systems - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 511.00	Simplify Compliance Llc - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 150.00	Spic And Span - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 79.75	Spic And Span - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 1,476.12	Sq *Sealital, Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 260.02	State Chemic*State Che - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 824.84	State Chemic*State Che - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 369.48	State Chemic*State Che - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 48.28	The Home Depot #3101 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 62.65	The Home Depot #3101 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 42.62	The Mail Drop - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 1,500.00	Transportation Security - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 27.26	Wal-Mart #1956 - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 79.00	Western Flag And Banner - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 164.49	Work Wear Safety Shoes - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 1,700.00	Wpy*Mead Hunt - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 807.50	Yellowstone Electric Comp - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 2,279.08	Yellowstone Electric Comp - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 2,354.98	Yellowstone Electric Comp - PCard
03/21/2022	ACH	U.S. Bank PCards	Airport	$ 14.99	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 57.47	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 36.50	American Water Technol - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 130.62	Amzn Mktp Us*1B05U72C1 - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 60.43	Amzn Mktp Us*1B19T9Kp0 - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 501.29	Amzn Mktp Us*5Y3O09D53 - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 98.99	Amzn Mktp Us*7Q6Xm3Ne3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 36.54	Amzn Mktp Us*Kp1Xs8Um3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 44.86	Amzn Mktp Us*Lh8Um3Qm3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 14.99	Amzn Mktp Us*Ll5523F73 - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 114.99	Amzn Mktp Us*Vr4M55E83 - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 17.26	Dakota Supply Group - Bil - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 20.00	Graphic Imprints - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 105.00	Int'L Code Council Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 250.00	Wpy*Mt Chapter Iaei - PCard
03/21/2022	ACH	U.S. Bank PCards	Building	$ 225.00	Wpy*Mt Chapter Iaei - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 74.94	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 32.10	Albertsons #0047 - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 10.99	Amazon.Com*382159Za3 - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 53.97	Amazon.Com*Ah9571Pi3 - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 106.82	Amzn Mktp Us*Js1Sb2Vr3 Am - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 12.95	Canva* I03314-28480660 - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 3,452.40	Cncs - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 3,452.40	Cncs - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 10.49	Cvs/Pharmacy #08944 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 3.00	Dollar Tree - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 200.00	Eb Spring 2022 Mtcc C - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 75.00	Facebk *9Fcynbxrs2 - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 4.65	Facebk *A5V2Kc3Ss2 - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 168.00	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 105.60	Market Deli And Catering - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 88.80	Market Deli And Catering - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 500.00	Paypal *Shannonstob - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 11.10	Sq *Classy N Sassy Coffee - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 69.00	Sq *Five On Black - Billi - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 10.75	Sq *Rock Creek Coffee Roa - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 25.20	Sq *Veronika'S - PCard
03/21/2022	ACH	U.S. Bank PCards	CDBG	$ 236.00	Wild Ginger - PCard
03/21/2022	ACH	U.S. Bank PCards	Central Service	$ 244.98	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 38.12	Albertsons #4025 - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 100.00	Albertsons #4041 - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 122.69	Albertsons #4041 - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 13.00	Dollar Tree - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 9.00	Dollar Tree - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 50.00	Lil Market - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 54.00	Sq *Ox Indoor Axe Throwin - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 14.36	Target 00001719 - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 190.00	Therapy With Tiffany - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 58.00	Usps Po 2907800103 - PCard
03/21/2022	ACH	U.S. Bank PCards	Court Grants	$ 15.55	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 50.29	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 49.50	4Te*Fps/Mountain Alarm - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 63.80	4Te*Fps/Mountain Alarm - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 10.88	Amazon.Com*Ep3082D23 - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 81.29	Amazon.Com*Y32Bv95T3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 20.85	Amazon.Com*Y32Bv95T3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 1,519.00	American Public Works - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 7.56	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 180.00	Paypal *Msawwa - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 141.91	Pizza Hut #1714 - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 40.00	Rockets Gourmet Wraps - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 165.60	Selby'S - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 13.67	Target 00013334 - PCard
03/21/2022	ACH	U.S. Bank PCards	Engineering	$ 15.55	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 37.50	4Te*Fps/Mountain Alarm - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 37.50	4Te*Fps/Mountain Alarm - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 387.00	Action Electric - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 95.00	Air Controls-Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 190.00	Air Controls-Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 1,613.50	Alpine Plumbing Heating A - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 144.45	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 193.60	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 144.45	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 166.12	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 144.45	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 193.60	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 19.12	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 19.00	Amzn Mktp Us*Kp1Xs8Um3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 2.00	Co Billings Park3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 47.85	Costco Whse #0069 - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 360.32	Ecolab Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 25.79	Ferguson Ent #1342 - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 276.48	Ferguson Ent #1342 - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 10.00	Graphic Imprints - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 100.00	Graybar Electric Company - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 121.50	High Tech Solutions - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 95.00	Midland Mechanical Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 76.07	Montana Broom & Brush Co1 - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 320.00	Snow Crest Chemicals - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 320.00	Snow Crest Chemicals - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 129.67	Sq *Koinonia Laundry - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 378.65	Sq *Koinonia Laundry - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 864.50	Sq *Rolling Right Door Se - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 1,616.00	Sq *Rolling Right Door Se - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 120.00	Sq *Skyline Services, Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 12.02	State Chemic*State Che - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 149.67	State Chemic*State Che - PCard
03/21/2022	ACH	U.S. Bank PCards	Facilities	$ 136.00	West End Lock And Secur - PCard
03/21/2022	ACH	U.S. Bank PCards	Fleet	$ 130.02	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Fleet	$ 99.99	A And H Turf And Specialt - PCard
03/21/2022	ACH	U.S. Bank PCards	Fleet	$ 36.96	Amzn Mktp Us*N069Q65D3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Fleet	$ 45.00	Sprockets Machine & Weld - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 95.00	12Twenty - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 627.00	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 84.03	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 33.25	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 547.14	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 22.65	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 1,405.43	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 228.99	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 35.70	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 68.40	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 58.48	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 225.33	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 211.11	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 170.95	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 59.00	Aaim - Services - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 14.99	Adobe *800-833-6687 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 58.42	Adobe Creative Cloud - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 52.99	Adobe Creative Cloud - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 52.99	Adobe Creative Cloud - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 52.99	Adobe Creative Cloud - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 52.99	Adobe Creative Cloud - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 23.88	Adobe Exportpdf Sub - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 14.99	Adobe Pdf Pack Subs - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 35.99	Albertsons #0038 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 18.06	Albertsons #0038 - PCard

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03/21/2022	ACH	U.S. Bank PCards	General	$ 20.36	Albertsons #0038 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 21.44	Albertsons #0038 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 4.47	Albertsons #4025 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 190.28	Amazon.Com*1B70I29S0 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 334.80	Amazon.Com*7D5487D23 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 29.99	Amazon.Com*I60186Tf3 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 166.20	Amazon.Com*Xr65Q3Do3 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 33.48	Amazon.Com*Zi06G6N73 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 70.00	American Red Cross - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 144.00	American Red Cross - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ (42.92)	Amzn Mktp Us - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 25.99	Amzn Mktp Us*3H8Eh04H3 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 589.98	Amzn Mktp Us*Bs45Y2Cz3 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 42.92	Amzn Mktp Us*E20Zx99C3 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 124.00	Amzn Mktp Us*He2Y82Kl3 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 339.84	Amzn Mktp Us*L147M4Kq3 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 19.88	Amzn Mktp Us*Pc6Jq9D43 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 10.19	Amzn Mktp Us*Pc6Jq9D43 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 20.98	Amzn Mktp Us*T794W7D73 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 15.00	Bargreen Ellingson #11 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 1,744.99	Bestbuycom806590889920 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 19.98	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 31.50	Bin 119 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 38.25	Bin 119 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 209.99	Buddy Punch - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 60.00	Bur Of Bus Econ Res Um - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 114.60	Chalet Market Downtown - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 52.43	Costco Whse #0069 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 659.89	Costco Whse #0069 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 518.20	Delta Air 0062498844617 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 499.50	Desert Mtn Broadcasting - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 85.04	Domino'S 7003 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 170.60	Dxp Enterprises - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 56.67	Econo Print - PCard

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03/21/2022	ACH	U.S. Bank PCards	General	$ 229.14	Econo Print - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 229.16	Econo Print - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 29.90	Efilemyforms.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 300.00	Esoft Planner - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 237.60	Esoft Planner - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 70.00	Fbi National Academy Asso - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 21.98	Fedex Offic16000016089 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 112.71	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 135.20	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 116.13	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 509.85	Fsp*State Bar Of Montana - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 101.85	Gotabletenn - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 35.15	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 90.00	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 137.63	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 110.00	Graphic Imprints - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 120.00	Graphic Imprints - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 435.55	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 72.78	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 418.90	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 34.98	Harbor Freight Tools 207 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 336.16	Hotel Accommodations - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 425.00	Imla - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 425.00	Imla - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 49.00	Imla - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 49.00	Imla - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 89.25	Issa Intl Sports Scien - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 127.60	Jimmy Johns - 1646 - E - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 225.00	Jsecbillings.Org - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 669.50	Juli Pierce Law Pllc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 129.99	Kami Home - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 433.06	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 35.00	Kelley Connect - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 17.99	Kings Ace Hdwe - PCard

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03/21/2022	ACH	U.S. Bank PCards	General	$ 24.29	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 319.44	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 164.95	Meadow Green Sales - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 896.95	Meadow Green Sales - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 187.00	Meadow Green Sales - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 650.22	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 47.98	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 295.00	Montanasocietyofcertified - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 295.00	Montanasocietyofcertified - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 127.78	National Academy Of Spor - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 199.00	National Academy Of Sport - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 65.00	Nrpa Operating - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 16.99	Office Depot #1080 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 33.92	Office Depot #1080 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 41.98	Office Depot #1080 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 34.95	Office Depot #1080 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 41.18	Office Depot #1080 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 36.95	Office Depot #1080 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 137.20	Office Depot #2135 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 34.34	Office Depot #2135 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 32.00	Office Depot #2135 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 22.00	Pacific Steel Branch #02 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 168.95	Paypal *B H Photo - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 199.99	Paypal *Focuscamera - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 199.00	Paypal *Ifpicklebal Ifpic - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 162.00	Paypal *Montanarecr - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 18.00	Paypal *Montanarecr - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 18.00	Paypal *Montanarecr - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 309.51	Peopleready - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 29.00	Pepsicola Bottling Compan - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 119.95	Pickleballcentral - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 24.99	Pound Fitness - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 333.00	Ptr Ppr Psr Pptr Pcr - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 120.00	Ratco Trailer And Hitch - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	General	$ 1,800.00	Reach Sports Marketing Gr - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 689.00	Rei*Matthew Bender &Co - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 65.00	Smk*Surveymonkey.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 27.50	Snappyduds - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 79.99	Spectrum - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 123.58	Spirit Airl 4870292988051 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 41.50	Stacked A Montana Grill - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 36.58	Target 00001719 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 65.47	Target 00001719 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 27.45	Target 00013334 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 21.07	Target 00013334 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 52.68	Target 00013334 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 18.67	Target 00013334 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 18.36	Target 00013334 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 20.00	Textmagic.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 60.00	The Midway Grill Brew - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 1,613.81	Thomson West*Tcd - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 662.81	Thomson West*Tcd - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 369.67	Ultra Graphics, Llc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 95.00	Usa Pickleball Associa - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 17.80	Usps Po 2907800103 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 179.00	Wal-Mart #2923 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 264.00	Western Office Equipment - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 79.75	Wheniwork.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 1,349.99	Www Costco Com - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 1,099.90	Www Costco Com - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 341.10	Yourmember-Careers - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 79.00	Yourockfitn - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 16.00	Zeecreativeinc - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 57.05	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 44.97	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 49.00	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 15.55	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 15.55	Zoom.Us 888-799-9666 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	General	$ 15.55	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 15.55	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 17.80	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 270.00	Zumba Fitness - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 68.40	Zumba Fitness - PCard
03/21/2022	ACH	U.S. Bank PCards	General	$ 35.00	Zumbini - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 34.50	4Te*Fps/Mountain Alarm - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 9.99	Amazon.Com*Dt99Z8P83 - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 7.99	Amzn Mktp Us*Cr8Tz9D13 - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 6.99	Amzn Mktp Us*Fe4Q24Bt3 - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 39.95	Amzn Mktp Us*V84P45Zv3 - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 59.00	Cbt Nuggets Llc - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 1,010.00	Duo*Com - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 775.40	Rapidsupplies.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 23.98	Udemy: Online Courses - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 13.99	Udemy: Online Courses - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 37.98	Udemy: Online Courses - PCard
03/21/2022	ACH	U.S. Bank PCards	IT Resources	$ 12.99	Udemy: Online Courses - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 77.78	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 82.50	4Te*Fps/Mountain Alarm - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 18.98	Albertsons #4025 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 13.47	Albertsons #4025 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 6.00	Albertsons #4025 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 101.00	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 18.00	Amazon.Com*0D0Oo92A3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 14.99	Amazon.Com*0Z9S32Nw3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 9.99	Amazon.Com*1B5N07990 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 17.98	Amazon.Com*1I7Se3Jq1 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 13.29	Amazon.Com*4676486F3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 12.87	Amazon.Com*6H2Xb1Gj3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 13.60	Amazon.Com*7Z43R2N33 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 637.89	Amazon.Com*8H9Hv33E3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 7.99	Amazon.Com*8L1Pe7Fj3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 15.04	Amazon.Com*9M7Mo2Ab3 Amzn - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Library	$ 6.99	Amazon.Com*Aj8Wl5103 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 17.00	Amazon.Com*Bs70P47B3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 14.99	Amazon.Com*Dh1Te1Pd3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 8.99	Amazon.Com*Ec8B53It3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 18.69	Amazon.Com*F69Nl5Mt3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 14.99	Amazon.Com*Gw3D00Pt3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 18.99	Amazon.Com*Gz1Xm9Rl3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 12.84	Amazon.Com*Hi3Zd7Vw3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 5.99	Amazon.Com*Iz1U14Fs3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 16.00	Amazon.Com*Jo8Vm7Ap3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 19.98	Amazon.Com*Lr9Gf2H93 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 12.99	Amazon.Com*Ma33A6V33 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 12.98	Amazon.Com*Mq6S64Ap3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 7.99	Amazon.Com*Nx6088Au3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 13.24	Amazon.Com*Qq2K38Qs3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 17.99	Amazon.Com*Ro9855Ge3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 9.95	Amazon.Com*So3Yu7Z43 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 3.78	Amazon.Com*Tq0Pb90P3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 119.96	Amazon.Com*Tz3Qc7Di3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 12.99	Amazon.Com*Ux9S04953 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 24.95	Amazon.Com*V05T59Cc3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 8.99	Amazon.Com*Vt3Tf0Pb3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 15.00	Amazon.Com*W73Ar0Nn3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 29.98	Amazon.Com*Yv0C31P83 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 25.27	Amazon.Com*Zc27F0C23 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 78.12	Amazon.Com*Zw24B4Nn3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ (19.99)	Amzn Mktp Us - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 14.98	Amzn Mktp Us*1B6Qw8Y81 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 9.98	Amzn Mktp Us*1I8Gc73V1 Am - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 17.25	Amzn Mktp Us*2M8Pr55C3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 11.94	Amzn Mktp Us*2Y9Ju7S73 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 23.92	Amzn Mktp Us*3G2Sm9S53 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 12.81	Amzn Mktp Us*5S7L20D93 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 27.49	Amzn Mktp Us*779855Bm3 - PCard

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03/21/2022	ACH	U.S. Bank PCards	Library	$ 7.49	Amzn Mktp Us*8E10X6Te3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 20.53	Amzn Mktp Us*8U5B68Wg3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 82.35	Amzn Mktp Us*Bb5On6T63 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 19.86	Amzn Mktp Us*Ee9Xn75N3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 24.37	Amzn Mktp Us*Ft7Ri4Nb3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 34.97	Amzn Mktp Us*Gm1Sc3Bh3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 22.99	Amzn Mktp Us*Hh5M51Mu3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 15.88	Amzn Mktp Us*I46Ld0Bj3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 15.99	Amzn Mktp Us*I524U6Vs3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 58.41	Amzn Mktp Us*In9T23Hj3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 21.55	Amzn Mktp Us*Jf27T1O43 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 12.95	Amzn Mktp Us*Jw2Bz5863 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 29.95	Amzn Mktp Us*Ka9A12Bc3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 24.23	Amzn Mktp Us*Nl7687Y23 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 29.66	Amzn Mktp Us*Oy28X1Lb3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 13.28	Amzn Mktp Us*Q63Z93Yo3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 7.01	Amzn Mktp Us*R09Gp0733 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 15.00	Amzn Mktp Us*Rw4Qf3873 Am - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 12.72	Amzn Mktp Us*Su3A08Wm3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 8.98	Amzn Mktp Us*T92J25Ow3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 13.92	Amzn Mktp Us*Tv3Ut8Vv3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 5.49	Amzn Mktp Us*Ue6V19Ws3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 12.78	Amzn Mktp Us*Uk1V62Xa3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 50.49	Amzn Mktp Us*Vh2Ct11R3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 13.99	Amzn Mktp Us*Xh1Hd0Db3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 24.99	Amzn Mktp Us*Xv8Rz1V43 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 10.94	Amzn Mktp Us*Yw2Zy1Xz3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 1,599.00	Apple.Com/Us - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ (1,599.00)	Apple.Com/Us - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 774.00	Billingsgazettethriftynck - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 85.37	Book Outlet - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 38.45	Cafe Rio 0049 Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 338.15	Collaborative Summer Libr - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 18.00	Dollar Tree - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Library	$ 12.00	Dollar Tree - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 10.97	Easykeyscom Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 150.00	Eb 406 Notary Confere - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 7.64	Facebk *8Qez2Axhb2 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 415.63	Ferguson Ent #1342 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 28.96	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 24.82	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 99.79	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 23.52	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 99.79	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 91.94	Grubhubmiaswok - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 25.98	Harbor Freight Tools 207 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 1,175.06	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 44.35	Letsticktogether - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 49.00	Libraryworks.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 9.99	Microsoft*Console 1 Month - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 38.98	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 60.00	Ntl Cntr For Safety - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 20.99	One Voice Childr - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 57.00	Perch - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 11.28	Sams Club #4805 - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 52.00	Sq *Yellowstone County Ne - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 52.00	Sq *Yellowstone County Ne - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 105.55	Supplyhouse.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Library	$ 25.00	Tic Computer - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 111.59	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 327.60	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 179.88	Adobe Acropro Subs - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 215.00	American Public Works - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 995.88	Amzn Mktp Us*5Y89M2Fk3 - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 95.80	Amzn Mktp Us*Q82K27Pv3 - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 19.99	Billingsgazettethriftynck - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 27.41	Conoco - Conomart Iii - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 16.18	Conoco - Conomart Iv - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 226.48	Doubletree Hotels - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 82.91	Store*Topz Sandwich Co - PCard
03/21/2022	ACH	U.S. Bank PCards	P.W. Admin	$ 15.55	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 78.84	A & I Distributors - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 41.15	A & I Distributors - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 41.15	A & I Distributors - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 82.30	A & I Distributors - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 52.99	Adobe Creative Cloud - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 29.99	Adobe Stock - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 204.76	Amazon.Com*1B70I29S0 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 32.59	Amazon.Com*B87Fr7Zv3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 12.79	Amzn Mktp Us*8V79Q06R3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 11.45	Amzn Mktp Us*Ei8L15Wn3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 12.34	Amzn Mktp Us*S16Sb6Ns3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 20.98	Amzn Mktp Us*T794W7D73 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 32.96	Archie Cochrane Ford - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 25.77	Autozone #3772 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 47.00	Batteries+Bulbs #0253 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 674.75	Big Sky Irrigation Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 5.00	Big Sky Linen And Unif - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 55.52	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 708.03	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 25.34	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 2.07	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 123.27	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 16.97	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 2.41	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 39.90	Billings Construction Sup - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 392.00	Bobcat Of Big Sky Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 191.20	Bobcat Of Big Sky Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 58.89	Border States Industries - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 137.91	Border States Industries - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 21.78	Buildersfirstsource64021 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 51.74	Buildersfirstsource64021 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 275.15	C&B Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 33.48	C&B Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 42.40	Cummins Inc - 38 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 2,500.00	Cummins Inc - 38 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 229.14	Econo Print - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 112.71	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 72.52	Galles Filter And Exhaust - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 110.66	Galles Filter And Exhaust - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 111.40	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 77.60	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 14.05	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 46.97	Harbor Freight Tools 207 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 24.98	Harbor Freight Tools 207 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 97.02	Harvest Tech-Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 17.97	Heights Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 9.98	Heights Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 16.52	Holiday Stations 0266 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 98.95	Interstate Battery Of The - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 81.56	Interstate Battery Of The - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 185.00	Isa - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 7.49	Joann Stores #2315 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 70.18	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 148.82	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 116.95	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 7.00	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 3.56	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 11.58	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 14.34	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 17.98	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 18.98	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 4.99	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 80.99	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 31.96	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 5.76	Kings Ace Hdwe - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 16.99	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 23.97	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 37.80	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 45.00	Knife River 5601 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 30.86	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 100.00	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 56.06	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 32.38	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 44.96	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 107.80	Lp Anderson - Point S, Dt - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 2,051.56	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 2,104.04	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 625.00	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 139.52	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 332.21	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 141.48	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 25.04	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 1,021.87	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 157.44	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 270.88	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 89.03	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 339.94	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 55.96	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 47.75	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 42.27	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 28.68	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 160.35	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 18.01	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 31.75	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 24.74	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 110.50	Nc The Cat Rental St - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 63.02	Nc The Cat Rental St - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 36.13	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 66.46	Northwest Pipe Fittings - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 0.57	Northwest Pipe Fittings - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 187.24	Northwest Pipe Fittings - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 33.92	Office Depot #1080 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 15.49	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 25.98	O'Reilly Auto Parts 1551 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 22.87	Pacific Steel Branch #02 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 162.00	Paypal *Montanarecr - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 100.00	Paypal *Mucfa - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 1,575.00	Paypal *Ndrpa - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 438.22	Ratco Trailer And Hitch - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 16.00	Ratco Trailer And Hitch - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 419.40	Ratco Trailer And Hitch - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 539.98	Rdoce Bil 020112 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 199.99	Shiptons Big R Heights - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 32.99	Shipton'S Big R-East - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 209.99	Shipton'S Big R-East - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 179.99	Shipton'S Big R-West - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 39.48	Shipton'S Big R-West - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 54.98	Shipton'S Big R-West - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 34.99	Shipton'S Big R-West - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 419.94	Shipton'S Big R-West - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 164.97	Shipton'S Big R-West - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 154.98	Snappyduds - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 24.00	Snappyduds - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 200.00	Snappyduds - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 23.40	The Home Depot #3101 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 18.28	The Home Depot #3101 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 170.00	Tire Rama 105 It - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 63.09	Tire Rama 105 It - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 378.92	Tire Rama 105 It - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 581.28	Tire Rama 105 It - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 286.36	Tire Rama 105 It - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 277.82	Tire Rama 105 It - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 659.60	Tire Rama 105 It - PCard

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03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 491.35	Tire Rama 105 It - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 2,161.83	Torgersons Billings 01010 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 1,200.00	Vegetation Control Servic - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 300.73	Wall'S Enterprises #0001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 34.47	Wm Supercenter #1956 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 48.23	Womack Machine Supply Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 76.92	Yellowstone Polaris - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 19.00	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Dist 1	$ 14.99	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Prgrms	$ 76.31	Chiefrivernursery Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Park Prgrms	$ 175.00	International Bronze Plaq - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 132.27	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 21.30	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 26.89	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 393.50	Ace Electric - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 46.66	Ace Electric - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 46.64	Ace Electric - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 90.00	Ace Electric - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ (12.99)	Amazon Prime - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 47.94	Amzn Mktp Us*1Z2He0W63 - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 91.98	Amzn Mktp Us*9W3Eb8673 - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 45.98	Autozone #6998 - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ (45.98)	Autozone 4856 - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 158.95	Barrier Access, L - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 158.97	Barrier Access, L - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 158.97	Barrier Access, L - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 224.05	Billings Construction Sup - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 224.05	Billings Construction Sup - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 5.00	Car Wash Systems, Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 5.00	Car Wash Systems, Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 46.96	Carquest 3103 - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 1.00	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 1.00	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 3.75	City Of Billings - PCard

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03/21/2022	ACH	U.S. Bank PCards	Parking	$ 216.00	Dpt Client Pmts - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 597.78	Econo Print - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 380.75	Econo Print - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 8.50	Family Dollar #11231 - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 10.77	Harbor Freight Tools 207 - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 64.66	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 1.72	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 70.48	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 528.34	Schnitzer Steel Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 135.00	Sq *Skyline Services, Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 105.00	Sq *Skyline Services, Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 370.00	Sq *Skyline Services, Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 25.97	The Home Depot #3101 - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 9.00	Yellowstone Ice & Watercp - PCard
03/21/2022	ACH	U.S. Bank PCards	Parking	$ 110.00	Zeecreativeinc - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 31.99	In *Canyon Creek Nursery - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 221.01	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 127.54	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 127.54	Midland Implement Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 1,135.75	Northwest Pipe Fittings - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 220.21	Northwest Pipe Fittings - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 232.50	Vermeer Rocky Mountian In - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 232.50	Vermeer Rocky Mountian In - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 40.36	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 19.45	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 20.12	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 282.89	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 56.40	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Parks Maint	$ 157.69	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	PD Program	$ 16.98	Amzn Mktp Us*G61C52Wi3 - PCard
03/21/2022	ACH	U.S. Bank PCards	PD Program	$ 600.00	Covert Track Group Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	PD Program	$ 90.27	Econo Print - PCard
03/21/2022	ACH	U.S. Bank PCards	PD Program	$ 529.91	Idu*Insight Public Sec - PCard
03/21/2022	ACH	U.S. Bank PCards	PD Program	$ 402.00	Universal Awards - PCard

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03/21/2022	ACH	U.S. Bank PCards	PD Program	$ 18.75	Yellowstone Ice And Water - PCard
03/21/2022	ACH	U.S. Bank PCards	Phone System	$ (0.52)	Amzn Mktp Us - PCard
03/21/2022	ACH	U.S. Bank PCards	Phone System	$ 600.00	Duo*Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 1,381.58	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 14.99	Adobe Acropro Subs - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 18.99	Albertsons #0047 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 25.40	Albertsons #1227 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 74.64	Amazon.Com*A816G2By3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 65.00	Amzn Mktp Us*4H5Zp03W3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 87.45	Amzn Mktp Us*6D7Ra2523 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 74.25	Amzn Mktp Us*C24Op86F3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 12.99	Amzn Mktp Us*Er2Sl8H33 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 16.24	Amzn Mktp Us*Kr4Bp6Bq3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 40.89	Amzn Mktp Us*Qk9727M43 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 100.00	City Of Billings Finance - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 174.46	Jimmy Johns - 1646 - E - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 439.99	Office Depot #1080 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 29.36	Sams Club #4805 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 20.44	Samsclub #4805 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 48.00	The Rubber Stamp Shop, - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 15.55	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	Planning	$ 15.55	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 59.99	2Cocom*Malwarebytes - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 12.60	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 2,011.39	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,081.57	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 47.16	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 381.40	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 77.37	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 675.89	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 725.33	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 210.00	Accent Print Shop - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 140.00	Accent Print Shop - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 127.00	Aces Brand Imaging - PCard

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03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 179.88	Adobe Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,250.39	Airbnb Hmtzpwpk2A - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,250.39	Airbnb Hmtzpwpk2A - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 13.94	Albertsons #1227 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 68.28	Albertsons #4041 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 927.35	Amazon.Com*1B6Aw4Yv1 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 28.70	Amazon.Com*1V83C2U23 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 33.51	Amazon.Com*9U8Ra9Uf3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 27.92	Amazon.Com*Am0Tm79Y3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 579.99	Amazon.Com*Y45Bh37E3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ (65.37)	Amzn Mktp Us - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ (236.07)	Amzn Mktp Us - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 199.59	Amzn Mktp Us*119Qe1223 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 26.98	Amzn Mktp Us*3M9Gq0Vw3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,131.50	Amzn Mktp Us*632Om27A3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 236.07	Amzn Mktp Us*817I90Dj3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 31.98	Amzn Mktp Us*8441N3M23 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 46.79	Amzn Mktp Us*Cg17L5J73 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 246.94	Amzn Mktp Us*Cm5Vk2Wo3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 20.59	Amzn Mktp Us*D03093Pv3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 93.99	Amzn Mktp Us*Dw4Pu4Gd3 Am - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 50.97	Amzn Mktp Us*Fb04I4Lk3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 84.95	Amzn Mktp Us*Fb04I4Lk3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 238.99	Amzn Mktp Us*Fd2547G13 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 20.59	Amzn Mktp Us*Fe4Q24Bt3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 97.94	Amzn Mktp Us*Fl36E63U3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 86.94	Amzn Mktp Us*Gg0L21E83 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 83.92	Amzn Mktp Us*Ix94J73O3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 16.98	Amzn Mktp Us*L13T929W3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 18.99	Amzn Mktp Us*Lo20O9F43 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 154.18	Amzn Mktp Us*Ls15N1Gs3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 44.15	Amzn Mktp Us*M82Zq07O3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 19.99	Amzn Mktp Us*Mw07K5Xf3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 59.98	Amzn Mktp Us*Qc91B5W53 - PCard

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03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 19.99	Amzn Mktp Us*Sh15R54W3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 129.85	Amzn Mktp Us*Vc2Ml83J3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 391.75	B&H Photo 800-606-6969 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 246.37	Benstoegerproshop Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ (199.99)	Best Buy 00005926 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 199.99	Best Buy 00005926 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 328.59	Best Western Plus Executi - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 328.59	Best Western Plus Executi - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 40.50	Big D #31 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 345.00	Big Sky Communications 1 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 395.00	Billings Army Navy Surplu - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 776.15	Billings Clinic Online - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 617.00	Billings Ink And Toner, I - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 19.99	Billingsgazettethriftynck - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 247.25	Bozeman Camera And Repair - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 34.64	Brownells Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 444.97	Brownells Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ (399.00)	Build.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ (502.92)	Build.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 38.00	Cemex Zip Trip09906496 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 30.61	Cemex Zip Trip09906496 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 562.50	Central Electric Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 2,000.00	Central Electric Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 70.41	Chalet Market - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 33.25	Chug Chug Gas And Go - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 6.54	Corporate Translate - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 799.96	Costco Whse #0069 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 151.29	Costco Whse #0069 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 114.99	Costco Whse #0069 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 87.15	Costco Whse #0069 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,066.20	Delta Air 0062495321521 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,066.20	Delta Air 0062495440622 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,066.20	Delta Air 0062495618808 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,066.20	Delta Air 0062495796947 - PCard

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03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 499.50	Desert Mtn Broadcasting - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,954.88	Dooley Enterprises Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,788.22	Econo Print - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 79.21	E-Rigging.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 145.00	Fbi National Academy Asso - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,194.00	Fdic/Jems - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,194.00	Fdic/Jems - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 177.50	Fedex 97927777 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 181.20	Fedex Offic16000016089 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 142.73	First Aid Supplies Onl - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ (239.99)	G&G Fitness Live Fit - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 239.99	G&G Fitness Live Fit - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 49.99	Gopro Subscription - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 344.00	Gunarama Wholesale Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 388.10	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 362.94	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 34.75	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 355.85	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 73.00	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 66.56	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 23.85	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 139.04	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 50.34	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 90.30	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 117.89	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 52.18	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 480.08	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 84.90	Harbor Freight Tools 207 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 27.66	Holiday Stations 0108 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 41.94	Homedepot.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 48.68	Homedepot.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 916.00	I/O Solutions, Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 540.00	Iaai - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 529.90	Idu*Insight Public Sec - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 495.00	In *Gwenlin Commercial Cl - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,540.00	In *Law Enforcement Semin - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 300.00	Int'L Code Council Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 132.00	Int'L Code Council Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 300.00	Int'L Code Council Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 300.00	Int'L Code Council Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 300.00	Int'L Code Council Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 101.52	Iron Mountain - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 140.00	Jimmy Johns - 1646 - M - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 213.75	Jimmy Johns - 1646 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 75.50	Jimmy Johns - 2080 - E - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 210.94	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 30.54	Kum&Go 0668 Co Sprin - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 75.02	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 2,076.38	Luckygunnercom - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 123.00	Mesa Tactical - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 399.50	Moore Lane Vh - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 650.00	National Association Of W - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 26.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 26.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 32.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 25.00	National Registry Emt - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 77.50	Nfpa Natl Fire Protect - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 899.95	Office Depot #1080 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 59.49	Office Depot #1080 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 27.98	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 643.93	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 49.99	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 149.16	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 100.77	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 58.97	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 65.00	Paypal *Iape - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 1,285.79	Peavey Corp. - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 598.50	Peavey Corp. - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 681.92	Peterson Quality Off - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 818.08	Peterson Quality Off - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 24.96	Sams Club #4805 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 15.99	Scheels Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 53.98	Southwes 5261477761447 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 246.47	Spectrum - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 65.00	Sq *Cpr Cell Phone Repair - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 180.00	Sq *Gated Solutions - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 237.00	Sq *Stuart'S House Of Vac - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 374.38	Supplycache.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 15.57	Target 00001719 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 108.99	Target 00013334 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 45.28	Target 00013334 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 36.99	Target.Com * - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 147.96	Target.Com * - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 53.94	The Home Depot #3101 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 75.00	The International Soci - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 106.98	The Ups Store 2594 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 148.80	Tlo Transunion - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 310.30	Tlo Transunion - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 78.39	Tritech Forensics - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 61.93	Tst* City Brew Coffee - C - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 108.35	Tst* City Brew Coffee - C - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 3,253.84	Uline *Ship Supplies - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 13.00	Universal Awards - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 53.63	Ups*Billing Center - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 5.25	Usps Po 2907830104 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 734.00	Verde Technologies - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 155.50	Wal-Mart #2923 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 14.00	West End Lock And Secur - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 395.00	Western Office Equipment - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 115.72	Wm Supercenter #1956 - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 69.99	Workbook Or Pdf - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 244.96	Wpsg, Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 97.00	Www.Volgistics.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 47.97	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Public Safety	$ 99.84	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 46.20	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 297.56	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 66.28	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 66.28	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 116.91	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 2.50	Albertsons #0047 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 14.99	Albertsons #0047 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 119.80	Albertsons #0630 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 356.63	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 317.24	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 182.42	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 486.97	Alsco Inc. - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 286.51	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 339.10	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 411.23	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 447.49	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 377.95	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 215.77	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 215.77	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 215.77	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 215.77	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 215.77	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 85.50	American Water Technol - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 19.98	Amzn Mktp Us*Yg9Rk6Sa3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 12.00	Batteries+Bulbs #0253 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 5.52	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 13.02	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 2.45	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 129.74	Billings Construction Sup - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 136.74	Billings Construction Sup - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 137.20	Billings Construction Sup - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 48.15	Cintas Corp - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 12.80	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 7.00	Co Billings Park2 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 4.00	Co Billings Park2 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 3.00	Co Billings Park2 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 6.41	Fastenal Company 01Mtbll - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 43.34	Fastenal Company 01Mtbll - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 15.41	Fastenal Company 01Mtbll - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 1,833.46	Fastenal Company 01Mtbll - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 133.15	Fastenal Company 01Mtbll - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 99.65	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 5.63	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 82.61	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 5.12	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 101.71	Fisher'S Technology - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 117.90	In *Thompson Pools Llc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 168.15	Industrial Sales And Se - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 16.99	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 91.56	Lawson Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 587.95	Lawson Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 45.24	Lawson Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 34.98	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 406.34	Marketing Specialtites - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 22.55	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 89.76	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 132.46	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 35.66	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 63.30	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 88.97	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 65.41	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 116.70	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 65.41	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 78.32	Northwest Pipe Fittings - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 214.00	Pacific Steel Branch #02 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 389.00	The Home Depot #3101 - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 1,492.80	Weathershack.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 384.00	White Heating And Air Con - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 52.13	Yellowstone County Treas - PCard
03/21/2022	ACH	U.S. Bank PCards	Solid Waste	$ 42.73	Yellowstone County Treas - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ (86.13)	Amazon.Com Amzn.Com/Bill - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ (86.13)	Amazon.Com Amzn.Com/Bill - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 86.13	Amazon.Com*4S8Ua4Tx3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 9.99	Amazon.Com*Dt99Z8P83 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 86.13	Amazon.Com*Dw5O630K3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 86.13	Amazon.Com*Yt8I44Qf3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ (86.13)	Amz*Amazon.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 651.96	Amzn Mktp Us*8T5Ms8783 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 9.99	Amzn Mktp Us*Qj3Eb9093 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 62.57	Awg 3575 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 19.51	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 32.71	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 12.47	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 25.48	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 241.43	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 309.48	Billings Farmhand Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 5.53	Billings Farmhand Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 260.97	Billings Hardware & Servi - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 26.99	Billings Hardware & Servi - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 279.24	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 1,250.00	Cues - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 350.00	Danner-Lacrosse - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 9.99	Evergreen Ace Hardware - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 35.98	Evergreen Ace Hardware - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 596.58	Fastenal Company 01Mtbll - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 51.99	Fisher'S Technology - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 71.98	Harbor Freight Tools 207 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 27.99	Harbor Freight Tools 207 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 12.99	Harbor Freight Tools 207 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 646.87	Industrial Coating Soluti - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 669.99	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 39.98	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ (29.99)	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 13.98	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 29.97	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 6.99	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 95.34	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 7.99	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 38.90	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 40.99	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 44.42	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 77.00	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 32.74	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 1,170.89	Midwest Machinery Glcoe - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 494.86	National Coatings 3188 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 60.85	National Coatings 3188 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 240.66	National Coatings 3188 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 643.33	National Coatings 3188 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 636.34	National Coatings 3188 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 265.85	National Coatings 3188 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 49.99	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 39.96	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 279.99	Shipton'S Big R-West - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 420.10	Sq *Hotsy Wy-Mont - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 554.20	United 0162391107494 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 917.43	Vrbo Ha8N2P77 - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 41.84	Yellowstone County Treas - PCard
03/21/2022	ACH	U.S. Bank PCards	Street/Traffic	$ 149.82	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 20.13	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 95.50	Aaim - Services - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 29.99	Adobe Creative Cloud - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 200.00	Alpha Overhead Door - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 192.85	Alpine Plumbing Heating A - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 105.24	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 72.40	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 83.87	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 321.68	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 305.72	Amazon.Com*Dz7Y99Xr3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 56.36	Amazon.Com*Ws3E839S3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 19.99	Amzn Mktp Us*394E07X23 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 84.87	Amzn Mktp Us*Ew54S1Ij3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 134.97	Best Buy 00005926 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 1,543.50	Gdp*Accessarize - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 695.95	Glas-Weld Systems, Inc., - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 32.74	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 328.00	In *Cotter'S Sewer, Septi - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 750.00	In *Cotter'S Sewer, Septi - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 125.00	In *Downtown Billings Ass - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 17.33	In *Heritage Maint. Produ - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 549.40	In *Heritage Maint. Produ - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 180.00	In *Yellowstone County Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 15.00	Kimball Midwest Payeezy - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 5.00	Kimball Midwest Payeezy - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 19.50	Kimball Midwest Payeezy - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 129.36	Kimball Midwest Payeezy - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 2,560.00	Midwest Bus Corporation - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 47.44	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 34.29	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 2.81	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 53.76	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 33.80	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 7.70	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 11.24	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 5.62	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 30.40	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 1,233.08	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 22.21	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 7.45	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 6.99	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 20.05	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 11.03	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ (5.62)	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 13.98	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 139.80	Napa Store 3547001 - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 166.60	Power Products Holding C - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 10.47	Power Products Holding C - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 897.33	Pzg**Mt Dept Transport - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 365.00	Sq *Billings Carpet & Wat - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 442.49	Sq *Taylor Electric Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 1,752.00	Sq *Transitional Marketin - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 209.95	Summit Racing Mail Order - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 275.55	Superior Water Solutions - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 236.05	Unity School Bus Parts - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 21.12	Yellowstone County Treas - PCard
03/21/2022	ACH	U.S. Bank PCards	Transit	$ 15.55	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 489.98	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 40.83	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 125.10	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 79.58	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 288.66	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 50.20	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 31.93	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 63.98	A And H Turf And Specialt - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 14.99	Adobe Acropro Subs - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 395.82	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 102.98	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 536.40	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 323.47	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 282.06	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 29.77	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 323.08	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 77.23	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 615.98	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 22.33	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 442.16	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 10.40	Amzn Mktp Us*0450Z2Gc3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 7.99	Amzn Mktp Us*1B7M25Uy1 Am - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 43.10	Amzn Mktp Us*2Y9Jh58A3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 39.99	Amzn Mktp Us*6U3Es5V43 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 15.29	Amzn Mktp Us*8I7Bn6Ia3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 51.98	Amzn Mktp Us*Fr8Bm3El3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 321.88	Amzn Mktp Us*Sc0Kz48T3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 92.50	Automationdirect.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 213.47	Awwa.Org - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 273.47	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 30.26	C&B Billings - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 20.99	Carquest 3103 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 99.41	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 99.41	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 32.74	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 32.74	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 50.85	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 50.85	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 526.26	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 15.88	Costco Whse #0069 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 23.40	Econo Glass Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 611.25	Edge Construction Supp - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 1,020.37	Edge Construction Supp - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 120.19	Edge Construction Supp - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 234.60	Edge Construction Supp - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 535.20	Engineer Supply Llc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 1,612.52	Enterprise Specialty Pro - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 117.38	Fastool Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 1,216.13	Fs Industries - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 855.31	Fs Industries - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 335.95	Gih*Globalindustrialeq - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 9.50	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 32.10	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 206.80	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 34.13	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 32.04	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 48.91	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 87.38	Graybar Electric - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 46.30	Hach Company - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 377.92	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 533.00	Hanson Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 386.91	Heights Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 70.27	Hose & Rubber Supply - Bi - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 30.14	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 14.38	Kings Ace Hdwe - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 2.99	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 11.87	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 14.40	Launchpoint Solutions - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 1,533.00	Lous Gloves - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 69.48	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 44.84	Macon Supply Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 262.38	Mcmaster-Carr - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 99.00	Microsoft*Store - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 1,878.98	Microsoft*Store - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 295.10	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 370.31	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 75.88	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 174.91	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 364.35	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 129.22	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 324.08	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 174.32	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 63.36	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 1,342.40	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 301.50	Midland Scientific Inc - - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 153.53	Monoprice, Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 33.35	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 16.59	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 225.00	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 40.45	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ (78.99)	Office Depot #2135 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 5.19	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 36.80	Pacific Metal Co #136 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 13.68	Pacific Metal Co #136 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 276.00	Pacific Steel Branch #02 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 9.76	Pacific Steel Branch #02 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 189.89	Patriotchem - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 1,764.35	Platt Electric 800 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 53.49	Purvis Industries 68 - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 410.77	Purvis Industries 68 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 22.98	Purvis Industries 68 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 536.34	Purvis Industries 68 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 331.37	Purvis Industries 68 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 40.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 60.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 60.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ (105.08)	Rdoce Bil 020112 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 105.08	Rdoce Bil 020112 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 880.93	Rsd - Billings#57 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 728.34	Salsbury Industries - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 257.00	Selby'S - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 86.02	Selby'S - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 1,250.00	Shepherd Stainless Incorp - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 43.27	Shipton'S Big R-East - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 13.05	Snap-On Tools - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 33.50	Snap-On Tools - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 43.82	Sq *Starter Alterna - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 59.97	The Home Depot #3101 - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 721.36	Valmont Site Pro 1 Pirod - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 247.24	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 1,492.64	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 19.00	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Wastewater	$ 200.71	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 34.96	1000Bulbs.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 122.49	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 972.71	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 63.86	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ (47.52)	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 10.65	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 43.00	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ (15.84)	360 Office Solutions Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 95.97	A And H Turf And Specialt - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 65.00	A-1 Rentals - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Water	$ 89.31	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 66.98	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 323.09	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 663.24	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 485.21	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 308.94	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 231.71	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 297.29	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 517.86	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 282.07	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 475.03	Alsco Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ (107.10)	Amazon.Com Amzn.Com/Bill - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 407.76	Amazon.Com*5O1Nw1Bj3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 153.98	Amazon.Com*B65Jx0Pt3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 184.96	Amazon.Com*H89Ev5Ib3 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 182.07	Amazon.Com*Je4Bz3C83 Amzn - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 216.00	American Public Works - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 15.59	Amzn Mktp Us*0450Z2Gc3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 11.99	Amzn Mktp Us*1B7M25Uy1 Am - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 43.96	Amzn Mktp Us*2C20C77I3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 129.31	Amzn Mktp Us*2Y9Jh58A3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 151.80	Amzn Mktp Us*3W6175C13 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 77.97	Amzn Mktp Us*Fr8Bm3El3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 89.66	Amzn Mktp Us*Ll8Ja3E63 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 128.99	Amzn Mktp Us*Lm6Dc8A03 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 321.88	Amzn Mktp Us*Sc0Kz48T3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 229.00	Amzn Mktp Us*T25Yp8X03 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 56.95	Amzn Mktp Us*Va5Lv2Ks3 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 78.00	Amzn Mktp Us*Vd9Tf4G63 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 213.46	Awwa.Org - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 15.00	Bargreen Ellingson #11 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ (147.91)	Bayou Field & Outdoors - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 14.99	Best Buy 00005926 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 101.18	Billings - Tacoma Screw P - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Water	$ 10.89	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 591.65	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 43.60	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 28.24	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 32.55	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 89.43	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 2.09	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 26.07	Billings - Tacoma Screw P - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 45.39	C&B Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 5.14	Car Wash Systems, Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 20.99	Carquest 3103 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 98.23	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 38.59	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 76.27	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 76.27	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 98.23	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 127.11	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 127.11	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 38.59	City Of Billings - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 68.00	Compliance Signs - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 47.63	Costco Whse #0069 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 119.87	Cross Petroleum Service - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 52.56	Cross Petroleum Service - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 193.00	Cross Petroleum Service - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 259.01	Econo Print - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 802.80	Engineer Supply Llc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 162.11	Fastenal Company 01Mtbll - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 17.38	Fei, Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 309.47	Firemaster - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 57.00	Firemaster - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 338.56	Full Source Llc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 37.92	Galles Filter And Exhaust - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 244.39	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 21.59	Grainger - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Water	$ 98.98	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 9.51	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 88.84	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 1,631.77	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 767.00	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 145.44	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 770.95	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 32.11	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 106.87	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ (206.80)	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 25.44	Grainger - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 114.10	Hach Company - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 105.99	Hach Company - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 202.14	Hach Company - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 9.99	Harbor Freight Tools 207 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 37.96	Homedepot.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 76.00	Hope Industrial Systems - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 164.08	Hope Industrial Systems - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 2,710.00	Hope Industrial Systems - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 105.41	Hose & Rubber Supply - Bi - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 336.21	Hose & Rubber Supply - Bi - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 77.60	Hose & Rubber Supply - Bi - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 11.13	Hose & Rubber Supply - Bi - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 41.48	Hose & Rubber Supply - Bi - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 954.80	Integra Chemical - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 371.07	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 45.22	Kb Commercial Products - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 3.00	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 47.95	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 17.81	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 11.69	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 21.58	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 13.82	Kings Ace Hdwe - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 35.17	Kings Ace Hdwe - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Water	$ 21.60	Launchpoint Solutions - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 133.26	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 629.00	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 275.86	Lowes #00319* - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 44.84	Macon Supply Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 52.68	Mcdonald'S F24659 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 153.54	Monoprice, Inc. - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 609.90	Motion Industries Mt01 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 123.20	Mountain Supply - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 129.99	Mouser Electronics Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 340.05	National Everything Whole - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ (340.05)	National Everything Whole - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 50.03	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 24.89	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 60.67	Norco Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 4,246.00	Norwall Powersystems - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 7.79	Office Depot #450 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 20.52	Pacific Metal Co #136 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 55.20	Pacific Metal Co #136 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 14.63	Pacific Steel Branch #02 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 184.80	Peak Trading Corp - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 70.33	Perkinelmer Health - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 863.40	Perkinelmer Health - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 190.42	Perkinelmer Health - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 15.94	Platt Electric 800 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 90.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 60.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 90.00	Pzg**Mt Dli Ebiz - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 157.61	Rdoce Bil 020112 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ (157.61)	Rdoce Bil 020112 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 203.18	Rj Mann & Associates Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 406.00	S&S Machine Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 47.00	S&S Machine Inc - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 728.35	Salsbury Industries - PCard

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	ACH	U.S. Bank PCards	Water	$ 86.02	Selby'S - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 53.52	Sherwin Williams 703203 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 733.78	Sherwin Williams 703203 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 123.44	Sherwin Williams 703203 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 5.93	Sherwin Williams 703203 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 114.98	Sherwin Williams 703203 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 125.05	Sherwin Williams 703203 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 65.74	Sq *Starter Alterna - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 286.36	Supplyhouse.Com - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 59.97	The Home Depot #3101 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 89.04	The Home Depot 3101 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 109.25	Tinys Tavern Inc 2 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 4.52	Tw Enterprises - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 47.18	U.S. Plastic Corporation - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 102.96	U.S. Plastic Corporation - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 123.83	Uline *Ship Supplies - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 189.95	Www.Superbrightleds.Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 712.73	Www.Superbrightleds.Co - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 28.43	Yellowstone Valley Elect - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 15.55	Zoom.Us 888-799-9666 - PCard
03/21/2022	ACH	U.S. Bank PCards	Water	$ 832.40	Zoro Tools Inc - PCard
03/21/2022	850859	Verizon Wireless	Airport	$ 51.66	Airport
03/21/2022	850859	Verizon Wireless	Engineering	$ 136.60	PW-Engineering
03/21/2022	850859	Verizon Wireless	Fleet	$ 106.29	Motor Pool
03/21/2022	850859	Verizon Wireless	General	$ 167.73	City Administrator
03/21/2022	850859	Verizon Wireless	General	$ 40.01	Tina Hoeger Laptop
03/21/2022	850859	Verizon Wireless	General	$ 27.32	Victoria Hill -Laptop
03/21/2022	850859	Verizon Wireless	Park Dist 1	$ 52.37	PRPL-PARKS
03/21/2022	850859	Verizon Wireless	Parking	$ 27.32	Parking
03/21/2022	850859	Verizon Wireless	Parking	$ 52.15	PRKING Enforcement (Parking)
03/21/2022	850859	Verizon Wireless	PD Program	$ 455.79	CCSIU Cell/PTT + the cost of new phone
03/21/2022	850859	Verizon Wireless	PD Program	$ 17.57	CCSIU MDT
03/21/2022	850859	Verizon Wireless	PD Program	$ 80.02	CCSIU RAVEN
03/21/2022	850859	Verizon Wireless	Public Safety	$ 268.32	Fire MDT

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/21/2022	850859	Verizon Wireless	Public Safety	$ 483.56	MDT Toughbooks
03/21/2022	850859	Verizon Wireless	Public Safety	$ 71.45	MDT Toughbooks
03/21/2022	850859	Verizon Wireless	Public Safety	$ 54.76	Police
03/21/2022	850859	Verizon Wireless	Public Safety	$ 80.02	Police iPads
03/21/2022	850859	Verizon Wireless	Public Safety	$ 40.01	Police MiFi
03/21/2022	850859	Verizon Wireless	Public Safety	$ 41.58	Police
03/21/2022	850859	Verizon Wireless	Solid Waste	$ 27.32	PW Dozer Trimble Dozer
03/21/2022	850859	Verizon Wireless	Solid Waste	$ 109.28	PW-Solid Waste
03/21/2022	850859	Verizon Wireless	Solid Waste	$ 207.35	PW-SW-ON CALL Solid Waste On Call
03/21/2022	850859	Verizon Wireless	Solid Waste	$ 75.94	PW-SW-ON CALL Solid Waste On Call
03/21/2022	850859	Verizon Wireless	Solid Waste	$ 507.22	Solid Waste Tablets -Routware
03/21/2022	850859	Verizon Wireless	Street/Traffic	$ 81.96	PW-Streets-1377 iPad
03/21/2022	850859	Verizon Wireless	Street/Traffic	$ 163.92	PW-Streets City Works
03/21/2022	850859	Verizon Wireless	Street/Traffic	$ 194.32	PW-STRT TRFC Streets
03/21/2022	850859	Verizon Wireless	Transit	$ 309.02	MET AVL
03/21/2022	850859	Verizon Wireless	Water	$ 27.32	PW Belknap Meter Shop
03/21/2022	850859	Verizon Wireless	Water	$ 27.32	PWBLKNP Water Treatment
03/21/2022	850859	Verizon Wireless	Water	$ 54.64	PWBLNP Comm-Meter CityWorks/Neptune
03/21/2022	850865	Ylwstn Co Finance	Building	$ 6,853.89	Miller Building; April Rent; Building Dept.
03/21/2022	850865	Ylwstn Co Finance	CDBG	$ 5,330.52	Miller Building; April 2022; Community Development
03/21/2022	850865	Ylwstn Co Finance	General	$ 2,132.82	Miller Building; April Rent; Code Enforcement
03/21/2022	850865	Ylwstn Co Finance	Parking	$ 1,295.50	February_2022 1/2 County Lot Meter Collections
03/21/2022	850865	Ylwstn Co Finance	Planning	$ 4,566.03	Miller Building; April Rent; Planning Dept.
03/21/2022	850866	Zee Creative Inc	General	$ 9,000.00	PRPL website redesign
03/21/2022	850866	Zee Creative Inc	Public Safety	$ 616.00	TRAINING/POSTERS: BASEMENT FIRES CLASS

City Council Regular

Date:	04/25/2022
Title:	Payment of Claims for week of March 28, 2022
Presented by:	Andy Zoeller, Finance Director
Department:	Finance
Presentation:	No
Legal Review	Not Applicable

RECOMMENDATION

Staff recommends Council approve the Payment of Claims

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

Claims in the amount of $1,159,475.85 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 03282022

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/28/2022	850870	Advanced Eng & Enviro	Storm Sewer	$ 14,472.75	Babcock Boulevard Drainage Area Improvements
03/28/2022	850870	Advanced Eng & Enviro	Water	$ 12,847.00	WO 22-20 WTP High Service Pump Station
03/28/2022	850874	Assoc Employers of MT	P.W. Admin	$ 954.00	Leadership training
03/28/2022	850874	Assoc Employers of MT	Solid Waste	$ 954.00	Leadership training
03/28/2022	850874	Assoc Employers of MT	Street/Traffic	$ 954.00	Leadership training
03/28/2022	850874	Assoc Employers of MT	Wastewater	$ 238.50	Leadership training
03/28/2022	850874	Assoc Employers of MT	Wastewater	$ 381.60	Leadership training
03/28/2022	850874	Assoc Employers of MT	Wastewater	$ 954.00	Leadership training
03/28/2022	850874	Assoc Employers of MT	Water	$ 572.40	Leadership training
03/28/2022	850874	Assoc Employers of MT	Water	$ 954.00	Leadership training
03/28/2022	850874	Assoc Employers of MT	Water	$ 477.00	Leadership training
03/28/2022	850874	Assoc Employers of MT	Water	$ 238.50	Leadership training
03/28/2022	850881	Billings Times	Building	$ 115.00	5293 Building- grn inspected labels
03/28/2022	850881	Billings Times	Building	$ 799.10	5296 Building - gas piping and ok to cover tags
03/28/2022	850881	Billings Times	P.W. Admin	$ 1,361.16	5291 Public Utilities - liquid waste/septic permit
03/28/2022	850881	Billings Times	Wastewater	$ 134.00	5292 Public Utilities - sewer complaint sheets
03/28/2022	850881	Billings Times	Wastewater	$ 38.25	5294 Public Utilities - leave slips
03/28/2022	850881	Billings Times	Water	$ 207.00	5290 Public Utilities - Water Meter door tags
03/28/2022	850881	Billings Times	Water	$ 12.75	5294 Public Utilities - leave slips
03/28/2022	850881	Billings Times	Water	$ 76.50	5294 Public Utilities - leave slips
03/28/2022	850884	C&B Operations	Street/Traffic	$ 41,661.80	Cabbed tractor w/mower deck, snow blower, broom, and snow plow
03/28/2022	850884	C&B Operations	Street/Traffic	$ 1,033.59	replacement broom wafers for unit 1378 & 1309
03/28/2022	850886	Century Link	Airport	$ 64.28	Airport
03/28/2022	850886	Century Link	Airport	$ 81.44	Airport
03/28/2022	850886	Century Link	Airport	$ 52.55	Airport 1FB Line
03/28/2022	850886	Century Link	Airport	$ 45.66	Airport Alarm
03/28/2022	850886	Century Link	Airport	$ 52.55	Airport P9 Building
03/28/2022	850886	Century Link	Airport	$ 45.92	Airport Terminal Power M
03/28/2022	850886	Century Link	Airport	$ 37.57	Bill Date: Aug 16, 2021. QTA Phone
03/28/2022	850886	Century Link	Engineering	$ 125.63	Measured Lines Depot 60/40
03/28/2022	850886	Century Link	EOC 911	$ 45.65	9-1-1 Center
03/28/2022	850886	Century Link	EOC 911	$ 5,360.21	9-1-1 Center
03/28/2022	850886	Century Link	EOC 911	$ 45.65	9-1-1 Center
03/28/2022	850886	Century Link	EOC 911	$ 311.26	9-1-1 Center Fox Reservoir #2

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03/28/2022	850886	Century Link	EOC 911	$ 311.26	9-1-1 Center Landfill #2
03/28/2022	850886	Century Link	Fleet	$ 50.58	Motor Pool
03/28/2022	850886	Century Link	General	$ 40.72	Cemetery FAX Line
03/28/2022	850886	Century Link	General	$ 55.92	Stewart Park Batting Cages
03/28/2022	850886	Century Link	IT Resources	$ 45.92	Kenco Security Alarm IT Alarm
03/28/2022	850886	Century Link	Library	$ 169.51	Library 6 lines
03/28/2022	850886	Century Link	P.W. Admin	$ 83.76	Measured Lines Depot 60/40
03/28/2022	850886	Century Link	Park Dist 1	$ 64.28	Parks
03/28/2022	850886	Century Link	Park Dist 1	$ 45.92	Parks 3890 Stillwater
03/28/2022	850886	Century Link	Parking	$ 45.92	Park 1 Elevator Phone
03/28/2022	850886	Century Link	Parking	$ 40.72	Park 2 Elevator Phone
03/28/2022	850886	Century Link	Phone System	$ 94.46	Airport Measured Lines
03/28/2022	850886	Century Link	Phone System	$ 137.76	BOC Alarms
03/28/2022	850886	Century Link	Phone System	$ 102.24	BOC Measured Lines
03/28/2022	850886	Century Link	Phone System	$ 52.02	CPC
03/28/2022	850886	Century Link	Phone System	$ 498.71	CPC
03/28/2022	850886	Century Link	Phone System	$ 116.39	Library 6 lines
03/28/2022	850886	Century Link	Phone System	$ 2,571.43	Main System Centrex
03/28/2022	850886	Century Link	Phone System	$ 105.12	Met Measured Lines
03/28/2022	850886	Century Link	Phone System	$ 52.02	PRPL
03/28/2022	850886	Century Link	Phone System	$ 115.79	PRPL -Fax and 406-657-3052 Senior center fax
03/28/2022	850886	Century Link	Phone System	$ 148.14	PUD Measured Lines
03/28/2022	850886	Century Link	Phone System	$ 45.92	South Park
03/28/2022	850886	Century Link	Phone System	$ 141.66	WWTP Conference Room
03/28/2022	850886	Century Link	Planning	$ 45.92	Planning Traffic Central 9th
03/28/2022	850886	Century Link	Planning	$ 45.92	Planning Traffic Central Broadwater
03/28/2022	850886	Century Link	Public Safety	$ 45.94	Crime Prevention Alarm
03/28/2022	850886	Century Link	Public Safety	$ 119.32	Fire
03/28/2022	850886	Century Link	Public Safety	$ 56.30	Fire 5- 911 Line
03/28/2022	850886	Century Link	Public Safety	$ 47.22	Fire Elevator
03/28/2022	850886	Century Link	Public Safety	$ 40.72	Fire Maintenance Shop
03/28/2022	850886	Century Link	Public Safety	$ 118.28	Fire RR Crossing Alarm
03/28/2022	850886	Century Link	Radio	$ 311.26	Fire Airport Radio Tower Jellison
03/28/2022	850886	Century Link	Radio	$ 311.26	Fire Airport Radio Tower WCK

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03/28/2022	850886	Century Link	Solid Waste	$ 95.49	Solid Waste Landfill
03/28/2022	850886	Century Link	Solid Waste	$ 178.76	SW Landfill
03/28/2022	850886	Century Link	Street/Traffic	$ 41.87	PW Traffic 3728 McDougall
03/28/2022	850886	Century Link	Street/Traffic	$ 47.22	Traffic Signal 24 Central
03/28/2022	850886	Century Link	Transit	$ 41.87	MET Transit
03/28/2022	850886	Century Link	Wastewater	$ 45.92	PUD Sahara Sand Lift Station
03/28/2022	850886	Century Link	Water	$ 39.44	PUD Alarm Water Tower
03/28/2022	850886	Century Link	Water	$ 183.68	Water Department Alarm
03/28/2022	850892	David Turch & Assoc	P.W. Admin	$ 8,000.00	January February Infrastructure Consulting Fees
03/28/2022	850893	Dell Computer L P	IT Resources	$ 1,509.84	Mobile Precision 3561 -i7, 16GB, 256GB laptop
03/28/2022	850893	Dell Computer L P	Public Safety	$ 2,389.38	Qty. 2 Precision 3450, i7, 16GB, 512GB -Watchguard PC's
03/28/2022	850894	Desert Mt Corp	Street/Traffic	$ 4,845.71	ice slicer
03/28/2022	850894	Desert Mt Corp	Street/Traffic	$ 4,783.45	ice slicer
03/28/2022	850900	First MT Title Co	CDBG	$ 15,000.00	FTHB Maddison Robinette 377 Prospectors Lane
03/28/2022	850903	Goche	PD Program	$ 2,500.00	Final billing for SAPTSA Training. HIDTA.
03/28/2022	850907	Graphic Imprints	General	$ 3,138.00	shirts for programing-96948
03/28/2022	850912	Hanna Construction	Tax Incrmnt S	$ 120,797.82	installation pre-engineered 30x60 park shelter & modification of the existing
03/28/2022	ACH	HDR	Gas Tax	$ 11,539.25	WO2224 Park Pl Retaining Wall
03/28/2022	ACH	HDR	Solid Waste	$ 16,966.26	WO 17-12 Landfill Drop-off Facility
03/28/2022	ACH	HDR	Wastewater	$ 43,029.22	WO 19-21 WRF Influent Lift Station
03/28/2022	ACH	HDR	Wastewater	$ 3,666.19	WO 2001 Phase II
03/28/2022	ACH	HDR	Wastewater	$ 4,542.26	WO 20-44 WRF Nutrient Recovery Improvements Project
03/28/2022	ACH	HDR	Wastewater	$ 3,249.14	WO 22-14 WRF Administration Building AHU Replacement
03/28/2022	ACH	HDR	Water	$ 3,826.26	WO 18-23 Water Master Plan Update
03/28/2022	ACH	HDR	Water	$ 77,916.18	WO 19-12 West End Reservoir
03/28/2022	ACH	HDR	Water	$ 1,147.78	WO 2001 Phase II
03/28/2022	ACH	HDR	Water	$ 24,759.89	WO 22-11 Staples Reservoir Evaluation/Design
03/28/2022	850914	High Point Networks	Airport	$ 7,978.00	PowerEdge T350 Server with 4 TB drives -Airport
03/28/2022	850914	High Point Networks	Phone System	$ 26,446.00	4- EX4400-48P Juniper Switches and 25GB SFP modules
03/28/2022	850917	Iaff	Payroll Clearing	$ 4,752.94	Payroll Summary
03/28/2022	850923	Jacobs Eng Group	Gas Tax	$ 595.47	Asset Management Program Project
03/28/2022	850923	Jacobs Eng Group	Light Maint	$ 595.47	Asset Management Program Project
03/28/2022	850923	Jacobs Eng Group	Storm Sewer	$ 1,220.72	Asset Management Program Project
03/28/2022	850923	Jacobs Eng Group	Street/Traffic	$ 1,786.42	Asset Management Program Project

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03/28/2022	850923	Jacobs Eng Group	Wastewater	$ 3,989.67	Asset Management Program Project
03/28/2022	850923	Jacobs Eng Group	Water	$ 3,993.56	Asset Management Program Project
03/28/2022	850924	K2 Civil	Solid Waste	$ 31,954.47	WO 20-23 Solid Waste Container Storage Facility
03/28/2022	850929	Mccain Traffic Supply	Street/Traffic	$ 538.57	freight
03/28/2022	850929	Mccain Traffic Supply	Street/Traffic	$ 9,700.00	signal backplates/visor/balls per attached quote
03/28/2022	850939	MFPE	Payroll Clearing	$ 2,720.00	Payroll Summary
03/28/2022	850937	Montana CSED	Payroll Clearing	$ 3,163.94	Payroll Summary
03/28/2022	850943	Morrison Maierle	Solid Waste	$ 3,222.98	Solid Waste Maintenance & Parking Building
03/28/2022	850943	Morrison Maierle	Water	$ 2,620.00	WO 21-01 Water/Sewer Replacement Project Pioneer Park
03/28/2022	850945	MPPA	Payroll Clearing	$ 3,908.80	Payroll Summary
03/28/2022	850938	MT Dakota Utilities	Airport	$ 997.71	129 573 1000 1. Mud Wash. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 337.83	160 723 3573 6. USDA. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 2,608.46	179 053 7751 5. New Concourse
03/28/2022	850938	MT Dakota Utilities	Airport	$ 544.88	185 580 1000 7. TSA. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 209.16	229 573 1000 0. Detail Bay 1 Hertz. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 403.45	283 116 0655 3. Alpine/Big Sky Ground. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 3,304.07	285 580 1000 6
03/28/2022	850938	MT Dakota Utilities	Airport	$ 320.79	295 580 1000 4. Aero Interiors. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 78.81	329 573 100 9. Detail Bay 3 Enterprise. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 275.62	429 573 1000 8. Detail Bay 4 Avis/Budget. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 110.36	529 573 1000 7. Thrifty/Dollar. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 2,460.44	559 373 1000 6. Car Wash. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 14,105.06	595 580 1000 1
03/28/2022	850938	MT Dakota Utilities	Airport	$ 492.07	629 573 1000 6. Detail Bay 2 National/Alamo. March 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 2,103.79	706 580 1000 7
03/28/2022	850938	MT Dakota Utilities	Airport	$ 21.32	846 093 3091 9. East Rooftops. February 2022
03/28/2022	850938	MT Dakota Utilities	Airport	$ 25.13	846 093 3091 9. East Rooftops. March 2022
03/28/2022	850938	MT Dakota Utilities	Engineering	$ 341.95	595 373 1000 1
03/28/2022	850938	MT Dakota Utilities	Facilities	$ 13,593.27	375 963 4481 4
03/28/2022	850938	MT Dakota Utilities	Facilities	$ 4,194.51	929 780 1000 4
03/28/2022	850938	MT Dakota Utilities	General	$ 645.75	437 780 1000 9
03/28/2022	850938	MT Dakota Utilities	Library	$ 6,038.66	219 924 4851 0
03/28/2022	850938	MT Dakota Utilities	P.W. Admin	$ 85.49	595 373 1000 1
03/28/2022	850938	MT Dakota Utilities	Park Dist 1	$ 170.82	501 473 1000 2

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03/28/2022	850938	MT Dakota Utilities	Parking	$ 312.21	303 725 2591 2
03/28/2022	850938	MT Dakota Utilities	Parking	$ 23.61	717 353 1000 6
03/28/2022	850938	MT Dakota Utilities	Parking	$ 182.32	799 152 1209 0
03/28/2022	850938	MT Dakota Utilities	Public Safety	$ 49.01	062 907 9494 7
03/28/2022	850938	MT Dakota Utilities	Public Safety	$ 1,168.97	169 233 1000 3
03/28/2022	850938	MT Dakota Utilities	Public Safety	$ 108.49	514 117 0478 9
03/28/2022	850938	MT Dakota Utilities	Public Safety	$ 825.44	533 653 1000 1
03/28/2022	850938	MT Dakota Utilities	Public Safety	$ 73.89	602 589 7178 1
03/28/2022	850938	MT Dakota Utilities	Public Safety	$ 1,315.61	885 880 1000 4
03/28/2022	850938	MT Dakota Utilities	Transit	$ 2,961.98	962 880 1000 0
03/28/2022	850938	MT Dakota Utilities	Wastewater	$ 6,911.59	293 780 1000 2
03/28/2022	850938	MT Dakota Utilities	Wastewater	$ 6,911.59	293 780 1000 2
03/28/2022	850938	MT Dakota Utilities	Wastewater	$ 13,823.19	293 780 1000 2
03/28/2022	850938	MT Dakota Utilities	Wastewater	$ 74.98	596 733 1000 5
03/28/2022	850938	MT Dakota Utilities	Wastewater	$ 74.98	713 064 3190 0
03/28/2022	850938	MT Dakota Utilities	Wastewater	$ 73.05	735 453 1000 2
03/28/2022	850938	MT Dakota Utilities	Wastewater	$ 76.66	843 879 2205 1
03/28/2022	850938	MT Dakota Utilities	Water	$ 76.40	076 225 9180 3
03/28/2022	850938	MT Dakota Utilities	Water	$ 152.72	373 580 1000 9
03/28/2022	850938	MT Dakota Utilities	Water	$ 152.72	373 580 1000 9
03/28/2022	850938	MT Dakota Utilities	Water	$ 192.97	541 380 1000 1
03/28/2022	850938	MT Dakota Utilities	Water	$ 113.67	921 580 1000 6
03/28/2022	850940	MT Lines	Gas Tax	$ 10,856.33	Bike Boulevard-Avenue D
03/28/2022	850942	MT State Firemen Assoc	Payroll Clearing	$ 4,351.70	Payroll Summary
03/28/2022	850949	NorMont Equipment	Street/Traffic	$ 3,440.00	gutter brooms for sweepers
03/28/2022	850950	Northwest Pipe Fittings	Public Safety	$ 68.56	7683607
03/28/2022	850950	Northwest Pipe Fittings	Wastewater	$ 4.76	3/4" BRASS CROSS
03/28/2022	850950	Northwest Pipe Fittings	Wastewater	$ 501.69	Control
03/28/2022	850950	Northwest Pipe Fittings	Wastewater	$ 1,040.21	PVC
03/28/2022	850950	Northwest Pipe Fittings	Wastewater	$ 9.03	Seal
03/28/2022	850950	Northwest Pipe Fittings	Wastewater	$ 27.09	Seal
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 76.40	2-1/2" LIQUID FILLED 0 TO 160 - 1/4" GAUGE (BOTTOM MOUNT)
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 7.13	3/4" BRASS CROSS
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 23,090.76	3/4" E-CODER WALL CU/FT METER W/RECPT ED2C11REF7

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03/28/2022	850950	Northwest Pipe Fittings	Water	$ 2,357.03	6" PRO III UME WITH HPP - TURBINE 9719-410
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 3.34	BLACK NIPPLE 1-1/4" X 5-1/2" P/N: 0451328
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 116.96	CAST IRON CURB BOX PLUG 1-1/4" P/N: 2175728
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 121.00	HYDRANT METER GASKET 2.5" - THREAD SWIVEL GASKET
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 185.28	L Structure piping
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 11.89	Parts for hydrant gauge
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 1,216.60	REG E-CODER PIT 1-1/2" RH2F41 P/N: RH2F41
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 95.00	SEAL PINS
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 251.10	STEM COUPLINGS K8116 FOR K-81 HYDRANT
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 96.54	Tubing cutter
03/28/2022	850950	Northwest Pipe Fittings	Water	$ 149.66	Water heater parts
03/28/2022	850951	NorthWestern Energy	Airport	$ 29,618.73	0100482-9. Vault Main Acct. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 3,302.29	0100483-7. Runway Lights. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 1,188.88	0100484-5. ARFF Facility. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 236.72	0712792-1. IP-7. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 920.10	0712800-2. IP-9. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 562.90	0712809-3. IP-11. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 113.73	1138926-9. Aero Interiors. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 104.04	1647695-4. De Icer. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 489.25	1669567-8. TSA. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 1,029.72	1993430-6. Car Wash. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 280.83	2001846-1. Mud Wash. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 358.49	2001848-7. Detail Bay 1 Hertz. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 127.54	2001855-2. Detail Bay 2 National/Alamo. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 114.33	2001862-8. Detail Bay 3 Enterprise. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 186.92	2001865-1. Detail Bay 4 Avis/Budget. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 90.47	2001867-7. Detail Bay 5 Thrifty/Dollar. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 74.89	3085107-5. Employee Parking. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 211.00	3446396-8. USDA. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 1,026.10	3477231-9. Parking Zone. March 2022
03/28/2022	850951	NorthWestern Energy	Airport	$ 13.72	3733186-5. Airport Storage. March 2022
03/28/2022	850951	NorthWestern Energy	Facilities	$ 6,134.24	0100507-3
03/28/2022	850951	NorthWestern Energy	Facilities	$ 689.16	1160802-3
03/28/2022	850951	NorthWestern Energy	Facilities	$ 2,757.37	1160804-9

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03/28/2022	850951	NorthWestern Energy	Facilities	$ 2,572.71	1269391-7
03/28/2022	850951	NorthWestern Energy	Facilities	$ 7,662.43	3927205-9
03/28/2022	850951	NorthWestern Energy	General	$ 1,469.42	0100506-5
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 6.00	0722237-5
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 6.00	0722247-4
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 84.20	0722255-7
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 28.13	0722257-3
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ -	0722263-1
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ -	0722265-6
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 124.01	0722266-4
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 13.87	0722269-8
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 10.02	0722292-0
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 16.13	0722293-8
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 6.00	0722905-7
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 10.00	0722933-9
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 76.65	0723035-2
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 7.58	0723036-0
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 157.63	0723037-8
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 38.24	0723042-8
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 9.31	0723044-4
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 7.70	0723055-0
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 28.65	0723056-8
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 11.82	0723057-6
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 20.31	0723058-4
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 8.70	0723090-7
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 6.00	0723162-4
03/28/2022	850951	NorthWestern Energy	Park Dist 1	$ 13.03	0789437-1
03/28/2022	850951	NorthWestern Energy	Parking	$ 3,471.91	0720834-1
03/28/2022	850951	NorthWestern Energy	Parking	$ 1,392.38	1594282-4
03/28/2022	850951	NorthWestern Energy	Parks Maint	$ 336.33	1059093-3
03/28/2022	850951	NorthWestern Energy	Public Safety	$ 1,680.12	3448739-7
03/28/2022	850951	NorthWestern Energy	Radio	$ 174.09	0721580-9
03/28/2022	850951	NorthWestern Energy	Street/Traffic	$ 6.00	0723645-8
03/28/2022	850951	NorthWestern Energy	Transit	$ 357.97	1784756-7

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03/28/2022	850951	NorthWestern Energy	Wastewater	$ 365.89	822 Shiloh Crossing Lift Station
03/28/2022	850951	NorthWestern Energy	Water	$ 468.53	0100485-2
03/28/2022	850951	NorthWestern Energy	Water	$ 4,543.99	0100540-4
03/28/2022	850951	NorthWestern Energy	Water	$ 3,110.35	5809 Canyon Woods Dr - Zone 4
03/28/2022	850951	NorthWestern Energy	Water	$ 6.00	63 1/2 Charlene St
03/28/2022	850953	Pace	Storm Sewer	$ 2,961.14	retainage release
03/28/2022	850955	PayneWest Insurance	Property Ins	$ 14,565.00	Property Insurance Premium
03/28/2022	850958	Public Utilities	Parking	$ 93.57	102086
03/28/2022	850958	Public Utilities	Parking	$ 254.42	102980
03/28/2022	850958	Public Utilities	Parking	$ 10.65	102981
03/28/2022	850958	Public Utilities	Wastewater	$ 2,250.40	111176
03/28/2022	850960	RACOM Corporation	Public Safety	$ 2,555.00	LICENSE, P25 CLOUD WIRED TAIT ENABLE FLEET
03/28/2022	850962	Response Technologies	Fire Grants	$ 8,510.00	1-DAY HAZMAT DETECTION & RAPID ANALYSIS
03/28/2022	850962	Response Technologies	Fire Grants	$ 10,575.00	2-DAY HAZMAT SAFETY OFFICE (HMSO)
03/28/2022	850963	Rexel USA	Wastewater	$ 252.26	AFT parts
03/28/2022	850963	Rexel USA	Wastewater	$ 11.42	block heater parts
03/28/2022	850963	Rexel USA	Wastewater	$ 12.52	Conduit
03/28/2022	850963	Rexel USA	Wastewater	$ 880.76	Conduit
03/28/2022	850963	Rexel USA	Wastewater	$ 52.92	Conduit fitting
03/28/2022	850963	Rexel USA	Wastewater	$ 1,329.64	PSP and clarifier upgrade
03/28/2022	850963	Rexel USA	Wastewater	$ 7.48	Screwdriver
03/28/2022	850963	Rexel USA	Wastewater	$ 132.05	Wire
03/28/2022	850963	Rexel USA	Water	$ 7.49	Screwdriver
03/28/2022	850964	Rimrock Foundation	PD Program	$ 80,967.32	Reimbursement of COSSAP Grant Expenses for October-December, 2021.
03/28/2022	850965	River Oaks Commun	Engineering	$ 5,379.75	Review info for regulations for Macro Cell Towers, standards and guidelines
03/28/2022	850968	Sanderson Stewart	Arterial Streets	$ 13,926.00	WO 22-28 Grand Ave & 32nd Street West Traffic Signal Improvements
03/28/2022	850968	Sanderson Stewart	Gas Tax	$ 8,417.50	WO 22-02 Missing Sidewalk
03/28/2022	850968	Sanderson Stewart	Park Dist 1	$ 5,350.90	WO 22-32 Riverfront Park Trail
03/28/2022	850968	Sanderson Stewart	Tax Incrmnt S	$ 31,104.00	WO 21-42 SBURA Streets improvements, Phase 1
03/28/2022	850969	Schultz	PD Program	$ 3,491.72	Caleb Schultz reimbursement for K9 supplies, fence for new K9
03/28/2022	850970	Selbys	Engineering	$ 26,699.25	Selby's Leica TS13 Robotic Total Station
03/28/2022	850970	Selbys	Street/Traffic	$ 177.52	marking paint/stakes/flags for locates
03/28/2022	850970	Selbys	Wastewater	$ 112.00	Stakes for locates
03/28/2022	850970	Selbys	Water	$ 168.00	Stakes for locates

Check Date	Check#	Name	Fund Name	Amount	Item Desc
03/28/2022	850972	SHI International Corp	IT Resources	$ 19,500.00	Qty. 400 Duo Licenses and 250 Duo Tokens -all of city
03/28/2022	850973	Simply Family Magazine	General	$ 3,800.00	insert into family magazine
03/28/2022	850974	Sk Geotechnical Corp	General	$ 2,172.69	WO 21-40 Slope Stabilization Above Park Place
03/28/2022	850974	Sk Geotechnical Corp	General	$ 1,203.65	WO 21-40 Slope Stabilization Above Park Place
03/28/2022	850983	Terracon Consultants	Gas Tax	$ 3,875.00	2022 Street Maintenance
03/28/2022	850984	Town & Country Supply	Fleet	$ 21,773.89	424853 PO NUM 314157
03/28/2022	850984	Town & Country Supply	Fleet	$ 34,401.46	425598 PO NUM 314104
03/28/2022	850984	Town & Country Supply	Water	$ 40,200.84	WATER PARTS AND SUPPLIES PO NUM 314117
03/28/2022	850986	Uniforms2gear	Public Safety	$ 316.50	U2G 2022/03/0746 citation holders
03/28/2022	850986	Uniforms2gear	Public Safety	$ 861.45	U2G 2022/03/0811, women's duty pants
03/28/2022	850986	Uniforms2gear	Public Safety	$ 332.80	U2G 2022/03/0814, pepper spray
03/28/2022	850986	Uniforms2gear	Public Safety	$ 1,368.00	U2G 2022/03/0817, batons
03/28/2022	850994	Yellowstone Electric	Airport	$ 4,025.75	Annual Fire Alarm Testing
03/28/2022	850996	Yellowstone Valley Elec	Light Maint	$ 364.67	SILMD 299 Vintage Estates
03/28/2022	850996	Yellowstone Valley Elec	Light Maint	$ 665.82	SILMD 313 Vintage Estates Sub Phase II
03/28/2022	850996	Yellowstone Valley Elec	Public Safety	$ 649.42	FIRE 7 (INCLUDES PD3) ELECTRIC SERVICE
03/28/2022	850996	Yellowstone Valley Elec	Radio	$ 205.30	LANDFILL TOWER ELECTRIC SERVICE
03/28/2022	850996	Yellowstone Valley Elec	Solid Waste	$ 2,957.47	Electricity Service Landfill
03/28/2022	850996	Yellowstone Valley Elec	Street/Traffic	$ 48.65	54th St W & Grand Signal
03/28/2022	850996	Yellowstone Valley Elec	Street/Traffic	$ 75.40	54th St W & Rimrock
03/28/2022	850996	Yellowstone Valley Elec	Street/Traffic	$ 63.36	Alkali Cr Rd & Interbelt Loop lights
03/28/2022	850996	Yellowstone Valley Elec	Street/Traffic	$ 30.79	Ben Steele School - 56th St W

City Council Regular

Date:	04/25/2022
Title:	Public Hearing and Action on Annual Action Plan including CDBG & HOME Budget Allocations
Presented by:	Brenda Beckett
Department:	Planning & Community Services
Presentation:	Yes
Legal Review	Not Applicable

RECOMMENDATION

City staff and the Community Development Board recommend that the City Council conduct a public hearing and approve the FY2022-2023 Annual Action Plan and budget allocations for Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) program.

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

Funding Source and Intent: The City of Billings has been a recipient of U.S. Department of Housing and Urban Development (HUD) CDBG funds since the mid-1970s and HOME funds since the early 1990s (over $47 million). Investments in CDBG and HOME has generated nearly $10 million in loan repayments since 2001. Projects, programs, and activities funded through CDBG and HOME are regulated and monitored by the federal government and must be primarily targeted to address community affordable housing for low-income citizens and poverty-impact needs in Billings.

Guidance & Recommendations Process: The Community Development Board provides staff guidance relative to assessment, planning, allocation, monitoring, and reporting processes for HUD federal funding. The Board is composed of six low-income neighborhood representatives and three at-large members. This composition complies with a federal regulation to ensure decision-making processes include involvement from residents of low-income neighborhoods. The Board is also responsible for making funding recommendations to the City Council for its review and approval.

Planning Process: The Consolidated Plan is the primary planning document directing the City's CDBG and HOME investments and it covers a five-year period from July 1, 2020 through June 30, 2024 (Attachment A). The Annual Action Plan for FY2022-2023 is the third year in the Consolidated Plan's five-year process (Attachment B).

The Consolidated Plan includes a comprehensive housing needs assessment, a housing market analysis, and an analysis of impediments to fair housing choice. Key findings establish priority needs, and City programs are developed based on findings and priorities.

Planning for the next five-year Consolidated Plan (FY2025-2029) will begin in September 2024 with a public hearing to obtain data and public comment on community needs to assist the Community Development Board in designing the application process for the upcoming program year.



Consolidated Plan Strategies: The following strategies were approved by the City Council in May 2020 and they address Billings' housing and community development needs:

- Create, preserve, and expand affordable housing options

- Neighborhood Revitalization: Foreclosures
- Impact Poverty

Coronavirus Response: The following language was added through a substantial amendment to the Consolidated Plan and the FY2021-2022 Annual Action Plan following a HUD allocation of CARES Act funding (CDBG-CV) to exclusively prepare for, prevent, and respond to the coronavirus, including the allocation of additional CDBG funding to meet community needs during pandemic variant surges.

- Prevent, prepare for, and respond to the coronavirus:
  - **Public Facility Improvements:** Handwashing stations, public restrooms improvements, infrastructure, accessibility, small-scale rehabilitation, public facility systems, rehabilitation for social distancing, touchless / nonporous surfacing, etc.
  - **Public Service Activities:** Rent, mental health care, meal distribution, mortgage payments, internet access, utility assistance, childcare, client remote access, vaccination activities, virtual service ability, exposure prevention - staff training, additional cleaning, unmet hospital / public health needs, FEMA match, etc.

Allocation Process: To allocate CDBG and HOME resources, the Community Development Division staff and Board members facilitated an extensive process to gather public input on the use of federal funds. Applications were available at the beginning of December and due at the end of January. Applications were then forwarded to the Community Development Board and recommendations were prepared for City Council consideration. The Staff facilitated a 30-day public comment period, the City Council will take action, and the Annual Action Plan will be submitted to HUD by May 15.

STAKEHOLDERS

Stakeholders for CDBG and HOME programs include:

1. **Program Recipients** - The City serves low-income households through a variety of affordable housing programs such as housing development, home buyer, and foreclosure acquisition / rehabilitation programs. Full descriptions of available programs can be found online at www.BillingsMT.gov/comdev.
2. **Social Service Agencies** - The City received three complete applications for CDBG funding over $15,000 to exclusively prepare for, prevent, and respond to the coronavirus (Alternatives, Inc., Boys and Girls Club of Yellowstone Valley, and Billings School District 2). One incomplete, and therefore ineligible, application was received from the Billings Food Bank. Applications can be viewed online here. Several other social service agencies are working towards approval through the CDBG-CV fast-track program.
3. **The Community Development Board** - As an advisory body to the City Council, the Board provides detailed oversight to both the CDBG and HOME programs throughout the year. The Board also facilitates an extensive public input process to prepare recommendations for the City Council consideration. Six of nine total Community Development Board members are representatives of low-income neighborhoods either by residence or task force delegation, ensuring low-income citizen involvement of planning and allocation processes.
4. **Non-Profit Organizations** - Community organizations serving those experiencing poverty are supported by the Billings Metro VISTA Project. AmeriCorps VISTA members assist in the provision of social services to those in need.

ALTERNATIVES

City Council may:

- Hold a public hearing and approve the Annual Action Plan, and the allocation of CDBG and HOME funding as recommended by Staff and the Community Development Board.
- Hold a public hearing and approve the Annual Action Plan and the allocation of CDBG and HOME funding based on alternative funding amounts as determined by the City Council.
- Not hold a public hearing and not approve the Annual Action Plan and the allocation of CDBG and HOME funding and refuse to undertake HUD CDBG and HOME activities.

FISCAL EFFECTS

Anticipated Revenues: The City of Billings will receive an estimated $650,000 in new CDBG and $300,000 in HOME funding allocations for use in affordable housing and other projects benefiting low-income residents for FY2022-2023 (Attachment C). Funding from canceled projects and uncommitted fast-track CDBG-CV allocations are also included in revenues. Additional funding is also anticipated through loan repayments in programs such as First Time Home Buyer and Housing Rehabilitation. The Corporation for National and Community Service has awarded the City of Billings $529,074 in federal funds to support the Billings Metro VISTA Project contingent on the City's CDBG

allocation supporting the program.

Allocation Compliance: Proposed allocations are consistent with the goals and priorities of the approved five-year Consolidated Plan for the use of CDBG & HOME resources in Billings. Allocation recommendations conform to pre-determined spending requirements on several categories including: CDBG and HOME administration caps (maximum of 20% and 10% of new funding respectively); public service caps (up to 15% of new CDBG funding); and Community Housing Development Organization set-aside for affordable housing development (minimum 15% of new HOME funding). Changes creating non-compliance with federal spending requirements would place the City's entitlement status for federal funds at risk. Non-federal funding repayment is required for noncompliant project, program, and activity expenditures.

The allocation of funding is restricted by eligibility requirements for CDBG and HOME and must meet pressing citywide community needs as identified in the Consolidated Plan: affordable housing, housing choice, and poverty-impact. HUD policy prohibits the use of federal funds to supplant local government funds on projects communities typically underwrite, regardless of whether federal grant dollars are available.

FY2022-2023 Budget Recommendation Priorities

Community Development Board Budget recommendation priorities and estimates for the City's core programs:

1. Administration at maximum caps, 20% of CDBG (~$130,000) and 10% of HOME (~$30,000). Funding is reserved for administrative costs including technology and phone charges, duplication, publication of notices, motor vehicle costs, liability insurance, staff time; etc. Staff time is tracked for actual time dedicated to administration (Attachment D).

2. CDBG totaling $65,000 to compliment the AmeriCorps Volunteers in Service to America (VISTA) program. This allocation leverages $529,074 in grant funds from the Corporation for National and Community Service.

- o Provide resources to nonprofit organizations to undertake poverty-impact activities and to support the low-income individuals and families they serve.
- o Focus areas include education, healthcare, food security, economic opportunity, housing, financial literacy, and others.

3. First Time Home Buyer program funding totaling $300,000 in HOME.

- o Promote financial security, home equity, housing self-sufficiency, housing and neighborhood quality and stability.
- o Increase minority homeownership, promote equal access and opportunity, and decrease segregation citywide.
- o Improve affordable housing opportunities for the elderly, persons with disabilities, and other special populations.
- o Reduce predatory lending through education and standardized procedures.

4. Foreclosure Acquisition / Rehabilitation allocation of the remaining CDBG funding after three coronavirus-impact projects are fully funded. The total allocation to the Foreclosure program is estimated at $487,553.

- o Mitigate the negative community impact of vacant, foreclosed properties.
- o Improve affordable housing quality, condition, safety, livability, and accessibility.
- o Stabilize property values in neighborhoods with existing vacant, foreclosed homes.
- o Eliminate the potential for crime related to existing vacant, foreclosed properties.

5. Affordable Housing Development would include the required 15% minimum allocation in new HOME funding for Community Housing Development Organizations (~$45,000) and all remaining HOME dollars after fully funding the First Time Home Buyer program. The estimated remaining allocation to Affordable Housing Development is $290,411.

- o Expand access and availability of decent, affordable housing citywide.
- o Improve the physical quality of affordable housing.
- o Foster suitable living environment and quality of life through the improvement of physical conditions including infrastructure for housing projects and housing development.

Pandemic Impact: The City received three complete applications to exclusively prevent, prepare for, and respond to the coronavirus. One incomplete application was received from the Billings Food Bank, which made the application ineligible for funding. The Community Development Board reviewed each application and based their recommendations on the following:

1. Board members performed in-person, on-site interviews with each applicant to review proposed projects.
2. Determination of non-duplication of benefits and no other funding is / was available for the project.
3. The need for the project must be clearly demonstrated and supported by data.
4. The project must clearly prevent, prepare for, and respond to the coronavirus in accordance with HUD's regulations.

The Board's recommendations to use CDBG funding to exclusively prevent, prepare for, and respond to the coronavirus include:

1. Fast-Track Coronavirus Response: $40,000 for applications previously submitted. In December 2021, the City Council approved a fast-track process for public service applications less than or equal to $15,000 for pandemic-impact. The City received ten applications for the program and five of the applications have been approved by the City Administrator. Staff is still working with several organizations to garner approval.

2. Alternatives, Inc: $47,000 for mobile app development. Site visit conducted by Community Development Board member Shane Noble. The funds would allow Alternatives to further develop the organization's existing TOM app to track offenders, check-ins, and agenda review for current and non-residential offenders. It will also allow the organization to collect payments electronically which limits contact with residents and staff from non-residents, limiting staff exposure and manage workforce shortages. The organization does not have the funds to expand the app due to pandemic-related reductions in revenue.

3. Billings School District: $313,300 to install HVAC systems at Washington Elementary. Site visit conducted by Community Development Board member Jim Corson. The current HVAC system at Washington Elementary has been in place since 1988. Replacing the HVAC system will be an important component in the mitigation of COVID19 and keeping school doors open. Washington Elementary school is a Title 1 school serving a high percentage of students on free and reduced lunch (60%). The school is also the home base for the Homeless Liaison. Homeless students that do not have a home school also attend Washington Elementary.

4. Boys & Girls Club: $140,000 to improve social distancing by remodeling the front entryway and foyer. Site visit conducted by Community Development Board member Hannah Olson. The Bair Family Clubhouse was designed in 1984 and was a nationally recognized structure. However, times have changed, and the ongoing COVID-19 pandemic has clearly articulated that we need more space for parents / guardians, so they can better socially distance in the foyer and around the Front Desk. The organization plans to add space that will expand the existing foyer from <120 square feet to nearly 250 square feet. The front desk area will be reconfigured to provide additional space that will allow for better traffic flow and keep those traversing the area more safely distanced.

Ensuring Timeliness: Initial budget allocations may be changed to facilitate close- and shovel-ready priorities to assist the City in maintaining compliance with commitment and expenditure deadlines. This includes all repayment funding received during the program year from loans issued through programs such as First Time Home Buyer, Housing Rehabilitation, Affordable Housing Development, etc.

Housing Rehabilitation Loan Program: Each year, HUD requires the City to review past performance on projects and activities based on data and outcomes. From this analysis, the City is expected to make changes to programming to adjust to current conditions. All changes must be in compliance and in alignment with the priorities, goals, and strategies outlined in the current approved five-year Consolidated Plan.

After reviewing the performance of the Housing Rehabilitation Loan program, staff and the Community Development Board are not recommending an allocation for the program for FY2022-2023. The Board and staff have been considering closing the program since FY2019-2020. Initially, significant hailstorms contributed to a local contractor shortage (August 2019). In March 2020, homeowners were hesitant to engage in the program due to coronavirus contamination concerns. In the past several years, lack of available contractors willing to take on a HUD-funded project and its requirements has contributed to the contractor shortage for the program. In prior years, the City would typically receive approximately 20 applications for the program annually. However, with the ongoing contractor limitations and pandemic impacts, the City received eight applications in FY2019-2020 and two loans were closed that fiscal year. Twelve applications were received in FY2020-2021 and zero loans were closed.

A new construction boom and soaring materials costs followed the pandemic into Billings, further exacerbating the contractor and workforce shortage. The program has been on hold since May 2021 to facilitate staff time dedication for coronavirus impact projects, programs, and activities. If conditions change, the Community Development Board has the option to reopen the program in the future.

SUMMARY
City staff and the Community Development Board have made recommendations for CDBG and HOME budgets and the Annual Action Plan is ready for Council adoption at this meeting. The City Council is asked to consider public input received, if any, and make a final decision on the Annual Action Plan and accompanying CDBG and HOME budget.

Attachments

A - FY2020-2024 Consolidated Plan
B - FY2022-2023 Annual Action Plan Draft
C - FY2022-2023 Estimated Revenue and Recommendations
D - Time Tracking and Draw Procedures
E - Allocation and Funding History

CITY OF BILLINGS

Five Year Consolidated Plan

Amended to include CDBG-CV Allocations and Activities - July 2021

FY2020-2024

The City's plan for Community Development Block Grant and
HOME Investment Partnerships Programs

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

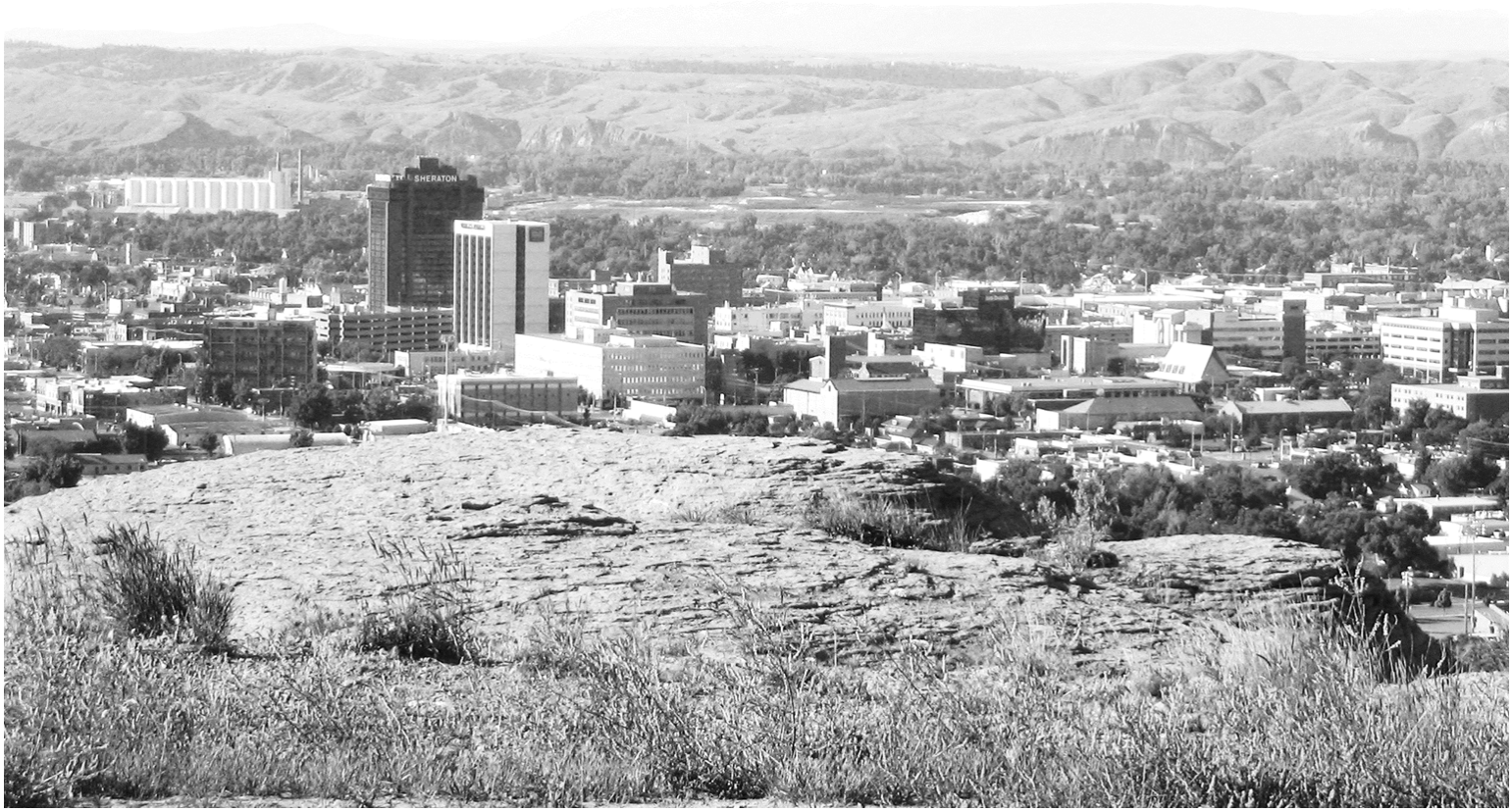


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Section I: Executive Summary

ES-5 Executive Summary

24 CFR 91.200(c), 91.220(b155)

Introduction

Five-year Consolidated Plans and one-year action plans are required by the United States Department of Housing and Urban Development (HUD) for the City of Billings to receive funding through the Community Development Block Grant (CDBG) and HOME Investment Partnerships programs (HOME). The City's five-year Consolidated Plan for FY2020-2024 identifies activities to be carried out from July 1, 2020 through June 30, 2025 to address priority needs in the community and serves as a guiding document for the use of the City's CDBG and HOME funding.

The City of Billings, an entitlement community acting primarily through the Community Development Division, will continue to serve as the lead agency for administration of the City's CDBG and HOME program activities targeted to meet the goals of the Consolidated Plan.

Focused on CDBG and HOME activities, the Consolidated and Annual Action Plans combine the planning and application requirements for the CDBG and HOME programs. All activities undertaken by the City utilizing CDBG and HOME funding must primarily benefit low income persons. The CDBG and HOME programs covered by the Consolidated Plan have three basic goals:

- **To provide decent housing,** including: maintaining the affordable housing stock in the community; increasing the availability of permanent housing that is affordable to low income households without discrimination; increasing support of housing which enables persons with special needs to live independently; and assisting homeless persons to obtain affordable housing.
- **To provide a suitable living environment**, which includes: improving the safety and livability of neighborhoods; increasing access to quality facilities and services; reducing the isolation of low income households within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.
- **To expand economic opportunities**, including: creating jobs accessible to low income individuals; providing access to credit for community development activities which promote long-term economic and social viability; and empowering low income persons living in public and federally assisted housing to achieve self-sufficiency.

The FY2020-2024 Consolidated Plan was open for public comment extending from March 28, 2020 to May 11, 2020 in order to provide additional time for public comment due to Coronavirus COVID-19 separation recommendations. A public hearing was held on May 11, 2020 during the Billings City Council meeting to accept public comments on the Annual Action Plan, and Community Development Board recommendations for funding allocation. The plan was adopted by the Billings City Council on May 11, 2020. A substantial amendment to the Consolidated Plan and FY2020-2021 Annual Action Plan was approved by City Council on June 28, 2021.

Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The most significant housing issues in Billings include housing cost burden, the availability of affordable housing, and equal opportunity in homeownership for minority households.

Housing Cost Burden: Over 80% of low income households have been paying more than 30-50% of their income for housing costs. Minorities are disproportionately impacted by housing cost burden including Black / African American, Asian, Native American, and Hispanic families.

Affordable Housing Availability: Housing affordability and availability are the most significant factors in limiting housing choice for both renters and homeowners. While there are an adequate number of housing units in Billings to accommodate the population, there is a housing deficit of over 4,700 units for households with incomes less than 30% of the AMI. There are also over 6,200 households on the Housing Authority of Billings waiting lists. Over 2,000 people are waiting for single-person housing.

Homeownership and Opportunity: Racial and ethnic minorities have a low homeownership rate than the White population (67%) in Billings. The Black cohort has the lowest homeownership rate at 16% followed by Native Americans at 31%. Thirty-three percent of the Hispanic cohort are homeowners.

The City's goals are to: create, preserve, and expand affordable housing options; promote neighborhood revitalization through foreclosure program, and to impact poverty. The City will continue to offer programs on a citywide basis to ensure equal opportunity in all Billings neighborhoods:

First Time Home Buyer

- Promote financial security, home equity, housing self-sufficiency, housing and neighborhood quality and stability.
- Increase minority homeownership, promote equal access and opportunity, and decrease segregation citywide.
- Improve affordable housing opportunities for the elderly, persons with disabilities, and other special populations.
- Reduce predatory lending through education and standardized procedures.

Housing Rehabilitation

- Help current homeowners maintain their homes in safe, quality condition.
- Increase value, quality, and durability of existing affordable housing stock.

Affordable Housing Development

- Expand access and availability of decent, affordable housing citywide.
- Improve the physical quality of affordable housing.
- Foster suitable living environment and quality of life through the improvement of physical conditions including infrastructure for housing projects and housing development.

Foreclosure, Acquisition, Rehabilitation

- Mitigate the negative community impact of vacant, foreclosed properties.

- Improve affordable housing quality, condition, safety, livability, and accessibility.
- Stabilize property values in neighborhoods with existing vacant, foreclosed homes.
- Eliminate the potential for crime related to existing vacant, foreclosed properties.

Billings Metro VISTA Project

- Provide resources to nonprofit organizations to undertake poverty impact activities and to support the low income individuals and families they serve.
- Focus areas include: education, healthcare, food security, economic opportunity, housing, financial literacy, and others.

HUD's EnVision Center Demonstration Project

In July 2018, HUD launched the EnVision Center demonstration project to leverage public and private resources for the benefit of individuals and families living in HUD-assisted housing. EnVision Centers focus on empowering people to leave HUD-assisted housing through self-sufficiency to become responsible homeowners and renters in the private housing market through promotion of the following four pillars:

- Economic Empowerment
- Educational Advancement
- Health and Wellness
- Character and Leadership

In May and June 2020, the City of Billings staff facilitated a connection between Housing Authority of Billings and HRDC District 7 to the regional EnVision Center representatives for HUD's Region 8. Planning for a Billings EnVision center is underway.

Regulatory Citations

Throughout the Consolidated Plan, staff has identified regulatory citations for the Code of Federal Regulations (CFR), shown in italics. The code references are located in sections of the Consolidated Plan required by federal regulation.

2020 HOME Income Limits

Household Size	30%	50%	60%	80%
1	$16,100	$26,850	$32,220	**$42,950**
2	$18,400	$30,650	$36,780	**$49,050**
3	$20,700	$34,500	$41,400	**$55,200**
4	$23,000	$38,300	$45,960	**$61,300**
5	$24,850	$41,400	$49,680	**$66,250**
6	$26,700	$44,450	$53,340	**$71,150**
7	$28,550	$47,500	$57,000	**$76,050**
8	$30,400	$50,600	$60,720	**$80,950**

Table is included in PDF version of the plan - uploaded as an IDIS Attachment

Evaluation of past performance

An evaluation of past performance that help the City choose goals or projects.

The City of Billings has been receiving CDBG funds since the 1970s and began receiving HOME funds in the mid-1990s. Performance on past goals and projects has been adequate, given declining resources. As a result, City staff have consolidated smaller programs focused on meeting priority needs, including affordable housing preservation and the provision of new housing opportunities.

In 2012, stakeholders recommended prioritizing loan programs to maximize sustainability of community development programs in order to continue funding programs in the future. Loan repayment revenue has increased by an annual average of $230,000 over the past seven years, which has enabled the City to serve dozens of additional low income households through home buyer and repair programs.

The FY2015-2019 Consolidated Plan included the following goals and the City met or exceeded each of the established goals as of mid-June 2020:

- Affordable Housing Preservation – all goals were met:
    - 20 homeowner homes were rehabilitated
    - One manufactured home was rehabilitated
    - Five foreclosed homes were acquired, rehabilitated, and sold to low income households
- New Affordable Housing Opportunity – goals were met or exceeded:
    - Four homeowner housing units were added
    - 280 households received direct financial assistance to purchase their first home
- Poverty Impact goal was exceeded:
    - Over 2,500 individuals were assisted in garnering access to health / mental health services, housing, education, and economic opportunity

City staff have witnessed a decline in homeowners seeking Housing Rehabilitation Loans and are likewise seeing an increased need in affordable housing and infrastructure development. Additional resources may be directed towards longer-term investments to benefit low income neighborhoods on the whole.

Summary of citizen participation process and consultation process *91.200(b)*

Summary from citizen participation section of plan.

A number of organizations in the community are involved in affordable housing and community development-related activities in Billings and are asked to comment on the Consolidated Plan. The continued cooperation of these organizations in pursuing affordable housing for the community is required to meet the Consolidated Plan goals. Consultations include review of the plan with public and private agencies that provide health care, social services and fair housing education. Populations targeted for consultation include low income neighborhoods and agencies providing services for children, the elderly, the disabled, minorities, persons with HIV / AIDS and their families, and homeless individuals and families.

The City of Billings has adopted a *Citizen Participation Plan* which is implemented during Consolidated Plan processes in order to ensure active participation by residents and affiliate organizations. The City has also adopted a *Language Assistance Plan* to ensure meaningful access to program information and equal opportunity for persons with hearing impairment and limited English proficiency. Both plans can be found online at www.BillingsMT.gov/CDreports.

Public Comments: The City must provide opportunities for public comment at least 30 days prior to Consolidated Plan submission, as required by HUD. City staff considers all written comments by citizens, public agencies and other interested parties prior to submission of its final Consolidated Plan and related reports to HUD and attach a summary of each comment to the final submission. If written comments are not accepted for inclusion in the Plan, the City will provide written explanation of why those comments were not accepted.

Summary of public comments

Brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public Comment & Hearing: The FY2020-2024 Consolidated Plan was open for public comment extending from March 28, 2020 to May 11, 2020. The extension from a 30 day to 45 day public comment period was primarily implemented to accommodate the universal response to the coronavirus pandemic.

A public hearing was held on May 11, 2020 during the Billings City Council meeting to accept public comments on the Consolidated and Annual Action Plans, and Community Development Board recommendations for funding allocation. To facilitate an open public involvement process, the public hearing was available live and remains available on demand at the www.comm7tv.com website and also on Community 7's public Facebook page at www.facebook.com/comm7tv.

These plans were adopted by the Billings City Council on May 11, 2020. Public comments made during the meeting are outlined below included in the Appendix.

Summary of comments or views not accepted and the reasons for not accepting them

All comments were taken into consideration during the development and prior to submission of the Consolidated Plan. Comments received following staff's presentation to the City Council are outlined below.

Councilmember Yakawich: He has heard the City's presentation seven times and this presentation was the best ever. He was inspired by the infrastructure project planned in the [Southwest Corridor] as he has been in the area and has had a friend living in the C & C Community for a long time. The idea [of moving from rental to homeownership] is rockin'! City staff noted that the C & C Community had to incorporate and become an official organization while NeighborWorks Montana facilitated the process. Beckett noted that the staff is excited about the project and are pleased with the improvements already made in the community after it was purchased by the residents.

Councilmember Joy: Totally supports this and wanted to thank City staff and the Community Development Board for doing a fabulous job on this. Wonderful job – the C & C Community happens to be in Ward 3, wonderful, absolutely wonderful. She said she was glad that the Community Development Board wanted to take on this infrastructure project; it's going to turn out really fabulous.

Public comments are continued in the Summary section below.

Summary

Councilmember Neese: Noted a question about the data pointing to adequate affordable housing availability and how it is not available [to low income households] because people are living below their means. He said, "Why do you think that is and how can we rectify that?" Staff noted they could only offer a personal opinion; everyone learned a lot in the recession. Living below household means is something everyone talks about. People with greater incomes occupy units affordable to low and very low income households, so City staff has prioritized development of affordable housing units in the Consolidated Plan. Staff noted the very high number of households on the waiting list for the Housing Authority of Billings, particularly single-person households.

Councilmember Neese asked if we could duplicate the [C & C Community ownership] process with other trailer / mobile home parks. Staff said they really hoped so. The model of collecting lot rents is very lucrative for manufactured housing park owners, particularly if they are not making improvements to the site. They can increase the density of the park to further increase their income. There has to be an owner willing to sell a park and there has to be an organization like NeighborWorks Montana. Mary Lou Affleck facilitated the incorporation and purchasing process for the residents. There were persons living in the units for decades that never spoke to one another while they were renters. As owners, they are working together and helping one another out during the pandemic, cleaning up the properties together, etc. Staff hopes the City can fund more of these types of projects and would recommend funding any infrastructure project in any low income neighborhood in the City. Councilmember Neese also asked about the total amount of funding used for CDBG and HOME administration.

Councilmember Ronning: The Housing Authority waiting list number is over 7,000 households; staff notes that this is the largest number we have ever seen. Councilmember Ronning really appreciates the presentation and she watched staff online on the Facebook livestreaming of the Community Development Board meeting. They are a great Board and they are really participating – exciting to see.

The AmeriCorps VISTA program is very significant on many different levels. One of the areas she hopes staff adds to the list [of VISTA accomplishments] is the Indian Child Welfare Act (ICWA) Court. That is massive – not just significant in Billings. ICWA Court was developed by a Billings VISTA volunteer and it was the fourth court established nationwide. The Billings ICWA Court now travels nationwide to give presentations, trainings, and teachings and that really put Billings on the national level due to the work of the Billings VISTA member. Staff noted that the VISTA member who put the ICWA Court together is Shannen Keene and she now is working at the Seattle Indian Health Board and there is also another VISTA alum working there as well.

Councilmember Purinton: Requested a copy of the presentation and also requested a breakdown of what administration would pay for. Staff explained that administration pays for staff salaries, training costs, printers, paper, office supplies, etc. There are 15 spaces in the Miller Building and the City Council pays for the office space. We can have over 50 VISTA members per year and 15 to 30 members on board at any one time, so a lot goes on in the office.

Jim Corson – Public Hearing Call-In Hotline: Noted he is on the Community Development Board. He praised City staff; they are absolutely wonderful, the best, so helpful, and everyone is great to work with. He was going to hype the presentation but the City Council seemed to like it. He encouraged the City Council to support the Consolidated Plan and funding recommendations. Mayor Cole thanked Mr. Corson for his work on the Board and his contribution to the community.

Section II: The Process

PR-05 Lead & Responsible Agencies

24 CFR 91.200(b)

Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The City of Billings - Community Development Division staff is responsible for preparing the Consolidated Plan and administration of CDBG and HOME grant programs.

Agency Role	Name	Department/Agency
CDBG Administrator	City of Billings Brenda Beckett, Division Manager	Community Development Division
HOME Administrator		

HUD Table 1 - Responsible Agencies

Consolidated Plan Public Contact Information

Brenda Beckett, Community Development Manager
Community Development Division, 2825 3rd Avenue North, Billings, MT
Phone: 406-657-8281
Email: beckettb@billingsmt.gov
Web: www.BillingsMT.gov/comdev

PR-10 Consultation

91.100, 91.200(b), 91.215(l)

Introduction

A number of organizations in the community are invited to participate in planning affordable housing and community development-related activities in Billings and are asked to comment on the Consolidated and Annual Action Plans. Consultations include review of the plan with public and private agencies that provide health care, social services and fair housing education. Populations targeted for consultation include agencies that provide services for children, the elderly, the disabled, minorities, persons with HIV / AIDS and their families, and homeless individuals and families.

The Consolidated Plan was distributed widely during the public comment period and interested persons were invited to attend a number of staff-facilitated, regularly scheduled meetings to find out more about Community Development initiatives. Routine meetings were facilitated through staff for the Community Development Board as the majority of Board members represent lower income neighborhoods.

Affirmatively Furthering Fair Housing: Historically, the five-year cycle utilized for the Billings Analysis of Impediments to Fair Housing Choice has not coincided with the City's five-year Consolidated Planning cycle. This schedule was implemented primarily due to the expense of conducting both fair housing and housing needs / market analyses in the same fiscal year. While HUD has recommended regional collaboration to affirmatively further fair housing and equal opportunity, the City's fair housing analyses have been limited to the City of Billings limits.

Therefore, the City of Billings has been working to reconcile the timing of the fair housing assessment process with the City's five-year Consolidated Plan cycle in order to heighten conformity to HUD's recommendations. Further, the City is committed to regional planning efforts along with other entitlement communities and the State of Montana.

In early 2017, the City of Billings started collaborating with entities across Montana to construct a regional 2020 fair housing analysis. This collaboration includes partnerships with the State of Montana's Department of Commerce (MDOC), the City of Missoula, and the City of Great Falls. Seven full-year AmeriCorps Volunteers in Service to America (VISTA) members have been placed to assist with this fair housing / equal opportunity initiative:

- **Montana Department of Commerce, Helena:** One member began in July 2017 and one additional member began in January 2018.
- **City of Billings:** One member began service in August 2017 in the Community Development Division. Two members began service in the Planning Division in January 2018.
- **Cities of Great Falls and Missoula:** One VISTA member was placed in each of these jurisdictions in January 2018 and a third VISTA member was placed in Missoula in January 2019.

Efforts to reach the public for public input on fair housing needs and issues include the development and distribution of a Fair Housing Community Survey in 2017 and a resiliency survey in 2018.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Public Housing: The Housing Authority of Billings is primarily responsible for administration of the public housing and Section 8 Programs for the community. The Housing Authority is an independent organization established under the laws of the State of Montana. Board members for the Housing Authority are appointed by the Mayor for the City of Billings. *91.100(c)*

Housing Opportunities for Persons with AIDS: Public and private agencies have assisted the City in reviewing the Consolidated Plan. Local organizations providing housing, health services, and social services have been involved in planning processes for the homeless and chronically homeless. The City does not receive Housing Opportunities for Persons with AIDS (HOPWA) funding directly, but supports the Human Resources Development Council District 7 in their implementation of HOPWA goals and objectives. *91.100(b)*

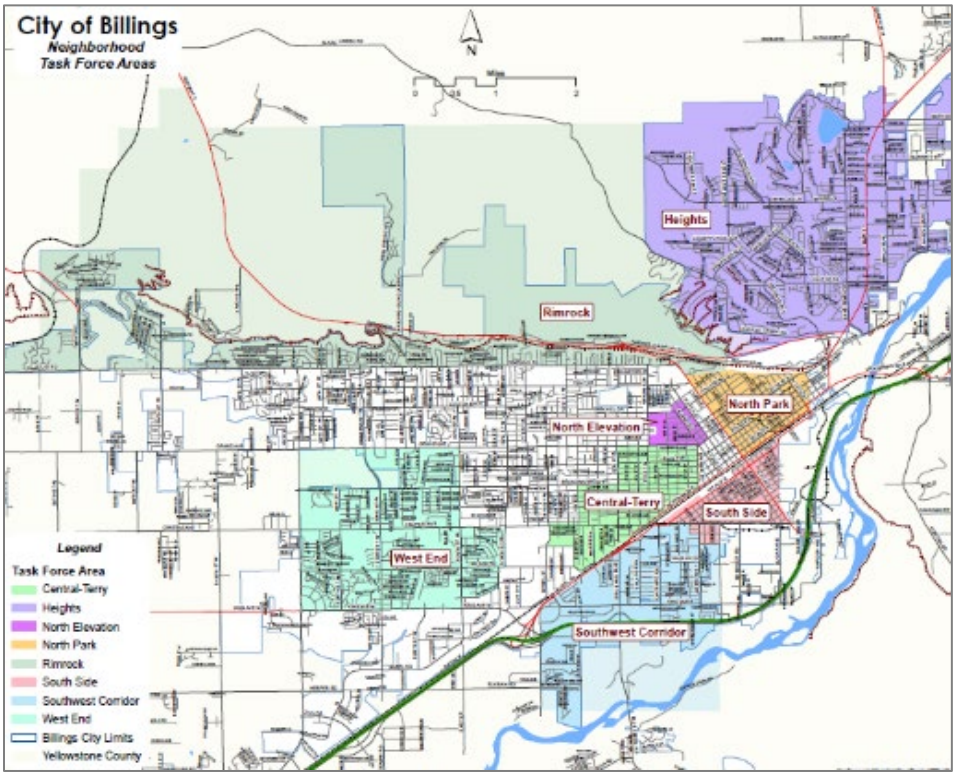
Adjacent Governments: Communication regarding non-housing community development needs is conducted via collaboration through adjacent units of local government including the State of Montana and Yellowstone County. *91.100(a)(4)*

Metropolitan Planning: The City of Billings - Community Development Division is included in the Planning and Community Services Department. The Department, overall, includes Code Enforcement, Planning / Transportation (includes the City of Billings and Yellowstone County), and the Building Division. These Divisions work internally to implement the Growth Policy, Infill Policy, Transportation Plan and Neighborhood Plans collectively. All City-assisted projects are reviewed for residential access to public transportation and broadband infrastructure. *91.100(a)(5)*

Community Development Board: The ***Community Development Board*** is a citizen's advisory board consisting of nine members who are appointed by the Mayor of Billings with the consent of the City Council. Six members are appointed to represent low income neighborhoods of the City as defined by federal regulations for the CDBG program and three members represent the community at large. This board serves in an advisory capacity to the City Council for the purpose of providing citizen input on policy decisions to the City Council. The Community Development Board makes recommendations to the City Council regarding the Consolidated Plan, the Annual Action Plan, the Citizen Participation Plan, and the CAPER. In addition, the Community Development Board reviews applications submitted for CDBG and HOME funding in order to make funding recommendations to the City Council for approval.

Billings City Council: The ***Billings City Council*** is the final governmental policy body that reviews and takes action on the Annual Action Plan, including the Citizen Participation Plan. The Community Development Board presents recommendations to the City Council during a scheduled work session preceding the public hearing each April in order to deliver information on decisions made regarding recommendations. After receipt and consideration of public comments, the City Council has the opportunity to approve the Consolidated Plan and Annual Action Plan and proposed funding allocations. Following approval, the Consolidated Plan and Annual Action Plans are forwarded to HUD.

Low-Income and Minority Households: In order to encourage citizen participation emphasizing the involvement of low income and minority residents in areas where housing and community development funds may be spent, the City's Community Development Board is comprised of six members representing lower income neighborhoods. The City's Planning and Community Services Department also continues to coordinate meetings with the Adjacent Neighborhood Committee including those representing the City's low income areas with high concentrations of minorities.



Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

Continuum of Care Funding: Funding is provided to the State of Montana and are distributed by the State to various regions in Montana through the Human Resource Development Councils (HRDCs). A Continuum of Care application is prepared on a statewide basis and the City plays a small role in this process. One or two organizations in Billings may receive Continuum of Care funding, but a very small percentage of the available Continuum of Care funding is allocated to local projects; five to seven percent annually.

Billings Metro VISTA Project: In order to maintain momentum for City's ten-year plan to impact homelessness, the City's Community Development Division created an AmeriCorps Volunteers in Service to America (VISTA) program known as the ***Billings Metro VISTA Project***; sponsored by the Corporation for National and Community Service. VISTA members work to create or expand community-based programs, services, and systems that prevent and intervene in homelessness. VISTA members may be supervised by City staff for over-arching, community-wide benefit programs and they can also be supervised by nonprofit organization staff that are spearheading efforts to impact poverty and homelessness.

Statewide Continuum of Care: The Montana Continuum of Care Coalition (MT CoC) is the statewide organization designed to bring homeless service providers together from across the state in order to identify needs, inventory resources, recognize gaps and prioritize HUD funding as part of a greater planning effort to eradicate homelessness in Montana. The coalition was formed to address homelessness with very few resources to cover Montana's vast geographical area. In 2012, MT CoC restructured to incorporate a Board of Directors to oversee the operations of the coalition. The MT CoC consists of 15 delegates; ten from districts mirroring the same planning districts used by the Montana Department of Health and Human Services and five at-large delegates. The Board of Directors is the decision-making entity for the MT CoC and is responsible for ensuring compliance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

Local Continuum of Care: The South Central Montana Continuum of Care serves as the City's local Continuum of Care organization. It is a subsidiary of the MT CoC and represents Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone counties. The South Central Montana Continuum of Care collaboratively works to develop, support, and promote a continuum of resources, services, and housing opportunities that prevent homelessness and promote long-term stability.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate Emergency Solutions Grant (ESG) funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of Homeless Management Information System (HMIS)

The City does not receive ESG funds as an entitlement; these funds are distributed statewide by the Montana Department of Public Health and Human Services through ten HRDCs throughout the state. Therefore the City does not develop performance standards, evaluate outcomes or develop funding, policies or procedures for the administration of HMIS.

District 7 HRDC utilizes ESG funding for homeless prevention activities and rapid-rehousing. HRDC staff does not maintain a waiting list due to the volume of households in need. HRDC has received additional HUD Continuum of Care funds for rapid-rehousing homeless families living in shelters.

Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 1 - Agencies, groups, organizations who participated

#	Agency/Group/Organization	Type(s)	Consolidated Plan Section(s)	How Consulted / Outcomes
1.	Housing Authority of Billings	Public Housing Authority; Services - Homeless	Housing Need Assessment; Public Housing Needs; Homeless Needs - Chronically Homeless, Families with Children, Veterans; Homelessness Strategy; Market Analysis; Anti-Poverty Strategy	Email / phone / web retrieval; data exchange for the development of relevant sections
2.	Homeword	Housing	Housing Need Assessment; Market Analysis; Anti-Poverty Strategy	
3.	Rimrock	Housing; Services - Persons with Disabilities	Housing Need Assessment; Homeless Needs - Chronically Homeless; Anti-Poverty Strategy	
4.	Mental Health Center	Housing; Services - Persons with Disabilities	Housing Need Assessment; Non-Homeless Special Needs; Anti-Poverty Strategy	
5.	Family Service, Inc.	Services - Housing	Housing Need Assessment; Market Analysis; Homeless Needs - Families with Children; Homelessness Strategy; Anti-Poverty Strategy	
6.	District 7 HRDC	Housing; Services - Housing, Children, Persons with HIV/AIDs, Homeless	Housing Need Assessment; Homeless Needs - Chronically Homeless, Families with Children; Homelessness Strategy; HOPWA Strategy; Anti-Poverty Strategy	
7.	Adult Resource Alliance	Services - Elderly Persons	Housing Need Assessment; Non-Homeless Special Needs; Anti-Poverty Strategy	
8.	Big Sky Senior Services	Services - Elderly Persons	Housing Need Assessment; Non-Homeless Special Needs; Anti-Poverty Strategy	
9.	Living Independently for Today and Tomorrow	Housing; Services - Persons with Disabilities	Housing Needs Assessment; Market Analysis; Non-Homeless Special Needs	
10.	City of Billings - Planning Division	Local Government; Planning Organization	Housing Needs Assessment; Market Analysis; Economic Development; Anti-Poverty Strategy; Broadband Access; Resiliency	
11.	YWCA Gateway House	Housing; Services - Domestic Violence, Children	Housing Needs Assessment; Market Analysis; Homeless Needs - Families with Children; Anti-Poverty Strategy	
12.	Billings Public Schools	Services - Homeless, Education	Homeless Needs - Families with Children; Anti-Poverty Strategy	
13.	Billings Job Service	Services - Employment	Economic Development; Anti-Poverty Strategy	
14.	Montana Fair Housing	Services - Fair Housing	Housing Needs Assessment; Non-Homeless Special Needs; Anti-Poverty Strategy	
15.	The Alliance	Health Agency	Non-Homeless Special Needs; Anti-Poverty Strategy	
16.	Montana Department of Commerce	State; Housing	Housing Need Assessment; Market Analysis; Anti-Poverty Strategy	
17.	Billings Public Works Department	Local Government	Non-Housing Community Development Needs	
18.	Billings Police Department	Local Government; Services - Domestic Violence, Homeless	Housing Need Assessment; Anti-Poverty Strategy	

#	Agency/Group/Organization	Type(s)	Consolidated Plan Section(s)	How Consulted / Outcomes
19.	Domestic Violence Unit	Local Government; Services - Domestic Violence	Housing Need Assessment; Anti-Poverty Strategy	Email / phone / web retrieval; data exchange for the development of relevant sections
20.	Big Sky Economic Development	County Government	Economic Development; Anti-Poverty Strategy	
21.	Montana Epidemiology, Addictive / Mental Disorders	Health Agency; Services - Health, Persons with HIV/AIDS, Disabilities, Homeless; State Government	Housing Need Assessment; Non-Homeless Special Needs	
22.	Civic Consulting	Services - Homeless	Homeless Strategy	
23.	NeighborWorks Montana	Housing	Housing Need Assessment; Market Analysis; Anti-Poverty Strategy	
24.	RiverStone Health	Health Agency; Services - Homeless	Non-Homeless Special Needs; Homeless Strategy; Lead-Based Paint Strategy; Anti-Poverty Strategy	
25.	Downtown Billings Alliance	Business and Civic Leaders	Homeless Needs - Chronically Homeless; Economic Development; Anti-Poverty Strategy	
26.	Adjacent Neighborhood Task Force	Civic Leaders; low income Area Representatives; Neighborhood Organization	All	Public Meeting
27.	Billings City Council	Local Government; Civic / Business Leaders	All	Public Notices / Public Hearing / Public Meetings
28.	Community Development Board	Civic / Business Leaders, Low income Area Representatives ; Neighborhood Leaders	All	Public Notices / Public Meeting
29.	Yellowstone County Emergency Services	County Government	Resiliency	Email / phone / web retrieval; data exchange for the development of relevant sections

Identify any Agency Types not consulted and provide rationale for not consulting

The City of Billings staff is not aware of any agency types that have not been consulted in preparation of the Consolidated Plan. City staff contacted many agencies to assist with the development of the Consolidated Plan and has widely circulated information relative to proposed programs and funding allocations to garner feedback. Additional efforts were made during the public comment period to distribute the Consolidated Plan for review and feedback.

Describe other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Montana State Continuum of Care	Identifies Federal and State resources to impact homelessness.
Growth Policy	City of Billings - Planning Division	Promotes affordable housing and infill development.
Infill Policy	City of Billings - Planning Division	Promotes affordable housing and infill development.
Annexation Policy	City of Billings - Planning Division	Promotes infill development.
Transportation Plan	City of Billings - Planning Division	Improves transit impacting project affordability
Neighborhood Plans	City of Billings - Planning Division and Neighborhood Task Forces	Guides development efforts in each neighborhood.
Consolidated Plan	Montana Department of Commerce - Community Development	State CDBG and HOME resources may be available to further projects. Consultation and coordination of statewide Analysis of Impediments to Fair Housing Choice.

HUD Table 3 - Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

The City of Billings - Community Development Division is included in the Planning and Community Services Department. The Department, overall, includes Code Enforcement, Planning / Transportation (includes the City of Billings and Yellowstone County), and the Building Division. These Divisions work internally to implement the Growth Policy, Annexation Policy, Infill Policy, Transportation Plan and Neighborhood Plans collectively. All projects are reviewed for residential access to public transportation.

PR-15 Citizen Participation

Summary of citizen participation process/Efforts made to broaden citizen participation. Summarize citizen participation process and how it impacted goal-setting.

Public comments are requested at least 30 days prior to submission of reports required under HUD's Consolidated Plan process. City staff has considered all written comments by citizens, public agencies and other interested parties prior to submission of its final Consolidated Plan and related reports to HUD and attach a summary of each comment to the final submission. If written comments were not accepted for inclusion in the Plan, City staff has provided written explanation of why those comments were not accepted.

Staff utilizes data-driven analysis processes along with citizen and community participation to establish goals, strategies and funded activities.

Citizen Participation Outreach

#	Mode of Outreach	Target of Outreach	Summary of response/attendance
Summary of comments not accepted and reasons: No comments were rejected.			
1	Public Notices	Nonprofit and other organizations with an interest in CDBG and / or HOME funding opportunities	Public Notices regarding the availability of CDBG and HOME funding were published through the Yellowstone County News on December 6 and 13, 2019.
	The City received one application for infrastructure development from NeighborWorks Montana for the C & C Community.		
2	Public Notices	Nonprofit organizations with an interest in AmeriCorps VISTA funding opportunities	Public Notices regarding the availability of AmeriCorps VISTA resources were published through the Yellowstone County News on December 6 and 13, 2019.
	The City received numerous proposals for AmeriCorps VISTA placements for projects designed to impact poverty.		
3	Public Notices	Minorities, Disabled, Broad Community, Public & Assisted Housing Residents, All Citizens	Public Notices regarding the publication of the drafted Consolidated Plan on the City's website, the public comment period from March 28 to May 11 and the May 11, 2020 City Council Public Hearing were published in the Yellowstone County News on March 27, April 3, and April 10, 2020. A revised notice was published on April 17 & 24, May 1, 8 & 15, 2020 to include additional public engagement options due to the coronavirus pandemic. Public comment period was extended from 30 to 45 days to accommodate additional planning and outreach efforts to include virtual meeting attendance and participation.
	See the appendix for a summary of responses.		
4	Website	Minorities, Disabled, Broad Community, Public & Assisted Housing Residents, All Citizens	The drafted Consolidated Plan was available online from March 28 to May 11, 2020 for public comment and feedback. Emails were also sent to Billings area nonprofit, healthcare, and housing organizations.
	See the appendix for a summary of responses.		
5	Public Meeting	Minorities, Disabled, Broad Community, Public & Assisted Housing Residents, All Citizens	Community Development Board meeting on May 5, 2020 was streamed live and video is available on demand on the Billings Planning and Community Services Department Facebook page.
	As of mid-June, 130 people were reached, the video was viewed 80 times, and there were 44 public engagements.		
6	Public Meeting	Minorities, Disabled, Broad Community, Public & Assisted Housing Residents, All Citizens	City Council public hearing held on May 11, 2020 was streamed live and video is available on demand at www.comm7tv.com. Streamed live and video is available on demand at www.facebook.com/comm7tv.
	As of mid-June, the video was viewed 324 times. See the appendix for a summary of responses.		

HUD Table 4 - Citizen Participation Outreach

Section III: Needs Assessment

NA-05 Overview

Needs Assessment Overview

The Needs Assessment is intended to provide a clear picture of the City's needs related to affordable housing, special needs housing, community development and homelessness. The overall intent of the Needs Assessment is to identify high priority needs that may be addressed by the Consolidated Plan.

NA-10 Housing Needs Assessment

24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The City's Consolidated Plan must include a precise summary of the City's estimated housing needs projected for the duration of the Plan.

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	104,170	108,135	4%
Households	41,841	44,095	5%
Median Income	$45,004	$51,012	13%

HUD Table 5 - Housing Needs Assessment Demographics *Data Source: 2005-2009 & 2011-2015 ACS*

Demographics: Billings has an estimated four percent population increase over the past several years. The number of households increased by five percent during this period, slightly exceeding the rate of population change, and median income increased by 13%.

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households*	5,797	5,465	7,985	4,530	20,315
Small Family Households* (two to four members)	1,544	1,414	2,574	1,480	9,700
Large Family Households* (five or more members)	100	230	595	290	1,760
Household contains at least one person 62-74 years of age	1,005	1,065	1,384	1,124	4,195
Household contains at least one person age 75 or older	829	1,115	1,465	455	1,424
Households with one or more children 6 years old or younger*	950	840	1,564	644	1,874
** the highest income category for these family types is >80% HUD Area Median Family Income (HAMFI)*					

HUD Table 6 - Total Households *Data Source: 2011-2015 CHAS*

Total Households: The HUD Area Median Family Income (HAMFI) analysis in the table above indicates the highest number of total households have income over 100% AMI. In this group, the following categories contain the largest number of households in all income categories: small family households and households with at least one person between the ages of 62 and 74. Excluding total households and households with incomes over 80%, the next largest cohort includes households with incomes between 50% and 80% AMI (7,985). The largest cohort in the low income categories is the small family households group (over 30%).

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	85	85	135	40	345	4	10	0	0	14
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	10	30	25	0	65	0	0	10	0	10
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	135	120	165	40	460	4	25	75	45	149
Housing cost burden greater than 50% of income (and none of the above problems)	2,549	630	130	70	3,379	909	570	380	85	1,944
Housing cost burden greater than 30% of income (and none of the above problems)	570	1,335	1,045	120	3,070	460	670	1,098	595	2,823
Zero/negative Income (and none of the above problems)	154	0	0	0	154	180	0	0	0	180

HUD Table 7 - Housing Problems *Data Source: 2011-2015 CHAS*

Cost Burden: Over 80% of low income households have been paying more than 30-50% of their income for housing costs and the cohort impacted most significantly are renters with very low incomes less than 50% of the AMI.

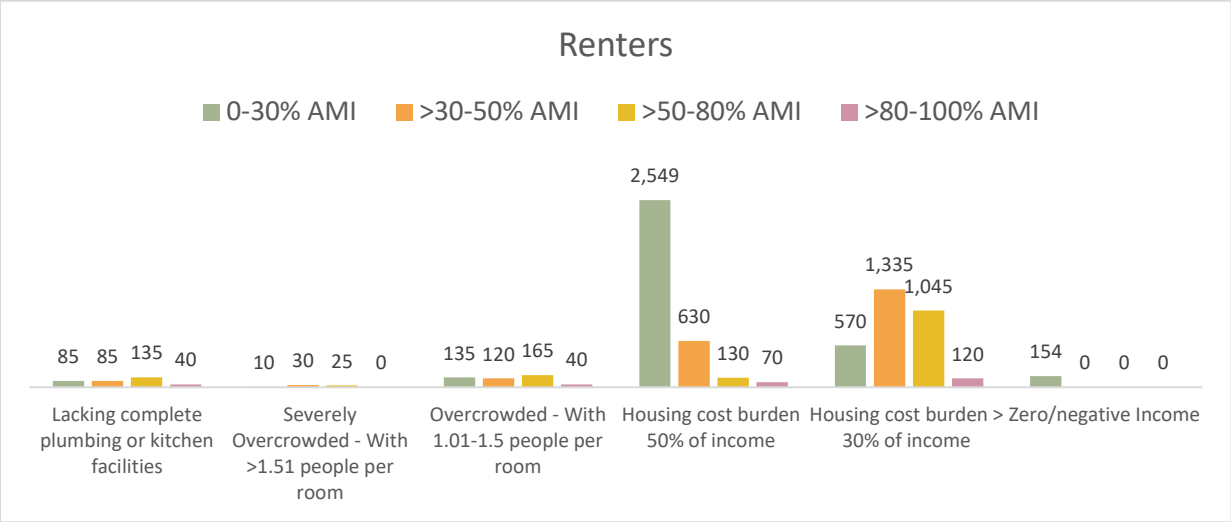


Chart is included in PDF version of the plan - uploaded as an IDIS Attachment

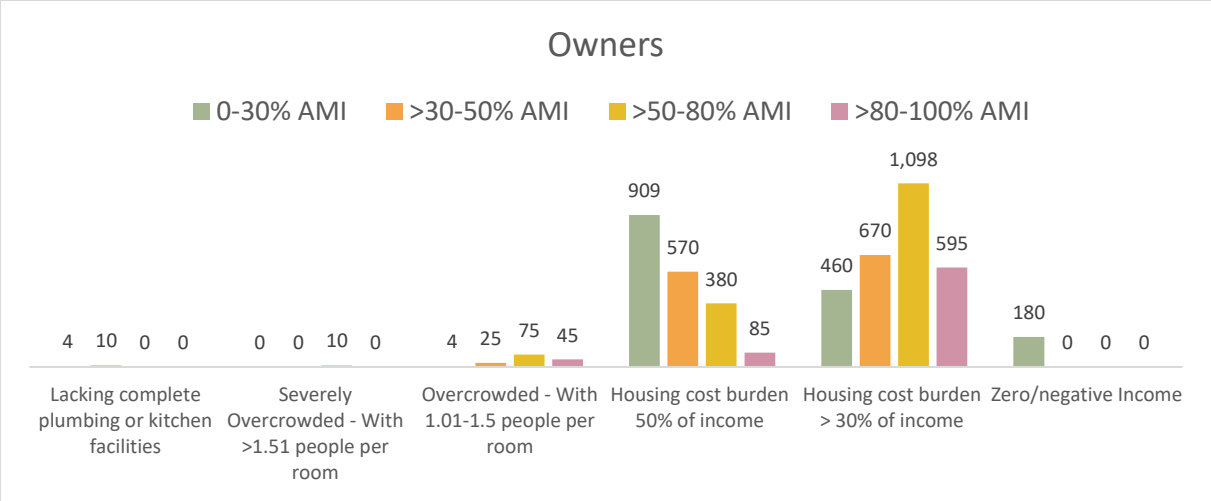


Chart is included in PDF version of the plan - uploaded as an IDIS Attachment

2. Housing Problems 2

Households with One+ Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	2,779	865	460	150	4,254	919	605	460	130	2,114
Having none of four housing problems	1,044	2,155	3,340	1,409	7,948	725	1,845	3,725	2,840	9,135
Household has negative income, but none of the other housing problems	154	0	0	0	154	180	0	0	0	180

HUD Table 8 - Housing Problems 2 *Data Source: 2011-2015 CHAS*

Housing Problems: The majority of renters and owners in most income categories do not have any of the four identified housing problems. A slightly higher percentage of low income households have one or more of the four housing problems than all households represented in the table above.

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	1,130	580	394	2,104	140	365	514	1,019
Large Related	45	110	85	240	19	20	205	244
Elderly	655	480	325	1,460	819	545	479	1,843
All Other Households	1,519	950	445	2,914	400	315	325	1,040
Total need by income	3,349	2,120	1,249	6,718	1,378	1,245	1,523	4,146

HUD Table 9 - Cost Burden > 30% *Data Source: 2011-2015 CHAS*

Cost Burdened Over 30%: Small related households *(two to four related members)* and the elderly represent nearly 60% of the total cost burdened renters and owners categories in the table above. Households with incomes less than 30% AMI represent 44% of the group. When separating renters from owners, the largest renter cohort paying over 30% of household income for housing expenses is the small-related cohort (32%). For owners, the largest group is the elderly (44%).

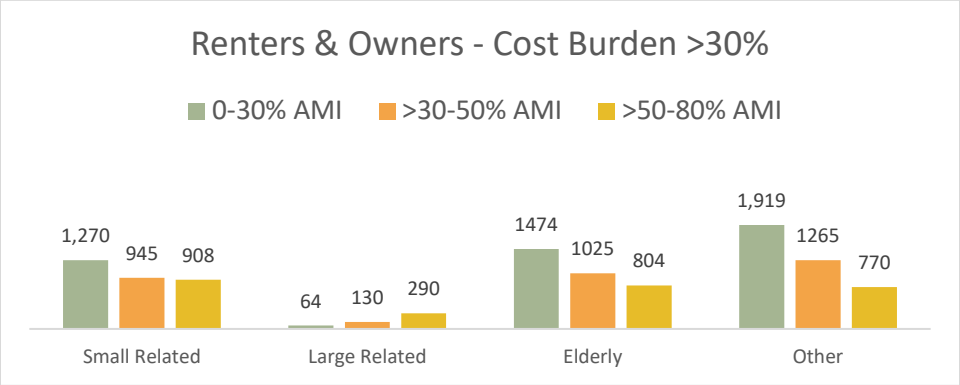


Chart is included in PDF version of the plan - uploaded as an IDIS Attachment

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	895	170	25	1,090	105	195	160	460
Large Related	35	15	0	50	4	0	10	14
Elderly	530	275	140	945	484	205	145	834
All Other Households	1,244	230	25	1,499	325	170	65	560
Total need by income	2,704	690	190	3,584	918	570	380	1,868

HUD Table 10 - Cost Burden > 50% *Data Source: 2011-2015 CHAS*

Cost Burdened Over 50%: According to data provided in the above table, the highest need for all renter / owner household types is the zero to 30% AMI group, comprising 66% of total households. The highest need populations are the elderly followed by small-related households.

When considering renters alone, 75% of all renters with household incomes less than 30% AMI are cost burdened. Small-related and elderly households are the largest renter cohorts and comprise 57% of the overall group respectively.

Forty-nine percent of owners are in the zero to 30% AMI category. Overall, 45% of owner households are elderly followed by small-related households at 25%. Collectively, the elderly and small-related households comprise 69% of the overall homeownership households identified in the table.

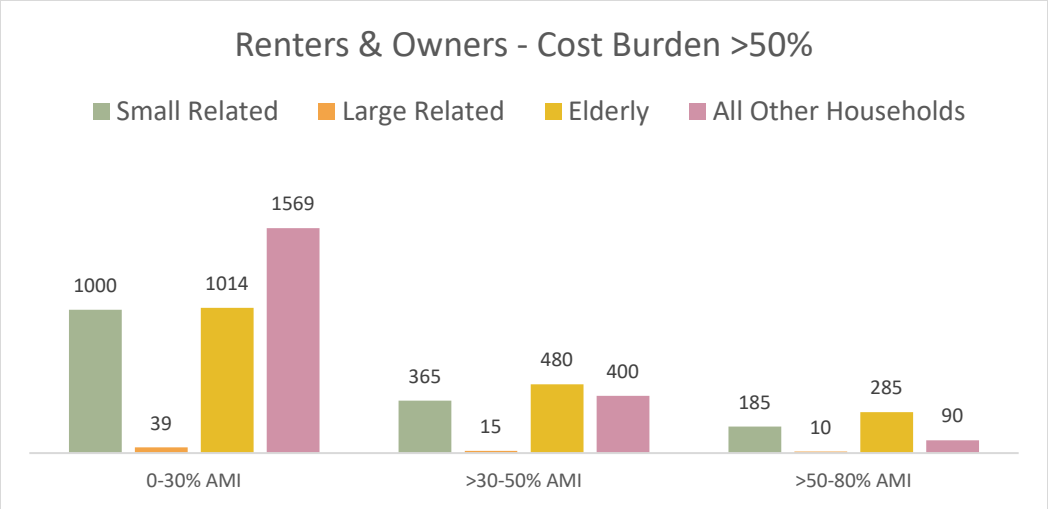


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5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	145	120	190	40	495	4	0	85	35	124
Multiple, unrelated family households	0	30	0	0	30	0	25	0	15	40
Other, non-family households	10	0	0	0	10	0	0	0	0	0
Total need by income	155	150	190	40	535	4	25	85	50	164

HUD Table 11 - Crowding Information *Data Source: 2011-2015 CHAS*

Crowding: The City of Billings does not appear to have significant issues with crowding although households with very low incomes have a higher prevalence of crowding.

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
# Households with Children Present	42	40	51	133	1	7	23	31

HUD Table 12 - Crowding Information - 2 of 2 *Data Source: Statistical Atlas & 2011-2015 CHAS*

Children – Crowding: For the table above, City staff utilized Statistical Atlas to determine 26.8% of all households in Billings have children under the age of 18 in residence. HUD data was utilized with this percentage to estimate crowding by tenancy and household income.

Describe the number and type of single person households in need of housing assistance.

According to the 2010 Census, Billings had 43,945 households and one person occupied 32.6% of the homes (approximately 14,326 people / units). The percentage of people experiencing poverty may have decreased in recent years. According to Montana Quick Facts from the US Census, the 2009-2013 Billings poverty rate was 15.2%. The 2014-2018 American Community Survey estimated 10.2% of persons in Billings are experiencing poverty. Using the latter poverty estimate, 1,461 single person households may be in need of housing assistance. This estimate does not account for those individuals who have previously received assistance.

The Housing Authority of Billings has 2,220 and 2,166 single person households on their waiting list for public housing units and the Section 8 program, respectively. All of these households have incomes less than 30% of the AMI. This represents a significant need for housing assistance and smaller unit size, as the Housing Authority only manages 32 one-bedroom units at present.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

Disabled: The American Community Survey identified 13,942 disabled residents in Billings (13% of the 107,130 population in 2017).

Living Independently for Today and Tomorrow (LIFTT) is a nonprofit organization employing and serving those with disabilities. The organization provides information and service referrals, linkage with personal care assistants, assists with independent living skills and offers a peer-mentoring program. LIFTT is also an advocacy organization supporting those with disabilities in all facets of life.

According to LIFTT staff, the most pressing needs for disabled citizens in Billings is rental assistance and accessible housing, both in rentals and ownership. LIFTT receives requests for the construction of ramps and for home modifications. LIFTT advocates for the rehabilitation of current housing units and new housing construction conformity to ***visitability*** standards, which includes no-step entrances, wide hallways and an accessible ground-level bathroom. Visitability standards accommodate residents and visitors with disabilities in addition to the aging population in Billings. New housing should be placed in areas of town with accessible sidewalks and public transportation.

The Housing Authority of Billings estimates 736 households classified as *disabled* on the public housing waiting list and an additional 799 disabled households on the waiting list for the Section 8 program; nearly 37% of the total waiting list. The need in this household category is not specific to household size; all bedroom sizes can accommodate these populations.

Domestic Violence: Domestic violence is a significant issue in Billings. In 2019, the Billings Police Department responded to 613 calls, up from a previous five-year high of 580 calls in 2017. This data was retrieved from a recent Billings Gazette article regarding a new domestic violence specialty court.

The Yellowstone Women's Christian Association (YWCA) Gateway program provides housing and services for victims of domestic violence in Billings. YWCA staff previously noted a lack of affordable housing for families transitioning out of Gateway. The organization recently opened a 24 one and two bedroom apartment complex on its campus. Residents have access to YWCA services at no cost, including financial, legal, and clinical counseling; education and skills training and job placement. The Housing Authority of Billings does not collect domestic violence status on housing assistance applications. The number of people in this special needs category on the waiting list cannot be determined.

What are the most common housing problems?

Cost Burden: HUD's data indicates the greatest housing problem in Billings for both owners and renters of all income levels is housing cost burden. Over 80% of low income renter / owner households have been paying more than 30-50% of their income for housing costs. In the renter category, the largest group is small-related households followed by the elderly. For owner households, the largest group is the elderly followed by small-related households.

Other data sources report that the majority of local citizens are not worried about the cost of housing, nor are they experiencing housing cost stress. According to the Community Health Needs Assessment, less than 30% of survey respondents worry about the cost of housing. This data point is in alignment with the City's National Citizen Survey results, as approximately 70% of respondents reported that they were not experiencing housing cost stress.

Access to Housing: The most recent vacancy rates available from the Housing Authority of Billings point to a tight assisted housing rental market. The vacancy rate is less than two percent for public housing and Section 8 housing is 100% leased. There are over 6,000 households on the waiting list for assistance through the Housing Authority and over 4,300 of these are one-person households with income less than 30% AMI. These data indicate an exceptionally high need for smaller housing units affordable to extremely low income citizens.

Overall housing vacancy rates are relatively stable at five percent over the last several years. Homeownership rates have also been stable and new affordable housing development has outpaced the City's population growth. A recent article published by the Federal Reserve Bank of Minneapolis notes the growth in home pricing has greatly exceeded median household income. The median price of a home was nearly three times the median household income in 2000. In 2017, the sale price was four times the median income.

The Community Health Needs Assessment survey respondents indicate housing access issues relative to low income households, and low barrier housing for people living with mental illness. Half of the City's National Citizen Survey respondents indicate adequate housing options are available in the community, although only 32% indicate adequate access to quality, affordable housing.

Housing Quality: Surveys conducted for renters, current and potential homeowners reveals a great need for increased housing affordability, quality and availability. Low income aging, disabled, and single-parent homeowners often need help with routine repairs and maintenance to keep their homes in good condition, but simply cannot perform the work themselves or afford to hire a contractor to complete the work. Disabilities congruent with increasing age may prevent the elderly from performing maintenance and home improvement tasks. Key informants participating in the Community Health Needs Assessment note that the City does not have a housing quality code. Renters may deal with a lack of heat, pests, and substandard housing conditions. Surveys conducted for renters and current homeowners revealed great need for affordable home repair programs, including a desire for enhancements to energy-efficiency.

Are any populations/household types more affected than others by these problems?

Cost burdening impacts extremely low income *(less than 30% AMI)* households the most. In the rental housing market, small families are the most affected followed by the elderly. For owners, the elderly are most cost burdened followed by small families.

Describe the characteristics and needs of low income individuals and families with children (especially extremely low income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance.

Poverty, coupled with limited affordable housing options, contribute to housing instability for many low income individuals and families in Billings. Persons at imminent risk of homelessness typically have a combination of influencing financial factors including a lack of living wage job, rent in excess of 30% of their income, medical or transportation costs. Households with limited incomes can also experience additional hardships, such as family conflict, domestic violence, doubled-up living arrangements, criminal history and / or mental health / chemical dependency. Any of these factors create housing instability, particularly in the event of an unforeseen or unplanned economic hardship.

Formerly homeless individuals and families need stable income commensurate with a livable wage, affordable housing, education, training, reliable transportation, health services, and employment opportunities. Families may also need affordable childcare to accommodate education and employment commitments.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates

The City is not including a numerical estimate of the at-risk population in Billings.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

The high cost of rent and deposits in Billings are contributing factors to housing instability. These issues are compounded when the City's vacancy rate for assisted rental units is below two percent.

Discussion

In conclusion, cost burden is the most significant housing issue for low income households. Smaller families and the elderly are the largest cohorts experiencing housing cost burden. Over 80% of low income households have been paying greater than 30-50% of their income for housing costs. For renters, the cost burden is more significate with small related households followed by the elderly. With homeowners, cost burden is more significant with the elderly followed by small related households.

Homeownership housing pricing has outpaced income levels indicating a continued need for down payment and closing costs assistance to promote housing stability for low income families. The high percentage of elderly homeowners experiencing housing cost burden indicates the need for home repair programs.

There are enough housing units in Billings to accommodate the population, although there is a housing deficit of over 4,700 units for households with incomes less than 30% of the AMI. The total number of affordable units for the 50% and 80% AMI households exceeds the need. This has created a surplus of 1,193 housing units for 50% AMI households and over 9,000 units for households with incomes up to 80%

AMI. Many affordable units are occupied by higher income households. The data indicates a need for the development of housing units affordable to extremely low income families. There appears to be a surplus of housing affordable to higher income cohorts. Housing developers might consider converting existing, larger housing units to accommodate smaller families and single-person households.

The Housing Authority of Billings manages several federal housing programs and maintains a high performance status. The waiting list for access to Housing Authority units is particularly concerning. There are over 6,200 households on the Housing Authority of Billings waiting lists. Single-person households are the largest cohort on the waiting list, indicating a clear need for housing development or conversion to meet the needs of smaller households. Availability of housing affordable to very low income households is also a significant issue. Over 2,000 households are waiting for single-person housing. The high number of single-person households on the Housing Authority's waiting list indicates the need to expand the number of publicly assisted rental units.

NA-15 Disproportionately Greater Need: Housing Problems *91.205 (b)(2)*

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole. For this purpose, disproportionately greater needs exist when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least ten percentage points higher than the percentage of persons in the category as a whole.

Introduction

For the purposes of data analysis, HUD has provided data from the 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) to demonstrate the number of households with certain housing problems in each income strata. This data is derived from the American Community Survey (ACS).

0%-30% of Area Median Income

Housing Problems - Lacks complete kitchen facilities - Lacks complete plumbing facilities - More than one person per room - Cost burden > 30%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems	Percentage in need and comparison to baseline data	
Jurisdiction as a whole	4,728	734	334	82%	Baseline
White	3,814	624	309	80%	Similar
Black / African American	60	0	0	100%	Higher
Asian	35	0	0	100%	Higher
American Indian, Alaska Native	385	100	15	77%	Similar
Pacific Islander	0	0	0	-	-
Hispanic	334	14	10	93%	Higher

HUD Table 13 - Disproportionally Greater Need 0 - 30% AMI *Data Source: 2011-2015 CHAS*

Zero to 30% AMI - Housing Problems: The total number of households for the jurisdiction as a whole is 5,796 in the zero to 30% AMI category. The above table illustrates 82% of the jurisdiction as a whole *(baseline)* is experiencing one or more of the four housing problems, similar to the White and American populations. Black / African American, Asian, and Hispanic households are disproportionately impacted by housing problems. The Black / African American and Asian population represents less than two percent of the total population in this chart. However, the Hispanic cohort represents over six percent of the total population in this chart. Collectively, minorities with higher need than the baseline measurement comprise nearly eight percent of the total cohort.

30%-50% of Area Median Income

Housing Problems - Lacks complete kitchen facilities - Lacks complete plumbing facilities - More than one person per room - Cost burden > 30%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems	Percentage in need and comparison to baseline data	
Jurisdiction as a whole	3,465	1,995	0	63%	Baseline
White	2,920	1,860	0	61%	Similar
Black / African American	85	0	0	100%	Higher
Asian	0	0	0	-	-
American Indian, Alaska Native	170	25	0	87%	Higher
Pacific Islander	0	0	0	-	-
Hispanic	260	60	0	81%	Higher

HUD Table 14 - Disproportionally Greater Need 30 - 50% AMI *Data Source: 2011-2015 CHAS*

30% to 50% AMI - Housing Problems: The total number of households for the jurisdiction as a whole is 5,460 in the 30% to 50% AMI category. The table above illustrates data showing 63% of the jurisdiction as a whole has one or more housing problems, similar to the White population. When compared to the jurisdiction as a whole, a higher percentage of Black / African American, American Indian, and Hispanic households have at least one housing problem. These minority populations represent nearly 11% of the total households in this category.

50%-80% of Area Median Income

Housing Problems - Lacks complete kitchen facilities - Lacks complete plumbing facilities - More than one person per room - Cost burden > 30%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems	Percentage in need and comparison to baseline data	
Jurisdiction as a whole	3,059	4,920	0	38%	Baseline
White	2,529	4,420	0	36%	Similar
Black / African American	99	0	0	-	-
Asian	19	0	0	100%	Higher
American Indian, Alaska Native	180	140	0	56%	Higher
Pacific Islander	10	0	0	100%	Higher
Hispanic	130	299	0	30%	Lower

HUD Table 15 - Disproportionally Greater Need 50 - 80% AMI *Data Source: 2011-2015 CHAS*

50% to 80% AMI - Housing Problems: The total number of households for the jurisdiction as a whole is 7,979 in the 50% to 80% AMI category. The table above illustrates data showing 38% of the jurisdiction as a whole has one or more housing problems, similar to the White population. This baseline measurement is eight percent lower than the Hispanic population in the chart. The Asian, American Indian, and Pacific Islander populations in this chart have at least one housing problem. Collectively, this minority cohort represents just over four percent of the total households represented in the chart.

80%-100% of Area Median Income

Housing Problems - Lacks complete kitchen facilities - Lacks complete plumbing facilities - More than one person per room - Cost burden > 30%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems	Percentage in need and comparison to baseline data	
Jurisdiction as a whole	995	3,533	995	18%	Baseline
White	910	3,283	910	18%	Same
Black / African American	0	0	0	-	-
Asian	20	15	20	36%	Higher
American Indian, Alaska Native	15	55	15	18%	Same
Pacific Islander	0	0	0	-	-
Hispanic	4	120	4	3%	Lower

HUD Table 16 - Disproportionally Greater Need 80 - 100% AMI *Data Source: 2011-2015 CHAS*

80% to 100% AMI - Housing Problems: The total number of households for the jurisdiction as a whole is 5,523 in the 80% to 100% AMI category. The above table illustrates data showing 18% of the jurisdiction as a whole has one or more housing problems, the same as White and American Indian populations. The Asian population has a much higher percentage of households with at least one housing problem. This cohort represents approximately one percent of the table's population.

Discussion

When considering the zero to 80% AMI households collectively, nearly 60% of the households have one or more of the four housing problems. The HUD tables above indicate 1,767 minority households from zero to 80% AMI have disproportionately greater need for resolution of one or more housing problem. A higher percentage of low income Black, Asian, Native American, and Hispanic families have one or more housing problem. Housing problems are impediments to fair housing choice for these cohorts.

The majority of local citizens are White, although the city is becoming more diverse. According to the Diversity Data website, Whites made up 91.5% of the population in Billings in the year 2000. This has decreased to 88.7% of the population by 2010 and to 87% in 2012. The greatest percentage change in the resident population by race and ethnicity appears to be greatest for the City's multi-racial category of two or more races, followed by African Americans, American Indians, Hispanic Americans and Asians. The overall change in population for the White cohort is just over ten percent.

The Analysis of Impediments to Fair Housing Choice identified a dual housing market; one for Whites and Asians and one for American Indians, Hispanics and African Americans. Differences between actual and expected racial / ethnic census tract composition are likely due to housing discrimination. The probability of a dual, discriminative market exacerbates access to local housing, particularly for minorities and special populations.



Chart is included in PDF version of the plan - uploaded as an IDIS Attachment

NA-20 Disproportionately Greater Need: Severe Housing Problems *91.205 (b)(2)*

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole. For this purpose, disproportionately greater needs exist when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least ten percentage points higher than the percentage of persons in the category as a whole.

Introduction

For the purposes of data analysis, HUD has provided data from the 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) to demonstrate the number of households with certain housing problems in each income strata. This data is derived from the American Community Survey (ACS).

0%-30% of Area Median Income

Severe Housing Problems - Lacks complete kitchen facilities - Lacks complete plumbing facilities - More than 1.5 persons per room - Cost burden > 50%	**Has one or more of four housing problems**	**Has none of the four housing problems**	**Household has no/negative income, but none of the other housing problems**	**Percentage in need and comparison to baseline data**	
Jurisdiction as a whole	3,698	1,769	334	64%	Baseline
White	3,049	1,384	309	64%	Same
Black / African American	50	10	0	83%	Higher
Asian	0	35	0	0%	Lower
American Indian, Alaska Native	300	185	15	60%	Lower
Pacific Islander	0	0	0	-	-
Hispanic	214	130	10	60%	Lower

HUD Table 17 - Severe Housing Problems 0 - 30% AMI *Data Source: 2011-2015 CHAS*

Zero to 30% AMI - Severe Housing Problems: The majority of households in this income category have one or more of the listed housing problems overall. Asian, American Indian, and Hispanic households rank lower than the jurisdiction as a whole. However, the Black cohort has a higher percentage of households with one or more housing problem than the overall cohort population.

30%-50% of Area Median Income

Severe Housing Problems - Lacks complete kitchen facilities - Lacks complete plumbing facilities - More than 1.5 persons per room - Cost burden > 50%	**Has one or more of four housing problems**	**Has none of the four housing problems**	**Household has no/negative income, but none of the other housing problems**	**Percentage in need and comparison to baseline data**	
Jurisdiction as a whole	1,470	4,000	0	27%	Baseline
White	1,235	3,545	0	26%	Similar
Black / African American	4	80	0	5%	Lower
Asian	0	0	0	-	-
American Indian, Alaska Native	120	75	0	62%	Higher
Pacific Islander	0	0	0	-	-
Hispanic	85	235	0	27%	Same

HUD Table 18 - Severe Housing Problems 30 - 50% AMI *Data Source: 2011-2015 CHAS*

30% to 50% AMI - Severe Housing Problems: African Americans appear to have a lower percentage of persons in need compared to the jurisdiction as a whole. The American Indian population has a much higher percentage of housing problems when compared to any other cohort.

50%-80% of Area Median Income

Severe Housing Problems - Lacks complete kitchen facilities - Lacks complete plumbing facilities - More than 1.5 persons per room - Cost burden > 50%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems	Percentage in need and comparison to baseline data	
Jurisdiction as a whole	920	7,065	0	12%	Baseline
White	720	6,245	0	10%	Similar
Black / African American	25	74	0	-	-
Asian	0	19	0	0%	Lower
American Indian, Alaska Native	135	185	0	42%	Higher
Pacific Islander	0	10	0	0%	Lower
Hispanic	30	409	0	7%	Lower

HUD Table 19 - Severe Housing Problems 50 - 80% AMI *Data Source: 2011-2015 CHAS*

50% to 80% AMI - Severe Housing Problems: The American Indian population is the only cohort with a higher percentage of housing problems when compared to all other cohorts.

80%-100% of Area Median Income

Severe Housing Problems - Lacks complete kitchen facilities - Lacks complete plumbing facilities - More than 1.5 persons per room - Cost burden > 50%	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems	Percentage in need and comparison to baseline data	
Jurisdiction as a whole	280	4,249	0	6%	Baseline
White	215	3,984	0	5%	Similar
Black / African American	0	0	0	-	-
Asian	20	15	0	57%	Higher
American Indian, Alaska Native	4	60	0	6%	Same
Pacific Islander	0	0	0	-	-
Hispanic	0	125	0	0%	Lower

HUD Table 20 - Severe Housing Problems 80 - 100% AMI *Data Source: 2011-2015 CHAS*

80% to 100% AMI - Severe Housing Problems: The Asian cohort is the only group with a higher percentage of housing problems when compared to all other populations. This cohort accounts for 35 households in the above table.

Discussion

When comparing the baseline percentage of households with housing problems by race and ethnicity, the Black and American Indian cohorts are disproportionately impacted by severe housing problems if the household income is below 80% AMI. Severe housing problems are impediments to fair housing choice for these cohorts.

NA-25 Disproportionately Greater Need: Housing Cost Burdens *91.205 (b)(2)*

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole. For this purpose, disproportionately greater needs exist when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least ten percentage points higher than the percentage of persons in the category as a whole.

Introduction

For the purposes of data analysis, HUD has provided data from the 2011-2015 Comprehensive Housing Affordability Strategy (CHAS) to demonstrate the number of households with certain housing problems in each income strata. This data is derived from the American Community Survey (ACS).

The following HUD Table displays the cost burden information for Billings and each racial / ethnic group, including:

- No cost burden for those paying less than 30% of household income for housing
- Cost burden for those paying 30% to 50% of household income for housing
- Severe cost burden for those paying over 50% of household income for housing

Housing Cost Burden

Housing Cost Burden	<=30% No Cost Burden	30-50% Cost Burden	>50% Severe Cost Burden	No / negative income (not computed)	Percentage in need and comparison to baseline data	
Jurisdiction as a whole	31,168	6,919	5,668	334	29%	Baseline
White	28,800	5,875	4,840	309	27%	Similar
Black / African American	105	159	60	0	68%	Higher
Asian	185	65	20	0	31%	Similar
American Indian, Alaska Native	700	290	335	15	47%	Higher
Pacific Islander	0	10	0	0	100%	Higher
Hispanic	945	400	314	10	43%	Higher

HUD Table 21 - Greater Need: Housing Cost Burdens AMI *Data Source: 2011-2015 CHAS*

Discussion

Over 44,000 households are included in the table above. According to this table, the White and Asian populations are not experiencing housing cost burden. All of the ten Pacific Islander households represented in this chart are experiencing cost burden. The Black cohort represents the next highest percentage followed by the American Indian and Hispanic groups. Over 1,600 racial / ethnic minority households under 50% AMI are experiencing housing cost burden. Housing cost burden is an impediment to fair housing choice for these cohorts.

NA-30 Disproportionately Greater Need: Discussion 91.205(b)(2)

Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Disproportionately greater need in racial / ethnic minorities relative to housing problems exists at all income levels. All racial / ethnic minorities have disproportionately greater need than the needs of the overall jurisdiction population. The total number of impacted households for all income categories is 2,698; just over 2,400 of these households qualifies as low income.

The American Indian population is the only cohort that is experiencing disproportionate need relative to one or more severe housing problem. This cohort represents over 1,100 families.

If they have needs not identified above, what are those needs?

The homeownership rate in Billings is much higher for the overall population, predominantly White, when compared to the rate of American Indian, Black, Hispanic and Asian residents. The highest percentage of people living in ownership housing are Whites, followed by Asians, Pacific Islanders, Hispanics, Blacks and American Indians. The percentage of people living in rental housing is directly opposite, with American Indians in the lead.

2010 Census - Billings	*Total Population in Occupied Housing Units*	*Mortgage*	*No Mortgage*	*Owner Occupied*	*% of Population in Owned Housing*	*Renter Occupied*	*% of Population in Rented Housing*
White Alone	92,227	48,969	15,451	64,420	70%	27,807	30%
Asian	597	299	68	367	61%	230	39%
Pacific Islander	105	45	6	51	49%	54	51%
Hispanic	4,182	1,654	336	1,990	48%	2,192	52%
African American	679	229	41	270	40%	409	60%
American Indian	3,964	934	166	1,100	28%	2,864	72%

Data Source: 2010 Census, Table is included in PDF version of the plan - uploaded as an IDIS Attachment

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

Minorities appear more concentrated in several areas of the City. The Billings 2013 Analysis of Impediments to Fair Housing Choice indicated that the City has a rare opportunity to prevent segregation from developing. The early stages of segregation were identified in Census tracts 3.0, 9.02, and 2.0 with a pattern of segregation moving westward. There appears to be an isolated minority concentration on the far west end of Billings (Census Tract 17.03) with a ten percent minority population.

NA-35 Public Housing 91.205(b)

Introduction

The Housing Authority of Billings is responsible for the administration of the public housing and Section 8 programs for the community. The Housing Authority is an independent organization established under the laws of the State of Montana. The City of Billings' Mayor appoints Board members for the Housing Authority.

The mission of the Housing Authority of Billings is to help families and individuals with lower incomes achieve greater stability and self-reliance by providing safe, affordable, quality housing and links to the community. The Housing Authority of Billings' five-year plan describes specific goals and objectives and the plan is available for review at the Housing Authority of Billings office located at 2415 1st Avenue North, Billings, Montana.

Shelter Plus Care, Single Room Occupancy and Supportive Housing Program funding amounts are not included in the City's Action Plan, as the funds are not available for allocation through the City's Consolidated Plan process. Funding allocated to the Housing Authority of Billings is contained in their Annual Action Plan and the City is not duplicating the reporting requirements that already exist in the Public Housing Agency Plan.

City staff enjoy a positive, collaborative relationship with the Housing Authority of Billings for affordable housing and community development projects. The City provided the Housing Authority of Billings $1,543,191 in CDBG and HOME funding from 1996 to 2014 to support affordable housing, including: family self-sufficiency; tenant-based rental assistance; low income area infrastructure; and affordable housing development. This funding has aided in the development of 75 new affordable housing units.

Totals in Use

	Program Type								
				Vouchers					
							Special Purpose Voucher		
	Certificate	Mod-Rehab	Public Housing	Total	Project -based	Tenant -based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers in use	0	0	269	539	0	493	30	0	0

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition

HUD Table 22 - Public Housing by Program Type *Data Source: PIC (PIH Information Center)*

Housing Authority of Billings (HAB) Assistance Program Usage / Demand - February 2020

Assistance Programs	Vouchers / Units in Use	Current Waiting List
HAB Housing Choice Voucher / Section 8 (Certificate)	688	2,168
Moderate Rehabilitation Section 8	33	0
Public Housing (Income Eligibility)	274	3,292
Section 8 Project-Based Vouchers	102	96
Department of Commerce Housing Choice Voucher Managed through HAB	450	469
Veterans Affairs Supportive Housing (VASH) Housing Choice Vouchers	80	50
Shelter Plus Care Vouchers	0	0
HOME Units	35	50
Tax Credit Units	62	100
Total:	**1,724**	**6,225**

Source: Housing Authority of Billings – Entered as Table in IDIS

Characteristics of Residents

	Program Type							
				Vouchers				
							Special Purpose Voucher	
	Certificate	Mod-Rehab	Public Housing	Total	Project -based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	0	12,898	10,761	0	10,715	8,585	0
Average length of stay	0	0	4	4	0	4	0	0
Average Household size	0	0	3	2	0	2	1	0
# Homeless at admission	0	0	0	0	0	0	0	0
# of Elderly Program Participants (>62)	0	0	18	90	0	83	6	0
# of Disabled Families	0	0	52	205	0	186	10	0
# of Families requesting accessibility features	0	0	269	N/A	N/A	N/A	N/A	N/A
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

HUD Table 23 - Characteristics of Public Housing Residents by Program Type *Data Source: PIC (PIH Information Center)*

Race of Residents

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
White	0	0	162	430	0	390	25	0	0
Black/African American	0	0	6	19	0	18	1	0	0
Asian	0	0	0	4	0	4	0	0	0
American Indian/Alaska Native	0	0	100	84	0	80	3	0	0
Pacific Islander	0	0	1	2	0	1	1	0	0
Other	0	0	0	0	0	0	0	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition									

HUD Table 24 - Race of Public Housing Residents by Program Type *Data Source: PIC (PIH Information Center)*

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
Hispanic	0	0	9	47	0	41	5	0	0
Not Hispanic	0	0	260	492	0	452	25	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition									

HUD Table 25 - Ethnicity of Public Housing Residents by Program Type *Data Source: PIC (PIH Information Center)*

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units

Public Housing Tenant Needs: Data provided in the Housing Authority's Usage / Demand table represent the total number of vouchers and units available in the Billings area. The Public Housing program has a waiting list of over 3,000 households while only 274 units are available.

Waiting List for Accessible Units: The Housing Authority serves many households with a variety of special needs due to a disability. The Public Housing program has 37 handicap accessible units and the Housing Authority corporate subsidiary has 31 adaptable units. The Housing Authority has added several fully accessible and adaptable units of varying unit sizes to ensure accessibility for all applicant types including the vision impaired, hearing impaired or wheelchair accessible to accommodate the mobility impaired. When a wheelchair accessible unit becomes available, the Housing Authority staff spend several weeks trying to find an applicant with those needs ready to move, making the units sometimes difficult to fill.

What are the number and type of families on the waiting lists for public housing and Section 8 tenant-based rental assistance? What are the most immediate needs of residents of Public Housing and Housing Choice voucher holders?

There are 3,292 households on the Public Housing waiting list and 2,168 households on the Section 8 tenant-based waiting list. This indicates a high need for deposit, rent, and mortgage assistance. Applicants currently on all waiting lists by unit size are as follows:

- One bedroom: 2,220
- Two bedroom: 622
- Three bedroom: 211
- Four bedroom: 239

This data supports the high need for smaller units, particularly one-bedroom rentals. The Housing Authority of Billings only has 32 one-bedroom public housing units, indicating a high need for access to affordable housing coupled with a need for housing assistance. The elderly and disabled are typically higher need and placed first, leaving the remaining households on the waiting list.

The Housing Authority can meet the needs of hundreds of households through the Housing Choice Voucher / Section 8 program while thousands of households remain on the waiting list. Section 8 clients often have a difficult time finding units they can rent in higher income areas. Many rental units in Billings are too expensive for prospective tenants to use their Section 8 voucher. Housing Authority of Billings staff indicates many of those issued a voucher are actually unable to find a rental unit.

Voucher holders typically have less income, which makes daily life more challenging on most levels. Many need access to basic necessities such as education, literacy, transportation, employment, parenting skills, access to preschool, medical care / coverage and funds to support daycare expenses. They also need support to be able to follow through with program compliance and develop better skills to obtain higher paying jobs in the community.

How do these needs compare to the housing needs of the population at large

The needs of voucher holders greatly exceeds the housing needs of the population at large. Competition to secure housing often favors households who do not have credit barrier, can come up with required deposits and can pay premium rates for housing units. Additionally, the population at large is able to access housing in wide range of income areas, unlike voucher holders who are often unable to find affordable units in higher income areas that will accept their Section 8 voucher.

Introduction

The overall homeless population includes easily visible cohorts and others that are less visible, including unaccompanied youth, families, single adults, veterans and the working poor. Homelessness is not a lifestyle choice for the majority of those experiencing it. According to the Montana point-in-time count, there were 465 people experiencing homelessness in January 2019. Previous surveys indicate a decrease in homelessness in Billings by over 200 people. An article in the Billings Gazette noted that homelessness in Billings increased in 2017 by ~29% with 709 individuals participating in the point-in-time count.

Bob Buzzas, Montana Continuum of Care, provided data for the charts in this section. The grey columns contain information the Montana Continuum of Care does not submit to the HUD Data Exchange nor does it have an effective method for estimating this data.

Homeless Needs Assessment

Population	Estimate # of persons experiencing homelessness on a given night		Estimate # experiencing homelessness each year	Estimate # becoming homeless each year	Estimate # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Unsheltered	Sheltered				
Persons in Households with Adult(s) and Child(ren)	6	45				
Persons in Households with Only Children	0	2				
Persons in Households with Only Adults	47	113				
Chronically Homeless Individuals	8	14				
Chronically Homeless Families	6	25				
Veterans	6	23				
Unaccompanied Youth	0	2				
Persons with HIV	0	0				

HUD Table - Data Source: Bob Buzzas, Montana Continuum of Care, February 2020

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Chronically homeless individuals are often the most visible amongst the homeless population. HUD defines *chronic homelessness* as having a disability and either having been homeless for over a year or having experienced at least four episodes of homelessness within the past three years. In Billings, only seven percent of those represented in the charts above were chronically homeless individuals. An additional ten percent of those counted were chronically homeless families. Seventeen percent of those experiencing homelessness in Billings are households with adults and children. Veterans comprise ten percent of the overall homeless population and unaccompanied youth represent less than one percent of the total population.

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans

According to the data provided in the above tables, there are 51 persons in households with adults and children and 29 veterans. Data is not available relative to the needs of families of veterans.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group

According to the data provided herein, the Billings homeless population is predominantly White (52%). American Indians are the largest and most disproportionately represented minority group amongst the homeless community. Despite representing less than four percent of the general population in Billings (2017 American Community Survey), American Indians represent 41% of the total homeless population. The Hispanic population represents 18% of the homeless population identified in the chart below and just over five percent of the overall population is Hispanic in Billings.

Nature and Extent of Homelessness

Race:	Sheltered	Unsheltered
White	70	18
Black or African American	6	1
Asian	1	1
American Indian	44	26
Pacific Islander	1	3
Ethnicity:	**Sheltered**	**Unsheltered**
Hispanic	21	14
Not Hispanic	119	39

HUD Table - Data Source: Bob Buzzas, Montana Continuum of Care Coalition
February 2020

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness

Pursuant to the HEARTH Act, sheltered and unsheltered homeless are defined as follows:

- **Sheltered Homeless:** An individual or family living in a supervised publicly or privately operated shelter designed to provide temporary living arrangements *(including congregated shelters, transitional housing, and hotels and motels paid for by charitable organization or by federal, state, or local government).*
- **Unsheltered Homeless:** An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

Seventy-five percent of those represented in the charts above were sheltered and 75% were reportedly sheltered.

Introduction

HUD requires the City to describe, to the greatest extent practicable, the level of housing need for persons who are not homeless but require supportive housing, including the elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addiction, persons with HIV/AIDS and their families, and victims of domestic violence, dating violence, sexual assault and stalking.

American Community Survey and Census estimates may be useful at some level to determine overall disability rates, it is also important to note the margin of error for some data sets is quite large in many combined categories.

Describe the characteristics of special needs populations in your community

Elderly (ages 62+): There are 109,550 people living in Billings (2018 Census estimates) and 16.4% of the total population in Billings is aged 65 and older, totaling 17,966 people.

Frail Elderly *(requires assistance with three or more activities of daily living, such as bathing, walking, and performing light housework):* The 2017 five-year American Community Survey estimated 1,268 people between the ages of 65 and 74 with a disability *(+/-165)* and an additional 1,382 *(+/- 187)* aged 75 years and older with a disability. The survey provided estimates for people over the age of 65 with the following difficulties: hearing *(1,093 people, +/- 324);* vision *(364 people, +/- 138);* self-care *(1,185 people, +/- 746);* or independent living *(4,793 people, +/- 1,067).*

Persons with Disabilities: The American Community Survey estimates indicate a civilian non-institutionalized population of 107,620 individuals, of which, 13.5% / 13,594, have a disability. Just over 12% of the White population is disabled while nearly 19% of those reporting two or more races are disabled.

Addiction: Montana's Office of Epidemiology and Scientific Support provides recent statistics on drug / alcohol use. The annual death rate from alcohol-related causes is much higher than the national rate (42 deaths per 100,000 people versus 29 in the nation). The Community Health Needs Assessment indicates 205 area adults are excessive drinkers.

Mental Health: The Office of Epidemiology and Scientific Support alcohol states 270 Montana citizens die by suicide each year and in 2017, the suicide rate was two times higher than the national *rate (29 deaths per 100,000 people versus 14 deaths per 100,000 people in the United States).* Males account for 80% of suicide deaths in Montana. One in ten high school students reported having attempted suicide in the past twelve months. According to the Community Health Needs Assessment, behavioral health is the most difficult health care option to access in the county.

Persons with HIV/AIDS: According to the Montana Department of Health and Human Services, approximately 21 people are diagnosed with HIV each year. In 2018, 24 newly diagnosed HIV cases were reported in Montana. Data is not currently available relative to the number of cases in Billings.

Domestic Violence Victims: Over 20% of Community Health Needs Assessment survey respondents indicate they have been a victim of domestic violence at least one time in their life. This figure is higher than the nation's 14% data point.

What are the housing and supportive service needs of these populations and how are these needs determined?

One of the most significant housing problems in Billings for both owners and renters of all income levels and populations is housing cost burden. Single-person households with incomes less than 30% AMI are also a very high need as per the Housing Authority of Billings waiting list. Nearly 1,800 minority households with incomes less than 80% AMI are experiencing one or more housing problems.

Elderly: Housing affordability continues to be a challenge for the elderly, particularly those who are homeowners.

Persons with Disabilities, HIV/AIDS and Domestic Violence Victims: Service providers indicate continued need for rental housing assistance and owner-occupied housing rehabilitation. Supportive services include linkage to transportation, medical / dental care, child care, reliable and sustainable food sources, and case management.

Addicted Persons: The development of sober living housing options are in demand in Billings, along with behavioral / addiction health services. Additionally, a short-term sobering center with accelerated access to inpatient, detoxification treatment and long-term addiction treatment options would be helpful in serving addicted persons.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area

The Community Health Needs Assessment indicates 103 individuals in Yellowstone County are living with HIV. Nearly 75% of new HIV infections occur in men and 45% of new infections occur in African Americans, 35% in Whites, and 17% in Hispanics.

NA-50 Non-Housing Community Development Needs 91.215 (f)

Describe the jurisdiction's need for Public Facilities

Information on local nonprofits who manage senior centers, facilities for the disabled, facilities serving the homeless, youth centers, child care and health facilities can be found in other sections of this Consolidated Plan. Federal HUD funds are not presently utilized for public facilities outside of affordable housing development, but may be included in future Annual Action Plans based on funding applications submitted to the City.

For public facilities specific to City management, the Public Works Department spearheads a five-year Capital Improvement Planning process beginning each November. All City departments are given an opportunity to review past projects and proposed projects for the next five years. Worksheets aid in the development of proposals for new projects and financial or descriptive modifications to existing projects. By mid-January, projects are prioritized based on input from the public during the course of the year. Every two years in February, the Public Works Department holds two public hearings to review the Capital Improvement Plan in order to garner need and prioritize projects over the next five years. For a full listing of CIP projects, the entire plan can be found online here.

Current public facility needs include the development of two new fire stations to meet national standards. The new stations would be located in the Heights (northern Billings) and on the western area of Billings. The area covered by the fire department has increased significantly and needs have outpaced fire station capacity. Construction of the new stations may be included in future efforts to pass a public safety mill levy. Other public facility needs have been identified in the Capital Improvement Plan available online.

How were these needs determined?

Needs are determined through public hearings and input gathered throughout the year. Data from the Billings Police and Fire Departments has also been provided during public meetings and is available on the City's website.

The City has also conducted extensive *Citizen Surveys* to garner feedback regarding community needs. The Citizen Surveys can be found on the City's website at the following link. The survey focuses on many City attributes, including: community quality; design; public safety; environmental stability; recreation and wellness; community inclusiveness; civic engagement; and public trust. Most residents rated the overall quality of life in Billings positively. Compared to national benchmarks, employment opportunities ranked much higher in Billings.

Describe the jurisdiction's need for Public Improvements

The need for public improvements is outlined in the City's current Capital Improvement Plan. Please see information provided above.

How were these needs determined?

Please see information provided above.

Describe the jurisdiction's need for Public Services

City Public Services: The City's Citizen Survey's open-ended questions indicated a strong need for public safety including response to crime and safety services. Data provided by the Billings Police Department indicate historic increases in violent and property crime. Crime rates are driven largely by addiction and mental illness.

Improvements to downtown safety include increased foot, bike, and vehicle patrols along with improved crime mapping analysis and interventions. Staffing needs to be increased to support prosecutor caseloads. Special emphasis on crime prevention efforts, code enforcement, and traffic safety have also been identified as jurisdictional public service needs.

Food Security and Poverty-Impact: According to local social service providers, there is a demonstrated need for food security and poverty-impact initiatives in the Billings area. Many individuals are experiencing housing cost burden, which constrains household income available to meet other basic needs. Social service agencies serving the elderly note specific food security issues as a high need.

Health Care: Lower income residents are experiencing poorer health due to lack of access to medical and dental care, mental and physical health issues, and unhealthy behaviors. They are also classified as having greater health risk and a higher prevalence of chronic conditions than higher income individuals. Access to healthcare coverage continues to be an issue for many low income households.

How were these needs determined?

As previously noted, the City's Citizen Survey reports and Community Health Needs Assessment were utilized to determine needs. Additional consultation was completed with local social service providers.

Section IV: Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview

Billings is the largest and most populated city in Montana. The City spans over 44 square miles and approximately 110,000 people reside within the city limits. The City has prospered economically and has been able to withstand market changes like the recession. However, there are more significant housing issues that need to be addressed.

The majority of low income households in Billings are experiencing housing cost burden. There are enough housing units to accommodate the population, however there is a significant deficit of affordable housing units available to extremely low and very low income households. Minorities are disproportionately impacted by housing problems; lacking a complete kitchen or plumbing facilities; overcrowding; and / or housing cost burden. Housing problems are a significant impediment to fair housing choice for these cohorts.

MA-10 Number of Housing Units

91.210(a)&(b)(2)

Introduction

The American Community Survey identified over 47,000 housings units in Billings; the majority are single-family residences. Over 80% of the owner-occupied housing units have three or more bedrooms while rental units are slightly smaller; 44% of rental units have two bedrooms.

The City's Growth Policy includes projections for several different growth scenarios in Billings, including anticipated costs and revenues for each. Infill and adjacent neighborhood growth was the lowest cost and highest revenue option, while low density expansion through the west end of Billings was the highest cost option. Infill and adjacent growth also has the highest anticipated return on investment at 14% compared to all other scenarios (under six percent).

The City manages growth by encouraging development within and adjacent to the existing City limits, but preference will be given to areas where City infrastructure exists or can be extended within a fiscally constrained budget and with consideration given to increased tax revenue from development. The City will prosper with strong neighborhoods with their own unique character that are clean, safe, and provide a choice of housing and transportation options.

All residential properties by number of units

Property Type	Number	%
1-unit, detached structure	28,790	61%
1-unit, attached structure	2,850	6%
2-4 units	5,515	12%
5-19 units	3,785	8%
20 or more units	2,934	6%
Mobile Home, boat, RV, van, etc.	3,180	7%
Total	47,054	100%

HUD Table 26 - Residential Properties by Unit Number *Data Source: 2011-2015 ACS*

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	50	0%	515	3%
1 bedroom	325	1%	4,395	27%
2 bedrooms	4,780	17%	7,154	44%
3 or more bedrooms	22,565	81%	4,300	26%
Total	27,720	99%	16,364	100%

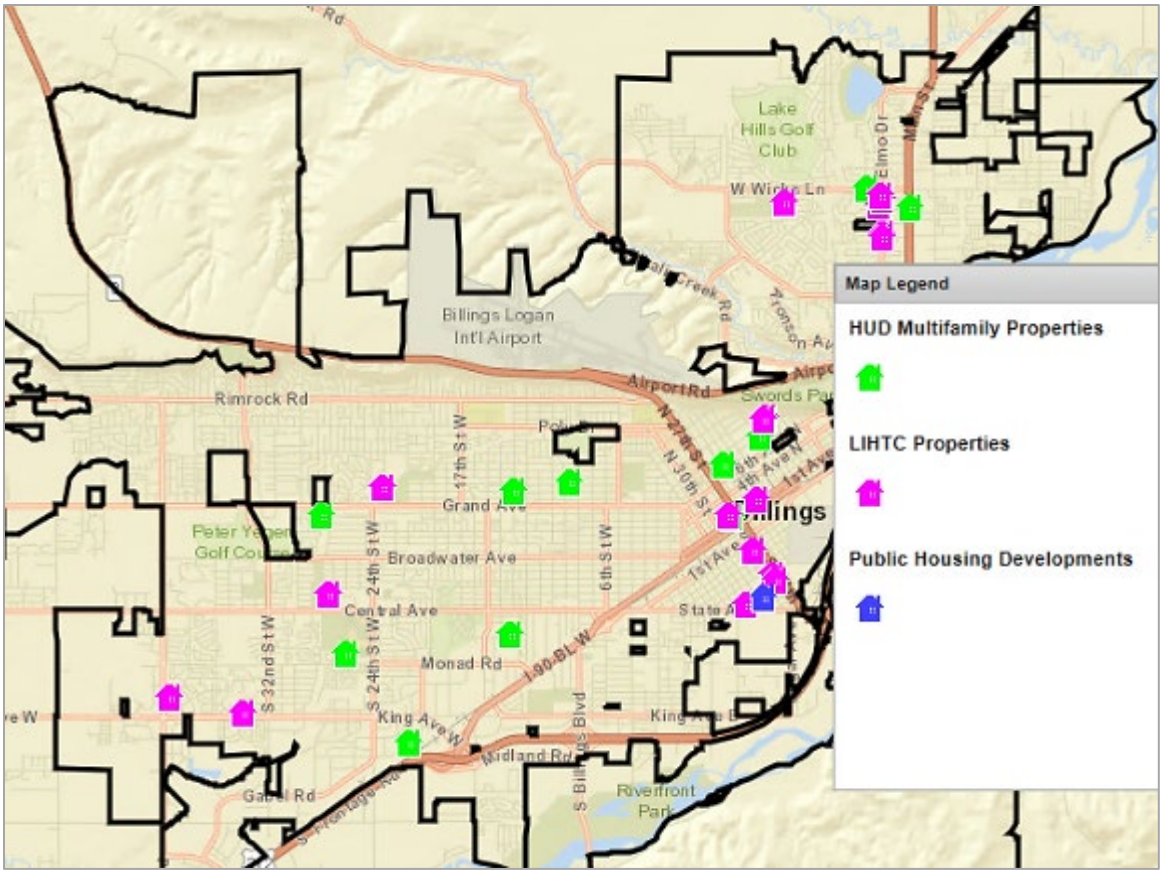
HUD Table 272 - Unit Size by Tenure *Data Source: 2011-2015 ACS*

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs

Local: The City's First Time Home Buyer program assists 30 to 50 low income households under 80% AMI each year with down payment and closing costs. Several owner-occupied households are assisted in making necessary repairs through the Housing Rehabilitation program. Many of the households served through repair programs require accessibility repairs / installations to accommodate those with disabilities. The City also manages the Foreclosure Acquisition / Rehabilitation program and has acquired, rehabilitated and sold homes for the past decade. Properties are sold to households with incomes less than 80% AMI. Several of these homes have been sold to very low income families and to households with disabled person(s).

The Billings Metro VISTA Project provides health, mental health, housing, and economic development activities for nonprofits working with those experiencing poverty. Over the past five years, the VISTA members assisted nonprofit organizations in assisting 2,000 low income people with services.

The Housing Authority of Billings provides housing for over 1,700 families. Additional information regarding the services provided by the Housing Authority is located in the MA-25 section of this Consolidated Plan.



CPD Maps, https://egis.hud.gov/cpdmaps/

Federal: HUD Multifamily Properties in Billings include (but are not limited to):

- Volunteers of America, Aspen Grove, 64 Units
- Volunteers of America, Magic City Terrace, 84 Units
- Big Sky Apartments, 80 Units (78 Assisted)
- Pleasant View, 101 Units (100 Assisted)
- Sunrise Manor, 24 Units
- Grand View Apartments, 24 Units
- Rose Park Plaza, 112 Units, also a Low Income Housing Tax Credit (LIHTC) project
- Western View Apartments, 84 Units (34 Assisted)
- Beartooth Homes, 15 Units
- Fraser Tower, 64 Units, also a LIHTC project
- Prairie Tower Apartments, 109 Units (108 Assisted)
- Ponderosa Acres, 120 Units

State: Billings LIHTC Projects include (but are not limited to):

- Sage Tower, 81 Units (76 Assisted)
- Acme Hotel Apartments, 19 Units
- Agape Housing, 9 Units
- Southern Lights, 20 Units

- Central Court Village, 81 Units (80 Assisted)
- Spring Garden Apartments, 8 Units
- South Forty Apartments, 100 Units
- Shiloh Glen Apartments, 120 Units
- YWCA Gateway VISTA Apartments
- Chapel Court, 50 Units

Whitetail Run Apartments received additional federal funding to develop 32 units in 2009. An additional public housing unit is identified on the Community Planning Development (CPD) Maps website with a total of 274 units. This figure likely represents the 274 housing units owned and managed by the Housing Authority of Billings.

Affordable Housing Online has identified 27 total federally-assisted affordable rental housing projects in Billings containing 1,517 units. The number of units, on average, for affordable rentals is 56 and the largest project is West Park Village at 179 total units. Seven projects provide 477 housing units for the elderly. A total of 1,378 units also come with rental assistance to make the cost of housing affordable for very low income households.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts

Outside of the sale of single-family housing units, the Housing Authority does not anticipate any loss in affordable housing units during the period of this plan. The Housing Authority plans on developing smaller housing units to better accommodate waiting list families. City staff does not anticipate the loss of other assisted housing units in the Billings community owned by other nonprofit housing providers during the period of this plan.

Does the availability of housing units meet the needs of the population?

According to the Federal Reserve Bank of Minneapolis, the population in Billings has increased by 12,300 residents, nearly eight percent, from 2010 to 2018. The local housing market has produced about 8,400 units since 2010, representing a nearly 12% increase. The majority of these housing units are single-family residences. Given these figures, housing development is outpacing population growth.

However, the housing needs of extremely and very low income households have been exacerbated by rising costs and there are not enough rental housing units affordable. The number of low income renters outnumber the supply of housing units they can afford.

There are enough housing units in Billings to accommodate the population, although there is a housing deficit of over 4,700 units for households with incomes less than 30% of the AMI. The total number of affordable units for the 50% and 80% AMI households exceeds the need. This has created a surplus of 1,193 housing units for 50% AMI households and over 9,000 units for households with incomes up to 80% AMI. Many affordable units are occupied by higher income households.

The Housing Authority of Billings manages several federal housing programs and maintains a high performance status. The waiting list for access to Housing Authority units is particularly concerning. There

are over 6,200 households on the Housing Authority of Billings waiting lists. Single-person households are the largest cohort on the waiting list, indicating a clear need for housing development or conversion to meet the needs of smaller households. Availability of housing affordable to very low income households is also a significant issue. Over 2,000 households are waiting for single-person housing.

Describe the need for specific types of housing

The greatest housing need in Billings is the development and renovation of affordable housing for both owners and renters with incomes from zero to 80% AMI. Local housing options are limited due to cost burden and increased competition for available units. The Housing Authority of Billings has identified over 2,000 low income households on the waiting list for single-person households, indicating a high need for smaller affordable housing units.

MA-15 Housing Market Analysis: Cost of Housing 91.210(a)

Introduction

Rental and ownership housing costs have increased significantly over time. Utilizing HUD-provided data provided in the City's last Consolidated Plan and the table methodology below, the median home value has increased 98% over the past 15 years and the median contract rent has increased 59%. In the year 2000, the median home value was $96,700 and in 2015 it was $191,200. On average, median home values have increased by 6.5% per year. Median contract rent was $425 in the year 2000 and in 2015, the rent was $677. This represents a 59% increase and an annual average increase of 3.9%. The majority of renters are paying $500 to $999 per month, followed by those paying less than $500 per month.

Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	160,300	191,200	19%
Median Contract Rent	546	677	24%

HUD Table 283 - Cost of Housing *Data Source: 2005-2009 & 2011-2015 ACS*

Rent Paid

Rent Paid	Number	%
Less than $500	3,648	22.3%
$500-999	9,968	60.9%
$1,000-1,499	1,969	12.0%
$1,500-1,999	365	2.2%
$2,000 or more	420	2.6%
Total	16,370	100.0%

HUD Table 29 - Rent Paid *Data Source: 2011-2015 ACS*

Housing Affordability

Number of units affordable to households earning	Renter	Owner
30% HAMFI	1,084	No Data
50% HAMFI	4,784	1,874
80% HAMFI	10,643	6,480
100% HAMFI	No Data	10,275
Total	16,511	18,629

HUD Table 30 - Housing Affordability *Data Source: 2011-2015 CHAS*

Monthly Rent

Monthly Rent ($)	Efficiency *(no bedroom)*	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
Fair Market Rent	597	708	936	1,308	1,594
High HOME Rent	597	708	936	1,183	1,300
Low HOME Rent	597	668	801	925	1,032

HUD Table 31 - Monthly Rent *Data Source: HUD FMR and HOME Rents*

Is there sufficient housing for households at all income levels?

While there are enough overall affordable housing units in Billings, there are not enough units for extremely low income households. As previously noted, housing cost burden is most acute for households with incomes from zero to 30% AMI.

In the table below, data from HUD Table 30: Housing Affordability are compared to HUD data provided in the Total Households table (NA-10). This comparison estimates the difference between the number of affordable housing units and the number of households by income strata. There appears to be a disparity relative to the very low income households as there is a 4,700 unit deficit. Contrarily, nearly 1,200 units are available but not needed by the 50% AMI group and over 9,000 units available to 80% AMI households but are not needed.

Number of units affordable to households earning	Total # affordable units	Total Households by Income	Difference Between # Units and Households
30% HAMFI	1,084	5,797	(4,713)
50% HAMFI	6,658	5,465	1,193
80% HAMFI	17,123	7,985	9,138
Total	24,865	19,247	5,618

Data Source: HUD IDIS, 2011-2015 CHAS, Table is included in PDF version of the plan - uploaded as an IDIS Attachment

This disparity was also noted by the Federal Reserve Bank of Minneapolis. A recent article included CHAS data from 2012-2016 comparing household income with the number of households in rental units by housing unit affordability. Over 5,600 moderate / > median income households are living in extremely low, very low, or low income housing units (nearly 30% of all low income units).

		Number of households in rental units by housing unit affordability				
		Extremely Low Income Units	*Very Low Income Units*	*Low Income Units*	*Moderate Income Units*	***Total Households***
Household Income	Extremely Low Income	1,453	1,878	1,174	225	**4,730**
	Very Low Income	519	2,123	1,237	289	**4,168**
	Low income	469	2,112	2,184	355	**5,130**
	Moderate Income	182	644	1,130	119	**2,075**
	> Median Income	250	1,228	2,715	864	**4,517**
Total Housing Units		**2,873**	**7,995**	**7,900**	**1,852**	

Federal Reserve Bank of Minneapolis, 2012-2016 CHAS, Table is included in PDF version of the plan - uploaded as an IDIS Attachment

Another way to look at housing affordability is to compare what a household makes at varying income levels compared to fair market rents in Billings. In the following chart, gross income limits for the HOME program are utilized to demonstrate recommended maximum monthly housing costs.

30% Monthly Limits on Household Costs for Mortgage/Taxes/Insurance or Rental Unit

% AMI		30% AMI	50% AMI	80% AMI
HUD Category		Extremely Low Income	Very Low Income	Low Income
Household Size	1	$411	$686	$1,098
	2	$470	$784	$1,254
	3	$533	$881	$1,410
	4	$644	$979	$1,566
	5	$754	$1,058	$1,693
	6	$865	$1,136	$1,818
	7	$975	$1,214	$1,943
	8	$1,086	$1,293	$2,068

Community Development Division, 2019 HOME Income Limits
Table is included in PDF version of the plan - uploaded as an IDIS Attachment

Rental Housing: At fair market rates, a single-person household with an income housing cost limit of 30% AMI ($411) would not be able to afford an efficiency apartment at a rate of $597. Local housing choice is limited for extremely and very low income households, as shown in the table below. Housing choice is greatest for households with incomes over 80% AMI.

Affordability of Fair Market Rental Units by Household Size and Income Level

% AMI		30% AMI	50% AMI	80% AMI
HUD Category		Extremely Low Income	Very Low Income	Low Income
Household Size	1	-	Efficiency	Efficiency, 1 or 2 Bedroom
	2	-	Efficiency, 1 Bedroom	Efficiency, 1 or 2 Bedroom
	3	-		Efficiency, 1, 2, or 3 Bedroom
	4	Efficiency	Efficiency, 1 or 2 Bedroom	Efficiency, 1, 2, 3 or 4 Bedroom
	5	Efficiency, 1 Bedroom		
	6			
	7	Efficiency, 1 or 2 Bedroom		
	8			

Community Development Division, 30% of 2019 HOME Income Limits & Fair Market Rents
Table is included in PDF version of the plan - uploaded as an IDIS Attachment

Ownership Housing: In Yellowstone County, the median price of homes in 2009 was $181,000 and in 2014, the median sales price was just under $220,000. This represents nearly $40,000 increase in home prices over the past five years; $7,780 per year.

How is affordability of housing likely to change considering changes to home values and/or rents?

Housing affordability is expected to be more of a challenge as rent and housing prices continue to increase. Overall, citizens should expect to pay more for both rental and homeownership housing in Billings in future years.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

HOME rental rates are higher than Fair Market Rent rates for both three and four bedroom units, which is similar to average rental rates in Billings. The Best Places website indicates the average rents are as follows: Studio - $605; One Bedroom - $715; Two Bedrooms - $945; Three Bedrooms - $1,325; and Four Bedrooms - $1,628. Rental housing development and rehabilitation remain primary strategies for the City of Billings to meet priority needs.

Monthly Rent

Monthly Rent ($)	Efficiency *(no bedroom)*	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
Fair Market Rent	597	708	936	1,308	1,594
High HOME Rent	597	708	936	1,183	1,300
Low HOME Rent	597	668	801	925	1,032

HUD Table 324 - Monthly Rent *Data Source: HUD FMR and HOME Rents*

MA-20 Housing Market Analysis: Condition of Housing 91.210(a)

Introduction

The City has managed housing rehabilitation programs throughout the years in order to preserve and sustain the affordable housing stock in Billings. Decades of assistance to low income households has resulted in relatively few neighborhoods where the condition of housing is a primary concern. In recent years, the City has purchased foreclosed, vacant properties to help stabilize neighborhoods. All of the foreclosed properties purchased by the City required substantial rehabilitation. When complete, the units have been sold to low income households with affordable mortgages to support the long-term success of each assisted family.

Describe the City's definition for *substandard condition* and *substandard condition but suitable for rehabilitation.*

For the purposes of this plan, *standard condition* is a housing unit that passes Housing Quality Standard or Uniform Physical Condition Standards review via on-site staff inspection. Substandard condition of housing is defined by the City as properties requiring more than $25,000 in funding to complete all required code related improvements to the property. *Substandard condition but suitable for rehabilitation* would be those properties where a $25,000 investment would address all safety hazard conditions related items associated with the house within primary systems ranging from electrical, plumbing, heating, roofing, and foundation repairs.

HUD has defined housing condition problems as follows:

- Lacking a complete kitchen.
- Lacking complete plumbing facilities.
- Cost burdened - paying more than 30% of household income for housing costs.
- Overcrowded - more than one person per room, not including common spaces such as bathrooms, porches, hallways, etc.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	5,610	20%	7,230	44%
With two selected Conditions	85	0%	470	3%
With three selected Conditions	10	0%	20	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	22,025	79%	8,645	53%
Total	**27,730**	**99%**	**16,365**	**100%**

HUD Table 33 - Condition of Units *Data Source: 2011-2015 ACS*

Year Housing Units Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	5,099	18%	2,169	13%
1980-1999	6,440	23%	3,699	23%
1950-1979	13,010	47%	7,075	43%
Before 1950	3,175	11%	3,425	21%
Total	**27,724**	**99%**	**16,368**	**100%**

HUD Table 34 - Year Unit Built *Data Source: 2011-2015 CHAS*

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	16,185	58%	10,500	64%
Housing Units build before 1980 with children present	2,837	10%	1,735	11%

HUD Table 35 - Risk of Lead-Based Paint *Data Sources: 2011-2015 ACS & 2011-2015 CHAS*

Need for Owner and Rental Rehabilitation

According to data provided in the Condition of Units table, the majority of homes in Billings, both owner- and renter-occupied, do not have any of HUD's defined housing condition problems. A total of 555 units have been identified with two housing condition problems; a very small portion of the overall housing inventory in Billings. Thirty housing units have been identified with three selected conditions.

Housing units with incomplete plumbing or kitchen facilities have been a small portion of the total housing units in the community. Despite their limited numbers, these units are of concern as some may be used by very low income households. Housing units are described as lacking complete plumbing facilities if there is an absence of hot and cold piped water, or a flushing toilet, or a bathtub or shower. Units are described as lacking complete kitchen facilities if there is an absence of a sink with piped water, or range / stove, or a refrigerator.

Most of the owner-occupied units rehabilitated through the City's programs have both complete kitchens and plumbing facilities. However, all of the units remodeled through the City's programs have suffered from extensive deferred maintenance, causing overall property deterioration and neighborhood decline. The City also provides funding through the Affordable Housing Development program to support rental redevelopment and renovations.

Vacant Units: The City of Billings does not have access to HUD data on the number of vacant units suitable for rehabilitation, therefore, the Vacant Units table was not available in IDIS. The rental vacancy rate in Billings was fairly high in 2012 at 7.8% and it has decreased to under five percent in recent years.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Approximately 60% of all housing units (nearly 27,000 units) in Billings were built before 1979 and are at risk of containing lead-based paint. Not all of the homes built prior to 1979 contain lead-based paint and lead hazards. However, projects involving structures built prior to 1978 are considered to have the

potential for lead-based paint and consistent procedures have been developed to ensure compliance with federal regulations.

There are hundreds of housing units with lead-based paint hazards in each low income neighborhood that are occupied by low income families. For example, the North Park neighborhood is one of the City's lowest-income areas and there are approximately 357 owner-occupied and 473 renter-occupied housing units built before 1980. Just over 70 rental and 22 ownership housing units are in poor condition. The Southside neighborhood has a higher overall homeownership status; 137 rental and 48 homeownership units are in poor condition.

MA-25 Public and Assisted Housing 91.210(b)

Introduction

The Housing Authority of Billings was created in 1973 and ceased new development in the mid-1990s. Thorough information regarding the Housing Authority of Billings has been noted previously in the Needs Assessment - Public Housing (NA-25) section of this plan.

Totals Number of Units

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled*
# of units vouchers available			274	618			271	0	0
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-Year, and Nursing Home Transition									

HUD Table 36 - Total Number of Units by Program Type *Data Source: PIC (PIH Information Center)*

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan

The Housing Authority of Billings owns and maintains many single- and multi-family housing developments across the City of Billings, totaling 274 units; designed in a variety of configurations. Housing Authority staff note a city the size of Billings should have triple the number of public housing units in comparison to other communities who continued new housing development activities.

The Housing Authority owns and manages 274 scattered site units in good condition. Units are continually upgraded with new siding, efficient mechanical systems, new roofs, appliances, energy efficient windows, lighting, floor coverings, and interior / exterior painting. A new energy performance contracting effort is under way to reduce utility consumption to make the units more energy-efficient.

Local public housing units must be inspected for adherence to quality standards on an annual basis. If the HAB achieves a *High Performer* score through the Public Housing Assessment System (PHAS), HAB staff can complete annual inspections. An outside contractor can then perform the inspections on a bi-annual basis.

Public Housing Condition

Public Housing Development	Average Inspection Score
AMP 1	High Performer / 96

HUD Table 37 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction

The Housing Authority develops and implements improvement plans to maintain all of their units. The Housing Authority also plans to continue efforts to improve energy efficiency in lighting and water usage.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing

The Housing Authority plans to continue providing prompt and efficient maintenance in order to maintain properties inside and out. The Housing Authority's standards are very high and this assists in maintaining tenant pride in their living environments. The Housing Authority also facilitates connections to community services that benefit tenants and encourages the development and support of whole and healthy families. The Housing Authority enforces lease provisions relative to safe and drug-free living.

The Housing Authority continually encourages involvement in the Family Self-Sufficiency program, promotes the development of sustainable food sources, and provides linkage to literacy and education programs. The promotion of homeownership opportunities through the Section 8 program will continue, which assists two to five households per year achieve homeownership. The Housing Authority also promotes involvement and service opportunities to support the community at large.

MA-30 Homeless Facilities and Services 91.210(c)

Introduction

A network of over 50 local service providers in the community strive to meet the diverse needs of those experiencing homelessness, those who are at-risk of homelessness, and people experiencing poverty. Available resources in the community do not adequately meet the needs of the general homeless population, particularly in regards to housing and temporary shelter beds. The current inventory of beds does not meet the needs of the approximately overall homeless individuals in Billings each night. The following agencies assist in the provision of emergency housing in Billings:

- **Community Crisis Center** provides an intervention services to unique individuals per month who are in crisis due to mental health, substance abuse or social service needs. Individuals who engage in mental health assessment and qualify for extended care may utilize stabilization service for up to 24 hours per visit.
- **Family Promise of Yellowstone Valley** provides emergency shelter to several families at a time in a network of church congregations. The organization also operates a transitional housing program that provides apartments for those who have graduated from the shelter program.
- **YWCA Gateway House** provides housing for female-headed households who have been victims of domestic violence. Additional services provided include case management, mental health treatment, budgeting assistance, and the facilitation of access to benefits. The organization also provides transitional housing and permanent supportive housing.
- **HRDC District 7** receives Emergency Shelter Grant funds and manages a rapid rehousing program to provide deposit and rent payment assistance to help families quickly regain stability into permanent housing.
- **Tumbleweed** provides emergency services for youth and families including emergency shelter placement.
- **Montana Rescue Mission** provides emergency shelter in year-round beds. The **Women and Family Shelter** provides year-round beds and some of the beds are reserved for individuals without children.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Current & New Year-Round Beds	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	44	3	28	39	0
Households with Only Adults	67	20	40	80	0
Chronically Homeless Households	0	0	0	21	0
Veterans	0	0	39	103	0
Unaccompanied Youth	4	0	9	1	0

HUD Table 38 - Facilities and Housing Targeted to Homeless Households

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Health and Mental Health Services:

- **RiverStone Health** is an essential provider of personal and public health through medical and dental clinics.
- **Healthcare for the Homeless** provides health / mental health care and serves homeless adults and families who stay in emergency shelters, sleep in makeshift shelters and/or on the streets, temporarily live with friends or family members, eat in soup kitchens or visit drop-in centers or other sites providing temporary assistance.
- **Rimrock** is the largest drug and alcohol services provider in the region and the organization provides mental health and healthcare services for substance abuse and co-occurring disorders.
- Crisis intervention and mental health services are provided by the **Community Crisis Center**, as previously mentioned.
- Mental health services are provided by the **Mental Health Center - The HUB** program; a drop-in day service.

Employment Services:

- **Dress for Success** and **Billings Family Service** provide education for better employment, job training, and interview apparel programs.
- **YWCA Billings** provides services to support economic independency through employment counseling, job skills training, certificate programs, and college education.
- **HRDC District 7** facilitates adult, youth and young adult employment opportunities and job training and retention services for those in need. The organization also assists families with transportation needs to and from work.
- **Family Promise of Yellowstone Valley** provides skills training in housing, employment, family and social relations, life skills, budgeting, and community involvement.
- **Tumbleweed** provides life and skills development for youth and young adults.
- Employment services can also be accessed through **Job Service** and **The HUB**.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Chronically Homeless: Those experiencing chronic homelessness can be served through Enterprise House; Rimrock's sober living unit specifically designed to provide housing, addiction treatment, and employment services. The YWCA administers Shelter Plus Care units to house people experiencing chronic homelessness, mental illness, addiction issues, and co-occurring mental illness / addiction. The Community Crisis Center also provides intervention services for the chronically homeless. Rimrock provides addiction treatment and mental health counseling.

Families with Children: Family Promise of Yellowstone Valley provides transitional housing for chronically homeless families. The YWCA provides shelter and transitional housing opportunities for homeless families with children.

Veterans and Unaccompanied Youth: Volunteers of America - Independence Hall provides transitional housing for veterans who have experienced homelessness. The organization also provides homeless prevention, rapid rehousing, and supportive services. City staff facilitated the development of a Veteran Resource List as part of an overall effort to support veterans and military families in Billings with the assistance of Elizabeth Donald, an AmeriCorps VISTA member. Unaccompanied youth are provided with shelter and supportive services through Tumbleweed.

Resource Map & Notepad: The following documents were developed through the Community Development Division as part of an overall effort to impact homelessness and was sponsored by the Mayor's Committee on Homelessness. Kelly Fessler, an AmeriCorps VISTA member through the Billings Metro VISTA Project, facilitated initial development and design.

- The Resource Map a portable, user friendly guide that quickly connects individuals and families experiencing homelessness with downtown community resources. The map illustrates direct access points for shelter, food, clothing, health care, legal aid, restroom, shower and laundry facilities.
- The Resource Notepad is a tool designed for case managers, organizations and individuals to quickly make referrals to community resources providing direct services to anyone within the following major categories: Food Assistance & Household Needs, Housing, Transportation, Healthcare, Shelter, Employment Services, Education Opportunities, Financial Assistance, Children's Services, and Addiction Treatment Options.

The first printing of these resources was supported through the City of Billings and RiverStone Health; 4,000 maps and 120 notepads. Each notepad contains 25 service guides, resulting in the distribution of 7,000 total maps and notepads combined. After quickly distributing the initial run, the Montana Rescue Mission and District 7 HRDC sponsored the second printing of 10,000 maps and 500 notepads / 12,500 service guides. A third printing was sponsored by the Center for Children & Families, Rimrock and the City of Billings totaling 10,000 maps and 500 notepads /12,500 guides.

Overall reach of the project to date includes the printing and distribution of 24,000 total maps and 27,750 service guides. City staff recently connected several community partners to update the Resource Map and Notepad and the documents should be published in 2020.

MA-35 Special Needs Facilities and Services 91.210(d)

Introduction

There are many organizations serving the needs of the elderly, those with disabilities, addicted persons and individuals who have been diagnosed with HIV/AIDS. A number of supportive services serving the elderly and disabled are available through the Adult Resource Alliance organization, including nutrition programs, minor home repair, and volunteer engagement. The Alliance also operates an aging and disability resource center to provide long-term care information and referral services, options for counseling, and access to private and public benefits.

Big Sky Senior Services serves the elderly through nursing, respite care, homemaking services, prevention of elder abuse and personal care. There are also two senior centers in Billings; the Southside Senior Center and the Billings Community & Senior Center. Food services are provided at the Southside Senior Center and the Billings Community & Senior Center provides access to computers, a health and fitness center, a variety of classes and activities, free or low-cost screenings, trips and tours.

A comprehensive service array is available to assist those with disabilities in Billings. Organizations providing housing and services include: AWARE, Inc.; Living Independently for Today and Tomorrow; the Montana Center on Disabilities, Support and Technologies for Empowering People, COR Enterprises, Easter Seals Goodwill, and Job Connection. Organizations serving those with addictions or who have been diagnosed with HIV/AIDS have been mentioned previously in this Consolidated Plan and include: Rimrock; Mental Health Center; and HRDC District 7.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

As previously mentioned, the greatest housing problem in Billings for both owners and renters of all income levels and populations is housing cost burden, followed by access to housing in tight rental and ownership markets. Housing quality is also a concern, as renters and owners with incomes less than 80% AMI are dealing with one or more housing problems. The need for case management and supportive services has been a consistent concern with special needs populations.

Elderly: Demand for special living facilities for the elderly appears to remain high, according to facility and Census Bureau data. Housing affordability continues to be a challenge for the elderly and disabled like other populations. The Housing Authority owns a 102-unit Section 8 project-based complex which exclusively serves the elderly. Affordable Housing Online lists 34 total federally-assisted affordable rental housing projects in Billings containing 1,972 units; an increase of 455 units over the past five years. Thirteen housing projects provide housing units for the elderly.

The State of Montana Quality Assurance Division provides data on the number and types of facilities available in Billings to assist the elderly and disabled. In 2010, there were 47 facilities in Billings classified as providing assisted living services, long term care, or retirement with a total of more than 2,569 beds in Billings. In 2020, there are now 48 facilities with 2,635 beds; a total increase of 66 beds. These facilitates should alleviate some of the housing needs for the elderly. There is continued need for the

implementation of Universal Design concepts in housing construction and rehabilitation.

Persons with Disabilities, HIV/AIDS and Domestic Violence Victims: Service providers indicate a high need for rental housing assistance and owner-occupied housing rehabilitation. Supportive services include linkage to transportation, medical / dental care, child care, reliable and sustainable food sources, and case management.

Addicted Persons: The development of sober living apartments would assist those exiting inpatient treatment in Billings. A short-term sobering center with accelerated access to inpatient, detoxification treatment and long-term addiction treatment options would also meet the needs of addicted persons in Billings.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

The **South Central Montana Regional Mental Health Center** provides mental health and chemical dependency care in the Billings area and surrounding region. The organization owns and manages several supportive housing programs including an eight-bed adult group home, cooperative living settings, and independent living apartments. These supportive housing placements require involvement in case management and treatment planning.

Rainbow House, the Mental Health Center's day treatment program, has provided an important service to the community since de-institutionalization of Montana State Hospital in 1975. Although Rainbow House is not a live-in facility, the program is designed to assist clients in successful independent living while incorporating support from other Mental Health Center programs and community care providers.

The HUB, the Mental Health Center's drop-in center, serves homeless and at-risk individuals by acting as a resource site to connect individuals with community resources and supportive services. HUB case managers as well as outreach liaisons from the Projects for Assistance in Transition from Homelessness (PATH) engage individuals with disabling mental illness or serious emotional disturbance and are homeless or at risk of homelessness because of their mental illness. Liaisons provide sources of community support and enrollment in mental health services.

The **Community Crisis Center** serves a vital role in the community as a crisis management facility. Previous to the Community Crisis Center, emergency departments of the two local hospitals served as the de facto option for people in mental health / substance abuse crisis. The Crisis Center operates 24 hours per day and provides assessment and referral services.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City of Billings offers several programs to address the housing needs for households with members having special needs, and will continue to offer these programs for the next year and foreseeable future:

- **First Time Home Buyer:** This program provides down payment and closing cost assistance to low income households to purchase their first home. Priority is given to large households and

households including a disabled individual requiring special home modifications or other considerations.

- **Housing Rehabilitation / Manufactured Home Repair:** These programs provide affordable financing to low income households to make necessary repairs to owner-occupied housing units to create safe, stable access to housing. Improvements are based on safety hazard and address special needs including construction of wheelchair ramps, the installation of grab bars, retrofitting bathrooms for accessibility, etc.
- **Affordable Housing Development:** This program provides affordable financing to housing developers to build or renovate housing units for low income households and may include housing options for those with special needs. The City requires a percentage of the units be accessible for the mobility, visual and hearing impaired.
- **Foreclosure Acquisition / Rehabilitation:** The City purchases vacant, foreclosed homes for the purpose of rehabilitation and sale to income qualified, first time home buyers.
- **Billings Metro VISTA Project:** This AmeriCorps VISTA program places full-time and summer associate volunteers with nonprofit host sites to build capacity for serving those in need, including those experiencing poverty.

Please refer to the City's one-year goals in the Action Plan.

MA-40 Barriers to Affordable Housing *91.210(e)*

Negative Effects of Public Policies on Affordable Housing and Residential Investment

According to the City's most recent Analysis of Impediments to Fair Housing Choice, most of the typical exclusionary provisions that would hinder affordable housing development do not exist in current zoning codes. However, the following issues may act as barriers to affordable housing investment:

- Density bonuses (increasing the number of dwelling units per acre) have not been established to offset the cost of development if a project contains a certain percentage of affordable housing.
- There is currently not a way to fast-track the approval processes for affordable housing development projects. However, fast-tracking may not be as important in Billings as it is in other parts of the country. Subdivision review times are set by the Montana State Legislature. Building permit reviews for single-family homes (one to four units) are three to five days and commercial permits, including multi-family with five or more units in a structure, take four to six weeks to review. Other areas of the country, and some cities in Montana, take 30 days or longer for single-family reviews and four to six months for commercial reor leviews.
- The City does not currently permit a waiver or reduction of impact fees, including water and wastewater system development fees, to promote affordable housing development.
- The use of accessory dwelling units is not currently a widely practiced housing development strategy.

Other public policy concerns relate to a dated zoning code and inadequate funding to further affordable housing development. The City is currently in the process of revising the zoning code and one of the main goals of the project is to expand affordable housing choice across the City. The Billings City Council is expected to act on the adoption of the new zoning code in 2020. Additional information can be found online at Project Re:Code.

MA-45 Non-Housing Community Development Assets 91.215 (f)

Introduction

Billings is one of the nation's largest trade areas covering over 125,000 square miles and serving nearly 400,000 people with medical, retail, educational and business services. According to the Bureau of Labor Statistics, the civilian labor force has been relatively stable over the past several years; approximately 87,000. The average annual unemployment rate has also been level, ranging between three and four percent.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	1,290	366	3	1	-2
Arts, Entertainment, Accommodations	7,593	9,505	15	16	0
Construction	3,234	2,890	6	5	-2
Education and Health Care Services	9,353	12,392	19	20	2
Finance, Insurance, and Real Estate	3,038	3,962	6	6	0
Information	983	1,233	2	2	0
Manufacturing	2,011	2,305	4	4	0
Other Services	2,441	3,013	5	5	0
Professional, Scientific, Management Services	4,004	5,414	8	9	1
Public Administration	0	0	0	0	0
Retail Trade	7,729	10,066	15	16	1
Transportation and Warehousing	2,056	2,176	4	4	-1
Wholesale Trade	3,552	4,365	7	7	0
Total	47,284	57,687	--	--	--

HUD Table 39 - Business Activity Data: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	57,933
Civilian Employed Population 16 years and over	55,655
Unemployment Rate	3.91
Unemployment Rate for Ages 16-24	14.60
Unemployment Rate for Ages 25-65	2.58

HUD Table 40 - Labor Force Data Source: 2011-2015 ACS

Occupations by Sector

Occupations by Sector	Number of People
Management, business and financial	12,360
Farming, fisheries and forestry occupations	2,205
Service	6,909
Sales and office	13,895
Construction, extraction, maintenance, repair	5,755
Production, transport, material moving	2,590

HUD Table 41 - Occupations Sector, Data: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	48,077	91%
30-59 Minutes	3,374	6%
60 or More Minutes	1,614	3%
Total	53,065	100%

HUD Table 42 - Travel Time Data: 2011-2015 ACS

Education

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	2,160	225	1,204
High school graduate (includes equivalency)	11,585	545	3,655
Some college or Associate's degree	15,135	398	3,700
Bachelor's degree or higher	15,550	294	1,979

HUD Table 43 - Educational Attainment by Employment Status *Data Source: 2011-2015 ACS*

Educational Attainment by Age

	Age in Years					Totals	%
	18-24	25-34	35-44	45-65	65+		
Less than 9th grade	134	240	135	325	600	1434	**2%**
9th to 12th grade, no diploma	1,515	1,144	665	1,080	1,085	5,489	**7%**
High school graduate, GED, or alternative	3,619	4,354	3,302	8,200	5,385	24,860	**31%**
Some college, no degree	3,874	4,779	3,382	6,679	4,074	22,788	**29%**
Associate's degree	450	1,068	1,185	2,164	750	5,617	**7%**
Bachelor's degree	708	3,636	2,835	6,214	2,925	16,318	**21%**
Graduate or professional degree	70	1,244	1,309	2,650	1,589	6,862	**9%**
Totals	10,370	16,465	12,813	27,312	16,408		
%	**13%**	**21%**	**16%**	**34%**	**21%**		

HUD Table 44 - Educational Attainment by Age *Data Source: 2011-2015 ACS*

Educational Attainment - Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	19,500
High school graduate (includes equivalency)	120,069
Some college or Associate's degree	183,470
Bachelor's degree	208,626
Graduate or professional degree	230,334

HUD Table 45 - Median Earnings in the Past 12 Months *Data Source: 2011-2015 ACS*

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The largest business industries noted in the Business Activity table are education and health care services, followed by retail trade and arts, entertainment and accommodations. The number of jobs exceeds the number of workers in all of these business categories. The table also illustrates that there are more workers than jobs in the agriculture, mining, oil / gas extraction and construction businesses.

According to the Long Streets Project, mining and healthcare job opportunities have the highest income potential coupled with recent increases in new job opportunities. Billings offers the most employment positions (109,000) and the highest wages in the State of Montana ($51,400 in 2016). Employment change in Billings is greatest with service positions followed by healthcare, trade, construction, natural resources, government, and manufacturing.

Describe the workforce and infrastructure needs of the business community.

Big Sky Economic Development Authority recently published a State of the Workforce report that includes data and projections for the Billings workforce. The report noted employers do not have an adequate supply of talent to meet industry needs and for most, the lack of available workers inhibits industry growth. There is a gap of 2,221 employment positions between current jobs with job growth compared to new college graduates. In this report. growth rates are most promising with Physician Assistant, Respiratory Therapists, and other medical professions. Additional training in general employability skills is also needed, including emphasis on drug-free status, decision making, problem solving, and critical thinking.

Travel time is less than 30 minutes for over 90% of the citizens in Billings and very few people travel more than 60 minutes. Infrastructure needs cited by the region's Comprehensive Economic Development Strategy include, but are not limited to:

- Housing availability, variety, and condition
- Shortage of long-term planning efforts
- Infrastructure improvements
- Access to funding and funding incentives
- Reductions in revenue for local and state governing bodies

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

In a recently posted video, BillingsWorks notes that there will be 7,660 new jobs in Billings over the next 10 years and an additional 42,683 jobs due to baby-boomer retirements and job exits. This results in over 50,000 new positions by 2030. BillingsWorks is focusing on attracting millennials and others to Billings to meet business employment demands.

Downtown Billings has been designated an Opportunity Zone to encourage long-term investments in low income areas. This program provides federal tax incentives to taxpayers who reinvest capital gains in development activities such as revitalization, workforce development, affordable housing, infrastructure, business startup, and business expansion.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

Out of a total of 83,368 persons noted in the Educational Attainment by Age table, the largest cohort are those between the ages of 45 to 65; 34% of the total population. Those between the ages of 25 and 34 and 65+ each represent 21% of the population. Ninety-six percent graduated with at least a high school diploma or equivalent (five percent higher than in 2015). Sixty-five percent have attended some college or earned a college degree (four percent higher than in 2015). Median earnings are highest for those with graduate or professional degrees and lowest for those without a high school diploma.

As noted in the State of the Workforce Report, employers have been challenged in finding workers with the required education, experience and employability skill set to fill vacant positions. The report noted

employers do not have an adequate supply of talent to meet industry needs and for most, the lack of available workers inhibits industry growth. The most difficult positions to fill are in the following areas: manufacturing, engineering, energy, technical / skilled trade positions; information technology and professional services; health care positions; and retail / hospitality.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

The Big Sky Economic Development Authority created BillingsWorks to increase collaboration, accountability and reporting related to workforce needs. BillingsWorks supports the Consolidated Plan by working to address workforce development and attraction needs, providing linkage to and coordination with higher education systems in the community, and developing talent attraction campaigns.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)? If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Yellowstone County is covered by the Beartooth Resource Conservation and Development District's Comprehensive Economic Development Strategy. The latest plan was developed in 2019 and includes projections through 2023.

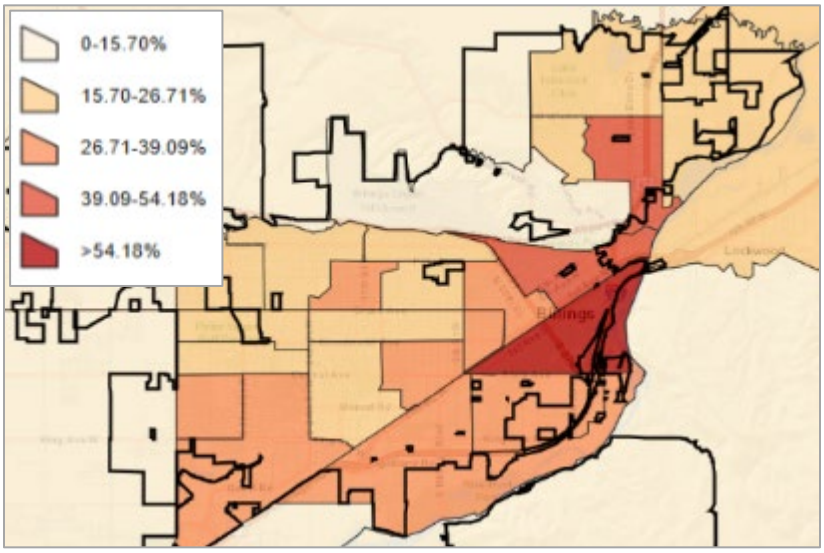
The Community Development Division has collaborated with Beartooth Resource Conservation and Development on the provision of first time homebuyer education and is now collaborating on the Home Center initiative. The Big Sky Economic Development Authority is also working on economic development activities for Yellowstone County including a new campaign, Better off in Billings.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

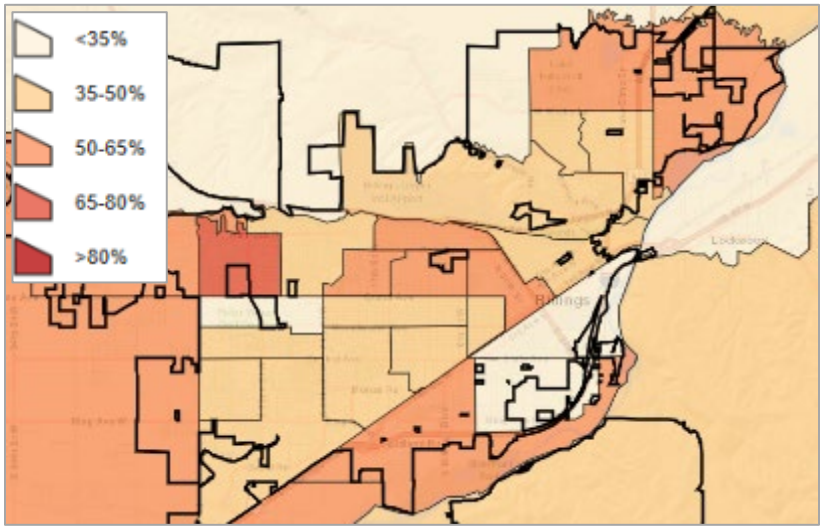
HUD's Community Planning Development mapping system identified the highest concentration of low income households; the south side, followed by north park, and lower Billings heights neighborhoods. Other neighborhoods with higher concentrations of low income households are in the southwest corridor and throughout central and west end neighborhoods. Interestingly, the south side and part of the southwest corridor neighborhoods have the lowest concentration (35%) of low income households with any of the four severe housing problems. Less than 50% of the households in central Billings and part of the heights neighborhoods have any of the four severe housing problems. A small area in the northwest Billings has the highest concentration (between 65% and 80%) of severe housing problems.

Percent Low income Households



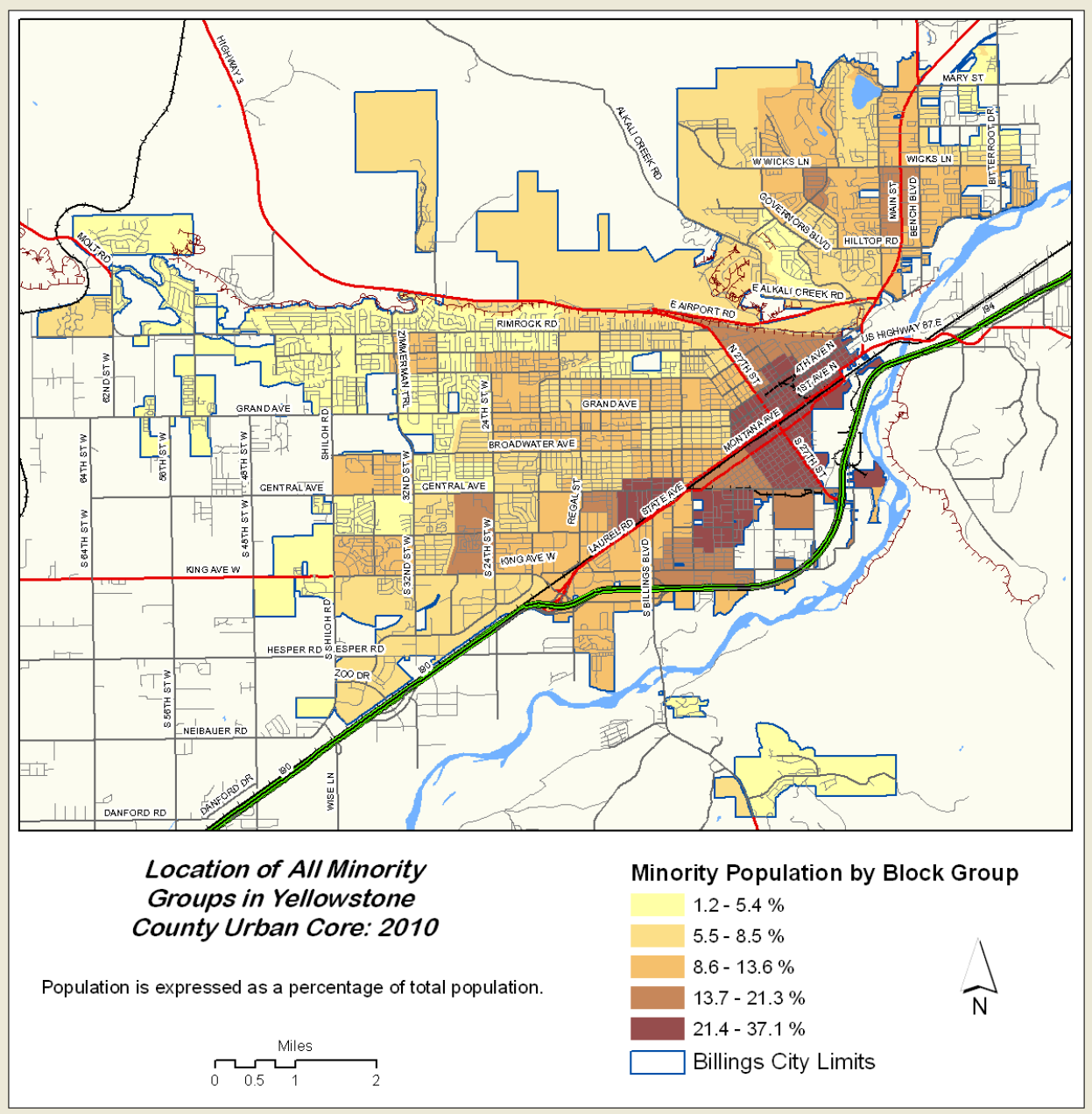
Percent of Low income Households with Any of Four Severe Housing Problems

Lacks complete kitchen / plumbing facilities, more than 1.5 persons per room, or cost burden >50%



Are there any areas in the jurisdiction where racial or ethnic minorities or low income families are concentrated? (include a definition of "concentration")

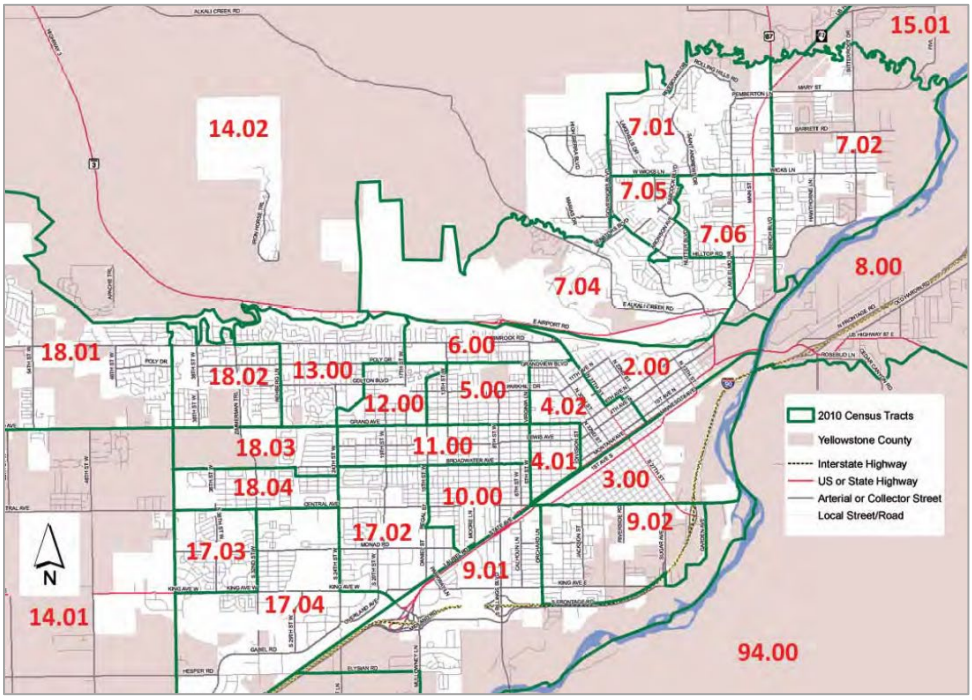
The following map illustrates the concentrations of racial / ethnic households within the City of Billings limits. The term *concentration* refers to those areas in town where at least 5.5% of the households are occupied by racial / ethnic minorities. Higher numbers of racial / ethnic households are evident in the central, southwest, downtown, and central heights areas of Billings.



City of Billings Planning / GIS Division

What are the characteristics of the market in these areas/neighborhoods?

Data from the American Community Survey has been utilized to detail neighborhood characteristics. Neighborhood graphics were constructed by Candi Millar, Planning & Community Services Department. The following map illustrates the location of the City's Census Tracts for ease of reference.



City of Billings Planning / GIS Division

North Park: Comprising a total of 3.5% of the City's population, the North Park neighborhood is located in Census Tract Two. There are 2,054 housing units in this area and the majority are renter-occupied (1,416). There are a total of 155 vacant units noted in this area of town, and the average family size is 3.07 and household median income is $24,656.



A comparison of racial and Hispanic household compositions was conducted by utilizing U.S. Census data from the year 2000 (households) and 2010 (individuals). Most of the households in this area of town are living in poverty (over 94% as per the Best Beginnings Council Neighborhood Analysis). The neighborhood contains older, rental housing and mixed commercial / industrial areas. The Analysis of Impediments identified the possibility that minorities, American Indians in particular, are being steered to this tract and that low income non-Hispanic Whites are being steered away from this neighborhood.

The Billings Industrial Revitalization District was created in 2006 to capture tax increments to improve the North Park neighborhood. This area of town contains a very large, well developed park with playground and spray park features in addition to a community center.

South Side: This neighborhood is identified as Census Tract Three and residents comprise 3.8% of the total population in Billings. The neighborhood contains a total of 1,684 housing units, 974 of which are renter-occupied and 133 are vacant. The average family size is 2.96 members per household and the median household income is $25,851. Many of the homes in this neighborhood were built in the early 1900s and have historic significance. Part of this neighborhood is supported by the North 27th Street Tax Increment District.



A comparison of the racial and Hispanic household compositions was conducted by utilizing U.S. Census data from the year 2000 (households) and 2010 (individuals). In 2000, the proportion of Hispanics and American Indians is much higher than what would be expected in a housing market free of discrimination for this Census tract. By 2010, nearly half of Census Tract Three were members of minority groups; indicating the beginnings of segregation.

Southwest Corridor: Census Tract 9.02 contains just over five percent of the total population in Billings. The area has 2,015 housing units, predominantly owner-occupied (1,290). Eighty-nine of the units are vacant and the average family size is 3.21. The median household income is $40,050. This area is supported by the South Billings Boulevard Urban Renewal District and the master plan set long-term goals for land use, community design, transportation development and capital improvements through 2032.



A comparison of the racial and Hispanic household compositions was conducted by utilizing Census data from the year 2000 (households) and 2010 (individuals). In 2000, the proportion of minorities was much higher than what would be expected in a housing market free of discrimination for this Census Tract. By 2010, the proportion of Whites decreased by nearly eight percent while minorities increased nearly nine percent. American Indians were cited as nearly half of this increase.

Are there any community assets in these areas/neighborhoods?

All three neighborhoods are part of established Tax Increment Districts, which should substantially contribute to meeting infrastructure, housing and other development needs. All of the areas have established City parks, affordable housing, and networks of community members who are engaged in the development and long-term success of their neighborhoods.

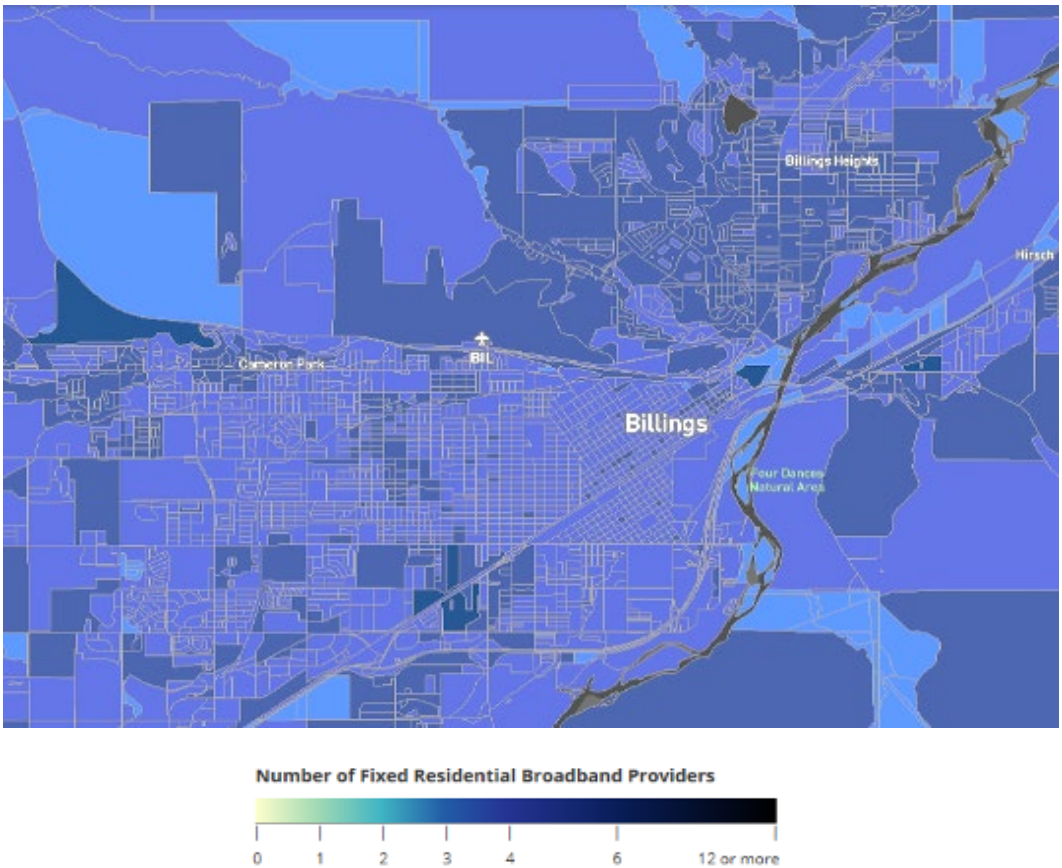
Are there other strategic opportunities in any of these areas?

Strategic opportunities are present in all three neighborhoods, bolstered by the availability of Tax Increment Financing through established Districts. A complete list of opportunities can be found in current Neighborhood and Urban Renewal Plans; available online.

MA-60 Broadband Needs of Housing *91.210(a)(4), 91.310(a)(2)*

Describe the need for broadband wiring and connection for households, including low- and moderate-income households and neighborhoods.

The City must determine the broadband internet access needs of housing occupied by low / moderate income households based on analysis of data for low income neighborhoods. The National Broadband Map indicates the vast majority of Billings residents, including those residing in lower-income neighborhoods, have adequate access to internet / broadband service providers. According to the 2014-2018 ACS, nearly 82% of households have a broadband internet subscription.



National Broadband Map, Federal Communications Commission

Describe the need for increased competition by having more than one broadband internet service provider serve the jurisdiction.

According to BroadbandNow, there are a total of seven broadband internet service providers serving residents in the City with speeds from 140 Mbps to 940 Mbps. The average location in Billings has three providers at any given address or 3.05 ISPs in each census block. Less than six percent of Billings residents has one option for residential broadband. BusinessInternet reports Billings is more competitive than 95 percent of cities in the State of Montana and 66 percent of cities nationally with 36 providers offering business services. Each business in Billings has an average of 2.2 wired internet service providers available at their location.

MA-65 Hazard Mitigation

91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

The City is required to describe the vulnerability of housing occupied by low / moderate income households to increased natural hazards associated with climate change based on an analysis of data, findings, and methods to analyze this vulnerability.

On July 1, 2019, Governor Bullock issued Executive Order 8-2019, creating the Montana Climate Solutions Council and joining the State of Montana to the U.S. Climate Alliance. The Council is tasked with creating a plan including recommendations and strategies aimed at preparing Montanans for climate impacts:

- Reducing greenhouse gas emissions
- Advancing the research, development and commercialization of new technologies necessary to meet these goals
- Addressing the needs of communities and workers in transitions through economic and workforce development efforts

The Montana Climate Solutions Plan indicates state temperatures are three degrees warmer on average than a few decades ago. Early spring runoff impacts water availability and causes flooding. Fire seasons are more severe and nearly 80 days longer than they were 30 years ago. The plan includes verbiage related building on the Montana Ready Communities Initiative to promote resiliency for the state's lower income communities. This initiative was sponsored by the City of Billings' AmeriCorps VISTA program and three VISTA members participated in the development of the state's strategic framework.

The Yellowstone County Multi-Hazard Mitigation Plan was updated in May 2019. The plan mentions its obligation to identify and address any disproportionately high adverse human health or environmental effects of its projects on minority or low income populations (page 511), although impact is not identified.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

The Yellowstone River is south of Billings and historic flooding events may impact the Southwest Corridor and Southside neighborhoods. Fire is a seasonal concern for the entire city, although all of the neighborhoods in Billings are serviced by the Billings Fire Department. While risk of natural hazards in Billings are low, City resources can be rerouted to meet the needs of lower income neighborhoods if impacted by natural hazards.

Section V: Strategic Plan

SP-05 Overview

Strategic Plan Overview

The Community Development Division's strategies for addressing community needs are included herein. The City's primary needs are affordable housing and poverty impact. As per findings and recommendations from the City's Analysis of Impediments to Fair Housing Choice, the investment of federal funds is not predominantly geographically distributed; funds are invested based on the needs of low income households and citizens.

SP-10 Geographic Priorities 91.215 (a)(1)

Geographic Area

The City of Billings utilizes federal funding on a citywide basis, targeting qualified low income households for investment and programs.

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Priorities for funding are based on both the most recent Needs Assessment in this Consolidated Plan and the Analysis of Impediments to Fair Housing Choice. Citation 24 CFR 91.220(f) reads as follows, *"When appropriate, jurisdictions should estimate the percentage of funds they plan to dedicate to target areas."* Estimating the percentage of funds planned for dedication to target areas is not appropriate for the Billings community due to the following reasons:

- Geographic area is defined by the current City of Billings limits.
- Target areas include high concentrations of low income households, particularly those with higher concentrations of racial / minority households.
- Citywide strategies encourage the distribution of resources to support affirmatively furthering fair housing and equal opportunity to avoid segregation in Billings.
- Geographic distribution of investments description includes the focus of resources on a citywide basis to support diversity across the community.
- The City of Billings is classified as a smaller city on a national scale.
- The actual dollar amount dedicated to each program is included in the Annual Action Plan.

The City plans to focus distribution of investments on a citywide basis in order to support diversity and mixed-income development across the community. The City's performance in serving predominantly low income households is clear via Integrated Distribution Information System reporting; nearly 100%. Neighborhood Revitalization Strategy areas ***have not been established*** in Billings and there is no specific amount of funding allocated for a target area in the City's geographic distribution of resources. **Therefore, the City plans to dedicate zero percent of funding to target areas in favor of supporting a citywide approach to further fair housing, equal opportunity and anti-segregation efforts.**

SP-25 Priority Needs 91.215(a)(2)

#	Priority Need	Priority Level	Population	Family Types	Homeless Categories		Non-Homeless Special Needs	
1	**Affordable Housing**	High	Extremely Low Low Income	Large Families With Children Elderly Public Housing	Chronic Homeless Individuals Families w/Children Mentally Ill Chronic Substance Abuse	Veterans HIV/AIDS Domestic Violence Victims Unaccompanied Youth	Elderly Frail Elderly Disabled – All Addicted Persons	HIV/AIDS Domestic Violence Victims
		Description: The city will prioritize activities to promote affordable housing access, quality, and availability for low income citizens.						
		Basis for Relative Priority: The majority of low income renters and owners in Billings are experiencing housing cost burden as determined by the Needs Assessment, Market Analysis, and community outreach activities. Affordable housing is highlighted as a priority and continues to be a strong focus for the City's programs and funding allocation.						
2	**Poverty Impact**	High	Extremely Low Low Income	Large With Children Elderly Public Housing	Chronic Homeless Individuals Families w/Children Mentally Ill Chronic Substance Abuse	Veterans HIV/AIDS Domestic Violence Victims Unaccompanied Youth	Elderly Frail Elderly Disabled - All Addicted Persons	HIV/AIDS Domestic Violence Victims
		Description: The city will support housing and community development activities specific to lower income and special needs households through poverty-impact initiatives.						
		Basis for Relative Priority: According to the Needs Assessment, Market Analysis, and community outreach activities, at least ten percent of the people in Billings are experiencing poverty. Public service organizations require support to better meet poverty / homeless needs in the community.						

HUD Table 46

SP-30 Influence of Market Conditions 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	There is great need in the Billings community for tenant housing assistance as evidenced by the Needs Assessment and Market Analysis. Those most in need may not have positive credit or rental histories to secure housing.
TBRA for Non-Homeless Special Needs	See above. The needs for special needs populations remains consistent, particularly for the disabled and elderly.
New Unit Production	The majority of rental and owner households are cost burdened. Affordable housing development, particularly smaller rental units for extremely low and low income households, is paramount to the City's success in meeting current housing needs in Billings.
Rehabilitation	Rental and owner rehabilitation greatly influences the quality of affordable housing stock in Billings. For owners, rehabilitation has been shown as an effective neighborhood stabilization tool that effectively lowers the costs to maintain housing. For renters, investment in the affordable housing stock where housing currently exists benefits both the neighborhood overall and maintains the quality of the rental market. Rehabilitation is also utilized as a tool to make accessibility improvements to sustain the affordable housing stock in order to meet the needs of those who are disabled and the elderly.
Acquisition, including preservation	Acquisition for affordable housing development, foreclosure rehabilitation, and first time homebuyer remains a high priority due to the high percentage of households experiencing housing cost burdens. Investment in the acquisition and rehabilitation of the affordable housing stock in Billings meets the needs of extremely low and low income households.

HUD Table 47 - Influence of Market Conditions

SP-35 Anticipated Resources

91.215(a)(4), 91.220(c)(1,2)

Introduction

The following table illustrates the CDBG and HOME resources expected for the first year of this Consolidated Plan. The total amount expected for the remaining four years of the Consolidated Plan are based on average allocations over the past five years. Other types of funding, including Emergency Shelter Grants, HOPWA funds, Section 8 funds, etc. are not included in the following table as the City of Billings is not a direct recipient.

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.

Program	Source of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder 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	CDBG-CV funds to be used to prevent, prepare for and respond to the Coronavirus.
	Uses of Funds: To prevent, prepare for, and respond to coronavirus						

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The HOME program requires 25% match funding for projects be dedicated from non-federal sources. The City of Billings meets HOME matching requirements through low-interest financing available for First Time Homebuyer Loans issued through the Montana Board of Housing (MBOH) and matching funds provided for other affordable housing projects undertaken with HOME funds, such as private contributions and other local bank financing.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

City staff does not anticipate publically owned land will be utilized to address needs identified in the Consolidated Plan.

SP-40 Institutional Delivery Structure 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, nonprofit organizations, and public institutions.

The City of Billings is the lead government entity responsible for Consolidated Plan activities funded through CDBG and HOME.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Billings	Government	Planning Affordable Housing Ownership Affordable Housing Rental Public Services	City of Billings Jurisdiction
Housing Authority of Billings	PHA	Public Housing Affordable Housing Ownership Affordable Housing Rental	Billings Area

HUD Table 49 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City of Billings - Community Development Division is a small branch of the City's government with a total of 4.5 full time equivalent staff positions. Strengths of the Division include:

- **Longevity:** Staff have worked, on average, over 11 years in the Division and have over 42 years of collective experience in working with federal grant programs in the Division.
- **Advanced Training and Certifications:** Several of the staff members have HOME certifications, including: Regulations; Administration; and Rental Compliance. Staff members have also been trained in Lead-Based Paint Risk Assessment and Environmental Review.
- **Focused Goals and Programs:** When funding levels were higher, the Division was able to fund and manage many diverse programs to meet community needs. As funding levels diminished, staff has condensed program development, management and implementation on a few core programs, including: First Time Home Buyer; Home Repair programs; Foreclosure Acquisition / Rehabilitation; Affordable Housing Development; and the Billings Metro VISTA Project as the City's primary anti-poverty initiative. Streamlining programs has resulted in the development of comprehensive procedures and forms to maintain program compliance, including: Section 3, Lead-Based Paint, Subsidy Layering, Labor Standards, Environmental Review, etc.
- **Affordable Housing Partnerships:** City staff have forged strong relationships with the Housing Authority of Billings, local developers, realtors, contractors, lenders, and agencies interested in affordable housing development and preservation. City staff also maintains relationships with the staff working in HOME and CDBG programs across the state, including the Montana Department of Commerce, the Missoula Department of Grants and Community Programs, and the Great Falls Planning and Community Development Department.
- **Poverty and Homeless Services Partnerships:** Through the development and implementation of the City's anti-poverty initiative, the ***Billings Metro VISTA Project***, and the City's ten-year plan to impact homelessness, ***Welcome Home Billings***, City staff has created partnerships with over 50 social service

agencies, benefit providers, faith communities, philanthropic organizations and private industry leaders to expand coordination, collaboration and efficacy. Information on local Continuum of Care efforts can be found in the PR-10 Consultation section of this Consolidated Plan.

Gaps in the local institutional delivery system exist primarily due to funding limitations, particularly for administrative functions. Billings offers a great number of services to its citizens, but needs for funding, staffing, innovative programs and coordination exist. The ability to effectively relay information regarding the service array in Billings to those in need has been one of the community's greatest challenges. A comprehensive strategy for overcoming service gaps in the institutional delivery system is a priority of many organizations involved in overall community development initiatives.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Service Continuum	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X		X
Mortgage Assistance	X		X
Rental Assistance	X	X	X
Utilities Assistance	X	X	X
Street Outreach Services			
Law Enforcement	X	X	
Mobile Clinics	X	X	
Other Street Outreach Services	X	X	X
Supportive Services			
Alcohol & Drug Abuse	X	X	X
Child Care	X	X	X
Education	X		X
Employment / Training	X		X
Healthcare	X	X	X
HIV/AIDS	X		X
Life Skills	X		X
Mental Health Counseling	X	X	X
Transportation	X	X	X
Other			
Housing First	X	X	

HUD Table 50 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

A complete listing of services to meet the needs of the homeless is located in MA-30 Homeless Facilities and Services. The services listed herein meet the needs of some who are experiencing homelessness in the Billings community. The main issue with service delivery is the lack of resources relative to the number of people seeking assistance. The greatest barrier in the coordination of the institutional delivery structure to serve the homeless is community capacity and funding sources to manage long-term efforts. Several nonprofits have greatly limited services due to overwhelming need and a greatly diminished donor pool.

Through efforts of the Community Development Division, with the support of the capacity building efforts of the Billings Metro VISTA Project, the community has benefitted from several initiatives aimed at

improving public awareness of service delivery structure including: Resource Notepads / Maps; Illuminate Homelessness; Faith Engagement; and resource development for over 50 nonprofit organizations.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The service delivery system for special needs populations and the homeless in Billings is bolstered by the vast service array available for those seeking assistance. The Community Development Division has spearheaded many initiatives based on national best practices, including the development and implementation of the State's first ten-year plan to impact homelessness. The City has funded two *housing first* projects to provide chronically homeless families and individuals *housing first* to create a solid foundation prior to enhancing support service and benefits delivery. City staff have also created the Billings Metro VISTA Project to enhance capacity building efforts to support local nonprofit organizations serving special needs and the homeless.

While Billings provides a vast array of services to persons experiencing homelessness, the majority of services are only available to individuals enrolled to receive services. For others, the basic services are adequate to meet basic human needs such as food, clothing, toiletries, and referrals.

Resources are not adequate to meet the need of the general homeless population, including housing, temporary shelter beds, dental care, vision care, and day centers. The most urgent need in the community is housing, both *long-term affordable housing* and *safe sleeping / low-barrier facility* for those not meeting eligibility requirements for other programs.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The City's goals are to: create, preserve, and expand affordable housing options; promote neighborhood revitalization through foreclosure program, and to impact poverty. The City has the comprehensive ability to address priority needs through home repair programs such as Housing Rehabilitation, and Foreclosure Acquisition / Rehabilitation. Contractors trained in lead-safe work methods are limited and staff advertises contractor opportunity through print media, on the City's website, through the Neighborhood Task Forces and holding public informational meetings when requested. Emphasis on the provision of opportunity to Section 3 and minority and women-owned businesses ensures furthering equal opportunity to low income owners / employers, racial / ethnic minorities and businesses owned by women.

The City maintains positive relations with the Housing Authority of Billings, developers, lenders, realtors and others to ensure collaboration and engagement in the implementation of First Time Home Buyer and Affordable Housing Development programs. The City has two certified Community Housing Development Organizations and is actively seeking additional organizations for the purposes of affordable housing development.

City staff maintain positive and close relationships with the staff at Montana Fair Housing, who is the primary organization in fair housing education and enforcement for the state. The City's Analysis of Impediments to Fair Housing Choice revealed the beginnings of segregated neighborhoods and for Hispanic Americans in Billings. The Analysis contained the following recommendation:

Billings should establish a housing service center, much like the Oak Park Regional Housing Center, where home seekers are introduced to housing options beyond the racial or ethnic neighborhoods to which they often feel they are limited. In Billings, the housing service center should seek to expand the housing search of minorities beyond the census tracts where the proportion of minorities is significantly greater than would be expected in a free market without discrimination. It should seek to expand the housing choices of Whites to those parts of the city where the proportion of Whites is less than would be expected in a discrimination-free housing market.

At the invitation of the City, NeighborWorks Montana researched the potential of a comprehensive housing center to serve low income renters and homeowners. All of the Billings housing organizations, including City of Billings, the Housing Authority of Billings, Rebuilding Together, District 7 HRDC, Rural Dynamics, Beartooth Resource Conservation and Development, and Homeword agreed to join together to form the Home Center of Billings. The Home Center building is located in downtown Billings, which is central to the City's low income and minority neighborhoods. The Home Center provides comprehensive housing services including fair housing information, housing education, counseling, development and revitalization.

CDBG and HOME resources are not adequate to meet the needs of the homeless and those experiencing poverty in Billings. The City's main anti-poverty initiative is the implementation of the Billings Metro VISTA Project. The City has provided full-year and summer associate support to over 50 nonprofit organizations to date and the continuance of this initiative is imperative to strengthen service delivery to those in need. The Billings Metro VISTA Project enables the City to support nonprofit organizations in a sustainable fashion since the provision of public service grants is no longer an option due to dwindling CDBG allocations.

SP-45 Goals Summary

91.215(a)(4)

Goal Summary Information for 2020-2024: 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	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	40 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
		• 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*
		• 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
		• 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: Prevent, prepare for, and respond to coronavirus	Availability / Accessibility	Prevent, prepare for, and respond to coronavirus	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	500 Low-Income Persons Assisted
		• 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: ○ **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, facility social distancing, etc.						

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

HUD Table 51 - Goals Summary

Estimate the number of extremely low income, low income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The City expects to:

- Assist 60 households with infrastructure improvements to support long-term housing affordability.
- Develop 10 new affordable rental housing units through new construction or rehabilitation.
- Assist 20 low income households with home repair programs.
- Assist 175 low income households through the First Time Home Buyer program.
- Acquire and rehabilitate five foreclosed, vacant homes to sell to low income households citywide.
- Serve 1,000 extremely low and low income individuals through poverty impact initiatives through the Billings Metro VISTA Project.

SP-50 Public Housing Accessibility and Involvement 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

The Housing Authority of Billings performed a baseline Section 504 Needs Assessment that was updated in detail for physical changes in 1992 and the assessment is reviewed annually. The Housing Authority keeps track of demand for accessible units and wait list needs to determine when more accessible units may be needed. The Housing Authority also keeps a list of accessible units in the community for the Section 8 and Shelter Plus Care participants to assist them in their search. This is completed via outreach survey to all landlords participating in the program. Outreach is facilitated throughout the year to those who may need housing in accessible units.

The Housing Authority performs outreach to many agencies several times annually and to other program lists to make sure staff are able to fill accessible units with a family or individual who may need such a unit. If staff is not able to serve households for accessible units when their application comes to the top of the waiting list, they are offered a voucher to look for housing within the community. If an accessible unit at another program managed by the Housing Authority has not been filled, applicants are allowed to transfer to that program.

The Housing Authority will continue to review 504 Assessment results to determine when additional units and bedroom sizes may be needed in the inventory and research how to best implement those needs as they arise. As part of all Housing Authority programs, the disabled and handicapped are encouraged and allowed to request reasonable accommodations using approved Fair Housing Office forms to assist with whatever physical or assistance needs they may have.

Activities to Increase Resident Involvements

Each year the Housing Authority assesses physical needs identified by tenants through their Resident Advisory Board for the Annual Plan process; comments are also solicited via Resident Council functions throughout the year. These comments, Board participation, tenant commissioners, and Public Housing Administration's daily communications with the Housing Authority's client base serve to assist in assessing client needs for physical adjustments, security issues, and needed links with the community. The physical needs improvements are implemented along with staff recommendations in the Capital Fund planning process.

Is the public housing agency designated as troubled under 24 CFR part 902?

No.

Plan to remove the 'troubled' designation

Not applicable to the Housing Authority of Billings.

SP-55 Barriers to Affordable Housing 91.215(h)

Barriers to Affordable Housing

According to the City's most recent Analysis of Impediments to Fair Housing Choice, most of the typical exclusionary provisions that would hinder affordable housing development do not exist in current zoning codes. However, the following issues may act as barriers to affordable housing investment:

- Density bonuses have not been established to offset the cost of development if a project contains a certain percentage of affordable housing.
- There is currently not a way to fast-track the approval processes for affordable housing development projects. However, fast-tracking may not be as important in Billings as it is in other parts of the country. Subdivision review times are set by the Montana State Legislature. Building permit reviews for single-family homes (one to four units) are three to five days and commercial permits, including multi-family with five or more units in a structure, take four to six weeks to review. Other areas of the country, and some cities in Montana, take 30 days or longer for single-family reviews and four to six months for commercial reviews.
- The City does not currently permit a waiver or reduction of impact fees, including water and wastewater system development fees, to promote affordable housing development.
- The use of accessory dwelling units is not a widely practiced housing development strategy.

Other public policy concerns relate to a dated zoning code and inadequate funding to further affordable housing development. The City is currently in the process of revising the zoning code and one of the main goals of the project is to expand affordable housing choice across the City. The Billings City Council is expected to act on the adoption of the new zoning code in 2020. Additional information can be found online at Project Re:Code.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The City plans on assisting with: housing affordability for renters / owners; cost of development; difficulty in paying for needed repairs; manufactured housing developments; and tax structure by implementing the following programs:

- Housing Rehabilitation
- Foreclosure Acquisition / Rehabilitation
- First Time Home Buyer
- Affordable Housing Development

Relative to the barriers identified in the City's Analysis of Impediments to Fair Housing Choice, the City plans on the following activities:

- Produce and disseminate consumer education on Fair Housing issues through ongoing publicity campaigns to make people aware they can move anywhere in the area they can afford.

- Work to expand housing choices of existing and potential new residents beyond neighborhoods identified by their own race or ethnicity.
- Continue to partner with enforcement agencies providing testing of the real estate industry practitioners to identify discriminatory practices in rental and for-sale housing.
- Support the efforts of local housing counseling agencies, especially to Latinos, before they apply for a mortgage.
- Continue to provide brochures containing information apprising potential home buyers of the availability of housing counseling and how to spot / report discriminatory lending practices.
- Continue to work toward the provision of affordable housing through Community Development programs.
- Support the efforts of the Planning Division to implement Project Re:Code.
- Support efforts to promote economic diversity in all schools to ensure every school has a majority of pupils coming from middle-class / higher-income households.
- Support the Housing Authority's efforts to expand the geographic range where holders of Housing Choice Vouchers look for housing.

SP-60 Homelessness Strategy 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City does not directly receive Continuum of Care, Emergency Shelter Grant, or other federal funds to exclusively support efforts to impact homelessness. City staff does not provide direct services to those experiencing homelessness.

A network of over 50 local service providers in the community strive to meet the diverse needs of those experiencing homelessness, those who are at-risk of homelessness, and people experiencing poverty. The Mental Health Center manages a Projects for Assistance in Transition from Homelessness (PATH) outreach program to engage those living outside or in areas unfit for human habitation. Tumbleweed runs a Street Outreach program to seek out unaccompanied youth to engage them in services. A complete listing of services, including outreach, is included in the MA-30 Homeless Facilities and Services section of this Consolidated Plan.

To the greatest extent possible, City staff will continue to provide local nonprofit organizations access to AmeriCorps VISTA members through the ***Billings Metro VISTA Project*** resources. VISTA members may be placed at the City to undertake objective citywide initiatives. VISTA members may also be placed at nonprofit Host Site organizations to work on specific anti-poverty initiatives.

Addressing the emergency and transitional housing needs of homeless persons

The shelter needs for people experiencing homelessness in the Billings community are primarily met by the Montana Rescue Mission as they operate a men's shelter and a shelter to serve women and their children. Montana Rescue Mission does not seek nor utilize federal funds for its operation. Several local service providers assist homeless families by providing funding for rent, mortgage, utility, and deposit assistance.

The Community Crisis Center provides crisis intervention and 23 hour stays as a technique to impact chronic homelessness. The YWCA provides transitional housing for victims of domestic violence. A complete listing of services, including emergency and transitional housing, is included in the MA-30 Homeless Facilities and Services section of this Consolidated Plan.

YWCA Gateway House provides housing for female-headed households who have been victims of domestic violence. Additional services provided include case management, mental health treatment, budgeting assistance, and the facilitation of access to benefits. The organization also provides transitional housing and permanent supportive housing.

HRDC District 7 receives Emergency Shelter Grant funds and manages a rapid rehousing program to provide deposit and rent payment assistance to help families quickly regain stability into permanent housing.

A complete list of service providers offering housing, services and prevention support is located in MA-30 Homeless Facilities and Services.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Family Promise of Yellowstone Valley provides emergency shelter to several families at a time in a network of church congregations. The organization also operates a transitional housing program that provides apartments for those who have graduated from the shelter program.

YWCA Gateway House provides housing for female-headed households who have been victims of domestic violence. Additional services provided include case management, mental health treatment, budgeting assistance, and the facilitation of access to benefits. The organization also provides transitional housing and permanent supportive housing.

HRDC District 7 receives Emergency Shelter Grant funds and manages a rapid rehousing program to provide deposit and rent payment assistance to help families quickly regain stability into permanent housing.

Help low income individuals and families avoid becoming homeless, especially extremely low income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

The City does not receive McKinney-Vento Homeless Assistance Act funds and is not required to develop and implement a Discharge Coordination Policy. The Montana Continuum of Care (MT CoC) for the Homeless Coalition is the state's lead agency for addressing homeless activities, and is a statewide collaboration of diverse homeless service providers, nonprofit organizations and local and state governments. The coalition was formed to address homelessness with very few resources to cover Montana's vast geographical area. The system is established upon community and regionally based continuum of care systems, which form the statewide coalition and continuum of care process. The City supports the MT CoC in their efforts to establish a Statewide Discharge Coordination Policy.

The City does not receive Emergency Shelter Grant funds. These funds are distributed statewide by the Montana Department of Public Health and Human Services through ten HRDCs throughout the state. The local District 7 HRDC utilizes these funds to support rapid re-housing activities in conjunction with the local shelters.

SP-65 Lead Based Paint Hazards 91.215(i)

Actions to address Lead-Based Paint (LBP) hazards and increase access to housing without LBP hazards

The City continues to be in compliance with HUD's lead-based paint requirements as established in September of 2000. Projects involving structures built prior to 1978 are considered to have the potential for lead-based paint and consistent procedures have been developed to ensure compliance with federal regulations.

The City will continue diligence while undertaking rehabilitation and construction activities in order to maintain the safety of households participating in federal programs. Participants in the City's housing programs are made aware of the requirements the City must follow when providing assistance. Education on the hazards of exposure to lead is provided for each rehabilitation project. The City currently offers risk assessments, through certified staff, paint inspections, clearance testing, and has access to lead-safe certified contractors to ensure compliance.

How are the actions listed above related to the extent of lead poisoning and hazards?

Unlike many larger jurisdictions, the City of Billings does not have a high prevalence of lead poisoning. The City's actions related to housing rehabilitation and development activities are preventive in nature.

How are the actions listed above integrated into housing policies and procedures?

The City's procedures contain provisions for lead-based paint compliance in all programs. A complete set of forms is currently utilized by staff for the purposes of lead-paint inspection, assessment, notification, reporting and compliance.

SP-70 Anti-Poverty Strategy 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

The Needs Assessment contains comprehensive information on the lower income status of local households. All of the Consolidated Plan strategies target the improvement of economic conditions of lower income households in the community, including housing development, financing home repair, continuing partnerships and funding public service activities. The City proposes to support the following specific activities in this Consolidated Plan to address economic conditions of low and moderate-income households in Billings:

- Continue to work with nonprofit organizations to help address the human service needs of lower income residents of the community in general and of our lower income neighborhoods in particular. This would be achieved primarily through supporting capacity building efforts of social service agencies through implementation of the ***Billings Metro VISTA Project***.
- Continue to apply for the AmeriCorps VISTA project status in order to bring full-time and summer associate volunteers to work on poverty-impact programs.

AmeriCorps VISTA is a national anti-poverty initiative that places full-year and Summer Associate volunteers with local projects. Full-year VISTA members are recruited locally and nationally, are college graduates and commit to at least a year of service with a project. Summer Associates are at least 18 years old and commit to ten weeks of service.

Focus Area	*Objective*	*Programming Area: Specific to People Experiencing Poverty*
Economic Opportunity	**Financial Literacy**	Financial services and related programs to enhance financial literacy.
	Housing	Services to improve housing situations and access to affordable housing, including transitioning individuals into or helping them remain in safe, healthy, affordable housing.
	Employment	Efforts to train and employ low income individuals. This includes literacy, vocational training aimed at building and gaining work-related skills.
Education	**School Readiness**	Services for children to make gains in school readiness in the following areas: Social / Emotional Development; Literacy Skills; and Numeracy / Math Skills.
	K-12 Success	Services to improve academic performance and engagement for students, particularly for students in low-achieving schools.
	Post-Secondary Success	Services to increase enrollment and completion of post-secondary education.
Healthy Futures	**Food Security**	Services to gain access to food resources and access to nutritious food.
	Access to Health Care	Services to gain access to preventative and primary health care services.
Veterans & Military Families	**Veterans Served**	Any of the above programming areas targeting services for low income veterans, family members, members of active duty military and military service members.

The structure of the Billings Metro VISTA Project serves to assist nonprofit organizations working on poverty issues. VISTA members may serve at the City to work on initiatives with citywide benefit such as: Faith Engagement in Homelessness; Illuminate Poverty; Resource Map and Notepad; Veterans and Military Families; and Food Security. More information on citywide initiatives can be found on the City's Poverty Impact Initiatives website. Information on VISTA can be found online at www.BillingsMT.gov/vista.

VISTA members may also be placed at nonprofit Host Site organizations to work on specific anti-poverty projects to benefit the organization's clients. Examples of organizations served include:

- Philanthropic organizations:
  - United Way of Yellowstone County

- Housing organizations:
  - Housing Authority of Billings
  - Rebuilding Together for Yellowstone County
  - NeighborWorks Montana

- Social service organizations:
  - Family Support Network
  - Center for Children and Families
  - Mental Health Center
  - Montana Rescue Mission
  - District 7 HRDC
  - Self Help Law Center
  - National Alliance on Mental Illness Billings
  - Tumbleweed Program, Inc.
  - Boys & Girls Club
  - Independence Hall, serving homeless veterans
  - Billings Family Service
  - Billings Head Start – Explorer's Academy
  - Friendship House
  - Family Promise of Yellowstone Valley
  - Crow Veteran's Affairs
  - YWCA Billings

- Adjacent public entities have also been served by the VISTA program, including:
  - Billings Public Library
  - Billings Public Schools
  - Downtown Billings Association
  - Billings Police Department
  - Planning & Parks Divisions

How are the Jurisdiction's poverty-reducing goals, programs, and policies coordinated with this affordable housing plan?

Poverty reduction is addressed through the Billings Metro VISTA Project and the City's affordable housing programs. Priority needs, program goals, policies and procedures are all in alignment with poverty impact and affordable housing activities.

Affordable Housing Development

- Expand access and availability of decent, affordable housing citywide.
- Improve the physical quality of affordable housing.
- Foster suitable living environment and quality of life through the improvement of physical conditions including infrastructure for housing projects and housing development.

Housing Rehabilitation

- Help current homeowners maintain their homes in safe, quality condition.
- Increase value, quality, and durability of existing affordable housing stock.

First Time Home Buyer

- Promote financial security, home equity, housing self-sufficiency, housing and neighborhood quality and stability.
- Increase minority homeownership, promote equal access and opportunity, and decrease segregation citywide.
- Improve affordable housing opportunities for the elderly, persons with disabilities, and other special populations.
- Reduce predatory lending through education and standardized procedures.

Foreclosure, Acquisition, Rehabilitation

- Mitigate the negative community impact of vacant, foreclosed properties.
- Improve affordable housing quality, condition, safety, livability, and accessibility.
- Stabilize property values in neighborhoods with existing vacant, foreclosed homes.
- Eliminate the potential for crime related to existing vacant, foreclosed properties.

SP-80 Monitoring 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The goals to be achieved through the Consolidated Plan will be monitored on a yearly basis as required as part of the CAPER submitted to HUD for the Consolidated Plan. Monitoring consists of:

- Examination of the community's use of available HUD, state, and local resources to meet the affordable housing and community development needs as outlined in the Consolidated Plan.
- Examination of the effectiveness of the programs in place.
- Review of public comments received on the community's performance in meeting the affordable housing and community development needs described in the City's Consolidated Plan.

The City may fund a variety of organizations to carry out City-funded activities each year and would enter into a written agreement specifically describing scope of work and funding use. Organizations receiving City funds will generally be monitored on-site by Community Development staff at to ensure compliance with the terms of the agreement and applicable regulations. Site visits will include monitoring in the following areas:

- Compliance with agreement timeframe
- Rate of expenditures
- Continued eligibility of the activities under the agreement
- Adequate documentation concerning client eligibility and service delivery

Compliance with federal regulations will also be monitored, including (but not limited to) a review of the following:

- American Disabilities Act
- Fair Housing Act
- Equal Employment Opportunity
- Section 3 of the Housing and Urban Development Act of 1968
- Uniform Administrative Requirements
- Davis-Bacon Labor Standards

Community Housing Development Organizations

The City requires Community Housing Development Organizations (CHDOs) apply for recertification on an annual basis to ensure continued requirements are being met for CHDO designation, including (but not limited to) maintenance of Board composition, including at least one-third membership by residents of low income neighborhoods and no more than one-third may be public officials or local / state employees. Staff also conducts a CHDO capacity review every time a new project is funded to ensure the organization has the ability to carry out functions of the proposed project.

Affordable Housing Projects

Housing projects are monitored via desk review and / or site-visits, including inspections, on a schedule based on the number of units in the project. On-site visits include property standards compliance

inspections, tenant file review, household income verification, etc. City staff will also conduct annual desk reviews to ensure leases are in compliance with HOME regulations; rents are compliant with HOME limits; tenant incomes are reviewed annually and they are within eligibility limits; the property owner/manager is inspecting the property at least annually; that adequate project reserves have been established and annual reports are received; and the year-end profit and loss statements show the project is profitable and/or sustainable for the period of affordability.

Affordable housing projects are also scrutinized via routine Risk Assessment in order for City staff to evaluate the relative level of risk of noncompliance for each project in the assisted portfolio. Projects with higher risk assessment scores are prioritized for intensive case management efforts to bring the project into compliance and may receive multiple site visits and technical assistance from City staff.

First Time Home Buyers

Homebuyers receiving assistance are monitored for residency requirements by US Postal Service and noncompliant projects are prioritized for intervention through the City's legal office.

Section VI: Annual Action Plan

AP-15 Expected Resources

Section is duplication – SP-35 *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 Reminder 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 52 - Expected Resources - Priority Table, Duplicated from SP-35

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The HOME program requires 25% match funding for projects be dedicated from non-federal sources. The City of Billings meets HOME matching requirements through low-interest financing available for First Time Homebuyer Loans issued through the Montana Board of Housing and matching funds provided for other affordable housing projects undertaken with HOME funds, such as private contributions and other local bank financing.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

City staff does not anticipate publically owned land will be utilized to address needs identified in the Consolidated Plan.

AP-20 Annual Goals and Objectives, table is AP-23 in IDIS

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	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
		• 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*
		• 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
		• 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: (Blank - does not display SP-45 text)	Availability / Accessibility	Prevent, prepare for, and respond to coronavirus	CDBG-CV $909,126	CDBG-CV: Public Services	Public service activity for low-income benefit (GOI 3)	500 Low-Income Persons Assisted
						CDBG-CV: Public Facility Improvements	Public facility or infrastructure activities (GOI 1)	500 Low-Income Persons Assisted
		• 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: ○ **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, facility social distancing, etc.						

HOME Investment Partnerships Program(HOME), Community Development Block Grant (CDBG), Corporation for National and Community Service (CNCS), CARES Act (CDBG-CV)
HUD Table 53 - Goals Summary

AP-35 Projects *91.220(d)*

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 *In addition to $150,000 in current fiscal year repayment revenue*	$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	Prevent, prepare for, respond to coronavirus	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	Prevent, prepare for, respond to coronavirus	$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. • **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	Prevent, prepare for, respond to coronavirus	$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: ○ **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, facility social distancing, etc..				
Community Development Block Grant (CDBG) HOME Investment Partnerships Program (HOME) CARES Act (CDBG-CV)						

AP-50 Geographic Distribution 91.220(f)

Description of the geographic areas of the entitlement (including areas of low income and minority concentration) where assistance will be directed

The geographic area served by the Consolidated Plan is defined by the current City of Billings limits. Citation 24 CFR 91.220(f) reads as follows, *"When appropriate, jurisdictions should estimate the percentage of funds they plan to dedicate to target areas."* Estimating the percentage of funds planned for dedication to target areas is not appropriate for the Billings community due to the following reasons:

- Geographic area is defined by the current City of Billings limits.
- Target areas include high concentrations of low income households, particularly those with higher concentrations of racial / minority households.
- Citywide strategies encourage the distribution of resources support affirmatively furthering fair housing and equal opportunity to avoid segregation in Billings.
- Geographic distribution of investments description includes the focus of resources on a citywide basis to support diversity across the community.
- The City of Billings is classified as a smaller city on a national scale.
- The actual dollar amount dedicated to each program is included in this Action Plan.

The City will focus distribution of investments on a citywide basis in order to support diversity and mixed-income development across the community. Neighborhood Revitalization Strategy areas ***have not been established*** in Billings and there is no specific amount of funding allocated for a target area in the City's geographic distribution of resources. **Therefore, the City plans to dedicate zero percent of funding to target areas in favor of supporting a citywide approach to further fair housing, equal opportunity and anti-segregation efforts.**

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100%

HUD Table 55 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The strategies identified in the Consolidated Plan will be addressed on a citywide basis to encourage the distribution of low income affordable housing and other assistance to lower income households throughout the community.

AP-55 Affordable Housing 91.220(g)

Introduction

Planned affordable housing for the upcoming year include Housing Rehabilitation, Foreclosure Acquisition / Rehabilitation, Affordable Housing Development, and First Time Home Buyer. While many of these programs may serve the homeless or special needs households, the programs are not designed to exclusively serve one or more of the following cohorts.

One Year Goals for the Number of Households to be Supported	
Homeless	
Non-Homeless	100
Special-Needs	
Total	100

HUD Table 56 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	
The Production of New Units	
Rehab of Existing Units	5
Acquisition of Existing Units	
Total	5

HUD Table 57 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing 91.220(h)

Introduction

The Housing Authority of Billings serves extremely low income, very low income, and low income citizens. The Housing Authority plans to apply for all grants that will assist the organization in adding units to its existing programs and any programs that complement existing services and are able to be implemented. The Housing Authority will continue to assess and implement modernization funds to upgrade and restore units and complete energy efficient repairs as needed.

Actions planned during the next year to address the needs to public housing

The Housing Authority may apply for funding to develop affordable housing through the Affordable Housing Development Program. In the past, the City has granted funds to build new units through the HOME and CDBG programs in neighborhoods where Housing Authority property exists. The City has also provided funding for a variety of rehabilitation and new construction projects to neighborhoods that have public housing units in need of upgrading.

The City has helped rehabilitate properties, sold land for new businesses, and granted land to nonprofits to assist with neighborhood revitalization efforts in neighborhoods where Housing Authority complexes have been built. The City has provided funding for parks and play areas for the neighborhoods where Housing Authority families reside. In addition, the businesses that have moved into areas where Housing Authority properties are located have contributed to the economic stability of the Housing Authority clients. The City's First Time Home Buyer program assists with home ownership down payment assistance and home ownership counseling for clients considering homeownership.

The City coordinates with the Housing Authority for housing needs assessments, assists in funding new projects when appropriate, and assists with applications for supportive services when called upon for needed assistance.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority implements the Family Self-Sufficiency program. This program links participants to community agencies to help them become self-sufficient through individual goal setting. Fifty-five families participated in the program in 2014. Three families moved into homeownership, two with continued assistance and one without. Forty-one households have achieved homeownership through this program to date. Resident councils, an Advisory Board and the Family Self-Sufficiency Panel are involved in providing input on program needs and assisting others to become actively involved in the process. Additional information is included in the five-year plan on file at the Housing Authority office.

Each year, the Housing Authority goes through a process to assess physical needs addressed by tenants through their Resident Advisory Board for the Annual Plan process; comments are also solicited via Resident Council functions throughout the year. These comments, Board participation, tenant commissioners, and Public Housing Administration's daily communications with the Housing Authority's client base serve to assist in assessing client needs for physical adjustments, security issues, and needed

links with the community. The physical needs requests are implemented along with staff recommendations in the Capital Fund planning process.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable. The Housing Authority is a High Performer for PHAS and, therefore, a review of troubled status needs is not required.

AP-65 Homeless and Other Special Needs Activities 91.220(i)

Introduction

As previously stated in the SP-60 Homelessness Strategy of this Consolidated Plan, the Community Development Division's ongoing activities include:

- Continuing to distribute the City's *Resource Map*, *Notepad*, and the *Veteran's Resource Map.* These documents include comprehensive service directories for anyone seeking assistance.
- To the greatest extent possible, City staff will continue to provide local nonprofit organizations access to AmeriCorps VISTA members through the ***Billings Metro VISTA Project*** resources. VISTA members may be placed at the City to undertake objective citywide initiatives. VISTA members may also be placed at nonprofit Host Site organizations to work on specific anti-poverty initiatives.

The City does not directly receive Continuum of Care, Emergency Shelter Grant, or other federal funds to exclusively support efforts to impact homelessness. City staff does not provide direct services to those experiencing homelessness.

A network of over 50 local service providers in the community strive to meet the diverse needs of those experiencing homelessness, those who are at-risk of homelessness, and people experiencing poverty. The Mental Health Center manages a Projects for Assistance in Transition from Homelessness (PATH) outreach program to engage those living outside or in areas unfit for human habitation. Tumbleweed runs a Street Outreach program to seek out unaccompanied youth to engage them in services. A complete listing of services, including outreach, is included in the MA-30 Homeless Facilities and Services section of this Consolidated Plan.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Mental Health Center manages the PATH outreach program to engage those living outside or in areas unfit for human habitation. Tumbleweed runs a Street Outreach program to seek out unaccompanied youth to engage them in services. Additional services for the homeless are included in the MA-30 Homeless Facilities and Services section of this Consolidated Plan.

Addressing the emergency shelter and transitional housing needs of homeless persons

The shelter needs for those experiencing homelessness in the Billings community are primarily met by the Montana Rescue Mission. The organization operates men's shelter and a shelter to serve women and their children. Montana Rescue Mission does not seek nor utilize federal funds for its operation. Several local service providers assist homeless families by providing funding for rent, mortgage, utility, and deposit assistance.

The Community Crisis Center provides crisis intervention and 23 hour stays as a technique to impact chronic homelessness. The YWCA provides transitional housing for victims of domestic violence. Additional services for the homeless are included in the MA-30 Homeless Facilities and Services section of this Consolidated Plan.

For those living on the downtown streets of Billings, a new position has been created for an addiction / mental health counselor to accompany two downtown police officers when engaging people living on the streets. This initiative was undertaken as one of the many outcomes from the Community Innovations Summit, which was facilitated by the Community Development Division and the Downtown Billings Alliance. Non-federal funding through the City of Billings has been allocated to support the counselor staff position.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Family Promise of Yellowstone Valley provides emergency shelter to several families at a time in a network of church congregations. The organization also operates a transitional housing program that provides apartments for those who have graduated from the shelter program.

YWCA Gateway House provides housing for female-headed households who have been victims of domestic violence. Additional services provided include case management, mental health treatment, budgeting assistance, and the facilitation of access to benefits. The organization also provides transitional housing and permanent supportive housing.

HRDC District 7 receives Emergency Shelter Grant funds and manages a rapid rehousing program to provide deposit and rent payment assistance to help families quickly regain stability into permanent housing.

Helping low income individuals and families avoid becoming homeless, especially extremely low income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City does not receive McKinney-Vento Homeless Assistance Act funds and is not required to develop and implement a Discharge Coordination Policy. The Montana Continuum of Care (MT CoC) for the Homeless Coalition is the state's lead agency for addressing homeless activities, and is a statewide collaboration of diverse homeless service providers, nonprofit organizations and local and state governments. The coalition was formed to address homelessness with very few resources to cover Montana's vast geographical area. The system is established upon community and regionally based continuum of care systems, which form the statewide coalition and continuum of care process. The City supports the MT CoC in their efforts to establish a Statewide Discharge Coordination Policy.

The City does not receive Emergency Shelter Grant funds. These funds are distributed statewide by the Montana Department of Public Health and Human Services through ten HRDCs throughout the state. The local District 7 HRDC utilizes these funds to support rapid re-housing activities in conjunction with the local shelters.

AP-75 Barriers to Affordable Housing *91.220(j)*

Introduction

Barriers to affordable housing are noted in the MA-40 and SP-55 Barriers to Affordable Housing sections of this Consolidated Plan.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City plans on assisting with housing affordability and poverty impact through the following programs:

- Housing Rehabilitation
- Foreclosure Acquisition / Rehabilitation
- First Time Home Buyer
- Affordable Housing Development
- Billings Metro VISTA Project

AP-85 Other Actions 91.220(k)

Introduction

The City's programs have been designed to meet priority needs in the community. However, there is very limited funding coming through the City to meet the needs of local citizens.

Actions planned to address obstacles to meeting underserved needs

The City plans on meeting underserved needs through the following programs:

- **First Time Home Buyer**
  - Promote financial security, home equity, housing self-sufficiency, housing and neighborhood quality and stability.
  - Increase minority homeownership, promote equal access and opportunity, and decrease segregation citywide.
  - Improve affordable housing opportunities for the elderly, persons with disabilities, and other special populations.
  - Reduce predatory lending through education and standardized procedures.

- **Housing Rehabilitation**
  - Help current homeowners maintain their homes in safe, quality condition.
  - Increase value, quality, and durability of existing affordable housing stock.

- **Affordable Housing Development**
  - Expand access and availability of decent, affordable housing citywide.
  - Improve the physical quality of affordable housing.
  - Foster suitable living environment and quality of life through the improvement of physical conditions including infrastructure for housing projects and housing development.

- **Foreclosure, Acquisition, Rehabilitation**
  - Mitigate the negative community impact of vacant, foreclosed properties.
  - Improve affordable housing quality, condition, safety, livability, and accessibility.
  - Stabilize property values in neighborhoods with existing vacant, foreclosed homes.
  - Eliminate the potential for crime related to existing vacant, foreclosed properties.

- **Billings Metro VISTA Project**
  - Provide resources to nonprofit organizations to undertake poverty impact activities and to support the low income individuals and families they serve.
  - Focus areas include: education, healthcare, food security, economic opportunity, housing, financial literacy, and others.

Actions planned to foster and maintain affordable housing

The City plans on maintaining affordable housing through the following:

- **Create, preserve, and expand affordable housing options:** Affordable Housing Development; Housing Rehabilitation; and First Time Home Buyer.
- **Neighborhood Revitalization – Foreclosures**: Foreclosure Acquisition Rehabilitation
- **Impact Poverty:** Billings Metro VISTA Project

Actions planned to reduce lead-based paint hazards

The City continues to be in compliance with HUD's lead-based paint requirements as established in September of 2000. Projects involving structures built prior to 1978 are considered to have the potential for lead-based paint and consistent procedures have been developed to ensure compliance with federal regulations.

The City will continue diligence while undertaking rehabilitation and construction activities in order to maintain the safety of households participating in federal programs. Participants in the City's housing programs are made aware of the requirements the City must follow when providing assistance. Education on the hazards of exposure to lead is provided for each rehabilitation project. The City currently offers risk assessments, through certified staff, paint inspections, clearance testing, and has access to lead-safe certified contractors to ensure compliance.

Actions planned to reduce the number of poverty-level families

As stated in the SP-70 Anti-Poverty Strategy section of the Consolidated Plan, the Needs Assessment contains comprehensive information on the lower income status of local households. All of the Consolidated Plan strategies target the improvement of economic conditions of lower income households in the community, including housing development, financing home repair, continuing partnerships and funding public service activities. The City proposes to support the following specific activities in this Consolidated Plan to address economic conditions of low and moderate-income households in Billings:

- Continue to work with nonprofit organizations to help address the human service needs of lower income residents of the community in general and of our lower income neighborhoods in particular. This would be achieved primarily through supporting capacity building efforts of social service agencies through implementation of the ***Billings Metro VISTA Project***.
- Continue to apply for the AmeriCorps VISTA project status in order to bring full-time and summer associate volunteers to work on poverty-impact programs.

AmeriCorps VISTA is a national anti-poverty initiative that places full-year and Summer Associate volunteers with local projects. Full-year VISTA members are recruited locally and nationally, are college graduates and commit to at least a year of service with a project. Summer Associates are at least 18 years old and commit to ten weeks of service.

Actions planned to develop institutional structure

As described in the SP-40 Institutional Delivery Structure section of the Consolidated Plan, the City of Billings maintains strong partnerships with housing and social service agencies. The only gaps in the institutional structure relate to funding limitations and the City's inability to dedicate time and resources to additional projects outside of the current funding structure.

Actions planned to enhance coordination between public and private housing & social service agencies

The City will continue coordinating with public, private, and social service agencies to further activities and projects identified herein, including participation in the following groups and initiatives:

- Nonprofit Organizations
- Neighborhood Task Forces
- Community Innovations Initiatives
- Resource Map and Notepad
- Veteran's Resource Map
- Billings Metro VISTA Project

AP-90 Program Specific Requirements 91.220(l)(1,2,4)

Introduction

The City of Billings has programmed all available revenues in current programs identified herein.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

1.	Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.	$0
2.	The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	$0
3.	The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	$0
4.	The amount of surplus funds from urban renewal settlements	$0
5.	The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	$0
6.	The amount of income from float-funded activities.	$0
	Total Program Income:	**$0**

Other CDBG Requirements

1.	The amount of urgent need activities.	$0
2.	The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two, or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specific the years covered that include this Annual Action Plan.	100%
	Years Covered are 2020-2021	

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. **A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

   The above-noted regulation refers to the use of HOME funds for eligible activities. The City of Billings will not utilize HOME funds outside of the following allowable investments:

   - Equity investments, interest-bearing loans or advances, non-interest-bearing loans or advances, interest subsidies consistent with the purposes of this part, deferred payment loans, grants, or other forms of assistance that HUD determines to be consistent with the purposes of this part. Each participating jurisdiction has the right to establish the terms of assistance, subject to the requirements of this part.
   - Guarantee loans made by lenders and, if required, the participating jurisdiction may establish a loan guarantee account with HOME funds. The HOME funds may be used to guarantee the timely payment of principal and interest or payment of the outstanding principal and interest upon foreclosure of the loan. The amount of the loan guarantee account must be based on a reasonable estimate of the default rate on the guaranteed loans, but under no circumstances may the amount on deposit exceed 20% of the total outstanding principal amount guaranteed; except that the account may include a reasonable minimum balance. While loan funds guaranteed with HOME funds are subject to all HOME requirements, funds which are used to repay the guaranteed loans are not.

2. **A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

   Recapture provisions permit the original homebuyer to sell the assisted property to any willing buyer during the period of affordability while the City is able to recapture all or a portion of the HOME assistance provided to the original homebuyer. The City utilizes recapture provisions exclusively when assisting homeowners and the provisions are enforced via a Promissory Note (not recorded), the use of a Deed Restriction Agreement and a Montana Trust Indenture that are both recorded at the Yellowstone County Clerk and Recorder's office. These written, legal documents contain language outlining the recapture provisions as established herein. The City does not use subrecipients or other grantees to carry out these activities.

   Homebuyer Requirements: In order for homeownership housing to qualify as affordable housing eligible for HOME funding, it must be: single-family; considered modest housing; be acquired by a low income household for their principal residence; and meet affordability requirements for a single period of time as determined by the amount of assistance provided.

   Direct HOME Subsidy: The amount of HOME assistance that enabled the homebuyer to buy the unit. The direct subsidy includes down payment and closing costs provided directly to the homebuyer, which resulted in a reduced purchase price from the fair market value of the home to an affordable price. The entire amount of HOME assistance is subject to recapture.

   Net Proceeds: The sales price, less the superior loan repayment and any closing costs. The City will only recapture the net proceeds from a sale. Any loans or improvements made to the property after the time of the HOME assistance will be paid after the City is repaid the amount owed under its

recapture provisions. If the net proceeds are not sufficient to recapture the full HOME investment, the City will accept the available net proceeds as full payment.

Recapture Model - City Recaptures Entire HOME Assistance Amount: The City allows the assisted homebuyer to retain all appreciation and the City expects to recapture the entire direct HOME subsidy invested in the project. Therefore, the homeowner will retain any value of the appreciation of the property after the City's HOME assistance has been recaptured / repaid. The homeowner's down payment, principal payments, and any capital improvement investment made in the property after the HOME assistance was provided will be returned to the homeowner at closing after the City's HOME assistance is recaptured and repaid from the net proceeds as described above.

Subordination: The City does not subordinate loans in the First Time Homebuyer program and other homeowner-assisted projects without City Council approval. Therefore, if an assisted homeowner refinances the property, the City will need to be repaid the full amount of HOME assistance provided. Assisted homeowners wishing to pursue City Council approval may write a letter explaining the need for the subordination and submit it to the Community Development Division. Staff will then prepare a memo and place the subordination on the Community Development Board agenda for recommendation to the City Council.

Use of Recaptured Funds: Recaptured HOME funds will be used to assist other first time homebuyers to purchase property in Billings or other HOME-eligible activities to be determined through the City's budget allocation process in accordance with the Citizen Participation Plan. Homebuyers must be low income and must use the assisted property with the recaptured funds as their principal residence. Low income and first time homebuyer status will be determined based on HOME program regulations.

Resale: the objective of the resale provision is to continue the affordability of a property in the event of resale and applies to HOME assisted projects restricting assistance to a development subsidy; construction, infrastructure, land acquisition, etc. In the event the City provides HOME assistance as an exclusive development subsidy, the seller would be obligated to either find an income-eligible buyer (under 80% AMI) who could afford the sales price or would have to sell the property back to the City / Developer at a price that will keep the property affordable for the next low income buyer.

Housing providers may find the resale option beneficial as they may be able to retain control of the unit to ensure long-term affordability. Property sellers are entitled to a fair return on their investment; percentage of change in area median income over the period of ownership. The base price is the original homebuyer investment plus the value of any upgrades beyond maintenance. The sales price is the comparative price to the base price. In the event of a declining market, a loss on investment may constitute a fair return.

3. **A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) are as follows:**

Long Term Affordability: Under the recapture provision, there is no requirement that the original HOME-assisted homebuyer sell the unit to another low income homebuyer.

Affordability Periods: For City-assisted homebuyer units under the recapture provision, the period of affordability is based upon the direct HOME subsidy provided to the homebuyer that enabled the homebuyer to purchase the unit. Any program income used to provide direct assistance to the homebuyer is included when determining the period of affordability. Recapture provisions for the First Time Homebuyer program are either five or ten years for each assisted property beginning after

the transfer of the property to the property owner as evidenced by the Deed Restriction Agreement, Montana Trust Indenture and Promissory Note.

4. **Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

   The City of Billings does not propose the use of HOME funds to refinance existing debt secured by multi-family housing that is being rehabilitated with HOME funds.

Section VII: Appendix

Appendix A: CDBG Application for Federal Assistance (SF-424)

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application	* 2. Type of Application: ☐ New ☒ Continuation ☐ Revision	* If Revision, select appropriate letter(s): * Other (Specify):
* 3. Date Received: 07/01/2020	4. Applicant Identifier: CDBG Entitlement Funding	
5a. Federal Entity Identifier: MT300066 Billings	5b. Federal Award Identifier: B-20-MC-30-0001	
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Billings		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 81-6001237	* c. Organizational DUNS: 1947827800000	
d. Address:		
* Street1: PO Box 1178		
Street2:		
* City: Billings		
County/Parish:		
* State: MT: Montana		
Province:		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 59103-1178		
e. Organizational Unit:		
Department Name: Planning & Community Services	Division Name: Community Development Division	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	* First Name: Brenda	
Middle Name:		
* Last Name: Beckett		
Suffix:		
Title: Community Development Manager		
Organizational Affiliation: City of Billings		
* Telephone Number: 406-657-8286	Fax Number:	
* Email: beckettb@billingsmt.gov		

OMB Control No: 2506-0117 (exp. 06/30/2018)

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

United States Department of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

CDBG Entitlement Grant

*** 12. Funding Opportunity Number:**

FY2020

* Title:

Community Development Block Grant Program - Entitlement

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of Billings, Montana

Activities for approved use through the CDBG program, as indicated in the FY2020-2021 Annual Action Plan.

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

OMB Control No: 2506-0117 (exp. 06/30/2018)

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: MT-001 * b. Program/Project: MT-001

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2020 * b. End Date: 06/30/2021

18. Estimated Funding ($):

* a. Federal	657,719.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	657,719.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: Chris

Middle Name: A.

* Last Name: Kukulski

Suffix:

* Title: city Administrator

* Telephone Number: 406-657-8430 Fax Number:

* Email: kukulskic@billingsmt.gov

* Signature of Authorized Representative: Christ A Kukulski * Date Signed: 11-10-12

OMB Control No: 2506-0117 (exp. 06/30/2018)

Appendix B: HOME Application for Federal Assistance (SF-424)

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received: 07/01/2020	4. Applicant Identifier: HOME Entitlement Funding
5a. Federal Entity Identifier: MT300066 Billings	5b. Federal Award Identifier: M-20-MC-30-0213
State Use Only:	
6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:	City of Billings
* b. Employer/Taxpayer Identification Number (EIN/TIN): 81-6001237	* c. Organizational DUNS: 1947827800000

d. Address:

* Street1:	PO Box 1178
Street2:	
* City:	Billings
County/Parish:	
* State:	MT: Montana
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	59103-1178

e. Organizational Unit:

Department Name: Planning & Community Services	Division Name: Community Development Division

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:		* First Name:	Brenda
Middle Name:			
* Last Name:	Beckett		
Suffix:			

Title:	Community Development Manager
Organizational Affiliation:	City of Billings
* Telephone Number: 406-657-8286	Fax Number:
* Email:	beckettb@billingsmt.gov

OMB Control No: 2506-0117 (exp. 06/30/2018)

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

United States Department of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.239

CFDA Title:

HOME Investment Partnerships Program - Entitlement

*** 12. Funding Opportunity Number:**

FY2020 HOME

* Title:

HOME Investment Partnerships Program - Entitlement to Cities

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of Billings, Montana

Activities for approved use through the HOME program, as indicated in the FY2020-2021 Annual Action Plan.

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

OMB Control No: 2506-0117 (exp. 06/30/2018)

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: MT-001 * b. Program/Project: MT-001

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2020 * b. End Date: 06/30/2021

18. Estimated Funding ($):

* a. Federal	349,053.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	349,053.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: Chris

Middle Name: A.

* Last Name: Kukulski

Suffix:

* Title: City Administrator

* Telephone Number: 406-657-8430 Fax Number:

* Email: kukulskic@billingsmt.gov

* Signature of Authorized Representative: Chris A Kukulski * Date Signed: 11-10-20

OMB Control No: 2506-0117 (exp. 06/30/2018)

Appendix C: CDBG-CV Application for Federal Assistance (SF-424)

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:	* 2. Type of Application:	* If Revision, select appropriate letter(s):
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	* Other (Specify):
☐ Changed/Corrected Application	☐ Revision	

* 3. Date Received:	4. Applicant Identifier:
	CDBG Entitlement Funding
5a. Federal Entity Identifier:	5b. Federal Award Identifier:
MT300066 Billings	B-20-MW-30-0001
State Use Only:	
6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:	City of Billings
* b. Employer/Taxpayer Identification Number (EIN/TIN):	* c. Organizational DUNS:
81-6001237	1947827800000

d. Address:

* Street1:	PO Box 1178
Street2:	
* City:	Billings
County/Parish:	
* State:	MT: Montana
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	59103-1178

e. Organizational Unit:

Department Name:	Division Name:
Planning & Community Services	Community Development Division

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	* First Name: Brenda
Middle Name:	
* Last Name:	Beckett
Suffix:	
Title:	Community Development Manager
Organizational Affiliation:	
* Telephone Number:	406-657-8286 Fax Number:
* Email:	beckettb@BillingsMT.gov

OMB Control No: 2506-0117 (exp. 06/30/2018)

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

United States Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grants/Entitlement Grants

*** 12. Funding Opportunity Number:**

FY2020

* Title:

Community Development Block Grant Program - Entitlement

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Activities Expected To Respond to Covid19 virus with CARES Act funds.

OMB Control No: 2506-0117 (exp. 06/30/2018)

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: MT-001 * b. Program/Project: MT-001

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 07/01/2021 * b. End Date: 06/30/2024

18. Estimated Funding ($):

* a. Federal	909,126.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	909,126.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	
* First Name:	Chris
Middle Name:	A.
* Last Name:	Kukulski
Suffix:	
* Title:	City Administrator
* Telephone Number:	406-657-8430
Fax Number:	
* Email:	kukulskic@billingsmt.gov

* Signature of Authorized Representative: Chris A Kukulski * Date Signed: 5.20.2021

Appendix D: Local Government Certifications

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

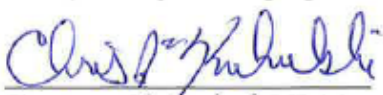
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.



Signature of Authorized Official

6-18-20

Date

City Administrator

Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2020 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Chris Kukulski — Signature of Authorized Official

6-18-20 — Date

City Administrator — Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Appendix E: CDBG-CV Local Government Certifications

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official

5-20-2021
Date

City Administrator
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2020 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.

Signature of Authorized Official

5.20.2021
Date

City Administrator
Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature of Authorized Official

5.20.2021
Date

City Administrator
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Appendix F: CDBG Assurances - Construction Programs

CDBG

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

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CDBG

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
[signature]	city Administrator
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Billings	

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Appendix G: HOME Assurances - Construction Programs

HOME

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

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HOME

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.

14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Chris A Kukuchi	City Administrator
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Billings	6-20-2020

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Appendix H: CDBG-CV Assurances - Construction Programs

CDBG-CV

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant:, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the application.

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CDBG-CV

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

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14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

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17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
[signature]	City Administrator
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Billings	5-20-2021

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OMB Control No: 2506-0117 (exp. 06/30/2018)

Appendix I: Citizen Participation Plan - Slated for Revision, FY22

Citizen participation is the foundation of housing and community development programs. The Citizen Participation Plan for the City of Billings is designed to ensure citizen involvement in the planning and reporting on the City's programs covered under the HUD Consolidated Plan requirements. The purpose of the Citizen Participation Plan is to ensure that citizens, nonprofit organizations, and other interested parties are afforded adequate opportunity to review and comment on plans, programs, activities and reports regarding the City's federally funded housing and community development programs. Citizen participation pertains to the following documents herein referred to as "plans and reports":

- Consolidated Plan
- Annual Action Plans
- Citizen Participation Plan
- Limited English Proficiency Plan
- Comprehensive Annual Performance and Evaluation Reports
- Analysis of Impediments to Fair Housing Choice

Citizen Participation Plan Objectives

The primary objectives of the City's participation plan are to:

- Encourage citizen participation in the development of the City's plans and reports with emphasis on participation from individuals and households identified as:
    - Low / moderate income
    - Residents of blighted areas
    - Minorities and all protected class members
    - Those with limited English proficiency
    - Elderly
    - Disabled
    - Those with HIV / AIDS diagnoses
    - Homeless
    - Families with children
    - Those residing in areas where funding will be utilized
- Provide citizens with reasonable and timely access to meetings, information and records relating to the City's plan for utilizing funding in addition to allowing reasonable opportunity to comment on the above-noted plans and reports. All records regarding these activities are maintained according to the City Record Retention Schedule and as required by federal regulations.
- Consult with the local Public Housing Authority (Housing Authority of Billings) on the development and implementation of the above noted plans and reports, which includes input from residents of public and assisted housing.
- The City's Planning and Community Services Department will also continue to support the activities for the Adjacent Neighborhood Committee, which is comprised of Task Force Officers who meet bi-monthly to collaborate and exchange information regarding the lower-income neighborhood task force areas. The Community Development Division staff attends meetings of lower-income task force neighborhoods when requested for specific presentations. The lower-

income neighborhoods are comprised of higher concentrations of ethnic and racial minority populations.

- Facilitate public hearings to obtain citizen views and to respond to proposals and questions at all stages in developing and implementing activities as outlined in the City's plans and reports. All hearings and meetings shall be provided in areas where accommodations for the disabled can be provided.
- Consult with public and private agencies and organizations during the development of the City's plans and reports:
    - Assisted housing
    - Health and social services
    - Regional and local government agencies
    - Public Housing Authority
    - Fair Housing education and enforcement agencies
    - Continuum of Care organizations
    - Businesses
    - Housing developers
    - Nonprofit organizations
    - Philanthropic agencies
    - Faith-based communities

HUD Data

The City of Billings will share any HUD-provided data and other supplemental information relative to the City's plans and reports. HUD-provided data is also currently provided on the City's website at www.BillingsMT.gov/HUDdata.

Public Access and Engagement

The City of Billings takes the following actions to ensure public access to drafted / proposed plans and reports are published and accessible to ensure the public has reasonable opportunities to examine content and to submit comments.

- **Public Comment Periods:**
    - The City will publish and accept public comment on drafted Consolidated Plans, Annual Action Plans, Citizen Participation Plans, Limited English Proficiency Plans, and the Analysis of Impediments to Fair Housing Choice for a period of at least 30 days. The same timeline applies to amendments to the aforementioned documents.
    - The City will publish and accept public comment on drafted Comprehensive Annual Performance Evaluation Reports (CAPER) for a period of at least 15 days. The same timeline applies to amendments to the CAPER.
    - The City may request public comment for one or more plans / reports during the same public comment period for efficiency.

- Staff will consider citizen comments and views made prior to document finalization and comment summaries will also be included or attached to the document.
- The City will strive to provide written responses to all written complaints and grievances related to the City's housing and community development programs within 15 working days of receipt of the complaint or grievance where practical.
- In the event of a pandemic or other infectious disease, the City may alter public participation to include social distancing, virtual attendance, and other forms of virtual participation in lieu of or in addition to efforts described herein. The City may also implement shorter public comment periods as allowed by HUD.

- **Public Hearings:**
  - City staff will facilitate a public hearing during a Billings City Council business meeting to accept public comment prior to adoption or approval of the City's plans and reports.
  - Public hearings will be scheduled during a routine and televised Billings City Council business meeting to ensure and promote community access and participation. The hearings are also published on social media through the community's public television channel.
  - The City may facilitate one public hearing to accept public comment on one or more plans / reports for efficiency.
  - Staff will consider public hearing comments made prior to document finalization and comment summaries will also be included or attached to the document.
  - All public hearings are accessible to disabled individuals, publicized as required by State law and allow for accommodation of individuals with hearing, visual, or mobility impairments.
- **Published Notices:**
  - City staff will issue notices via widely-circulated print press in advance of public comment periods.
  - Notices will include the purpose of the document, a summary of the document contents, and instructions on how to access documents in their entirety.
  - Statements are included in notices of public hearings and service brochures indicating that office, meeting, and public hearing locations are accessible to persons with disabilities and they include the Montana Relay phone number 711.
- **Online Access:**
  - City staff will post drafted / proposed reports and plans online for free download at www.BillingsMT.gov/CDreports.
- **Hard Copy Access:**
  - City staff will make available free hard copies of drafted / proposed documents to the public including residents, groups, and organizations upon request at the City's Community Development office.
  - City staff will provide reasonable and timely access to information and records relating to all plans and reports, including the use of assistance under the programs managed by the

Community Development Division. Those requesting records can complete a Public Records Request and submit it to the City's Legal Department.

- **Access for the Disabled and Limited English Proficiency:**
    - The City will provide accommodations for individuals with disabilities in public meetings, public hearings and in written documentation regarding programs and services available from the Division.
    - Community Development offices and City Hall are accessible to those with disabilities.
    - Statements are included in notices of public hearings and service brochures indicating that office and hearing locations are accessible to persons with disabilities. Accommodations can be made for other disabilities as well.
    - Special arrangements for participation by individuals with hearing, speech, or vision impairment may be made upon request with three business days advanced notice.
    - Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance with the City's Language Assistance Plan.

Public Decision-Making Processes

The *Community Development Board* is a citizen's advisory board consisting of nine members who are appointed by the Mayor of Billings with the consent of the City Council. Six members are appointed from lower-income neighborhoods of the City as defined by federal regulations for the Community Development Block Grant (CDBG) program and three members represent the community at large. Staff is available to provide technical assistance to the Board in all aspects of planning and reporting processes.

This board serves in an advisory capacity to the City Council for the purpose of providing citizen input on policy decisions to the City Council. The primary responsibilities of the board are to review existing and proposed City policies and to review the Community Development Division's activities to ensure policies are being implemented and carried out. As six of the nine Board positions are held by low income area representatives, board composition meets basic federal requirements for low income citizen input and engagement.

The Community Development Board makes recommendations to the City Council relative to all plans and reports. In addition, the Community Development Board reviews applications submitted for CDBG and HOME funding in order to make funding recommendations to the City Council for approval.

The *Billings City Council* is the final citizen policy body that reviews and takes action on plans and reports. The Community Development Board presents recommendations to the City Council during a scheduled work session preceding the public hearing in April in order to deliver information on decisions made regarding recommendations. After receipt and consideration of public comments, the City Council approves reports / plans and proposed funding allocations.

Public notices announcing Community Development Board and City Council meetings are published in a widely-circulated newspaper prior to the meeting date. These notices are designed to provide reasonable and timely access to local meetings consistent with accessibility and reasonable accommodation requirements.

Plans and reports on the City's housing and community development activities are made available for review by citizens, public agencies, and other interested parties. These documents are available at the Community Development Division and posted on its website at www.BillingsMT.gov.

Criteria for amending the Consolidated Plan

24 CFR part 91.105(c) of the Final Rule requires grantees of CDBG and HOME programs make public the criteria the City will use for determining what changes in planned or actual activities constitute a substantial amendment to the five-year Consolidated Plan and the Analysis of Impediments to Fair Housing Choice.

Substantial changes to the Consolidated Plan are defined as *the creation of any new program, project, or activity to be funded or carried out under the City's CDBG and / or HOME programs.* All substantial changes to the Consolidated Plan must meet demonstrated need substantiated by HUD-approved data sources. Minor amendments include the *expansion of an existing program, project, or activity funded or carried out under the City's CDBG and / or HOME programs.* Minor changes must also meet demonstrated need by HUD-approved data sources.

Prior to the submission of any substantial change in the proposed use of federal housing and community development funds or to the Analysis of Impediments to Fair Housing Choice, the City will hold a public hearing to allow citizens reasonable notice of, and opportunity to comment on, proposed amendments. Public comment periods will not be less than thirty (30) days unless otherwise allowed by HUD.

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.

City staff cannot predict annual HUD entitlement allocation amounts or repayment revenues for CDBG or HOME. Therefore, five-year Consolidated Plan numerical goals are established as estimates that may fluctuate during the five-year period based on funding received and demand for the City's programs. These changes are customary and do not require a substantial or minor amendment to the Consolidated Plan.

Technical Assistance

The Community Development Division provides technical assistance, as requested and as staff time allows, to lower income groups to develop proposals for the Division's housing and community development activities in the City limits. Technical assistance is offered any time proposals for the use of funding are requested, and is offered routinely in January prior to application deadlines for CDBG / HOME funding allocations.

Nondiscrimination, Accommodations & Grievances

The Community Development Division receives federal funding to support housing acquisition, repair, development and poverty impact programs and is required to adhere to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Fair Housing Act, the Montana Human Rights Act, and other equal opportunity regulations. These regulations are designed to protect individuals with disabilities with equal access to employment opportunities and the services, programs and activities the City offers.

It is essential that all individuals have equal access to the Community Development Division's communication, open meetings, programs and services including: First Time Home Buyer; Home Repair; Housing Development; and the Billings Metro VISTA Project.

- **Federally Protected Classes:** Disability, including people with HIV / AIDS and people in recovery from alcohol / drugs; Race / Color; Religion; Sex, includes protection against sexual harassment; Familial Status, includes the presence of children under the age of 18 and / or pregnancy; and National Origin.
- **HUD Protected Classes:** Sexual Orientation; Gender Identity; and Marital Status.
- **Montana's Protected Classes:** Marital Status; Creed; and Age.

Accommodations: Auxiliary aids and services are available to facilitate effective communication to individuals with disabilities to ensure equal participation. Such aids and services are free to the public and may include sign-language interpreters, large print formats, and other aids to make information and communications accessible to individuals with speech, hearing or vision impairments.

Public Notices: The City of Billings - Community Development Division encourages all members of the community to participate. Special arrangements for participation by individuals with hearing, speech, vision impairment or physical disabilities can be made upon request. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance the City's Language Assistance Plan. Fair Housing Equal Opportunity.

Grievance Procedure: If a citizen feels they have been denied equal access to Community Development programs, services or activities, they may file a written complaint including their contact information and a description of the alleged act(s) of discrimination, including the date and place of the act(s). The written complaint may be submitted to any Community Development employee or specifically directed to the Community Development Manager by phone at 406.657.8286 (Montana Relay 711), email beckettb@billingsmt.gov, in person (appointment recommended) or U.S. Postal Service at 2825 3rd Avenue North, 6th Floor, Billings, MT 59101. City staff will provide a timely, substantive written response to written citizen complaints as soon as practicable. Complaints may also be filed with the Denver HUD FHEO Office at 1670 Broadway, Denver, CO 80202.

Program Eligibility: If a citizen disagrees with a staff decision relative to program eligibility unrelated to discrimination, they may submit a written appeal to the Community Development Division. The letter must be received at least two weeks prior to the Community Development Board meeting when the appeal would be reviewed. If the Community Development Board upholds the staff decision, the citizen has the option to have the appeal reviewed during the next City Council meeting.

ADA / 504 Coordinator: The City of Billings ADA Coordinator is responsible for the City's overall Grievance Procedure and is also available to ensure compliance with the physical and general program accessibility

requirements of the ADA for other City Departments and Divisions. Please call 406.237.6294 (Montana Relay 711) with any questions.

Fair Housing Complaints: Please see the City's fair housing webpages for information on how to file a fair housing compliant.

Affidavit of Publication

STATE OF MONTANA

County of Yellowstone

RECEIVED
DEC 13 2019
CITY CLERK

Jonathan McNiven

Being duly sworn, deposes and says:

That he is the Legal Advertising Clerk of Yellowstone County News, a newspaper of general circulation published weekly in the Town of Huntley, in the County of Yellowstone, State of Montana, and that the **(3)** folio legal **Public Notice,** a true copy of which is hereto **Included**, was published in said newspaper on the following dates:

December 6, 2019; December 13, 2019;

making in all **(2)** publication(s).

Jonathan D McNiven

STATE OF MONTANA

County of Yellowstone

On this 13th day of December 2019, before me, the undersigned, a Notary Public for the State of Montana, personally appeared Jonathan McNiven, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal that day and year first above written.

Victoria Walker

Victoria Walker

NOTARY PUBLIC for the State of Montana, residing at Huntley, MT.

My commission expires: June 30, 2022

VICTORIA WALKER NOTARIAL SEAL STATE OF MONTANA

VICTORIA WALKER
NOTARY PUBLIC for the
State of Montana
Residing at Huntley, Montana
My Commission Expires
June 30, 2022

PUBLIC NOTICE

HOUSING & COMMUNITY DEVELOPMENT FUNDING REQUESTS

As a part of the City of Billings' Consolidated Planning process, the City is accepting loan applications for FY2020-2021 Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funding. The City of Billings anticipates allocating an estimated $650,000 in new CDBG funding for community development activities, which primarily benefit lower income neighborhoods or households. The City of Billings also anticipates allocating an estimated $300,000 in new HOME funding for activities to preserve or increase the supply of affordable housing for lower income households in Billings. Actual allocation figures are not available as of publication date. Applications may be downloaded from the City's website at www.CityofBillings.net/allocations. Requests for funding must be submitted to the Community Development Office by 5:00 p.m., Wednesday, January 22, 2020.

For further information on eligible activities or to obtain the application materials via email, please call Brenda Beckett, Community Development Manager, at 406-657-8286 (TTY 711) or contact via email beckettb@billingsmt.gov or write to:

Community Development Division
City of Billings
P.O. Box 1178
Billings, MT 59103

Technical assistance is available upon request to interested parties through the Community Development Office. The City of Billings encourages all members of the community to participate in the Consolidated Planning process. Special arrangements for participation by individuals with hearing, speech, vision impairment or physical disabilities can be made upon request. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance the City's Language Assistance Plan. Fair Housing Equal Opportunity.

Published on December 6 & 13, 2019.

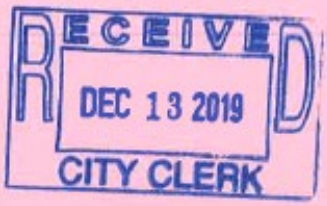
Denise R. Bohlman
Billings City Clerk
P.O. Box 1178
Billings, MT 59103

12/06, 12/13 2019
MNAXLP

Affidavit of Publication

STATE OF MONTANA

County of Yellowstone



Jonathan McNiven

Being duly sworn, deposes and says:

That he is the Legal Advertising Clerk of Yellowstone County News, a newspaper of general circulation published weekly in the Town of Huntley, in the County of Yellowstone, State of Montana, and that the **(4)** folio legal **Request for Proposals,** a true copy of which is hereto **Included**, was published in said newspaper on the following dates:

December 6, 2019; December 13, 2019;

making in all **(2)** publication(s).

Jonathan D. McNiven

STATE OF MONTANA

County of Yellowstone

On this 13th day of December 2019, before me, the undersigned, a Notary Public for the State of Montana, personally appeared Jonathan McNiven, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal that day and year first above written.

Victoria Walker

Victoria Walker

NOTARY PUBLIC for the State of Montana, residing at Huntley, MT.

My commission expires: June 30, 2022

REQUEST FOR PROPOSALS
OPPORTUNITY FOR PARTNERSHIP
BILLINGS METRO VISTA PROJECT
FY 2020-2021

The Billings Metro VISTA Project (B-MVP) has been an AmeriCorps Volunteers In Service To America (VISTA) site since 2009. The B-MVP is sponsored by the Corporation for National and Community Service and is facilitated by the City of Billings - Community Development Division. In order to prepare an application to continue the BMVP through FY2020-2021, the Community Development Division is seeking partnerships with non-profit organizations and government agencies in acquiring Host Site status through a Request for Proposals process.

AmeriCorps VISTA is a national anti-poverty initiative placing volunteers with local projects through local and national recruitment efforts. The B-MVP supports community projects that address the following priority programming areas: Military Members, Veterans and their families; Housing; Financial Literacy; Employment; Food Security; Access to Health Care; School Readiness; Success in School; STEM Education; and Employment. Full-year VISTA members typically begin in January or July and are college graduates. Summer Associate VISTA members are at least 18 years old and commit to serving ten weeks beginning in May / June and ending in August.

More information on becoming a Host Site is available online at www.CityofBillingsnet/hostsite. A Request for Proposals Guide Book and Proposal form is available by request to Carly Collins via: phone 406.247.8675 (TTY 711); email collinsc@billingsmt.gov; or in person at the Community Development Division office located at 2825 3rd Avenue North, Sixth Floor, Billings, Montana 59101 (appointment recommended).

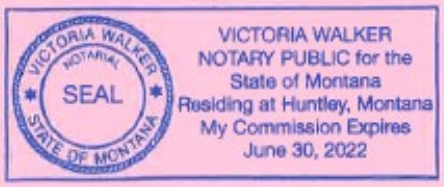
Proposals received by 5:00 pm on January 22, 2020 will be prioritized for July member placement consideration. However, proposals will be accepted throughout the year.

Technical assistance is available, upon request, to interested parties through the Community Development Division. Special arrangements for participation by individuals with hearing, speech, vision impairment or physical disabilities can be made upon request. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance the City's Language Assistance Plan, Fair Housing Equal Opportunity.

Published on December 6 & 13, 2019.

Denise R. Bohlman
Billings City Clerk
P.O. Box 1178
Billings, MT 59103

12/06, 12/13 2019
MNAXLP



Affidavit of Publication

STATE OF MONTANA

County of Yellowstone

RECEIVED
MAY 15 2020
CITY CLERK

Jonathan McNiven

Being duly sworn, deposes and says:

That he is the Legal Advertising Clerk of Yellowstone County News, a newspaper of general circulation published weekly in the town of Huntley, in the County of Yellowstone, State of Montana, and that the **(9)** folio Legal **Revised Notice of Public Hearing,** a true copy of which is hereto **included**, was published in said newspaper on the following dates:

April 17, 2020; April 24, 2020; May 1, 2020; May 8, 2020; May 15, 2020;

making in all **(5)** publication(s).

Jonathan McNiven

STATE OF MONTANA

County of Yellowstone

On this 15th day of May 2020, before me, the undersigned, a Notary Public for the State of Montana, personally appeared Jonathan McNiven, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal that day and year first above written.

Tana McNiven

Tana McNiven

NOTARY PUBLIC for the State of Montana, residing at Huntley, MT.

My commission expires: August 23, 2020

REVISED NOTICE OF PUBLIC HEARING

City of Billings, **FY2020-2024 Consolidated Plan and FY2020-2021 Annual Action Plan** Community Development Block Grant (CDBG) and HOME Investment Partnership Programs (HOME)

The City of Billings will hold a PUBLIC HEARING on its FY2020-2024 Consolidated Plan and FY2020-2021 Annual Action Plan. Due to the COVID-19 health concerns, the format of the City Council meeting will be held in a virtual videoconferencing environment. In order to honor the Right of Participation and the Right to Know in Article II, sections 8 and 9, of the Montana Constitution, the City of Billings and City Council are making every effort to meet the requirements of the open meeting laws:

- The Agenda Packet is available for viewing on the City's website at: Agenda Packet
- Councilmembers will attend the meeting via a remote location, using a virtual meeting method. City Hall and the Council Chambers will be closed during the meeting.
- The Public may view the meeting on the Community 7 TV - Channel 7 or Channel 607 – Spectrum Cable. The Public may also view online at www.comm7tv.com and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel in which to view the meeting.
- Public comment will be taken only during the Public Comment periods as indicated on the agenda, and during the Public Hearings under the Regular agenda. Comments may be sent to Council via email before 3:00 PM on Monday, April 27th, at: https://ci.billings.mt.us/1538/City-Council-E-mail-Messages
- Emails received after 3:00 PM and prior to 5:00 PM, may be read during the meeting.
- The Public may call in during specific Public Comment periods at 406.237.8196. All callers will be in a queued system and are asked to remain on hold and be patient. Calls will be taken in the order in which they are received. Callers will be restricted to 3 minutes of testimony as is customary.

The purpose of the public hearing is to obtain public comment on local housing and community development needs relative to proposed CDBG and HOME funding recommendations. The comments will be used along with special outreach to individuals and organizations currently involved with housing to finalize the plans for the use of CDBG and HOME resources and other housing and community development resources in Billings. The City of Billings anticipates allocating approximately $650,000 in new CDBG and $350,000 in new HOME funding annually over the next five years. In addition, the city anticipates receiving an additional $386,972 in CDBG-CV funding as a result of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act, Public Law 116-136).

The FY2020-2024 Consolidated Plan is intended to be a strategic planning document which identifies housing and community development needs, evaluates available resources, and develops workable strategies to address these needs in Billings for a five-year period; July 1, 2020 to June 30, 2025. The FY2020-2021 Annual Action Plan covers projects to be undertaken from July 1, 2020 to June 30, 2021. City staff is currently coordinating with Riverstone Health to plan and undertake pandemic response activities to meet the health care needs of low-income residents in Billings.

The Consolidated and Annual Action Plans will be available for public comment from March 28 through May 11, 2020. The plan will then be revised, as required, and the estimated date for submittal to the U.S. Department of Housing and Urban Development is May 15, 2020.

Proposed Consolidated / Annual Action Plans will be available on March 26, 2020 via the City's website at www.CityofBillings.net/CDreports. The public may also request hard copies of the plans by calling 406.247.8675 or 711 for TTY. Hard copies may be picked up at the front door of the Community Development office Monday through Friday, 8:00am to 5:00pm; 2825 3rd Avenue North, 6th Floor, Billings, MT. Hard copies can also be mailed via the U.S. Postal Service by request.

The City of Billings encourages all members of the community to participate in the Consolidated Planning process. The public hearing is accessible to individuals with physical disabilities. Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance with the City's Language Assistance Plan.

Due to the current Novel Coronavirus (COVID-19) pandemic, the Centers of Disease Control and Prevention recommend implementing precautionary safety measures for meetings indoors. Those choosing to attend a City Council meeting in person may be assigned seating to promote the avoidance of close contact with others. The public comment period has been extended to a 45 day period to accommodate additional efforts to encourage public involvement in the development of the Consolidated Plan during the COVID-19 pandemic.

The public is also encouraged to participate via the following:

- Email written comments to beckettbl@BillingsMT.gov
- Leave a voice mail message by calling 406.657.8286
- Send a written letter to Community Development, PO Box 1178, Billings, MT 59103
- Community Seven Television also provides the following options to view City Council meetings:
  - o Streamed live or video on demand: www.comm7tv.com
  - o Facebook: www.facebook.com/comm7tv

Additional information regarding the proposed plans or the public hearing can be obtained by contacting Carly Collins at the Community Development office; phone 406.247.8675 (711 for TTY); or email collinsc@BillingsMT.gov.

Fair Housing Equal Opportunity.

04/17, 04/24, 05/01, 05/08, 05/15 2020
MNAXLP

Denise R. Bohlman
Billings City Clerk
P.O. Box 1178
Billings, MT 59103

TANA MCNIVEN
NOTARY PUBLIC for the
State of Montana
Residing at Huntley, Montana
My Commission Expires
August 23, 2020

Affidavit of Publication

STATE OF MONTANA

County of Yellowstone

Jonathan McNiven

Being duly sworn, deposes and says:

That he is the Legal Advertising Clerk of Yellowstone County News, a newspaper of general circulation published weekly in the town of Huntley, in the County of Yellowstone, State of Montana, and that the **(7)** folio Legal **Notice of Public Hearing,** a true copy of which is hereto **included**, was published in said newspaper on the following dates:

March 27, 2020; April 3, 2020; April 10, 2020;

making in all **(3)** publication(s).

Jonathan D. McNiven

STATE OF MONTANA

County of Yellowstone

On this 17th day of April 2020, before me, the undersigned, a Notary Public for the State of Montana, personally appeared Jonathan McNiven, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal that day and year first above written.

Tana McNiven

Tana McNiven

NOTARY PUBLIC for the State of Montana, residing at Huntley, MT.

My commission expires: August 23, 2020

TANA MCNIVEN NOTARY PUBLIC for the State of Montana Residing at Huntley, Montana My Commission Expires August 23, 2020

RECEIVED APR 17 2020 CITY CLERK

NOTICE OF PUBLIC HEARING

City of Billings, FY2020-2024 Consolidated Plan and FY2020-2021 Annual Action Plan Community Development Block Grant (CDBG) and HOME Investment Partnership Programs (HOME)

The City of Billings will hold a PUBLIC HEARING on its FY2020-2024 Consolidated Plan and FY2020-2021 Annual Action Plan on Monday, May 11, 2020 at 5:30 p.m. at the City Council meeting in Council Chambers at City Hall, 210 North 27th in Billings, Montana. Community Seven Television also provides the following options to view City Council meetings:

- Streamed live or video on demand: www.comm7tv.com
- Facebook: www.facebook.com/comm7tv

The purpose of the public hearing is to obtain public comment on local housing and community development needs relative to proposed CDBG and HOME funding recommendations. The comments will be used along with special outreach to individuals and organizations currently involved with housing to finalize the plans for the use of CDBG and HOME resources and other housing and community development resources in Billings. The City of Billings anticipates allocating approximately $800,000 in new CDBG and $350,000 in new HOME funding annually over the next five years.

The FY2020-2024 Consolidated Plan is intended to be a strategic planning document which identifies housing and community development needs, evaluates available resources, and develops workable strategies to address these needs in Billings for a five-year period; July 1, 2020 to June 30, 2025. The FY2020-2021 Annual Action Plan covers projects to be undertaken from July 1, 2020 to June 30, 2021.

The Consolidated and Annual Action Plans will be available for public comment from March 28 through May 11, 2020. The plan will then be revised, as required, and the estimated date for submittal to the U.S. Department of Housing and Urban Development is May 15, 2020.

Proposed Consolidated / Annual Action Plans will be available on March 28, 2020 via the City's website at www.CityofBillings.net/CDreports. The public may also request hard copies of the plans by calling 406.247.8675 or 711 for TTY. Hard copies may be picked up at the front door of the Community Development office Monday through Friday, 8:00am to 5:00pm; 2825 3rd Avenue North, 6th Floor Billings, MT. Hard copies can also be mailed via the U.S. Postal Service by request.

The City of Billings encourages all members of the community to participate in the Consolidated Planning process. The public hearing is accessible to individuals with physical disabilities. Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance with the City's Language Assistance Plan.

Due to the current Novel Coronavirus (COVID-19) pandemic, the Centers of Disease Control and Prevention recommend implementing precautionary safety measures for meetings indoors. Those choosing to attend a City Council meeting in person may be assigned seating to promote the avoidance of close contact with others. The public comment period has been extended to a 45 day period to accommodate additional efforts to encourage public involvement in the development of the Consolidated Plan during the COVID-19 pandemic.

The public is also encouraged to participate via the following:

- Email written comments to bodwtb@BillingsMT.gov
- Leave a voice mail message by calling 406.657.8666
- Send a written letter to Community Development, PO Box 1178, Billings, MT 59103
- Community Seven Television also provides the following options to view City Council meetings:
- Streamed live or video on demand: www.comm7tv.com
- Facebook: www.facebook.com/comm7tv

Additional information regarding the proposed plans or the public hearing can be obtained by contacting Cary Collins at the Community Development office: phone 406.247.8675 (711 for TTY), or email collinsc@BillingsMT.gov.

Fair Housing Equal Opportunity

Published on March 27th, April 3rd, April 10th, April 17th, April 24th, May 1st, and May 8th 2020.

03/27, 04/03, 04/10, 2020
MNAXLP

Denise R. Bohlman
Billings City Clerk
P.O. Box 1178
Billings, MT 59103

Affidavit of Publication

STATE OF MONTANA

County of Yellowstone



Jonathan McNiven

Being duly sworn, deposes and says:

That he is the Legal Advertising Clerk of Yellowstone County News, a newspaper of general circulation published weekly in the town of Huntley, in the County of Yellowstone, State of Montana, and that the **(3)** folio Legal **Public Notice,** a true copy of which is hereto **Included**, was published in said newspaper on the following dates:

April 16, 2021; April 23, 2021;

making in all **(2)** publication(s).

Jonathan D. McNiven

STATE OF MONTANA

County of Yellowstone

On this 23rd day of April 2021, before me, the undersigned, a Notary Public for the State of Montana, personally appeared Jonathan McNiven, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal that day and year first above written.

Tana McNiven

Tana McNiven

NOTARY PUBLIC for the State of Montana, residing at Huntley, MT.

My commission expires: August 23, 2024

PUBLIC NOTICE
COMMUNITY DEVELOPMENT BLOCK GRANT - CORONAVIRUS (CDBG-CV)
Funding Requests

As a part of the City of Billings' Consolidated Planning process, the City is accepting applications for FY2021-2022 Community Development Block Grant - Coronavirus (CDBG-CV) funding. The City of Billings anticipates allocating $909,126 in new CDBG-CV funding for activities to prepare, respond, and prevent coronavirus. Twenty percent of the total funding allocation can be used for administration activities, leaving $727,301 to allocate to nonprofit organizations and other governmental entities. All activities must primarily benefit lower income neighborhoods or households. Applications and an application guidebook may be downloaded from the City's website at www.BillingsMT.gov/CDBGcv. Requests for funding must be submitted to the Community Development Office by 5:00 p.m. on Friday, May 14, 2021.

For further information on eligible activities or to obtain the application materials via email, please call Tam Rodier, Community Development Coordinator, at 406-657-8284 (TTY 711) or contact via email rodiert@billingsmt.gov or write to:

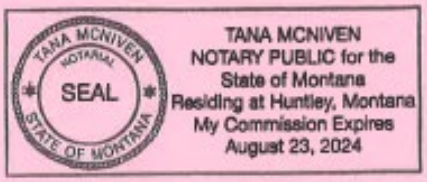
Community Development Division
City of Billings
P.O. Box 1178
Billings, MT 59103

Technical assistance is available upon request to interested parties through the Community Development Office. The City of Billings encourages all members of the community to participate in this planning process. Special arrangements for participation by individuals with hearing, speech, vision impairment or physical disabilities can be made upon request. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance the City's Language Assistance Plan. Fair Housing Equal Opportunity.

Published April 16 and April 23, 2021.

Denise R. Bohlman
Billings City Clerk
P.O. Box 1178
Billings, MT 59103

04/16, 04/23 2021
MNAXLP



Affidavit of Publication

STATE OF MONTANA

County of Yellowstone

RECEIVED
JUN 25 2021
CITY CLERK

Jonathan McNiven

Being duly sworn, deposes and says:

That he is the Legal Advertising Clerk of Yellowstone County News, a newspaper of general circulation published weekly in the town of Huntley, in the County of Yellowstone, State of Montana, and that the **(6)** folio Legal **Notice of Public Hearing,** a true copy of which is hereto **Included**, was published in said newspaper on the following dates:

June 11, 2021; June 18, 2021; June 25, 2021;

making in all **(3)** publication(s).

Jonathan D. McNiven

STATE OF MONTANA

County of Yellowstone

On this 25th day of June 2021, before me, the undersigned, a Notary Public for the State of Montana, personally appeared Jonathan McNiven, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal that day and year first above written.

Tana McNiven

Tana McNiven

NOTARY PUBLIC for the State of Montana, residing at Huntley, MT.

My commission expires: August 23, 2024

TANA MCNIVEN NOTARIAL SEAL STATE OF MONTANA

TANA MCNIVEN
NOTARY PUBLIC for the
State of Montana
Residing at Huntley, Montana
My Commission Expires
August 23, 2024

NOTICE OF PUBLIC HEARING
City of Billings FY2020-2021
Annual Action Plan
and Consolidated Plan
CARES Act - Community
Development Block Grant (CDBG-CV)
Amendment

The City of Billings will hold a PUBLIC HEARING on an amendment to its FY2020-2021 Annual Action Plan and Consolidated Plan on **Monday, June 28, 2021 at 5:30** p.m. at the City Council meeting in Billings, Montana. The purpose of the public hearing is to obtain public comment on local housing and community development needs relative to proposed CDBG-CV funding recommendations.

ANNUAL ACTION PLAN AMENDMENT AND CONSOLIDATED PLAN: The City of Billings anticipates allocating $809,126 in new CDBG-CV funding to prepare for, prevent, and respond to the coronavirus. The City's proposed amendment will be available on the City's website at www.BillingsMT.gov/CDBGcv and open for public comment from June 12 through June 28, 2021. The amended plan will then be revised, as required, and submitted to the U.S. Department of Housing and Urban Development.

Detailed information about the rules and regulations governing CDBG-CV program, proposed projects, and the upcoming public hearing can be requested via email at robert@billingsmt.gov or calling 406-657-8284 or 711 for TTY.

PUBLIC PARTICIPATION: The City of Billings encourages all members of the community to participate in the City's decision-making process. Meetings are accessible to individuals with physical disabilities. Special arrangements for participation in meetings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the meeting. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance with the City's Language Assistance Plan.

The City Council meeting will be held in a hybrid format that includes both in-person attendance AND virtual attendance via the Zoom online platform. Councilmembers may choose to attend the meeting virtually or in person at the Billings Public Library Community Room, 510 North Broadway, Billings, Montana. 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 open meeting law requirements.

Citizens are invited to:

- Review the Agenda Packet on the City's website at: City Council 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.comm7tv.com and click on the "Watch Live" icon. Community 7 also has links to their Facebook page and YouTube channel.
  - Watch Live click on "Watch Meetings Online"
  - In-Person – capacity is limited in order to practice social distancing. 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
  - 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 (limited to approximately 15 spectators with overflow available in lobby). Speakers may be asked to exit after speaking to comply with social distancing protocols.
- Attend virtually through Zoom by registering per instructions found on the City Council webpage.

Fair Housing Equal Opportunity.

Published on June 11, 18, and 25, 2021.

Denise R. Bohlman
Billings City Clerk
P.O. Box 1178
Billings, MT 59103

06/11, 06/18, 06/25 2021
MNAXLP

Appendix K: Public Comments - Consolidated Plan and Annual Action Plan

Public Comment Period: The City of Billings' Consolidated Plan and Annual Action Plan was open for public comment from March 28, 2020 to May 11, 2020. Staff received inquiries relative to the CARES Act funding awarded to the City in April 2020. There are many competing interests relative to accessing this funding source, although the City has not received and processed necessary HUD regulatory guidance to move forward with a funding allocation to a specific agency.

The City also received an email inquiry from Patti Webster, Executive Director, Housing Authority of Billings on April 14, 2020. She asked if there was an opportunity to utilize HOME funds for rental assistance. The comment was in reference to a forwarded HUD email regarding suspensions and waivers for the HOME program for COVID-19 response. City staff was aware of several rental and mortgage assistance programs implemented by the State of Montana in response to COVID-19. Funding for several months of rent / mortgage payments continues to be available to address immediate housing needs for low income households across the state. Therefore, the City would not be pursuing waivers or suspensions to move forward with tenant assistance to avoid duplication of services.

The City of Billings received no other comments during the public comment period.

Public Hearing: On May 11, 2020, a Public Hearing was held at the Billings City Council meeting at City Hall, 210 North 27th Street, Billings, Montana. To facilitate an open public involvement process, the public hearing was available live and remains available on demand at the www.comm7tv.com website and also on Community 7's public Facebook page at www.facebook.com/comm7tv.

Councilmember Yakawich: He has heard the City's presentation seven times and this presentation was the best ever. He was inspired by the infrastructure project planned in the [Southwest Corridor] as he has been in the area and has had a friend living in the C & C Community for a long time. The idea [of moving from rental to homeownership] is rockin'! City staff noted that the C & C Community had to incorporate and become an official organization while NeighborWorks Montana facilitated the process. Beckett noted that the staff is excited about the project and are pleased with the improvements already made in the community after it was purchased by the residents.

Councilmember Joy: Totally supports this and wanted to thank City staff and the Community Development Board for doing a fabulous job on this. Wonderful job – the C & C Community happens to be in Ward 3, wonderful, absolutely wonderful. She said she was glad that the Community Development Board wanted to take on this infrastructure project; it's going to turn out really fabulous.

Councilmember Neese: Noted a question about the data pointing to adequate affordable housing availability and how it is not available [to low income households] because people are living below their means. He said, "Why do you think that is and how can we rectify that?" Staff noted they could only offer a personal opinion; everyone learned a lot in the recession. Living below household means is something everyone talks about. People with greater incomes occupy units affordable to low and very low income households, so City staff has prioritized development of affordable housing units in the Consolidated Plan. Staff noted the very high number of households on the waiting list for the Housing Authority of Billings, particularly single-person households.

Councilmember Neese asked if we could duplicate the [C & C Community ownership] process with other trailer / mobile home parks. Staff said they really hoped so. The model of collecting lot rents is very lucrative for manufactured housing park owners, particularly if they are not making improvements to the site. They can increase the density of the park to further increase their income. There has to be an owner willing to sell a park and there has to be an organization like NeighborWorks Montana. Mary Lou Affleck facilitated the incorporation and purchasing process for the residents. There were persons living in the units for decades that never spoke to one another while they were renters. As owners, they are working together and helping one another out during the pandemic, cleaning up the properties together, etc. Staff hopes the City can fund more of these types of projects and would recommend funding any infrastructure project in any low income neighborhood in the City. Councilmember Neese also asked about the total amount of funding used for CDBG and HOME administration.

Councilmember Ronning: The Housing Authority waiting list number is over 7,000 households; staff notes that this is the largest number we have ever seen. Councilmember Ronning really appreciates the presentation and she watched staff online on the Facebook livestreaming of the Community Development Board meeting. They are a great Board and they are really participating – exciting to see.

The AmeriCorps VISTA program is very significant on many different levels. One of the areas she hopes staff adds to the list [of VISTA accomplishments] is the Indian Child Welfare Act (ICWA) Court. That is massive – not just significant in Billings. ICWA Court was developed by a Billings VISTA volunteer and it was the fourth court established nationwide. The Billings ICWA Court now travels nationwide to give presentations, trainings, and teachings and that really put Billings on the national level due to the work of the Billings VISTA member. Staff noted that the VISTA member who put the ICWA Court together is Shannen Keene and she now is working at the Seattle Indian Health Board and there is also another VISTA alum working there as well.

Councilmember Purinton: Requested a copy of the presentation and also requested a breakdown of what administration would pay for. Staff explained that administration pays for staff salaries, training costs, printers, paper, office supplies, etc. There are 15 spaces in the Miller Building and the City Council pays for the office space. We can have over 50 VISTA members per year and 15 to 30 members on board at any one time, so a lot goes on in the office.

Jim Corson – Public Hearing Call-In Hotline: Noted he is on the Community Development Board. He praised City staff; they are absolutely wonderful, the best, so helpful, and everyone is great to work with. He was going to hype the presentation but the City Council seemed to like it. He encouraged the City Council to support the Consolidated Plan and funding recommendations. Mayor Cole thanked Mr. Corson for his work on the Board and his contribution to the community.

No other comments were made during the public hearing.

Appendix L: Public Comments - CDBG-CV Substantial Amendment

Applications: City of Billings anticipated allocating $909,126 in new CDBG-CV funding for activities to prepare, respond, and prevent coronavirus. Twenty percent of the total funding allocation was reserved for administration activities, leaving $727,301 to allocate to nonprofit organizations and other governmental entities. All activities must primarily benefit lower income neighborhoods or households. As of April 19, 2021, applications and an application guidebook were available for download from the City's website at www.BillingsMT.gov/CDBGcv. Requests for funding had to be submitted to the Community Development Office by 5:00 p.m. on Friday, May 14, 2021. Public notices relative to CDBG-CV application availability were published on April 16 and 23, 2021 through the Yellowstone County News paper and also through several email listservs including neighborhood task forces, nonprofit organizations, City departments, the local housing authority, and other local, county, and state governmental organizations.

Adult Resource Alliance
Ag Workers Health and Services (AMHS)
Alliance Yellowstone County
Alternatives, Inc.
Angela's Piazza
Big Sky Economic Development Agency
Big Sky Senior Services
Billings Food Bank
Billings Police Department
Billings Public Schools
Billings Public Works
Billings Urban Indian Health and Wellness Clinic
Bureau of Indian Affairs - Rocky Mountain Region
Carbon County Commissioners
Community Crisis Center
Community Leadership Development, Inc.
Dental Lifeline Network Montana
Downtown Billings Business Improvement District
Downtown Billings Alliance
Dress for Success
Easter Seals Goodwill
Education Foundation
Emergency Services, YWCA
Family Promise of Yellowstone Valley
Family Service, Inc.
Habitat for Humanity
HomeFront - Public Housing Authority
Homeword - CHDO
Human Community Services Division
Human Resource Development Council - District 7
Jefferson Bus Lines - COVID-19
Job Connection, Inc
Job Corps
Job Service Billings
Living Independently for Today and Tomorrow
Mental Health Center
MET Transit
Montana Community Services, Inc
Montana Department of Commerce
Montana Fair Housing
Montana Healthcare Association
Montana Legal Services Association
Montana Legal Services
Montana Migrant Council
Montana Native American Center
Montana Rescue Mission
Montana State University - Billings
Montana United Indian Association
Montana Veterans Affairs Division
Montana Youth Challenge Academy
MT.gov, Adult Protective Services
MT.gov, Billings Job Service
MT.gov, Blind and Low Vision Services, Job Service
MT.gov, Dept Health Human Services
MT.gov, Job Service
MT.gov, Job Service
MT.gov, Mental Health First Aid
MT.gov, MT Federation of Public Employees, Job Service
MT.gov, Operations Bureau Chief
MT.gov, Public Assistance Manager
MT.gov, Vocational Rehab
National Alliance on Mental Health
Native American Development Corporation
Neighborhood Task Force Chairs - Heights
Neighborhood Task Force Chairs - Central / Terry
Neighborhood Task Force Chairs - Pioneer Park
Neighborhood Task Force Chairs - North Park
Neighborhood Task Force Chairs - Rimrock
Neighborhood Task Force Chairs - Southside
Neighborhood Task Force Chairs - Southwest Corridor
Neighborhood Task Force Chairs - West End
NeighborWorks Montana - CHDO
Northern News Network
Office of Public Assistance - Yellowstone County

Peoples Community Outreach
Residential Support Services, INC.
Rimrock - Addiction Treatment
RiverStone Health - Public Health
Rocky Mountain Tribal Leaders Council
Rural Employment Opportunities - Billings Office
Saint Vincent de Paul
Social Security Administration
South Side Neighborhood Member
St. Vincent Healthcare
Staff, Board Members, Council Liaison
STEP - Disability Services
Sweet Grass County Commissioners
The Salvation Army
Tumbleweed - Youth Homelessness, Crisis Counseling
United Way of Yellowstone County
University of Montana, Missoula
US Department of Veteran Affairs
USDA-Food and Nutrition Service - Montana Department of Health and Human Services
Veteran's Meat Locker
Veterans Upward Bound
VISTA Alum!
Volunteers of America
Walla Walla University - Billings Campus
Yellowstone Boys & Girls Ranch
Yellowstone Youth Services Center
YWCA - Gateway House
YWCA Billings

Technical assistance was available upon request to interested parties through the Community Development Office. The City of Billings encouraged all members of the community to participate in this planning process. Special arrangements for participation by individuals with hearing, speech, vision impairment or physical disabilities was available upon request. Non-English speaking persons wishing to participate could also be accommodated through translation and / or interpretation in accordance the City's Language Assistance Plan.

Applications Received: The City received two applications for CDBG-CV funding by the May 14, 2021 deadline. The Salvation Army requested $55,000 for food delivery, food boxes, etc. The Downtown Billings Business Improvement District requested $117,715 to install a new public restroom and handwashing facilities. Both applications can be viewed online at www.BillingsMT.gov/CDBGcv. The applications were forwarded to the City's Community Development Board on May 17, 2021 for review.

Public Meeting: The City of Billings - Community Development Board met on Tuesday, June 1, 2021 to make funding recommendations for CDBG-CV allocations. As with all Community Development Board meetings, this meeting was publicly advertised in the Yellowstone County News. This particular meeting was also available to join in Zoom and view via the City's Planning and Community Services Facebook webpage.

Public Comment Period: The City of Billings' CDBG-CV Substantial Amendment was open for public comment from June 12 through June 28, 2021.

Public Hearing: The Billings City Council held a public hearing on Monday, June 28, 2021. The purpose of the public hearing was to obtain public comment on local housing and community development needs relative to proposed CDBG-CV funding recommendations. This meeting was publicly advertised, available to join in-person, via zoom, and was featured live and archived for viewing on the Community 7 Facebook page. Various councilmembers asked questions and made comments, representatives from one applicant organization participated in-person, and another application representative participated virtually via Zoom.

Councilmember Ronning: Considering the housing crisis and the possibility for people to lose their housing, are the CDBG-CV funding available for affordable housing development? Staff explained that CDBG-CV can pay for rent and mortgage assistance. The typical project funding cycle for larger-scale

construction projects. However, the HOME-ARP funding that the City is receiving could potentially be used for longer-term funding projects including new and rehabilitation construction. Rent, mortgage, and utility assistance is readily available through the State's CARES Act and American Recovery Plan funding, so this may be a reason that the City did not receive applications for this type of assistance. Staff further noted that housing costs are increasing very quickly in Billings. This is a huge issue that will not be fixed with limited CDBG-CV and / or HOME-ARP funding. It will take a much larger initiative. CM Ronning also asked what non-congregant shelter is and staff explained that it is shelter that can accommodate individuals and or families in separate units, rather than housing lots of individuals and families in a larger room.

Lieutenant Pederson, The Salvation Army: The organization served 85,000 residents in this community last year and it costs $100,000 to supply the food and materials needed to feed those in need.

Lieutenant Felicia Pederson, The Salvation Army: The organization's mission is to meet human need without discrimination and that's what they want to continue to do. One of those ways is through the mobile meals program and this funding would allow them to feed people six days a week. These people are low-income and in need. She thanked the City Council. There were no additional questions for The Salvation Army.

Katy Easton, Downtown Billings Business Improvement District: Apologized for not being at the meeting in person. She is in Houston meeting with Houston's homeless outreach team. She is excited to install a public restroom and handwashing facilities - and the project is like the "Portland Loo". It is one unit and can be installed downtown in the alleyway off of 29th between 2nd and 3rd. There is a construction-style porta-potty there - to manage urination and defecation in the public garages. It will be cleaned daily by the downtown team.

Councilmember Purinton: CM Purinton is seeing a lot of overlap in the service providers and what the CDBG-CV money is being offered for. Will applications be opened again for just the two applicants or for all organizations? Staff noted that the applications would be opened for all to apply. She also questioned the need for a twenty percent administration cost allocation as it seems high. Staff noted that this is the same percentage allocation used for all other CDBG programs. Mayor Cole noted that just because the government will allow it does not mean that the City will need to take it. Staff explained that a lower allocation to administration will impair the City's ability to effectively manage the CDBG-CV program long-term. CDBG-CV is an entirely new program and it doubles current staff workloads.

Councilmember Neese: He can see how The Salvation Army will be reimbursed only after reporting on beneficiaries to the food program, but how will beneficiaries be reported for the restroom? Staff explained that a public restroom will serve a specified area and census data has been utilized to determine project eligibility.

Councilmember Ronning: Recommends a better explanation on the costs for administration to help educate the City Council.

Councilmember Purington: Supports the motion and as we are serving the low-income population and takin the maximum administration costs is a lot. She would almost make amendment to change the twenty percent allocation, although she does not know what would be acceptable. Mayor Cole responded that "almost" doesn't count except in horseshoes and hand grenades and he will not treat her comment as an amendment, although he appreciates her angst. If she comes back with something more specific, they can consider an amendment.

Councilmember Joy: She is unaware of exactly how administration costs are calculated, but if anyone here has read the regulations and federal register on the information that needs to be assimilated into all of the documents that are prepared to be sent to HUD, everything has to comply with those regulations. That is not a small task. For a very long time, the [Community Development Board] was working while waiting for the CARES Act regulations to be published. You cannot appropriate, allocate or even plan or program money until those regulations come forward. The administrative side of coming to Council with federal money is very intensive.

Councilmember Neese: Are we not addressing the issue by having a porta-potty in an alleyway? Can the City address the location for the public restroom? Will they be charged a fee to access the right-of-way? Wyeth Friday, Planning and Community Services Director, noted that he has been in discussions with the Downtown folks about location and utilities. Downtown staff say that having a bathroom in one location is definitely better than what they are dealing with now all over town, in front of businesses, etc.

Councilmember Shaw: She absolutely loves the public bathroom project. The only other restroom available is the public library. The two projects proposed for CDBG-CV are critical for our community and she would like to see the City continue investing in these types of projects.

Councilmember Yakawich: He is impressed that we have so much money and said, "our nation is rich". Giving to a lot of good causes. His hope is that people are held accountable and be successful. There are public restrooms in the courthouse, city hall, the library, and coffee shops. He hopes we can address the misuse of facilities. When we provide funding for these organizations, he wants to move the dial to be more successful rather than throwing money out there without seeing a big change. Can we feed less people by understanding what is their need and help them get on their feet and help themselves? It is a quandary that he faces when we have all this money and we almost seem to be struggling to get rid of the money. He thanked staff, Brenda Beckett, for her work in helping people be successful, holding them accountable for the money, and we can see a difference in our city.

Mayor Cole: Council has questions about administration costs and if they are not needed, we can fund these other good programs. As for the bathroom, he hopes there is a crackdown on public defecation. Regarding administration costs, staff noted that members of the Community Development team track each and every hour they work by grant program and funding is only drawn for actual time spent managing each of the programs. If there is funding left over, it is allocated to projects - this is the same way the Division manages all of their programs. The Mayor noted it is just a cap and we still have to justify each dollar that is spent.

Staff Response - Administration Costs: On June 29, 2021 City staff forwarded federal regulations relative to standards for documentation of personnel expenses, an example of how Community Development staff track time by grant, and the City's internal procedures on tracking and accounting for staff time and all administrative costs. Time-tracking practices and accounting methods are monitored and approved by the City's Finance Department, external auditors, and other federal grant-making entities.

No other public comments were made during the public hearing.

CITY OF Billings

Annual Action Plan
FY2022-2023

DRAFT

Community Development Division
2825 Third Avenue North
Billings, Montana 59101
www.BillingsMT.gov/comdev
406.657.8281 TTY711



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H. Public Comments ..... TBD

Section I: Executive Summary

AP-O5 Executive Summary

24 CFR 91.200(c), 91.220(b)

Introduction

Five-year Consolidated Plans and one-year action plans are required by the United States Department of Housing and Urban Development (HUD) for the City of Billings to receive funding through the Community Development Block Grant (CDBG) and HOME Investment Partnerships programs (HOME). The City's five-year Consolidated Plan for FY2020-2024 identifies activities to be carried out from July 1, 2020 through June 30, 2025 to address priority needs in the community and serves as a guiding document for the use of the City's CDBG and HOME funding.

This one-year Annual Action Plan addresses priority needs and outlines the use of the City's CDBG and HOME funding for activities to be carried out from July 1, 2022 to June 30, 2023. Plans should be submitted to HUD 45 days prior to the start of the City's program year start date: July 1.

Focused on CDBG and HOME activities, the Consolidated and Annual Action Plans combine the planning and application requirements for the CDBG and HOME programs. Consolidation of the submission requirements for the CDBG and HOME programs allows program planning and citizen participation to take place in a comprehensive context covering both programs. The CDBG and HOME programs covered by the Consolidated Plan have three basic goals:

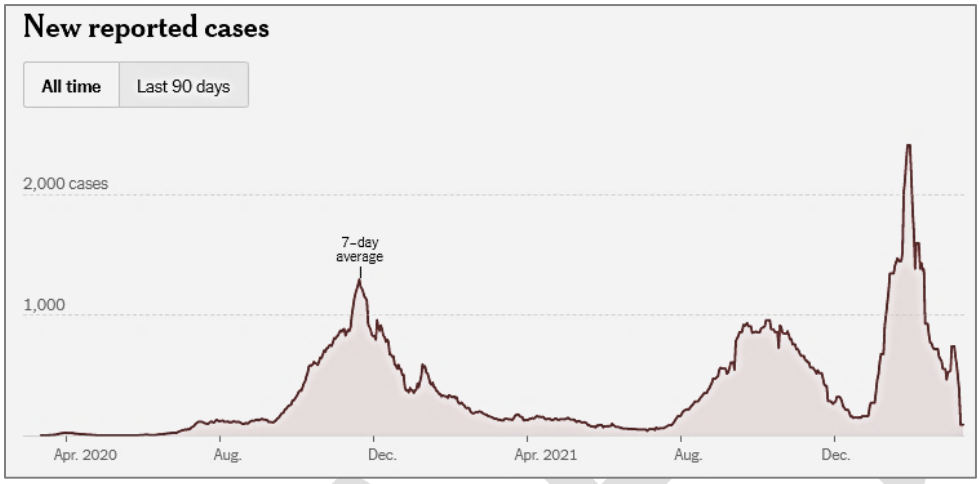
- **To provide decent housing,** including maintaining the affordable housing stock in the community; increasing the availability of permanent housing that is affordable to low-income households without discrimination; increasing support of housing that enables persons with special needs to live independently; and assisting homeless persons to obtain affordable housing.
- **To provide a suitable living environment**, including improving the safety and livability of neighborhoods; increasing access to quality facilities and services; reducing the isolation of low-income households within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.
- **To expand economic opportunities**, including creating jobs accessible to low-income individuals; providing access to credit for community development activities promoting long-term economic and social viability; and empowering low-income persons living in public and federally assisted housing to achieve self-sufficiency.

All activities undertaken by the City utilizing CDBG and HOME funding must primarily benefit low-income persons. The strategies described in the Consolidated and Annual Action Plans outline a specific course of action for the community's housing and community development activities. The plan builds on local assets to meet the needs of the community and sets forth goals, objectives, and performance measures to ensure progress in achieving the strategies described herein.

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Pandemic Response

The Community Development Division spearheaded new initiatives in response to worldwide and national pandemic variant surges. By December 2021, dozens of COVID positive patients were hospitalized in Billings. By the end of January 2022, the daily average count of new cases nearly doubled *(2,860)* from the highest daily average in the history of the pandemic *(November 2020, 1,474 new cases).*



New York Times, Tracking Coronavirus in Montana: Latest Map and Case Count, Retrieved 3.14.2022

A substantial amendment to the FY2021-2022 Annual Action Plan was submitted to HUD to reprogram CDBG funding to augment the limited CDBG-CV funding awarded through the CARES Act. Funding would be used exclusively to prepare for, prevent, and respond to the coronavirus. The City has only issued loan awards since 2012, but an exception was made to allow grant awards exclusively for pandemic response. The City also had an unusually high amount of CDBG funding available due to the following factors:

- **Loan Repayment Acceleration**: The City has received a higher number of loan repayments from the First Time Home Buyer, Housing Rehabilitation, and Affordable Housing Development programs due to substantial increases in home value.

  Billings was ranked number one in the Wall Street Journal / Realtor.com's July 2021 Emerging Housing Markets Index, noting increased opportunity for remote work. There are very few homes on the market, particularly those appraising under HUD's purchase price limits. Nearly all of the homes on the market immediately are marked "contingent" and have many offers including cash over sales price in the six-figure range. For example, there were 39 single-family and condo / townhomes on the market as of March 21, 2022 for sale under $240,000 in Billings. Nine of the homes were not secured by a contingent offer. Typically, there are 800 to 1,000 homes on the market in Billings.

- **Core Program Deceleration:** The City's home repair programs have substantially slowed since 2019 due to a contractor shortage brought on by a hail storm. First Time Home Buyer and Foreclosure Acquisition / Rehabilitation programs have recently slowed due to changes in the housing market and availability during the pandemic.

Several pandemic projects and programs have been funded to date:

- **The Salvation Army:** Funding was allocated to increase food service by 20 percent through the mobile meals program.

- **Downtown Billings Improvement District:** Funding was allocated to procure and install a public handwashing and restroom facility in an area facilitating use by people who are experiencing homelessness.
- **Parks Improvements:** A number of improvements to parks located in low-income neighborhoods were recently funded to specifically address including touchless bathroom doors, sinks, and toilets. Other improvements were designed to provide suitable outdoor fitness and creating spaces to support social distancing. Other projects include ADA improvements, playground equipment, ensuring airflow exchange in a community building, and the installation of adult exercise equipment to encourage physical activity and social distancing outside.
- **WiFi Access in Parks:** The city also funded free WiFi access in eight parks located in low-income neighborhoods to increase remote access to education, economic opportunity, and health / mental health resources and thereby reduce the transmission of the virus. The Parks Department recently withdrew implementation of this project, leaving an additional $48,000 available for reallocation for FY2022-2023.
- **HAB Development:** The City also funded building improvements for HAB Development's hotel project to upgrade four units and provide heating / air conditioning for 40 housing units. The location was being used for isolation for COVID-positive people and provided shelter to those experiencing homelessness. The long-term goal for the project is to provide affordable housing options for low-income households.
- **Fast-Track Public Services:** The Community Development staff and the Community Development Board also recommended implementing a fast-track public services application process, which was approved by the City Council at the end of December, 2021. This streamlined procedure accommodates applications from social service agencies to prevent, prepare for, and respond to the coronavirus. Several organizations have been funded to provide social services to date, including mental health care, substance abuse services, homeless programs, and programs benefitting children.

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Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The most significant housing issues in Billings include housing cost burden, the availability of affordable housing, and equal opportunity in homeownership for minority households.

- **Housing Cost Burden:** Over 80% of low-income households have been paying more than 30-50% of their income for housing costs. Minorities are disproportionately impacted by housing cost burden including Black / African American, Asian, Native American, and Hispanic families.
- **Affordable Housing Availability:** Housing affordability and availability are the most significant factors in limiting housing choice for both renters and homeowners. While there are an adequate number of housing units in Billings to accommodate the population, there is a housing deficit of over 4,700 units for households with incomes less than 30% of the AMI. According to HomeFront, the local public housing authority and formerly the Housing Authority of Billings, there were also over 5,500 households on waiting lists for public housing. Over 2,000 people were waiting for single-person housing.
- **Homeownership and Opportunity:** Racial and ethnic minorities have a lower homeownership rate than the White population (67%) in Billings. The Black cohort has the lowest homeownership rate at 16% followed by Native Americans at 31%. Thirty-three percent of the Hispanic cohort are homeowners.

The City's goals are to: create, preserve, and expand affordable housing options; promote neighborhood revitalization through foreclosure program; to impact poverty; and to prepare for, respond to, and prevent the coronavirus. Outside of pandemic-impact projects and activities, the City will continue to offer programs on a citywide basis to ensure equal opportunity in all Billings neighborhoods:

- **First Time Home Buyer -** Promote financial security, home equity, housing self-sufficiency, housing and neighborhood quality and stability; increase minority homeownership, promote equal access and opportunity, and decrease segregation citywide; improve affordable housing opportunities for the elderly, persons with disabilities, and other special populations; and reduce predatory lending through education and standardized procedures.
- **Affordable Housing Development -** Expand access and availability of decent, affordable housing citywide; improve the physical quality of affordable housing; and foster suitable living environment and quality of life through the improvement of physical conditions including infrastructure for housing projects and housing development.
- **Foreclosure, Acquisition, Rehabilitation -** Mitigate the negative community impact of vacant, foreclosed properties; improve affordable housing quality, condition, safety, livability, and accessibility; stabilize property values in neighborhoods with existing vacant, foreclosed homes; and eliminate the potential for crime related to existing vacant, foreclosed properties.
- **Billings Metro VISTA Project -** Provide resources to nonprofit organizations to undertake poverty impact activities and to support the low-income individuals and families they serve; and focus areas include education, healthcare, food security, economic opportunity, housing, financial literacy, and others.

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Evaluation of past performance

An evaluation of past performance that help the City choose goals or projects.

Performance on past goals and projects has been adequate and progress on goals is summarized below.

- **Create, preserve, and expand affordable housing options:**
  - **Affordable Housing Development:** The C & C Community, a resident owned manufactured housing project, has been completed infrastructure improvements in 2021. Sixty households have benefitted from this project.
  - **Housing Rehabilitation:** The City recommends closing this program due to several factors. There is a significant decline in homeowners seeking Housing Rehabilitation Loans and an increased need for affordable housing and infrastructure development. The pandemic delayed construction, applicants seeking bids put their projects on hold to limit the number of non-household members entering their homes, and very few new applications have been submitted for new projects. Eligible contractors for the program are also limited and the costs for building materials, specifically wood products, have greatly increased.
  - **First Time Home Buyer:** Last fiscal year (2020-2021), the City provided assistance to 61 households and exceeded the Annual Action Plan goal of 35 households. However, this fiscal year, only sixteen households have been assisted to date.

    As predicted, the number of available affordable homes has significantly declined as families from across the nation relocate to Montana and this may impact sales in the future. The trend has been dubbed "The Zoom Boom". In Yellowstone County, there were less than 300 homes listed for sale in February 2021: one-month's supply. In November 2018, there were over 750 properties listed and in November 2019 there were 629.

    The City will continue this program to ensure families can purchase their first homes, although partial funding may be diverted to assist with other close- and shovel-ready projects.
- **Neighborhood revitalization:**
  - **Foreclosure Acquisition / Rehabilitation Program:** The North Park property rehabilitation was completed and the property was sold to a low-income household. The coronavirus pandemic resulted in limitations on foreclosure proceedings. Therefore, there are no foreclosed homes listed for sale in Billings. City staff has marketed the Steffanich property for housing development and has received no proposals to date. Building supply shortages and overall construction cost increases may also limit progress. City staff expect foreclosures will become available beginning in 2022 and recommends budgeting funding to capture foreclosures to be rehabilitated and sold to low-income households.
- **Impact poverty:**
  - **Billings Metro VISTA Project:** Twenty-three full-time AmeriCorps members have been working on poverty-impact programs this fiscal year. They focus on expanding services for the homeless and special needs populations: Healthcare; Food Security; Education; Employment; Financial Literacy; and Housing. Host Site Recruitment has declined, as many agencies expressed hesitation to take on new initiatives with changing organizational needs and services in response to the coronavirus pandemic. VISTA Member recruitment has slowed somewhat due to job market availability for recent graduates.
- **Pandemic Response:** Progress in pandemic projects is described in the Executive Summary and include: food distribution; downtown handwashing / restroom facility; park improvements; housing rehabilitation of 40 units; and public services to assist those impacted by the pandemic including mental health care, substance abuse services, homeless programs, and child services to date.

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Summary of citizen participation process and consultation process

91.200(b)

Summary from citizen participation section of plan.

Citizen participation is the foundation of housing and community development programs. The City of Billings has adopted a *Citizen Participation Plan* which is implemented during Consolidated and Annual Action Plan processes to ensure active participation by residents and affiliate organizations. The City has also adopted a *Language Assistance Plan* to ensure meaningful access to program information and equal opportunity for persons with hearing impairment and limited English proficiency. Both plans can be found online at www.Billingsmt.gov/CDreports.

The Citizen Participation Plan describes public access and engagement through public comment periods, public hearings, published notices, online and hard copy access to documents, and access for the disabled and limited English proficiency. The Plan also details the public decision-making processes via the Community Development Board and the Billings City Council.

Criteria for amending the Consolidated and Annual Action Plans includes substantial changes; *the creation of any new program, project, or activity to be funded or carried out under the City's CDBG and / or HOME programs.* All substantial changes to the Consolidated and Annual Action Plans must meet demonstrated need substantiated by HUD-approved data sources. Minor amendments include the *expansion of an existing program, project, or activity funded or carried out under the City's CDBG and / or HOME programs.* Minor changes must also meet demonstrated need by HUD-approved data sources.

In the event of a pandemic or other infectious disease, the City may alter public participation to include social distancing, virtual attendance, and other forms of virtual participation in lieu of, or in addition to, efforts described in the Citizen Participation Plan. The City may also implement shorter public comment periods as allowed by HUD. As per federal regulation, the City of Billings may publish its application for CDBG-CV funds for no less than five calendar days to solicit public comments.

Summary of public comments

Brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The FY2022-2023 Annual Action Plan was open for public comment from March 26 through April 22, 2022. A public hearing will be held on April 25, 2022 during the Billings City Council meeting to accept public comments on the Annual Action Plan and Community Development Board recommendations for funding allocation. To facilitate an open public involvement process, the public hearing will be available live and remains available on demand at the www.comm7tv.com website and also on Community 7's public Facebook page at www.facebook.com/comm7tv.

Public Comment & Hearing: Comments are summarized in the Appendix (PENDING).

Summary of comments or views not accepted and the reasons for not accepting them

All comments are taken into consideration during the development of the Annual Action Plan.

Summary

Comments received were generally supportive of the City's Annual Action Plan.

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Section II: The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

The City of Billings - Community Development Division staff is responsible for preparing the Consolidated Plan and administration of CDBG and HOME grant programs.

Agency Role	Name	Department/Agency
CDBG Administrator	City of Billings Brenda Beckett, Division Manager	Community Development Division
HOME Administrator		

Table 1 – Responsible Agencies

Consolidated Plan Public Contact Information

Brenda Beckett, Community Development Manager
Community Development Division, 2825 3rd Avenue North, Suite 610, Billings, MT
Phone: 406-657-8286 (TTY 711)
Email: beckettb@billingsmt.gov
Web: www.Billingsmt.gov/comdev

AP-10 Consultation 91.100, 91.200(b), 91.215(l)

Introduction

Several organizations in the community are involved in affordable housing and community development-related activities in Billings and are asked to comment on the Consolidated and Annual Action Plans. The continued cooperation of these organizations in pursuing affordable housing for the community is required to meet the Consolidated Plan goals. Consultations include review of the plan with public and private agencies that provide health care, social services, and fair housing education. Populations targeted for consultation include agencies that provide services for children, the elderly, the disabled, minorities, single-headed households, persons with HIV / AIDS and their families, and homeless individuals and families.

The Consolidated and Annual Action Plans are distributed widely during the public comment period and interested persons were invited to attend several staff-facilitated, regularly scheduled meetings to find out more about Community Development initiatives. Routine meetings were facilitated through staff for the Community Development Board; six of the nine total members represent and reside in low-income neighborhoods.

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Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(I)).

Public Housing: The City's public housing authority, HomeFront, is primarily responsible for administration of the public housing and Section 8 Programs for the community. HomeFront is a municipal housing authority established under the laws of the State of Montana *(MCA 7-15-44).* Board members for HomeFront are appointed by the Mayor for the City of Billings. *91.100(c)*

Housing Opportunities for Persons with AIDS: Public and private agencies have assisted the City in reviewing the Consolidated Plan. Organizations providing housing, health services, and social services have been involved in planning processes for the homeless and chronically homeless**.** The City supports the Human Resources Development Council District 7 in their implementation of Housing Opportunities for Persons with AIDS (HOPWA) goals and objectives. *91.100(b)*

Adjacent Governments: Communication regarding non-housing community development needs is conducted via collaboration through adjacent units of local government including the State of Montana and Yellowstone County. *91.100(a)(4)*

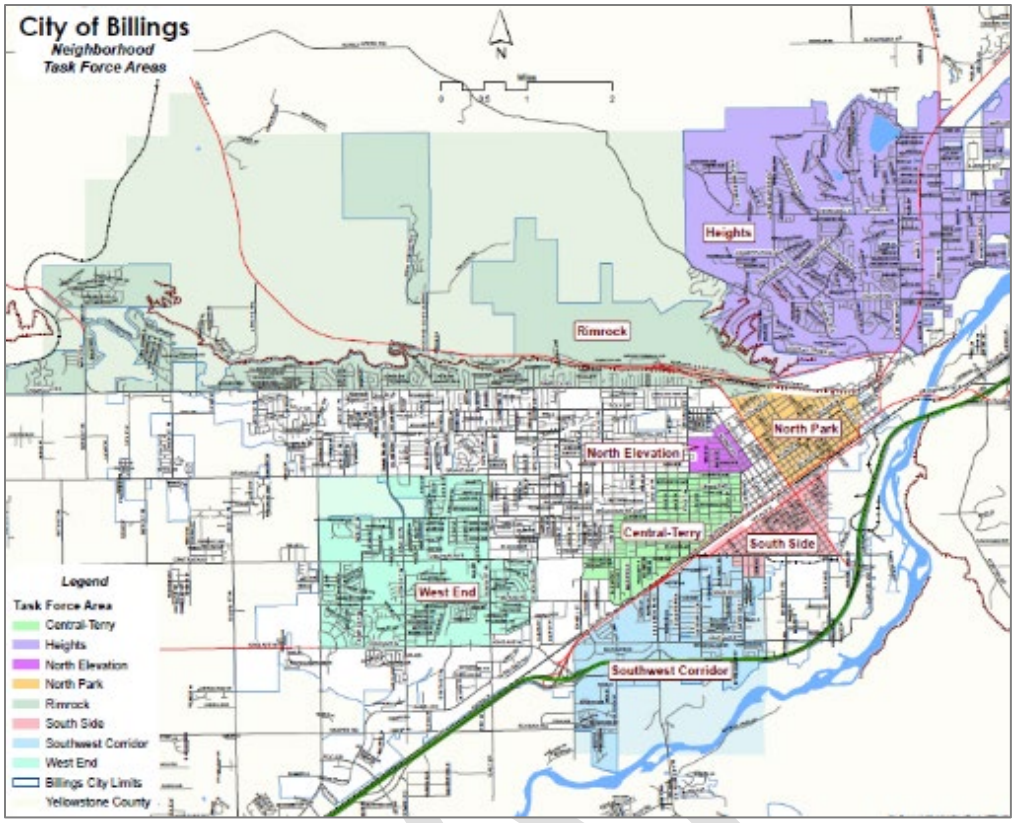
Metropolitan Planning: The City of Billings - Community Development Division is included in the Planning and Community Services Department. The department, overall, includes Code Enforcement, and Planning / Transportation (includes the City of Billings and Yellowstone County). These Divisions work internally to implement the Growth Policy, Infill Policy, Transportation Plan and Neighborhood Plans collectively. All City-assisted projects are reviewed for residential access to public transportation and broadband infrastructure. *91.100(a)(5)*

Community Development Board: The *Community Development Board* is a citizen's advisory board consisting of nine members who are appointed by the Mayor of Billings with the consent of the City Council. Six members are appointed to represent low-income neighborhoods of the City as defined by federal regulations for the CDBG program and three members represent the community at large. The Community Development Board makes recommendations to the City Council regarding the Consolidated Plan, the Annual Action Plan, the Citizen Participation Plan, and the CAPER. In addition, the Board reviews applications submitted for CDBG and HOME funding to make recommendations to the City Council for approval.

Billings City Council: The *Billings City Council* is the final governmental policy body that reviews and acts on the Consolidated and Annual Action Plans, including the Citizen Participation Plan. Recommendations are presented to the City Council and a public hearing is held. After receipt and consideration of public comments, the City Council can approve proposed plan(s) and funding allocations.

Low-Income and Minority Households: To ensure citizen participation emphasizing the involvement of low income and minority residents in areas where housing and community development funds may be spent, the City's Community Development Board is comprised of six members representing lower income neighborhoods. The City's Planning and Community Services Department also continues to coordinate meetings with the Adjacent Neighborhood Committee including those representing the City's low-income areas with high concentrations of minorities.

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The City also continues to support the ***Adjacent Neighborhood Committee*** comprised of Task Force officers who meet quarterly to collaborate. The City also seeks input from low-income neighborhood representatives on housing, neighborhood, and public service activities for the annual allocation process.

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Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Continuum of Care Funding: Funding is provided to the State of Montana and are distributed by the State to various regions in Montana through the Human Resource Development Councils (HRDCs). A Continuum of Care application is prepared on a statewide basis and the City plays a small role in this process. One or two organizations in Billings may receive Continuum of Care funding, but a very small percentage of the available statewide Continuum of Care funding is allocated to local projects: five to seven percent annually.

Billings Metro VISTA Project: To maintain momentum for City's ten-year plan to impact homelessness, the City's Community Development Division created an AmeriCorps Volunteers in Service to America (VISTA) program known as the *Billings Metro VISTA Project*; sponsored by the Corporation for National and Community Service. VISTA members work to create or expand community-based programs, services, and systems that prevent and intervene in homelessness. VISTA members may be supervised by City staff for over-arching, community-wide benefit programs and they can also be supervised by nonprofit organization staff that are spearheading efforts to impact poverty and homelessness.

Statewide Continuum of Care: The Montana Continuum of Care Coalition (MT CoC) is the statewide organization designed to bring homeless service providers together from across the state to identify needs, inventory resources, recognize gaps and prioritize HUD funding as part of a greater planning effort to eradicate homelessness in Montana. The coalition was formed to address homelessness with very few resources to cover Montana's vast geographical area. In 2012, MT CoC restructured to incorporate a Board of Directors to oversee the operations of the coalition. The MT CoC consists of 15 delegates; ten from districts mirroring the same planning districts used by the Montana Department of Health and Human Services and five at-large delegates. The Board of Directors is the decision-making entity for the MT CoC and is responsible for ensuring compliance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

Local Continuum of Care: The South-Central Montana Continuum of Care serves as the City's local Continuum of Care organization. It is a subsidiary of the MT CoC and represents Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone counties. The South-Central Montana Continuum of Care collaboratively works to develop, support, and promote a continuum of resources, services, and housing opportunities that prevent homelessness and promote long-term stability.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate Emergency Solutions Grant (ESG) funds, develop performance standards and evaluate outcomes, and develop funding, policies, and procedures for the administration of Homeless Management Information System (HMIS).

The City does not receive ESG funds as an entitlement; these funds are distributed statewide by the Montana Department of Public Health and Human Services through ten HRDCs throughout the state. Therefore, the City does not develop performance standards, evaluate outcomes, or develop funding, policies, or procedures for the administration of HMIS. District 7 HRDC utilizes ESG funding for homeless prevention activities and rapid rehousing. HRDC has received additional HUD Continuum of Care funds for rapid-rehousing homeless families living in shelters.

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Describe Agencies, groups, organizations, and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities.

Table 2 – Agencies, groups, organizations who participated

#	Agency/Group/Organization	Type(s)	Consolidated Plan Section(s)	How Consulted / Outcomes
1.	HomeFront	Public Housing Authority; Services - Homeless	Housing Need Assessment; Public Housing Needs; Homeless Needs - Chronically Homeless, Families with Children, Veterans; Homelessness Strategy; Market Analysis; Anti-Poverty Strategy	Email / phone / web retrieval; data exchange for the development of relevant sections
2.	Homeword	Housing	Housing Need Assessment; Market Analysis; Anti-Poverty Strategy	
3.	Rimrock	Housing; Services - Persons with Disabilities	Housing Need Assessment; Homeless Needs - Chronically Homeless; Anti-Poverty Strategy	
4.	Mental Health Center	Housing; Services - Persons with Disabilities	Housing Need Assessment; Non-Homeless Special Needs; Anti-Poverty Strategy	
5.	Family Service, Inc.	Services - Housing	Housing Need Assessment; Market Analysis; Homeless Needs - Families with Children; Homelessness Strategy; Anti-Poverty Strategy	
6.	District 7 HRDC	Housing; Services - Housing, Children, Persons with HIV/AIDs, Homeless	Housing Need Assessment; Homeless Needs - Chronically Homeless, Families with Children; Homelessness Strategy; HOPWA Strategy; Anti-Poverty Strategy	
7.	Adult Resource Alliance	Services - Elderly Persons	Housing Need Assessment; Non-Homeless Special Needs; Anti-Poverty Strategy	
8.	Big Sky Senior Services	Services - Elderly Persons	Housing Need Assessment; Non-Homeless Special Needs; Anti-Poverty Strategy	
9.	Living Independently for Today and Tomorrow	Housing; Services - Persons with Disabilities	Housing Needs Assessment; Market Analysis; Non-Homeless Special Needs	
10.	City of Billings - Planning Division	Local Government; Planning Organization	Housing Needs Assessment; Market Analysis; Economic Development; Anti-Poverty Strategy; Broadband Access; Resiliency	
11.	YWCA Gateway House	Housing; Services - Domestic Violence, Children	Housing Needs Assessment; Market Analysis; Homeless Needs - Families with Children; Anti-Poverty Strategy	
12.	Billings Public Schools	Services - Homeless, Education	Homeless Needs - Families with Children; Anti-Poverty Strategy	
13.	Billings Job Service	Services - Employment	Economic Development; Anti-Poverty Strategy	
14.	Montana Fair Housing	Services - Fair Housing	Housing Needs Assessment; Non-Homeless Special Needs; Anti-Poverty Strategy	
15.	The Alliance	Health Agency	Non-Homeless Special Needs; Anti-Poverty Strategy	
16.	Montana Department of Commerce	State; Housing	Housing Need Assessment; Market Analysis; Anti-Poverty Strategy	
17.	Billings Public Works Department	Local Government	Non-Housing Community Development Needs	
18.	Billings Police Department	Local Government; Services - Domestic Violence, Homeless	Housing Need Assessment; Anti-Poverty Strategy	

Identify any Agency Types not consulted and provide rationale for not consulting.

The City of Billings staff is not aware of any agency types that have not been consulted in preparation of the Annual Action Plan. City staff contacted many agencies to assist with the development of the Consolidated and Annual Action Plans and has widely circulated information relative to proposed programs and funding allocations to garner feedback. Additional efforts were made during the public comment period to distribute the Annual Action Plan for review and feedback.

Describe other local/regional/state/federal planning efforts considered when preparing the Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Montana State Continuum of Care	Identifies Federal and State resources to impact homelessness.
Growth Policy	City of Billings - Planning Division	Promotes affordable housing and infill development.
Infill Policy	City of Billings - Planning Division	Promotes affordable housing and infill development.
Annexation Policy	City of Billings - Planning Division	Promotes infill development.
Transportation Plan	City of Billings - Planning Division	Improves transit impacting project affordability
Neighborhood Plans	City of Billings - Planning Division and Neighborhood Task Forces	Guides development efforts in each neighborhood.
Consolidated Plan	Montana Department of Commerce - Community Development	State CDBG and HOME resources may be available to further projects. Consultation and coordination of statewide Analysis of Impediments to Fair Housing Choice.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation *91.105, 91.200(c)*

Summary of citizen participation process/Efforts made to broaden citizen participation. Summarize citizen participation process and how it impacted goal setting.

Public comments are requested at least 30 days prior to submission of reports required under HUD's Consolidated Plan process. City staff has considered all written comments by citizens, public agencies, and other interested parties prior to submission of its final Consolidated Plan and related reports to HUD and attach a summary of each comment to the final submission. If written comments were not accepted for inclusion in the Plan, City staff has provided written explanation of why those comments were not accepted.

Staff utilizes data-driven analysis processes along with citizen and community participation to establish goals, strategies, and funded activities.

Citizen Participation Outreach

#	Mode of Outreach	Target of Outreach	Summary of response/attendance
Summary of comments not accepted and reasons: No comments were rejected.			
1	Public Notices	Nonprofit and other organizations with an interest in CDBG and / or HOME funding opportunities, Broad Community	Public Notices regarding the availability of CDBG and HOME funding were published through the Yellowstone County News on December 3, 10, and 17, 2021.
	The City received four applications for CDBG funding dedicated to pandemic response, preparation, and prevention.		
2	Public Notices	Nonprofit organizations with an interest in AmeriCorps VISTA funding opportunities, Broad Community	Public Notices regarding the availability of AmeriCorps VISTA resources were published through the Yellowstone County News on December 3, 20, and 17, 2021.
	The City received numerous proposals for AmeriCorps VISTA placements for projects designed to impact poverty.		
3	Public Notices	Minorities, Disabled, Broad Community, Public & Assisted Housing Residents	Public Notices regarding the publication of the drafted Annual Action Plan on the City's website, the public comment period from March 26 through April 25, 2022. Notice of the public hearing, to be held during the April 25, 2022 City Council meeting, was published in the Yellowstone County News on March 25, April 1 and April 8, 2022.
	No responses or comments were received.		
4	Website	Minorities, Disabled, Broad Community, Public & Assisted Housing Residents	The drafted Annual Action Plan was available online, from March 26 through April 25, 2022, for public comment and feedback. Emails were also sent to local nonprofit, healthcare, and housing organizations.
	No responses or comments were received.		
5	Public Meetings	Minorities, Disabled, Broad Community, Public & Assisted Housing Residents	Monthly Community Development Board meetings are open to the public.
	There were no public comments made during the meetings.		
6	Public Meeting	Minorities, Disabled, Broad Community, Public & Assisted Housing Residents	The City Council public hearing, held on April 25, 2022, was streamed live and video is available on demand at www.comm7tv.com. Video is available, on demand, at www.facebook.com/comm7tv.
	See the appendix for a summary of responses.		

Table 4 – Citizen Participation Outreach

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Section III: Annual Action Plan

AP-15 Expected Resources 91.220(c)(1,2)

Introduction

The table below illustrates the CDBG and HOME resources expected for the program year. 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 to $300,000+ in repayments for the upcoming fiscal year and this funding 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 to $300,000+ in HOME funding through these venues, and the funding will be utilized to further programs identified in this 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 has also been awarded $909,126 in CARES Act funding (CDBG-CV) to support coronavirus response for low-income individuals and families in Billings. The City submitted a substantial amendment to the FY2020 Annual Action Plan prior to August 2021 with recommended allocations for these funds to exclusively prevent, prepare for, and respond to the coronavirus pandemic. The City was also awarded $1.2 million in HOME-ARP funding through the American Recovery Act. An assessment is currently underway and funding priorities / allocations will be determined in 2022 through 2023.

Anticipated Resources

Program	Source of Funds	Expected Amount Available				Expected Amount Available Reminder of Con Plan	Narrative Description
		Annual Allocation	Program Income	Prior Year Resources	Total		
CDBG	Public / Federal	~$650,000	$194,901	$338,252	$1,183,153	$0	Entitlement Allocation
	Uses of Funds: Administration, Foreclosure Acquisition / Rehabilitation / Homebuyer Acquisition, New Housing Development, Public Services, Pandemic Response						
HOME	Public / Federal	~$300,000	$365,411	$0	$665,411	$0	Entitlement Allocation
	Uses of Funds: Administration, Homebuyer Acquisition, New Housing Development						

Table 5 - Expected Resources – Priority Table

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Explain how federal funds will leverage those additional resources (private, state, and local funds), including a description of how matching requirements will be satisfied.

The HOME program requires 25% match funding for projects be dedicated from non-federal sources. The City of Billings meets HOME matching requirements through low-interest financing available for First Time Homebuyer Loans issued through the Montana Board of Housing (MBOH) and matching funds provided for other affordable housing projects undertaken with HOME funds, such as private contributions and other local bank financing.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

The City of Billings does not have plans to use publicly owned land to address needs identified in the Consolidated Plan and is not required to do so, as per federal regulation.

Requirements set forth in CFR 24 91.220 and 91.520 indicate the City *may indicate* publicly owned land or property located within the jurisdiction that *may be used* to address the needs identified in the Consolidated / Annual Action Plan.

While the City has not dedicated land to the Community Development Division, the Billings City Council supported the Division's housing programs by dedicating nearly $450,000 in non-federal funds to support Consolidated Plan activities.

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AP-20 Annual Goals and Objectives

Projects are funded on a close- and shovel-ready for core programs. An asterisk*indicates activities must be implemented by housing development organizations.

#	Goal Name	Category & Needs Addressed	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 $0 HOME $635,411 NSP TBD	Affordable Housing Development	Public Infrastructure: Low-income Housing Benefit	# Households Assisted*
							Rental Units Constructed	5 Housing Units*
							Rental Units Rehabilitated	# Housing Units*
							Homeowner Housing Added	# Housing Units*
						Housing Rehabilitation	Homeowner Housing Rehabilitated	# Housing Units
						First Time Home buyer	Direct Financial Assistance to Homebuyers	25 Households Assisted
		• 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.						
		Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b): The City's intent is to assist 35 low-income (under 80% AMI) families this fiscal year through the First Time Home Buyer program. Of these households, zero are expected to be extremely low-income.						
2	**Neighborhood Revitalization: Foreclosures**	Affordable Housing	Affordability	Decent Affordable Housing	CDBG $487,853	Foreclosure Acquisition Rehabilitation	Homeowner housing rehabilitated	1 Housing Unit
							Buildings Demolished	# Buildings
		• Revitalize neighborhoods through foreclosure remediation, redevelopment, and infill development.						
3	**Impact Poverty**	Other: Poverty Impact	Availability / Accessibility	Create Suitable Living Environment	CDBG $65,000 CNCS $529,074	Billings Metro VISTA Project	Public service activity for low-income benefit	200 Persons Assisted
		• 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**	Pandemic Response / Poverty	Availability / Accessibility	Pandemic Response	CDBG $500,300	Coronavirus Response	Public service activity for low-income benefit	50 Persons Assisted
							Public Facility / Infrastructure for low-income benefit	50 Persons Assisted
		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: • 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, facility social distancing, etc.						

HOME Investment Partnerships Program (HOME) *Community Development Block Grant (CDBG)* *Corporation for National and Community Service (CNCS)*

Table 6: Goals Summary Information

AP-35 Projects 91.220(d)

Introduction

The City of Billings is recommending the following projects for CDBG and HOME funding for FY2022-2023. 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. The City will be receiving approximately $650,000 in new CDBG funds and $300,000 in new HOME funds. CDBG and HOME administration will be funded at the maximum allowable caps (20 and 10 percent, respectively).

CDBG programs will be funded with entitlement and program income funding as follows: $487,853 to the Foreclosure Acquisition / Rehabilitation program and $65,000 to the Billings Metro VISTA Project. These funding allocations are subject to the City's standard close- and shovel-ready allocation process. Fifteen percent of new HOME entitlement funding will be dedicated to Community Housing Development Organizations for affordable housing development. An additional $290,411 would support affordable housing development. All other HOME funds would be dedicated to the First Time Home Buyer program. These funding allocations are also subject to the City's standard close- and shovel-ready allocation process.

The table below includes reallocated funding from last fiscal year for projects that fell through, including the HAB Development rehabilitation project to serve those experiencing homelessness and to provide 40 affordable housing units to low-income residents ($450,000). The Parks WiFi project also fell through, which released $48,000 in CDBG funding. New HOME revenue has also been added to this table.

Outside of this table, several projects have been added to the FY2020-2021 program list for coronavirus impact using CDBG-CV funding. This includes $40,000 for fast-track public service applications for social service organizations responding to, preparing for, or preventing the spread of the coronavirus.

#	Project Name		FY2022-2023 Allocations					
			CDBG			HOME		
			EN	Reallocated EN / PI	Total	EN	Reallocated EN / PI	Total
1 & 2	Administration		130,000	-	130,000	30,000	-	30,000
3	Foreclosure Acquisition / Rehab		455,000	32,853	487,853	-	-	-
4	Affordable Housing Devel - CHDOs		-	-	-	45,000	-	45,000
	Affordable Housing Devel - HOME		-	-	-	-	290,411	290,411
5	First Time Home Buyer		-	-	-	225,000	75,000	300,000
7	Billings Metro VISTA Project		65,000	-	65,000	-	-	-
CDBG: Coronavirus Preparation, Response, and Prevention Activities								
8	Public Services	Alternatives	-	47,000	47,000	-	-	-
9	Public Facilities	Boys & Girls Club	-	140,000	140,000	-	-	-
		Washington Elementary	-	313,300	313,000	-	-	-
		TOTALS	650,000	533,153	$1,183,153	300,000	365,411	665,411

Table 7 – Project Information, Allocations include entitlement funding made available from last fiscal year and 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.

Limited funding is the primary obstacle faced by the City in undertaking the activities described in its Consolidated Plan and meeting under-served needs. 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.

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AP-38 Project Summary

Entered into AP-35 in IDIS

#	Project Name	Target Area	Goals / Needs	Funding	Target Date	Estimate # / Type Families Benefitting
1 & 2	Administration	City of Billings	Affordable Housing	CDBG $130,000 HOME $30,000	June 30, 2023	Not Applicable
		General grant administration for CDBG and HOME programs.				
3	Foreclosure Acquisition & Rehabilitation	City of Billings	Affordable Housing	CDBG $487,853	June 30, 2023	1 Housing Unit – Low-Income Household (IDIS Category 10)
		Description: 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.				
4	Affordable Housing Development	City of Billings	Affordable Housing	CDBG $0 HOME CHDO: $45,000 HOME: 290,411	June 30, 2023	5 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.				
5	First Time Home Buyer	City of Billings	Affordable Housing	HOME $300,000 CDBG $0	June 30, 2023	25 Low-Income Households Assisted (IDIS Category 11)
		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.				
6	Billings Metro VISTA Project	City of Billings	Poverty Impact	CDBG $65,000	June 30, 2023	200 Low-Income Persons Assisted (IDIS Category 3)
		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.				
8	CDBG: Coronavirus - Public Services	City of Billings	Prevent, prepare for, respond to coronavirus	CDBG $47,000	June 30, 2022	50 Low-Income Persons Assisted (3*)
		Description: CDBG funds, in addition to CDBG-CV funds, to be used for public service activities to prevent, prepare for and respond to the Coronavirus. **Planned Activities:** Rent, mental health care, meal distribution, mortgage payments, internet access, utility assistance, childcare, client remote access, vaccination activities, virtual service ability, exposure prevention - staff training, additional cleaning, unmet hospital / public health needs, FEMA match, etc.				
9	CDBG: Coronavirus - Public Facilities	City of Billings	Prevent, prepare for, respond to coronavirus	CDBG $453,300	June 30, 2022	50 Low-Income Persons Assisted (1*)
		Description: CDBG funds, in addition to CDBG-CV funds, may be used for public facility improvement activities to prevent, prepare for and respond to the Coronavirus. **Planned Activities:** Handwashing stations, public restrooms improvements, infrastructure, accessibility, small-scale rehabilitation, public facility systems, rehabilitation for social distancing, touchless / nonporous surfacing, etc.				

Community Development Block Grant (CDBG) HOME Investment Partnerships Program (HOME)

AP-50 Geographic Distribution 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The geographic area served by the Consolidated and Annual Action Plans is defined by the current City of Billings limits. Citation 24 CFR 91.220(f) reads as follows, *"When appropriate, jurisdictions should estimate the percentage of funds they plan to dedicate to target areas."* Estimating the percentage of funds planned for dedication to target areas is not appropriate for the Billings community due to the following reasons:

- Geographic area is defined by the current Billings city limits.
- Citywide strategies encourage the distribution of resources to support affirmatively furthering fair housing and equal opportunity to avoid segregation in Billings.
- Geographic distribution of investments description includes the focus of resources on a citywide basis to support diversity across the community.
- The City of Billings is classified as a smaller city on a national scale.
- The actual dollar amount planned for allocation to each program is included in this Action Plan.

The City will focus distribution of investments on a citywide basis to support diversity and mixed-income development across the community. Neighborhood Revitalization Strategy Areas ***have not been established*** in Billings and there is no specific amount of funding allocated for a target area in the City's geographic distribution of resources. **Therefore, the City plans to dedicate zero percent of funding to target areas in favor of supporting a citywide approach to further fair housing, equal opportunity, and anti-segregation efforts.**

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100%

Table 6 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The strategies identified in the Consolidated and Annual Action Plans will be addressed on a citywide basis to encourage the distribution of low-income affordable housing and other assistance to lower income households throughout the community.

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AP-55 Affordable Housing 91.220(g)

Introduction

Planned affordable housing activities for the upcoming year include Housing Rehabilitation, Foreclosure Acquisition / Rehabilitation, Affordable Housing Development, and First Time Home Buyer. While many of these programs may serve the homeless or special needs households, the programs are not designed to exclusively serve one or more of the following cohorts.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	31
Special-Needs	0
Total	**31**

Table 7 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	5
Rehab of Existing Units	1
Acquisition of Existing Units	1
Total	**7**

Table 8 - One Year Goals for Affordable Housing by Support Type

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AP-60 Public Housing 91.220(h)

Introduction

The City's public housing authority, HomeFront, serves extremely low income, very low income, and low-income citizens. HomeFront plans to apply for all grants that will assist the organization in adding units to its existing programs and any programs that complement existing services and are able to be implemented. HomeFront will continue to assess and implement modernization funds to upgrade and restore units, (with sustainability as the priority) and complete energy efficient repairs as needed.

Actions planned during the next year to address the needs to public housing

HomeFront may apply for funding to develop affordable housing through the Affordable Housing Development Program. In the past, the City has granted funds to build new units through the HOME and CDBG programs in neighborhoods where HomeFront property exists. The City has also provided funding for a variety of rehabilitation and new construction projects to neighborhoods that have public housing units in need of upgrading.

The City has helped rehabilitate properties, sold land for new businesses, and granted land to nonprofits to assist with neighborhood revitalization efforts in neighborhoods where HomeFront complexes have been built. The City has provided funding for parks and play areas for the neighborhoods where HomeFront families reside. In addition, the businesses that have moved into areas where HomeFront properties are located have contributed to the economic stability of HomeFront clients. The City's First Time Home Buyer program assists with home ownership down payment assistance and home ownership counseling for clients considering homeownership.

The City coordinates with HomeFront for housing needs assessments, assists in funding new projects when appropriate, and assists with applications for supportive services when called upon.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

HomeFront implements the Family Self-Sufficiency program. This program links participants to community agencies to help them become self-sufficient through individual goal setting. Forty-one households have achieved homeownership through this program to date. Resident councils, an Advisory Board and the Family Self-Sufficiency Panel are involved in providing input on program needs and assisting others to become actively involved in the process. Additional information is included in the five-year plan on file at the HomeFront office.

Each year goes through a process to assess physical needs addressed by tenants through their Resident Advisory Board for the Annual Plan process; comments are also solicited via Resident Council functions throughout the year. These comments, Board participation, tenant commissioners, and Public Housing Administration's daily communications with HomeFront's client base serve to assist in assessing client needs for physical adjustments, security issues, and needed links with the community. The physical needs requests are implemented along with staff recommendations in the Capital Fund planning process.

If the PHA is designated as troubled, describe the way financial assistance will be provided or other assistance

Not applicable. HomeFront is a High Performer for the Public Housing Assessment System (PHAS) and the Section 8 Management Assessment Program (SEMAP). Therefore, a review of troubled status needs is not required as part of the Consolidated and Annual Action Plans.

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AP-65 Homeless and Other Special Needs Activities 91.220(i)

Introduction

As previously stated in the SP-60 Homelessness Strategy of the Consolidated Plan, the Community Development Division's ongoing activities include:

- Continuing to distribute the City's *Resource Map*, *Notepad*, and the *Veteran's Resource Map.* These documents include comprehensive service directories for anyone seeking assistance.
- To the greatest extent possible, City staff will continue to provide local nonprofit organizations access to AmeriCorps VISTA members through the ***Billings Metro VISTA Project*** resources. VISTA members may be placed at the City to undertake objective citywide initiatives. VISTA members may also be placed at nonprofit Host Site organizations to work on specific anti-poverty initiatives.

The City does not directly receive Continuum of Care, Emergency Shelter Grant, or other federal funds to exclusively support efforts to impact homelessness. City staff does not provide direct services to those experiencing homelessness.

A network of over 50 local service providers in the community strive to meet the diverse needs of those experiencing homelessness, those who are at-risk of homelessness, and people experiencing poverty. The Mental Health Center manages a Projects for Assistance in Transition from Homelessness (PATH) outreach program to engage those living outside or in areas unfit for human habitation. Tumbleweed runs a Street Outreach program to seek out unaccompanied youth to engage them in services. A complete listing of services, including outreach, is included in the MA-30 Homeless Facilities and Services section of this Consolidated Plan.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Mental Health Center manages the PATH outreach program to engage those living outside or in areas unfit for human habitation. Tumbleweed runs a Street Outreach program to seek out unaccompanied youth to engage them in services. Additional services for the homeless are included in the MA-30 Homeless Facilities and Services section of the Consolidated Plan*(www.BillingsMT.gov/ConPlan).*

Addressing the emergency shelter and transitional housing needs of homeless persons

The shelter needs for those experiencing homelessness in the Billings community are primarily met by the Montana Rescue Mission. The organization operates men's shelter and a shelter to serve women and their children. Montana Rescue Mission does not seek nor utilize federal funds for its operation. Several local service providers assist homeless families by providing funding for rent, mortgage, utility, and deposit assistance.

The Community Crisis Center provides crisis intervention, and 23 hour stays as a technique to impact chronic homelessness. The YWCA provides transitional housing for victims of domestic violence. Additional services for the homeless are included in the MA-30 Homeless Facilities and Services section of the Consolidated Plan*(www.BillingsMT.gov/ConPlan).*

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For those living on the downtown streets of Billings, a position was created for an addiction / mental health counselor to accompany two downtown police officers when engaging people living on the streets. This initiative was undertaken as one of the many outcomes from the Community Innovations Summit, which was facilitated by the Community Development Division and the Downtown Billings Alliance. Non-federal funding through the City of Billings has been allocated to support the counselor staff position.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Family Promise of Yellowstone Valley provides emergency shelter to several families at a time in a network of church congregations. The organization also operates a transitional housing program that provides apartments for those who have graduated from the shelter program.

YWCA Gateway House provides housing for female-headed households who have been victims of domestic violence. Additional services provided include case management, mental health treatment, budgeting assistance, and the facilitation of access to benefits. The organization also provides transitional housing and permanent supportive housing.

HRDC District 7 receives Emergency Shelter Grant funds and manages a rapid rehousing program to provide deposit and rent payment assistance to help families quickly regain stability into permanent housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City does not receive McKinney-Vento Homeless Assistance Act funds and is not required to develop and implement a Discharge Coordination Policy. The Montana Continuum of Care (MT CoC) for the Homeless Coalition is the state's lead agency for addressing homeless activities and is a statewide collaboration of diverse homeless service providers, nonprofit organizations, and local and state governments. The coalition was formed to address homelessness with very few resources to cover Montana's vast geographical area. The system is established upon community and regionally based continuum of care systems, which form the statewide coalition and continuum of care process. The City supports the MT CoC in their efforts to establish a Statewide Discharge Coordination Policy.

The City does not receive Emergency Shelter Grant funds. These funds are distributed statewide by the Montana Department of Public Health and Human Services through ten HRDCs throughout the state. The local District 7 HRDC utilizes these funds to support rapid re-housing activities in conjunction with the local shelters.

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AP-75 Barriers to Affordable Housing 91.220(j)

Introduction

Barriers to affordable housing are noted in the MA-40 and SP-55 Barriers to Affordable Housing sections of the Consolidated Plan, which can be found online at www.BillingsMT.gov/ConPlan.

Additional barriers have been identified in the City's Analysis of Impediments to Fair Housing Choice, including:

- Concentrations of minorities that would not exist in a free market not distorted by discrimination suggest that Billings has a dual housing market; one for non-Hispanics, Whites and Asians and another for all other minorities.
- Discriminatory real estate industry practices such as racial and ethnic steering distort the free market in housing.
- Discrimination against Latinos in issuing government-backed mortgage and refinancing loans continues unabated in Billings as it does throughout the nation.
- The relatively high cost of housing continues to pose a barrier to fair housing choice in Billings.
- A review of Unified Zoning Regulations and review requirements to foster compliance with fair housing law and to promote inclusionary zoning.
- There is a serious shortage of housing affordable to holders of Housing Choice Vouchers in the areas where the proportion of public-school students from low-income neighborhoods is relatively low.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

The City plans on assisting with housing affordability and poverty impact through the following programs:

- Housing Rehabilitation
- Foreclosure Acquisition / Rehabilitation
- First Time Home Buyer
- Affordable Housing Development
- Billings Metro VISTA Project

The City of Billings recently adopted, and has begun implementing, a new zoning code that includes several provisions to expand affordable housing options and choice citywide. Project Re:Code was a three-year process to modernize zoning codes, diversify neighborhoods, and remove barriers to affordable housing development. The new code allows for smaller, accessory dwelling units to create more compact, affordable housing options in existing residential neighborhoods. With the assistance of AmeriCorps VISTA members through the Billings Metro VISTA Project, the City also built a new Pattern Guide website to provide guidance to homeowners and small business owners investing in Billings' First Neighborhoods.

In 2019, City officials met with locally with several HUD officials from the Office of Fair Housing and Equal Opportunity: Assistant Secretary Anna Maria Farias; Regional Director Amy Frisk; and Enforcement Branch Chief Chris Vogel. After reviewing Project Re:Code, Farías…commended the effort, saying [Project Re:Code] was "very impressive," before adding her thoughts on the importance of zoning codes. "If you are serious about affordable housing, then somebody has to be willing to start talking about zoning." *(Billings Gazette)*

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AP-85 Other Actions 91.220(k)

Introduction

The City's programs have been designed to meet priority needs in the community. However, there is very limited funding coming through the City to meet the needs of local citizens.

Actions planned to address obstacles to meeting underserved needs

The City plans on meeting underserved needs through the following programs:

- **First Time Home Buyer**
  - Promote financial security, home equity, housing self-sufficiency, housing and neighborhood quality and stability.
  - Increase minority homeownership, promote equal access and opportunity, and decrease segregation citywide.
  - Improve affordable housing opportunities for the elderly, persons with disabilities, and other special populations.
  - Reduce predatory lending through education and standardized procedures.

- **Housing Rehabilitation**
  - Help current homeowners maintain their homes in safe, quality condition.
  - Increase value, quality, and durability of existing affordable housing stock.

- **Affordable Housing Development**
  - Expand access and availability of decent, affordable housing citywide.
  - Improve the physical quality of affordable housing.
  - Foster suitable living environment and quality of life through the improvement of physical conditions including infrastructure for housing projects and housing development.

- **Foreclosure, Acquisition, Rehabilitation**
  - Mitigate the negative community impact of vacant, foreclosed properties.
  - Improve affordable housing quality, condition, safety, livability, and accessibility.
  - Stabilize property values in neighborhoods with existing vacant, foreclosed homes.
  - Eliminate the potential for crime related to existing vacant, foreclosed properties.

- **Billings Metro VISTA Project**
  - Provide resources to nonprofit organizations to undertake poverty impact activities and to support the low-income individuals and families they serve.
  - Focus areas include education, healthcare, food security, economic opportunity, housing, financial literacy, and others.

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Actions planned to foster and maintain affordable housing

The City plans on maintaining affordable housing through the following:

- **Create, preserve, and expand affordable housing options:** Affordable Housing Development; Housing Rehabilitation; and First Time Home Buyer
- **Neighborhood Revitalization – Foreclosures**: Foreclosure Acquisition Rehabilitation
- **Impact Poverty:** Billings Metro VISTA Project

Actions planned to reduce lead-based paint hazards

The City continues to follow HUD's lead-based paint requirements as established in September of 2000. Projects involving structures built prior to 1978 are considered to have the potential for lead-based paint and consistent procedures have been developed to ensure compliance with federal regulations.

The City will continue diligence while undertaking rehabilitation and construction activities to maintain the safety of households participating in federal programs. Participants in the City's housing programs are made aware of the requirements the City must follow.. Education on the hazards of exposure to lead is provided for each rehabilitation project. The City currently offers risk assessments, through certified staff, paint inspections, clearance testing, and has access to lead-safe certified contractors to ensure compliance.

Actions planned to reduce the number of poverty-level families

As stated in the SP-70 Anti-Poverty Strategy section of the Consolidated Plan *(www.BillingsMT.gov/ConPlan)*, the Needs Assessment contains comprehensive information on the lower income status of local households. All the Consolidated Plan strategies target the improvement of economic conditions of lower income households in the community, including housing development, financing home repair, continuing partnerships, and funding public service activities. The City proposes to support the following specific activities in this Consolidated Plan to address economic conditions of low-income households in Billings:

- Continue to work with nonprofit organizations to help address the human service needs of lower income residents of the community in general and of our lower income neighborhoods. This would be achieved primarily through supporting capacity building efforts of social service agencies through implementation of the *Billings Metro VISTA Project*.
- Continue to apply for the AmeriCorps VISTA project status to bring full-time and summer associate volunteers to work on poverty-impact programs.

AmeriCorps VISTA is a national anti-poverty initiative that places full-year and Summer Associate volunteers with local projects. Full-year VISTA members are recruited locally and nationally, are college graduates, and commit to at least a year of service with a project. Summer Associates are at least 18 years old and commit to ten weeks of service.

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Actions planned to develop institutional structure

As described in the SP-40 Institutional Delivery Structure section of the Consolidated Plan, the City of Billings maintains strong partnerships with housing and social service agencies. The only gaps in the institutional structure relate to funding limitations and the City's inability to dedicate time and resources to additional projects outside of the current funding structure.

Actions planned to enhance coordination between public and private housing & social service agencies

The City will continue coordinating with public, private, and social service agencies to further activities and projects identified herein, including participation in the following groups and initiatives:

- Nonprofit Organizations
- Neighborhood Task Forces
- Community Innovations Initiatives
- Resource Map and Notepad
- Veteran's Resource Map
- Coronavirus (COVID-19) Resource Guide
- Billings Metro VISTA Project

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AP-90 Program Specific Requirements 91.220(l)(1,2,4)

Introduction

The City of Billings has programmed all available revenues in current programs identified herein.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

1.	Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.	$0
2.	The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed.	$0
3.	The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	$0
4.	The amount of surplus funds from urban renewal settlements.	$0
5.	The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	$0
6.	The amount of income from float-funded activities.	$0
	Total Program Income:	**$0**

Other CDBG Requirements

1.	The amount of urgent need activities.	$0
2.	The estimated percentage of CDBG funds that will be used for activities that benefit persons of low- and moderate-income. Overall Benefit - A consecutive period of one, two, or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specific the years covered that include this Annual Action Plan.	100%
	Years Covered are 2022-2023	

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Reference 24 CFR 91.220(l)(2)

1. **A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The above-noted regulation refers to the use of HOME funds for eligible activities. The City of Billings will not utilize HOME funds outside of the following allowable investments:

- Equity investments, interest-bearing loans or advances, non-interest-bearing loans or advances, interest subsidies consistent with the purposes of this part, deferred payment loans, grants, or other forms of assistance that HUD determines to be consistent with the purposes of this part. Each participating jurisdiction has the right to establish the terms of assistance, subject to the requirements of this part.
- Guarantee loans made by lenders and, if required, the participating jurisdiction may establish a loan guarantee account with HOME funds. The HOME funds may be used to guarantee the timely payment of principal and interest or payment of the outstanding principal and interest upon foreclosure of the loan. The amount of the loan guarantee account must be based on a reasonable estimate of the default rate on the guaranteed loans, but under no circumstances may the amount on deposit exceed 20% of the total outstanding principal amount guaranteed; except that the account may include a reasonable minimum balance. While loan funds guaranteed with HOME funds are subject to all HOME requirements, funds which are used to repay the guaranteed loans are not.

2. **A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

Recapture provisions permit the original homebuyer to sell the assisted property to any willing buyer during the period of affordability while the City can recapture all, or a portion of the HOME assistance provided to the original homebuyer. The City utilizes recapture provisions exclusively when assisting homeowners and the provisions are enforced via a Promissory Note (not recorded), the use of a Deed Restriction Agreement and a Montana Trust Indenture that are both recorded at the Yellowstone County Clerk and Recorder's office. These written, legal documents contain language outlining the recapture provisions as established herein. The City does not use subrecipients or other grantees to carry out these activities.

Homebuyer Requirements: For homeownership housing to qualify as affordable housing eligible for HOME funding, it must be single-family; considered modest housing; be acquired by a low-income household for their principal residence; and meet affordability requirements for a single period as determined by the amount of assistance provided. The City utilizes HUD's 95% of the median purchase price limit set forth by 24 CFR 92.254(a)(2)(iii); single family mortgage limits under Section 203(b) of the National Housing Act.

Direct HOME Subsidy: The amount of HOME assistance that enabled the homebuyer to buy the unit. The direct subsidy includes down payment and closing costs provided directly to the homebuyer, which resulted in a reduced purchase price from the fair market value of the home to an affordable price. The entire amount of HOME assistance is subject to recapture.

Net Proceeds: The sales price, less the superior loan repayment and any closing costs. The City will only recapture the net proceeds from a sale. Any loans or improvements made to the property after

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the time of the HOME assistance will be paid after the City is repaid the amount owed under its recapture provisions. If the net proceeds are not sufficient to recapture the full HOME investment, the City will accept the available net proceeds as full payment.

Recapture Model - City Recaptures Entire HOME Assistance Amount: The City allows the assisted homebuyer to retain all appreciation and the City expects to recapture the entire direct HOME subsidy invested in the project. Therefore, the homeowner will retain any value of the appreciation of the property after the City's HOME assistance has been recaptured / repaid. The homeowner's down payment, principal payments, and any capital improvement investment made in the property after the HOME assistance was provided will be returned to the homeowner at closing after the City's HOME assistance is recaptured and repaid from the net proceeds as described above.

Subordination: The City does not subordinate loans in the First Time Homebuyer program and other homeowner-assisted projects without City Council approval. Therefore, if an assisted homeowner refinances the property, the City will need to be repaid the full amount of HOME assistance provided. Assisted homeowners wishing to pursue City Council approval may write a letter explaining the need for the subordination and submit it to the Community Development Division. Staff will then prepare a memo and place the subordination on the Community Development Board agenda for recommendation to the City Council.

Use of Recaptured Funds: Recaptured HOME funds will be used to assist other first-time homebuyers to purchase property in Billings or other HOME-eligible activities to be determined through the City's budget allocation process in accordance with the Citizen Participation Plan. Homebuyers must be low-income and must use the assisted property with the recaptured funds as their principal residence. Low-income and first-time homebuyer status will be determined based on HOME program regulations.

3. **A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) are as follows:**

Long Term Affordability: Under the recapture provision, there is no requirement that the original HOME-assisted homebuyer sell the unit to another low-income homebuyer.

Affordability Periods: For City-assisted homebuyer units under the recapture provision, the period of affordability is based upon the direct HOME subsidy provided to the homebuyer that enabled the homebuyer to purchase the unit. Any program income used to provide direct assistance to the homebuyer is included when determining the period of affordability. Recapture provisions for the First Time Home Buyer program are either five or ten years for each assisted property beginning after the transfer of the property to the property owner as evidenced by the Deed Restriction Agreement, Montana Trust Indenture and Promissory Note.

4. **Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

The City of Billings does not propose the use of HOME funds to refinance existing debt secured by multi-family housing that is being rehabilitated with HOME funds.

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Section IV: Appendix

Appendix A: CDBG Application for Federal Assistance (SF-424)

Appendix B: HOME Application for Federal Assistance (SF-424)

Appendix C: Local Government Certifications

Appendix D: CDBG Construction Assurances (SF-424D)

Appendix E: HOME Construction Assurances (SF-424D)

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Appendix F: Citizen Participation Plan

Citizen participation is the foundation of housing and community development programs. The Citizen Participation Plan for the City of Billings is designed to ensure citizen involvement in the planning and reporting on the City's programs covered under the HUD Consolidated Plan requirements. The purpose of the Citizen Participation Plan is to ensure that citizens, nonprofit organizations, and other interested parties are afforded adequate opportunity to review and comment on plans, programs, activities and reports regarding the City's federally funded housing and community development programs. Citizen participation pertains to the following documents herein referred to as "plans and reports":

- Consolidated Plan
- Annual Action Plans
- Citizen Participation Plan
- Limited English Proficiency Plan
- Comprehensive Annual Performance and Evaluation Reports
- Analysis of Impediments to Fair Housing Choice

Citizen Participation Plan Objectives

The primary objectives of the City's participation plan are to:

- Encourage citizen participation in the development of the City's plans and reports with emphasis on participation from individuals and households identified as:
    - Low / moderate income
    - Residents of blighted areas
    - Minorities and all protected class members
    - Those with limited English proficiency
    - Elderly
    - Disabled
    - Those with HIV / AIDS diagnoses
    - Homeless
    - Families with children
    - Those residing in areas where funding will be utilized
- Provide citizens with reasonable and timely access to meetings, information and records relating to the City's plan for utilizing funding in addition to allowing reasonable opportunity to comment on the above-noted plans and reports. All records regarding these activities are maintained according to the City Record Retention Schedule and as required by federal regulations.
- Consult with the local Public Housing Authority (HomeFront, formerly known as the Housing Authority of Billings) on the development and implementation of the above noted plans and reports, which includes input from residents of public and assisted housing.
- The City's Planning and Community Services Department will also continue to support the activities for the Adjacent Neighborhood Committee, which is comprised of Task Force Officers who meet bi-monthly to collaborate and exchange information regarding the lower-income neighborhood task force areas. The Community Development Division staff attends meetings of

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lower-income task force neighborhoods when requested for specific presentations. The lower-income neighborhoods are comprised of higher concentrations of ethnic and racial minority populations.

- Facilitate public hearings to obtain citizen views and to respond to proposals and questions at all stages in developing and implementing activities as outlined in the City's plans and reports. All hearings and meetings shall be provided in areas where accommodations for the disabled can be provided.
- Consult with public and private agencies and organizations during the development of the City's plans and reports:
    - Assisted housing
    - Health and social services
    - Regional and local government agencies
    - Public Housing Authority
    - Fair Housing education and enforcement agencies
    - Continuum of Care organizations
    - Businesses
    - Housing developers
    - Nonprofit organizations
    - Philanthropic agencies
    - Faith-based communities

HUD Data

The City of Billings will share any HUD-provided data and other supplemental information relative to the City's plans and reports. HUD-provided data is also currently provided on the City's website at www.BillingsMT.gov/HUDdata.

Public Access and Engagement

The City of Billings takes the following actions to ensure public access to drafted / proposed plans and reports are published and accessible to ensure the public has reasonable opportunities to examine content and to submit comments. City staff will strive to explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, where practical.

Public Comment Periods: The City will publish and accept public comment on drafted Consolidated Plans, Annual Action Plans, Citizen Participation Plans, Limited English Proficiency Plans, and the Analysis of Impediments to Fair Housing Choice for a period of at least 30 days. The same timeline applies to substantial amendments to the aforementioned documents.

The City will publish and accept public comment on drafted Comprehensive Annual Performance Evaluation Reports (CAPER) for a period of at least 15 days. The same timeline applies to amendments to the CAPER.

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The City may request public comment for one or more plans / reports during the same public comment period for efficiency. Staff will consider citizen comments and views made prior to document finalization and comment summaries will also be included or attached to the document.

The City will strive to provide written responses to all written complaints and grievances related to the City's housing and community development programs within 15 working days of receipt of the complaint or grievance where practical. Grievances at the City Council level will require significantly more time.

In the event of a pandemic or other infectious disease, the City may alter public participation to include social distancing, virtual attendance, and other forms of virtual participation in lieu of or in addition to efforts described herein. The City may also implement shorter public comment periods as allowed by HUD. As per federal regulation, the City of Billings may publish its application for CDBG-CV funds for no less than five calendar days to solicit public comments.

Public Hearings: The City will hold at least two public hearings per year to obtain residents' views and to respond to proposals and questions. The hearings will be held at two different stages of the program year and together they will address housing and community development needs, development of proposed activities, proposed strategies and actions for affirmatively furthering fair housing, and a review of program performance.

- **September:** One public hearing will be held each September, before publishing the proposed Consolidated and / or Annual Action Plan. The purpose of this hearing is to obtain public comment on:
    - CDBG and HOME Comprehensive Annual Performance Evaluation Report (CAPER) for the prior program year; and
    - Current community needs to assist the Community Development Board in designing the application process for the upcoming program year, before the publication of the drafted Consolidated and / or Annual Action Plan.
- **April:** One public hearing will be held during the development of the Consolidated and / or Annual Action Plan. This hearing is typically held on the last day of the public comment period and prior to staff's adjustments to Consolidated and / or Annual Action Plans and subsequent submission to HUD.

City staff will facilitate a public hearing during a Billings City Council business meeting to accept public comment prior to adoption or approval of the City's plans and reports. Public hearings will be scheduled during a routine and televised Billings City Council business meeting to ensure and promote community access and participation. The hearings are also published on social media through the community's public television channel.

The City may facilitate one public hearing to accept public comment on one or more plans / reports for efficiency. Staff will consider public hearing comments made prior to document finalization and comment summaries will also be included or attached to the document.

All public hearings are accessible to disabled individuals, publicized as required by State law and allow for accommodation of individuals with hearing, visual, or mobility impairments.

Published Notices: City staff will issue notices via widely-circulated print press in advance of public comment periods. Notices will include the purpose of the document, a summary of the document contents, and instructions on how to access documents in their entirety. Statements are included in notices of public hearings and service brochures indicating that office, meeting, and public hearing

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locations are accessible to persons with disabilities and they include the Montana Relay phone number 711.

Online Access: City staff will post drafted / proposed reports and plans online for free download at www.BillingsMT.gov/CDreports.

Hard Copy Access: City staff will make available free hard copies of drafted / proposed documents to the public including residents, groups, and organizations upon request at the City's Community Development office. City staff will provide reasonable and timely access to information and records relating to all plans and reports, including the use of assistance under the programs managed by the Community Development Division. Those requesting records can complete a Public Records Request and submit it to the City's Legal Department.

Access for the Disabled and Limited English Proficiency: The City will provide accommodations for individuals with disabilities in public meetings, public hearings and in written documentation regarding programs and services available from the Division. Community Development offices and City Hall are accessible to those with disabilities. Statements are included in notices of public hearings and service brochures indicating that office and hearing locations are accessible to persons with disabilities. Accommodations can be made for other disabilities as well.

Special arrangements for participation by individuals with hearing, speech, or vision impairment may be made upon request with three business days advanced notice. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance with the City's Language Assistance Plan.

Public Decision-Making Processes

The *Community Development Board* is a citizen's advisory board consisting of nine members who are appointed by the Mayor of Billings with the consent of the City Council. Six members are appointed from lower-income neighborhoods of the City as defined by federal regulations for the Community Development Block Grant (CDBG) program and three members represent the community at large. Staff is available to provide technical assistance to the Board in all aspects of planning and reporting processes.

This board serves in an advisory capacity to the City Council for the purpose of providing citizen input on policy decisions to the City Council. The primary responsibilities of the board are to review existing and proposed City policies and to review the Community Development Division's activities to ensure policies are being implemented and carried out. As six of the nine Board positions are held by low income area representatives, board composition meets basic federal requirements for low income citizen input and engagement.

The Community Development Board makes recommendations to the City Council relative to all plans and reports. In addition, the Community Development Board reviews applications submitted for CDBG and HOME funding in order to make funding recommendations to the City Council for approval.

The *Billings City Council* is the final citizen policy body that reviews and takes action on plans and reports. The Community Development Board presents recommendations to the City Council during a scheduled work session preceding the public hearing in April in order to deliver information on decisions made

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regarding recommendations. After receipt and consideration of public comments, the City Council approves reports / plans and proposed funding allocations.

Public notices announcing Community Development Board and City Council meetings are published in a widely-circulated newspaper prior to the meeting date. These notices are designed to provide reasonable and timely access to local meetings consistent with accessibility and reasonable accommodation requirements.

Plans and reports on the City's housing and community development activities are made available for review by citizens, public agencies, and other interested parties. These documents are available at the Community Development Division and posted on its website at www.BillingsMT.gov.

Criteria for amending the Consolidated Plan

24 CFR part 91.105(c) of the Final Rule requires grantees of CDBG and HOME programs make public the criteria the City will use for determining what changes in planned or actual activities constitute a substantial amendment to the five-year Consolidated Plan and the Analysis of Impediments to Fair Housing Choice.

Substantial changes to the Consolidated Plan are defined as *the creation of any new program, project, or activity to be funded or carried out under the City's CDBG and / or HOME programs.* All substantial changes to the Consolidated Plan must meet demonstrated need substantiated by HUD-approved data sources. Minor amendments include the *expansion of an existing program, project, or activity funded or carried out under the City's CDBG and / or HOME programs.* Minor changes must also meet demonstrated need by HUD-approved data sources.

Prior to the submission of any substantial change in the proposed use of federal housing and community development funds or to the Analysis of Impediments to Fair Housing Choice, the City will hold a public hearing to allow citizens reasonable notice of, and opportunity to comment on, proposed amendments. Public comment periods will not be less than thirty (30) days unless otherwise allowed by HUD.

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.

City staff cannot predict annual HUD entitlement allocation amounts or repayment revenues for CDBG or HOME. Therefore, five-year Consolidated Plan numerical goals are established as estimates that may fluctuate during the five-year period based on funding received and demand for the City's programs. These changes are customary and do not require a substantial or minor amendment to the Consolidated Plan.

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Technical Assistance

The Community Development Division provides technical assistance, as requested and as staff time allows, to lower income groups to develop proposals for the Division's housing and community development activities in the City limits. Technical assistance is offered any time proposals for the use of funding are requested, and is offered routinely in December and January - prior to application deadlines for CDBG / HOME funding allocations.

Nondiscrimination, Accommodations & Grievances

The Community Development Division receives federal funding to support housing acquisition, repair, development and poverty impact programs and is required to adhere to the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Fair Housing Act, the Montana Human Rights Act, and other equal opportunity regulations. These regulations are designed to protect individuals with disabilities with equal access to employment opportunities and the services, programs and activities the City offers.

It is essential that all individuals have equal access to the Community Development Division's communication, open meetings, programs and services including: First Time Home Buyer; Home Repair; Housing Development; and the Billings Metro VISTA Project.

- **Federally Protected Classes:** Disability, including people with HIV / AIDS and people in recovery from alcohol / drugs; Race / Color; Religion; Sex, includes protection against sexual harassment; Familial Status, includes the presence of children under the age of 18 and / or pregnancy; and National Origin.
- **HUD Protected Classes:** Sexual Orientation; Gender Identity; and Marital Status.
- **Montana's Protected Classes:** Marital Status; Creed; and Age.

Accommodations: Auxiliary aids and services are available to facilitate effective communication to individuals with disabilities to ensure equal participation. Such aids and services are free to the public and may include sign-language interpreters, large print formats, and other aids to make information and communications accessible to individuals with speech, hearing or vision impairments.

Public Notices: The City of Billings - Community Development Division encourages all members of the community to participate. Special arrangements for participation by individuals with hearing, speech, vision impairment or physical disabilities can be made upon request. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance the City's Language Assistance Plan. Fair Housing Equal Opportunity.

Grievance Procedure: If a citizen feels they have been denied equal access to Community Development programs, services or activities, they may file a written complaint including their contact information and a description of the alleged act(s) of discrimination, including the date and place of the act(s). The written complaint may be submitted to any Community Development employee or specifically directed to the Community Development Manager by phone at 406.657.8286 (Montana Relay 711), email beckettb@billingsmt.gov, in person (appointment recommended) or U.S. Postal Service at 2825 3rd Avenue North, 6th Floor, Billings, MT 59101. City staff will provide a timely, substantive written response to written citizen complaints as soon as practicable. Complaints may also be filed in writing with the Denver HUD FHEO Office at 1670 Broadway, Denver, CO 80202 or by calling 303.672.5155.

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Program Eligibility: If a citizen disagrees with a staff decision relative to program eligibility unrelated to discrimination, they may submit a written appeal to the Community Development Division. The letter must be received at least two weeks prior to the Community Development Board meeting when the appeal would be reviewed. If the Community Development Board upholds the staff decision, the citizen has the option to have the appeal reviewed during a future City Council meeting. Please note, it can take several months to prepare an appeal for City Council review and determination.

ADA / 504 Coordinator: The City of Billings ADA Coordinator is responsible for the City's overall Grievance Procedure and is also available to ensure compliance with the physical and general program accessibility requirements of the ADA for other City Departments and Divisions. Please call 406.237.6294 (Montana Relay 711) with any questions.

Fair Housing Complaints: Please see the City's fair housing webpages for information on how to file a fair housing compliant.

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CDBG & HOME Applications Available

Affidavit of Publication

STATE OF MONTANA

County of Yellowstone

Jonathan McNiven

Being duly sworn, deposes and says:

That he is the Legal Advertising Clerk of Yellowstone County News, a newspaper of general circulation published weekly in the town of Huntley, in the County of Yellowstone, State of Montana, and that the **(3)** folio Legal **Public Notice,** a true copy of which is hereto **Included**, was published in said newspaper on the following dates:

December 3, 2021; December 10 2021; December 17, 2021;

making in all **(3)** publication(s).

Jonathan D. McNiven

STATE OF MONTANA

County of Yellowstone

On this 17th day of December 2021, before me, the undersigned, a Notary Public for the State of Montana, personally appeared Jonathan McNiven, known to me to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal that day and year first above written.

Tana McNiven

Tana McNiven

NOTARY PUBLIC for the State of Montana, residing at Huntley, MT.

My commission expires: August 23, 2024

TANA MCNIVEN NOTARIAL SEAL STATE OF MONTANA

TANA MCNIVEN
NOTARY PUBLIC for the
State of Montana
Residing at Huntley, Montana
My Commission Expires
August 23, 2024

PUBLIC NOTICE
HOUSING & COMMUNITY DEVELOPMENT FUNDING REQUESTS

As a part of the City of Billings' Consolidated Planning process, the City is accepting loan applications for FY2022-2023 Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funding. The City of Billings anticipates allocating an estimated $650,000 in new CDBG funding for community development activities, which primarily benefit lower income neighborhoods or households. The City of Billings also anticipates allocating an estimated $300,000 in new HOME funding for activities to preserve or increase the supply of affordable housing for lower income households in Billings. Actual allocation figures are not available as of publication date. Applications and an application guidebook may be downloaded from the City's website at www.BillingsMT.gov/allocations. Requests for funding must be submitted to the Community Development Office by 5:00 pm on Friday, January 28, 2022.

For further information on eligible activities or to obtain the application materials via email, please call Brenda Beckett, Community Development Manager, at 406-657-8286 (TTY 711) or contact via email beckettb@billingsmt.gov or write to:

Community Development Division
City of Billings
P.O. Box 1178
Billings, MT 59103

Technical assistance is available upon request to interested parties through the Community Development Office. The City of Billings encourages all members of the community to participate in the Consolidated Planning process. Special arrangements for participation by individuals with hearing, speech, vision impairment or physical disabilities can be made upon request. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance the City's Language Assistance Plan. Fair Housing Equal Opportunity.

Published on December 3rd, 10th and 17th, 2021.

Denise R. Bohlman
Billings City Clerk
P. O. Box 1178
Billings, Montana 59103

12/03, 12/10, 12/17 2021
MNAXLP

Affidavit of Publication

STATE OF MONTANA

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December 3, 2021; December 10 2021; December 17, 2021;

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TANA MCNIVEN
NOTARY PUBLIC for the
State of Montana
Residing at Huntley, Montana
My Commission Expires
August 23, 2024

PUBLIC NOTICE
CORONAVIRUS PREPARATION, PREVENTION, AND RESPONSE
CDBG-CV / CDBG Funding Requests

The City of Billings is accepting applications for Community Development Block Grant - Coronavirus (CDBG-CV) and entitlement CDBG funding to prepare for, respond to, and/or prevent the coronavirus. Allocations can be made to nonprofit organizations and other governmental entities for all activities that primarily benefit low-income neighborhoods or households. Applications and an application guidebook may be downloaded from the City's website at www.BillingsMT.gov/CDBGcv. Requests for funding must be submitted to the Community Development Office by 5:00 pm on Friday, January 28, 2022.

Public Service Activities:

- If an organization seeks an award over $15,000 for a public service activity, please apply online by January 28, 2022, at www.BillingsMT.gov/CDBGcv.
- For organizations seeking an award up to $15,000, the Billings City Council will be taking action December 20, 2021, on a recommendation to set aside $150,000 to facilitate a fast-tracked public service allocation process. Awards up to $15,000 will be made to nonprofit organizations already providing: emergency rent, mortgage, and/or utility assistance; mental health; healthcare; food assistance; adult education, job coaching, employment assistance; childcare and/or tutoring; non congregant shelter; Wi-Fi to access social services; vaccination activities; etc. If approved, an application coversheet and a list of required attachments can be found online at www.BillingsMT.gov/CDBGcvFAST.

Public Facility Activities:

- New Public Restrooms and/or Handwashing Stations
- Wireless Internet Access in Public Spaces
- Facility Social Distancing

For further information on eligible activities or to obtain the application materials via email, please call Tam Rodier, Program Coordinator, at 406-657-8284 (TTY 711) or contact via email rodiert@billingsmt.gov or write to:

Community Development Division
City of Billings
P.O. Box 1178
Billings, MT 59103

Technical assistance is available upon request to interested parties through the Community Development Office. The City of Billings encourages all members of the community to participate in this planning process. Special arrangements for participation by individuals with hearing, speech, vision impairment or physical disabilities can be made upon request. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance the City's Language Assistance Plan. Fair Housing Equal Opportunity.

Published on December 3, December 10, and December 17, 2021.

Denise R. Bohlman
Billings City Clerk
P. O. Box 1178
Billings, Montana 59103

12/03, 12/10, 12/17 2021
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Request for AmeriCorps VISTA Proposals

Affidavit of Publication

STATE OF MONTANA

County of Yellowstone

Jonathan McNiven

Being duly sworn, deposes and says:

That he is the Legal Advertising Clerk of Yellowstone County News, a newspaper of general circulation published weekly in the town of Huntley, in the County of Yellowstone, State of Montana, and that the **(4)** folio Legal **Opportunity for Partnership & Request for Proposals,** a true copy of which is hereto **Included**, was published in said newspaper on the following dates:

December 3, 2021; December 10 2021; December 17, 2021;

making in all **(3)** publication(s).

Jonathan D. McNiven

STATE OF MONTANA

County of Yellowstone

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IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal that day and year first above written.

Tana McNiven

Tana McNiven

NOTARY PUBLIC for the State of Montana, residing at Huntley, MT.

My commission expires: August 23, 2024

OPPORTUNITY FOR PARTNERSHIP & REQUEST FOR PROPOSALS
BILLINGS METRO VISTA PROJECT
FY2022-2023

The Billings Metro VISTA Project (B-MVP) has been an AmeriCorps Volunteers In Service To America (VISTA) site since 2009. The B-MVP is sponsored by the Corporation for National and Community Service and is facilitated by the City of Billings - Community Development Division. In order to prepare an application to continue the B-MVP through FY2022-2023, the Community Development Division is seeking partnerships with non-profit organizations and government agencies in acquiring Host Site status through a Request for Proposals process.

AmeriCorps VISTA is a national anti-poverty initiative placing volunteers with local projects through local and national recruitment efforts. The B-MVP supports community projects that address the following priority programming areas: Military Members, Veterans and their families; Housing; Employment & Workforce Development; Bridging the Digital Divide; Access to Health / Mental Health Care particularly in response to the COVID-19 pandemic and opioid crisis; Food Security; School Readiness; Success in School; Career & Technical Education; College Access & Success; and STEM Education. Full-year VISTA members typically begin in July or January and are college graduates. Summer Associates are at least 18 years of age and serve eight to ten weeks during the summer months.

More information on becoming a Host Site is available online at www.BillingsMT.gov/hostsite. A Request for Proposals Guide Book and proposal form are available by request to Carly Collins via: phone 406.247.8675 (TTY 711); email collinsc@billingsmt.gov. Technical assistance can also be provided via virtual meeting.

Proposals received by 5:00 pm on January 28, 2022, will be prioritized for July member placement consideration. However, proposals will be accepted throughout the year.

Technical assistance is available, upon request, to interested parties through the Community Development Division. Special arrangements for participation by individuals with hearing, speech, vision impairment or physical disabilities can be made upon request. Non-English-speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance the City's Language Assistance Plan. Fair Housing Equal Opportunity.

Published on December 3rd, 10th, and 17th, 2021.

Denise R. Bohlman
Billings City Clerk
P. O. Box 1178
Billings, Montana 59103

12/03, 12/10, 12/17 2021
MNAXLP

TANA MCNIVEN NOTARIAL SEAL STATE OF MONTANA

TANA MCNIVEN
NOTARY PUBLIC for the
State of Montana
Residing at Huntley, Montana
My Commission Expires
August 23, 2024

Email Communication - Applications Open

From: Beckett, Brenda <BeckettB@billingsmt.gov>
Sent: Wednesday, December 8, 2021 2:34 PM
Subject: [EXTERNAL] Funding Applications Open - Due January 28, 2022

Hello everyone!

The City is accepting applications for several programs. CDBG-CV, CDBG, and HOME applications are due on **Friday**, **January 28**, **2022**. Please share with those who may be interested.

Community Development Block Grant - CARES Act funding (CDBG-CV)

Activities must exclusively prevent, prepare for, and respond to coronavirus (i.e., SARS-CoV-2 or another coronavirus with pandemic potential); primarily benefit low-income individuals and families in Billings; and avoid duplication of other local, state, or federal service or support to prevent fraud, waste, and abuse.

Activity Types

Public Facility Improvements: Handwashing stations, public restrooms improvements, infrastructure, accessibility, small-scale rehabilitation, public facility systems, rehabilitation for social distancing, touchless / nonporous surfacing, etc.

Public Service Activities: Rent, mental health care, meal distribution, mortgage payments, internet access, utility assistance, childcare, client remote access, vaccination activities, virtual service ability, exposure prevention - staff training, additional cleaning, unmet hospital / public health needs, FEMA match, etc.

CDBG-CV Application Process

- Online CDBG-CV applications [ci.billings.mt.us] have been posted for public service grant awards over $15,000 and public facility awards (any amount).
- **Seeking a public service award from $10,000 to $15,000?** A fast-track allocation process for public service awards is being reviewed by the Billings City Council on December 20, 2021. If approved, an abbreviated application and attachment instructions will be posted here: www.BillingsMT.gov/CDBGcvFast [billingsmt.gov]. The City Council agenda can be viewed online [destinyhosted.com].

For more information regarding CDBG-CV, please contact Tam Rodier at rodiert@billingsmt.gov.

Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME)

The loan application is currently posted online [ci.billings.mt.us] and potential activities include: neighborhood, bricks and mortar building projects and public service activities. For more information about the CDBG / HOME application process, please contact beckettb@billingsmt.gov.

Public Hearing

NOTICE OF PUBLIC HEARING
City of Billings
FY2022-2023 Annual Action Plan
Community Development Block Grant (CDBG), HOME Investment Partnership Programs (HOME), and Citizen Participation Plan Update

The City of Billings will hold a PUBLIC HEARING on its FY2022-2023 Annual Action Plan on Monday, April 25, 2022 at 5:30 p.m. at the City Council meeting in Billings, Montana. The purpose of the public hearing is to obtain public comment on local housing and community development needs relative to proposed CDBG and HOME funding recommendations a proposed update to the Citizen Participation Plan.

ANNUAL ACTION PLAN
The FY2022-2023 Annual Action Plan covers projects to be undertaken from July 1, 2022 to June 30, 2023. The City of Billings anticipates allocating an estimated $650,000 in new CDBG and $300,000 in new HOME funding for the upcoming fiscal year. The City's Citizen Participation Plan will be updated to include a reference to the first of two annual public hearings being held in September prior to the start of the following year's allocation process.

The plan will be available for public comment from March 26 through April 25, 2022 and can be viewed online at www.BillingsMT.gov/CDreports. The plan will then be revised, as required, and submitted to the U.S. Department of Housing and Urban Development on or before May 15.

PUBLIC PARTICIPATION
The City of Billings encourages all members of the community to participate in the Consolidated Planning process. The public hearing is accessible to individuals with physical disabilities. Special arrangements for participation in the public hearings by individuals with hearing, speech, or vision impairment may be made upon request at least three days prior to the hearing. Non-English speaking persons wishing to participate will also be accommodated through translation and / or interpretation in accordance with the City's Language Assistance Plan.

Due to COVID-19 health concerns and to make every effort to encourage public participation:

- **Agenda Packet:** Available for viewing on the City's website www.BillingsMT.gov/councilagendas.
- **Viewing the Meeting:** The Public may view the meeting on the Community 7 TV - Channel 7 or Channel 507 – Spectrum Cable. The Public may also view online at www.comm7tv.com and click the *Watch Live* icon. Community 7 also has links to their Facebook page and YouTube channel in which to view the meeting. Meeting recordings are also available after the meeting for viewing online via the Community 7 TV website, Facebook page, or YouTube channel.
- **Public Participation:** Verbal comments are taken only during the Public Comment periods as indicated on the agenda and during the Public Hearings under the regular agenda. Written communication can be submitted any time prior to or during the public comment period.
    - **In-Person:** The public may attend the meeting in person in the Council's Chambers, City Hall, 210 North 27th Street, Billings, Montana.
    - **Email:** Emails can be sent to the City Council before 3:00 pm on the date of the Public Hearing at council@BillingsMT.gov.

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- **Viewing Council Emails:** All emails sent to the City Council can be viewed online at www.BillingsMT.gov/councilemails. Emails received after 3:00 pm and prior to 5:00 pm, may be read during the meeting.

Additional information regarding the public hearing can be obtained by contacting the Community Development office at 406-657-8286 (Montana Relay 711), or via email at beckettb@billingsmt.gov.

Published on March 25, April 1, April 8, 2022

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Appendix H: Public Comments - Summarized

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COMMUNITY DEVELOPMENT DIVISION

Estimated Revenue & Recommended Budget FY2022-2023

	CDBG	HOME
HUD Allocation Estimates	**$650,000**	**$300,000**
Canceled Projects (Parks Wifi & HAB Development)	**$498,000**	-
New Revenue	-	$365,411
Uncommitted Fast-Track Allocations & NSP Correction	$74,853	-
Total Available	**$1,222,853**	**$665,411**

Programs	CDBG	HOME	Totals
CDBG Administration 20% Cap	**$130,000**	-	$130,000
HOME Administration 10% Cap	-	**$30,000**	$30,000
Set-Aside for CHDOs - Minimum 15%	-	**$45,000**	$45,000
VISTA Administration (Public Service) *Next FY City Contribution $75k, rollover $26,623 need $50k* *Training, travel, supplies, etc. estimated at $15k*	$65,000	-	$65,000
First Time Home Buyer Program	$0	$300,000	$300,000
Foreclosure Acquisition Rehab	$487,553	-	$487,553
Affordable Housing Development	$0	$290,411	$290,411

CDBG / CDBG-CV Applications to prepare, prevent, and respond to the Coronavirus

	Requested	CDBG	HOME
Fast-Track Public Services *Social Service organization applications submitted and pending approval.*	$0	$40,000	-
Boys & Girls Club *Facility Social Distancing*	$140,000	$140,000	
School District 2 *Facility Social Distancing - Washington Elementary*	$313,300	$313,300	
Billings Food Bank - Ineligible *Security Cameras, Electronic Control Doors* *Missing complete docs (Board members, org chart, Audit / IRS 990, Financial Report, and SAM.gov registration)*	$15,000	$0	
Alternatives *Public Services - Virtual Service Capacity*	$47,000	$47,000	
Total Allocated		**$1,222,853**	**$665,411**
Remaining Funding		**$0**	**$0**

City of Billings - Community Development Division

Staff Time Tracking & Grant Draw Procedures

Community Development's time-tracking practices and accounting methods are continually monitored by the U.S. Department of Housing and Urban Development, the Corporation of National and Community Service, the City's Finance Department, and the City's external auditing team.

Staff Time Tracking

Personnel Expenses - 2 CFR 200.430:

> **(i)** ***Standards for Documentation of Personnel Expenses*** (1) Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:
>
> **(i)** Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
>
> **(ii)** Be incorporated into the official records of the non-Federal entity;
>
> **(iii)** Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities (for IHE, this per the IHE's definition of IBS);
>
> **(iv)** Encompass federally-assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;
>
> **(v)** Comply with the established accounting policies and practices of the non-Federal entity (See paragraph (h)(1)(ii) above for treatment of incidental work for IHEs.); and
>
> **(vi)** [Reserved]
>
> **(vii)** Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Each staff member has a spreadsheet with the grant programs they may be working in. They track the number of hours they spend for every day in the week. Here is an example:

Week Beginning	Monday						Tuesday					
	HOME		CDBG			VISTA	HOME		CDBG			VISTA
	HOME Admin	*Aff Hsg*	*COVID*	*Rehab*	*Foreclosure*		*HOME Admin*	*Aff Hsg*	*COVID*	*Rehab*	*Foreclosure*	
7/1/2020	Last fiscal year											
7/6/2020				0.25		7.75				3.00	1.50	3.50
7/13/2020			1.25	2.50	2.25	2.00				3.50	3.25	1.25
7/20/2020				1.00	4.50					1.25	6.75	
7/27/2020				0.50	2.50	5.00			0.50	5.25	1.75	0.50
8/3/2020			1.50	2.00		4.50			2.00	3.75		2.25
8/10/2020			4.00	1.00	0.75	2.25			4.25	0.75	0.50	2.50
8/17/2020			0.50	1.75	0.75	6.00			3.00	3.25	0.50	1.25
8/24/2020			0.75	2.25	0.50	4.50			0.50	4.25	2.75	0.50
8/31/2020				0.75		7.75			1.50	4.25	0.50	1.75
9/7/2020	Holiday									0.50	1.75	5.75
9/14/2020			1.00	0.75	3.50	2.75			3.50	0.50	1.25	2.75

Every quarter, Finance sends the Community Development manager the exact amount that was spent for each staff member in the Division for wages, unemployment insurance, industrial accident, health insurance, FICA, retirement, Medicare, etc.

The average percentage of time a staff member spends in each grant program is calculated every quarter. The personnel costs are then multiplied by the percentage for each grant program and drawn accordingly.

Internal Grant Draw Procedures

The City of Billings is tracking the expenses corresponding to the HUD grant years by reserving a different fund for each grant year. Expenses are tracked within the accounting system by type of expense in each grant year.

Quarterly reports:

1. During the quarter each expense and project is tracked in a fund that corresponds to the correct origin year.

2. At the end of the quarter, a report is pulled from the City's accounting system by the Finance Department and sent to the Community Development Manager.
    a. The report gives the quarter's budget (which matches the amount in IDIS), the amount expended year-to-date, and the amount left in the budget. This report also tracks the Revenue by Program Income or Entitlement.
    b. This report from the accounting software is entered by the Community Development Manager into a spreadsheet "Innoprise Draw Report" tracking the budgeted amount, the current quarter's expenses (difference between prior YTD amount and current YTD amount) and any necessary changes against the IDIS balance to determine the amount of the draw.
    c. Salaries and Benefits are tracked in a separate fund and are reallocated at the end of the quarter according to the time spent in each program per employee, not to exceed the budgeted amount in the funds.
        i. The HR Department pulls a payroll report by employee for the quarter (by the date paid) to be sent to Finance and the Community Development Manager.
        ii. The Community Development Manager allocates the salaries and benefits for each employee for each program by the number of hours tracked during the quarter – "Staff Allocations by Program".
    d. Necessary changes to the expenses during the quarter including the salaries allocation will be adjusted in the City's accounting software by journal entry to match the total expenses in each fund and the spreadsheet created by the Community Development Manager "Innoprise Draw Report".
    e. The Innoprise Draw Report also tracks the closed and pending loans by name and IDIS #.

3. A Quarter Draw Summary is created by the Community Development Manager.
    a. The Quarter Draw summary summarizes the IDIS number, and activity, the draw expected from IDIS and which grant year(s) and amount per grant year to be drawn.

4. The Community Development Manager tracks the sum total of the programs and grant years according to the Origin Year Test and the Program Year Test within the Community Development Drawdowns spreadsheet.
    a. The program year test is filled out per quarter to test that no more than 20% of Program Income and Entitlement shall be obligated.

b. The origin year test pulls the CDBG Administration amounts in the Quarter Draws Summary by Grant Origin Year and compares it to 20% of the total Entitlement funds for the origin year for Planning and Administrative Expenses. This is tracked over multiple years/quarters to compare the admin expense totals for the origin year.

5. The Community Development Manager also tracks the Program Income and Entitlement amounts by year in the spreadsheet entitled IDIS & Revenue Book to track which revenues are used by IDIS # and Activity.

6. The Innoprise Draw Report, Quarter Draw Summary, Community Development Drawdowns, and Staff Allocations by Program are returned to the Finance Department to create the journal entry for changes and compare the final amounts to the City's accounting system. After the Journal Entry, the balance of the City should match the Innoprise Draw Report. The difference between the final City balances (Budget less Actual) at the end of the quarter, less the balance of the IDIS report on the website should equal the draw amount.

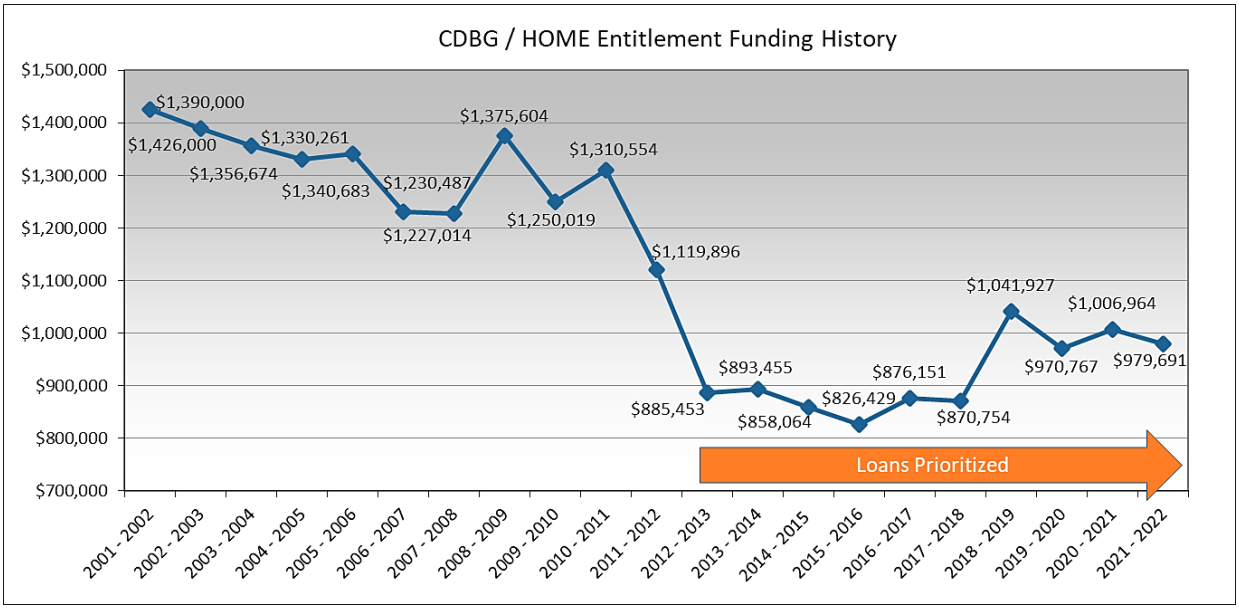
7. Once compared, the Community Development Manager reports the projects within the IDIS system.

City of Billings
Community Development Division
2825 3rd Avenue North, Billings, MT 59101 406.657.8281 TTY 711 www.BillingsMT.gov /ComDev

ALLOCATION AND FUNDING HISTORY

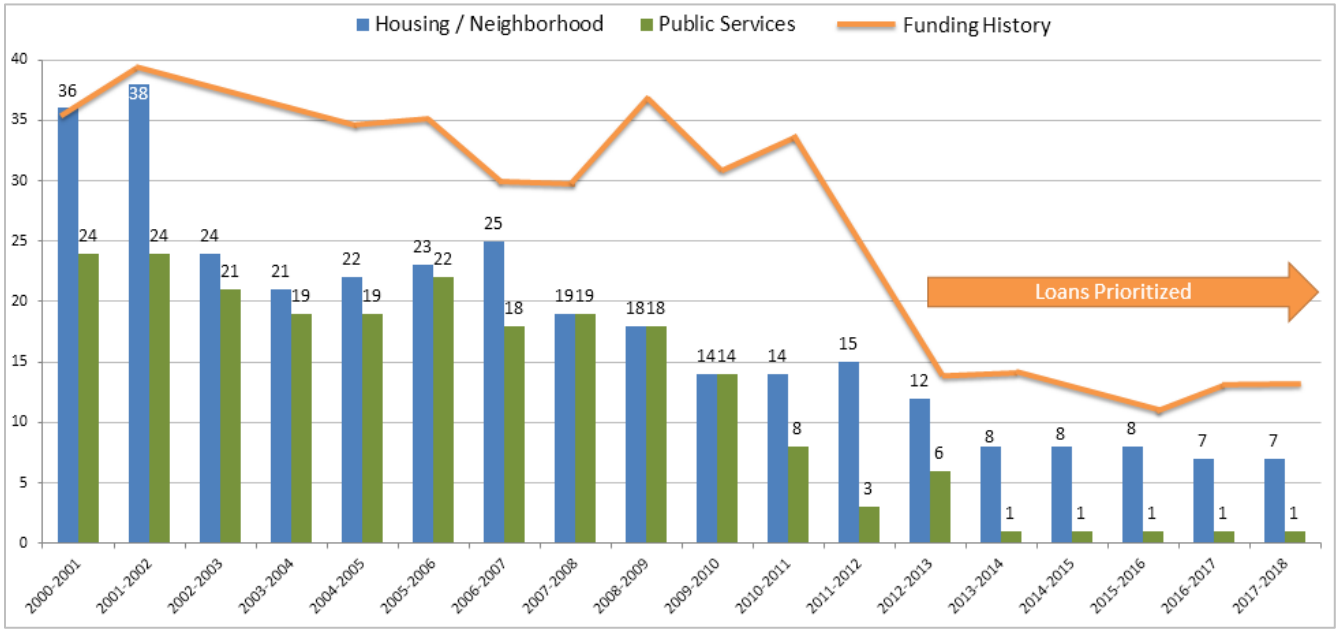
Funding Levels: HUD entitlement, annual funding levels have declined significantly in recent years and staff does not foresee these programs increasing in the future. Federal priorities are favoring competitive grant programs rather than entitlements like the Community Development Block Grant (CDBG) and HOME Investment Partnerships programs. The Community Development Board and City Council began favoring loan programs rather than grants beginning in 2012-2013; the year funding levels significantly declined. The only deviation from this policy occurred during the coronavirus pandemic when the City received grant CDBG-CV funding to prepare for, prevent, and respond to the coronavirus. Grants were issued for pandemic impact in 2021 and 2022.

Staff note: This report illustrates a specific timeline when a shift in policy and decisions relative to funding allocations occurred and is not intended to be an annual report. Please contact Community Development staff for current funding charts.



Grant to Loan Program Transition: When funding levels dropped to critical levels in 2012, the Community Development Board and City Council both supported prioritizing loan programs from 2012 forward. The following chart illustrates the number of housing / neighborhood and public service applications the Community Development Board considered from 2000 until 2018. The chart also compares funding history to the number of applications.

Number of Applications Considered & Funding History



CDBG Public Service Grant Restrictions: In order to be eligible for CDBG funding, Public Service activities are required to be a ***new or expanded service (quantifiable increase in level of a service over the past 12 months)*****,** as the intent of the fund is to support capacity-building. Many of the organizations applied for City funds year after year which would not be considered new or expanded services, if audited today.

Grants Awarded: Staff has records from 1994 to 2012 that can easily be reviewed for data purposes, which represents over $2.7 million in grants awarded to over 40 non-profit organizations in Billings. Figures below do not represent additional funding for housing projects. For example, Interfaith Hospitality Network was provided with $498,000 for housing to accommodate homeless families and the YWCA was awarded $182,400 for the Gateway Shelter. Additional grant funding has been provided through fair housing education grants through the Fair Housing Initiatives Program (FHIP) for several organizations.

Non-Profit Organization	***# Grants***	***Year Span***	***Total Grants***
Big Brothers & Big Sisters	5	1997-2007	$22,845
Big Sky Senior Services	24	1997-2010	$316,458
Billings Health Planning Coalition	4	1997-2005	$27,000
Billings Promise	1	1999	$6,157
Boys & Girls Club	8	2000-2007	$31,467
Big Sky Economic Development Authority	13	1994-2008	$119,912
CASA	5	1997-2000	$26,764
Community Day Care	2	1998-1999	$11,000
Community Housing Resource Board *(includes FHIP funding)*	19	1992-2012	$329,628
Consumer Credit Counseling	1	1999	$1,761
Early Childhood Study	1	1996	$10,750
Easter Seals	2	2008-2010	$30,175
Family Service, Inc.	11	1992-2004	$167,986
Family Tree Center	1	2000	$3,250
Billings Food Bank	11	1996-2006	$111,962
Forever Families	2	2007-2009	$31,743
Friendship House	20	1996-2010	$172,173
HRDC	16	1997-2008	$135,118
In-Care Network	1	2000	$2,000
Interfaith Hospitality Network *(does not include FHIP & housing funding)*	2	2005-2010	$7,000
Kids School Program	3	2001-2003	$19,334
Living Independently for Today & Tomorrow	13	1996-2010	$145,269
Parents Let's Unite for Kids	5	2002-2006	$12,167
Rebuilding Together	8	2004-2011	$70,000
RiverStone Health – Medication Assistance Program	9	1999-2009	$84,022
Sage Tower Community Network	1	2000	$1,960
Scottish Rite Clinic	1	2008	$5,000
Southgate Cop Shop	7	1999-2008	$29,292
Southside Senior Center	1	2011	$30,000
American Red Cross – Southside Smoke Detectors	1	1999	$2,364
St. Vincent de Paul	1	2007	$8,250
Task Force Enhancement	5	1999-2008	$34,125
Temporary Teens	7	1999-2004	$23,195
Tumbleweed	13	1996-2011	$185,598
Vision Seekers After School Program	1	2001	$9,000
Volunteers of America – Independence Hall	1	2009	$30,000
Billings Board of Cooperative Housing	1	2000	$4,438
Yellowstone AIDS Project *(does not include FHIP funding)*	1	1999	$7,000
Yellowstone County Council on Aging	12	1996-2011	$55,649
Young Families Early Head Start	15	1996-2009	$249,674
YWCA *(does not include housing funding)*	13	1997-2009	$158,575
Over 40 Organizations	***268 Grants***	***17+ Years***	***$2,735,061***

In 2012, the Community Development Board asked City staff to expand research previously conducted to include total monetary value of grants issued versus loans / liens. From 1994 to 2012, the Community Development Division issued over $6.6 million in grants, over $9 million in loans and placed liens of over $2 million on affordable housing projects.

Grants	*Amounts*	*Total*
Subrecipients *(317 activities)*	$3,267,340	**$6,636,565**
Infrastructure	$708,014	
Parks	$866,713	
Special Assessment Grants	$493,295	
Home Repair Programs	$1,130,494	
Affordable Housing	$170,709	

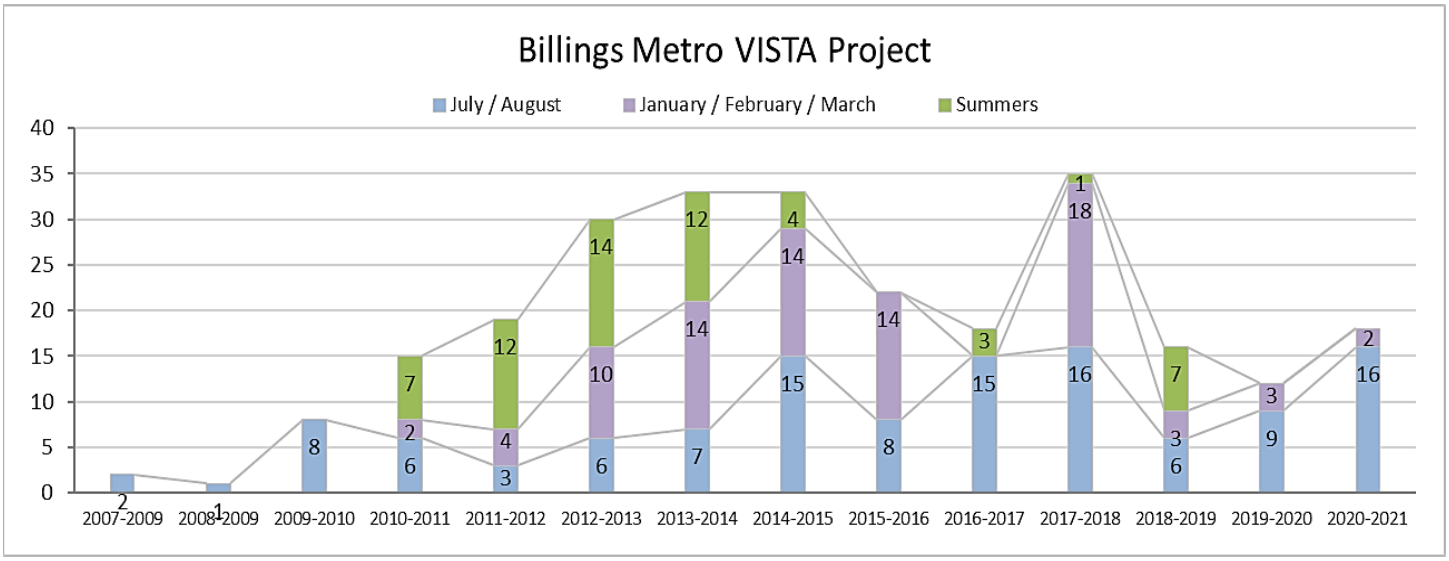
Loans	*Amounts*	*Total*
First Time Homebuyer	$5,562,790	**$9,320,115**
Home Repair Programs	$3,261,694	
Affordable Housing	$495,631	

Liens	*Amounts*	*Total*
Affordable Housing	$1,854,677	**$2,172,705**
Rental Rehabilitation	$318,028	

In 2012, nine nonprofit agencies applied for grant funds and they were polled regarding the impact of not receiving funds. All of the organizations stated their agencies would remain open, but they may reduce the number of clients they could serve.

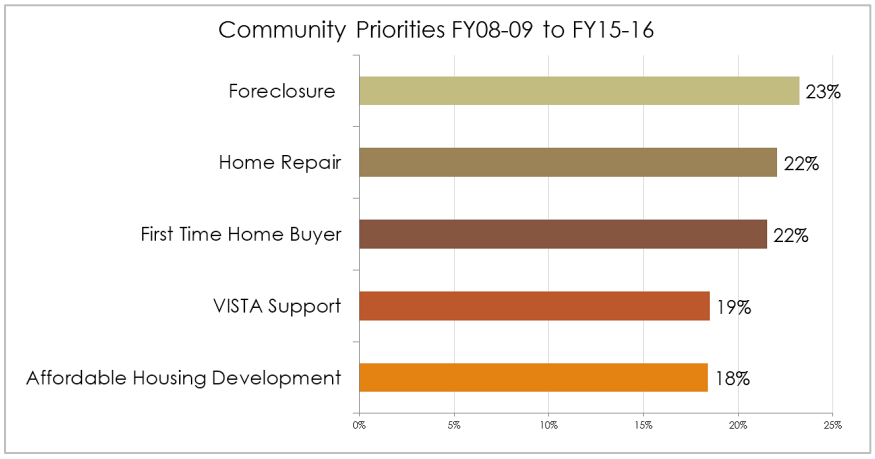
As a result, the Board made budget recommendations reflecting fiscal responsibility and sustainability, while prioritizing housing programs as per HUD requirements. The likelihood of continuing housing activities would substantially diminish if the City continued to fund grant programs not generating program income. The Board evaluated the long-term sustainability of operating loan programs rather than issuing grants. Four City programs were eliminated and substantial reductions were made in the three remaining home buyer / repair programs. Grants were not issued to nonprofit organizations for the first time since the 1970s.

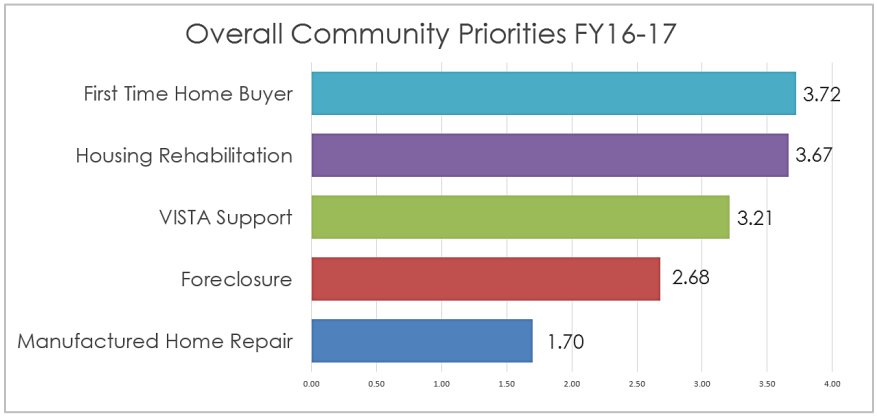
AMERICORPS VISTA: As funding dwindled to support non-profit organizations, the AmeriCorps Volunteers in Service to America (VISTA) program received additional allocations in funding to expand the program. From 2012 to 2015, the City received overlapping grants and more members. The *Billings Metro VISTA Project* continues to be offered to support capacity-building activities as a resource to non-profit organizations working on poverty issues.



PUBLIC AND CITY COUNCIL PROGRAM PRIORITIES

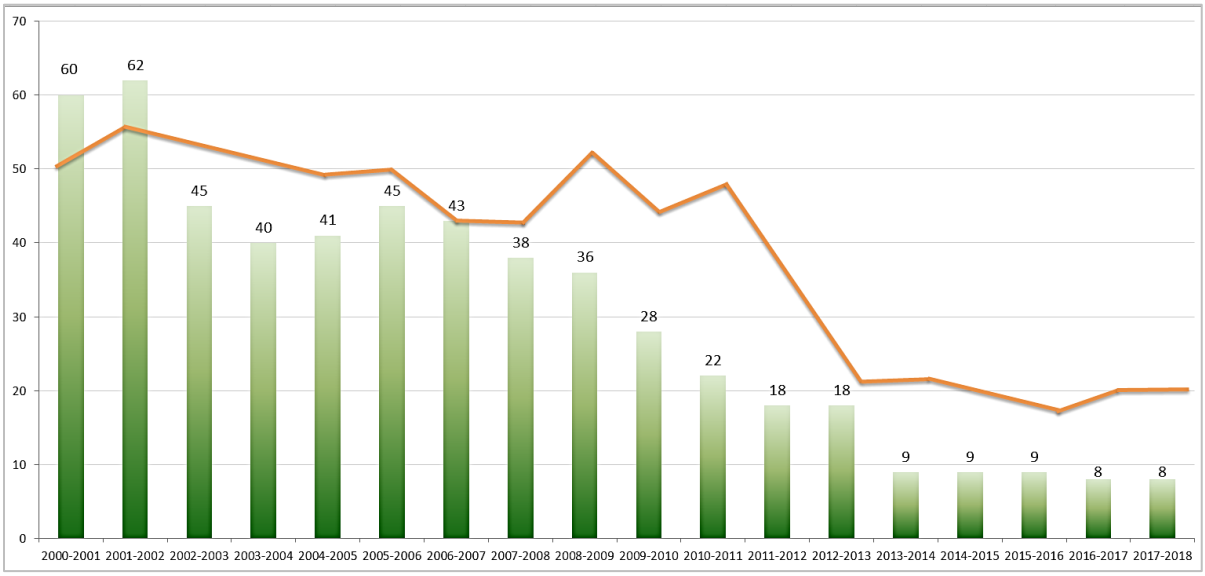
Task Force Priorities: Task Force rankings from 2008-2016 favor home repair / buyer and affordable housing development programs. The following figures represent the rankings from all Task Forces combined. Calculation methodology changed in FY2016-2017 when the survey added an online, weighted calculation.





Priority-Based Budgeting: The Division's process for priority-based budgeting began in 2008 when the City Council asked the Community Development Board to examine recommendation processes. When surveyed, *the majority of Council members favored funding fewer organizations with larger amounts.* Half of the Council members asked the Board to shift funding focus to housing programs. Organizations were then given minimum and maximum application amounts shortly thereafter and the number of funding applications declined.

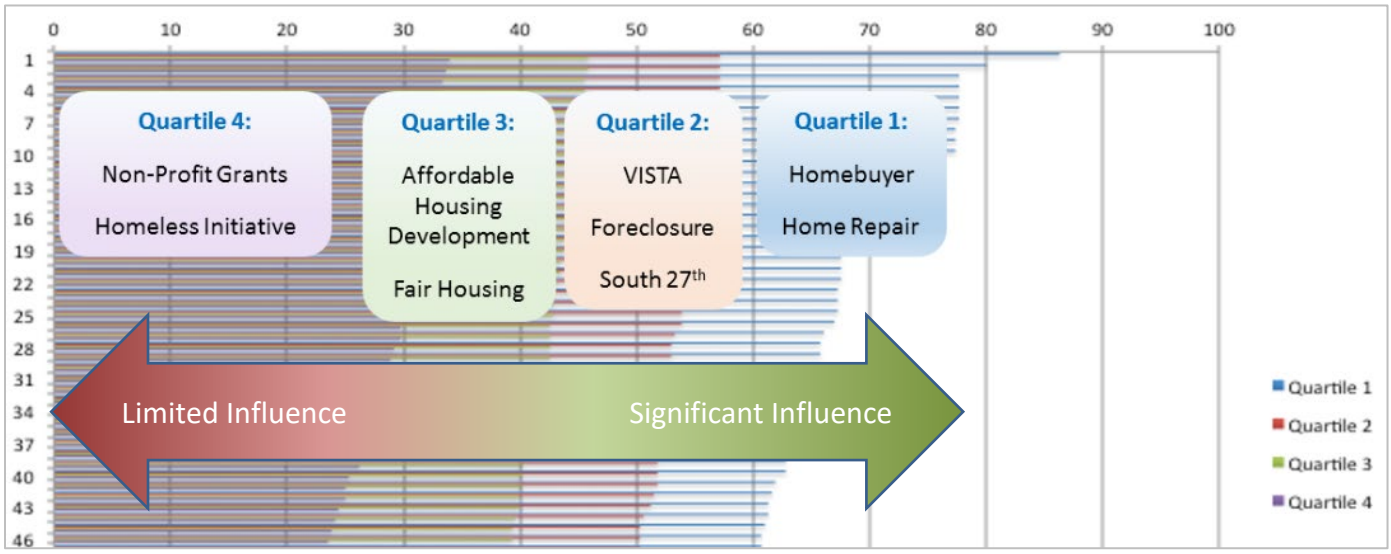
Total Number of Applications Considered & Funding History



Priority-Based Budgeting 2012: The City Council initiated an extensive process to rank programs based on how they influence the City's ability to achieve established community results, such as:

- Sustainable Economic Development
- Comprehensive, Orderly Growth and Development
- Community Resource Preservation
- Involved, Engaged and United Community

The home repair / buyer programs were ranked as having *significant influence* on the City's ability to achieve desired community results. However, grants to non-profit organizations and the homeless initiative were ranked as having limited influence.



City Council Regular

Date:	04/25/2022
Title:	Public Hearing - Land Use Contrary to Zoning - Arrowhead School - Electronic Message Display Sign
Presented by:	Nicole Cromwell
Department:	Planning & Community Services
Presentation:	Yes
Legal Review	Not Applicable

RECOMMENDATION

Planning staff recommends the Council conduct a public hearing and receive public comment on the Arrowhead Elementary School project to install an electronic message display wall sign, contrary to the local zoning regulations. The City Council may also provide comment and suggestions to the applicant.

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

State law governing the application of local zoning regulations to public agencies, local or state, have been on the books since 1981. The purpose of this code section - MCA 76-2-401 and 402 - was to ensure the ability of public agencies to accomplish the mission and purpose of their agency while giving local communities the opportunity to comment when those projects were contrary to locally adopted zoning. Public agency is defined in the law as "a board, bureau, commission, department, an authority, or other entity of state or local government". The term captures many local or state entities from the Department of Natural Resources Conservation (DNRC) to local schools districts or even city departments. The law does not apply to federal agencies or departments. The law excludes public projects on land that is privately owned. For example, if the DNRC has partnered with a landowner to complete a project on private property, it is not exempt from local zoning and is not covered by MCA 76-2-402.

In 2021, Senator Bill Mercer introduced and passed a bill that amended this section of state law. The previous convening body for Land Uses Contrary to Zoning was the appointed Board of Adjustment. In addition, the law had language that implied the Board of Adjustment could not provide its own advice, opinion, or summarize the public comments for the applicant's consideration. The changes adopted in 2021 place these types of projects in front of the local governing body (city or county) for public hearing and allows the governing body to provide input, opinion and advice to the project sponsors. The change in law however does not give the City Council the ability to impose conditions of approval or deny the proposed project.

Arrowhead School currently has a manually operated reader board wall sign on the front of the school. The letters and method of changing the sign are out-of-date. The school has raised funds to replace the sign with a digital electronic message display (EMD) sign. In 2021, the city adopted a new zoning code that included updates to the sign code. In the previous sign code, EMD signs were allowed for certain "uses" not associated with one particular zone district. This included a special section just for schools, churches and other institutional uses. The previous sign code allowed EMD signs for all school regardless of location with a limitation on size of a wall sign for an EMD of 10 square feet or for a freestanding EMD sign of 50% of the total sign area. EMD signs were not allowed to be used without a permanent graphic sign are incorporated into the sign.

The 2021 adopted sign code amendments exclude EMD signs from certain zone districts that are generally within or in proximity to residential neighborhoods. This includes Neighborhood Office (NO), Neighborhood Mixed Use (NMU), Public 1 - Parks and Open Space and Public 2 - Public, Civic and Institutions. All schools, churches and small public property developments outside of downtown were placed in the Public 2 (P2) zone district. Schools and churches may have EMD signs that were permitted prior to the code change and these would be considered legal nonconforming signs. EMD signs can be overly bright, be operated in violation of the code (flashing, traveling, blinking or scintillating lights) and show video similar and at the same visual quality as a television broadcast.

STAKEHOLDERS

The Planning staff has not received any public comment as of the date of this report. The School District was made aware of the new sign code restriction at the time a permit was submitted to install the new sign. The valuation of the sign is $18,000.

ALTERNATIVES

City Council may:

- Open the public hearing and take public comment and provide input and suggestions to the project sponsor, Arrowhead Elementary School.

The Council does not have the ability to approve or deny the land use contrary to zoning, but may provide feedback and concerns to the project sponsor.

FISCAL EFFECTS

Holding the public hearing will have no impact on the Planning Division budget.

Attachments

Application
Applicant Letter
Sign Graphics and Info
Zoning Map and Site photos
MCA 76-2-401 and 402

APPLICATION FORM

CITY Land Use Contrary to Zoning ID: City Variance #_____ - Project #_____

FEE: $483.00 + Sign Deposit $50.00

The undersigned as owner(s) of the following described property hereby request a Public Hearing on a Land Use Contrary to Zoning from the terms of the City of Billings Zoning Regulations.

TAX ID # D04715 CITY WARD # 4

Legal Description of Property: Arrowhead Elementary School

Address or General Location (If unknown, contact County Public Works): 2510 38th St. West Billings, MT 59102

Zoning Classification: P3

Size of Parcel (Area & Dimensions): 18.84 acres

Covenants or Deed Restrictions on Property: Yes_____ No X

If yes, please attach to application

Brief explanation of the Project:

Arrowhead PTA and School are requesting an electronic reader board to be put in the location of the current reader board.

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

Owner(s): Pam Meier

(Recorded Owner) 2510 38th St.West Billings, MT 59102

(Address)

406-281-6201 (Phone Number) meierp@billingsschools.org (email)

Agent(s): Pam Meier

(Name) 2510 38th St.West Billings, MT 59102

(Address)

(Phone Number) meierp@billingsschools.org (email)

I attest that all the information presented herein is factual and correct.

Signature: Pam Meier (Recorded Owner) Date: 3-25-2022

Date Stamp

Arrowhead Elementary Eagles

Soaring for Excellence

2510 38th Street West, Billings, MT 59102 • phone 406.281.6201 • fax 406.656.0169
Pam Meier, Principal meierp@billingsschools.org

April 6, 2022

Dear City Council,

I write this letter to ask for your approval for an electronic reader board to be installed on the east side of Arrowhead Elementary School, replacing the current out-dated message board.

The process to have an electronic reader board began last fall when I decided to have a Read-a-thon for all 435 students to solicit donations for a new reader board. I reached out to SignPro for a reader board bid and the school district electrician to be sure the installation could be completed. Everything was set.

The Read-a-thon took place February 22- March 4 with overwhelming success!! The students surpassed my expectations with reading and raised more than enough money for the $18,000 electronic reader board.

Unfortunately, I found out there was a misunderstanding with reader board zoning in neighborhoods. I was told no EMD's (electronic message displays) in P2 was the requirement. Needless to say I was very disappointed and in a predicament. Thus, I'm asking for you to approve the electronic reader board so my custodian doesn't have to climb on a ladder, lift the very heavy board, and use plastic letters to put up messages.

A new electronic reader board would be more user friendly, look professional, and communicate happenings at Arrowhead with the community. The Arrowhead students are very excited to see the new electronic reader board and read diligently to pay for the cost. I ask you to please consider my request.

Pam Meier
Principal, Arrowhead Elementary
meierp@billingsschools.org
281-6413

DESIGN Approval for Production

☐ As Designed
☐ With Changes

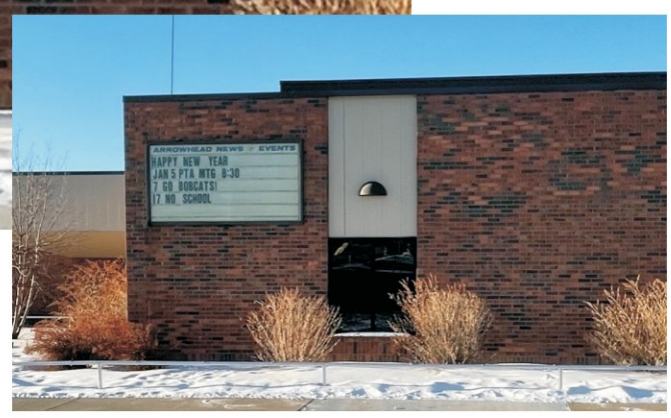
X _____
Client Signature

_____
Sales

DATE _____/_____/_____



PHOTO RENDERIING



EXISTING MANUAL READER CABINET - REMOVE



SINGLE FACED BUILDING SIGN AND EMD SCALE ¾"= 1'-0"

(A) MANUFACTURE AND INSTALL ONE SINGLE FACED BUILDING SIGN, FABRICATED THRIFT-T FRAME EXTRUDED ALUMINUM CABINET, ENAMEL PAINT FINISH DARK BLUE, WHITE POLYCARBONATE FACE WITH APPLIED VINYL FILM GRAPHICS, 3630-157 SULTAN BLUE AND 3630-51 SILVER GRAY VINYLS. ILLUMINATE FROM INTERIOR OF CABINET WITH SLOAN WHITE LEDS. MOUNT CABINET FLUSH TO BUILDING WALL IN PLACE OF EXISTING MANUAL READER CABINET AS SHOWN IN PHOTO RENDERING.

(A1) PROVIDE AND INSTALL ONE S/F ELECTRONIC MESSAGE UNIT. WATCHFIRE SERIES FULL COLOR LED UNIT. 16MM PIXEL PITCH WITH A 54 X 126 LAMP MATRIX CAPABLE OF UP TO 5 LINES OF 4" HIGH COPY. CONTROLLING IGNITE SOFTWARE, WIRELESS MODEM WITH LIFE OF UNIT CELLULAR CONTRACT COMMUNICATIONS, TEMP SENSOR, 100 STEP PHOTO CELL AND WEB BASED TRAINING ALL INCLUDED. MOUNT BELOW NEW BUILDING SIGN AS SHOWN.

SIGN PRODUCTS, INC.
1425 MONAD, BILLINGS, MT 59104
Phone:(406) 252-6348 Fax:(406) 252-6654

CLIENT	DATE	DESIGN #	DESIGNER
ARROWHEAD ELEMENTARY BILLINGS, MT	01-24-22	19780-22	TP
	SCALE: SHOWN	SALES: BRADY R.	SHEET #: 1 OF 1

This design is the property of Sign Products Inc. and all rights to its use or reproduction are reserved

Arrowhead Elementary

remove existing sign, install new sign with EMD

Legend

2510 38th St W

2510 38th St W

wall sign location

Arrowhead School

Hanna Construction

Google Earth

Image Landsat / Copernicus

N

100 ft

Arrowhead Elementary

remove existing sign, install new sign with EMD

Legend

2510 38th St W

230'

12'

ARROWHEAD ELEMENTARY SCHOOL

Wall Sq footage = 2,760
x 25%
690 sq ft

Sign Sq footage = 56.77

Google Earth

© 2022 Google

595 ft

Certification of Owner/Operator of E-Sign

I hereby certify that I have received and understand the regulations, restrictions and prohibitions related to Electronic Message Display (EMD) signs and further certify that I will operate such EMD sign(s) in compliance with the City Sign Code regulations.

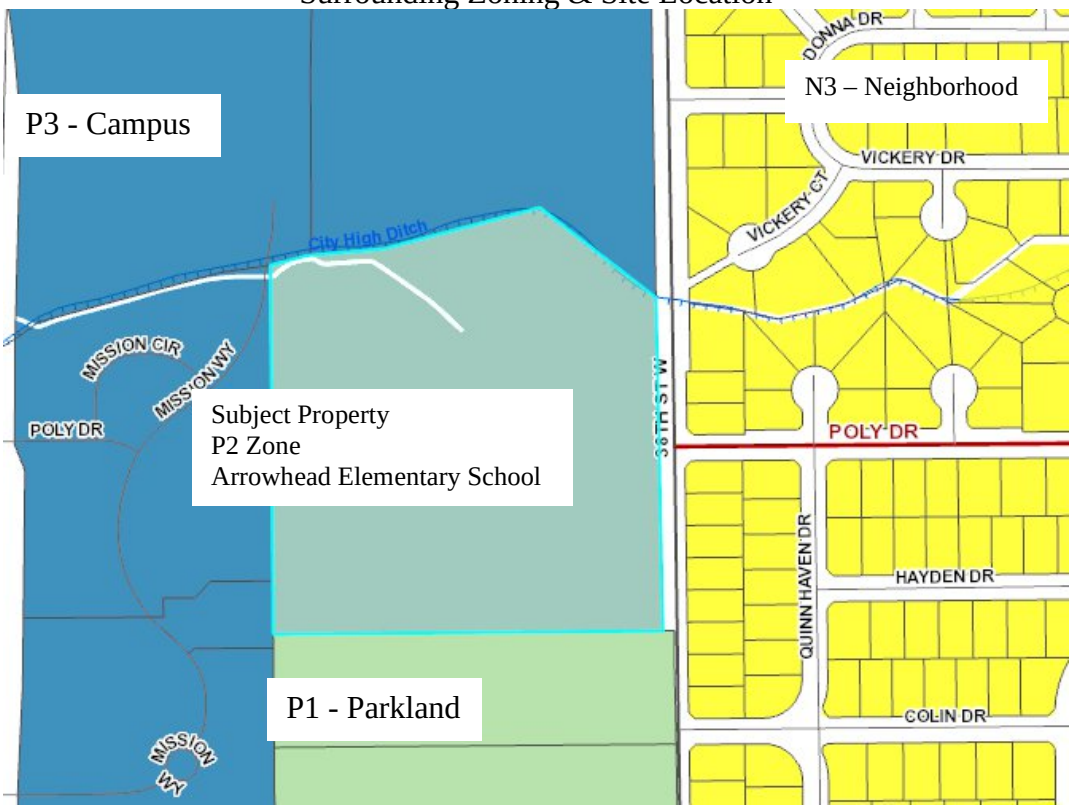
Pam Meier
Print Name

Pam Meier
Signature

East side of School - in current reader board space. → 2510 38th St W
Location of EMD sign

3-1-2022
Date

LUCZ 1 – City Council April 25, 2022
Arrowhead Elementary School EMD sign
Surrounding Zoning & Site Location





Aerial Photo



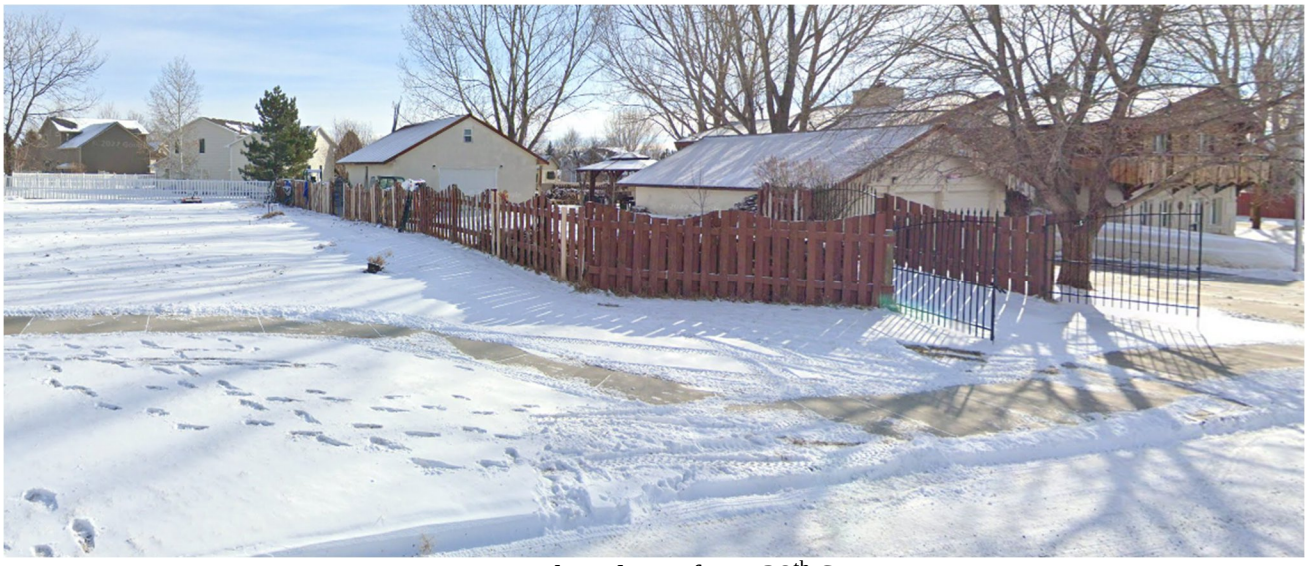
Subject Property view west from 38th St W



View north and west from 38th St W



View north and east from 38th St W



View south and east from 38th St W

Montana Code Annotated 2021
TITLE 76. LAND RESOURCES AND USE
CHAPTER 2. PLANNING AND ZONING
Part 4. Application to Governmental Agencies Group and Foster Homes
Definitions

76-2-401. Definitions. As used in 76-2-402, the following definitions apply:

(1) "Agency" means a board, bureau, commission, department, an authority, or other entity of state or local government.

(2) "Local zoning regulations" means zoning regulations adopted pursuant to Title 76, chapter 2.

History: En. Sec. 1, Ch. 397, L. 1981.

76-2-402. Local zoning regulations -- application to agencies. (1) Whenever an agency proposes to use public land contrary to local zoning regulations, a public hearing must be held and the agency shall attend the public hearing.

(2) The local governing body shall hold a hearing within 30 days of the date the agency gives notice to the local governing body of its intent to develop land contrary to local zoning regulations.

History: En. Sec. 2, Ch. 397, L. 1981; amd. Sec. 1, Ch. 362, L. 2021.

76-2-403 through 76-2-410 reserved.

City Council Regular

Date:	04/25/2022
Title:	Zone Change 1012 - Text Amendment - Zoning Housekeeping Update
Presented by:	Nicole Cromwell
Department:	Planning & Community Services
Presentation:	Yes
Legal Review	Not Applicable

RECOMMENDATION

The Zoning Commission is forwarding a recommendation of approval and adoption of the findings for Zone Change 1012, the housekeeping amendments to the new zoning code, on a 4-0 vote.

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

Since the adoption of Project Re:Code, planning staff has been monitoring the codes success and providing "warranty reports" to City Council. Since adoption, staff has identified small errors in the code. These errors may be incorrect code citations, may be contradictions, or may require clarity. This housekeeping ordinance is intended to resolve these minor errors. The housekeeping ordinance does not contemplate major changes (See the attachments for details). More substantive items are being evaluated and will be proposed for Council consideration later this year.

STAKEHOLDERS

Planning staff and the Zoning Commission did not receive any public comment on the proposed housekeeping amendments to the new zoning code. The Zoning Commission reviewed the amendments at the public hearing on April 4 and made a minor adjustment to the section regarding sign measurement to further clarify the code. No other revisions were made to the draft ordinance. Commission member Greg McCall made a motion to recommend approval and adoption of the findings of the 10 review criteria to the City Council. The motion was seconded by Commission member Dan Brooks. The Commission voted 4-0 in favor of the motion.

ALTERNATIVES

The City Council may:

- Approve and adopt the findings of the ten review criteria for the text amendments as proposed; or
- Approve and adopt the findings of the ten review criteria with changes to the proposed text amendments; or
- Approve some of the proposed text amendments; or
- Deny the amendments and adopt different findings of the ten review criteria for the text amendments; or
- Delay action on the text amendments to the next City Council hearing date.

FISCAL EFFECTS

Approval of some or all of the text amendments to the zoning regulations will have a financial impact on the City Clerk's and maybe the Planning Division's budget. The city contracts with MuniCode to incorporate changes to the city's code to ensure consistency and accuracy. MuniCode charges the city for this service. City Administration has historically distributed these costs to departments and divisions based on the code amended, although the City Code is for the benefit of everyone in Billings and not one Division or Department. Changes to the zoning code text may be charged to the Planning Division budget under past practice.

SUMMARY

Prior to making a decision on the proposed amendments, the City Council, shall consider the following recommended findings from the Zoning Commission:

1. Is the new zoning designed in accordance with the Growth Policy?
The proposed minor amendments are consistent with 2016 Growth Policy and the Project ReCode Guiding Principles:
2016 Growth Policy:

- Essential Investments (relating public and private expenditures to public values)
- Place Making (Enhance, maintain, preserve, and improve existing public places)

- Community Fabric (attractive, aesthetically pleasing, uniquely Billings)
- Strong Neighborhoods (livable, safe, sociable and resilient neighborhoods)
- Home Base (healthy, safe and diverse housing options)
- Mobility and Access (transportation choices in places where goods and services are accessible to all)
- Prosperity (promoting equal opportunity and economic advancement)

Project ReCode Steering Committee Guiding Principles (2019):

- CLARIFY AND SIMPLIFY - All new regulations will be written in Plain English to maximize readers' ability to find what they need, understand what they find, and use what they find to meet their needs.
- REGULATE WHAT MATTERS - The regulations will have a clear alignment with community goals today while allowing for changing goals in the future.
- PRESERVE AND PROTECT THE RIGHTS OF OWNERS AND RESIDENTS - The regulations will recognize and incorporate clear and well-defined processes that uphold property rights and access to housing choices.
- PREVENT CONFLICTS - The regulations will be internally consistent and will not create direct or un-reconcilable conflicts.
- OPTIONS AND CONTEXT - The regulations will provide a range of site development options with clear criteria and guidelines for allowing alternatives to future development as well as changes to existing neighborhoods as the community's goals change.
- MAINTAIN WHAT WE CARE ABOUT - The regulations will encourage stability of existing neighborhoods while allowing for changes over time.
- FILL THE VOID -- The regulations will consider and include land uses and combinations of land uses that have been overlooked or not considered in the current code and methods for accommodating new use options.
- PROSPERITY -- The regulations will serve to support the community's need and desire to remain regionally competitive in the recruitment of businesses, expansion of existing business, and private investment in the economy, all to promote job creation.

2. Is the new zoning designed to secure from fire and other dangers?
A finding for this criteria is not relevant in the context of minor adjustments to the code.

3. Whether the new zoning will promote public health, public safety and general welfare?
Public health and safety will be promoted through the text amendments. Clarification and correction of errors in the text will prevent the misinterpretation or mis-application of the code as currently written. These changes will promote public health and safety.

4. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements?
A finding for this criteria is not relevant in the context of minor adjustments to the code.

5. Will the new zoning provide adequate light and air?
A finding for this criteria is not relevant in the context of minor adjustments to the code.

6. Will the new zoning effect motorized and non-motorized transportation?
A finding for this criteria is not relevant in the context of minor adjustments to the code.

7. Will the new zoning will promote compatible urban growth?
The zoning amendment promotes compatible urban growth in the areas of the City by correcting errors in the adopted code.

8. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?
A finding for this criteria is not relevant in the context of minor adjustments to the code.

9. Will the new zoning conserve the value of buildings?
A finding for this criteria is not relevant in the context of minor adjustments to the code.

10. Will the new zoning encourage the most appropriate use of land throughout the City of Billings?
A finding for this criteria is not relevant in the context of minor adjustments to the code.

Attachments

Draft Ordinance ZC 1012

ORDINANCE 22-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING THE REGULATIONS IN SECTIONS 27-300, 27-400, 27-1000, 27-1200, 27-1400, AND 27-1600, BE AMENDED TO CORRECT ERRORS, CROSS REFERENCES, OMMISSIONS AND TO PROVIDE CLARIFICATION OF THE REGULATIONS

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 Regulations from time to time. The City Zoning Commission and staff have reviewed the proposed corrections and clarifications to the zoning regulations that pertain to all the real property within the City of Billings. 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.** Sections 27-300 – Neighborhood Residential Districts, 27-400 – Commercial and Mixed Use Districts, 27-1000 – Uses and Use Standards, 27-1200 - Landscaping, 27-1400 – Signs, 27-1600 – Administration and 27-1800 – Measurements and Definitions, have been found to contain errors unrelated to the substance of the zoning regulations. Correction of these errors through an ordinance will make the regulations clearer and provide for accurate administration of the code.

Section 3. **ZONE REGULATION AMENDMENTS.**

(a) **Table 27-300.3 (N1) – A.10- Permitted Driveway Access Location, Table 27-300.4 A.2 – Maximum Front Building Width, Table 27-300.6 (NX1) A.10 – Permitted Driveway Access Location, 27-300.7 A.2 Maximum Building Width and A.10 - Permitted Driveway Access Location (NX2/NX3). Edit the language as follows for each Table**:

Table 27-300.3 - A

10	Permitted Driveway Access Location	~~Alley, side street if no alley~~ Any	See BMCC Section 6-1200 for driveway access.
11	Attached Garage Entrance Location	Rear, side, or street-side façade; front façade allowed maximum of no more than 40% of the facade	

Table 27-300.4 – A

2	Maximum Front Building Width (feet)	~~80~~ 110 per principal building	

12	Principal Building: Maximum Height (stories)	1.5; 2 stories maximum 60% of footprint except as provided in subsection 27-305.D	
	Maximum Height (feet)	27	

(insert table break)

Table 27-300.6 - A

10	Permitted Driveway Access Location	~~Alley, side street; front street if no side street is available~~ Any	See BMCC Section 6-1200 for driveway access standards.

Table 27-300.7- A

		Multi-Unit Building	Side-by-Side Units	REFERENCES
2	Maximum Building Width (feet)	~~16 feet per ground floor unit~~	~~8 units/~~172 feet on any frontage	See 27-307.D for fee simple row building units.

10	Permitted Driveway Access Location	~~Alley, side street; front street if no side street is available~~ Any	See BMCC Section 6-1200 for driveway standards.

(b) Section 27-303.I – Yard Treatment is amended by deleting the subsection in its entirety and renumbering the following sections I. and J.

~~I. Yard treatment. Build-to zones, and front, side and rear yards shall be a minimum of sixty (60) percent landscape area.~~

Re-number the following sections ~~J.~~ I. Front entrances and ~~K.~~ J. Arterial setbacks

(c) Section 27-409 – Table 27-400.6 Site and Structure Regulations for CX district be amended to add diagram letters in the first column as follows:

			REFERENCES
A.	BUILDING SITING		
~~q~~ 1	Maximum Building Coverage (%)	50	
~~w~~ 2	Front Setback (feet)	20 minimum	See subsection 27-403.K for arterial setback regulations.
~~e~~ 3	Street-Side Setback (feet)	10 minimum	
~~r~~ 4	Side Setback (feet)	0; 10 minimum if abutting N, NX or RMH district	
~~t~~ 5	Rear Setback (feet)	10 minimum; 0 if abutting an alley	
B.	PARKING SITING		
~~y~~ 6	Surface or Accessory Parking Yard Location	Side or Rear	
~~u~~ 7	Loading Location	Rear, Interior Side	
~~i~~ 8	Permitted Driveway Access Location	See section 27-1305 for driveway access locations	
C.	HEIGHT		
~~o~~	Overall: Maximum Height (feet)	60	

(d) Section 27-603.B. is amended as follows:

B. ~~I1~~ I2: Heavy industrial dimensions. Development in heavy industrial district shall comply with the following:

(e) Section 27-1006.C.1 is amended as follows:

C. Personal self-service storage.
1. Generally applicable standards. Standards listed in subsections e, f and g are not applicable to the CX, I1 or I2 zone districts. Subsections a through d apply in all zone districts.
(a) No business activity other than rental of storage units shall be conducted within a self-service storage unit.

(b) In CMU1, CMU2, and EBURD-CW, individual self-storage units, unit doors, loading areas or other service areas shall be screened from a public right-of-way and any adjacent non-industrial districts.
(c) Security fencing or gates shall be located behind any required landscaping area.
(d) Security gates shall be located so that two (2) vehicles awaiting entry do not stack into the public right-of-way or any pedestrian path. This may be reduced to one vehicle for facilities with fewer than twenty-five (25) units or where security gates are only locked outside of normal business hours.
(e) Exterior doors serving individual units shall not be oriented towards a public right-of-way unless located behind other structures.
(f) Individual units accessed from outdoors shall be located at least one hundred (100) feet from a front or street side property line.
(g) No self-service storage facility shall exceed three (3) acres in size.

(f) Section 27-1007.C.6(b)(3) is amended as follows:

(b) New support structures and major modifications shall be considered as follows:
(1) Stealth communication facilities shall be permitted as an allowed use in all commercial zoning districts.
(2) Antenna support structures shall be permitted as an allowed use in all commercial and mixed-use zoning districts when located on school, government-owned utility, and other government sites. Proposed antennas or antenna support structures that are contrary to this section must be requested through the special review process.
(3) Antenna support structures and antennas located in NO, NC, and DX that do not meet the requirements of subsection ~~7(b)(1) or 7(b)(2)~~ 6(b)(1) or 6(b)(2) shall be required to obtain special review approval. Wireless communication facility tower farms are not allowed in these zoning districts.

(g) Sections 27-1009.A.2.b(2) and 27-1009.D.2 are amended as follows:

A.2.b(2) Any temporary structure must be setback five (50) feet behind all property lines;

D. Temporary use/structure permit required.
1. Before any group 2 or group 3 temporary use or structure is established, the property owner shall obtain a temporary use/structure permit for each location from the zoning coordinator or his/her designee.
2. For group 3 temporary uses, the temporary use permit holder shall post a ~~one thousand five hundred dollars ($1,500.00)~~ bond, in an amount set by city council resolution from time to time, for each location with the planning and community services department to ensure timely removal of the use and/or structure.

(h) Section 27-1102 A. Eligibility for Proportionate Compliance Table 27-1100.1 Applicability of Development Standards is amended as follows:

	Res. Multi-Unit	Mixed-Use and Public	Comm.	Ind.
New Development	Percent compliance with development standards			
New Development	100	100	100	100
Existing Development				
Interior Change(s)	Apply subsection 27-1102.B.~~2~~ 1			
Redevelopment:				
Less than 10% GFA	n/a	n/a	n/a	n/a
Between 10% and 75% GFA	Apply subsection 27-1102.B.2			
Greater than 75% GFA	100	100	100	100
Use Change with Increased Parking	Apply subsection 27-1102.B.3			
Nonconformities				
See article 27-1500 for applicability of nonconformity standards				

(i) Section 27-1203.B and 27-1203.B.1(d) is amended as follows:

B. Required street frontage landscaping. The area ~~along any property line~~ that abuts a public and private street ~~right-of-way~~ shall be provided a street frontage landscaped area planted with street trees. Property owners shall plant and maintain street trees as follows and as further required by this section:
1(a) through 1(c) no changes
1.(d) Additional required plant materials are specified in subsection 27-~~1204.D.~~ 1208.

(j) Section 27-1209.A.4 and 27-1209.B is amended as follows:

4. All fences over 36 inches in height and equal to or less than 7 feet in height shall require a permit from the planning division. Fences over seven feet in height may require a permit from the Building Division.

B. *Height.* Height, for the purposes of this section, shall be defined as the vertical distance from the top rail, board or wire to the ground directly below as measured inside the fence.

(k) Section 27-1400 – Signs amend Tables 27-1400.6; 27-1400.8 and 27-1400.10 and Section 27-1407.F.2 to correct references as follows:

Table 27-1400.6. Attached Signs in CMU1, CMU2, and EBURD RSVMS.

Sign Type	Number	Height (max., ft.)	Sign Area per Sign (max., sf.)	Illumin.	EMD	Additional Standards
Awning	1 per awning	n/a	n/a	Internal or external	n/a	Subsection 27-1405.B, Awning Sign
Canopy	1 per canopy	n/a	n/a	Internal or external	n/a	Subsection 27-1405.B, Canopy Sign
Projecting	1 per tenant	Same as wall	48	Internal or external	n/a	Subsection 27-1405.B, Projecting Sign
Wall	1 per tenant per street frontage	Same as wall	Subsection ~~D~~C.2.(a), above [1]	Internal or external	Static; Max 40% of sign area	Subsection 27-1405.B, Wall Sign
Window	n/a	architect. distinct window area	Subsection 27-1405.B, Window Signs	No	n/a	Subsection 27-1405.B, Window Signs
Notes						
[1] Distribution of this signage across multiple tenancies is the responsibility of the property owner. Extra signage will not be permitted once the maximum signage identified here has been met.						

Table 27-1400.8. Attached Signs in CBD and DX.

Sign Type	Number	Height (max., ft.) [1]	Sign Area Max per Sign (sf)	Illumin.	EMD	Additional Standards
Awning	1 per awning	n/a	n/a	Internal or external	n/a	Subsection 27-1405.B, Awning Signs
Canopy	1 per canopy	n/a	n/a	Internal or external	n/a	Subsection 27-1405.B, Canopy Signs
Projecting	1 per street frontage	May not extend beyond roofline	48 sf	Internal or external	n/a	Subsection 27-1405.B, Projecting Signs
Roof	1 per premises	4 ft. above roofline	x	Internal or external	Animated; Max 40% of sign face	Subsection 27-1405.B, Roof Sign
Under awning or canopy signs	1 per tenant	Below awning or canopy	x	Internal or external	n/a	Buildings with awnings or canopies over the right-of-way

Wall	1 per tenant per street frontage	Same as wall	Subsection ~~E~~D.2(a) above [2]	Internal or external	Animated; Max 40% of sign face	Subsection 27-1405.B, Wall Sign
Window	n/a	Limited to architect. distinct window area	Subsection 27-1405.B, Window Signs	No	n/a	Subsection 27-1405.B, Window Signs
Notes:						
[1] Attached signs on taller structures, except for roof signs, shall be located at or below the 10th story of the building.						
[2] Distribution of this signage across multiple tenancies is the responsibility of the property owner. Extra signage will not be permitted once the maximum signage identified here has been met.						

Table 27-1400.10. Attached Signs Commercial, Industrial, and EBURD CW, 13th, and IS.

Sign Type	Number	Height (max., ft.)	Sign Area Max per Sign (sf)	Illumin.	EMD	Additional Standards
Awning	1 per awning	n/a	n/a	Internal or external	n/a	Subsection 27-1405.B, Awning Sign
Canopy	1 per canopy	n/a	n/a	Internal or external	n/a	Subsection 27-1405.B, Canopy Sign
Projecting	1 per tenant	Same as wall	48	Internal or external	n/a	Subsection 27-1405.B, Projecting Sign
Roof [1]	1 per premises	4 ft above roofline	250	Internal or external	n/a	Subsection 27-1405.B, Roof Sign
Wall	1 per tenant per street frontage	Same as wall	Subsection ~~F~~E.2(a) above, [2]	Internal or external	Static; Max. 40% of sign face	Subsection 27-1405.B, Wall Sign
Window	n/a	Limited to architect. distinct window area	Subsection 27-1405.B, Window Signs	No	n/a	Subsection 27-1405.B, Window Signs
Notes:						
[1] Permitted in lieu of a wall sign.						
[2] Distribution of this signage across multiple tenancies is the responsibility of the property owner. Extra signage will not be permitted once the maximum signage identified here has been met.						

Section 27-1407.F. 2. Public 2: Public and institutional. Signage is permitted pursuant to subsection 27-140~~6~~7.B, NO and NMU.

(l) Section 27-1404.B.3(a)(1) Method of measuring sign area shall be amended as follows:

3. *Method of measuring sign area.*
   (a) *Freestanding signs.*
   (1) The sign area of a freestanding sign shall be measured from the outside edge of the sign face.
      a. The sign area of ~~a~~ multiple freestanding signs each consisting of ~~more than~~ one single-sided sign shall be computed by adding together the total area(s) of all signs. See subsection (2)a. for sign area calculation for two-sided signs.

(m) Section 27-1408.D.2(a) Location of temporary sign shall be amended as follows:

2. *Location.*
   (a) Temporary signs are subject to the prohibited sign locations identified in subsection 27-1401~~1~~2.E.

(n) Section 27-1407.G Historic districts signs shall be amended as follows:

G. *Historic districts.* Statement of special purpose. This special code acknowledges the unique visual concerns associated with the Billings' historic districts, including the Billings Townsite Historic District, Old Town Historic District, and North Elevation Historic District, as defined in BMCC section 6-~~1103~~700, and recognizes the benefits of restoring the district's visual appearance of prosperity, cohesiveness, and historic integrity, while continuing to promote business advertising variety, individuality, and growth.

(o) Section 27-1628.C.2(b)(3) and 27-1628.E.2(c) Zone Changes be amended as follows:

(3) *Posted.* Place notice of the public hearing on the property subject to the ~~special review~~ zone change fifteen (15) calendar days in advance of the public hearing.

2. *City council action.*

(a) The city council shall hold a public hearing within ~~twenty (20)~~ thirty (30) calendar days after the publication of the zoning commission recommendation.

(b) Before taking action on a zone change application, and after presentation of the zoning commission report, the city council shall hold a public hearing on the application.

(c) ~~An additional public hearing shall be held at~~ A second reading of the ordinance as required by BMCC section 2-~~223~~231.

(p) Section 27-1619.E Master Site Plan be amended as follows:

E. Review and decision-making. A master site plan is subject to administrative approval and shall be reviewed as follows:

1. Within ~~thirty (30)~~ sixty (60) calendar days following the submittal of a complete application, the zoning coordinator shall approve or deny the application, unless the applicant consents in writing to an extension of the review period. The review period clock stops when corrections or revisions are required and begins again once the additional information or modified complete plans are received. Failure of the applicant to timely respond to the corrections or request for additional information does not trigger subsection 2.

2. In the event that review exceeds ~~thirty (30)~~ ninety (90) calendar days, the applicant may seek immediate approval from the planning director.

(q) Section 27-1002.C – Uses by District – Table 27-1000.1 is amended as follows:

Table 27-1000.1: Permitted Primary Uses	Residential							Mixed-Use and Commercial							Indust.		EBURD			Public						
	Key: P = Permitted, PL = Location Limits in Zone District, PR - Applicable Use Restrictions, SR = Special Review																									
Use Table	N3	N2	N1	NX1	NX2	NX3	RMH	NO	NMU	CMU1	CMU2	DX	CBD	CX	I1	I2	RSV MS	RSV	CW	I3	IS	P1	P2	P3Civ	P3 Ed	P3 Med	Additional Standards
Manufacturing, Assembly or Processing																											
Artisan/Craft									~~PL~~ P	~~PL~~ P	~~PL~~ P	P	P	P	P	P	PR PL	PR PL	PR PL	PR PL	PR PL						27-1006
Vehicle Sales and Service, Personal																											
Outdoor Sales Lot											PR	SR	SR	P	P	P		PR	P	P	P						~~27-1009~~ 27-1005.M 27.1008.P
Assembly																											
Civic Assembly	SR	SR	SR	SR	SR	SR	SR	SR	P	P	P	P	P	P	P	P	P	P	P	P	P	PR	P	PR	PR	PR	27-1004
Health Care and Social Assistance																											
Office and Clinical Services								P	P	P	P	P	P	P			P	P	P	P	PL		P		P	P	
Retail Sales																											
Retail, General with drive-thru									SR	~~P~~ PR	P			P				P	P	P	P						~~27-1009~~ 27-1008.J
without drive-thru										~~PR~~ P	P	P	P	P			P	P	P	P							

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 25th day of April 2022.

PASSED, ADOPTED and APPROVED on second reading this 9th day of May 2022

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

Attest:

BY:_____

Denise R. Bohlman, City Clerk

Zoning Code Housekeeping Amendments 2022

City Council Regular

Date:	04/25/2022
Title:	Public hearing and first reading - Ordinance amending marijuana business regulations
Presented by:	Gina Dahl
Department:	Legal
Presentation:	Yes
Legal Review	Yes

RECOMMENDATION

Staff recommends Council conduct a public hearing and approve first reading of the Ordinance amending Sections 7-2024, 7-2034, 7-2043, 7-2052, 7-2058, and 7-2063, BMCC, to change the minimum age requirements for employees of marijuana businesses.

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

Council passed Ordinance 21-5785 on third reading on November 22, 2021, establishing regulations for marijuana businesses within City limits. This ordinance became effective 30 days later on December 22, 2021. This ordinance was codified in Billings, Montana City Code (BMCC) at Article 7-2000. As part of these regulations, marijuana businesses are only permitted to hire employees that are 21 years of age or older. However, state law permits marijuana businesses to employ persons that are 18 years of age or older. Therefore, staff recommends Council amend the relevant sections to permit marijuana businesses within the city limits to employ persons 18 years of age or older, similar to what is permitted under state law.

There are six categories of marijuana businesses identified under state law and BMCC Article 7-2000 addresses all six categories. Therefore, there are six sections within BMCC that need to be amended.

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

N/A

SUMMARY

Staff recommends Council amend the marijuana regulations to allow marijuana businesses within Billings to employ persons 18 years of age or older. This amendment will then mirror the age requirements set forth in state law.

Attachments

Ordinance amending marijuana regulations

ORDINANCE 22-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING THAT THE BILLINGS, MONTANA CITY CODE BE AMENDED BY REVISING SECTIONS 7-2024(2)(b), 7-2034(2)(b), 7-2043(2)(b), 7-2052(2)(b), 7-2058(2)(b), and 7-2063(2)(b) TO CHANGE THE MINIMUM AGE REQUIREMENT FOR EMPLOYEES OF MARIJUANA BUSINESSES

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

Section 1. That Section 7-2024(2)(b) of the Billings, Montana City Code (BMCC) is amended so that such section shall read as follows:

Sec. 7-2024. Requirements to obtain and retain a medical marijuana dispensary license.

. . . .

(2) Personal requirements for the licensee, principals, registered manager and employees:

. . . .

(b) The applicant, principals, registered manager and employees are all over the age of ~~twenty-one~~eighteen (~~21~~18).

. . . .

Section 2. That Section 7-2034(2)(b) of the BMCC is amended so that such section shall read as follows:

Sec. 7-2034. Requirements to obtain and retain a retail marijuana dispensary license.

. . . .

(2) Personal requirements for the licensee, principals, registered manager and employees.

. . . .

(b) The applicant, principals, registered manager and employees are all over the age of ~~twenty-one~~eighteen (~~21~~18).

. . . .

Section 3. That Section 7-2043(2)(b) of the BMCC is amended so that such section shall read as follows:

Sec. 7-2043. Requirements to obtain and retain a marijuana cultivator license.

. . . .

(2) Personal requirements for the licensee, principals, registered manager and employees.

. . . .

(b) The applicant, principals, registered manager and employees are all over the age of ~~twenty-one~~eighteen (~~21~~18).

. . . .

Section 4. That Section 7-2052(2)(b) of the BMCC is amended so that such section shall read as follows:

Sec. 7-2052. Requirements to obtain and retain a marijuana transporter license.

. . . .

(2) Personal requirements for the licensee, principals, registered manager and employees.

. . . .

(b) The applicant, principals, registered manager and employees are all over the age of ~~twenty-one~~eighteen (~~21~~18).

. . . .

Section 5. That Section 7-2058(2)(b) of the BMCC is amended so that such section shall read as follows:

Sec. 7-2058. Requirements to obtain and retain a marijuana manufacturer license.

. . . .

(2) Personal requirements for the licensee, principals, registered manager and employees.

. . . .

(b) The applicant, principals, registered manager and employees are all over the age of ~~twenty-one~~eighteen (~~21~~18).

. . . .

Section 6. That Section 7-2063(2)(b) of the BMCC is amended so that such section shall read as follows:

Sec. 7-2063. Requirements to obtain and retain a marijuana testing laboratory license.

. . . .

(2) Personal requirements for the licensee, principals, registered manager and employees.

. . . .

(b) The applicant, principals, registered manager and employees are all over the age of ~~twenty-one~~eighteen (~~21~~18).

. . . .

Section 7. **EFFECTIVE DATE**. This ordinance shall be effective thirty (30) days after second reading and final adoption as provided by law.

Section 8. **REPEALER**. All resolutions, ordinances, and sections of the City Code inconsistent herewith are hereby repealed.

Section 9. **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 the _____ day of _____, 2022.

PASSED, ADOPTED and APPROVED on second reading this _____ day of _____, 2022.

CITY OF BILLINGS

BY:_____
William A. Cole, Mayor

Attest:

BY:_____
Denise R. Bohlman, City Clerk

City Council Regular

Date:	04/25/2022
Title:	Public Hearing and Resolution approving Annexation 22-01
Presented by:	Monica Plecker
Department:	Planning & Community Services
Presentation:	Yes
Legal Review	Not Applicable

RECOMMENDATION

Staff recommends the City Council hold a public hearing. In this case, a joint public hearing that considers both the annexation and associated zone change. Upon completion of the hearing, staff recommends the City annex the petitioned property with the staff recommended conditions of approval.

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

Performance Engineering on behalf of Shiloh Farm, LLC submitted a petition to annex land using the provisions of Section 7-2-4600, MCA. The property is located north of Zoo Drive and West of Shiloh Road. The land being annexed is described as Being Tracts of Land situated in the NE 1/4 of Section 22, T.1S., R.25E, P.M.M., Yellowstone County, Montana, more particularly described as: Being Tract C of Amended Tract 1-A-2 of Certificate of Survey No. 1100, recorded October 24, 1984, under Document No. 1327683; Also including all adjacent Right-Of-Way of Shiloh Road. Said annexation contains 22.923 gross and 20.575 net acres.

The property is zoned Agricultural. This is a zoning district not recognized by the City. The accompanying zoning application proposes to change the property to a Planned Neighborhood Development (PND), incorporating multiple zones and open space. The PND is a newly adopted tool specifically designed to incorporate at a minimum, 1 Mixed Use district, 1 Neighborhood district and open space. Zone Change 1008 is an accompanying application that the Council will review. A joint public hearing to consider both the annexation and zone change will be held on April 25, 2022.

It is the City's custom to have staff prepare a brief analysis of predicted impacts to services and facilities. Staff finds the proposed annexation complies with the adopted Annexation Policy criteria as follows:

1. The area is located within the City's Annexation Petition Area on its Limits of Annexation Map.
2. The City is able to provide adequate city services within a time period mutually agreed to by the property owners requesting annexation and the city.
3. Existing or proposed public improvements within the area to be annexed will meet City standards.
4. All property owners within the area to be annexed must sign a Waiver of Right to Protest future Special Improvement Districts.
5. If annexed, any proposed land use will comply with the zoning.

Departmental Response: City and County Departments were given the opportunity to comment on this annexation. City departments responded favorably and detailed responses are provided below. The County Public Works Department did not respond to this annexation request.

- Water and Sanitary Sewer: Public water and sanitary sewer service is available to the property proposed for annexation. The Developer will be required to extend an 8-inch diameter sanitary sewer from the existing manhole located at the intersection of Zoo Drive and Shiloh Road to at least the intersection of the most southerly access from Developer Tract to Shiloh Road. Further, the Developer is required to extend from the existing water main located at the intersection of Zoo Drive and Shiloh Road along the entire Shiloh Road frontage of the Developer Tract. There are provisions in the Annexation Agreement that will required to install these services from Summer Lane to Zoo Drive along Shiloh Road.
- Storm water: Any development will be compliant with the adopted Stormwater Management Manual.
- Transportation: The Developer Tract will be accessed from two proposed right-in, right-out only approaches from Shiloh Road and two future accesses through the property to the south property line. The approaches from Shiloh AA-2 Road must be reviewed and approved by the City and the Montana Department of Transportation. If only one approach is approved to access Shiloh Road, the development will be limited on the number of units, (as determined by City Engineering and the City Fire Department), that can be constructed until an access to the south connected to the westerly extension of Zoo Drive is approved and constructed.
- Fire Stations: The Billings Fire Department currently serves the subject property through the Billings Urban Fire

Service Area agreement. The Billings Fire Department will continue to serve the property upon annexation. As this and additional annexations are built out, additional fire department resources will be needed to meet and maintain our high level of service due to the increased call volume and burden on our department these annexations create. The nearest fire station is Station #5, located at 605 S. 24th St. W, approximately 3.9 road miles or 11 minutes driving time to the subject property.

- Parks: A Public 1 (P1) zone is being created with the zone change that accompanies the annexation, if subdivision occurs in the future, additional parkland dedication or cash-in-lieu will be required. Further, The Developer will be required to construct a 10' wide trail along the frontage of the parcel and also to provide two pedestrian points of access for the P1 parkland along the BBWA canal.
- School facilities: The proposed development will overwhelmingly, if not all develop with a residential component. With residential growth comes demand on the school system the School district has noted west end schools have faced capacity issues for some time. Though there are capacity issues there are no special requests or concerns raised by School District 2 in relation to residential developments.

General City Services: These are the City services that are provided to all residents and businesses in the City, such as police and fire protection, street and storm drain maintenance, and garbage collection and disposal. The service providers that responded did not object to the annexation of this property, however the Fire Department in its comments above did note its concerns as additional property is annexed into the City.

- Transit: MET Route 13-West End currently runs southbound on Shiloh Rd to Pierce Parkway and directly serves the property. Access to the route would most likely occur at the intersection of Zoo Drive and Shiloh Rd. Bus service within a 1/2 mile to the north of the area will most likely continue for service to the Shiloh Crossing area but direct service to the Zoo area may be affected pending the results of MET's currently in progress Transit Development Plan.
- Police: This proposed development is adjacent to established city limits and will not require an adjustment in schedules or staffing at this time. There is sufficient ingress/egress to the area. Despite recent passage of a safety levy, continued annexation and development will affect our ability to deliver service without commensurate resources.
- Public Utilities: The Public Works-- Distribution and Collection Division had no concerns with the annexation request.
- Public Works -Street and Traffic Division: The Street and Traffic Division stated that it has no concerns with serving the property.
- Public Works-Solid Waste: The Solid Waste Division had no concerns with annexing the property, but pointed out that State Law allows the property owner to choose what garbage hauler may service the property after it is in the City.
- Ambulance Service: The City does not provide ambulance service, however it does dictate the level of service provided by American Medical Response (AMR). By City ordinance, 90% of ambulance calls must be answered within 8 minutes. Depending on factors at any given time such as traffic and congestion, this property may be within the area of acceptable response time.
- Legal and Finance: General Fund services, such as the Legal and Finance Departments should not be negatively impacted by this annexation.
- Other Departments: City/County services including Library, Planning, and Environmental Health are only slightly affected by the annexation since they will continue to serve the property whether it is in the City or the County. The Planning Division staff supports the annexation because it is consistent with the Limits of Annexation map and the criteria of the annexation policy has been met. Further, coordination with other departments does not raise concerns that cannot be mitigated. Therefore, City Council is being provided with a recommendation of approval.

STAKEHOLDERS

Annexation by petition does not require notification of adjoining landowners; however, it does require that the City Council conduct a public hearing, advertise the hearing, and post the property with information on the annexation petition and public hearing. Notice of the public hearing was posted on the property and was advertised in the Yellowstone County News.

ALTERNATIVES

The City Council may

- Approve,
- Conditionally approve or
- Deny the petition for annexation.

Denial of the petition will mean the City Council cannot consider other agenda items related to this property regarding the development agreement and zoning. On January 10, 2022, the annexation petition was submitted to the Planning Division by the owner's agent. On April 25, 2022, the City Council is scheduled to take action on the petition in combination with considering a zone change.

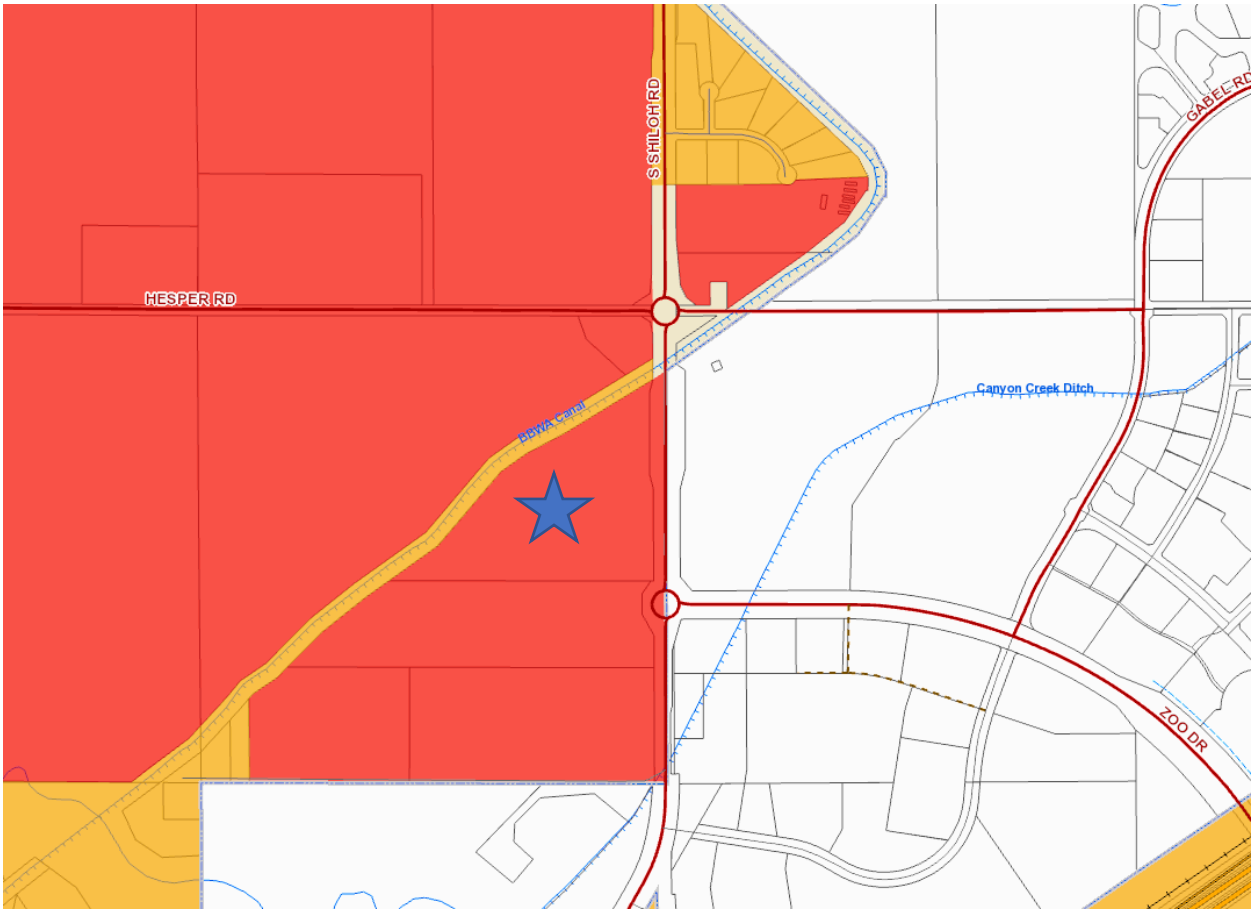
FISCAL EFFECTS

This application has no impact on the Planning Division Budget.

Attachments

Limits of Annexation Map
Annexation Resolution

Limits of Annexation Map



RESOLUTION NO. 22 -

A RESOLUTION APPROVING PETITION FOR ANNEXATION AND ANNEXING TERRITORY TO THE CITY.

WHEREAS, one hundred percent (100%) of the freeholders who constitute more than fifty percent (50%) of the resident freeholder electors have petitioned the City for annexation of the territory hereinafter described; and

WHEREAS, the territory was described in the Petition as required by law; and

WHEREAS, annexation of said territory would be in the best interest of the City.

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

1. TERRITORY ANNEXED. Pursuant to Petition filed as provided M.C.A., Title 7, Chapter 2, Part 46, the following territory is hereby annexed to the City of Billings:

Tracts of Land situated in the NE 1/4 of Section 22, T.1S., R.25E, P.M.M., Yellowstone County, Montana, more particularly described as:

Being Tract C of Amended Tract 1-A-2 of Certificate of Survey No. 1100, recorded October 24, 1984, under Document No. 1327683;
Also including all adjacent Right-Of-Way of Shiloh Road.

Said annexation containing 22.923 gross and 20.575 net acres.

(# 22-01) See Exhibit "A" Attached

2. CONDITIONS. The annexation is approved, subject to the following conditions:

- Within 45 working days and prior to site development, a mutually acceptable Development Agreement shall be executed between the owner(s) and the City that shall stipulate specific infrastructure improvements and right-of-way dedication, provide guarantees for said improvements, and include a Waiver of Right to Protest the Creation of Special Improvement Districts which will be recorded with the Yellowstone County Clerk and Recorder.

If the above conditions are not satisfied as set forth herein, the annexation will not be effective and any subsequent requests for annexation of the property

legally described within this resolution shall be processed as a new petition for annexation.

4. EFFECTIVE DATE. This resolution to annex the above-described territory shall be effective immediately upon satisfaction of all conditions. If the above condition(s) are not satisfied, this resolution shall be null and void and shall have no effect.

5. PROCEDURE. All procedures as required under M.C.A., Title 7, Chapter 2, Part 46, have been duly and properly followed and taken.

ADOPTED AND APPROVED by the City Council of the City of Billings, Montana, on the 25th day of April, 2022.

CITY OF BILLINGS:

BY: _____

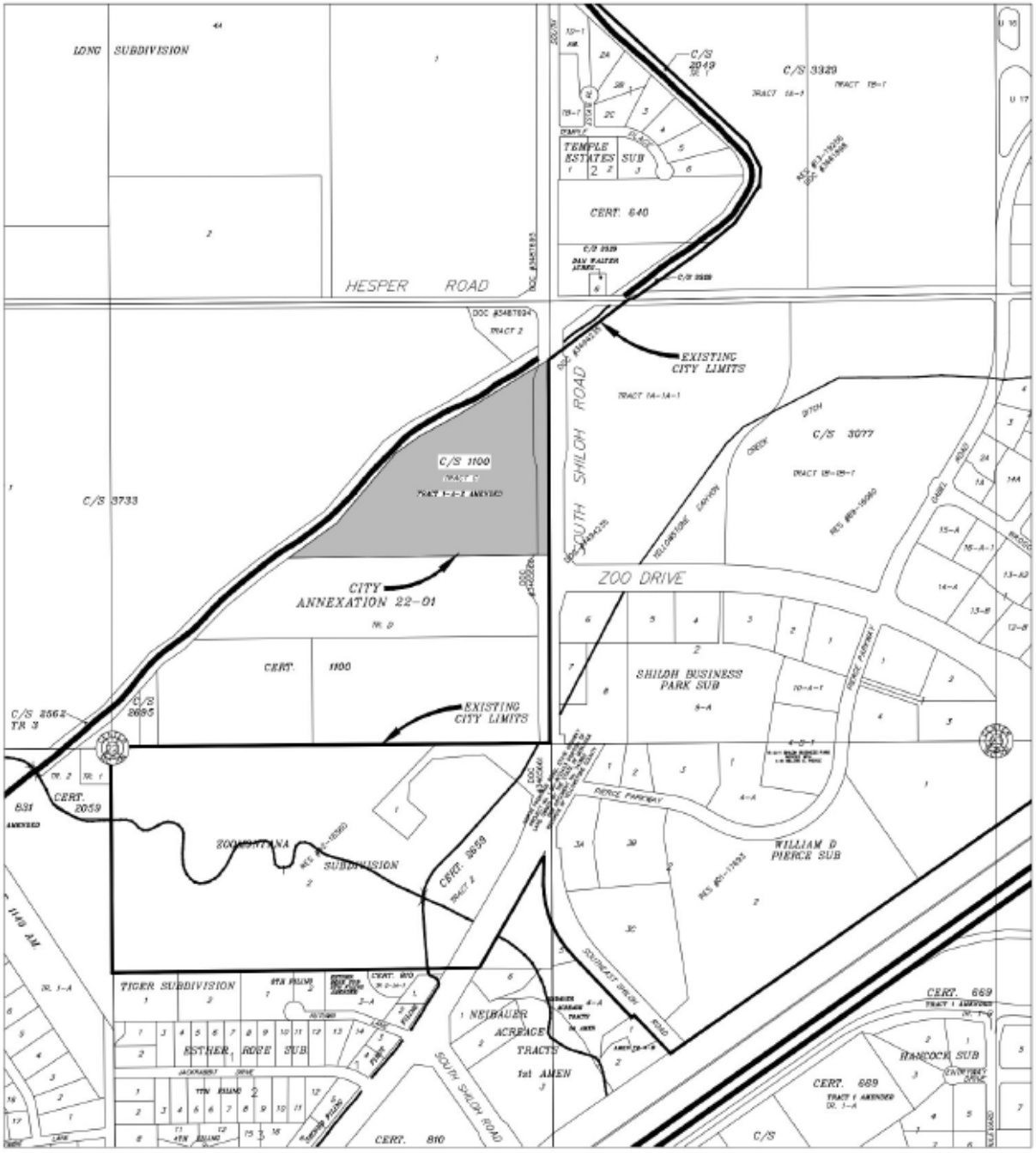
William A. Cole, Mayor

ATTEST:

BY: _____

Denise R. Bohlman, City Clerk
(# 22-01)

EXHIBIT "A"


LONG SUBDIVISION
HESPER ROAD
C/S 2949
C/S 3329
TEMPLE ESTATES SUB
CERT. 640
EXISTING CITY LIMITS
SOUTH SHILOH ROAD
C/S 3077
C/S 1100
C/S 3733
CITY ANNEXATION 22-01
CERT. 1100
ZOO DRIVE
SHILOH BUSINESS PARK SUB
C/S 2562 TR 3
C/S 2695
EXISTING CITY LIMITS
CERT. 2659
831 ANNEXED
ZOOMONTANA SUBDIVISION
CERT. 2658
WILLIAM D PIERCE SUB
PIERCE PARKWAY
TIGER SUBDIVISION
ESTHER ROSE SUB
NEIBAUER ACREAGE TRACTS 1st AMEN
SOUTH SHILOH ROAD
SOUTHEAST SHILOH ROAD
CERT. 810
CERT. 669
HANCOCK SUB
CERT. 689
C/S

City Council Regular

Date:	04/25/2022
Title:	Zone Change 1008- Shiloh Rd and Zoo Drive - Neighborhood PND - From A to N2, NO, and P1- First Reading
Presented by:	Karen Husman
Department:	Planning & Community Services
Presentation:	Yes
Legal Review	Not Applicable

RECOMMENDATION

Zoning Commission recommends approval and adoption of the findings of the ten review criteria for Zone Change 1008, a Neighborhood PND zone change type from Agriculture (A) to Mid-Century Neighborhood (N2), Neighborhood Office (NO) and Public 1 (P1). A concurrent annexation is in progress.

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

Zone Change 1008 is a zone change request from Agriculture (A) to N2, NO, P1, using the Planned Neighborhood Development process provided in Section 27-800 of the zoning regulations. The legal description of the parcel is Parcel C, C/S 1100 Amended, a 20.58 acre parcel of land, near the intersection of Shiloh Rd. and Zoo Dr. A pre-application neighborhood meeting was held on December 15th at 6:00 p.m. virtually on Zoom. A concurrent annexation is in progress.

This zone change request is for a new neighborhood to be developed on the west side of Shiloh Road south of the intersection with Hesper Road and near the intersetion of Shiloh Road and Zoo Drive. This is a Neighborhood PND type that requires at least two "N" zone districts along with a 2% minimum of Public 1 (open space). The PND process is a new zoning tool to help guide the coordination of annexation, subdivisions, and master planning for new city neighborhoods. The previous zoning code allowed urban-type zoning districts in both the city and the county. In many cases, developers were "pre-zoning" parcels in the county prior to annexation. This new PND tool allows developers to process all the zoning with the City Council, phase the annexation of the property (if necessary), and coordinate both of these processes with subdivision or master site plan review. The new tool applies a level of certainty to all stakeholders, including the surrounding property owners.

This zone change is for a Neighborhood PND type and includes neighborhood residential zoning (N2), Neighborhood Office (NO) zoning and Open Space (P1) district. Initially, the developer proposed the N2 zoning on the west side of the property with the NO on the east side with a linear P1 between the zones. In consultation with staff, an updated site plan from what was originally submitted with the application has been provided which depicts the P1 open space along the BBWA canal and further provides additional access to the south and connects through streets. The PND rules do not allow the designation of N1, N2 or N3 on an arterial street such as Shiloh Road. The NO zone does allow several uses including 1 to 4 family dwellings, live/work units, offices and some service businesses. It is not a true "mixed-use" zone in the zoning regulations because development of residential uses can be allowed without a commercial component.

APPLICATION DATA
OWNER: Shiloh Farm, LLC
AGENT: Performance Engineering, Robert Neihart & Scott Aspenlieder
LEGAL DESCRIPTION: Parcel C of C/S 1100, Amended
ADDRESS: Generally located west of Shiloh Road, north of the intersection of Zoo Drive and south of Hesper Road
CURRENT ZONING: Agriculture (County) - A
EXISTING LAND USE: Agriculture - vacant land
PROPOSED USE: New city neighborhood
SIZE OF PARCEL: 20.58 Acres

CONCURRENT APPLICATIONS:
Petition for Annexation 22-01

SURROUNDING ZONING AND LAND USE:
NORTH: Zoning: Agriculture (A)

Land Use: Agriculture - vacant land
SOUTH: Zoning: Agriculture (A)
Land Use: Agriculture - vacant land
EAST: Zoning: Heavy Commercial (CX)
Land Use: Vacant Agriculture
WEST: Zoning: Agriculture (A)
Land Use: Agriculture - vacant land

This area of Billings has experienced a great deal of growth and development in the past decade. This includes three Planned Development zones, customized zoning for specific parcels, that include mixed uses, residential development and medical facilities. Housing demand has reached a high level while supply of all types of housing choices has not kept up with the demand. At least two decades ago, local planning and growth policy documents indicated a need for independent living units for aging residents who want to "downsize" from a maintenance heavy single family dwelling on a large lot to unit ownership or townhomes as well as rental apartments. The 2010 Census indicated Billings, like many other urban areas, saw a reduction in average household size to 2.3 persons. Smaller households, aging residents and the higher costs of all housing has driven the demand for apartments, townhomes, and smaller multi-family products. Developers have made robust investments in multi-family dwelling choices north of this property along the Shiloh corridor in Lenhardt Square already including the InterUrban and Interpointe Apartments, and the KWO Apartments. A new multi-family project is planned for the northern piece of Lenhardt Square. Several other multi-family developments have come on-line in the last 15 years around King Avenue West and Shiloh Road including Long Beach Apartments, Affinity at Billings (age restricted), and Hoop Dreams Apartments and condominiums. Apartments, townhomes and unit ownership housing choices are still in high demand in Billings especially in areas close to shopping, schools and recreational opportunities.

There are challenges to an area of urban development that is on the edge of the city limits. These challenges include ensuring the adjacent county property owners and uses are protected as much as possible from conflicts with the new urban neighborhood residents and uses. This is not meant to ensure similarity or homogenous development patterns between the city and county, but the development plan includes buffering, connectivity where and when needed, and recognition of similar goals for both types of property. The 2016 Billings Growth Policy and the 2001 West Billings Neighborhood Plan goals and policies support the proposed PND. The West Billings Neighborhood Plan goals and objectives stated the need to locate compatible uses and offer a range of housing choices and development densities. The proposed zone change supports these goals. The 2016 Billings Growth Policy supports a broad range of housing choices, encourages more walkable neighborhoods with connectivity to other transportation options, and building the community fabric through urban designed public spaces. The proposed zone change supports these goals as well.

STAKEHOLDERS

The applicant and agent conducted a pre-application neighborhood meeting on December 15, 2021, and there were no surrounding owners in attendance. The meeting was held in a virtual format. A summary of the meeting is included as an attachment. A PND zone change process requires notification of all owners within 1/4-mile of the subject property. The list for this zone change includes 22 owners.

As part of the PND zone change process, the applicant is also required to hold a pre-application Concept Review meeting with city staff to address any concerns with the street layout, zone districts, access, parks, utilities and similar infrastructure provisions.

Planning staff did not receive any public comments prior to completing the staff report for the zone change. The Zoning Commission held its public hearing on April 5, 2022. Staff gave a brief presentation and the applicant's agent Scott Aspenlieder, with Performance Engineering, concurred with staff's recommendation. Scott said the changes on the site plan that were made just as the staff report was submitted is a result of working with staff to address some design concerns that the City Council had made regarding the PND developments. The site plan submitted indicates one permanent access granted and one gated for an emergency access only, both accesses will be a right turn in/right turn out only. He said they were working with Montana Department of Transportation (MDT) to get approval for a second right in, right out access from Shiloh Road so it would not be limited to emergency access. He clarified this requires approval of the Transportation Commission since Shiloh is a controlled access road. He also said the streets are proposed as private internal streets, and although they are shown on the submitted site plan, they are subject to change depending on approvals from City Engineering and MDT, as well as the overall design layout that must be approved with a Master Site Plan review. Scott said the P1 district to the north along the canal is intended to have the walking path connect to the existing path along Shiloh Road, and the sidewalks in the development would be connected to the path as well. The developer is working with staff to ensure connectivity to the south as those properties develop.

Commissioner Trina White asked if there was a possibility the applicant would consider acquiring the property to the south in order to develop that portion of Zoo Drive. Scott said they had tried to negotiate purchasing a portion of the property but had not been successful. He said they had attempted to purchase part of the parcel to the south in an effort to include developing a portion of the end of Zoo Drive as part of the project, but had been unsuccessful. If the opportunity arises in the future, the developer would be willing to negotiate a purchase again. He added there will likely be a City requirement if an application for annexation of that property is submitted in the future for dedication of ROW to extend Zoo Drive and complete the fourth leg of the roundabout at the intersection of Shiloh Road and Zoo Drive when the south property is developed.

There were no public comments received during the public hearing. Zoning Commissioner Dan Brooks made a motion to forward a recommendation of approval to the City Council, along with the findings of the review criteria, the motion was seconded by Commissioner David Goss, and approved with a 5-0 voice vote.

ALTERNATIVES

The City Council may:

- Recommend approval and adoption of the findings of the ten review criteria for Zone Change 1008; or,
- Recommend denial and adopt different findings of the ten review criteria for Zone Change 1008; or,
- Delay action on the zone change request for up to 30 days; or,
- Allow the applicant to withdraw the zone change request.

FISCAL EFFECTS

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

SUMMARY

Before taking final action and a final determination, the City Council shall consider the following findings of the ten review criteria:

1) Is the new zoning designed in accordance with the Growth Policy?
The proposed zone change is consistent with the following guidelines of the 2016 Growth Policy and the West Billings Neighborhood Plan (2001):

The West Billings Neighborhood Plan goals and objectives stated the need to locate compatible uses and offer a range of housing choices and development densities. The West Billings Plan adopted a number of Goals, Policies, and Implementation Strategies. The proposed Neighborhood PND process for the property is consistent with the following adopted Policies of Planned Growth
Goal 1: Establish Development Patterns that Use Land More Efficiently;
Policy R "Encourage innovative land-use planning techniques to be used in building higher density and mixed-use developments as well as infill developments." It should be noted this goal is twofold, it addresses both higher density uses and infill. Neither are exclusive to one another. This project is not an example of infill, though services are nearby. This goal is referenced solely because of its reference to encouraging uses of land that aid in building high density developments.

The proposed zoning is compatible with goals of the West Billings Neighborhood Plan. The proposed zone change and street layout will accommodate uses that are compatible in a mixed-residential environment. The proposed development will also have good access to outdoor activities and is in proximity to developing commercial activity and transportation options.

The proposed amendment is also in line with the adopted 2016 Growth Policy goals for:
Strong Neighborhoods:

- Zoning regulations that allow a mixture of housing types provide housing options for all age groups and income levels
- Walkable neighborhoods that permit convenient destinations such as neighborhood services, open space, parks, schools and public gathering spaces foster health, goodwill and social interaction
- Safe and livable neighborhoods can be achieved through subdivision design that focuses on complete streets, pedestrian-scale street lights, street trees and walkable access to public spaces.

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
- Planning and construction of interconnected sidewalks and trails are important to the economy and livability of Billings Public safety and emergency service response are critical to the well-being of Billings' residents
- Homes that are safe and sound support a healthy community

The proposed layout for the property will allow the higher density housing or low-impact commercial development to be located adjacent to the arterial street frontage to make the most effective use of this valuable street frontage. Developing the N2 neighborhood to the west and the NO district to the east will allow a mixture of housing types with a buffer of P1 between the two. The NO will also allow a low impact type of commercial development along with the residential choices.

2) Is the new zoning designed to secure from fire and other dangers?
The zoning requires minimum setbacks, open and landscaped areas and building separations. The zoning assembly and street layout is designed to secure the development from fire and other dangers.

3) Whether the new zoning will promote public health, public safety and general welfare?
Approval of the overall zoning plan and street layout will provide certainty both for the property owner and the surrounding owners. Annexation and provision of public health and safety services from the city will promote the general welfare of the area.

4) Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirement?
Transportation: The new zoning is located along an existing MET route which services the west end of Billings.
Water and Sewer: The City will provide water and sewer to the property. There will be no significant or unexpected impacts to the system from the proposed changes. The City has anticipated growth and the impact on City infrastructure to both water and sewer.
Schools and Parks: Schools and parks may be effected by the proposed zone change and development of a new city neighborhood depending on the potential tenants. SD #2 did not provide any comments.
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. The proposal includes developing a mixture of housing opportunities with open space and park areas located throughout the project providing adequate light and air. All new construction will align with new building and zoning codes which ensure that setbacks and proper spacing ensures light and air within the development.

6) Will the new zoning effect motorized and non-motorized transportation?
Non-motorized travel -- walking and biking -- is an essential part of the circulation plan both within the proposed development and connecting to adjacent areas. Pedestrian connections will be ensured through the development. The proposed project will have some impact on the motorized transportation system in the area as it was historically agricultural property. The developer has begun the process of coordinating with the City of Billings and MDT for completion of a traffic study to be submitted at the time of master site submittal. The development will have a positive impact on non motorized transportation as it will connect to multi-use paths along Shiloh Road.

7) Will the new zoning will promote compatible urban growth?
The proposed increase in the overall development density is compatible with urban growth and the provision of city level services to the new residents. The proposed project is similar in zoning to the surrounding proposed developments. By including medium density NO zoning along Shiloh Road and placing the N2 on the interior of the development the plan is intended to align with the desired higher density zoning along arterial streets.

8) Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?
The proposed development continues the character of the district while also providing diversification in housing options. Currently, the new development in the area is primarily commercial. When developed this parcel will add a mix of housing options to the area and add diversity to this part of Billings.

9) Will the new zoning conserve the value of buildings?
The property is an undeveloped agricultural parcel. Approval of the zone change will provide certainty to surrounding landowners and may help to maintain property values of adjacent buildings. Additionally, properties that are in the

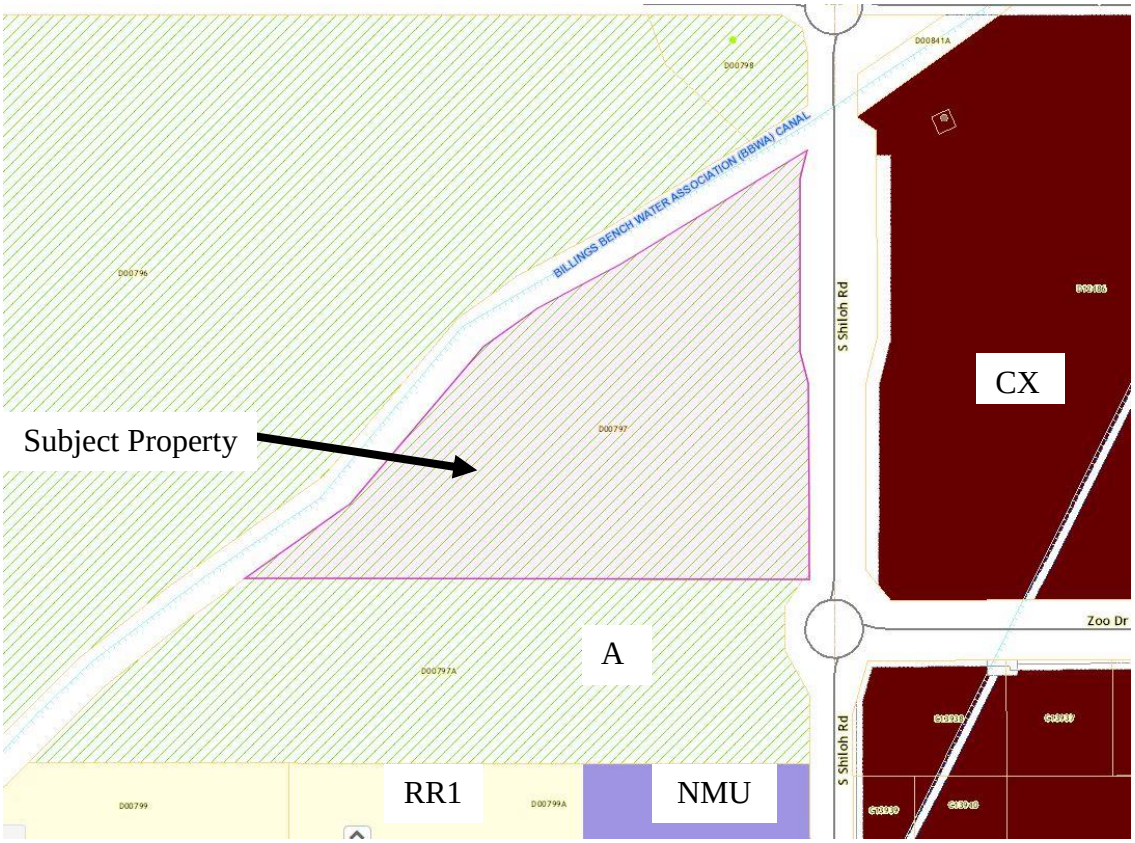
outlying county area may be more attractive with the possibility of City services as they are closer and more available due to the annexation and development of the property.

10) Will the new zoning encourage the most appropriate use of land throughout the City of Billings?
The proposed Neighborhood PND zone change process with N2, NO and Public 1 zoning will encourage the most appropriate use of this land in Billings. The proposed development is located on the western border of the City limits and is within the annexation area. The proposed zoning meets the intent of the zoning code close to major intersections.

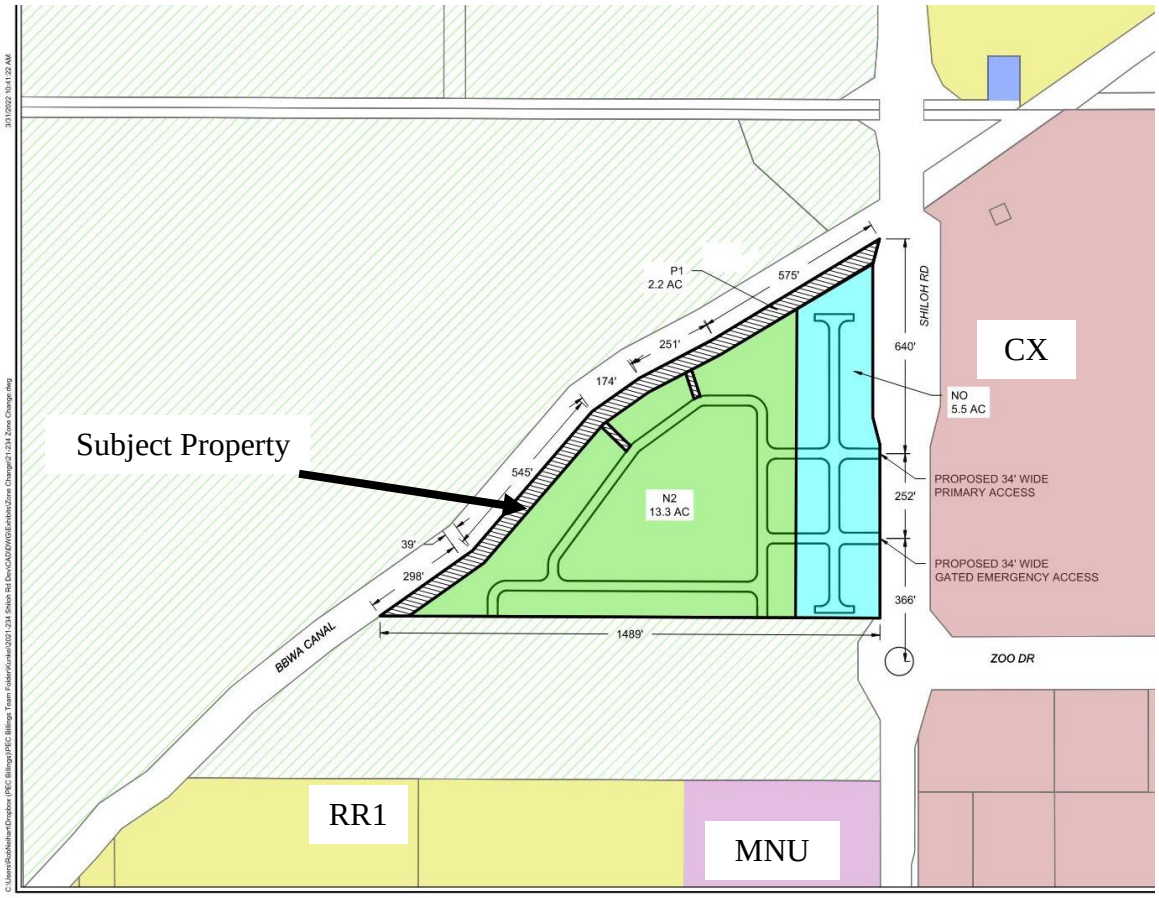
Attachments

Zoning Map and Site Photos
Application & Applicant Letter
Zoning History
Preapplication Meeting Held
Ordinance with exhibit

Zoning Map & Site Photos



Existing



Proposed PND


S Shiloh Rd
Shiloh Rd
Zoo Dr


ZONING
REQUEST



West



North



South



South West

ZONE CHANGE REQUEST

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

Check one: ☑ **City of Billings Zone Change** ☐ **Yellowstone County Zone Change**

Address: Near the intersection of Shiloh Rd. and Zoo Dr.

Legal Description: Parcel C of COS 1100 Amended

STATEMENT: Answer the following questions on a separate document and upload to the online project attachments.

1. In what ways is your proposal consistent with the goals and policies of the adopted Growth Policy? Explain your need for the intended zone change and why the property cannot be used under the existing zoning.
2. Explain how the new zoning will fit in with the existing zoning and land uses of the immediate area.

REQUIRED UPLOADS Online Applications: https://services.billingsmt.gov/citizenaccess/

--Pre-Application Statement of Owner(s) or Agent(s) affirming pre-application meeting was held, and include the following: 1) the pre-application neighborhood meeting was held, and 2) the zone change application is based on materials presented at the meeting. Include a copy of the meeting notice, written materials mailed or provided at the meeting, the sign-in sheet of attendees, and a brief synopsis of the meeting results.

--Signed Application and Zone Change Statement (Zone Change questions)

--Site Plan

--Typed Mailing Labels Certified Surrounding Property Owners

--Radius Map & Certified List of Property Owners

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. I attest that all the information presented herein is factual and correct.

Recorded Owner(s): Shiloh Farm, LLC

Owner's Address: 730 Bluegrass Place, Billings, MT 59106

Owner's Phone Number: (406) 208-0718 **E-mail** Joellong@mac.com

Applicant/Agent: Performance Engineering, Robert Neihart

Applicant/Agent's Address: 608 N. 29th Street, Billings, MT 59101

Applicant/Agent's Phone Number: 406-384-0080 **E-mail** rob@performance-ec.com

Signature of Recorded Owner(s): Joel John Long Date 12/23/21

AUTHORITIES: Procedures and Review Criteria for Zone Change requests Billings Montana City Code (BMCC) Section 27-1502 et seq. SEC. 27-1502. AMENDMENTS TO CHAPTER. (a) General. This chapter, including the official zoning map, may be amended only by the city council but no amendment shall be finally approved by the city council unless it has been submitted to the city zoning commission for review and recommendation. Proposals to amend this chapter, including the official zoning map, may be initiated by the city council or by the board of planning. Proposals to amend this chapter, except for the official zoning map, may also be initiated by the city zoning commission. Before enacting an amendment to this chapter, the city council shall give public notice and hold a public hearing thereon. Before enacting on its own motion an amendment to the official zoning map, the city council shall provide written notification by mail of such amendment to each property owner whose name appears on the last tax record of the property subject to the amendment. The notification shall include what the proposed amendment is, the time, date and place of the public hearing on the proposed amendment. Such notification shall be made no less than fifteen (15) days nor more than thirty (30) days in advance of the date of public hearing.

AUTHORITIES: Procedures and Review Criteria for Zone Change requests Unified Zoning Regulations Section 27-1508 et seq. SEC. 27-1508. AMENDMENTS TO CHAPTER. (a) General. Although each zoning district is primarily intended for a predominant type of use, there are a number of uses which may or may not be appropriate in a particular district depending upon all the circumstances of the individual case. For example, the location, nature of the proposed use, the character of the surrounding development, traffic capacities of adjacent streets and potential environmental effects, all may indicate that the circumstances of the development should be individually reviewed. It is the intent of this chapter to provide a system of review of such uses so that the community is assured that the uses are compatible with their locations and with surrounding land uses, and will further the purpose of this chapter and the objectives of the comprehensive plan. ****Additional information may be required as determined by the Zoning Coordinator in order to fully evaluate the

PERFORMANCE ENGINEERING
608 North 29th Street, • Billings, MT 59101 • (406) 384-0080

Parcel C of COS 1100 Amended

Zone Change Questions

1. **Explain how the proposed project is consistent with the adopted Growth Policy, Neighborhood Plans, and other applicable city development policies?**

Infrastructure Investments – The proposed project is located along Shiloh Road, adjacent to the western most boundary of the city limits. The project will extend existing water and sewer infrastructure to service the development opening adjacent areas up for annexation and growth within the City as well.

Strong Neighborhoods – The proposed project will utilize a mix of housing options (N2 and NO) to draw individuals of all ages in addition to families. The development is planned in a way as to provide a strong community by providing easy access to pocket parks and outdoor areas for neighbors to gather. Additionally, it is adjacent to the Shiloh Road multi-use path connecting to commercial districts and recreational areas within the City.

Business Access – The proposed development is near the Shiloh Crossing Commercial Park, Shiloh Conservation Area, and Broso Business Park with sidewalk and multi-use trails connecting the to the proposed development. The proximity of the medium density housing to commercial areas located withing this development and adjacent others will attract national and regional businesses building our city's tax base. Attraction of anchor tenants will lead to the draw of smaller local businesses, developing a well-rounded community node where people can find jobs near where they live.

Zoning – The proposed project complies with the regulations outlined in the new zoning code adopting in the Spring of 2021.

2. **Explain how the proposed project meets the 10 zone change criteria.**
    a. **Is the new zoning is designed in accordance with the growth policy?**
    The proposed zoning aligns with the existing growth policy as it located adjacent to the current city boundary and will extend existing infrastructure. Furthermore, the mix of medium density housing will provide for a strong, diversified community.

    b. **Is new zoning is designed to secure from fire and other dangers?**
    The proposed project will extend existing water mains and implement new hydrants for fire protection of the proposed residencies.

    c. **Will the new zoning promote public health, public safety and general welfare?**
    The proposed project will promote a strong diversified community where residents will be able to access businesses via pedestrian routes. Internal green spaces will provide for neighborhood gathering and recreation

within the development. Multi-modal transportation ties to the development provide opportunities to residents and the surrounding pedestrians to connect with the rest of the City.

d. Will the new zoning facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements?
The new zoning is located along an existing MET route which services the west end of Billings. The proposed project will extend existing water and sewer infrastructure in Shiloh Road to the development. The development will also implement a mixture of green spaces and larger park spaces to provide outdoor areas for the residents and public to use. Furthermore, sidewalks and pedestrian paths will interconnect the development to trails along Shiloh Road.

e. Will the new zoning provide adequate light and air?
The development is proposed to provide a mix of housing opportunities with open space and park areas located throughout the project providing adequate light and air. All new construction will align with new building and zoning codes which ensure that setbacks and proper spacing ensures light and air within the development.

f. Will the new zoning effect motorized and nonmotorized transportation?
The proposed project will have some impact on the motorized transportation system in the area as it was historically agricultural property and will move to residential development. The developer has already begun the process of coordinating with City and MDT personnel for completion of a traffic study to be submitted at the time of master site submittal. Additionally, the development will have a positive impact on nonmotorized transportation as it will connect to multi-use paths along Shiloh Road.

g. Will the new zoning promote compatible urban growth?
The proposed project is similar in zoning to the surrounding proposed developments to the east of south. By including medium density NO zoning along Shiloh Road and stepping back to N2 zoning on the interior of the development the plan will align with desired higher density zoning along arterial roads. The proposed zoning will promote compatible urban growth around this important intersection and will help facilitate attraction of anchor tenants will lead to the draw of smaller local businesses, developing a well-rounded community node where people can find jobs near where they live.

h. Does the new zoning consider the character of the district and the peculiar suitability of the property for particular uses?
The proposed development continues the character of the district while also providing diversification in housing options for the area. At this point the only development in the area is commercial in nature. Adding a mix of

housing options to the area will only help to add diversity to this part of the City.

i. **Will the new zoning conserve the value of buildings?**
The proposed development will extend city services to areas where current County properties will have the option to connect in, ultimately increasing the value of their property.

j. **Will the new zoning will encourage the most appropriate use of land throughout the City of Billings?**
The proposed development is located on the current western most boundary of the city limits and therefore is the next logical annexation for the City and it meets the intent of the zoning code near major intersections.

2. **Does the new zoning fit with the existing or planned developments within the area.**

The proposed development is a continuation of similar zonings planned along Shiloh Road to the south, consisting of a mixture of medium density residential property. Adding residential development to this part of the City will add diversity and help to draw more commercial and business development to the area.

SUBJECT PROPERTY	Application	DATE	FOR	APPROVED (Y/N)	ADDITIONAL DATA
	None	2021			Previous zone = A-1 Updated zone = A
SURROUNDING PROPERTY	**Application**	**DATE**	**FOR**	**APPROVED (Y/N)**	**ADDITIONAL DATA**
5640 Grand Ave	City ZC 942	1/13/16	A-1 to Public	Y	For a New School
CS 3618	City SR 941	5/9/16	Church	Y	LDS Meeting House
Sunny Cove FF Lots 101 & 124	City ZC 729	5/10/04	A-1 to R-96 & R70	Y	
Sunny Cove FF Lot 65A	City ZC 734	7/12/04	A1 to R-70	Y	
CS 1323 Tr 1&2 & CS 1815 Tract 1	City ZC 803	5/14/07	A-1 to R-150	Y	For Cottonwood Park
Cottonwood Grove	City ZC 734 Annex	2/28/05	A-1 to R-70	Y	
Mont Vista Sub	City ZC 851	7/13/09	PD	Y	
MK Sub	City ZC 925	9/22/2014	NC to CC	Y	The Den
Daybreak Sub	City ZC 920	5/26/2014	A-1 to R-60	Y	
Grand Peaks Sub	City ZC 938	8/24/2015	R-96 to R-70	Y	
Silver Creek Estates	City ZC 940	11/23/2015	R-96 to R-70	Y	
Copper Ridge	City ZC 960	8/28/2017	Un-zoned to R-70 and R-50	Y	
Coal Creek Sub	City ZC 961	1/8/2018	RP to CC	Y	
Hawk Creek	City ZC 971	12/17/2018	NC to PD-NC	Y	Diamond X Brewing
Sweetgrass Creek	City ZC 998	10/11/2021	A to MR-PND with to N1, N2, N3, NX1 and P1	Y	Sweetgrass Creek Subdivision
Buffalo Crossing	City ZC 1011	2/24/22	RR3 to PND (N2, N3, P1)	Y	CS 2735

Billings PLANNING & COMMUNITY SERVICES

ZONE CHANGE APPLICATION MEETING AFFIRMATION

The owner(s), contract purchasers (if any) and agents (if any) are required to submit this completed form and any attachments along with a zone change application.

Check one: ☑ **City of Billings Zone Change** ☐ **Yellowstone County Zone Change**

Property Address Near the intersection of Shiloh Rd. and Zoo Dr.

Legal Description Parcel C of COS 1100 Amended

City Present Zoning Choose One **City Proposed Zoning?** N2 - Mid-Century Neighborhood

County Present Zoning A Agriculture **County Proposed Zoning** Choose One

Neighborhood Task Force Area? Westend Task Force

Task Force Chairperson Howard Holz

Required Uploads to Online Project Attachments:

- **Zone Change Pre-application Meeting Affirmation Form**
- **Statement:** Written description of the Zone Change Plan including square footage or acres of proposed new zoning.
- **Subject Property Map**
- **Roster of persons who attended the pre-application neighborhood meeting**
- **Meeting Notice and a brief synopsis of the meeting results**

Affirmation:

1) The pre-application neighborhood meeting was held on: December 15, 2021

2) The zone change application is based on materials presented at the meeting.

Recorded Owner(s) Shiloh Farm, LLC

Owner's Address 730 Bluegrass Place, Billings, MT 59106

Owner's Phone Number (406) 208-0718 **E-mail** Joellong@mac.com

Applicant/Agent Performance Engineering, Robert Neihart

Applicant/Agent's Address 608 N. 29th Street, Billings, MT 59101

Applicant/Agent's Phone Number 406-384-0080 **E-mail** rob@performance-ec.com

Signature of Recorded Owner(s) Joel Shiloh Farms **Date** 12/22/21

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

PERFORMANCE ENGINEERING
608 North 29th Street, • Billings, MT 59101 • (406) 384-0080

December 8, 2021

Dear Interested Neighbor,

On behalf of Shiloh Farm, LLC, 730 Bluegrass Place, Billings, MT 59106, Performance Engineering, LLC, is writing to inform you of a zoning pre-application neighborhood meeting being held on **Wednesday, December 15th at 6 PM** virtually on Zoom with the login details provided below.

Please see the following information below for accessing the Zoom meeting:

Join Zoom Meeting
https://us02web.zoom.us/j/88511233147?pwd=RnUxd0xYV0dHeXpZcklwazFuNmN0Zz09
Meeting ID: 885 1123 3147
Passcode: 439646

The meeting is being held to discuss a proposed zone change regarding the existing properties located northwest of the intersection of Shiloh Rd. and Zoo Dr. The owner is requesting that the property shown on the attached exhibit and described below be re-zoned to accommodate annexation and future development:

> **Parcel C, COS 1100 Amended, S22, T01S, R25E in Yellowstone County totaling 20.58 acres, located near the intersection of Shiloh Rd. and Zoo Dr.**

The intent of the meeting is to make neighboring property owners aware of the proposed zoning change for the subject properties, discuss the potential for redevelopment, and to answer questions about the project. The property is currently zoned as A (Agriculture 10 Aces and Over). The zoning proposal to be presented to the City of Billings will be to change the zoning of the land described above from A to N2 (Mid-Century Neighborhood (2 du/structure)), NO (Neighborhood Office), and P1 (Open Space, Parks, Recreation) to accommodate future development. A total of 20.58 acres is included in the proposed zone change.

Representatives for Performance Engineering, LLC as well as the Owners, will be present at the meeting to answer questions from those who attend. For those unable to attend the meeting, written letters can be directed to Performance Engineering at 608 North 29th Street, Billings, MT 59101, attention Robert Neihart, or emails may be sent to rob@performance-ec.com. We look forward to discussing the proposed zoning change with you and hope to see you on **December 15th at 6 PM via Zoom with the login details provided above.**

Sincerely,

Robert Neihart, PE
Project Manager

PERFORMANCE ENGINEERING
608 North 29th Street, • Billings, MT 59101 • (406) 384-0080

Parcel C of COS 1100 Amended
Zone Change Neighborhood Meeting Notes

The meeting was conducted from 6-6:15 PM on December 15th, 2021 via a virtual Zoom meeting. The meeting was hosted by Robert Neihart of Performance Engineering (agent).

One (1) person from the public attended the meeting, Jim Berve acting on the Developer's behalf.

Since no individuals attended from the public the meeting was closed at 6:15.

ORDINANCE 22-_____

AN ORDINANCE OF THE CITY OF BILLINGS, PROVIDING THE ZONE CLASSIFICATION ON Parcel C of Certificate of Survey 1100, 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.** **Parcel C of Certificate of Survey 1100,** is presently zoned **Agriculture 10 acres or over (A),** a county zone, 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 **Parcel C of Certificate of Survey 1100,** is hereby changed from **Agriculture 10 acres or over** a county zone, **to Mid-Century Neighborhood (N2), Neighborhood Office (NO) and Public 1 (P1)** as shown on the attached exhibit, and from the effective date of this ordinance, shall be subject to all the rules and regulations pertaining to **Mid-Century Neighborhood (N2), Neighborhood Office (NO) and Public 1 (P1)**, 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, or upon effective date of Resolution 22-01 approving the annexation of the above territory, whichever is later.

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 25th day of April, 2022.

PASSED, ADOPTED and APPROVED on second reading this 9th day of May, 2022.

CITY OF BILLINGS

BY:_____

William A. Cole, Mayor

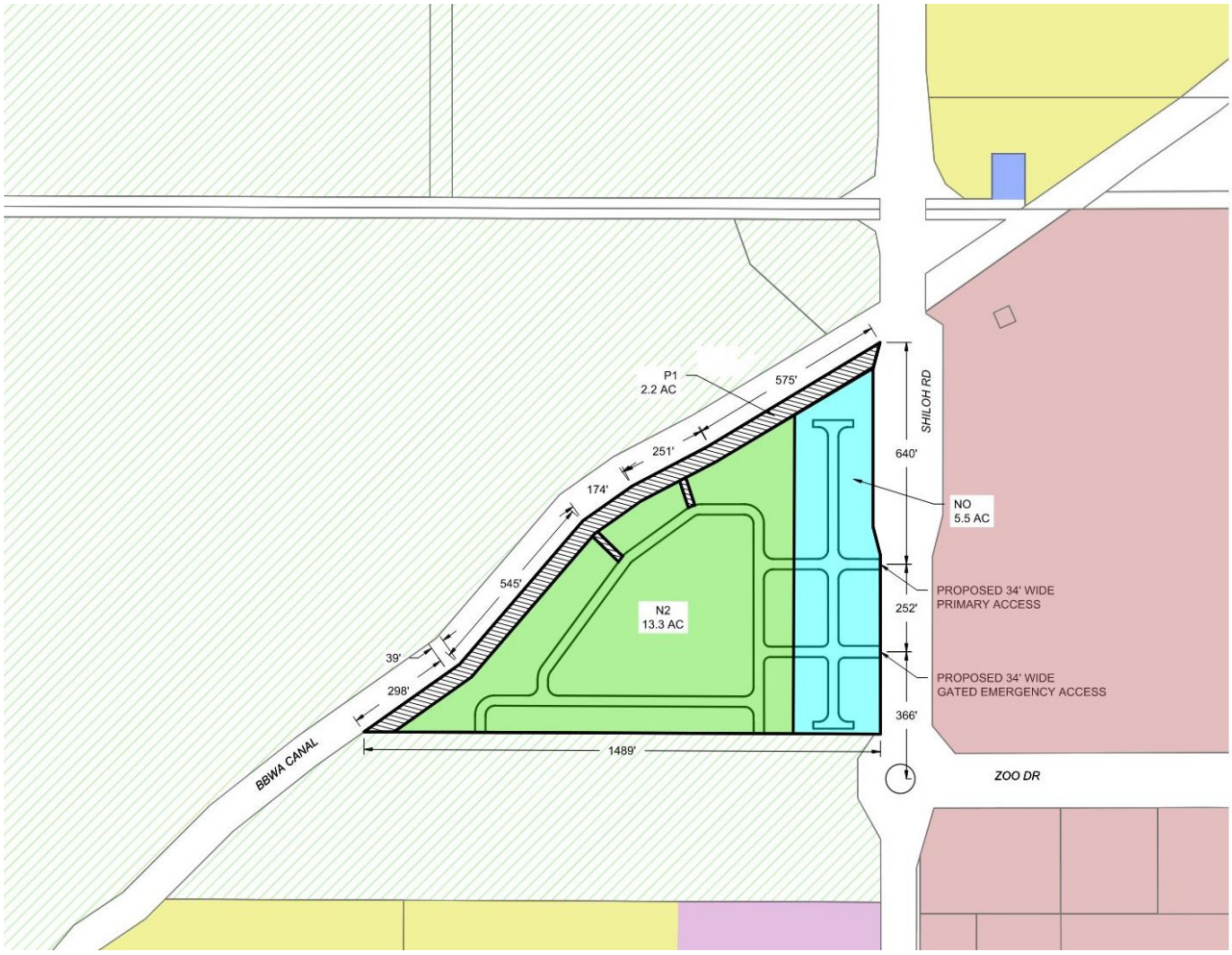
Attest:

BY:_____

Denise R. Bohlman, City Clerk

Zone Change 1008, Shiloh Farm, LLC

Zoning Exhibit



ZONING LEGEND

- NO: NEIGHBORHOOD OFFICE
- N2: MID-CENTURY RESIDENTIAL
- P1: OPEN SPACE, PARKS, RECREATION
- CX: HEAVY COMMERCIAL
- A: AGRICULTURE (10+ ACRES)
- RR1: RURAL RESIDENTIAL
- NMU: NEIGHBORHOOD MIXED-USE
- N3: SUBURBAN NEIGHBORHOOD

PROPOSED ZONE CHANGE BOUNDARY

City Council Regular

Date:	04/25/2022
Title:	Annexation Agreement with Shiloh Farm, LLC
Presented by:	Debi Meling
Department:	Public Works
Presentation:	No
Legal Review	Yes

RECOMMENDATION

Staff recommends that the City Council approve the Annexation Agreement with Shiloh Farm, LLC.

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

City Council will consider annexation of Certificate of Survey 1100 Amended, Tract C. The property proposed to be annexed is located along the west side of Shiloh Road north of Zoo Drive. Shiloh Farm, LLC. desires to develop the property as a residential development. Typically, as a condition of approval of the annexation, the property owner enters into an Annexation Agreement with the City of Billings outlining necessary public improvements. The Annexation Agreement outlines the off-site improvements necessary for development including access to the site, construction of water and sanitary sewer, and storm drain. The Annexation Agreement provides for City required off-site improvements should the property be annexed and developed without a subdivision plat. The Annexation Agreement for this Council action generally includes the following conditions or improvements:

- Requirement for access to Shiloh Road and connectivity to the property to the south;
- Requirement for extension of water and sanitary sewer mains along Shiloh Road;
- Requirement for an easement or right-of-way dedication for water and sanitary sewer mains if necessary;
- Requirement for an easement for public water and sanitary sewer extension to the property located northwest of this property; and
- Outlines requirements for traffic impact study.

ALTERNATIVES

City Council may:

- If the annexation is approved, then approve the Annexation Agreement with the property owner; or
- Not approve the Annexation Agreement. If the agreement is not approved, the responsibility for infrastructure improvements would be in accordance with policies in place at the time of development.

FISCAL EFFECTS

There are several requirements of the Annexation Agreement that would not be required upon site development. Sections 2 and 3 requires an easement to the City property to the northwest. Section 5 requires the dedication of public right-of-way, if needed.

The financial impact of the remainder of the agreement is dependent on policy changes that may occur before development. If development occurs before any changes to the City's development policies, there would be no financial impact. If development occurs after City development policies change, the financial impact would be dependent on the changes.

Attachments

Annexation Agreement

Return to:
Performance Engineering, LLC
608 N. 29th Street
Billings, MT 59101

ANNEXATION AGREEMENT

THIS ANNEXATION AGREEMENT is made this _____ day of _____, 20 _____, by and between *Shiloh Farm, LLC, 730 Bluegrass Place, MT 59102,* hereinafter referred to as "DEVELOPER," and THE CITY OF BILLINGS, MONTANA, a municipal corporation, c/o City Hall, 210 North 27th Street, Billings, Montana, 59101, hereinafter referred to as the "CITY." DEVELOPER and CITY are sometimes referred to in this Agreement individually as "Party" and collectively as the "Parties."

WHEREAS, DEVELOPER is the owner of certain real property situated in Yellowstone County, Montana, more particularly described as follows:

> *Tract C, Certificate of Survey No. 1100 Amended,* according to the official plat of file and of record in the office of the Clerk and Recorder of said County, under Document No. 1327683 hereinafter referred to as "DEVELOPER TRACT".

WHEREAS, DEVELOPER has submitted to the City a Petition for Annexation to the City for Developer Tract; and

WHEREAS, DEVELOPER desires to annex Developer Tract to the City; and

WHEREAS, CITY has approved the Petition for Annexation by Resolution No. _____ for the Developer Tract contingent upon an Annexation Agreement being executed between CITY and DEVELOPER to identify required off-site infrastructure improvements and guarantees of those improvements.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties do hereby agree as follows:

1. *Roads and Access.* The Developer Tract will be accessed from two proposed right-in, right-out only approaches from Shiloh Road and two future accesses through the property to the south property line. The approaches from Shiloh

Road must be reviewed and approved by the City and the Montana Department of Transportation. If only one approach is approved to access Shiloh Road, the development will be limited on the number of units, (as determined by City Engineering and the City Fire Department), that can be constructed until an access to the south connected to the westerly extension of Zoo Drive is approved and constructed.

2. *Sanitary Sewer.* The DEVELOPER is required to extend an 8-inch diameter sanitary sewer from the existing manhole located at the intersection of Zoo Drive and Shiloh Road to at least the intersection of the most southerly access from Developer Tract to Shiloh Road. In addition, if not constructed by other developments by the time this development has commenced, DEVELOPER will be required to extend 8-inch sanitary sewer from Summer Lane to Zoo Drive along Shiloh Road. If sanitary sewer cannot be located within the public right-of-way, DEVELOPER shall provide a public utility easement or dedicate additional right-of-way along Shiloh Road. DEVELOPER shall provide a 30-foot wide easement to the City in order to provide water and sanitary sewer to the City property, Certificate of Survey 3733 located on the northeast corner of Developer Tract. DEVELOPER can submit a reimbursement agreement in accordance with the City's Rules and Regulations Governing Water and Wastewater Service.

3. *Water.* The DEVELOPER is required to extend a 12-inch or 16-inch diameter water main from the existing water main located at the intersection of Zoo Drive and Shiloh Road along the entire Shiloh Road frontage of the Developer Tract. In addition, if not constructed by other developments by the time this development commences, DEVELOPER will be required to extend the 12-inch or 16-inch diameter water main from Summer Lane to Zoo Drive along Shiloh Road. DEVELOPER can submit a reimbursement agreement in accordance with the City's Rules and Regulations Governing Water and Wastewater Service. If a 16-inch diameter water main is required by the City, City staff will forward a Compensation Agreement to City Council for approval of oversizing of the water main at the DEVELOPER's request. If water cannot be located within the public right-of-way, DEVELOPER shall provide a public utility easement or dedicate additional right-of-way along Shiloh Road. DEVELOPER shall provide a 30-foot wide easement to the City in order to provide water and sanitary sewer to the City property, Certificate of Survey 3733 located on the northeast corner of Developer Tract. DEVELOPER can submit a reimbursement agreement in accordance with the City's Rules and Regulations Governing Water and Wastewater Service.

4. *Storm Drain.* The DEVELOPER will manage storm drainage within the Developer Tract in accordance with the City of Billings Stormwater Management Manual (2018).

5. *Right-of-Way.* Public right-of-way will be dedicated to the City of Billings in accordance with the 2018 Billings Urban Area Long Range Transportation Plan and in accordance with the City of Billings Subdivision Regulations. If the Developer Tract does not develop through subdivision, a Master Site Plan approval will be required; the City may require the Developer to dedicate adequate right-of-way as part of the City's approval of such Master Site Plan.

6. *Street Construction, Widening and Sidewalks.* Shiloh Road has been previously constructed out by MDT. Unless identified within the Traffic Impact Study, no additional street improvements will be required along Shiloh Road. Any improvements identified within the Traffic Impact Study would be required to be constructed at the DEVELOPER's expense.

7. *Multi-use Trail*. There is an existing 10-foot wide asphalt multi-use trail along Shiloh Road and the frontage of the Developer Tract.

   DEVELOPER shall be responsible for the maintenance and replacement of this 10-wide asphalt multi-use trail located along the frontage of the Developer Tract.

   Developer shall provide two pedestrian accesses to the park and open space adjacent to the BBWA canal.

8. *Future Intersection Contributions.*
   A traffic impact study will be performed at the time of future subdivision and/or development to determine DEVELOPER contributions to future intersection improvements. The preparation of the traffic impact study and any fees to mitigate impacts to future intersection improvements will be at the expense of the DEVELOPER.

9. *Other Public Improvements.* For any other improvements not specifically listed in this Agreement, the CITY shall rely on the attached Waiver filed concurrently herewith, to ensure the installation of any or all remaining public improvements. Said improvements shall include, but not be limited to, construction, reconstruction or maintenance of streets, curbs, gutter, concrete ribbons, sidewalks, multi-use trails, driveways, survey monuments, street name signs, street lights, street light energy and maintenance, parks and park maintenance, traffic control devices on-site and off-site inclusive as determined by an overall traffic accessibility study, specific realignments or

relocation of sanitary sewer lines and water lines, valley gutters, culverts, storm sewer lines, if any, either within or without the area, and other improvements which the City of Billings may require. The attached Waiver, waiving the right to protest the creation of one or more Special Improvement Districts, by this reference is expressly incorporated herein and part hereof. All of the Developer properties can be included in a Special Improvements District for improvements identified in Annexation Agreement regardless of location of individual properties in relation to the improvements.

10. *Compliance with Land Use and Development Ordinances and Regulations.* Nothing herein shall be deemed to exempt the Developer Tract from compliance with any current or future City laws, rules, regulations, policies, and fees that are applicable to the development, redevelopment, or use of the subject property. Final plats or other dedications of the Developer Tract will be transmitted to the City for City Council acceptance of dedication of right-of-way and public easements. Dedications, deeds or conveyances will be in the name of the City after the effective date of the annexation and will be forwarded to the City Council for acceptance.

11. *Runs with Land.* The covenants, agreements, and all statements in this Agreement and in the incorporated and attached Waiver shall run with the land and shall be binding on the heirs, personal representatives, successors, and assigns of the respective parties.

12. *Attorney's Fees.* In the event it becomes necessary for either Party to this Agreement to retain an attorney to enforce any of the terms or conditions of this Agreement or to give any notice required herein, then the prevailing Party or the Party giving notice shall be entitled to reasonable attorney fees and costs, including those fees and costs of in-house counsel.

13. *Amendments and Modifications.* Any amendments or modifications of this Agreement shall be made in writing and executed in the same manner as this original document and shall after execution become a part of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first above written.

"DEVELOPER" *Shiloh Farm, LLC*

By: _____

Title: _____

STATE OF MONTANA)
:ss
County of Yellowstone)

On this ____ day of _____, 20___, before me, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the person who signed the foregoing instrument as the Shiloh Farm, LLC representative of DEVELOPER, and who acknowledged to me that said DEVELOPER executed the same.

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

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

This Agreement is hereby approved and accepted by City of Billings, this ___ day of _____, 20___.

"CITY" CITY OF BILLINGS, MONTANA

By:_____
Mayor

Attest:_____
City Clerk

STATE OF MONTANA)
:ss
County of Yellowstone)

On this _____ day of_____, 20___, before me, a Notary Public for the State of Montana, personally appeared _____, and _____, known to me to be the Mayor and City Clerk, respectively, of the City of Billings, Montana, whose names are subscribed to the foregoing instrument in such capacity and acknowledged to me that they executed the same on behalf of the City of Billings, Montana.

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

Approved as to Form:

_____
City Attorney

WAIVER OF RIGHT TO PROTEST

FOR VALUABLE CONSIDERATION, the undersigned, Owner of the hereinafter described real property, does hereby waive the right to protest the formation of one or more Special Improvement Districts (SID) for the construction, reconstruction or maintenance of streets, curbs, gutter, concrete ribbons, sidewalks, multi-use trails, driveways, survey monuments, street name signs, street lights, street light energy and maintenance, parks and park maintenance, traffic control devices on-site and off-site inclusive as determined by an overall traffic accessibility study, specific realignments or relocation of sanitary sewer lines and water lines, valley gutters, culverts, storm sewer lines, if any, either within or without the area, and other improvements which the City of Billings may require.

The Waiver and Agreement shall run with the land and shall be binding upon the undersigned, its successors and assigns, and shall be recorded in the office of County Clerk and Recorder of Yellowstone County, Montana.

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

Tract C, Certificate of Survey No. 1100 Amended, of which plat is on file and recorded at the Yellowstone County Clerk and Recorder's Office.

"DEVELOPER" *Shiloh Farm, LLC*

By: _____
Title:_____

STATE OF MONTANA)
:ss.
County of Yellowstone)

On this ____ day of _____, 20___, before me, a Notary Public in and for the State of Montana, personally appeared _____, known to me to be the person who signed the foregoing instrument as the Shiloh Farm, LLC representative of DEVELOPER and who acknowledged to me that said DEVELOPER executed the same.

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

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

City Council Regular

Date:	04/25/2022
Title:	Public Hearing - Ward Boundary Expansion Ordinance First Reading - Annexation 22-01
Presented by:	Monica Plecker
Department:	Planning & Community Services
Presentation:	No
Legal Review	Not Applicable

RECOMMENDATION

Staff recommends the City Council hold a public hearing and approve this ordinance on first reading, adding recently annexed property to Ward V.

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

Performance Engineering on behalf of Shiloh Farm LLC submitted a petition to annex land using the provisions of Section 7-2-4600, MCA. The property is located north of Zoo Drive and West of Shiloh Road. The land being annexed is described as Being Tracts of Land situated in the NE 1/4 of Section 22, T.1S., R.25E, P.M.M., Yellowstone County, Montana, more particularly described as: Being Tract C of Amended Tract 1-A-2 of Certificate of Survey No. 1100, recorded October 24, 1984, under Document No. 1327683; Also including all adjacent Right-Of-Way of Shiloh Road. Said annexation contains 22.923 gross and 20.575 net acres.

Upon Council approval, this annexation requires a change in the boundaries of Ward V. Two readings are required for this action. The first reading and public hearing is scheduled for April 25. Upon approval the second reading will occur on May 9, 2022.

ALTERNATIVES

City Council may:

- Approve adding the subject property to Ward V, or;
- Disapprove adding the subject property to Ward V. Disapproval will not modify the boundary of Ward V and will create a problem where property inside the City Limits is not within a City Ward.

FISCAL EFFECTS

This application has no impact on the Planning Division Budget.

Attachments

Ward Boundary Ordinance

ORDINANCE NO. 22-_____

AN ORDINANCE OF THE CITY OF BILLINGS, AMENDING BILLINGS MUNICIPAL CODE, CHAPTER 11, ELECTIONS, IN PARTICULAR, SECTION 11-102(c), WARD BOUNDARIES; AND CHANGING THE WARD BOUNDARIES ESTABLISHED THEREIN BY ADDING CERTAIN NEWLY ANNEXED REAL PROPERTY TO WARD V PROVIDING FOR CERTIFICATION AND REPEALING OF ALL ORDINANCES AND RESOLUTIONS INCONSISTENT THEREWITH.

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

1. AMENDMENT. Pursuant to Billings Municipal Code, Section 11-102(c) and the State Law, Billings Municipal Code, Section 11-102(c) Ward Boundaries is hereby amended by adding to Ward V the following described real property:

Tracts of Land situated in the NE 1/4 of Section 22, T.1S., R.25E, P.M.M., Yellowstone County, Montana, more particularly described as:

Being Tract C of Amended Tract 1-A-2 of Certificate of Survey No. 1100, recorded October 24, 1984, under Document No. 1327683;
Also including all adjacent Right-Of-Way of Shiloh Road.

Said annexation containing 22.923 gross and 20.575 net acres.

(# 22-01) See Exhibit "A" Attached

2. EFFECTIVE DATE. This ordinance shall be effective either thirty (30) days after second reading and final adoption as provided by law, or upon the effective date of Resolution No. 22-_____ approving the annexation of the above territory, whichever date is later.

3. REPEALER. All other ordinances, sections of the Billings Municipal Code and ordinances inconsistent herewith are hereby repealed.

4. CERTIFICATION. Pursuant to M.C.A. Section 13-3-103, the above change and alteration is hereby certified to the election administrator by the City Council, and the City Administrator or his designee is hereby directed to certify the changes and alterations and to deliver a map showing the boundaries of the ward, the streets, avenues and alleys by name and the ward by number, to the election administrator not more than ten (10) days after the effective date of this ordinance.

PASSED by the City Council on the first reading this 25thth day of April 2022.

PASSED by the City Council on the second reading this 9th day of May, 2022.

THE CITY OF BILLINGS:

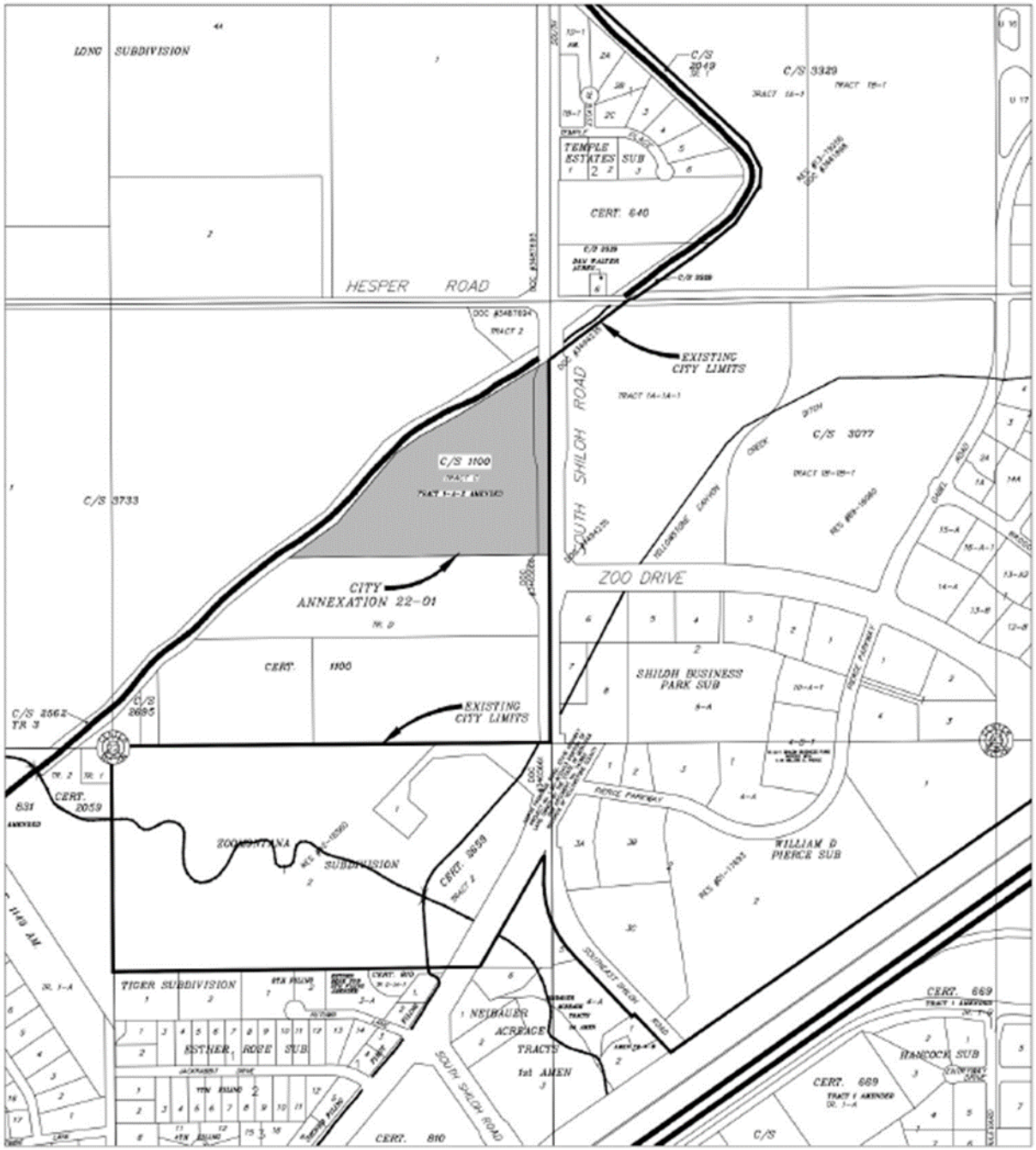
_____
William A. Cole, MAYOR

ATTEST:

BY: _____
Denise Bohlman, CITY CLERK

(#22-01)

EXHIBIT "A"


LONG SUBDIVISION
HESPER ROAD
TEMPLE ESTATES SUB
CERT. 640
C/S 3329
C/S 2949
EXISTING CITY LIMITS
SOUTH SHILOH ROAD
C/S 3077
C/S 1100
C/S 3733
CITY ANNEXATION 22-01
CERT. 1100
ZOO DRIVE
SHILOH BUSINESS PARK SUB
EXISTING CITY LIMITS
C/S 2562 TR 3
C/S 2695
CERT. 2059
ZOOMONTANA SUBDIVISION
CERT. 3859
WILLIAM D PIERCE SUB
PIERCE PARKWAY
TIGER SUBDIVISION
ESTHER ROSE SUB
NEIBAUER ACREAGE TRACTS 1st AMEN
SOUTHEAST SHILOH ROAD
CERT. 810
CERT. 669
HANCOCK SUB
C/S

City Council Regular

Date:	04/25/2022
Title:	SBBURD TIF Assistance for Billings Logistics Center One, LLC (TPA Group) - 3218 and 3508 South Frontage Road
Presented by:	Wyeth Friday
Department:	Planning & Community Services
Presentation:	Yes
Legal Review	Not Applicable

RECOMMENDATION

The South Billings Urban Renewal Association (SBURA) Board has reviewed this application for tax increment assistance and recommends the City Council approve, upon project completion, a maximum of $1,000,000 of funds from the South Billings Boulevard Tax Increment Finance District to TPA Group, LLC for right-of-way and site improvements, utility extensions and demolition of existing structures on the property. TPA Group, LLC is an Atlanta-based corporation that specializes in developing large scale distribution and logistical facilities for lease to businesses. Reimbursement is based upon the actual costs incurred for qualified expenses for the improvements made to the property subject to the following conditions:

1. The Applicant shall purchase the land for the project resulting from a boundary line adjustment between properties located at 3508 South Frontage Road and 3218 South Frontage Road.
2. The Applicant shall sign a development agreement with the City of Billings and SBURA within 180 days of City Council's approval.
3. This TIFD reimbursement is the maximum that can be received pending satisfactory submission of all paid invoices showing the completion of expenditures related to this project.
4. If funds are not available, reimbursement can be carried over to the next fiscal year.

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

The SBURA board considered TPA Group, LLC's application at its April 5, 2022, board meeting and voted unanimously to recommend up to $1,000,000 of tax increment assistance for public infrastructure, property condition mitigation for development, and demolition of abandoned infrastructures and structures.

TPA Group, LLC builds and leases large scale distribution and logistics centers throughout the United States. TPA Group, LLC has a portfolio of over 60 facilities in 23 states. Their market research indicated that there is considerable unmet demand for warehousing and logistical services in Billings and the surrounding Northern Rocky Mountain region. TPA Group, LLC intends to build two buildings with a combined total space of approximately 295,000 square feet. The project, to be known as the Billings Logistics Center, will consist of two state-of-the-art Class A concrete tilt-wall warehouse/distribution centers. The buildings will be situated on a 23-acre site and will feature attractive glass office elevations, 32' clear heights, rear-load configurations, 268' deep shared truck courts and ample car and trailer parking. The location provides proximity to regional transportation hubs with the Billings-Logan International Airport located 5 miles northwest of the site and the BNSF Railway running 2.5 miles from the site. The estimated total cost for this project is about $38 million, making the private to public investment ratio for this project about 38:1, if land cost is included. Removing land cost, brings the ratio to about 34:1. The Council also approved extension of the City's water system to serve this and other properties along the South Frontage Road at its meeting on March 14. This is a City investment of about $845,000 utilizing Public Works and SBBURD TIF funds.

There are two properties located at 3508 and 3218 South Frontage Road that are currently owned by Torgerson Real Estate Holdings, LLC and KSKC Properties, LLC, respectively. In 2021, the City annexed the Torgerson property and expanded the South Billings Boulevard Urban Renewal District to include both the Torgerson and KSKC properties. TPA Group, LLC plans to purchase portions of property from both Torgerson and KSKC via a boundary line adjustment. The acqusition will create one larger parcel for the project, with both Torgerson and KSKC still retaining property on both sides of the new project location. The closing date for this purchase is tentatively scheduled for mid-April 2022. Accordingly, a City Council determination to award tax increment assistance is contingent on TPA Group's property acquisition.

The development of this property requires TPA Group, LLC to address some significant infrastructure and blight-related issues as noted below:

- **South Frontage Road Right of Way Improvements:** Deceleration lane, driveway approach apron, the

required separated side path on the South Frontage Road and landscaping.

- **Site Structural Improvements:** Rammed aggregate pier foundations and geomeshing to address poor soil conditions. This is similar to the TIF award provided to KSKC Properties by the City in late 2021 to improve the site for redevelopment due to soil conditions and poor fill left from past gravel mining operations in the area.
- **Property Condition Improvements:** Demolition of septic tanks and wells at site of old residential structures. Remove existing power lines and fencing, and import fill to bring the site out of the floodplain.
- **Utility Extensions, Relocations and Connections for the Site:** Extend power from Garden Ave, extend gas main from Washington St., extend telecommunications service from Garden Ave, and relocate Grey Eagle Ditch.

The location of this project, like the adjacent KSKC and Torgerson properties, is planned for a multi-modal recreational trail along the south side of these properties adjacent to the Yellowstone River. Easements for the trail corridor have been secured for all of the properties that are now in the City and within the SBBURD. The trail project also is included in the adopted City FY2023-2027 Capital Improvement Plan. TPA had originally asked to include the portion of the trail across the back of its property in its TIF application. However, the idea of trying to build all or most of the trail segment at once, going both east and west of the TPA site, supports the idea of allocating TIF and other fund to the project through the CIP. This trail segment has been discussed with TPA Group regarding the opportunity to construct the trail in coordination with the construction on the site to take advantage of both mobilization and disruption of the site all at once. TPA group has stated they are prepared to work with the City to accomplish this coordinated effort.

Table 1 below details TPA Group, LLC's estimates to address redevelopment elements that fall under the City's Tax Increment Finance Policy, the South Billings Urban Renewal Plan and Montana Code Annotated. The SBURDA board voted unanimously to recommend to the City Council that $1,000,000 be awarded to TPA Group, LLC for the expenses detailed in Table 1.

Table 1

Qualified Improvements	Estimated Cost	City TIF Policy	Urban Renewal Plan	MT Code Annotated
South Frontage Road ROW Improvements	$204,997	Section 1(b)	Section 10, 13	7-15-4288(4)
Site Soil Compaction/Improvements	$289,062	Section 1(b)	Section 4, 5	7-15-4288(4)
Utility Extensions, relocations and connections	$195,883	Section 1(b)	Section 4, 5	7-15-4288(4)
Existing structure demolition and clean up	$310,058	Section 1(b)	Section 2, 12	7-15-4288(4)
Total	**$1,000,000**			

This property lies immediately south of Interstate 90 and has remained undeveloped for many years. City infrastructure in the area also has not been completed to serve the area. There infrastructure issues and property conditions have impeded development and will likely deter future private investment without support from the SBBURD. The use of tax increment funds to promote investment in an otherwise blighted and unattractive property in Billings' transportation corridor will simultaneously reduce blight and provide additional taxable value to the City.

ALTERNATIVES

City Council may:

- Approve the recommendation from the SBURA board for the expenditure of these tax increment finance (TIF) funds that are consistent with elements of the South Billings Boulevard Urban Renewal Plan, or;
- Modify the recommendation from the SBURA board for the expenditure of these TIF before taking action, or;
- Disapprove the recommendations from the SBURA board for these expenditures of these TIF funds. If the Council chooses not to approve the TIF application, specific reasoning for the denial is helpful to provide further direction to the SBURA board and City Staff for future applications.

FISCAL EFFECTS

The recommendation is for a maximum of $1,000,000 to be reimbursed to TPA Group, LLC for the identified work. The estimated total project cost is $38 million, making the private to public investment ratio for this project about 38:1. The funds are payable per the conditions of approval outlined in the attached SBURA recommendation document and pending satisfactory submission of all paid invoices showing actual cost incurred for the project. Currently, the project is estimated for completion in 2023. The draft FY23 SBBURD budget currently has development funds proposed that would cover this project reimbursement.

Attachments

TPA Group TIF Application
TPA Group TIF SBURA Recommendation
City TIF Policy
SBBURD Urban Renewal Plan

Application for TIF Funding
for
BILLINGS LOGISTICS CENTER
South Frontage Road

March 14, 2022
REVISED

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SOUTH BILLINGS BOULEVARD TAX INCREMENT FINANCING ASSISTANCE APPLICATION

Project Name: Billings Logistics Center Date Submitted: 3/7/2022

APPLICANT INFORMATION

1. Name: Billings Logistics Center One, LLC
2. Address: 1776 Peachtree Street NW, Suite 100, Atlanta, GA 30309
3. Telephone Number: 770-436-3400

PROJECT INFORMATION

1. Building Address: 3218 and 3508 South Frontage Road, Billings, MT 59101
2. Legal Description: Please see Exhibit A - Legal Description (Page 13
3. Ownership: Billings Logistics Center One, LLC
4. Address: 1776 Peachtree Street NW, Suite 100, Atlanta, GA 30309
5. If property is not owned by the Applicant, list leasehold interests (Attach evidentiary materials.)

   Lessor's Name: _____

   Lessor's Address: _____
6. Existing/Proposed Businesses: None / Distribution and Warehousing
7. Business Description: Distribution and Warehousing
8. Employment: Existing FTE jobs None / Raw Land
9. New Permanent FTE jobs created by project Est. 80-200 Construction FTE jobs Est. 100
10. Architectural Firm: Atlas Collaborative

    Address: 50 Technology Pkwy, Suite 100, Peachtree Corners, GA 30092

Representative: Sasha Vinitsky, Principal

8. Description of Project: (Attach narrative explanation.)
   Please see Exhibit B - Project Overview
9. Rehabilitation/construction plans: (Attach schematics, site and landscaping plans.)
   Please see Exhibit C - Construction Plans
10. Project Schedule: (Attach time line or schedule through completion.)
    Please see Exhibit D - Project Schedule

CRITERIA FOR REVIEW

Materials contained in TIF Assistance applications are used to assess the merits of projects in relation to the goals and objectives of the South Billings Urban Renewal Master Plan and in relation to other District development and urban renewal projects. Projects will be evaluated based on the following criteria.

1. **Relevance to the South Billings Urban Renewal Master Plan** – This document is available on SBURA's website (www.southbillings.org). Please see Exhibit F - Criteria for Review

2. **Economic Stimulus** – The amount of economic activity to be generated by the project. Please see Exhibit F

3. **Tax Generation** – The increase in taxable value due to new construction/rehabilitation as estimated by the County Assessor's office. Please see Exhibit F

4. **Employment Generat**ion – Total employment generated by the project assessed in terms of new permanent and part-time jobs, and construction jobs. Please see Exhibit F

5. **Elimination of Blight** – The project's direct and indirect impact on the physical and fiscal condition within the District. Please see Exhibit F

6. **Special or Unique Opportunities** – The extent to which the project represents a unique opportunity, meets a special need, or addresses community goals. The provision of public space or workforce housing are examples of special and unique opportunities. Please see Exhibit F

7. **Impact Assessment** – The extent of both positive and negative environmental impacts, appropriateness of the project design, and impact on existing businesses or residents. Please see Exhibit F

8. **Financial Assistance** – Other forms of financing available to the Applicant i.e. lender participation and state and federal grant monies, Please see Exhibit F

9. **Project Feasibility** – Demonstration of market demand for the project Please see Exhibit F

10. **Developer's Ability to Perform** – Applicant's capability to undertake the relative complexities of the project based on past performance on similar or comparable projects. Please see Exhibit F

11. **Timely Completion** – The feasibility of completing the project according to the Applicant's project schedule. Please see Exhibit F - Criteria for Review

PROJECT COSTS

Land and Site Improvements (Itemized)

1. Equity in Land and Buildings	$Please see Exhibit E - Project Costs Summary
2.	$_____
3.	$ _____
4.	$ _____
Subtotal	$_____

Construction/Rehabilitation Costs (or attach separate statement)

1.	$Please see Exhibit E - Project Costs Summary
2.	$ _____
3.	$ _____
4.	$ _____
5.	$ _____
6.	$ _____
7.	$ _____
8.	$ _____
Subtotal	$ _____

Fees

1. Architectural design/Supervision	$ Please see Exhibit E - Project Costs Summary
2. Permits _____	$ _____

3. Other fees _____ $ _____

Subtotal $ _____

Total Project Development Costs $ _____

PROJECT FINANCING

Please complete Sources of Funds detail and summarize below.

Developer Equity Developer will invest ~ $13,000,000 in the project

Cash Invested $

Land & Buildings $ _____

Other (Specify) _____ $ _____

_____ $ _____

Subtotal $ _____

Lender Commitments (Attach evidence i.e. Letters of Credit or other documentation.)
Developer will obtain approximately $26,000,000 in debt for the project.

Loan Amount	Interest	Term	Payment/Period
_____	_____%	___yrs	$ _____
_____	_____%	____yrs	$ _____
Total Loan Amount			$_____

DEVELOPER STATEMENT OF QUALIFICATIONS AND FINANCIAL RESPONSIBILITY

Applicant

1. Name: Billings Logistics Center One, LLC

   Address: 1776 Peachtree Street NW, Suite 100, Atlanta, GA 30309

2. If the applicant is not an individual doing business under his/her own name, the applicant has the status indicated below and is organized or operating under the laws of _____.

3. The applicant is:

   _____ A corporation.

   _____ A nonprofit or charitable institution or corporation

   _____ A partnership known as _____

   X Other (explain): Limited Liability Company

   Date of organization: " March 2022

4. Names, address, title of position (if any), and nature and extent of the interest of the officers and principal members, principal shareholders, investors, or partners of the applicant.

Name and Address	Nature and Extent of Interest
Jeb Brees 1776 Peachtree Street NW, Suite 100 Atlanta, GA 30309	Authorized Member

Financial Condition

1. Provide a current financial statement for each private entity involved in the project. Documentation of financial capacity may include net worth statements, balance sheets, or profit and loss statements. Developer has transacted on over $5 billion of assets and has over $1 billion of development in its pipeline. Please see Exhibit G for a list of current projects.

2. Has the applicant or any individual or entity affiliated with the development of this project been adjudged bankrupt, either voluntary or involuntary, within the past ten years?
   No __X__ Yes _____ If yes, give date, place, and under what name:

   _____

3. Has the applicant or any individual or entity affiliated with the development of this project been indicted for or convicted of any felony within the past ten years:
   No __X__ Yes _____ If yes, give date, charge, place, court and action taken for each case.

   _____

   _____

CONSTRUCTION CONTRACTOR

1. Identify the construction contractor or builder who will undertake this project.

   Name: Catamount Constructors, Inc

   Address: 4630 North Loop 1604 West, Suite 130, San Antonio, TX 78249

2. Has such contractor of builder ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a construction or development contract within the last ten years?
   No __X__ Yes _____ If yes, explain.

   _____

CERTIFICATION

I (we), Billings Logistics Center One, LLC (please print), certify that the statements and estimates within this Application as well as any and all documentation submitted as attachments to this Application or under separate cover are true and correct to the best of my (our) knowledge and belief.

Signature _____

Title Authorized Member

Address 1776 Peachtree St, Suite 100

Atlanta, GA 30309

Date _____

Signature _____

Title _____

Address _____

_____

Date _____

Exhibit A - Legal Description

Overall Legal Description

Two parcels of land being Tract 1 of Certificate of Survey No. 1596 (Commitment No. 978275) and an unplatted tract of land (Commitment No. 976391) located in the NW $\frac{1}{4}$ of Section 15, Township 01 South, Range 26 East, P.M.M., City of Billings, Yellowstone County, Montana, more particularly described as follows:

Beginning at the northeast corner of Tract 1 of Certificate of Survey No. 1596 (COS 1596) also being the Point of Beginning; thence S00° 46' 59" E following the line common to Tract 1 of Certificate of Survey No. 1591 (COS 1591) and Tract 1 of COS 1596 a distance of 582.62 feet; thence S00° 53' 53"E following the west line of Tract 1 of COS 1591 a distance of 253.09 feet; thence S49° 26' 55"W following the north bank of the Yellowstone River a distance of 325.25 feet; thence S08° 13' 04"W following the same line a distance of 159.39 feet; thence S54° 18' 42"W following the same line a distance of 130.11 feet; thence S69° 27' 04"W following the same line a distance of 159.13 feet; thence S76° 53' 20"W following the same line a distance of 116.43 feet; thence S47° 04' 55"W following the same line a distance of 132.37 feet; thence S78° 47' 22"W following the same line a distance of 92.21 feet; thence N64° 00' 46"W following the same line a distance of 107.94 feet; thence N00° 49' 59"W a distance of 1100.83 feet; thence following the right-of-way for the South Frontage Road along a curve to the left having a radius of 6546.70 feet and a central angle of 8° 35' 34" a length of 981.81 feet back to the Point of Beginning.

Said tracts contain 22.830 acres, more or less, in net and gross.

PROJECT OVERVIEW

The Billings Logistics Center Project will consist of two state-of-the-art Class A distribution centers totaling 295,400 SF. The buildings will be situated on a +/- 23-acre site on South Frontage Road, and will feature 32' clear heights, rear-load configurations, 268' deep shared truck courts and ample car and trailer parking.

The Project is located 3 miles southwest of Downtown Billings via S-27, with direct access to the I-90 interstate through a future access point into the site. The prime location provides proximity to regional transportation hubs with the Billings-Logan International Airport located 5 miles northwest of the site and the BNSF Railway running 2.5 miles from the site.

The Project is currently speculative, with initial interest from local users and businesses. Each building is designed to accommodate multiple tenants and can support users from 30,000 SF to full building.

Development Summary		
Construction:	Class A, concrete tilt-wall construction	
Loading:	Rear Load	
Clear Heights:	32' at first column line	
Column Dimensions:	54' x 46' with 60' speed bays	
Truck Court Depth:	268' deep (shared)	
Dock Doors:	Building 1: 54 (9'x10')	Building 2: 42 (9'x10')
Car Parking:	Building 1: 149± spaces	Building 2: 106± spaces
Trailer Parking:	22± spaces (shared)	
Other Features:	ESFR Fire Suppression	

LOCATION OVERVIEW

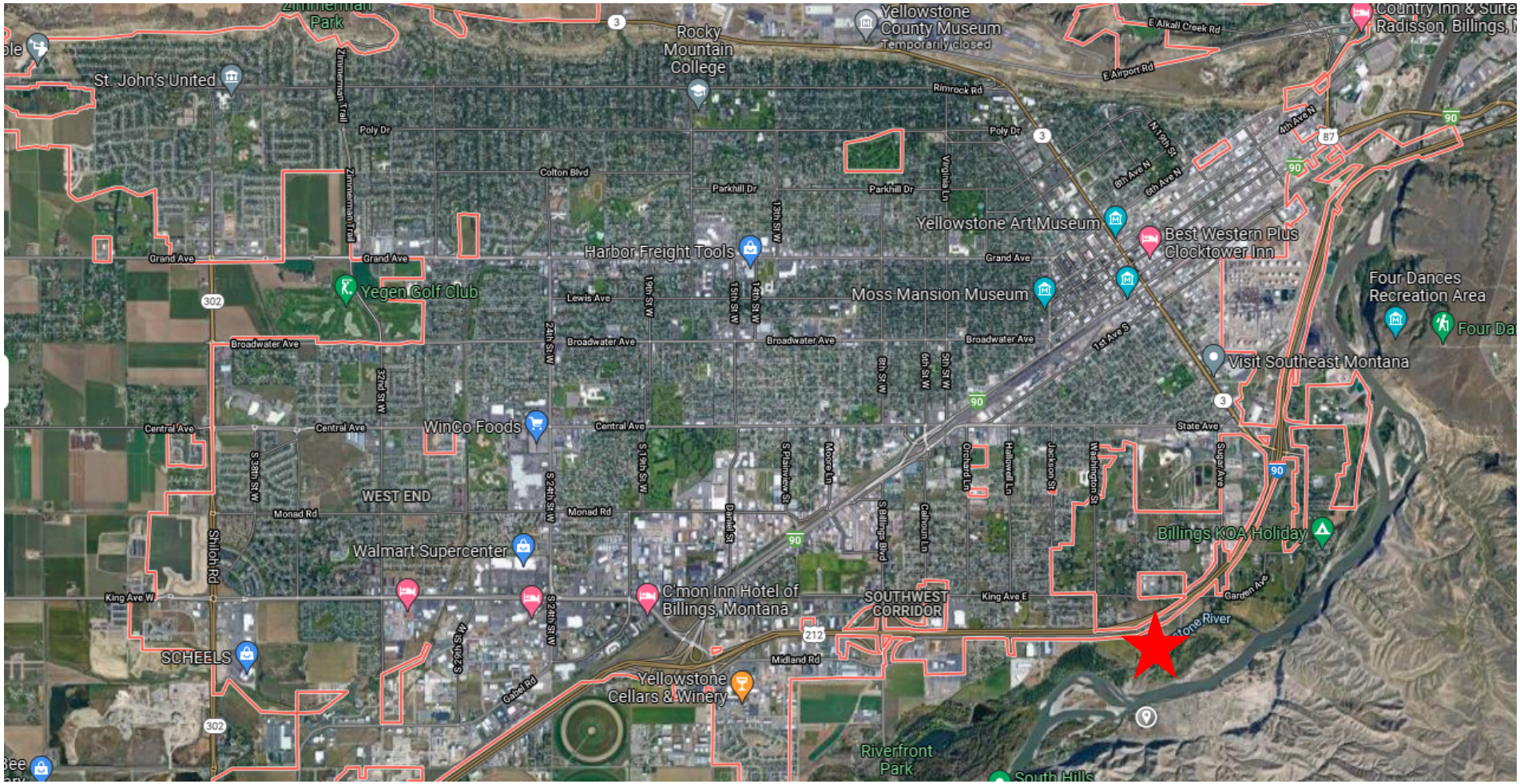
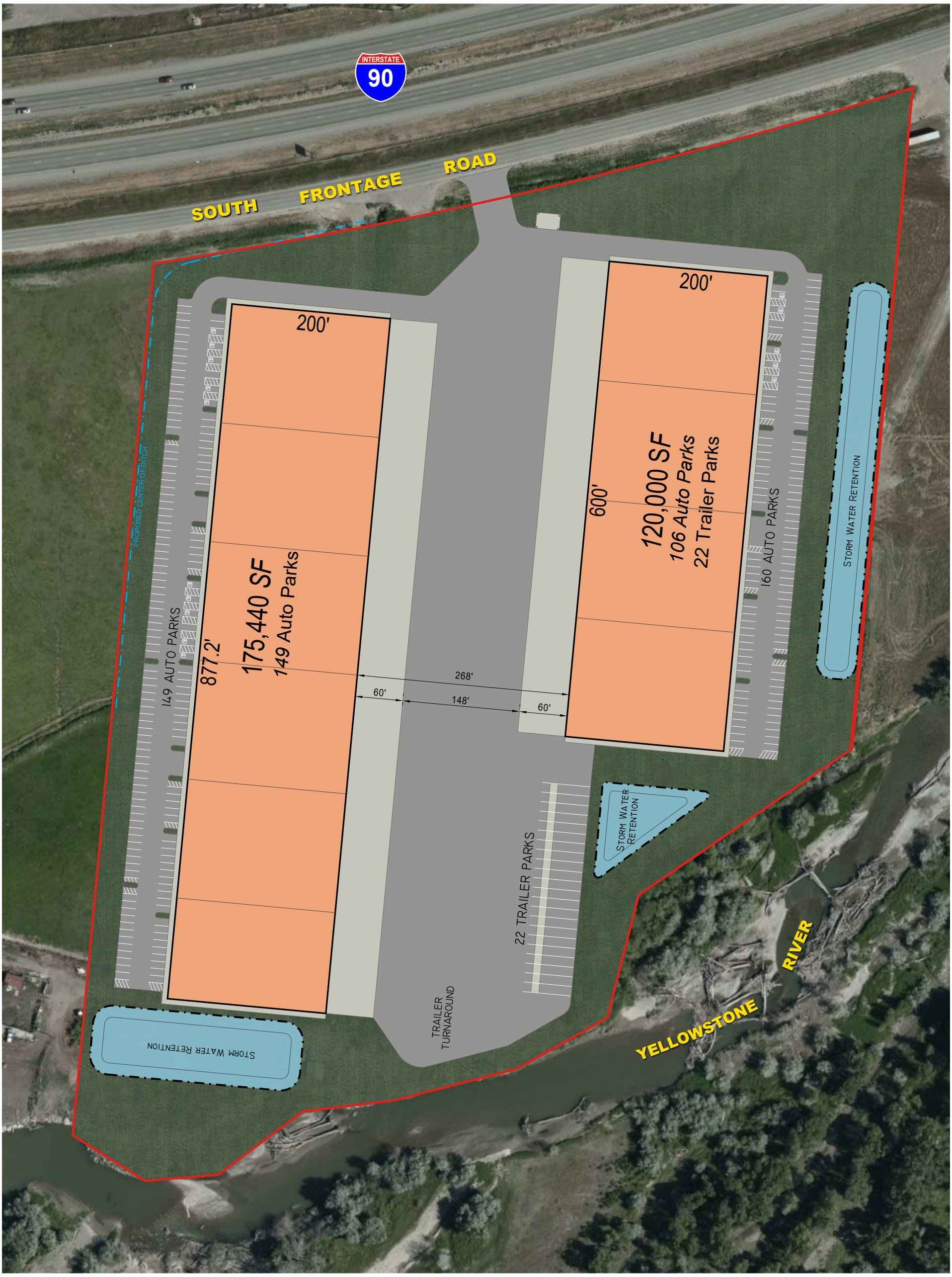
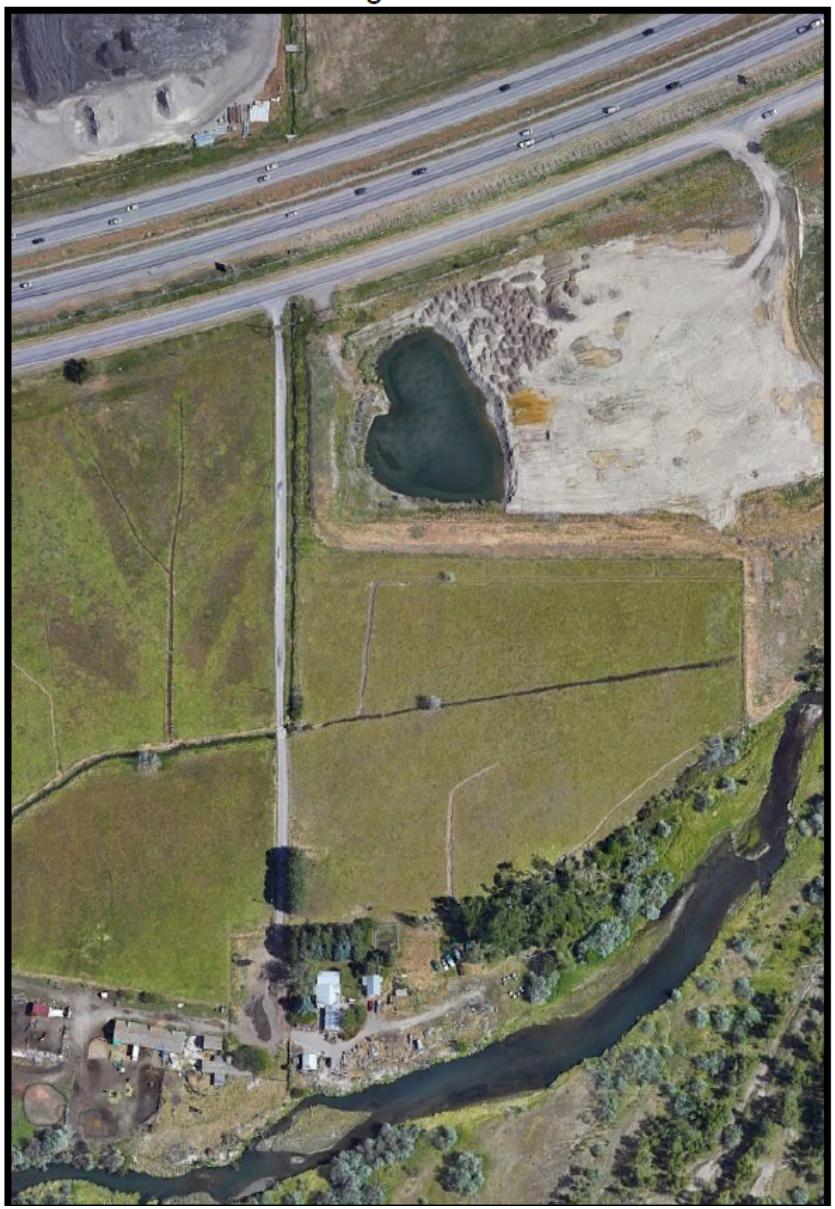


Exhibit C - Construction Plans



EXISTING VS PROPOSED

Existing Condition



Proposed Development



BILLINGS LOGISTICS CENTER

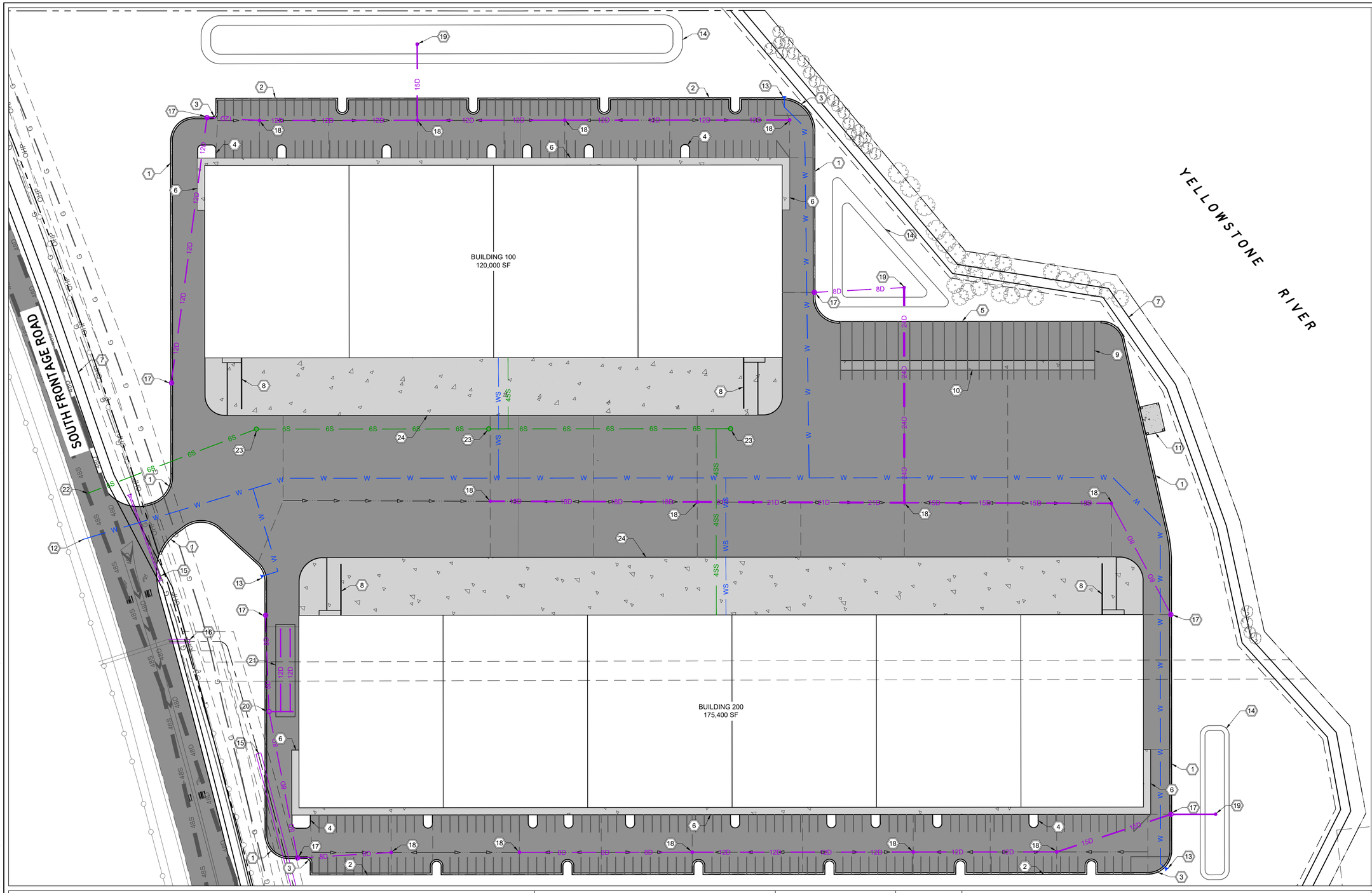


View of a single building. Both buildings will have similar design.

BILLINGS LOGISTICS CENTER



C:\Users\KinsleeHagel\Dropbox (PEC Billings)\PEC Billings Team Folder\TPA Group\21-105 South Frontage Site Design\CAD\DWG\Plans\Site Maps\21-105 TPA SF Proposed Site Map.dwg
3/1/2022 10:38:10 AM
PE STANDARD.CTB



LEGEND

- ASPHALT
- CONCRETE

CONSTRUCTION NOTES

1. CATCH CURB
2. SPILL CURB
3. TRANSITION FROM CATCH CURB TO SPILL CURB
4. 6" VERTICAL CURB
5. 12" VERTICAL CURB
6. 7.5' WIDE THICKENED EDGE SIDEWALK
7. 10' WIDE ASPHALT TRAIL
8. CONCRETE RAMP
9. TRUCK PARKING AREA
10. HAND CART STRIP
11. DUMPSTER ENCLOSURE
12. CONNECT TO EXISTING WATER MAIN
13. FIRE HYDRANT
14. STORM POND
15. STORM CULVERT
16. 48" STORM CULVERT EXTENSION
17. DEPRESSED CURB INLET
18. FLAT GRATE INLET
19. BEEHIVE INLET
20. STORM MANHOLE
21. BOULDER PIT #1
22. CONNECT TO EXISTING SANITARY SEWER MAIN
23. SANITARY SEWER MANHOLE
24. LOADING DOCK

N

0 50 100
IN FEET

REVISIONS				
NO.	DESCRIPTION	DATE	BY	CHECKED BY
1				
2				
3				
4				
5				
6				

PRELIMINARY SET

PERFORMANCE ENGINEERING
608 NORTH 29TH STREET (406) 384-0080
BILLINGS, MT 59101 performance-ec.com

KQT
DESIGNED BY

KQT
DRAWN BY

MAR-2022
DATE

QUALITY ASSURANCE

RDN
CHECKED BY

MAR-2022
DATE

SOUTH FRONTAGE SITE DESIGN

3208 SOUTH FRONTAGE ROAD BILLINGS, MONTANA 59101

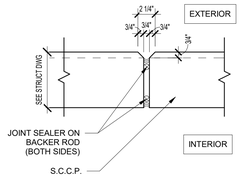
PROPOSED SITE MAP

PROJECT NUMBER
2021-105

SHEET NUMBER
6 OF ##

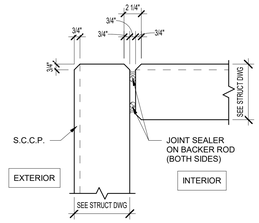
DRAWING NUMBER
G1.5

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3 TYPICAL S.C.C.P. JOINT DETAIL

SCALE: 1 1/2" = 1'-0"



2 TYP. S.C.C.P. CORNER DETAIL

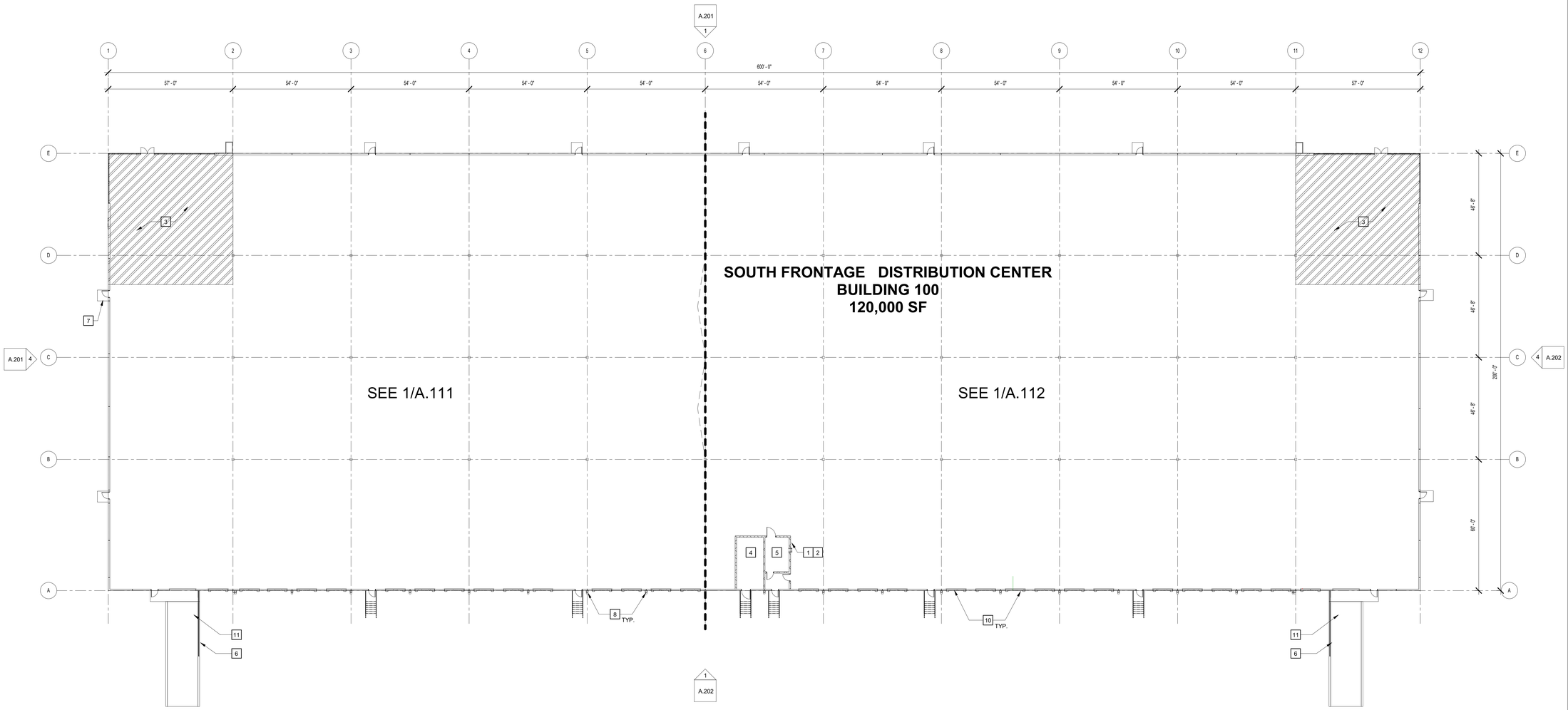
SCALE: 1 1/2" = 1'-0"

KEYNOTES

1. ACCESS LADDER TO CONCRETE ROOF OF ELECTRICAL ROOM - SEE ENLARGED PLANS.
2. 3'-0" X 3'-0" ROOF HATCH WITH ACCESS LADDER FROM CONCRETE ROOF AT ELECTRICAL ROOF BELOW. G.C. TO COORDINATE WITH STRUCTURE. PAINTED SAFETY YELLOW - SEE ENLARGED PLANS AND ROOF PLAN.
3. FUTURE TENANT OFFICES
4. ELECTRICAL ROOM - 1 HOUR RATED
5. FIRE PUMP ROOM - 1 HOUR RATED
6. RAMP GUARDRAIL - SEE DETAILS 4, 12 & 13 ON A.401
7. 5' X 5' CONCRETE PAD, SLOPE AWAY FROM BUILDING AT 1/4" PER FT. MAX.
8. 9" X 9" 24 GAUGE METAL DOWNSPOUTS WITH KYNAR FINISH
9. RECESSED CAN LIGHT IN SOFFIT ABOVE. SEE ELECTRICAL
10. 9' X 10' DOCK DOOR
11. 12' X 14' DRIVE-IN RAMP DOOR

GENERAL NOTES

1. BUILDING TO BE 36' CLEAR JUST PAST THE FIRST COLUMN LINE IN FROM THE DOCK WALL.
2. SLAB CONTROL JOINTS TO BE SAWCUT AND NOT TO EXCEED 15' - 0" ON CENTER. SEE STRUCTURAL DRAWINGS FOR FLOOR SLAB CONTROL JOINTS.
3. SLAB CONSTRUCTION JOINTS TO HAVE SMOOTH DOWELS AT 24" O.C. OR STEEL DIAMOND PLATES - SEE STRUCTURAL DRAWINGS.
4. SLAB WILL BE CURED WITH A WATER-BASED DISSIPATIVE CURING COMPOUND AND WILL RECEIVE ONE COAT SONNEBORNE LAPIDOLITH FLOOR HARDENER.
5. SLAB ON GRADE WILL BE PRE-TREATED WITH TERMITICIDE.
6. 10-MIL VAPOR BARRIER TO BE PROVIDED BELOW THE SLAB ON GRADE THROUGHOUT. ALL SEAMS AND PENETRATIONS TO BE SEALED AND TAPED.
7. 7" THICK REINFORCED, 4,000 PSI CONCRETE SLAB BEARING ON 6" GAB. SLAB TO RECEIVE HARD TROWEL FINISH AND LASER SCREED SHALL BE UTILIZED TO ATTAIN MINIMUM LOCAL & OVERALL SLAB TOLERANCE OF FF 40/FL 30.
8. PROVIDE A ESFR SPRINKLER SYSTEM THROUGHOUT.
9. PROVIDE PORTABLE FIRE EXTINGUISHERS OF THE QUANTITY AND AT THE LOCATIONS AS INDICATED OR AS REQUIRED BY THE AUTHORITY HAVING JURISDICTION. EXTINGUISHERS SHALL BE EQUAL TO J.L. INDUSTRIES COSMIC 10E, 10 POUND, 4A-60BC. TO BE COORDINATED WITH OWNERS LAYOUT.
10. METAL ROOF DECK SHALL BE 1-1/2" TYPE "B" WIDE RIB DECKING SHOP PRIMED WHITE - SEE STRUCTURAL DRAWINGS.
11. RACKING, FLOOR STORAGE AND EQUIPMENT BY OTHERS.
12. SEE ELEVATIONS FOR GLASS SCHEDULE.
13. ALL BOLLARDS TO BE PAINTED SAFETY YELLOW. (PROVIDE BOLLARDS AT ALL DRIVE-IN OVERHEAD DOOR JAMBS, FIRE PROTECTION RISERS, ELECTRICAL TRANSFORMERS AND EXPOSED ELECTRICAL PANELS).
14. ALL BOLLARDS SHALL BE 6" O.D. SCHEDULE 80 STEEL PIPE SET MINIMUM 2'-0" DEEP IN 2'-0" DIAMETER CONCRETE FOOTING WITH PIPE EXTENDED 4'-0" ABOVE PAVING OR FLOOR. FILL PIPE WITH CONCRETE AND DOME TOP - FOOTING TO BE IN SONOTUBE.
15. ROOF ASSEMBLY: SINGLE PLY 45 MIL. WHITE TPO MEMBRANE SYSTEM MECHANICALLY FASTENED OVER R-15 ROOF INSULATIN AND R-25 AT OFFICE LOCATIONS. OVER 1-1/2" METAL DECK, ROOF DECK WILL BE SHOP PRIMED WHITE, INCLUDING THE EDGES. 20-YEAR NDL WARRANTY.
16. ALL STAIRS AND RAILINGS TO BE GALVANIZED. ALL MISC. STEEL TO BE HD GALVANIZED FOR EXTERIOR APPLICATIONS.
17. ALL SITE CAST CONCRETE PANEL WIDTHS ARE TO CENTERLINE OF CONCRETE PANEL VERTICAL JOINT U.N.O.
18. ALL TILT WALL PANELS SHALL BE CAULKED TO FULL HEIGHT, BOTH SIDES, WITH MASTERSEAL NP-2 POLYURETHANE SEALANT OR EQUAL WITH BACKER ROD BEHIND THE CAULK.
19. (EXTERIOR) ALL S.C.C.P. SHALL RECEIVE A TEXTURED ACRYLIC COATING SIMILAR TO SHERWIN WILLIAMS ULTRACRETE (MEDIUM TEXTURE) WITH ACCENT STRIPING. SEE ELEVATIONS.
20. (INTERIOR) ALL S.C.C.P. PANELS WILL BE HARD TROWEL FINISHED WITH CAPPED PICK AND BRACE POINTS AND SHALL RECEIVE ONE COAT OF WHITE LATEX PAINT.
21. PERSONNEL DOORS AND MISC. METALS SHALL RECEIVE ONE (1) PRIMER COAT AND ONE (1) FINISH COAT OF ENAMEL. PROVIDE FIRE DEPARTMENT ACCESS SIGNAGE PER DETAIL 9/A.002 AT EACH PERSONNEL DOOR.
22. INTERIOR COLUMNS TO BE PAINTED SAFETY YELLOW TO 12' A.F.F. REMINDER TO BE PAINTED WHITE.
23. STEEL GUARDS TO BE PROVIDED AT ALL OVERHEAD DOORS.



1 OVERALL FLOOR PLAN

SCALE: 1" = 20'-0"

PROJECT TRUE NORTH NORTH

ATLAS COLLABORATIVE

SOUTH FRONTAGE DISTRIBUTION CENTER

BUILDING 100

BILLINGS, MONTANA

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Print Record

DESIGN REVIEW

Revisions

Issue Date

Job No. 2201005

Sheet Title

OVERALL FLOOR PLAN

Sheet No.

A.101

NOT ISSUED FOR CONSTRUCTION

SHEET NAME: OVERALL FLOOR PLAN SHEET NUMBER:A.101 PROJECT NAME:SOUTH FRONTAGE DISTRIBUTION CENTER

FILE PATH: BIM 360://2201005 - South Frontage DC/2201005 - South Frontage DC_100.rvt

GLASS SCHEDULE

A	B	C
1" INSULATED	1" INSULATED	1" INSULATED
INNER PANE 1/4"	INNER PANE 1/4"	INNER PANE 1/4"
OUTER PANE 1/4"	OUTER PANE 1/4"	OUTER PANE 1/4"
INNER PANE HEAT STRENGTHENED	INNER PANE TEMPERED	INNER PANE TEMPERED
OUTER PANE HEAT STRENGTHENED	OUTER PANE TEMPERED	OUTER PANE TEMPERED
FABRICATOR: TBD	FABRICATOR: TBD	FABRICATOR: GUARDIAN GLASS
STYLE TBD	STYLE TBD	STYLE: SUNGUARD SN 68 WITH DECO HT
COLOR: SOLARGREY WITH SOLARBAN 60 OR EQUAL	COLOR: SOLARGREY WITH SOLARBAN 60 OR EQUAL	COLOR: GRAY-CLEAR
COATINGS: LowE ON #2 SURFACE	COATINGS: LowE ON #2 SURFACE	COATINGS: Low-E ON #2 SURFACE WITH #4 SURFACE BLACK SPANDREL
U-VALUE: .30	U-VALUE: .30	U-VALUE: -
SHGC: .25	SHGC: .25	SHGC: -

NOTE: PROJECTS LOCATED WITHIN A MILE OF THE COASTAL MEAN HIGH WATER LINE AND HAVE DESIGN WIND SPEEDS OVER 130 MPH ARE TO BE CONSIDERED WIND-BORNE DEBRIS REGIONS. PROVIDE IMPACT RATED GLASS IN WIND-BORNE DEBRIS REGIONS. G.C. TO CONFIRM
NOTE: GLASS "A" SHALL ONLY BE USED AT AREAS NOT REQUIRED TO MEET 2018 IBC SECTION 2406. GLASS "B" SHALL BE USED AT AREAS AS PRESCRIBED IN 2018 IBC SECTION 2406, AS WELL AS HIGH ELEVATION AREAS TO PREEMPT THE HAZARDOUS PASSIBLITY OF BROKEN GLAZING FALLING UPONG OCCUPANTS.

EXTERIOR FINISH SCHEDULE

101	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
102	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
103	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
104	PRE-FINISHED METAL GRAVEL STOP, GUTTER, COPING, AND DOWNSPOUTS COLOR: PAC-CLAD - TBD	
105	ALUMINUM STOREFRONT/CURTAIN WALL AS MANUFACTURED BY KAWNEER COLOR: CLEAR ANODIZED	
106	JOINT SEALER: ALUM. STOREFRONT TREMCO DYMERIC 240FC OR EQUAL COLOR: ANODIZED ALUMINUM	

107	JOINT SEALER: S.C.C.P. JOINTS TREMCO DYMERIC 240FC OR EQUAL COLOR: TBD
108	EXTERIOR METAL DOORS & FRAMES COLOR: PAINTED TO MATCH ACCENT WALL
109	PRE-ENGINEERED METAL CANOPY COLOR: TBD
110	PRE-ENGINEERED BULLNOSE CANOPY
111	LOUVER
112	SPANDREL GLASS

GENERAL NOTES

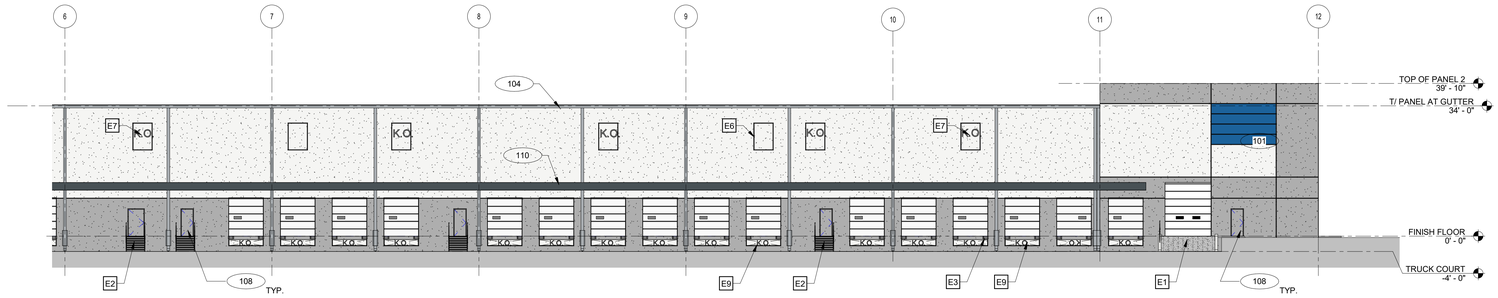
1. ALL GLASS TO BE TYPE "A" U.N.O. ALL GLASS IN DOORS TO BE TEMPERED.
2. ALL GLASS WITHIN 2' OF DOOR SWING TO BE TEMPERED.
3. KAWNEER TRI-FAB 451 BASIS OF DESIGN FOR STOREFRONT.
4. STOREFRONT SYSTEMS TO BE DESIGNED TO MEET ALL LOCAL AND DESIGN LOADS. SEE STRUCTURAL DRAWINGS FOR DESIGN LOAD REQUIREMENTS.
5. EXTERIOR WALL PACKS ARE INCLUDED - SEE ELECTRICAL DRAWINGS FOR LOCATIONS.

KEYNOTES

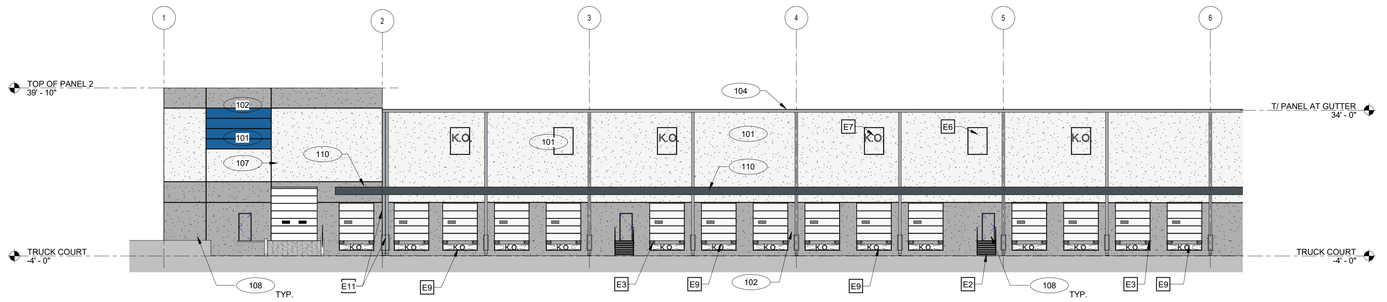
E1	CONCRETE SERVICE RAMP, SEE 12/A.401
E2	STAIR AND GUARDRAIL, TYP. SEE 6/A.401, 8/A.401, 10/A.401
E3	DOCK BUMPER - SEE WALL SECTIONS
E4	LOUVER - SEE MECHANICAL DRAWINGS
E5	LED WALL PACK - SEE ELECTRICAL DRAWINGS
E6	5' X 7' LOUVER - SEE MECHANICAL DRAWINGS
E7	5' X 7' KNOCK- OUT
E8	5' X 5' CLERESTORY WINDOW
E9	LEVELERS
E10	CONCRETE STAIR AND PLATFORM , SEE 12/A.401
E11	ROUTE DOWNSPOUT UNDER THE RAMP, AND DAY LIGHT ON LOADING DOCK



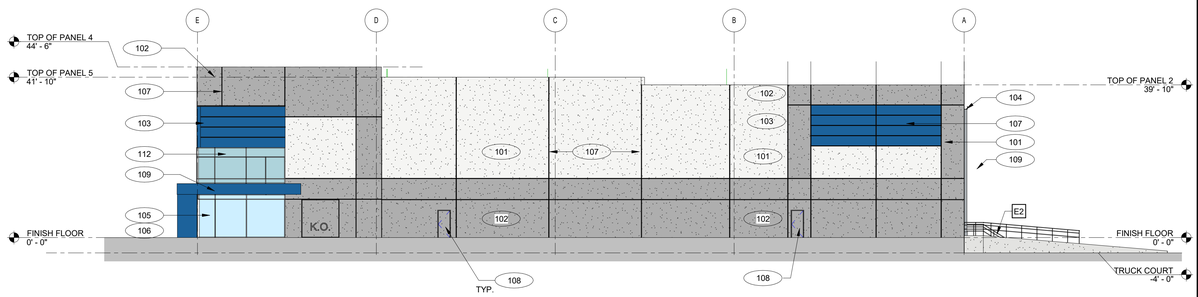
1 OVERALL WEST ELEVATION
SCALE: 1" = 30'-0"



2 PARTIAL WEST ELEVATION
SCALE: 1/16" = 1'-0"



3 PARTIAL WEST ELEVATION
SCALE: 1/16" = 1'-0"



4 OVERALL SOUTH ELEVATION
SCALE: 1/16" = 1'-0"

ATLAS COLLABORATIVE

SOUTH FRONTAGE
DISTRIBUTION CENTER

BUILDING 100

BILLINGS, MONTANA

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Print Record
DESIGN REVIEW

Revisions

Issue Date

Job No.
2201005

Sheet Title
EXTERIOR ELEVATIONS

Sheet No.
A.201

NOT ISSUED FOR CONSTRUCTION

SHEET NAME: EXTERIOR ELEVATIONS SHEET NUMBER:A.201 PROJECT NAME:SOUTH FRONTAGE DISTRIBUTION CENTER

FILE PATH: BIM 360://2201005 - South Frontage DC/2201005 - South Frontage DC_100.rvt

GLASS SCHEDULE

(A)	1" INSULATED	(B) 1" INSULATED	(C) 1" INSULATED
	INNER PANE 1/4"	INNER PANE 1/4"	INNER PANE 1/4"
	OUTER PANE 1/4"	OUTER PANE 1/4"	OUTER PANE 1/4"
	INNER PANE HEAT STRENGTHENED	INNER PANE TEMPERED	INNER PANE TEMPERED
	OUTER PANE HEAT STRENGTHENED	OUTER PANE TEMPERED	OUTER PANE TEMPERED
	FABRICATOR: TBD	FABRICATOR: TBD	FABRICATOR: GUARDIAN GLASS
	STYLE TBD	STYLE TBD	STYLE: SUNGUARD SN 68 WITH DECO HT
	COLOR: SOLARGREY WITH SOLARBAN 60 OR EQUAL	COLOR: SOLARGREY WITH SOLARBAN 60 OR EQUAL	COLOR: GRAY-CLEAR
			COATINGS: Low-E ON #2 SURFACE WITH #4 SURFACE BLACK SPANDREL
	COATINGS: LowE ON #2 SURFACE	COATINGS: LowE ON #2 SURFACE	
	U-VALUE: .30	U-VALUE: .30	U-VALUE: -
	SHGC: .25	SHGC: .25	SHGC: -

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NOTE: GLASS "A" SHALL ONLY BE USED AT AREAS NOT REQUIRED TO MEET 2018 IBC SECTION 2406. GLASS "B" SHALL BE USED AT AREAS AS PRESCRIBED IN 2018 IBC SECTION 2406, AS WELL AS HIGH ELEVATION AREAS TO PREEMPT THE HAZARDOUS PASSIBLITY OF BROKEN GLAZING FALLING UPONG OCCUPANTS.

EXTERIOR FINISH SCHEDULE

101	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
102	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
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106	JOINT SEALER: ALUM. STOREFRONT TREMCO DYMERIC 240FC OR EQUAL COLOR: ANODIZED ALUMINUM	

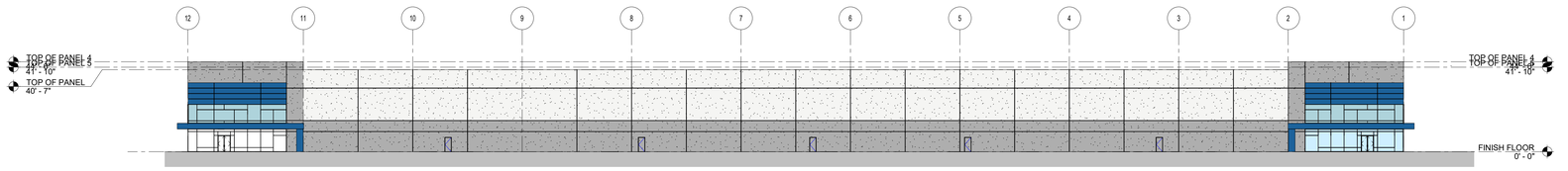
107	JOINT SEALER: S.C.C.P. JOINTS TREMCO DYMERIC 240FC OR EQUAL COLOR: TBD
108	EXTERIOR METAL DOORS & FRAMES COLOR: PAINTED TO MATCH ACCENT WALL
109	PRE-ENGINEERED METAL CANOPY COLOR: TBD
110	PRE-ENGINEERED BULLNOSE CANOPY
111	LOUVER
112	SPANDREL GLASS

GENERAL NOTES

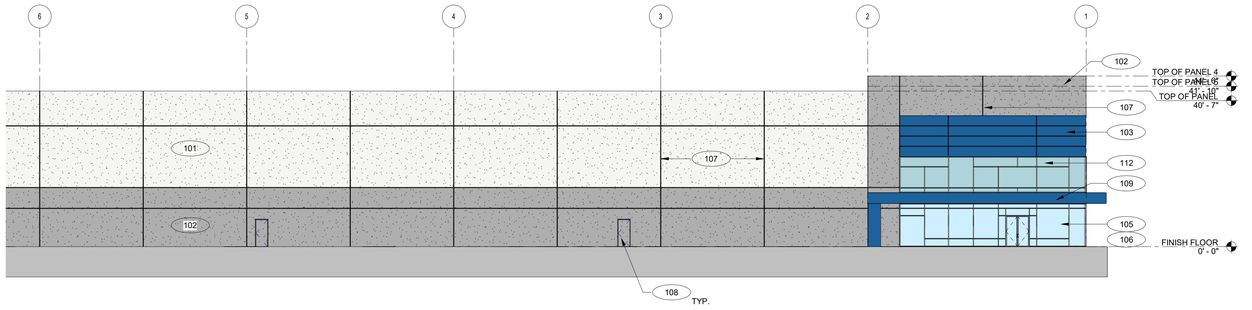
1. ALL GLASS TO BE TYPE "A" U.N.O. ALL GLASS IN DOORS TO BE TEMPERED.
2. ALL GLASS WITHIN 2' OF DOOR SWING TO BE TEMPERED.
3. KAWNEER TRI-FAB 451 BASIS OF DESIGN FOR STOREFRONT.
4. STOREFRONT SYSTEMS TO BE DESIGNED TO MEET ALL LOCAL AND DESIGN LOADS. SEE STRUCTURAL DRAWINGS FOR DESIGN LOAD REQUIREMENTS.
5. EXTERIOR WALL PACKS ARE INCLUDED - SEE ELECTRICAL DRAWINGS FOR LOCATIONS.

KEYNOTES

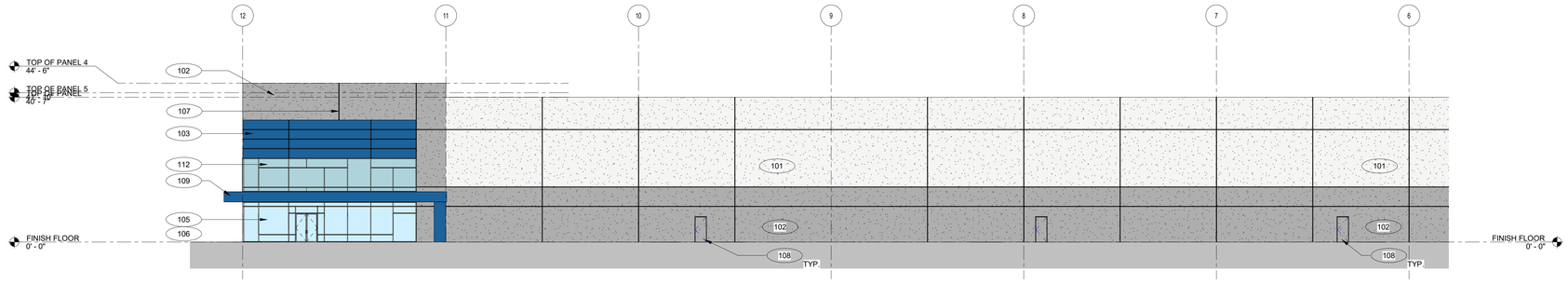
E1	CONCRETE SERVICE RAMP, SEE 12/A.401
E2	STAIR AND GUARDRAIL, TYP. SEE 6/A.401, 8/A.401, 10/A.401
E3	DOCK BUMPER - SEE WALL SECTIONS
E4	LOUVER - SEE MECHANICAL DRAWINGS
E5	LED WALL PACK - SEE ELECTRICAL DRAWINGS
E6	5' X 7' LOUVER - SEE MECHANICAL DRAWINGS
E7	5' X 7' KNOCK- OUT
E8	5' X 5' CLERESTORY WINDOW
E9	LEVELERS
E10	CONCRETE STAIR AND PLATFORM , SEE 12/A.401
E11	ROUTE DOWNSPOUT UNDER THE RAMP, AND DAY LIGHT ON LOADING DOCK



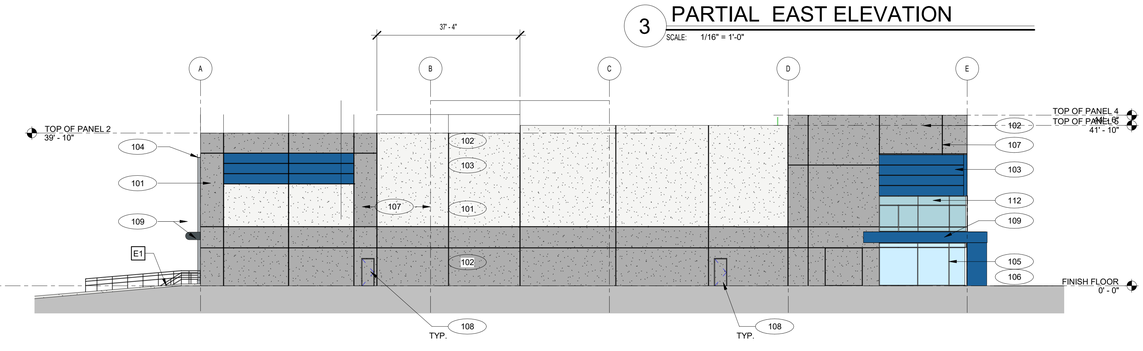
1 OVERALL EAST ELEVATION
SCALE: 1" = 30'-0"



2 PARTIAL EAST ELEVATION
SCALE: 1/16" = 1'-0"



3 PARTIAL EAST ELEVATION
SCALE: 1/16" = 1'-0"



4 OVERALL NORTH ELEVATION
SCALE: 1/16" = 1'-0"

ATLAS COLLABORATIVE

SOUTH FRONTAGE
DISTRIBUTION CENTER

BUILDING 100

BILLINGS, MONTANA

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Print Record
DESIGN REVIEW

Revisions

Issue Date | *Job No.* 2201005

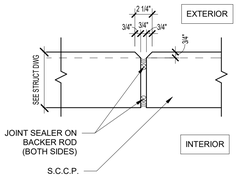
Sheet Title
EXTERIOR ELEVATIONS

Sheet No.
A.202

NOT ISSUED FOR CONSTRUCTION

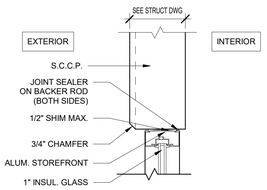
SHEET NAME: EXTERIOR ELEVATIONS SHEET NUMBER:A.202 PROJECT NAME:SOUTH FRONTAGE DISTRIBUTION CENTER

FILE PATH: BM 360://2201005 - South Frontage DC/2201005 - South Frontage DC_100.rvt



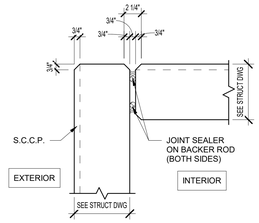
3 TYPICAL S.C.C.P. JOINT DETAIL

SCALE: 1 1/2" = 1'-0"



4 TYPICAL S.C.C.P./ SF DETAIL

SCALE: 1 1/2" = 1'-0"



2 TYP. S.C.C.P. CORNER DETAIL

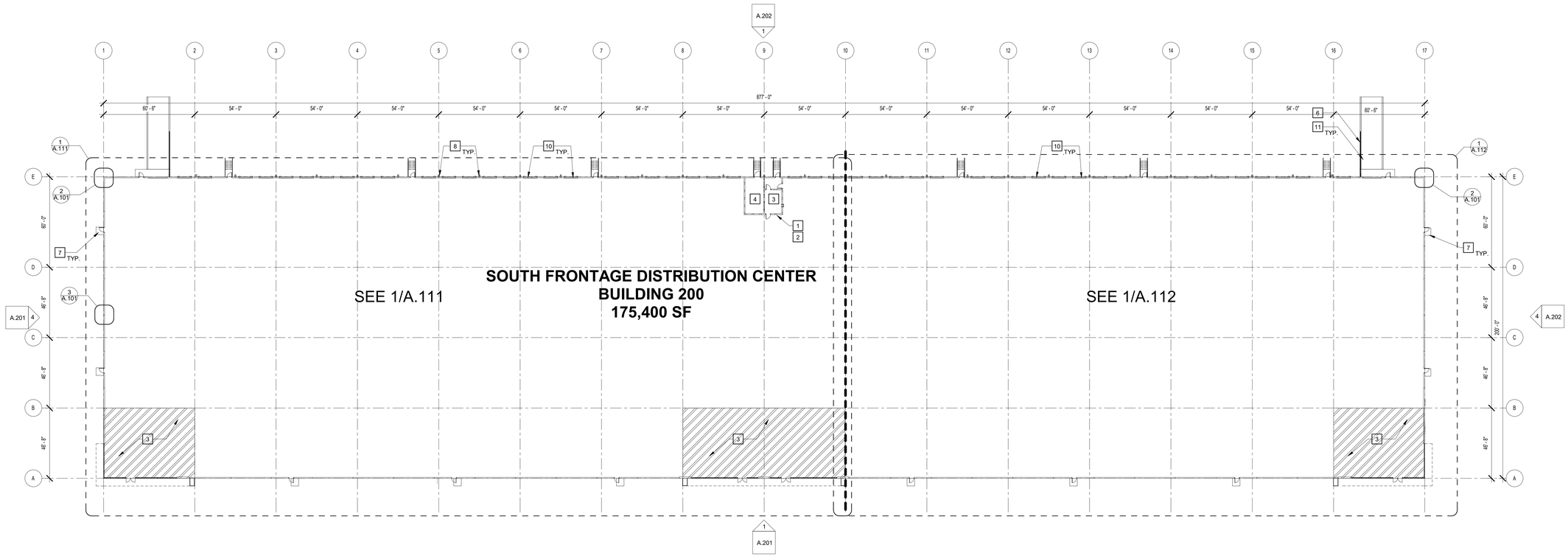
SCALE: 1 1/2" = 1'-0"

KEYNOTES

1. ACCESS LADDER TO CONCRETE ROOF OF ELECTRICAL ROOM - SEE ENLARGED PLANS.
2. 3'-0" X 3'-0" ROOF HATCH WITH ACCESS LADDER FROM CONCRETE ROOF AT ELECTRICAL ROOF BELOW. G.C. TO COORDINATE WITH STRUCTURE. PAINTED SAFETY YELLOW - SEE ENLARGED PLANS AND ROOF PLAN.
3. FUTURE TENANT OFFICES
4. ELECTRICAL ROOM - 1 HOUR RATED
5. FIRE PUMP ROOM - 1 HOUR RATED
6. RAMP GUARDRAIL - SEE DETAILS 4, 12 & 13 ON A.401
7. 5' X 5' CONCRETE PAD, SLOPE AWAY FROM BUILDING AT 1/4" PER FT. MAX.
8. 9" X 9" 24 GAUGE METAL DOWNSPOUTS WITH KYNAR FINISH
9. RECESSED CAN LIGHT IN SOFFIT ABOVE. SEE ELECTRICAL
10. 9' X 10' DOCK DOOR
11. 12' X 14' DRIVE-IN RAMP DOOR

GENERAL NOTES

1. BUILDING TO BE 36' CLEAR JUST PAST THE FIRST COLUMN LINE IN FROM THE DOCK WALL.
2. SLAB CONTROL JOINTS TO BE SAWCUT AND NOT TO EXCEED 15' - 0" ON CENTER. SEE STRUCTURAL DRAWINGS FOR FLOOR SLAB CONTROL JOINTS.
3. SLAB CONSTRUCTION JOINTS TO HAVE SMOOTH DOWELS AT 24" O.C. OR STEEL DIAMOND PLATES - SEE STRUCTURAL DRAWINGS.
4. SLAB WILL BE CURED WITH A WATER-BASED DISSIPATIVE CURING COMPOUND AND WILL RECEIVE ONE COAT SONNEBORNE LAPIDOLITH FLOOR HARDENER.
5. SLAB ON GRADE WILL BE PRE-TREATED WITH TERMITICIDE.
6. 10-MIL VAPOR BARRIER TO BE PROVIDED BELOW THE SLAB ON GRADE THROUGHOUT. ALL SEAMS AND PENETRATIONS TO BE SEALED AND TAPED.
7. 7" THICK REINFORCED, 4,000 PSI CONCRETE SLAB BEARING ON 6" GAB. SLAB TO RECEIVE HARD TROWEL FINISH AND LASER SCREED SHALL BE UTILIZED TO ATTAIN MINIMUM LOCAL & OVERALL SLAB TOLERANCE OF FF 40/FL 30.
8. PROVIDE A ESFR SPRINKLER SYSTEM THROUGHOUT.
9. PROVIDE PORTABLE FIRE EXTINGUISHERS OF THE QUANTITY AND AT THE LOCATIONS AS INDICATED OR AS REQUIRED BY THE AUTHORITY HAVING JURISDICTION. EXTINGUISHERS SHALL BE EQUAL TO J.L. INDUSTRIES COSMIC 10E, 10 POUND, 4A-60BC. TO BE COORDINATED WITH OWNERS LAYOUT.
10. METAL ROOF DECK SHALL BE 1-1/2" TYPE "B" WIDE RIB DECKING SHOP PRIMED WHITE - SEE STRUCTURAL DRAWINGS.
11. RACKING, FLOOR STORAGE AND EQUIPMENT BY OTHERS.
12. SEE ELEVATIONS FOR GLASS SCHEDULE.
13. ALL BOLLARDS TO BE PAINTED SAFETY YELLOW. (PROVIDE BOLLARDS AT ALL DRIVE-IN OVERHEAD DOOR JAMBS, FIRE PROTECTION RISERS, ELECTRICAL TRANSFORMERS AND EXPOSED ELECTRICAL PANELS).
14. ALL BOLLARDS SHALL BE 6" O.D. SCHEDULE 80 STEEL PIPE SET MINIMUM 2'-0" DEEP IN 2'-0" DIAMETER CONCRETE FOOTING WITH PIPE EXTENDED 4'-0" ABOVE PAVING OR FLOOR. FILL PIPE WITH CONCRETE AND DOME TOP - FOOTING TO BE IN SONOTUBE.
15. ROOF ASSEMBLY: SINGLE PLY 45 MIL. WHITE TPO MEMBRANE SYSTEM MECHANICALLY FASTENED OVER R-15 ROOF INSULATIN AND R-25 AT OFFICE LOCATIONS. OVER 1-1/2" METAL DECK, ROOF DECK WILL BE SHOP PRIMED WHITE, INCLUDING THE EDGES.. 20-YEAR NDL WARRANTY.
16. ALL STAIRS AND RAILINGS TO BE GALVANIZED. ALL MISC. STEEL TO BE HD GALVANIZED FOR EXTERIOR APPLICATIONS.
17. ALL SITE CAST CONCRETE PANEL WIDTHS ARE TO CENTERLINE OF CONCRETE PANEL VERTICAL JOINT U.N.O.
18. ALL TILT WALL PANELS SHALL BE CAULKED TO FULL HEIGHT, BOTH SIDES, WITH MASTERSEAL NP-2 POLYURETHANE SEALANT OR EQUAL WITH BACKER ROD BEHIND THE CAULK.
19. (EXTERIOR) ALL S.C.C.P. SHALL RECEIVE A TEXTURED ACRYLIC COATING SIMILAR TO SHERWIN WILLIAMS ULTRACRETE (MEDIUM TEXTURE) WITH ACCENT STRIPING. SEE ELEVATIONS.
20. (INTERIOR) ALL S.C.C.P. PANELS WILL BE HARD TROWEL FINISHED WITH CAPPED PICK AND BRACE POINTS AND SHALL RECEIVE ONE COAT OF WHITE LATEX PAINT.
21. PERSONNEL DOORS AND MISC. METALS SHALL RECEIVE ONE (1) PRIMER COAT AND ONE (1) FINISH COAT OF ENAMEL. PROVIDE FIRE DEPARTMENT ACCESS SIGNAGE PER DETAIL 9/A.002 AT EACH PERSONNEL DOOR.
22. INTERIOR COLUMNS TO BE PAINTED SAFETY YELLOW TO 12' A.F.F.REMINDER TO BE PAINTED WHITE.
23. STEEL GUARDS TO BE PROVIDED AT ALL OVERHEAD DOORS.



1 OVERALL FLOOR PLAN

SCALE: 1" = 30'-0"

PROJECT TRUE NORTH NORTH

ATLAS COLLABORATIVE

SOUTH FRONTAGE DISTRIBUTION CENTER

BUILDING 200

BILLINGS, MONTANA

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Print Record

Revisions

Issue Date XX/XX/XXXX

Job No. 2201005

Sheet Title

OVERALL FLOOR PLAN

Sheet No.

A.101

NOT ISSUED FOR CONSTRUCTION

FILE PATH: BIM 360://2201005 - South Frontage DC/2201005 - South Frontage DC-200.rvt

SHEET NAME: OVERALL FLOOR PLAN SHEET NUMBER:A.101 PROJECT NAME:SOUTH FRONTAGE DISTRIBUTION CENTER

GLASS SCHEDULE

A	B	C
1" INSULATED INNER PANE 1/4" OUTER PANE 1/4" INNER PANE HEAT STRENGTHENED OUTER PANE HEAT STRENGTHENED FABRICATOR: TBD STYLE TBD COLOR: SOLARGREY WITH SOLARBAN 60 OR EQUAL COATINGS: LowE ON #2 SURFACE U-VALUE: .30 SHGC: .25	1" INSULATED INNER PANE 1/4" OUTER PANE 1/4" INNER PANE TEMPERED OUTER PANE TEMPERED FABRICATOR: TBD STYLE TBD COLOR: SOLARGREY WITH SOLARBAN 60 OR EQUAL COATINGS: LowE ON #2 SURFACE U-VALUE: .30 SHGC: .25	1" INSULATED INNER PANE 1/4" OUTER PANE 1/4" INNER PANE TEMPERED OUTER PANE TEMPERED FABRICATOR: GUARDIAN GLASS STYLE: SUNGUARD SN 68 WITH DECO HT COLOR: GRAY-CLEAR COATINGS: Low-E ON #2 SURFACE WITH #4 SURFACE BLACK SPANDREL U-VALUE: - SHGC: -

NOTE: PROJECTS LOCATED WITHIN A MILE OF THE COASTAL MEAN HIGH WATER LINE AND HAVE DESIGN WIND SPEEDS OVER 130 MPH ARE TO BE CONSIDERED WIND-BORNE DEBRIS REGIONS. PROVIDE IMPACT RATED GLASS IN WIND-BORNE DEBRIS REGIONS. G.C. TO CONFIRM
NOTE: GLASS "A" SHALL ONLY BE USED AT AREAS NOT REQUIRED TO MEET 2018 IBC SECTION 2406. GLASS "B" SHALL BE USED AT AREAS AS PRESCRIBED IN 2018 IBC SECTION 2406, AS WELL AS HIGH ELEVATION AREAS TO PREEMPT THE HAZARDOUS PASSIBLITY OF BROKEN GLAZING FALLING UPONG OCCUPANTS.

EXTERIOR FINISH SCHEDULE

101	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
102	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
103	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
104	PRE-FINISHED METAL GRAVEL STOP, GUTTER, COPING, AND DOWNSPOUTS COLOR: PAC-CLAD - TBD	
105	ALUMINUM STOREFRONT/CURTAIN WALL AS MANUFACTURED BY KAWNEER COLOR: CLEAR ANODIZED	
106	JOINT SEALER: ALUM. STOREFRONT TREMCO DYMERIC 240FC OR EQUAL COLOR: ANODIZED ALUMINUM	

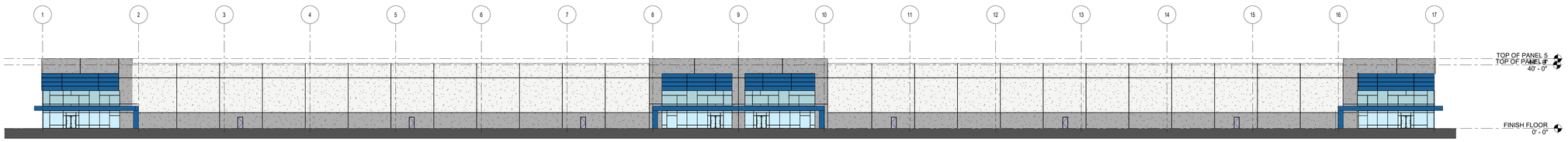
107	JOINT SEALER: S.C.C.P. JOINTS TREMCO DYMERIC 240FC OR EQUAL COLOR: TBD
108	EXTERIOR METAL DOORS & FRAMES COLOR: PAINTED TO MATCH ACCENT WALL
109	PRE-ENGINEERED METAL CANOPY COLOR: TBD
110	PRE-ENGINEERED BULLNOSE CANOPY
111	LOUVER
112	SPANDREL GLASS

GENERAL NOTES

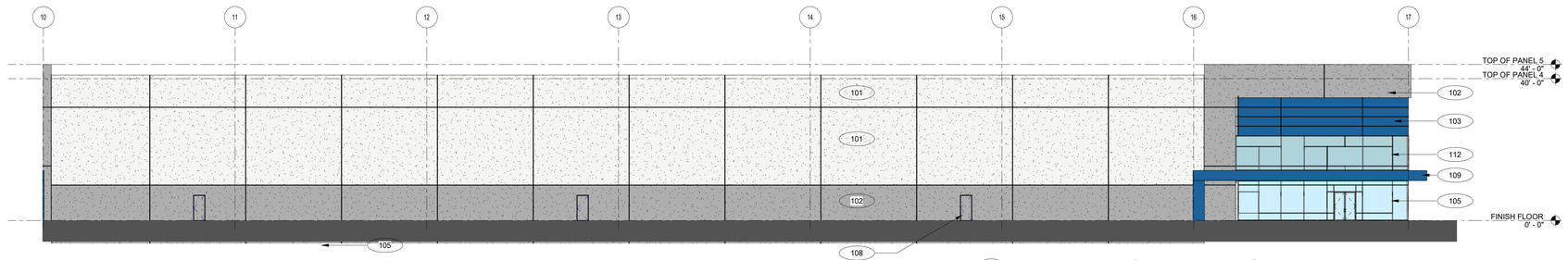
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5. EXTERIOR WALL PACKS ARE INCLUDED - SEE ELECTRICAL DRAWINGS FOR LOCATIONS.

KEYNOTES

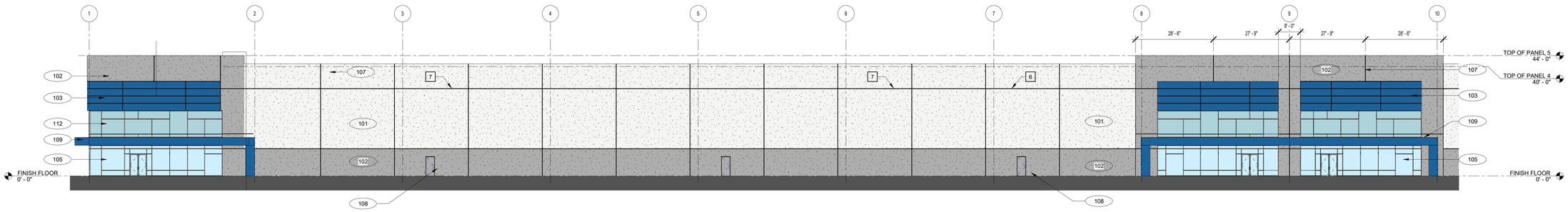
E1	CONCRETE SERVICE RAMP, SEE 12/A.401
E2	STAIR AND GUARDRAIL, TYP. SEE 6/A.401, 8/A.401, 10/A.401
E3	DOCK BUMPER - SEE WALL SECTIONS
E4	LOUVER - SEE MECHANICAL DRAWINGS
E5	LED WALL PACK - SEE ELECTRICAL DRAWINGS
E6	5' X 7' LOUVER - SEE MECHANICAL DRAWINGS
E7	5' X 7' KNOCK- OUT
E8	5' X 5' CLERESTORY WINDOW
E9	LEVELERS
E10	CONCRETE STAIR AND PLATFORM , SEE 12/A.401
E11	ROUTE DOWNSPOUT UNDER THE RAMP, AND DAY LIGHT ON LOADING DOCK



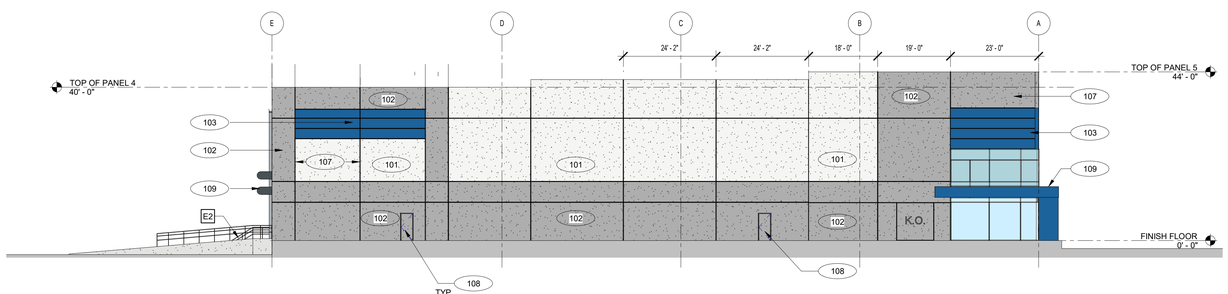
1 OVERALL EAST ELEVATION
SCALE: 1" = 30'-0"



2 PARTIAL EAST ELEVATION
SCALE: 1/16" = 1'-0"



3 PARTIAL EAST ELEVATION
SCALE: 1/16" = 1'-0"



4 OVERALL NORTH ELEVATION1
SCALE: 1/16" = 1'-0"

SHEET NAME: EXTERIOR ELEVATIONS SHEET NUMBER:A.201 PROJECT NAME:SOUTH FRONTAGE DISTRIBUTION CENTER

FILE PATH: BIM 360://2201005 - South Frontage DC/2201005 - South Frontage DC-200.rvt

ATLAS COLLABORATIVE

SOUTH FRONTAGE DISTRIBUTION CENTER

BUILDING 200

BILLINGS, MONTANA

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Print Record

Revisions

Issue Date XX/XX/XXXX
Job No. 2201005

Sheet Title

EXTERIOR ELEVATIONS

Sheet No.

A.201

NOT ISSUED FOR CONSTRUCTION

GLASS SCHEDULE

(A)	1" INSULATED	(B) 1" INSULATED	(C) 1" INSULATED
	INNER PANE 1/4"	INNER PANE 1/4"	INNER PANE 1/4"
	OUTER PANE 1/4"	OUTER PANE 1/4"	OUTER PANE 1/4"
	INNER PANE HEAT STRENGTHENED	INNER PANE TEMPERED	INNER PANE TEMPERED
	OUTER PANE HEAT STRENGTHENED	OUTER PANE TEMPERED	OUTER PANE TEMPERED
	FABRICATOR: TBD	FABRICATOR: TBD	FABRICATOR: GUARDIAN GLASS
	STYLE TBD	STYLE TBD	STYLE: SUNGUARD SN 68 WITH DECO HT
	COLOR: SOLARGREY WITH SOLARBAN 60 OR EQUAL	COLOR: SOLARGREY WITH SOLARBAN 60 OR EQUAL	COLOR: GRAY-CLEAR
			COATINGS: Low-E ON #2 SURFACE WITH #4 SURFACE
	COATINGS: LowE ON #2 SURFACE	COATINGS: LowE ON #2 SURFACE	BLACK SPANDREL
	U-VALUE: .30	U-VALUE: .30	U-VALUE: -
	SHGC: .25	SHGC: .25	SHGC: -

NOTE: PROJECTS LOCATED WITHIN A MILE OF THE COASTAL MEAN HIGH WATER LINE AND HAVE DESIGN WIND SPEEDS OVER 130 MPH ARE TO BE CONSIDERED WIND-BORNE DEBRIS REGIONS. PROVIDE IMPACT RATED GLASS IN WIND-BORNE DEBRIS REGIONS. G.C. TO CONFIRM.
NOTE: GLASS "A" SHALL ONLY BE USED AT AREAS NOT REQUIRED TO MEET 2018 IBC SECTION 2406. GLASS "B" SHALL BE USED AT AREAS AS PRESCRIBED IN 2018 IBC SECTION 2406, AS WELL AS HIGH ELEVATION AREAS TO PREEMPT THE HAZARDOUS PASSIBLITY OF BROKEN GLAZING FALLING UPONG OCCUPANTS.

EXTERIOR FINISH SCHEDULE

101	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
102	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
103	EXTERIOR TEXTURE COATING: PAINTED CONCRETE SHERWIN WILLIAMS ULTRACRETE OR EQUAL COLOR: TBD	COLOR LEGEND SEE ELEVATION
104	PRE-FINISHED METAL GRAVEL STOP, GUTTER, COPING, AND DOWNSPOUTS COLOR: PAC-CLAD - TBD	
105	ALUMINUM STOREFRONT/CURTAIN WALL AS MANUFACTURED BY KAWNEER COLOR: CLEAR ANODIZED	
106	JOINT SEALER: ALUM. STOREFRONT TREMCO DYMERIC 240FC OR EQUAL COLOR: ANODIZED ALUMINUM	

107	JOINT SEALER: S.C.C.P. JOINTS TREMCO DYMERIC 240FC OR EQUAL COLOR: TBD
108	EXTERIOR METAL DOORS & FRAMES COLOR: PAINTED TO MATCH ACCENT WALL
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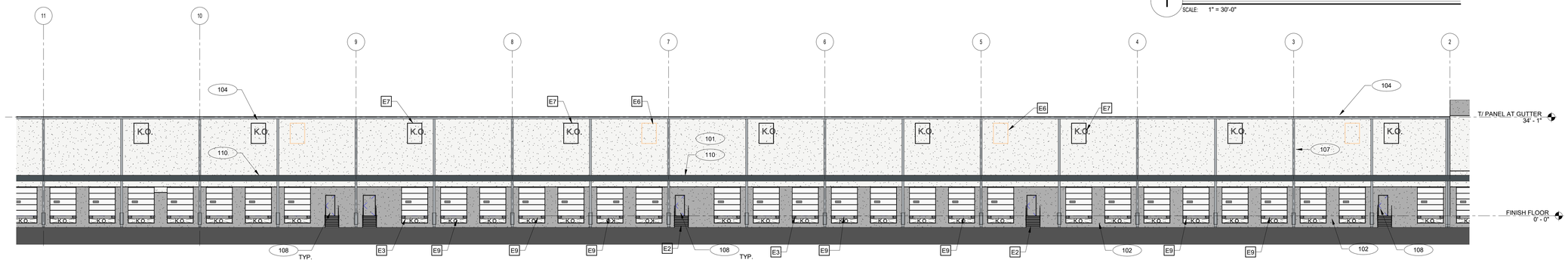
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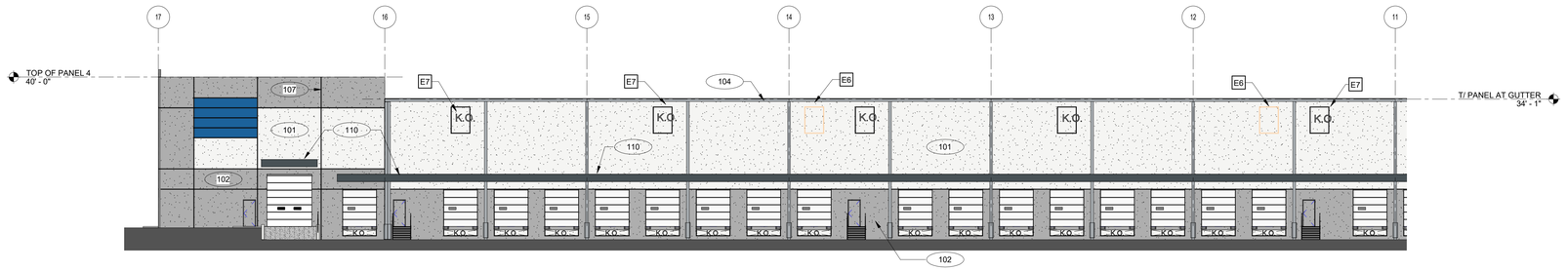
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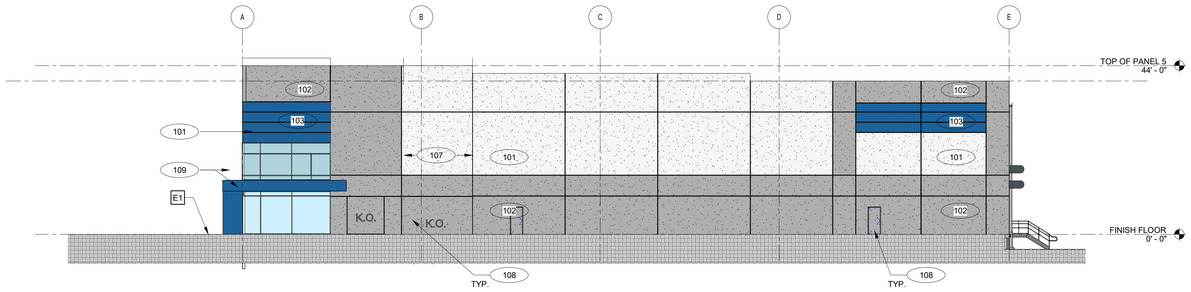
1 OVERALL WEST ELEVATION
SCALE: 1" = 30'-0"



2 PARTIAL WEST ELEVATION
SCALE: 1/16" = 1'-0"



3 PARTIAL WEST ELEVATION
SCALE: 1/16" = 1'-0"



4 OVERALL SOUTH ELEVATION1
SCALE: 1/16" = 1'-0"

ATLAS COLLABORATIVE

SOUTH FRONTAGE DISTRIBUTION CENTER

BUILDING 200

BILLINGS, MONTANA

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Print Record

Revisions

Issue Date XX/XX/XXXX
Job No. 2201005

Sheet Title

EXTERIOR ELEVATIONS

Sheet No.

A.202

NOT ISSUED FOR CONSTRUCTION

SHEET NAME: EXTERIOR ELEVATIONS SHEET NUMBER:A.202 PROJECT NAME:SOUTH FRONTAGE DISTRIBUTION CENTER

FILE PATH: BIM 360://2201005 - South Frontage DC/2201005 - South Frontage DC-200.rvt

Exhibit D - Project Schedule

The following summarizes the anticipated major project milestones.

PHASE / TASK	DATE	COMMENT
Permit Drawings Completed/Submitted	3/24/2022	
Anticipated SWIPP Permit Approval	4/11/2022	
Anticipated City of Billings Foundation Permit Approval	4/15/2022	
Site Clearing and Sitework Start	4/18/2022	
Anticipated City of Billings Building Permit Approval	5/5/2022	
South Frontage Road ROW Improvements Start	6/6/2022	
Building Construction Start	6/30/2022	
Construction Substantial Completion	2/2/2023	
Tenant Leasing and Buildout Construction Start	Ongoing	

Exhibit E - Project Costs Summary

PROJECT COST SUMMARY

The following summarizes both known and anticipated project costs as of 3/7/22 including estimated hard construction costs and soft costs, such as development fees, design fees, and other costs required to complete this development.

ITEM DESCRIPTION (prices are installed)	Unit	Quantity	Unit Cost	Item Cost	Allowability: MT CODE 7-15-4233 Planning, Surveys, Studies	Allowability: MT CODE 7-15-4288 In-Place Construction Costs	Allowability: Total
SOUTH FRONTAGE ROAD ROW IMPROVEMENTS							
Construct deceleration lane off South Frontage Road, including asphalt paving, curb and gutter, striping, and traffic control	LS	1	$ 140,000.00	$ 140,000.00		$ 140,000.00	$ 140,000.00
Construct multi-use pedestrian sidewalk at South Frontage Road	LF	1000	$ 44.00	$ 44,000.00		$ 44,000.00	$ 44,000.00
Construct multi-use pedestrian sidewalk at South end of site	LF	1000	$ 44.00	$ 44,000.00		$ 44,000.00	$ 44,000.00
Construct concrete aproach apron and driveway (grading, concrete apron, asphalt paving, and striping)	SF	3950	$ 6.48	$ 25,596.00		$ 25,596.00	$ 25,596.00
Landscaping Improvements at ROW (plantings, sod, and irrigation)	LS	1	$ 65,000.00	$ 65,000.00		$ 65,000.00	$ 65,000.00
Civil Engineering ROW Design at South Frontage Road	LS	1	$ 8,975.00	$ 8,975.00		$ 8,975.00	$ 8,975.00
ROW Site Inspections	HR	10	$ 120.00	$ 1,200.00		$ 1,200.00	$ 1,200.00
SITE STRUCTURAL IMPROVEMENTS							
Rammed aggregate pier foundations under 120K SF building to address poor soil conditions (in lieu of shallow foundations)	LS	1	$ 350,000.00	$ 350,000.00		$ 350,000.00	$ 350,000.00
Thickened asphalt and concrete truck court paving sections, including geomesh, to address poor soil conditions	LS	1	$ 40,000.00	$ 40,000.00		$ 40,000.00	$ 40,000.00
Geotechnical exploration of poor soil conditions on site	LS	1	$ 11,550.00	$ 11,550.00		$ 11,550.00	$ 11,550.00
EXISTING CONDITIONS							
Demolish septic tanks and wells at old residencial structures	LS	1	$ 12,000.00	$ 12,000.00		$ 12,000.00	$ 12,000.00
Remove existing power lines on site	LS	1	$ 10,000.00	$ 10,000.00		$ 10,000.00	$ 10,000.00
Remove existing dilapidated fence at ROW	LS	1	$ 1,500.00	$ 1,500.00		$ 1,500.00	$ 1,500.00
Remove existing dirt approach/curb cut	LS	1	$ 2,000.00	$ 2,000.00		$ 2,000.00	$ 2,000.00
Imported fill required to bring site out of floodplain and enable development	CY	34315	$ 27.01	$ 927,000.00		$ 927,000.00	$ 927,000.00
UTILITY EXTENSIONS, RELOCATIONS, AND CONNECTIONS							
Extend 3-phase power 1300' from Garden Avenue	LS	1	$ 75,000.00	$ 75,000.00		$ 75,000.00	$ 75,000.00
Extend gas main from Washington Street	LS	1	$ 92,000.00	$ 92,000.00		$ 92,000.00	$ 92,000.00
Extend telecom service (phone and fiber) 1300' from Garden Avenue	LS	1	$ 30,111.00	$ 30,111.00		$ 30,111.00	$ 30,111.00
Relocate Grey Eagle Ditch	LS	1	$ 75,000.00	$ 75,000.00		$ 75,000.00	$ 75,000.00
Utility Connection Fees (See below)							
BUILDING CONSTRUCTION							
Site Construction: Power, sewer, water, storm, grading, fill, pavings, landscaping, fencing, site lighting. Includes permits, project management, and contractor OH&P.	SF	295440	$ 13.48	$ 3,983,554.00			
Building Construction: 120,000 SF and 175,440 SF industrial distribution facilities with concrete tilt-wall construction and TPO roof. Includes permits, project management and contractor OH&P.	SF	295440	$ 65.70	$ 19,410,886.00			
ENGINEERING, SERVICES FEES, PERMIT FEES, AND DEVELOPMENT COSTS							
Site Survey	LS	1	$ 8,785.00	$ 8,785.00	$ 8,785.00		$ 8,785.00
Boundary Line Relocation	LS	1	$ 4,980.00	$ 4,980.00	$ 4,980.00		$ 4,980.00
Environmental Assessment	LS	1	$ 3,000.00	$ 3,000.00		$ 3,000.00	$ 3,000.00
Wetlands Review on Abandoned Mining Pond	LS	1	$ 6,336.00	$ 6,336.00		$ 6,336.00	$ 6,336.00
Mineral Rights Review	LS	1	$ 2,538.00	$ 2,538.00		$ 2,538.00	$ 2,538.00
Civil Engineering (not in ROW section above)	LS	1	$ 161,727.00	$ 161,727.00			
Architectural, Project Management, and Engineering Fees	LS	1	$ 351,000.00	$ 351,000.00			
Construction and Materials Testing	LS	1	$ 110,000.00	$ 110,000.00			
Development Costs and Fees	LS	1	$ 1,531,814.00	$ 1,531,814.00			
Master Site Plan Review Fee	LS	1	$ 331.00	$ 331.00	$ 331.00		$ 331.00
Building Permit	LS	1	$ 32,298.00	$ 32,298.00	$ 32,298.00		$ 32,298.00
Building Permit Review Fee	LS	1	$ 20,994.00	$ 20,994.00			
Mechanical, Electrical, Plumbing Permit Fees	LS	1	$ 47,290.00	$ 47,290.00			
Engineering Plan Review Fee	LS	1	$ 1,000.00	$ 1,000.00	$ 1,000.00		$ 1,000.00
Traffic Study Review Fee	LS	1	$ 680.00	$ 680.00			
Traffic Impact Fees	EA	2	$ 125,000.00	$ 250,000.00			
Traffic Mitigation Fee	LS	1	$ 135.00	$ 135.00	$ 135.00		$ 135.00
Landscape Plan Review Fee	LS	1	$ 575.00	$ 575.00			
MDT Encroachment/Occupancy/ROW Fees	LS	1	$ 14,305.00	$ 14,305.00	$ 14,305.00		$ 14,305.00
Zoning Compliance Fee	LS	1	$ 115.00	$ 115.00	$ 115.00		$ 115.00
DEQ Review Fee	LS	1	$ 440.00	$ 440.00	$ 440.00		$ 440.00
Commercial Water Connection	LS	1	$ 360.00	$ 360.00	$ 360.00		$ 360.00
Commercial Sewer Connection	LS	1	$ 120.00	$ 120.00	$ 120.00		$ 120.00
Storm Drain Connection	LS	1	$ 140.00	$ 140.00	$ 140.00		$ 140.00
Water Main Tap Fee	LS	1	$ 1,005.00	$ 1,005.00	$ 1,005.00		$ 1,005.00
Water Meter and System Development Fee for (2) 1.5" Water Meters	LS	1	$ 57,890.00	$ 57,890.00	$ 57,890.00		$ 57,890.00
Irrigation Meter and System Development Fee for (1) 2" Irrigation Meter	LS	1	$ 55,735.00	$ 55,735.00	$ 55,735.00		$ 55,735.00
Sewer Meter and System Development Fee for (2) 1.5" Water Meters	LS	1	$ 46,880.00	$ 46,880.00	$ 46,880.00		$ 46,880.00

		MT CODE 7-15-4233 Planning, Surveys, Studies	MT CODE 7-15-4288 In-Place Construction Costs	Total
Total Project Cost (Hard and Soft Costs):	$ 28,059,845.00			
MAX TIF ASSISTANCE (16.66%):	$ 4,674,770.18	$ 224,519.00	$ 1,966,806.00	$ 2,191,325.00

Billings Logistics Center

Billings, MT

Project Budget	Value	PSF
Land	**$4,265,400**	**$14.44**
Hard Costs	**$26,421,701**	**$89.43**
Site Costs	$5,320,500	$18.01
Grading, Foundations, and Utilities	$3,567,500	$12.08
Paving	$1,628,000	$5.51
Landscaping	$125,000	$0.42
Shell Costs	$18,410,886	$62.32
Concrete	$4,809,607	$16.28
Steel and Metals	$6,351,960	$21.50
MEPF	$2,227,746	$7.54
Roofing and Insulation	$2,674,500	$9.05
Finishes	$831,554	$2.81
General Conditions and Requirements	$1,515,519	$5.13
Off-Site Costs	$337,111	$1.14
Utility Extensions	$197,111	$0.67
ROW Turn Lane	$140,000	$0.47
Other Hard Costs	$2,353,204	$7.97
Soft Costs	**$1,638,144**	**$5.54**
Engineering and Architecture	$521,702	$1.77
Materials Testing	$110,000	$0.37
Permitting and Fees	$530,293	$1.79
Other Soft Costs	$476,149	$1.61
Operating, Financing, & Carry	**$2,354,391**	**$7.97**
Leasing and Tenant Costs	**$3,316,877**	**$11.23**
Project Total	**$37,996,513**	**$128.61**

Exhibit F - Criteria for Review

Billings SBURA Exhibit F
Criteria for Review

Relevant to the South Billings Urban Renewal Master Plan
The Project directly meets the requirements of the Master Plan by creating attractive high quality distribution and warehousing space in an area adjacent and with quick access to Interstate 90/94 and which is zoned for such use.

Economic Stimulus
The Project will involve upwards of $38,000,000 of capital investment plus the investment by the ultimate tenants' in leasehold improvements and personal property (racking, forklifts, etc.). Total direct compensation is estimated to be between $3,200,000 and $8,000,000.

Tax Generation
The current land generated $500 in real estate taxes in 2021. At completion, we anticipate real estate taxes to be in the $250,000 range (depending on final assessed value). This does not include any personal property taxes which might be owned on any tenant equipment or improvements.

Employment Generation
The Project is estimated to support approximately 100 construction jobs and between 80-200 permanent jobs depending on the ultimate tenant mix.

Elimination of Blight
The Project is located on land that was formerly a mining operation and will replace that with Class A concrete tilt-wall distribution centers. Please see attached building elevations.

Special or Unique Opportunities
The Project represents a unique opportunity/special need to bring modern high-bay Class A distribution space to the Billings market and would represent the only such product in the market today. The Project addresses the community goal of (its ultimate tenants') providing high-quality well-paying jobs in a clean and modern environment.

Impact Assessment
There will be no adverse environmental impacts – all site work will comply with state and federal erosion control requirements/monitoring, stormwater systems will meet or exceed code and the banks along the river will be shored up pursuant to the final approved plans for the Project. The Project design well exceeds design minimums for industrial uses in this zoning and is located adjacent to the interstate with road access which passes only other commercial and industrial uses.

Financial Assistance
The Project is only seeking assistance from SBURA for qualified costs related to public infrastructure and removal of blight.

Project Feasibility
The industrial market is currently more than 98% occupied and there is currently no comparable product to the Project. The Project currently has over 350,000 SF of prospective users and we are actively marketing to increase that number and write leases in advance of completion.

Developer's Ability to Perform + Timely Completion
Developer has extensive experience developing industrial product, having transacted on more than $25 billion in assets, has recently completed more than 20 million SF of construction and currently has over 22 million SF and $1.5 billion of industrial projects in the pipeline. The Developer can provide references upon request.

Exhibit G - Current Projects

TPA GROUP
INDUSTRIAL PORTFOLIO OVERVIEW

Date: : 03/04/22

CURRENT DEVELOPMENTS

Asset Name	Market Name	State	SF Total	SF Leased	SF Available	% Leased	Est. Completion Date
Southchase Building B	Greenville	South Carolina	69,770	0	69,770	0%	Complete
Passco Phase 1	Greenville	South Carolina	158,886	158,886	0	100%	Complete
Memphis Super Hub	Memphis	Tennessee	1,013,500	1,013,500	0	100%	Complete
Memphis Holmes - Phase II [1]	Memphis	Tennessee	107,540	107,540	0	100%	Q1-2022
Palm Beach Small Bay [2]	West Palm Beach	Florida	206,700	0	206,700	0%	Q1-2022
I-85 N Walnut Fork Logistics [2]	Atlanta	Georgia	234,620	0	234,620	0%	Q3-2022
West Midtown Delivery Station [1]	Atlanta	Georgia	220,683	220,683	0	100%	Q3-2022
Joel East [1] [2]	DFW	Texas	353,705	353,705	0	100%	Q4-2022
Nashville North Logistics [1]	Nashville	Tennessee	1,080,308	1,080,308	0	100%	Q4-2022
Laredo Logistics Phase II [1] [2]	Laredo	Texas	400,000	400,000	0	100%	Q1-2023
Bloomingdale Logistics Phase I [1] [2]	Savannah	Georgia	922,787	922,787	0	100%	Q1-2023
Bloomingdale Logistics Phase II [2]	Savannah	Georgia	655,370	0	655,370	0%	Q1-2023
Socorro Logistics Center - Building 2	El Paso	Texas	335,239	0	335,239	0%	Q1-2023
Socorro Logistics Center - Building 4	El Paso	Texas	772,000	0	772,000	0%	Q1-2023
I-35 Logistics Center - Building 1	Laredo	Texas	458,630	0	458,630	0%	Q1-2023
I-35 Logistics Center - Building 2	Laredo	Texas	300,545	0	300,545	0%	Q1-2023
I-35 Logistics Center - Building 3	Laredo	Texas	200,250	0	200,250	0%	Q1-2023
I-85 N Walnut Fork Logistics - Phase II [2]	Atlanta	Georgia	210,600	0	210,600	0%	Q2-2023
Huntsville Crossroads II	Huntsville	Alabama	234,000	0	234,000	0%	Q2-2023
Augusta Grove 10 [2]	Greenville	South Carolina	336,850	0	336,850	0%	Q2-2023
Suwanee Logistics Center [2]	Atlanta	Georgia	327,825	0	327,825	0%	Q2-2023
I-75 N Logistics [1]	Atlanta	Georgia	3,430,000	3,430,000	0	100%	Q4-2023
Totals:	**22 Projects**		**12,029,808**	**7,687,409**	**4,342,399**	**64%**	

[1] BTS Project
[2] Pre-Sold

TPA GROUP
INDUSTRIAL PORTFOLIO OVERVIEW

Date: 03/04/22

PLANNED DEVELOPMENTS

Asset Name	Market Name	State	SF Total	SF Leased	SF Available	% Leased	Est. Completion Date
Socorro Logistics Center - Building 1	El Paso	Texas	946,400	0	946,400	0%	2023-2025
Socorro Logistics Center - Building 3	El Paso	Texas	382,720	0	382,720	0%	2023-2025
Socorro Logistics Center - Building 5	El Paso	Texas	316,160	0	316,160	0%	2023-2025
Socorro Logistics Center - Building 6	El Paso	Texas	432,640	0	432,640	0%	2023-2025
Socorro Logistics Center - Building 7	El Paso	Texas	208,000	0	208,000	0%	2023-2025
Palm Beach Park of Commerce	West Palm Beach	Florida	556,000	0	556,000	0%	2023
Palm Beach Southern Blvd Industrial	West Palm Beach	Florida	2,000,000	0	2,000,000	0%	2024-2025
Bloomingdale Logistcis - Phase III [1]	Savannah	Georgia	473,200	0	473,200	100%	2023
Bloomingdale Logistcis - Phase IV [1]	Savannah	Georgia	360,000	0	360,000	100%	2023
Beachline Industrial	Orlando	Florida	470,000	0	470,000	0%	2023
I-75 N Logistics - Phase II	Atlanta	Georgia	790,500	0	790,500	0%	2023
Kansas City Logistics Center - Phase I	Kansas City	Kansas	1,070,487	0	1,070,487	0%	2023
I-77 North Logistics Center - Building 1	Charlotte	North Carolina	1,004,400	0	1,004,400	0%	2023
I-77 North Logistics Center - Building 2	Charlotte	North Carolina	701,100	0	701,100	0%	2023
I-77 Statesville Industrial	Charlotte	North Carolina	1,000,000	0	1,000,000	0%	2023
70 East Phase III	Columbus	Ohio	1,277,435	0	1,277,435	0%	2023
West 70 Logistics Center (Cold) - Building 1	Columbus	Ohio	295,660	0	295,660	0%	2023
West 70 Logistics Center (Cold) - Building 2	Columbus	Ohio	206,952	0	206,952	0%	2023
West 70 Logistics Center - Building 1	Columbus	Ohio	462,000	0	462,000	0%	2023
West 70 Logistics Center - Building 2	Columbus	Ohio	550,000	0	550,000	0%	2023
West 70 Logistics Center - Building 3	Columbus	Ohio	248,085	0	248,085	0%	2023
Memphis Airport North	Memphis	Tennessee	903,960	0	903,960	0%	2023
Tucson Logistics	Tucson	Arizona	194,750	0	194,750	0%	2023
Albuquerque Logistics Center	Albuquerque	New Mexico	325,000	0	325,000	0%	2023
Reno Logistics Center	Reno	Nevada	330,000	0	330,000	0	2023
Rio Rico Logistics Center [1]	Rio Rico	Arizona	150,000	0	150,000	100%	2023
Nashville Logistics Center	Nashville	Tennessee	250,120	0	250,120	0%	2023
Knoxville Logistics Center	Knoxville	Tennessee	260,000	0	260,000	0%	2023
Lagrange Logistics Center	Lagrange	Georgia	1,000,000	0	1,000,000	0%	2023
Tilford Logistics Center - Building 2	Atlanta	Georgia	806,400	0	806,400	0%	2023
Tilford Logistics Center - Building 3	Atlanta	Georgia	177,940	0	177,940	0%	2023
Tilford Logistics Center - Building 4	Atlanta	Georgia	206,550	0	206,550	0%	2023
Haines City Cold Storage	Haines City	Florida	415,280	0	415,280	0%	2023
Little Rock Logistics Center [1]	Little Rock	Arkansas	1,201,200	0	1,201,200	100%	2023
Norcross Logistics Center	Atlanta	Georgia	336,000	0	336,000	0%	2023
Caldwell Logistics Center	Boise	Idaho	600,000	0	600,000	0%	2023
Upstate Corporate Park	Spartanburg	South Carolina	1,257,400	0	1,257,400	0%	2023
Barrow Logistics Center [1]	Winder	Georgia	180,638	0	180,638	100%	2024
Time Oil Road	Portland	Oregon	602,000	0	602,000	0%	2024
Kuebler Road	Easton	Pennsylvania	468,000	0	468,000	0%	2024
Haines City Logistics - Building 1[1]	Haines City	Florida	150,000	0	150,000	100%	2023
Totals:	**42 Projects**		**23,862,377**	**0**	**23,862,377**		

[1] BTS Project

MEMORANDUM

Date: April 13, 2022

To: Billings City Council

From: Jim Tevlin
Consultant, South Billings Boulevard Urban Renewal District

Subject: TPA Group LLC Application for Tax Increment Assistance

---

Project: TPA Group LLC Logistics Center
Location: Between 3508 and 3218 South Frontage Rd
Entity: TPA Group LLP
Recommendation: The South Billings Urban Renewal Association recommends approval.

Qualified Improvements	Estimated Costs	Recommended Costs	City TIF Policy	Urban Renewal Plan	MT Code Annotated
South Frontage Rd ROW Improvements	$284,771	$204,997	Section 1(b)	Section 10,13	7-15-4288(4)
Site Structural Improvements	$401,550	$289,062	Section 1(b)	Section 4,5	7-15-4288(4)
Existing Conditions	$430,716	$310,058	Section 1(b)	Section 4,5	7-15-4288(4)
Utility Extensions, Relocations & Connections	$272,111	$195,883	Section 1(b)	Section 2,12	7-15-4288(4)
Total	$1,389,148	$1,000,000			

Recommended Tax Increment Assistance: $ 1,000,000

Total Project Cost: $37,996,513
Expected Increase in Taxable Value $23,790,862 (A)
Annual Commercial Tax (1.89%) $ 449,647
Annual Tax Increment (69 mills) $ 310,256
Payback Period (years) 4.8

Public Benefit:

- Project eliminates blight (demolition of dilapidated buildings, unstable soil resulting from prior use).
- Project includes construction of a multi-use trail.
- Project will result in additional jobs.
- Project will likely spur additional development along South Frontage Rd.

(A) The expected increase is 80% of those expenses (approximately $29.7 million) that are likely to result in tax increment (i.e., TIF-eligible “hard“ costs).

RESOLUTION NO. 18-10750

A RESOLUTION OF THE CITY OF BILLINGS FORMING A POLICY FOR THE ADMINISTRATION OF URBAN RENEWAL AREAS OR DISTRICTS (URD) IN THE CITY.

WHEREAS, MCA, Title 7, Chapter 15, Part 42, Section 51 declares: General powers of municipalities in connection with urban renewal. Every municipality shall have all the power necessary or convenient:

(1) To carry out and effectuate the purposes and provisions of this part and part 43;

(2) To undertake and carry out urban renewal projects within the municipality, to make and execute contracts and other instruments necessary or convenient to the exercise of its powers under this part and part 43, and to disseminate blight clearance and urban renewal information;

(3) To organize, coordinate, and direct, within the municipality, the administration of the provisions of this part and part 43 as they apply to such municipality in order that the objective of remedying blighted areas and preventing the causes thereof within such municipality may be most effectively promoted and achieved and to establish such new office or offices of the municipality or to reorganize existing offices in order to carry out such purpose most effectively;

(4) To exercise all or any part or combination of powers granted in this part or part 43; and

WHEREAS, the City of Billings reviews and adopts Urban Renewal Plans for each of its Urban Renewal Districts, and those Plans specify goals for each Urban Renewal District; and

WHEREAS, the City of Billings may establish local policies that guide the establishment, operations, funding and governance of urban renewal districts; and

WHEREAS, development of TIF (Tax Increment Financing) Policies would be in the best interest of the City.

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

That the City Council now makes and adopts the following TIF Policy:

CITY OF BILLINGS TAX INCREMENT FINANCE POLICY

1. PERMITTED USES OF TIF FUNDS. TIF funds may be used for costs outlined in MCA, Title 7, Chapter 15, Part 42, Section 88. Urban Renewal Plans adopted by the City may limit what TIF funds may be spent on in any Urban Renewal District. Eligible costs may include, but are not limited to:
   a. Land acquisition and assemblage, demolition and removal of structures, relocation of occupants, analysis to determine needs of an urban renewal area, administrative cost for redevelopment activities.
   b. Public infrastructure, including, but not limited to: streets, storm drains, parking, public buildings, water and sewer lines, sidewalks, utility connections.
   c. Private infrastructure with public benefit, including, but not limited to, building façades, windows, doors, fire suppression or alarm systems, storm drainage, environmental remediation, parking, and ADA access.

2. FINANCIAL ASSISTANCE THROUGH TIF. All financial assistance must be approved by the City Council prior to any activity receiving funding. Financial assistance should be requested prior to beginning construction. All activity (design and construction) must be completed prior to issuance of TIF funds from the City Finance Department. Financial thresholds and assistance tools are as follows:
   a. A minimum of $\geq$ $5 of private investment for every $1 of public investment is the preferred threshold to be met for each TIF application. The City Council reserves the right to approve any application that does not meet this minimum. The City Council also may make exceptions for projects of less than $100,000, and for publicly owned projects, properties or facilities.
   b. Grants may be made for uses listed in Part 1 above benefitting any government owned-land or buildings and for profit and non-profit businesses.
   c. Bonding may be available at the discretion of the City Council.
   d. All TIF grants will be formalized by a development agreement that must be signed by the grantee before the City will reimburse eligible expenses.

3. URD MANAGEMENT. Each URD in the City of Billings will be managed as follows:
   a. Each URD should maintain a non-profit advisory board to make recommendations to the City Council regarding TIF expenditures. Unless specifically authorized by a Memorandum of Understanding (MOU) referenced in 3(b) below, a majority of board members must own or lease property within the district, or must represent such owner or lessee, and may include representation from residential or commercial property owners or lessees. Advisory Boards must carry insurance for their members and provide proof of insurance to the City.
   b. A MOU must be executed between the advisory board and the City Council that defines the board's roles, responsibilities, authority, and processes, including for hiring and maintaining board support staff. The MOU must

contain language addressing conflict of interest situations for board members whose property may directly benefit from a TIF expenditure and for board support staff. The MOU also must include language that if there is the appearance of a conflict of interest the issue will be reviewed by City legal staff before moving forward.

c. Training for all URD advisory boards will be conducted biannually in coordination with City staff and URD support staff. The training must include, but is not limited to: review of URD and TIF laws, Administrative Rules, ethics, conflicts of interest, meeting management, and maintenance of minutes and records.

d. URD financial reporting will be consistent across all URDs and be set by coordination between the City Finance Director and the Planning and Community Services Director, and URD support staff.

e. TIF application review and City Council staff report preparation will be conducted by the Planning and Community Services Department Director, in coordination with the Assistant City Administrator, Finance Director, and URD support staff.

PASSED by the City Council and APPROVED this 9th day of July, 2018.

CITY OF BILLINGS

BY: William A Cole
William A. Cole, Mayor

CITY OF BILLINGS SEAL YELLOWSTONE COUNTY, MONTANA

ATTEST

BY: Denise R. Bohlman
Denise R. Bohlman, City Clerk

Urban Renewal Plan for the South Billings Boulevard Urban Renewal District



Prepared by the Planning & Community Services Department
Adopted by the Billings City Council on December 8, 2008
Amended by the Billings City Council on July 22, 2019
Amended by the Billings City Council on July 26, 2021

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Acknowledgements

2008 Participants and Stakeholders

City of Billings

Ron Tussing, Mayor

City Council Members:

- Richard (Dick) Clark
- Mark Astle
- Peggie Denney Gaghen
- Jim Ronquillo
- Vince Ruegamer
- Chris "Shoots" Veis
- Ed Ulledalen
- Jani McCall
- Denis Pitman
- Larry Brewster

Planning and Community Services Department

Southwest Corridor Task Force Officers

- Tom Ruschkewicz, Chair
- Floyd Martin, Vice Chair
- Alan Pomick, Treasurer
- Debbie Rowe, Secretary

Big Sky Economic Development Authority

Downtown Billings Partnership

Stakeholders

Alene Malloy	Casey Ryan	Edyth Davis
Allen Krenz	Charles Deunow	Elanor Aukshun
Alta Dean	Cindy Linse	Elissa Linse
Arlene Bierwagen	Cindy Reid	Elsie Arntzen
Barbara Kipp	Clarence Perkins	Floyd Martin
Barbara Prewett	Clifton Burns	Gary Cooper
Barry Wilson	Coleen Apps	Gary Tipton
Beth Kirkwood	Connie Wagner	Gene Frank
Betty Hofstad	Connie Wittman	Gerald Apps
Betty Kegley	Cris Ruckman	Georgia Kembel
Beverly Bennetts	Dale Kiel	Glen Kibbee
Bob Franks	Daryle Young	Gloria Krenz
Brandy Pmter	David Mora	Greg Sennett
Brenda Estill	Dean Haley	Harriet Conklin
Brenda Ryan	Dean Miller	Ida Stuart
Brian Reid	Dennis Randall	Irene Aure
Bruce Burrows	Don Pell	James Lasater
Candice Reinschmidt	Dorothy Plouffe	Jay Hanson
Carl Howard	Doug Toomey	Jean Randall
Carol Atchley	Duane Bender	Jeannine Swoboda

Stakeholders Continued

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Jerald Mohr
Jerry Driscoll
Jimmie Frasch
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JoAnne Moffet
Joe Morin
John Hoffman
John Hurless
Jon Gowan
Jon Rupprecht
Joyce Kenney
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Judy Coles
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Julie Bender
Karen Hergett
Katherine Gowan
Kathy Doty
Kathy Wilkinson
Kelly Handley
Kerri Tallerico
Paul Hendershot
Richard Ruff
Robert Neal
Roger Mollett
Ron Kirkwood
Sammy Handley
Shanna Fredrickson
Ed Gabbo
Kevin Nelson
Lany Estill
Leonard Bierwagen
Linda Furlong
Linda Hayworth
Linda Pettengill
Linda Vansky
Loren Bice
Louis Plouffe
Lynn Toomey
Marc Swoboda
Margaret Schantz
Margo Allen
Margo Smith
Marian Leligdowizc
Marjorie Bishop
Marlene Anderson
Marlis Boadsack
Marlis Bufford
Martha Sheldon
Marvin Forquer
Rebekah Wales
Rick Leuthold
Robert Propelka
Ron Herget
Ronald Schultz
Sandra Fiscus
Sharon Franks
Jed Porter
Mary Ann Kraske
Mary Duenow
Maurice Muth
Mavis Schultz
Mavis Wilkinson
Mel Maier
Michele Johnson
Michelle Grasswick
Mike Kenney
Mike Vinton
Neal Armfield
Nelda Reimschmidt
Paige Tipton
Patrice Schuman
Pat Jensen
Pat Morin
Pat Newbury
Pat Perkins
Patsy Kahler
Patty Nordlund
Paul Hartman
Richard Deis
Robbin Ostrum
Robyn Rupprect
Ron Kaneski
Roy Linse
Shane Keehn
Sharon Young

2019 Participants and Stakeholders

City of Billings
- Bill Cole, Mayor

City Council Members:
- Brent Cromley
- Mike Yakawich
- Frank Ewalt
- Roy Neese
- Denise Joy
- Chris Friedel
- Reg Gibbs

Penny Ronning
Richard Clark
Shaun Brown

South Billings Urban Renewal Association
Carolyn Rukstad
Scott Hanser
Debbie Keller
Chuck Barrett
Sam Hadley
Mike Mayott
Jeff Muri
Zeier Consulting
City Administration
City Finance Department
Planning and Community Services Department
Billings Police Department

2021 Participants and Stakeholders
City of Billings
Bill Cole, Mayor

City Council Members:
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Frank Ewalt
Roy Neese
Denise Joy
Danny Choriki
Pam Purinton
Penny Ronning
Mike Boyett
Shaun Brown

South Billings Urban Renewal Association
Carolyn Rukstad
Scott Hanser
Debbie Keller
Andrew Houlihan
Dick Zier
Mike Mayott
Jeff Muri
Tevlin Consulting
City Administration
Planning and Community Services Department

Section 1 – Introduction

On May 12, 2008, the City of Billings adopted an ordinance creating the South Billings Boulevard Urban Renewal District (SBBURD) and established a Tax Increment Finance District. As part of this ordinance, an urban renewal plan and the boundaries of the tax increment finance district were adopted. Public participation for preparing the urban renewal plan involved public meetings and participation with the City of Billings, the Southwest Corridor Neighborhood Task Force, residents and property owners, Downtown Billings Partnership, and Big Sky Economic Development Authority.

In October of 2008, the City began a modification of the SBBURD to include three additional properties. Two of these properties were recently annexed and contiguous to the existing SBBURD; therefore, the properties are now eligible to be included within the SBBURD. The third property is contiguous and requested an expansion of the district boundary. The modification of the urban renewal plan will reflect the addition of those properties.

The December 2008 modification of the urban renewal plan:

- Served as a framework for the official urban renewal plan.
- Fulfilled Montana state law.
- Updated and define district boundaries.
- Classified blight
- Set forth the protocol for its authorization, execution, and management.
- Illustrated the development opportunities.
- Documented baseline taxable property values and potential areas for redevelopment

The July 2019 amendment of the urban renewal plan:

- Identified future projects and programs.
- Ensured the City has the option to bond future projects.
- Updated the 2008 Plan to reflect the 2019 amendment process.

The July 2021 amendment of the urban renewal plan expands the boundary of the SBBURD to add five new properties to the District (see Appendix I).

Section 2 - Definitions

The following terms have the following meanings unless a different meaning is clearly indicated by the context:

1. "Agency" or "urban renewal agency" means a public agency created by Section 7-15-4232 of the Montana Code Annotated.
2. "Blighted area" means an area that is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, and crime; substantially impairs the sound growth of the city or its environs; retards the provision of housing accommodations; or constitutes an economic or social liability or is detrimental or constitutes a menace to the public health, safety, welfare, and morals in its present condition and use, by reason of:

a. The substantial physical dilapidation; deterioration; defective construction, material, and arrangement; or age obsolescence of buildings or improvements, whether residential or nonresidential;
b. Inadequate provision for ventilation, light, proper sanitary facilities, or open spaces as determined by competent appraisers on the basis of an examination of the building standards of the municipality;
c. Inappropriate or mixed uses of land or buildings;
d. High density of population and overcrowding;
e. Defective or inadequate street layout;
f. Faulty lot layout in relation to size, adequacy, accessibility, or usefulness;
g. Excessive landcoverage;
h. Unsanitary or unsafe conditions;
1. Deterioration of site;
J. Diversity of ownership;
k. Tax or special assessment delinquency exceeding the fair value of the land;
I. Defective or unusual conditions of title;
m. Improper subdivision or obsolete platting;
n. The existence of conditions that endanger life or property by fire or other causes; or
o. Any combination of the factors listed in the subsection (2).

3. "Bonds" means any bonds, notes, or debentures (including refunding obligations) authorized to be issued pursuant to Section 7-15-4300 MCA.
4. "Clerk" means the clerk or other official of the municipality who is the custodian of the official records of the municipality.
5. "Local governing body" means the council or other legislative body charged with governing the municipality.
6. "Mayor" means the chief executive of a city or town.
7. "Municipality" means any incorporated city or town in the state.
8. "Redevelopment" may include:
   a. acquisition of a blighted area or portion of the area;
   b. demolition and removal of buildings and improvements;
   c. installation, construction, or reconstruction of streets, utilities, parks, playgrounds, and other improvements necessary for carrying out in the area the urban renewal provisions in accordance with the urban renewal plan; and
   d. making the land available for development or redevelopment by private enterprise or public agencies, including sale, initial leasing, or retention by the municipality itself, at its fair value for uses in accordance with the urban renewal plan. If the property is condemned pursuant to Title 70, chapter 30, the private enterprise or public agencies may not develop the condemned area in a way that is not for a public use.
9. "Urban renewal area" means a blighted area that the local governing body designates as appropriate for an urban renewal project orprojects.
10. "Urban renewal plan" means a plan for one or more urban renewal areas or for an urban renewal project. The plan:
    a. must conform to the growth policy if one has been adopted pursuant to Title 76, chapter 1; and;
    b. must be sufficiently complete to indicate, on a yearly basis or otherwise:
       i. any land acquisition, demolition, and removal of structures; redevelopment;

improvements; and rehabilitation that is proposed to be carried out in the urban renewal area;

ii. zoning and planning changes, if any, including changes to the growth policy if one has been adopted pursuant to Title 76, Chapter 1;

iii. land uses, maximum densities, building requirements; and

iv. the plan's relationship to definite local objectives respecting appropriate land uses, improved traffic, public transportation, public utilities, recreational and community facilities, and other public improvements.

Section 3 – Background

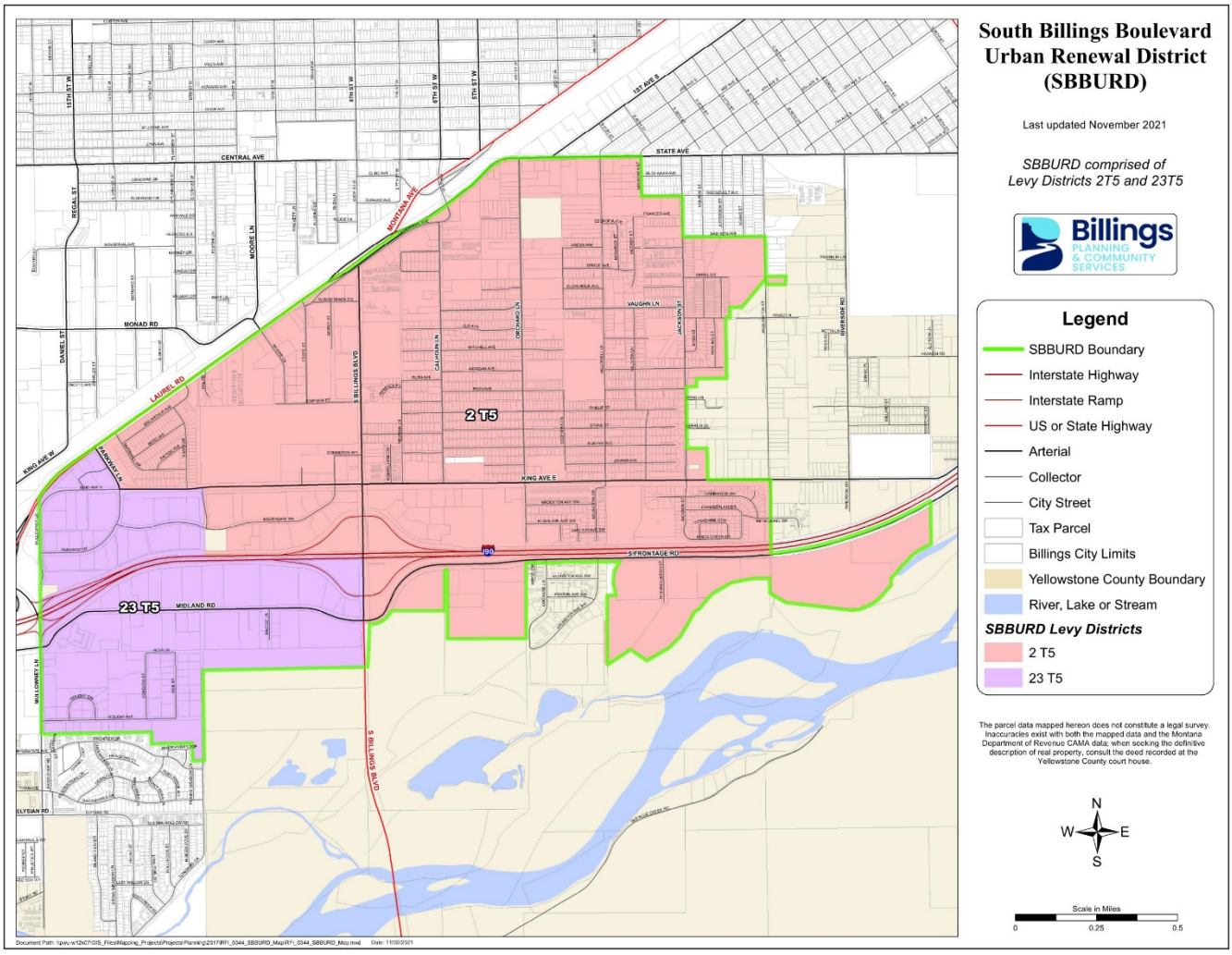
The South Billings Boulevard Urban Renewal District (the "District") lies within the City of Billings (the "City'), is situated between major transportation routes, and stretches from the east side of the King Avenue Overpass east to Washington Street and from State Avenue South to the city limit boundaries. Located within the district is Interstate Highway 90 and the major railway line through the city. Map 1 shows the boundary of the SBBURD.

The District lies within the Southwest Corridor Neighborhood Task Force. The task force was created in the early 1990's in response to the growing problem with the roadway interchanges and associated issues. For a while, the Task Force was a more diverse body that handled many issues for the Southwest Billings community. The Task Force has not been active for the past several years (2019-2021). Existing land uses and current zoning are shown on Maps 2 and 3.

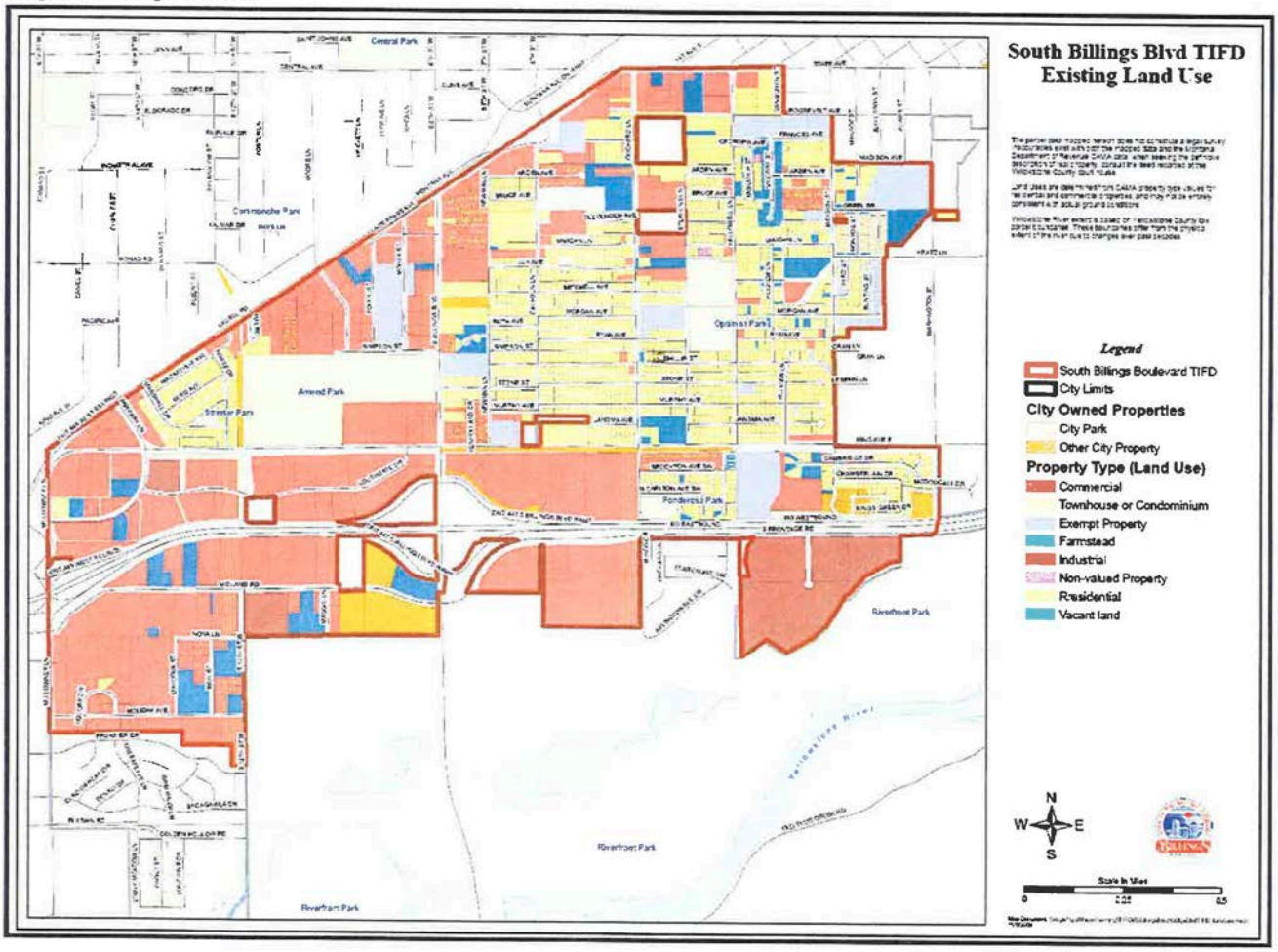
A closer look at this neighborhood shows an established area of mixed residential and commercial uses. This area also includes three elementary schools and one middle school. Some areas include unimproved streets with no sidewalk, curb, or gutter. In addition, many areas were not served by municipal water and sewer or there was old, inadequate water and sewer infrastructure. Many of the concerns raised by residents within the district center around routes for children to get to school, including bus routes that run on unimproved streets and children walking down the street instead of sidewalks to get to school. Many of these infrastructure deficits have been addressed as evidenced by the project list updates in Section 13 of this Plan.

Due to the location, the South Billings Boulevard Urban Renewal District has a tremendous amount of potential to become a major economic force. With the interstate corridor located in this district, the potential exists for this area to become a major destination place for retail, goods and services, manufacturing, and entertainment.

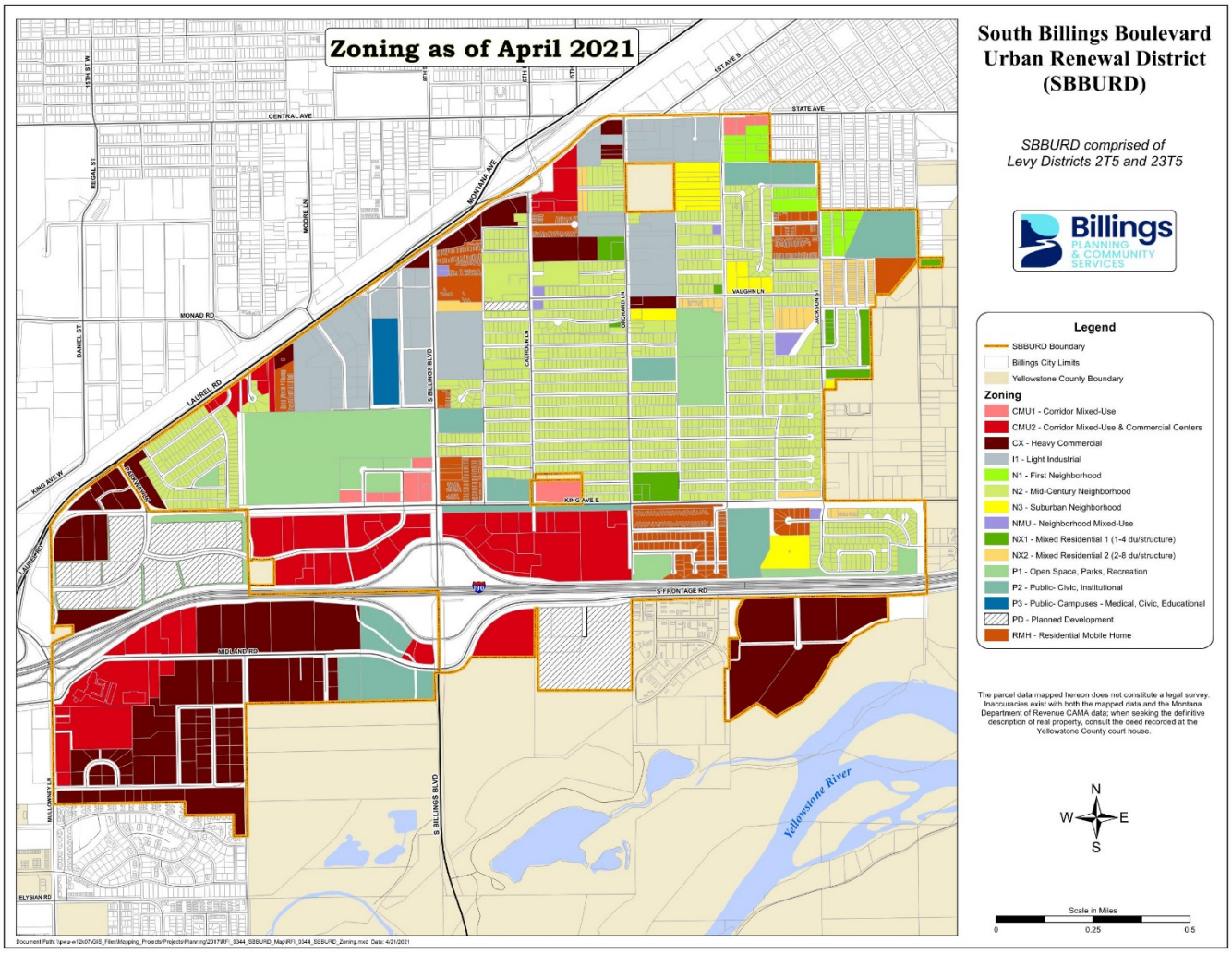
Map 1. South Billings Boulevard Urban Renewal District



Map 2 – Existing Land Uses



Map 3. South Billings Boulevard Urban Renewal District Existing Zoning



Section 4 - Description of Blight

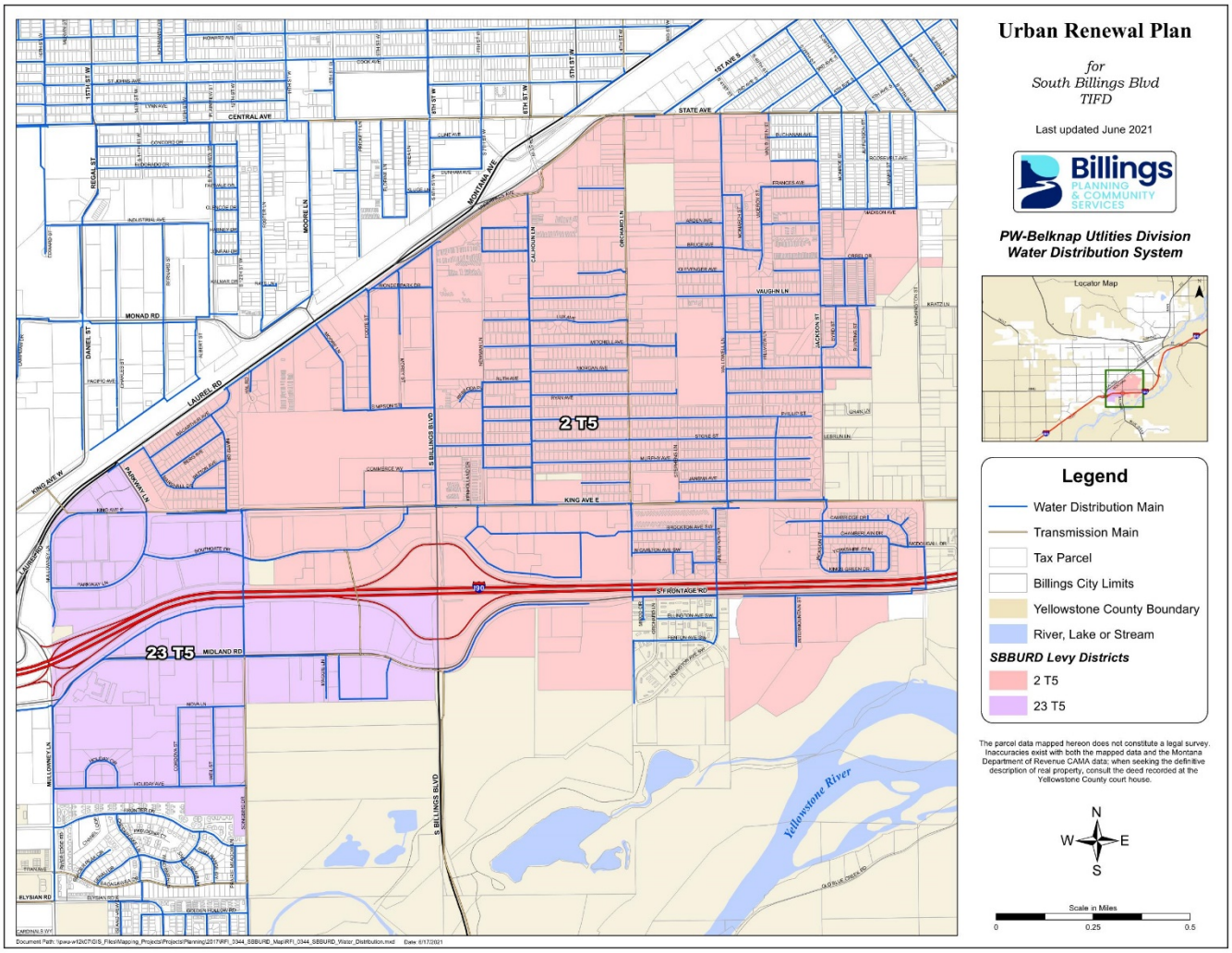
A requirement of Montana Code Annotated, Title 7, Chapter 15, Parts 42 and 43, is to justify an urban renewal plan supported through a tax increment finance district through the determination of blight. Blight is defined as an area that is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, and crime; substantially impairs the sound growth of the city or its environs; retards the provision of housing accommodation; or constitutes an economic or social liability or is detrimental or constitutes a menace to the public health, safety, welfare, and morals in its present condition and use, by reason of:

- the substantial physical dilapidation; deterioration; defective construction, material, and arrangement; or age obsolescence of buildings or improvements, whether residential or nonresidential;
- inadequate provision for ventilation, light, proper sanitary facilities, or open spaces as determined by competent appraisers on the basis of an examination of the building standards of the municipality;
- inappropriate or mixed uses of land or buildings;
- high density of population and overcrowding;
- defective or inadequate street layout;
- faulty lot layout in relation to size, adequacy, accessibility, or usefulness;
- excessive land coverage;
- unsanitary or unsafe conditions;
- deterioration of site;
- diversity of ownership
- tax or special assessment delinquency exceeding the fair value of the land;
- defective or unusual conditions of title;
- improper subdivision or obsolete platting;
- the existence of conditions that endanger life or property by fire or other causes;
- any combination of the factors listed

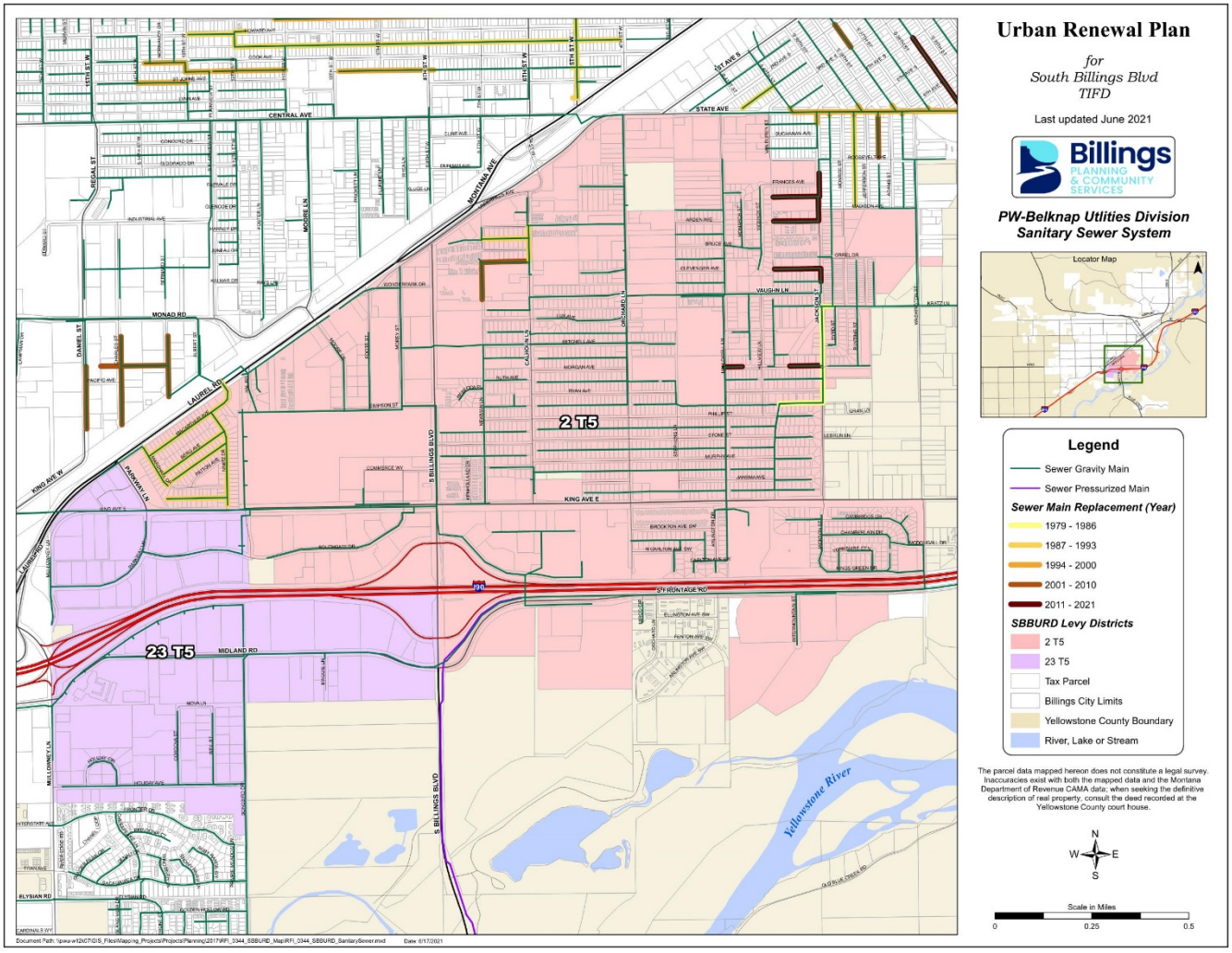
Section 5 - Summary of Blight

The area in the proposed district contains a great deal of blight. Within the district there is substantial structural deterioration, long-term land vacancy, and significant infrastructure needs. Several of the commercial buildings in the district are vacant or deteriorated and need demolition. Many of the sidewalks are cracked or nonexistent, alleys are deteriorated, and, in general, much of the area is below City standards. In contrast to the above, there are certain properties within the District in good repair but included in the District to allow for a contiguous block of land within the district; and because pockets of revitalization cannot be sustained if areas of neglect and blight surround them. Over time, without continued managed urban renewal, even these success stories will once again decline in taxable value. Portions of the District fall into the blighted, neglected, and under-utilized categories. Maps 4 and 5 show the past infrastructure conditions within the district.

Map 4. Water Distribution System.



Map 5. Sewer System



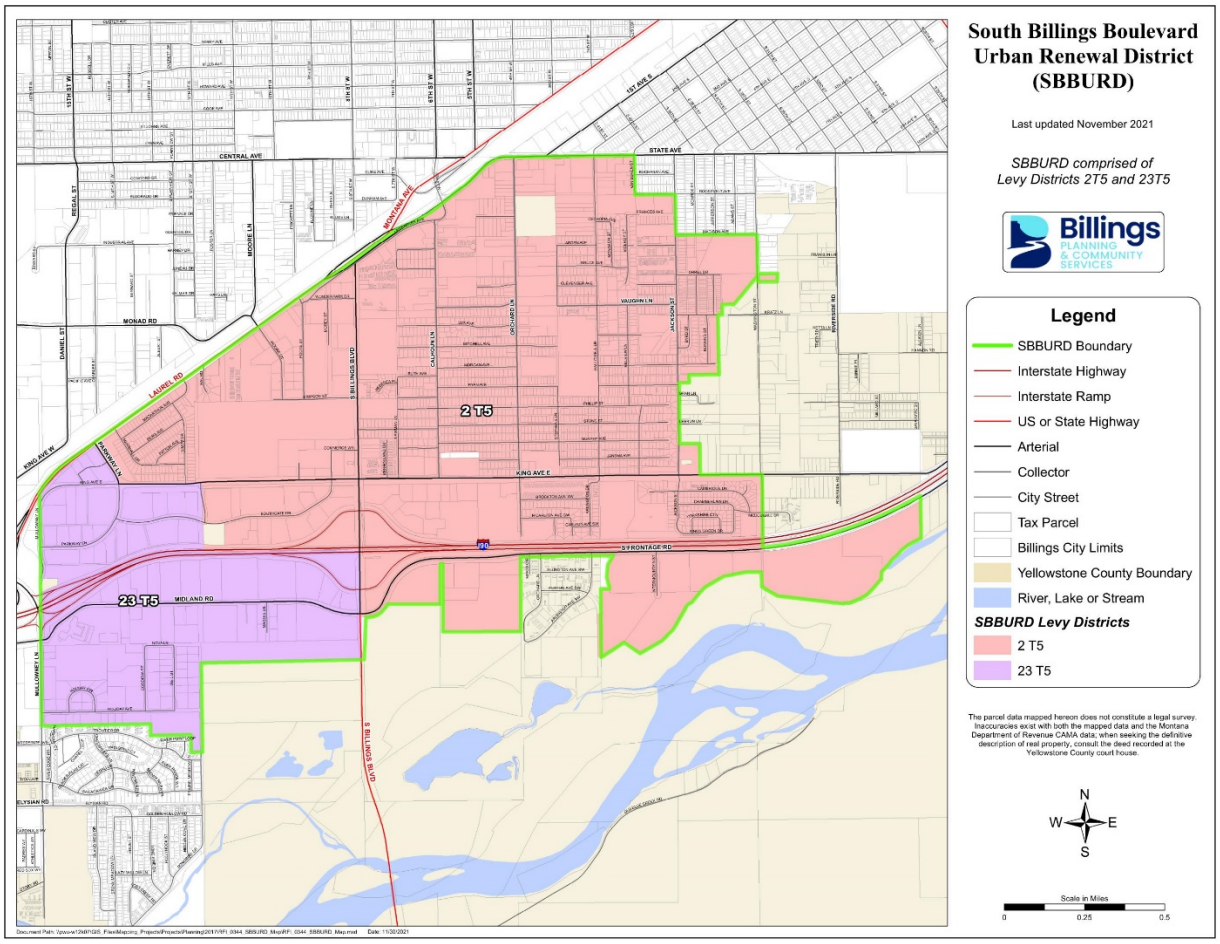
Section 6 - The Site and Its Relationship to the City

The South Billings Boulevard Tax Increment Finance District ("TIFD') and Urban Renewal District is located in the south-center region of the City of Billings. Bordered by the Interstate corridor, the main railroad line and principal transportation routes, it is an area where economic development opportunities are numerous. In addition, numerous service-related, commercial, industrial, parks and recreation and housing choices are located within the District. Map 6 below shows the TIFD boundary in relationship to the rest of the city.

Section 7 - Description of the District Boundary

Starting at the intersection of State Avenue and Van Buren Street, thence in a southerly direction along the centerline of Van Buren Street to the intersection of Van Buren Street and Roosevelt Avenue, thence in an easterly direction along the centerline of Roosevelt Avenue to the intersection of Roosevelt Avenue and Jackson Street, thence in a southerly direction along the centerline of Jackson Street to the intersection of Jackson Street and Madison Avenue, thence in an easterly direction along the centerline of Madison Avenue to the intersection of Madison Avenue and Washington Street, thence in a southerly direction along the centerline of Washington Street to the intersection of the centerline of Washington Street and the extension of a line 10 feet north and parallel to the north line of the northern boundary of Lot 7, Willis Subdivision, thence in an easterly direction to the existing City of Billings city limit boundary, thence along said existing City of Billings city limit boundary to the north Right-Of-Way line of Interstate 90, thence in a southerly direction and crossing said Right-Of-Way to the south Right-Of-Way line of Interstate 90, thence in an easterly direction and along said south right-of-way to the extended east line of Certificate of Survey No. 1591, thence in a southerly and crossing South Frontage Road to the northeast corner of said Certificate of Survey point also being on the existing City of Billings city limit boundary, thence in a southerly and westerly direction and following said existing City of Billings limit boundary to a point which intersects with the extension of the southern boundary of Tract 1, C/S 2834, thence in a westerly and northerly direction along said southern boundary of Tract 1, C/S 2834 and southern boundary of Block 4 of Weil Subdivision to the intersection with the centerline of Mullowney Lane, thence in a northerly direction and along said centerline of Mullowney Lane and its projection to the centerline of Laurel Road, thence in a northeasterly direction and along said centerline of Laurel Road to its intersection with State Avenue, thence in an easterly direction and along said centerline of State Avenue to the point of beginning of intersection of State Avenue and Van Buren Street. Excluding all unincorporated land within the boundary.

Map 6. SBBURD Boundary in relation to City and County Limits in the area.



Section 8 - Planning Process

Stakeholder and Community Participation

The initial concept of developing a Tax Increment Finance District and an Urban Renewal Plan in the South Billings Boulevard area was brought forward by the City of Billings, Big Sky Economic Development Authority, and the Downtown Billings Partnership. After discussions and meetings with the Southwest Corridor Task Force, it was determined that a steering committee would be established to move forward with the development of an Urban Renewal Plan for the creation of the South Billings Boulevard TIF District. After discussions with the participating members, it was apparent that direct communication with business owners, landowners and public participation was critical for the project to be a success. Two public meetings were scheduled to open dialogue on the proposed Urban Renewal Plan and TIF District process, and to set goals and objectives of the project. It also became clear that a grass-roots effort conducted and led by the property owners themselves was needed.

In October of 2008, the City began an urban renewal plan modification process to include three additional properties to the district pursuant to Montana Code section 7-15-4221. All property owners affected by the urban renewal plan modification were notified by mail of the public hearing on the Urban Renewal Plan held November 24, 2008.

In May 2019, the City, in coordination with the South Billings Urban Renewal Association, began the process to amend the South Billings Urban Renewal Plan. All property owners affected by the urban renewal plan amendment were notified by mail of a public meeting to discuss and receive public comment on the Plan amendment on May 30, 2019. All property owners affected by the urban renewal plan amendment were also notified of the public hearing on the Urban Renewal Plan held July 8, 2019.

In summer 2020, City staff in coordination with the South Billings Urban Renewal Association and its consultant, began discussion of expanding the District Boundary to include additional properties. The proposed expansion as brought to the City Council at a December 2020 Work Session for review and discussion. The Council at that meeting directed staff to move the process to expand the District forward in 2021. All property owners who property was proposed to be included in the District expansion were notified of the public hearing on the Urban Renewal Plan held July 12, 2021.

Urban Renewal Plan

The Urban Renewal Plan is the tool that governs what public improvements are needed and desired within the District. Through public meetings and meetings at the Southwest Corridor Task Force, neighborhood needs, and projects were identified.

With input from property owners and the identification of goals and objectives, the City of Billings moved forward with the completion of the Urban Renewal Plan. A draft was reviewed with the property owners and the Southwest Corridor Task Force prior to review by the City of Billings City Council.

The high level of transparency and frequency of meetings has ensured that a large local constituency has been involved, and as many stakeholders as possible participate and approve of the plan.

Eminent Domain

In no case shall eminent domain be used as a tool in the redevelopment of the South Billings Boulevard Urban Renewal District except as a last resort in the case of needed public infrastructure improvements and/or rights-of way.

Residential Relocation Plan

If a residential structure requires relocation as a result of right-of-way acquisition and/or a public infrastructure construction project, that is partially or fully funded with federal assistance (Housing and Urban Development, Federal Highway, etc.), the City of Billings shall abide by the Uniform Relocation Assistance Act.

Planning, City Administration and Legal Review

During the many meetings with the local property owners and the Southwest Neighborhood Task Force, it was decided to begin the process of finalizing the urban renewal plan and take it to the City Council before the end of 2007. The Urban Renewal Plan was sent to the City Legal Department and City Administration for review and comments. Comments and recommendations from both City Legal and City Administration were taken into account and incorporated into this Plan.

The Plan was also sent to the Yellowstone County Board of Planning for its review and recommendations regarding the plan's conformity to the City's 2003 Growth Policy Plan. A recommendation of approval was passed by the Planning Board on October 23, 2007. The plan was then presented at a City Council Work Session on November 5, 2007. The public hearing and first reading of the Ordinance was held by the City Council on November 26, 2007 with the second reading and final adoption on December 10, 2007.

A modification to the SBBURD plan began in October of 2008. On November 10, 2008, the Billings City Council passed a Resolution Declaring Blight, Intent to Modify the District, and Setting a Public Hearing Date. The Yellowstone County Board of Planning reviewed the modified Urban Renewal Plan and made recommendations to the City Council regarding the Plan's conformity with the 2003 Growth Policy on November 12, 2008. The affected property owners were notified of the Plan's modification and public hearing notices were published on November 6, 2008 and November 13, 2008 for the first reading and public hearing on the modification of the Plan.

The City initiated an amendment to the Plan in May 2019 to ensure future projects contemplated by the City and via public comments and recommendations would be possible if funded by bonding or directly through tax increment funds generated by the SBBURD. The process to amend the Plan has followed the process described in Montana Code as follows: The Yellowstone County Board of Planning reviewed the modified Urban Renewal Plan and made recommendations to the City Council regarding the Plan's conformity with the 2016 Growth Policy on June 25, 2019. The affected property owners were notified by mailed postcard of the Plan's modification, and public hearing notices were published on June 28, 2019 and July 5, 2019 for the first reading and public hearing on the Plan amendment.

The City initiated an expansion to the SBBURD boundary in December 2020 to include additional properties in the District. The process to expand the District has followed the process described in Montana Code as follows: The Yellowstone County Board of Planning reviewed the modified Urban Renewal Plan and made recommendations to the City Council regarding the Plan's conformity with the 2016 Growth Policy on April 13, 2021. The City Council acted upon a Resolution of Intent to expand the boundaries of the District on May 10, 2021 and set a public hearing date to act on an ordinance to expand the District in July 12, 2021. The affected property owners were notified by mailed letter of the District expansion, and public hearing notices were published for the first reading and public hearing set for July 12, 2021.

Financial Programming

The City of Billings, to ensure a sound and adequate financial program to fund projects, has concluded the following: For every $1 million dollars of increased market value, assuming Class 4 (commercial) property @ 3.01 % taxable rate and a mill levy of $0.55, it is anticipated that an increment value of approximately $14,500 will be generated yearly.

Modification of SBBURD Plan

The SBBURD may be modified at any time by the City Council as necessary to eliminate and prevent the development or spread of blighted areas and encourage urban rehabilitation. The process for plan modification shall follow the procedures set forth in 7-15-4212 through 7-15-4219 MCA, with respect to initial adoption of this Plan. For purposes of urban renewal district boundary changes only, the notice of public hearing, as described in 7-15-4215 MCA, may only be mailed to those owners whose properties are situated within the area of expansion or contraction of the Urban Renewal District boundaries. In cases where the boundaries are not modified, but the contents of the urban renewal plan are substantially modified, notification shall be mailed to all owners of property within the District area.

Section 9 - Housing (Conservation of Existing Affordable H ousing)

Housing is an important element to the District. Providing the District with housing opportunities is vital to the sustainability of the District. With housing opportunities, individuals and families can live and work within the District. This provides a dual benefit; first, the commute to work for individuals will be reduced and second, the businesses within the District will have a local work force to draw from.

Current housing in the area consists of single-family, duplex, and multi-family units and include rental units and owner-occupied. Also, manufactured home parks are located within the District. The main concentration of housing is in the central and eastern portion of the District. During the summer of 2007, the Planning Division developed a map of existing housing conditions within the City of Billings. The information was generated through the Yellowstone County CAMA (Computer Assisted Mass Appraisal) detail system. Properties were queried that were labeled as either unsound, poor, fair, or incomplete. This resulted in approximately 2,390 properties within the city limits that met this query. Out of the 2,390 city properties, 562 or 24% were located in the SBBURD. Of the 562 residential structures, seven were rated as unsound, 184 as poor and 371 as fair.

Future housing for the District is encouraged to be developed for the goal of ownership. When rental housing occurs, such facilities shall be developed in connection with mixed-uses and managed by a company that will provide active policy measures to eliminate crime and blight. Approval of multi-family housing will require either a Zone Change or Special Review request that requires approval by the City Council.

Housing in the area shall also be designed to cater to a variety of income demographics as well. All current affordable housing needs in the District shall be accounted for through the development of owned and rental housing that remain within the District. Housing for mid- and higher-level income

groups shall also be encouraged. To avoid creation of substandard housing or encourage future blight, mixed-use housing developments shall incorporate all income demographics within the same project in a safe and positive way.

Section 10 - Transportation and Pedestrian Circulation

The transportation and circulation situation in the TIF District should be a major focus during redevelopment of the area. Traffic patterns and access issues can affect the function and livability of a community or neighborhood.

During discussions and public meetings, it was apparent the current street conditions and lack of adequate transportation and pedestrian facilities was a high priority for property owners. The majority of traffic that comes into the District is either pass-through or destination traffic to the major transportation routes located within the District. In addition, the lack of sidewalk and pedestrian routes is a concern with the number of schools and parks located in the District. Safe and attractive pedestrian amenities, such as sidewalks, boulevards, crosswalks, improved signage and shelters or benches would greatly enhance pedestrian experiences.

Section 11 - Public Services and Facilities

Currently there are four public schools located within the District; three elementary schools and one middle school. A concern mentioned many times by residents was the lack of sidewalks for school children to get to school. It was observed that many students are walking directly in the street due to a lack of sidewalks. The creation of a Safe Routes to School Plan should be created to address this concern. In addition to schools, there are several developed parks located in the District. Amend Park provides a multi-use facility for soccer and rugby as well as picnic sites and shelters. Optimist Park has a variety of amenities that include basketball courts, jogging trails, playground, softball and baseball fields and picnic areas. Ponderosa Park provides horseshoe courts, playground, softball and baseball fields and soccer and rugby fields. The City of Billings also provides services to the District with MET Transit and the Southgate Cop Shop. Currently two MET routes serve the neighborhood; the Central and the Southside Loop. Both of these routes travel to and from the Stewart Park and Downtown Transfer Centers. The Southgate Cop Shop was reopened in May of 2007 and operates on Monday, Wednesday and Friday from 4 - 7 p.m. The station is a neighborhood police contact center currently staffed by volunteers. Residents are encouraged to use the Cop Shop to report crimes, suspicious activities or obtain information and assistance.

Section 12 - Infrastructure and Utilities

The District has infrastructure and utilities deficiencies that need to be addressed prior to any large influx of redevelopment or new building construction. Water and sewer conditions need to be addressed due to out of date installations, inadequate lines, or increases in impacts to existing structures.

The storm water drainage situation is particularly troublesome as many areas either have inadequate storm water facilities or none at all.

By upgrading infrastructure and utilities, therein lies the opportunity for more attractive development opportunities.

Section 13 - Urban Renewal Projects and Programs

The Urban Renewal Projects were identified by property owners within the District during the public meetings at the time the Plan was first adopted in 2008 and also during the amendment process in 2019. Information for the 2008 Plan adoption process utilized the Southwest Corridor Task Force meetings and delivery through comments mailed to the Planning Division. For the 2019 amendment process, a public meeting was held at Orchard Elementary School on May 30, 2019 where projects ideas and comments were collected, as well as at the South Billings Urban Renewal Association meeting on June 4, 2019. It is the City's intent to use tax increment to finance public improvement projects. In addition to TIF financing, the City may also use Special Improvement District financing as well as grant funding through, but not limited to, the Community Development Block Grant Program. By combining funding opportunities, more projects will be able to be completed.

The project and program list below encompasses both items included in the 2008 Plan as well as the new project recommendations for the 2019 Plan amendment. The items are identified by the year:

2008 Project and Program Recommendations:

Project: Traffic calming measures on Calhoun and Orchard Streets. (Completed)

Project: Street improvements on Newman Drive between Simpson and Stone Streets, install curb and gutter. (Completed)

Project: Pave, curb, and gutter on Simpson from Calhoun to Newman.

Project: Widen, curb and gutter (where needed) and repave Calhoun the full length. (Completed)

Project: Widen, curb and gutter (where needed) and repave Orchard the full length. (Completed)

Project: Widen, curb and gutter (where needed) and repave Hallowell the full length. (Under Construction 2021)

Project: Widen, curb and gutter and install bike path or sidewalk the full length of King Avenue East from Parkway to Riverside Drive. (Completed to Jackson Street)

Project: Safety to school plan. (SRTS Maps Updated, Plan Update in 2021/2022)

Project: Crosswalks within the District (where needed).(In Progress)

Project: Sidewalks within the District (where needed). (In Progress)

Project: Street lights along King Avenue East. (In Progress)

Project: Street widening at Optimist Park. (Addressed with Hallowell Lane Project)

Project: 4100 Block of Vaughn Street - sidewalk. (Included in FY22 CIP – Jackson to Hallowell)

Project: 4100 Block of Vaughn - public sewer needed, drain fields failing. (Included in FY22 CIP – Jackson to Hallowell)

Project: Bike/pedestrian routes along King Avenue. (Mostly Completed, section east of Jackson Street)

Project: Sewer improvements on South Billings Boulevard from Mitchell north to Underpass Road. Sewer line currently runs east under adjoining residential development. (Completed)

Project: Repave Morgan Avenue between Hallowell Lane and Jackson Street include sidewalks, streetlights. (Included in FY22 CIP)

Project: Install public sewer along Morgan Avenue that includes storm water improvements. (Included in FY22 CIP)

Project: More bike trails throughout neighborhood. (In Progress)

Project: Park improvements for Little League and soccer leagues. (Amend Park and Optimist Park projects addressing this need)

Project: Community Resource Officer within the neighborhood to steer kids away from drugs and promote a safe neighborhood. (Coordination between SD#2 and City PD is ongoing)

Project: Pave Newman Lane behind Newman Elementary School. (Completed)

Project: Storm water improvement at the Northeast comer of Phillip and Hallowell. (Addressed with Hallowell Lane Project)

Project: Need school zone signage at Newman Elementary School. Completed)

Project: Installation and improvement of municipal water and sewer lines within the District. (Completed)

Project: Installation of sidewalks on Jackson Street (where needed). (In Progress)

Project: Stop light at South Billings Boulevard and Midland Road. (Completed)

Project: Neighborhood wide traffic study for traffic calming strategies. (In Progress through SRTS and Complete Streets efforts)

Project: Assess adequacy of fire hydrants throughout the neighborhood and add fire hydrants as needed. (Not Completed)

Project: Traffic light at State Avenue and Hallowell Lane. (Completed)

Project: Continuation of streetlights on Jackson to King Avenue. (Not Completed)

In addition to property owner identification of projects for the District, the City of Billings Public Works Department has several ongoing or future infrastructure projects scheduled. These projects include the following:

- **Orchard Lane** - Replacement of a water main in Orchard Lane from just south of King Avenue East to Underpass Avenue. (Completed)

- **Calhoun Lane** – Replacement of water main in Calhoun Lane from King Avenue East to Underpass Avenue. (Completed)

- **Jackson Street** - Jackson Street is split into two phases. The first phase will provide sidewalk and drive approaches on the west side of Jackson Street from King Avenue East to Ryan Avenue. The second phase will provide drive approaches, sidewalk, curb and gutter, and ADA ramps along both sides of Jackson Street from State Avenue to Kratz Lane. (Completed)

- **Newman Lane and Bruce Avenue** - Sanitary sewer rehabilitation work was completed in the TIF District in 2007 at Newman Lane and Bruce Avenue.

2021 SBBURD Gravel Street Inventory – Programming in Current or Future CIP

Branch Name	To	From
ARDEN AVE	JACKSON STREET	VICEROWY STREET
BRUCE Ave	HALLOWELL	STEPHENS
CLEVENGER AVENUE	600' W OF JACKSON ST	JACKSON ST
FRANCES AVENUE	ORCHARD LANE	END W. ORCHARD LANE
HILLVIEW LANE	MORGAN AVE	ALLEY N OF PHILLIP STREET
HILLVIEW LANE	VAUGHN LANE	MITCHELL AVENUE
HOLIDAY AVENUE	SONGBIRD DRIVE	WELL STREET
MCDOUGALL DRIVE	CUL-DE-SAC E OF WASHINGTON STREET	WASHINGTON STREET
MITCHELL AVENUE	HILLVIEW	HALLOWELL
MONROE STREET	MADISON AVENUE	371'S. MADISON AVE
MOREY STREET	UNDERPASS AVENUE	WONDERPARK DRIVE
MOREY STREET	END OF GRAVEL	SIMPSON STREET
MULLOWNEY LANE	320' N/O PARKWAY LN	130' S/O PARKWAY LANE
NEWMAN LANE	LUX AVENUE	RUTH LANE
NOVA LANE	SONGBIRD DRIVE	WELL STREET
RYAN AVENUE	JACKSON STREET	HALLOWELL LANE
SONGBIRD DRIVE	MIDLAND ROAD	FRONTIER DRIVE
STEPHENS LANE	ARDEN AVENUE	VAUGHN LANE
STEPHENS LANE	SIMPSON STREET	RYAN AVENUE
STEPHENS LANE	ALLEY N OF JANSMA AVENUE	ALLEY S OF JANSMA AVE
VAUGHN LANE	JACKSON	HALLOWELL

FY 2022 SBURD Project
FY 2021 City Project and SID
Proposed Future CIP Inclusion

2019 Project and Program Recommendations:

Parks & Recreational Amenities – Construct and enhance public facilities that will increase the quality or quantity of parks and recreational activities within the District. This may include, but is not limited to, a recreation center, swimming pool, ice arena, indoor and outdoor park development, and other amenities.

Public Safety – Construction of Police or Fire facilities within the District, to include necessary furnishings for such facilities.

Railroad Infrastructure – Coordinate with BNSF Railway and Montana Rail Link on safety and long-term viability of railroad crossings and corridors in the District and cooperate on projects with the railroads and City of Billings.

Walking Paths and Trails – Construct sidewalks, trails, and pathways throughout the District with landscaping to ensure the safety of children and all pedestrians, as well as provide access to neighborhoods and services.

Transportation Corridor Improvements – Construct and reconstruct transportation infrastructure in the District to include streets, sidewalks, lighting, traffic control, multi-purpose side paths, landscaping, water, sewer, stormwater, and transit access projects.

School and Community Services – Assist in funding projects and programs in the District to enhance school playgrounds and athletic fields, health and wellness programs, access to community meeting and activity spaces, and other efforts that improve access to school and community services.

Section 14 - Identified Projects and Programs in Relationship to the Goals and Objectives Respective to the 2016 City of Billings Growth Policy

One of the requirements of Montana's Urban Renewal Law (Title 7, Chapter 15, Parts 42 and 43, MCA) is that the urban renewal plan must conform to the community's growth policy. On April 13, 2021, the Yellowstone County Board of Planning acted affirmatively on a recommendation to the City Council as to the SBBURD expansion's consistency with the 2016 City of Billings Growth Policy. The 2016 City of Billings Growth Policy ("Growth Policy") refers to and promotes economic development and urban renewal in a variety of ways. The preceding list of urban renewal goals listed in Section 13 are relevant to the Growth Guidelines identified in the Growth Policy in the following areas:

Growth Guidelines

Essential Investments (relating public and private expenditures to public values)

- The safety of all users and the connectivity of the transportation system are important criteria to consider in roadway designs and transportation plans.
- Public transit and commercial air service are critical to ensure access to and around the City.
- Planning and construction of safe and affordable interconnected sidewalks and trails are important to the economy and livability of Billings.
- Developed parks that provide recreation, special amenities (community gardens, dog parks, viewing areas), and active living opportunities are desirable for an attractive and healthy community.
- Landscaping of public rights-of-way and entryways makes Billings more visually appealing to residents and visitors.
- Public health and safety and emergency service response are critical to the well-being of Billings' residents, businesses, and visitors.
- Infill development and development near existing City infrastructure may be the most cost effective.
- The history and heritage of Billings are cornerstones of our community.

- Neighborhoods that are safe and attractive and provide essential services are much desired.
- Infrastructure and service investments that stabilize or improve property values, secure future utility costs, consider maintenance costs, and improve our environmental quality far into the future (i.e. energy efficient) are desirable
- A supportive school system that inspires, motivates, and prepares students for meaningful employment is important for ensuring a high quality, competitive community.

Place Making (Enhance, maintain, preserve, and improve existing public places)

- A multi-use community recreation facility is desirable.
- Enhancement and maintenance of public spaces and buildings through City stewardship is integral to a vibrant community.
- Park master plans and transportation plans are important to facilitate the preservation and improved public access to the Yellowstone River and the Rims
- Public and private partnerships are valuable for creating enhanced entryways into Billings.
- Enhancing public buildings and spaces to be more efficient in their uses of energy, money, and space is important to having a vibrant and livable City.

Community Fabric (attractive, aesthetically pleasing, uniquely Billings)

- Developed landscape areas in commercial areas encourage more pedestrian activity and vibrant commercial activity.
- Attractive streetscapes provide a pleasant and calming travel experience in urban and suburban neighborhoods.
- Outdoor public spaces provide casual and relaxing gathering areas for people.
- Planning and construction of interconnected sidewalks and trails are important to the livability of Billings.
- Cost-effective landscaping of public rights-of-way and entryways makes Billings more visually appealing to residents and visitors.

Strong Neighborhoods (livable, safe, sociable, and resilient neighborhoods)

- Walkable neighborhoods that permit convenient destinations such as neighborhood services, open space, parks, schools, and public gathering spaces foster health, good will and social interaction.
- Safe and livable neighborhoods can be achieved through subdivision design that focuses on complete streets, pedestrian-scale streetlights, street trees and walkable access to public spaces.
- Implementation of the Infill Policy is important to encourage development of underutilized properties.

Home Base (healthy, safe, and diverse housing options)

- A mix of housing types that meet the needs of a diverse population is important.

- Common to all types of housing choices is the desire to live in surroundings that are affordable, healthy, and safe.
- Homes that are safe and sound support a healthy community.

Mobility and Access (transportation choices in places where goods and services are accessible to all)

- Connecting people to places with transportation choices is vital to the well-being of Billings' residents, businesses, and visitors.
- Safe and accessible transportation systems benefit everyone's quality of life.
- Affordable public transit is much desired.
- Development oriented to transit routes will provide more transportation choices and is preferred.
- "Safe Routes to Schools" promotes physical health and reduces vehicle trips, earning parents more time and less costs for transportation.
- Planning and construction of interconnected sidewalks and trails are important to the economy and livability of Billings.
- On-street bike facilities promote predictability for all users
- Technology can reduce congestion and facilitate emergency vehicle travel at railroad crossings.

Prosperity (promoting equal opportunity and economic advancement)

- Predictable, reasonable City taxes and assessments are important to Billings' taxpayers.
- Successful businesses that provide local jobs benefit the community.
- Community investments that attract and retain a strong, skilled, and diverse workforce also attracts businesses.
- Retaining and supporting existing businesses helps sustain a healthy economy.

Section 15 - Neighborhood Planning

Another tool that is expected to be used in the future to address current conditions within the District and the identification of neighborhood needs will be accomplished through the creation of a Neighborhood Plan. A neighborhood plan may be drafted for this area of Billings in the next three or four years based on available funding. The purpose of the neighborhood plan is to assist residents, governing agencies, planners, and developers in making the right choices when determining future growth patterns and development within the neighborhood. The plan also encourages local government, developers, and businesses to discuss future land use decisions with neighborhood residents and business owners prior to the proposed land use change. The neighborhood plan is not a regulatory document; instead, it is adopted by the City Council and the Board of County Commissioners as an implementation strategy and is part of the City of Billings and Yellowstone County Growth Policy as an advisory document. The neighborhood plan would be implemented through the City's Capital Improvement Program Planning and by the Southwest Corridor Neighborhood Task Force.

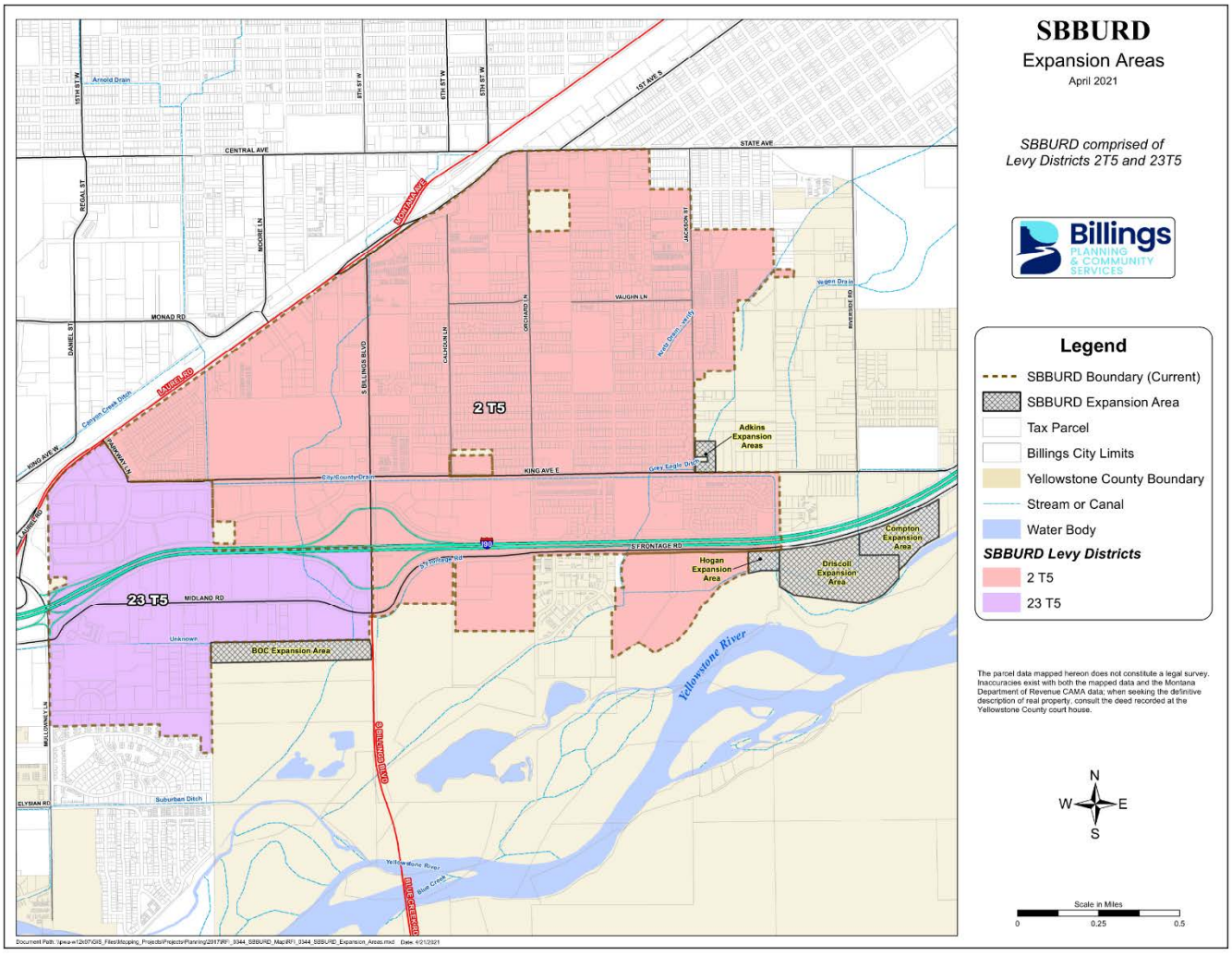
The plan would include general and specific recommendations that reflect the values of the community, encourage sound decision-making, and empower people to take action. The plan also

includes realistic implementation strategies that involve both private and public actions, as well as regulatory decisions.

Section 16- Conclusion

The South Billings Boulevard Urban Renewal District has a tremendous amount of potential to become a viable and reliable economic engine. The District has a great potential to become a destination place where Billings residents, business owners, and visitors will purposefully go to conduct business, have goods and services manufactured and enjoy recreation and leisure activities. At the end of the life of this TIFD program it is the hope of all involved that this area of Billings will be a wonderful place to live, work and play far into the future.

Appendix I – 2021 Expansion



City Council Regular

Date:	04/25/2022
Title:	Council appointments to Boards and/or Committees
Presented by:	Chris Kukulski, City Administrator
Department:	City Hall Administration
Presentation:	No
Legal Review	Not Applicable

RECOMMENDATION

Determine which council members will fill vacancies on each of the following boards.

- Big Sky Economic Development Board
- Beartooth Resource Conservation & Development (RC&D)
- Bright and Beautiful
- Downtown Billings Partnership
- Babcock Theater Board

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

As council members terms of service have ended, council member vacancies remain on the following boards.

Big Sky Economic Development Board - The board meets on the 2nd Thursday of each month at 7:30 am
Beartooth RC&D - 3rd Thursday of odd numbered months @ 1:30 and 5:30
Bright and Beautiful - 3rd Wednesday of each month @ noon
Downtown Billings Partnership - 4th Friday of each month @ 7:30 am
Babcock Theater Board - as needed

Neither the City Charter nor the Council's Rules of Procedure dictate the process you use for determining council member appointments.

STAKEHOLDERS

N/A

ALTERNATIVES

City Council may:

- Approve; or,
- Not Approve

FISCAL EFFECTS

The proposed action has no financial impact.

Attachments

Council Member Committees

Council Member Committees		
Big Sky EDA Board		Second Thursday of the month in the Yellowstone Room @ 222 N. 32nd Street First floor @ 7:30 AM
Community Development Board	Denise Joy	First Tuesday of the month in the Miller Building, 2825 3rd Avenue North, 6th floor @ 3:00 PM
Policy Coordinating Committee	Mayor Cole	Third Tuesday of the month in the Yellowstone County Commissioners Board Room, 316 N. 26th Street, Room 3101 @ 12:00 Noon
Montana League of Cities & Towns	Mayor Cole	Late June in Helena*; October annual conference
*Travel covered for Helena meeting		
Beartooth RC & D		Third Thursday of odd numbered months
		various locations; winter meetings 1:30
		PM, summer meetings 5:30 PM
Bright & Beautiful		Third Wednesday of month @ Perkins on 27th Street @ 12:00 Noon
DBP Board	(non-voting)	Fourth Friday of the month in GW Bldg, 2722 3rd Avenue North 1st Floor Conference Room @ 7:30 AM
Babcock Theater		